



**Gary
Community
School
Corporation**

Gary, Indiana

**Uniform Code of
Student Conduct,
Due Process
and Discipline**

**2003-2004
Grades K-12**

Rights
Responsibilities
Regulations
Procedures



Uniform Code of Student Conduct, Due Process and Discipline

**Rights
Responsibilities
Regulations
Procedures**

2003-2004

Gary Community School Corporation

620 East 10th Place

Gary, Indiana

(219) 886-6400

www.garycsc.k12.in.us

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**For information regarding Due Process Rights and Procedures,
call Nero Lawrence (219) 963-4121.**



12th Edition 2003

**Dr. Olivia L. Watkins,
Asst. Superintendent,
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**Nero Lawrence,
Student Discipline Officer/
Expulsion Examiner**

The Gary Community School Corporation does not discriminate on the basis of race, color, national origin, sex, handicap, age or other non merit factors in its recruitment or educational programs or activities. Any person who believes that such discrimination has occurred in this school corporation should contact the Affirmative Action Office in the Gary Community School Corporation, 620 East 10th Place, Indiana 46402, (219) 881-5421

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Student Code of Conduct Committee

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Mission Statement

The Gary Community School Corporation is committed to the effective engagement of staff, students, parents and community in providing a quality education in a safe and orderly environment. We hold high expectations that all students will be prepared to function successfully as productive, responsible and caring citizens in a diverse, global, technological society. The Corporation will assume responsibility for student progress at all levels ensuring that the requisite skills, knowledge and dispositions are acquired.

Uniform Code of Student Conduct

Introduction

The major responsibility of the Gary Community School Corporation is to provide all students with a quality and equal educational opportunity.

An academic environment conducive to learning must be present if students are to have the opportunity to learn. To facilitate such an atmosphere, certain rules and regulations must be established and enforced. It is the intent of these rules and regulations to improve the educational process for all students by defining acceptable behavior and stating the consequences of unacceptable behaviors.

The Uniform Code of Student Conduct of the Gary Community School Corporation (GCSC) provides a standard of conduct for all GCSC public school students. It describes both appropriate and inappropriate student behavior, ensures equal treatment for misconduct, and presents actions for remedying prohibited behaviors. The policies and regulations contained within this Code apply to any student who is on school property, enroute to and from school, at any school-sponsored activity, or is involved in unlawful activity off school grounds when school is not in session.

It is important to remember that the rights of individuals are preserved by the protection and respect of others. Every pupil and every member of the school staff have a right to feel safe in the buildings, on school grounds, traveling to and from school, and during school activities. Students are responsible for the way they exercise their rights, and they must assume the consequences of their actions. Each exercise of an individual right must be accompanied by a respect for the rights of others.

This Code is based on the premise that rules must be enforced fairly, consistently, and in an equitable and just manner while complying with state mandates and regulations to guarantee quality education and equal educational opportunity to every student. It is recognized that as students progress in school and advance in age and maturity, they will assume greater responsibility for their actions. Differences in age and maturity require different types of disciplinary action.

The Uniform Code of Student Conduct is based on principles of humaneness, which recognizes the dignity and worth of every student. Externally imposed discipline is most effective when it leads to the development of self-discipline. The objectives of the Code are designed to promote student growth in the abilities, attitudes, and habits necessary for acceptable, self-controlled behavior. When it becomes necessary to use corrective measures, the action should be based on an understanding of the student and sound guidance principles consistent with these policies.

In this Code, discipline is defined as the adherence to rules and regulations that have been developed by administration, parents, and teachers to establish the parameters of student behavior.

The student behaviors that follow these rules and regulations will be a major factor in providing an educational environment that is conducive to good mental and physical health and supportive of optimum learning and good citizenship.

Maintaining a good learning environment requires the combined effort and partnership of students, parents, teachers, and school administrators. This Code reflects the partnership concept by outlining the rights and responsibilities of all persons responsible for the education of students in the Gary schools.

Rights and Responsibilities

The creation and maintenance of a positive, disciplined teaching/learning environment is the responsibility of each member of the school community. Cooperation is essential in maintaining an environment which is safe, orderly, and conducive to learning. Students, parents, school staff, the superintendent, and members of the Board of School Trustees have the right to feel safe and be treated with respect at all times; therefore, it is necessary that the total school community understand that individual rights are accompanied by identified responsibilities.

RIGHTS AND RESPONSIBILITIES OF THE SCHOOL COMMUNITY FOR THE TEACHING/LEARNING ENVIRONMENT:

Students: Rights and Responsibilities

Students have the right to:

1. receive a free public education.
2. be informed of school policies, rules, regulations for academic performance.
3. receive equal treatment in every aspect of the educational system regardless of sex, race, color, national origin, religion, handicap.
4. receive fundamental guarantees of free speech, press and assembly unless the expression of these infringe on the rights of others or causes a substantial and material disruption of the educational process.
5. have due process in disciplinary proceedings and to appeal disciplinary decisions as outlined in the district grievance procedure.
6. learn in an educational environment free from fear, intimidation, ridicule, profanity, humiliation and physical or verbal abuse.
7. maintain privacy of personal possessions subject to the right of school officials to inspect and protect students, staff and school property.
8. participate in authorized student organizations if eligibility requirements are met.
9. be informed about the support services which are available in school.
10. receive an explanation of the basis for any grades given.
11. obtain access to their cumulative records at age 18.

Students have the responsibility to:

- actively participate in the learning process.
- attend school regularly, arrive on time and be prepared to learn to the best of their ability.
- respect the individual rights and feelings of fellow students, staff and others.
- recognize that school personnel are the established authority in areas of school jurisdiction, i.e., buses, school buildings and grounds and at any school-related activity.
- recognize appropriate channels through which rules or conditions can be questioned or studied and communicate questions or ideas for improvement of the school through these channels. Every student has the obligation and right to utilize these channels which include representative student government and appropriate staff.
- know, understand and behave in accordance with school rules and accept responsibility for their own behavior.
- respect the property of fellow students, school staff and others.
- know and understand eligibility requirements for school authorized student organizations.
- seek counseling and help when needed.
- actively participate in the learning process.

Students: Rights and Responsibilities (cont'd.)

Students have the right to:

12. Pregnant students have the same rights and privileges of other students. Their pregnancy shall not be a factor that causes any denial of such privileges and rights unless the pregnancy causes physical limitations.

Students have the responsibility to:

- notify the school nurse of their condition.
- provide verification of their securing adequate pre-natal care.
- provide information of any unusual health problems.
- relieve the school of any responsibility to provide any additional care other than is given to all students.
- seek counseling when pregnancy is interfering with their academic progress.
- arrange with individual teachers regarding their participation in oral and written work to complete the class requirements, as needed.
- adhere to all policies that affect them.

Parents: Rights and Responsibilities

Parents have the right to:

1. receive a free public education for their child.
2. receive respect while participating in the school environment
3. clear, correct and complete information about their child's school, educational progress, and attendance.
4. receive an explanation of the basis for any grades given by a teacher.
5. participate in local school organizations and volunteer activities.
6. request and be granted a conference with the teacher and/or administrator.
7. have access to all school records pertaining to their child within the work guidelines defined by the Family Education Rights and Privacy Act.

Parents have the responsibility to:

- provide a home environment that encourages a commitment to learning and be a positive role model for their child.
- instill respect for self, others and their property, and for learning.
- interact with school officials and teachers by giving necessary and helpful information to facilitate appropriate educational decisions.
- ensure students' regular and prompt compliance with all school rules and procedures.
- know, help, and interact with the child's teachers and administrators via phone calls, letters, and/or conferences relative to their child's progress.
- recognize and use appropriate channels such as PTAs, other groups (PTOs, Chapter I PACS), school administrators, due process, and grievance procedures through which rules or conditions can be questioned or studied.
- maintain open lines of communication with school personnel and recognize that they are the established authority in areas of school jurisdiction.
- furnish periodic immunization and health examination records of their child as required by law.
- submit necessary reports to appropriate school personnel.

Parents: Rights and Responsibilities (cont'd.)

Parents have the right to:

8. confidentiality of information pertaining to his/her child.
9. participate in decisions made about their child, and to appeal matters pertaining to their child.
10. advocate for the educational welfare of their child.

Parents have the responsibility to:

- inform school officials when certain information is to remain confidential.
- interact with the student's teacher and administrator.
- safeguard and nurture the physical, mental, social, and spiritual education of their child.
- participate in the election of school board members.

Teachers: Rights and Responsibilities

Teachers have the right to:

1. receive respect and be allowed to perform duties in an environment free from any physical or verbal abuse.
2. receive in writing annually, all policies, rules and regulations of the school community which they are expected to carry out and enforce.
3. receive timely information regarding administrative action taken on discipline referrals
4. be present at any student/parent/administrative conference concerning serious classroom disruption.
5. be notified and testify in cases of battery
6. receive the guarantees cited in the Agreement between the Gary Community School Corporation and the American Federation of Teachers, Local #4.

Teachers have the responsibility to:

- indicate by attitude and actions genuine concern and respect for each student.
- plan and conduct a program of instruction which meets the needs of each student.
- assist in the development of positive self-concepts for each student.
- manage classroom routines that contribute to the program of instruction and the development of personal responsibility.
- maintain regular and punctual attendance.
- know and enforce the rules and policies of the school community.
- make referrals to appropriate support staff or administrator.
- maintain communication with parents through report cards, conferences, letters, and phone calls.
- work with parents, students, and school staff to provide for positive changes.
- attend discipline conferences or hearings upon request.
- utilize professional ethics as a guide in relationships with students, parents, the community and other school personnel.
- observe basic standards of cleanliness, modesty and acceptable grooming.

Building Administrators: Rights and Responsibilities

Building Administrators have the right to:

1. receive respect and be allowed to perform duties in an environment free of physical or verbal abuse.
2. be present at any student/parent/teacher conference concerning serious classroom disruption.
3. receive the guarantees cited in the Agreement between the Gary Board of School Trustees and Elementary/Secondary Principals' Associations.
4. search student's possessions whenever reasonable cause exists in order to ensure the safety and well-being of students and staff and the protection of school property.

Building Administrators have the responsibility to:

- work with staff to formulate written school regulations consistent with the Uniform Code of Student Conduct and support the staff in enforcement.
- know and enforce consistently and fairly the rules of an individual school and policies of the school district.
- establish an understanding of the Discipline Code with all students, parents and staff.
- suspend and recommend expulsion.
- encourage innovative practices and alternatives for handling discipline problems which will increase student's self-respect and self-reliance.
- provide teachers with relief from serious discipline problems as soon as possible and support all building personnel in maintaining appropriate and effective discipline.
- arrange and be available for conferences on disciplinary matters with students, parents and staff.
- observe basic standards of cleanliness, modesty and acceptable grooming.
- know and enforce consistently and fairly the rules of individual schools and policies of the school district.
- notify staff of their right to give testimony during any Title XX hearing that involves said staff in cases of battery.

School Superintendent: Rights and Responsibilities

The School Superintendent has the right to:

1. receive respect and perform duties in an environment free of physical or verbal abuse.

The School Superintendent has the responsibility to:

work with the community, School Board and staff to establish and sustain a safe, caring and creative learning environment that guarantees an equal opportunity to every student.

coordinate the development of new educational programs and discipline strategies which will help minimize behavioral problems.

be available to advise building administrators on serious discipline matters.

consider and recommend suspension and expulsion.

ensure that school district employees carry out local Board policies and decisions.

review and implement policies of the School Board and State laws pertaining to student rights and discipline with building administrators, parents and staff.

support the actions and decisions of building administrators as long as the administrator acts in accordance with applicable laws and school district policies.

inform the school community of the policies contained within the Uniform Code of Student Conduct, how to obtain copies of the Code and how to utilize the district grievance procedures if necessary.

The Gary Board of School Trustees: Rights and Responsibilities

The Board of School Trustees has the right to:

1. receive respect and perform duties in an environment free of physical or verbal abuse.

The Board of School Trustees has the responsibility to:

establish policies for the development and revision of the Uniform Code of Student Conduct.

understand and enforce fairly the administration of the Code.

consider, recommend and support student discipline as long as the administration acts in accordance with applicable laws and school district policies.

Discipline Procedures

INFRACTIONS	1ST OCCURRENCE	2ND OCCURRENCE	3RD OCCURRENCE
<u>Attendance Infractions</u> Excessive Tardiness (3-5 Times)	Detention, Parent Notification, Student/Parent/Principal Conference, Involve Support Staff, (In-School Suspension in Middle Schools)	Detention, Parent Notification, Student/Parent/Principal Conference, Involve Support Staff, (In-School Suspension in Middle Schools)	Detention, Parent Notification, Student/Parent/Principal Conference, Involve Support Staff
<u>Skipping</u>	Same	Same	Same
Truancy	After four (4) Absences per Semester Attendance Referral card sent to Administrator to Refer case to counselor/social worker. Student/Parent/Principal Conference	After six (6) Absences per Semester Attendance Referral card sent to Administrator who will initiate and document one or more of the following: Parent Conference, Case Reference, Home visit by Social Worker, Refer to other Social Agencies, and Refer to Psychological Services. Letter will be sent home.	After Eight (8) Absences per Semester Attendance Referral card sent to Administrator who will hold a Student/Parent/Principal Conference and send a certified letter to the home notifying the parent of the attendance problem and possible consequences
			Sanctions Imposed After nine (9) Unexcused Absences Elementary and Middle School Cases will be referred to DFCS (Child Protective Services) . High School Students sixteen (16) years and older who accumulate (9) unexcused absences and an investigation has been completed will be withdrawn from school. Exit meeting will be held. Certified letter sent to home confirming official withdrawal from school.

INFRACTIONS	1ST OCCURRENCE	2ND OCCURRENCE	3RD OCCURRENCE
<u>Personal Behavior Infractions</u> Parking	Parent Notification, Student/Principal Conference, Student/Principal/ Parent Conference, Suspend Parking privileges 1-5 Days , Ticket Vehicle, Towing	Parent Notification, Student/Principal Conference, Student/Principal/ Parent Conference, Suspend Parking privileges thru one grading period , Ticket Vehicle, Towing	Parent Notification, Student/Principal Conference, Student/Principal/ Parent Conference, Suspend Parking privileges thru one grading period , Ticket Vehicle, Towing

INFRACTIONS	1ST OCCURRENCE	2ND OCCURRENCE	3RD OCCURRENCE
Personal Behavior Infractions (cont'd)			
Driving Violations	Student/Parent/Principal Conference, Support Staff, School Security, 1-3 days Out of School Suspension	Student/Parent/Principal Conference, Support Staff, School Security, 1-3 days Out of School Suspension, Driving Privileges Suspended for One Semester.	Student/Parent/Principal Conference, Support Staff, School Security, 3-10 days Out of School Suspension, Driving Privileges Suspended Indefinitely
Electronic Devices	Parent Notification, Student/Principal Conference, Student/Principal/ Parent Conference, Involve Support Staff, (In-School Suspension in Middle Schools), 1-3 days Out of School Suspension	Parent Notification, Student/Principal Conference, Student/Principal/ Parent Conference, Involve Support Staff, (In-School Suspension in Middle Schools), 1-3 days Out of School Suspension	Parent Notification, Student/Principal Conference, Student/Principal/ Parent Conference, Involve Support Staff, School Discipline Committee Involvement, 3-10 days Out of School Suspension
Inappropriate Dress	Same	Same	Same
Indecency	Same	Same	Same
Profanity	Same	Same	Same
Loitering	Same	Same	Same
Undesirable Bus Behavior	Same	Same	Same
Undesirable Cafeteria Behavior	Same	Same	Same
Running in the Hall	Same	Same	Same
Falsely Accusing any person of Sexual Harassment/ Violating a School Rule/	Same	Same	Same
Failure to Report Actions or Plans of Another person that could result in harm to another person or property	Same	Same	Same
Forged Pass(es)	Same	Same	Same
Possession of Tobacco/Smoking	Same	Same	Same
Possession or using a laser pointer or similar device	Same	Same	Same
Violation of Internet Agreement	Cancellation of Internet Privileges	Deny, Revoke, or Suspend Specific User Accounts	

A fourth (4th) occurrence of any of the above and following Infractions and/or the extreme nature of the Infraction may warrant an expulsion request.

INFRACTIONS	1ST OCCURRENCE	2ND OCCURRENCE	3RD OCCURRENCE
<u>Student/Student Conflict Infractions</u>			
Intimidation/Threats	Parent Notification, Student/ Principal Conference, Student/ Principal/ Parent Conference, Involve Support Staff, (In-School Suspension in Middle Schools), 1-5 days Out of School Suspension	Parent Notification, Student/ Principal Conference, Student/ Principal/ Parent Conference, Involve Support Staff, (In-School Suspension in Middle Schools), 1-5 days Out of School Suspension	Parent Notification, Student/ Principal Conference, Student/ Principal/Parent Conference, Involve Support Staff, 6-10 days Out of School Suspension
Instigating Behavior	Same	Same	Same
Slander/Degrading Epithet	Same	Same	Same
Hazing	Same	Same	Same
Pushing/Shoving Tripping	Same	Same	Same
Fighting	Same	Same	Same
Attack on Another Student	Same	Same	Same
Sexual Harassment	Same	Same	Same

INFRACTIONS	1ST OCCURRENCE	2ND OCCURRENCE	3RD OCCURRENCE
<u>Student/Staff Conflict Infractions</u>			
Insubordination: Disregarding Authority	Parent Notification, Student/ Principal Conference, Student/ Principal/ Parent Conference, Involve Support Staff, 3-5 days Out of School Suspension	Parent Notification, Student/ Principal Conference, Student/ Principal/ Parent Conference, Involve Support Staff, 6-10 days Out of School Suspension	Parent Notification, Student/ Principal Conference, Student/ Principal/ Parent Conference, Involve Support Staff, 6-10 days Out of School Suspension
Disruptive Behavior	Same	Same	Same
Inappropriate Language toward Staff	Same	Same	Same
Sexual Remarks Directed toward Staff	Same	Same	Same
Lack of Respect: Threats or Improper gestures or Language Directed toward Staff	Same	Same	Same
Leaving Classroom without Permission	Same	Same	Same

A fourth (4th) occurrence of any of the above and following Infractions and/or the extreme nature of the Infraction may warrant an expulsion request.

**Most Serious
Infractions**

**INFRACTIONS THAT
WARRANT EXPULSION
REQUESTS AND POSSIBLE
REFERRAL TO LOCAL LAW
ENFORCEMENT AGENCY**

**Deadly Weapons
(Excluding Firearms)
*Confiscation of Weapon***

Look-alike Weapons

False Reports (Fire/Bomb)

Gang Assaults

Extortion

Pornography

Sexual Misconduct

Arson

**Possession and/or Use of
Alcohol on School Property
*Confiscation of Substance***

**Use of Alcohol and/or
Drugs immediately before
attending school or a
school function**

Theft/Vandalism/

**Graffiti/Destruction
of Property**

1. Parent Notification

2. Principal-Student-Parent Conference

3. Ten (10) Days Suspension & Expulsion Request

**4. Possible Arrest by School Security
and Referral to Juvenile Authorities**

**5. Superintendent/Designee *may* refer to
Local Law Enforcement Agency**

Most Serious Infractions (cont'd.)

INFRACTIONS THAT WARRANT EXPULSION REQUESTS AND REFERRAL TO LOCAL LAW ENFORCEMENT AGENCY

Possession of Firearms, Destructive Devices, or Explosives
Confiscate Weapon

Possessing, Providing, and/or Selling Drugs/Controlled Substances and Look-alike Paraphernalia
Confiscate Illegal Substances & Paraphernalia

Sexual Assault

Mandatory Referral to Local Law Enforcement Agency

- 1. Parent Notification**
- 2. Principal-Student-Parent Conference**
- 3. Ten (10) Days Suspension & Expulsion Request**
- 4. Arrest by School Security and Referral to Juvenile Authorities**
- 5. Superintendent/Designee *will* refer to Local Law Enforcement Agency**

Battery Against School Staff (Physical Assault)

All of the following must occur:
 Immediate Suspension, Parent Notification, Parent Conference, Recommendation from the Building Committee, Final recommendation of the Building Principal which may result in expulsion request, Possible arrest by School Security Officer
 Refer to Juvenile Court

All of the following must occur:
 Immediate Suspension, Parent Notification, Parent Conference, Recommendation from the Building Committee, Final recommendation of the Building Principal which may result in expulsion request, Possible arrest by School Security Officer
 Refer to Juvenile Court

All of the following must occur:
 Immediate Suspension, Parent Notification, Parent Conference, Recommendation from the Building Committee, Final recommendation of the Building Principal which may result in expulsion request, Possible arrest by School Security Officer –Refer to Juvenile Court

The contents of these charts do not limit the scope or severity of the penalties for violations.

CORPORAL PUNISHMENT IS A DISCIPLINARY MEASURE USED ONLY AS A LAST RESORT.

Corporal Punishment Policy

A staff member may use reasonable physical force against a student without advance notice to the principal when it is essential for self defense, the preservation of order, the protection of other persons and/or the property of the Board.

Corporal punishment shall be administered in an objective manner and in such a way that no permanent injury can result. Such punishment should be dispensed in the presence of an adult witness. When administering a paddling to a student for disciplinary purposes, an adult witness shall be present.

Due Process and Pupil Discipline: Rights, Responsibilities and Regulations

Introduction

This brochure is intended, in general terms, to describe some of the rights and responsibilities of students in the Gary Community Schools and to set forth appropriate regulations governing pupil conduct as prescribed in the Uniform Code of Student Conduct and Title XX, Article 8.1, Chapter 5.1 of the Indiana Code.

In order to function properly, public school education must provide an equal learning opportunity for all students. In addition to the regular curriculum, principles and practices of good citizenship must be taught and demonstrated. This includes an appreciation for the rights of others. However, no school or school system can discharge these responsibilities if it permits students to act in an objectionable manner or to disregard rules and regulations adopted for the benefit of all persons.

Students live and function, as do adults, in the general community. As citizens, students are entitled to our society's benefits. They are also subject to national, state and local laws and rules governing various aspects of their conduct.

In much the same manner, students live and function in a second community, namely, the school community. Public education confers its own benefits, but it requires acceptance of individual responsibilities. While education must always encourage diversity and challenge, it must at the same time have an orderly and manageable framework within which to operate. The Uniform Code of Student Conduct organizes this framework, establishes rights of students and provides a standard of conduct for all public school students. It describes misconduct and presents specific actions for remedying prohibited behaviors. In some instances, failure to abide by the rules and regulations stated in the Uniform Code of Student Conduct could result in suspension or expulsion.

The following policies, rules and regulations are established to help each student conduct himself/herself in a proper manner as a good citizen of the school community. It is a basic code of conduct designed to assist and support students by providing them with a school they are proud to attend. The Code will also help provide an atmosphere where students have full freedom to learn.

Who Can Create Policies, Rules and Regulations

The Board of School Trustees and the Superintendent of Schools may establish written rules and regulations concerning student conduct. Each principal may establish written rules and regulations governing student conduct in his/her building as long as such rules and regulations are in compliance with Indiana Statute, Board policies, and the Collective Bargaining Agreement. However, any rules and regulations made by anyone other than the Board of School Trustees and the superintendent must be reviewed and approved by the Superintendent and presented to the Board of School Trustees before they become effective.

Types of Student Behavior That Can Cause a Student to be Suspended or Expelled

A student may be expelled or suspended for engaging in unlawful activity on or off school grounds if the unlawful activity may reasonably be considered to be an interference with school purposes or an educational function. The following types of student misconduct and/or substantial disobedience for which a student may be suspended or expelled in accordance with provisions of I.C. 20-8.1-5.1 include but are not limited to:

1. Using violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or other comparable conduct, constituting an interference with school purposes, or urging other students to engage in such conduct. The following enumeration is only illustrative and not limited to the type of conduct prohibited by this rule:
 - a. occupying any school building, school grounds, or part thereof, with intent to deprive others of its use.
 - b. blocking the entrance or exits of any school building or corridor or room therein with intent to deprive others of lawful access to or from, or use of the building, corridor, or room.
 - c. setting fire to or substantially damaging any school building or property.
 - d. prevention of or attempting to prevent by physical act the convening or continued functioning of any school or educational function, or of any lawful meeting or assembly on school property.
 - e. continuously and intentionally making noise or acting in any manner so as to interfere seriously with the ability of any teacher or any of the other school personnel to conduct the educational function under his supervision.
2. Causing or attempting to cause damage to school property, stealing or attempting to steal school property.
3. Causing or attempting to cause damage to private property, stealing or attempting to steal private property.
4. Intentionally causing or attempting to cause physical injury or intentionally behaving in such a way as could reasonably cause physical injury to any person. Self-defense or reasonable action undertaken on the reasonable belief that it was necessary to protect some other person does not, however, constitute a violation of this rule.
5. Threatening or intimidating any student for the purpose of, or with the intent of, obtaining money or anything of value from the student.
6. Failing to report the actions or plans of another person to a teacher or administrator where those actions or plans, if carried out could result in harm to another person or persons or damage property when the student has information about such actions or plans.
7. Possessing, handling or transmitting a knife or any object that can reasonably be considered a weapon or is represented to be a weapon. "Any object" includes any item that is considered a weapon but is not a firearm as defined in rule #18 below. A definition of a Deadly Weapon is found in the Glossary.
8. Knowingly possess, use, provide, or transmit to another person or be under the influence of any controlled substance, prescription drug, which is, looks like, or which is or was represented to be a tobacco product, narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, substance containing alcohol, steroid, stimulant, depressant or intoxicant of any kind, or any paraphernalia used in connection with the listed substances. **Also prohibited is the consumption of any of the stated substances immediately before attending school or a school function or event.** Use of a drug authorized by a medical prescription from a physician is not a violation of this subdivision.
 - a. Exception to this Rule: a student with a chronic disease or medical condition may possess and self-administer prescribed medication for the disease or condition if the student's parent has filed a written

authorization with the building principal. The written authorization must be done by a physician and must include the following information:

- That the student has an acute or chronic disease or medical condition for which the physician has prescribed medication.
 - The nature of the disease or medical condition requires emergency administration of the prescribed medication.
 - The student has been instructed how to self-administer the prescribed medication.
 - The student is authorized to possess and self-administer the prescribed medication.
9. Possessing, using, or transmitting any substance which is represented to be or looks like a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, stimulant depressant, or intoxicant of any kind.
 10. Possessing, using, transmitting, or being affected by caffeine-based substances, substances containing phenylpropanolamine (PPA), or other stimulants of any kind, available with or without a prescription.
 11. Engaging in the unlawful selling of a controlled substance or engaging in a criminal law violation that constitutes a danger to other students or constitutes an interference with school purposes or an educational function.
 12. Failing in a substantial number of instances to comply with directions of teachers or other school personnel during any period of time when the student is properly under their supervision, where the failure constitutes an interference with school purposes or an educational function.
 13. Falsely accusing any person of sexual harassment, or of violating a school rule and/or a state or federal law.
 14. Engaging in any activity forbidden by the laws of the State of Indiana that constitutes an interference with school purposes or an educational function.
 15. Aiding, assisting, or conspiring with another person to violate these student conduct rules or state statute or federal law.
 16. Violating, or repeatedly violating, any rules that are reasonably necessary in carrying out school purposes or an educational function and are established in accordance with Indiana law including but not limited to:
 - a. disobedience of administration authority,
 - b. engaging in speech or conduct including clothing and jewelry or hair style, which is profane indecent, lewd, vulgar, or offensive to school purposes,
 - c. engaging in sexual harassment of another person, which includes sexually-related verbal statements, gestures or physical contact,
 - d. engaging in voluntary or consensual sexually-related contact with another person,
 - e. willful absence or tardiness of students,
 - f. failing to tell the truth about any matter under investigation by school personnel,
 - g. possession or using a laser pointer or similar device
 17. Knowingly possessing or using on school grounds during school hours an electronic paging device or a handheld portable telephone in a situation not related to a school purpose or an educational function.
 18. Possessing a firearm or a Destructive Device(I.C. 20-8.1-5.1-10(c)) (I.C. 35-47-1-5)
 - a. No student shall possess, handle or transmit any firearm on school property.

- b. The following devices are considered to be a firearm under this rule:
- any weapon that will, or is designed to, or may readily be converted to, expel a projectile by the action of an explosive
 - the frame or receiver of any weapon described above
 - any firearm muffler or firearm silencer
 - • any destructive device which is an explosive, incendiary, or poison gas bomb, grenade, rocket having a propellant charge of more than one-quarter ounce, mine, or any similar device
 - any weapon that will, or that may be readily converted to, expel a projectile by the action or an explosive or other propellant, and that has any barrel with a bore of more than one-half inch in diameter
 - any combination or parts either designed or intended for use in converting any device into any destructive device described in the two immediately preceding examples, and from which a destructive device may be readily assembled
 - an antique firearm
 - a rifle or a shotgun which the owner intends to use solely for sporting, recreational, or cultural purposes

For purposes of this rule, a destructive device is

- an explosive, incendiary, or overpressure device that is configured as a bomb, a grenade, a rocket with a propellant charge of more than four ounces, a missile having an explosive or incendiary charge of more than one-quarter ounce, a mine, a Molotov cocktail or a device that is substantially similar to an item described above,
 - a type of weapon that may be readily converted to expel a projectile by the action of an explosive or other propellant through a barrel that has a bore diameter of more than one-half inch, or
 - a combination of parts designed or intended for use in the conversion of a device into a destructive device.
- A destructive device is NOT a device that although originally designed for use as a weapon, is redesigned for use as a signaling, pyrotechnic, line throwing, safety, or similar device.
- c. The penalty for possession of a firearm or destructive device: suspension up to 10 days and expulsion from school for at least one calendar year with the return of the student to be at the beginning of the first semester after the one year period. The length of the expulsion may be reduced by the superintendent if the circumstances warrant such reduction.
- d. The superintendent shall immediately notify the county prosecuting attorney's office when a student is expelled under this rule.

The grounds for suspension or expulsion listed (#1-18) apply when a student is:

1. on school grounds immediately before or during school hours, or immediately after school hours, or at any other time when the school is being used by a school group, including summer school;
2. off school grounds at a school activity, function, or event; **or**
3. traveling to or from school or a school activity, function, or event.

In addition to the grounds specified, a student may be suspended or expelled for engaging in unlawful activity on or off school grounds if:

1. the unlawful activity may reasonably be considered to be an interference with school purposes or an educational function; or
2. the student's removal is necessary to restore order or protect persons on school property; including an unlawful activity during weekends, holidays, other school breaks, and the summer period when a student may not be attending classes or other school functions.

Other Circumstances Which Can Cause a Student to be Expelled

1. The student's immediate removal is necessary to restore order or to protect persons on School Corporation property. This shall include conduct off school property if the student's presence in school would constitute an interference with school purposes or an educational function.
2. The student's legal settlement is not in the attendance area of the excluding school corporation, if no transfer has been granted by the school corporation or has been ordered by the commission on general education, if no agreement has been made to pay cash tuition or no tuition has been paid under an agreement, and if another governmental entity is obligated to pay transfer tuition to the excluding school corporation. An expulsion under this subdivision is not, however, effective until the student's right to attend a public school of another school corporation has been established in accord with this subdivision.

Procedures for Suspension

If a student has committed any of the acts as outlined in the previous section of this brochure, the procedures are as follows:

1. A principal may suspend a student for a period of ten (10) school days or less.
2. The student is entitled to an informal hearing whereby he/she will be given a written or oral statement of the charges and an opportunity to explain his/her conduct.
3. The principal will notify the student's parents by sending a written statement describing the student's conduct, the suspension and reason for the suspension. The principal will notify the parents within reasonable time.

Procedures for the Suspension of Students with Disabilities

A student with disabilities may be suspended for violation of rules, standards, or policies adopted by the Gary Community School Corporation.

Suspension – a unilateral, temporary cessation of educational services that shall not exceed five (5) consecutive instructional days or ten (10) cumulative instructional days that shall not be considered a change of placement.

The designated principal/assistant principal shall:

- convene a case conference to explore intervention strategies for a student who repeatedly violates rules, standards, and policies before the student has used up his/her aggregate of ten (10) school days allotted for suspension.
- maintain a Record of Disciplinary Action for students with disabilities, and make it available for review by the superintendent or his/her designee at any time (see Record of Disciplinary Action).
- follow general education policies and procedures for suspension prescribed by IC 20-8.1-5.1 et seq.

Procedures for Expulsion

When it is the recommendation of the school administrator(s) to exclude a student from school activities the following procedures will apply:

1. The hearing examiner will send a notice of expulsion action, by certified mail, to the student and his parent explaining the expulsion process. The statement will include the following:

- a. the rule the student allegedly violated;
 - b. a description of the student's actions;
 - c. the penalty as requested by the principal;
 - d. a statement explaining that the student is entitled to a meeting before he/she can be expelled or excluded;
 - e. an explanation of the meeting procedures;
 - f. a statement specifying the length of suspension. (A student may be suspended by the principal for a period of no more than ten (10) school days; however, the expulsion examiner may suspend the student until the date the expulsion examiner makes a report of his/her findings resulting from a meeting and a recommendation of the action to be taken to the Superintendent.)
2. An expulsion may take place only after the student and the student's parent(s) are given notice of their right to appear at an expulsion meeting with the person designated as expulsion examiner. Notice of the right to appear at an expulsion meeting shall:
 - a. be made by certified mail or by personal delivery;
 - b. contain the reasons for the expulsion; and
 - c. contain the procedure for requesting an expulsion meeting.
 3. A notice of the expulsion examiner's findings and recommendations and the superintendent's determination shall be sent to the student and his/her parent.

Procedures for the Expulsion of Students with Disabilities

Long Term Expulsion/Exclusion

A long-term expulsion of more than ten (10) days is a change of educational placement of a handicapped student and requires a case conference. The student remains in school during the pendency of the case conference if he/she has used up the ten (10) suspension days allowed for the year.

The charging administrator shall notify the special education department of impending charges by sending Form Exp. 2 to the Director of Special Education within 1 instructional day after Title charges are filed.

The Program Supervisor will notify the charging administrator of the first available case conference date.

The charging administrator shall:

- set up the case conference providing adequate notice for parents/adult and student to attend
- invite student's general education teacher
- invite student's special education teacher
- invite parent/guardian
- if appropriate – invite student
- if appropriate – invite social worker, nurse, counselor
- invite any persons who have information that would be helpful

The charging administrator may remove the student to:

- a more restrictive environment within the school for a period not to exceed ten (10) instructional days, so long as educational services do not cease;

- any other placement provided for in the student's individualized education program and agreed to by the parent;
- place the student on emergency homebound instruction, if agreed to by parent; or
- may seek parental consent or a court order to extend an emergency of interim placement beyond ten (10) instructional days.

Case Conference

The Director of Special Education or the Director's designee shall:

- convene manifestation determination conference
- inform conference members how to file a dissenting opinion
- provide parent/guardian an explanation of purpose and a written explanation of Parents' Rights concerning expulsion (see *Notice of Rights To A Student With Disabilities Facing Expulsion*). Explain the options available to parent
- complete the IEP and the committee report
- obtain parent consent for change of placement and /or evaluation whichever is appropriate
- complete causal relationship conference checklist

The program supervisor will:

- deliver the complete packet including checklist to the Director of Special Education.

The committee shall:

- consider evaluation results
- consider student's current IEP and the appropriateness of the student's current placement
- review the student's educational and behavioral record, and eligibility for present program. If placement is inappropriate, consider relationship between the placement and the misconduct
- consider relationship between student's disability(ies), and/or any disability(ies) identified through the evaluation and the misconduct
- determine whether the misbehavior is a manifestation of the student's handicapping condition

Manifestation of Handicap

- Consider necessary changes in program, including a more restrictive setting
- If an emergency placement was implemented, review, revise, or extend it
- If the conference committee determines that **the behavior is a manifestation of the handicap**, the IEP must be revised, and the long-term expulsion/exclusion stopped
- If the conference committee determines that further evaluation is needed after the referral packet is complete,
 - parent consent forms for evaluation should be signed
 - referral for intensive evaluation is activated by the school sending packet (including the request) to the Program Associate for the Educational Assessment Team
- If the public agency believes that the student presents a danger to himself and/or others, or if the student's presence is a substantial disruption to the education process, the IEP may indicate one of the following alternatives:
 - **The principal** may suspend the student in accordance with 511 IAC 7-15-1 suspension (See Procedures for the Suspension for up to five (5) additional instructional days.)
 - **The hearing examiner** may extend the suspension for up to five (5) additional instructional days

– **The student** may be moved to:

- a more restrictive environment within the school for a period not to exceed ten (10) instructional days, so long as educational services do not cease; or
 - any other placement provided for in the student's individualized education program and agreed to by the parent.
- **The student** may be placed on emergency homebound instruction, if agreed to by the parent.
- **Parental consent or a court order** may be sought to extend an emergency or interim placement beyond ten (10) instructional days.

A new IEP must be developed for homebound instruction. The case conference committee determines the type, length, intensity and duration of special education and related services for homebound instruction. General education teachers should participate in developing goals and objectives for the courses they teach. Homebound instruction placements must be reviewed every sixty (60) days.

No Causal Relationship

- If the conference committee determines that the behavior is not a manifestation of the handicap, procedural requirements given to all students will be followed, but there can be no cessation of the student's educational program

Students with Firearms

A student with disabilities who is identified as bringing a firearm to school or on school property or is in possession of a firearm on school property, can be placed in an interim alternative educational setting for a period not to exceed 45 days. The previous sections of **CASE CONFERENCE PRE-TITLE XX HEARING OFFICER SHALL**, and **THE COMMITTEE SHALL** all apply.

- A causal case conference should be convened as soon as possible; however, the student may be placed in an interim alternative educational setting.
- If the parent requests a due process hearing, the child will remain in the interim alternative educational setting until a decision is rendered.
- If no causal exists, the student is subject to the procedures described in IC 20-8.1-5.1-13.

An example of an interim alternative educational setting would be a homebound placement with a listing of the frequency and duration of service.

Appeals

- parental consent, court order, or a decision by an impartial Hearing Officer may extend interim placement beyond ten (10) days
- if there is an appeal of the Conference Committee's decision by either school district or parent, the expulsion/exclusion is stopped and cannot proceed until the hearing and any appeals are completed

EDUCATIONAL SERVICES SHALL NOT CEASE

Protections for Children Not Yet Eligible for Special Education and Related Services

In general, a child who has not been determined to be eligible for special education and related services under this part and who has engaged in behavior that violated any rule or code of conduct of the local educational agency may assert any of the protections provided for in this part if the local educational agency had knowledge that the child was a child with a disability before the behavior that precipitated the disciplinary action occurred.

Factors that determine knowledge:

- 1 the parent of the child has expressed concern in writing to personnel of the appropriate educational agency that the child is in need of special education and related services;
2. the behavior or performance of the child demonstrates the need for such services;
3. the parent of the child has requested an evaluation of the child pursuant to section 614; or
4. the teacher of the child, or other personnel of the local educational agency, has expressed concern about the behavior or performance of the child to the Director of Special Education of such agency or to other personnel of the agency.

Conditions that apply if there is no basis of knowledge:

1. If a local educational agency does not have knowledge that a child is a child with a disability prior to taking disciplinary measures against the child, the child may be subjected to the same disciplinary measures as measures applied to children without disabilities who engaged in comparable behaviors.
2. If a request is made for an evaluation of a child during the time period in which the child is subjected to disciplinary measures the evaluation shall be conducted in an expedited manner. If the child is determined to be a child with a disability, taking into consideration information from the evaluation conducted by the agency and information provided by the parents, the agency shall provide special education and related services in accordance with the provisions of this part, except that, pending the results of the evaluation, the child shall remain in the educational placement determined by school authorities.

Referral to and action by law enforcement and judicial authorities:

1. Nothing in this part shall be construed to prohibit an agency from reporting a crime committed by a child with a disability to appropriate authorities or to prevent State law enforcement and judicial authorities from exercising their responsibilities with regard to the application of Federal and State law to crimes committed by a child with a disability.
2. An agency reporting a crime committed by a child with a disability shall ensure that copies of the special education and disciplinary records of the child are transmitted for consideration by the appropriate authorities to whom it reports the crime.

Other Courses of Action

The Superintendent, administrative personnel or any staff person has the right to take any action in connection with student behavior. This action may be in addition to the actions specifically provided in this brochure, which is reasonably necessary to help any student, to further school purposes, or to prevent an interference with the educational function. Such actions include counseling with a student or group of students, conference with a parent or group of parents, assigning students additional work, rearranging class schedules, requiring a student to remain in school after regular school hours to do additional school work or for counseling, or restriction of extra-curricular activity. A principal may also recommend any student 16 years or older, who seeks to enroll in school following an expulsion involving disorderly conduct or conduct dangerous to persons or property, to enroll in an alternative program or evening school.

The governing body of a school corporation may adopt rules that require a person having care of a dependent student to participate in any action taken under this chapter in connection with a student's behavior. The rules must include:

procedures for giving actual notice to the person having care of the dependent student, description of the steps that the person must take to participate in the school corporation's action; and a description of the additional actions in connection with the student's behavior that is justified in part or in full if the person does not participate. **A person having the care of a dependent student that does not participate in a disciplinary proceeding in connection with the student's improper behavior, as provided for in I.C. 20-8.1-5.1-19, may be reported to Child Protective Services.**

The Expulsion Meeting

The meeting may be attended by the examiner, the superintendent, the principal, the student, the parent, the student's representative, and counsel for the school corporation.

The student may speak in his/her own defense and may be questioned on his/her testimony but he/she may choose not to testify. If he/she chooses not to testify, he/she may not be threatened with punishment or later punished for refusal to testify. The student or his/her parent or representative, the principal or the expulsion examiner may ask witnesses to testify at the hearing.

The student or his/her representative, the principal, and the examiner, shall have the right to examine or cross-examine any witness giving information at the hearing. However, the expulsion examiner can refuse to disclose witness' names if the identity would subject the witness to harassment, intimidation or other scare tactics. The expulsion meeting may be waived but only by a written instrument signed by both the student and his/her parent.

How to Appeal the Expulsion Determination

The student or his/her parent may, within ten (10) calendar days of receipt of the notice of action, following the expulsion, appeal the superintendent's designee's determination to the governing body by a written request to the superintendent's office.

The governing body may provide by general rule for an additional administrative appeal to a designated member of the administrative staff, subject to the same rules as an appeal to the governing body, before the matter is presented to the governing body.

The Board, will not hear appeals for the following offenses/infractions.

1. If the expulsion is less than one semester or the remainder of the current semester
2. If the offense is possessing a weapon or firearm
3. If the student admitted the violation
4. If the issue is the student's legal settlement
5. If the offense is drug possession, use, distribution or sale

Thereafter, the student may appeal such determination to the Circuit or Superior Court in the county where the principal office of the governing body is located.

Under Indiana law, the governing body must establish written rules which govern the conduct of the students in the school corporation. The goal is to ensure a safe and orderly environment for all students.

School Board Policies

Search of School Lockers

1. A student using a locker that is the property of a school corporation is presumed to have no expectation of privacy in that locker or the locker's contents.
2. A principal or other member of the administrative staff of a school designated in writing by the principal may, in accordance with the rules of the governing body of the school corporation, search such locker and its contents at any time. The school corporation shall provide each student and each student's parents a written copy of all the rules of the governing body at that school corporation regarding searches of such lockers and their contents.
3. Other than a general search of lockers of all students, any search conducted under this section shall be, where possible, conducted in the presence of the student whose assigned locker is the subject of the search.
4. A law enforcement agency having jurisdiction over the geographic area where the school locker is located may, at the request of the principal and in accordance with rules of the governing body of that school corporation, assist the school administrators in searching such a locker and its contents.

Student Dress Code Policy

In keeping with the mission statement and goals as set forth by the Board of School Trustees, it is the desire of the Board of School Trustees to maintain a positive school climate in which all students can learn.

The Courts have made it clear that freedom of speech and expression is essential to the preservation of democracy and that this right can be exercised in ways other than talking and writing. **Student dress must be appropriate to the educational atmosphere.** Student dress which presents a clear and present danger to the student's health and safety, causes an interference with his/her work or creates classroom or school disorder is by definition inappropriate.

School attire and school performance are closely related. Clothing which reflects the positive values and high expectations which the school district promotes is required. In consideration of these of concerns, the following are considered inappropriate:

1. Halter tops, bare midriffs, short shorts (students shall be allowed to wear shorts that are to the knee), see-through blouses, and tube tops;
2. Beach shoes and shower thongs;
3. Outdoor clothing including hats and caps inside the building unless students attend classes in another building which require that they walk outdoors;
4. Clothing/accessories or personal appearance that may be gang-related or may suggest a non-school sponsored activity;
5. Clothing/accessories that advertise sex, drugs, alcohol, tobacco, profanity, negative social or negative educational statements;
6. Clothing/accessories that incite or invite violence, theft, bodily harm or negative behavior.

Students may wear outdoor clothing inside prior to exiting buildings.

Clothing should adequately cover the body. Many academic, extra-curricular and co-curricular activities require special clothing and accessories (i.e., lab jackets, safety glasses and uniforms). In such classes or activities, students must conform with standards of dress and appearance appropriate for the special class or activity.

The above list is not all inclusive and school administrators shall make the final determination as to what else is inappropriate.

Drug and Alcohol Policy

If a teacher, administrator or other school employee knows or has reason to believe that a student is under the influence of an alcoholic beverage (beer, wine, whiskey, etc.); or a dangerous controlled substance; as defined by State statutes, said employee shall immediately notify the principal or his/her designee pursuant to said statute. The principal or his/her designee shall immediately notify the appropriate director and the parent/guardian of the student and law enforcement official.

A student shall not possess, be under the influence of, sell, or deliver to another person alcohol or any other controlled substance on school grounds at any time, or while present at any school - sponsored activity at any location, including school bus travel.

A student with an acute or chronic disease or medical condition may possess and self-administer medication that must be administered on an emergency basis while the student is on school grounds or off school grounds at a school activity, function, or event if the student's parents file an annual authorization that includes a written statement from the student's physician for the student to self-administer the medication. A school and neither the Board can be held civilly liable for damages as a result of self-administration in compliance with Senate Enrolled Act 376, except for gross negligence or willful and wanton misconduct.

A student in possession of medication prescribed by a medical doctor, a dentist or other health care provider authorized by law to prescribe medication and which has been prescribed for that student does not violate this policy. A student in possession of common therapeutic drugs such as aspirin, cold remedies or stomach medication when such possession is for his/her intended use and with parental consent does not violate this policy. Any student who is unsure if possession, use, or the delivery to another person of any particular medicine or substance would violate this policy should contact the principal, assistant principal, or school nurse before possessing, using or providing the medication or substance to another person on school property of any school function or conveyance.

Anything used or designed to be used primarily for the storage, processing, delivery or consumption of alcohol, marijuana, a stimulant, an intoxicant, a narcotic drug, a depressant, a hallucinogen, or any other controlled substance shall be included in this policy.

Any student found to be in violation of this policy shall be suspended and shall be referred to the Student Discipline Office for a disciplinary meeting pursuant to State statute. Students receiving a Title XX charge shall be subject to expulsion for a period of up to one (1) year. Further, a student expelled will be notified of the trespass laws of the State of Indiana and informed that they will be prosecuted in the event they enter school grounds before, during, or after school hours for the full period of the expulsion. "School grounds" is defined as property belonging to the school corporation.

Any non-student who enters "school grounds" with the intent to possess, use, sell or deliver drugs shall also be prosecuted pursuant to the trespass laws of the State of Indiana.

Use of Tobacco

The Board does not approve the use of tobacco on the part of students nor does it wish to encourage it. The use of tobacco in any form by students will be prohibited in or on school property or at school sponsored events off school property. Students may not smoke while traveling in corporation owned, leased or contracted vehicles to events sponsored by or participated in by the Gary Community School Corporation.

Any student found to be in violation of this policy shall be suspended in accordance with Student Disciplinary Procedures.

Attendance Policy

Preface

One of the strongest foundation for school success is regular school attendance. Without regular and consistent attendance the student misses vital instruction in regard to subject matter introduction, concept formation, and sequential learning which can cause many students to fall behind in their understanding and comprehension. Research indicates that students learn better when they attend classes regularly.

The purpose of the attendance policy is to encourage student responsibility for attendance and to keep parents informed. Parents are asked to use discretion in excusing students and to hold them accountable for attendance. Absenteeism is a sign of trouble that often leads to lower academic skills and grades, delinquency, and dropouts.

Attendance is the responsibility of the student, parents and the school. The importance of regular, daily attendance as a basis for academic achievement cannot be overemphasized. All absences have a negative effect upon instructional continuity, regardless of the attempts to make up work. The regular contact with students with one another in the classroom and their participation in a well-planned instructional activity under the tutelage of the competent teacher are vital to this purpose.

An attendance policy is only as good as it is understood and supported by administrators, teachers, students and parents.

Absent students obviously are the ones who are hurt the most by not going to class and missing out on educational opportunities. Absenteeism also harms students who attend class regularly because it takes state money away from the school district.

This policy ensures that principals, teachers and the administration are all accountable for improving student attendance.

All students are expected to attend school for all the days of the established school calendar as approved annually by the Board of School Trustees.

STUDENT POLICY 308 ATTENDANCE POLICY EXCUSED/UNEXCUSED ABSENCES

Unexcused Absences:

The board believes that any unauthorized absence from school is truancy. A student who develops a pattern of unexcused absences may be considered for alternative placement, counseling, psychological services and/or expulsion in accordance with the due process provisions of the Indiana statutes.

Excused Absences: The board believes the following kinds of absences to be excusable:

1. Illness verified by a doctor's statement.
2. Illness verified by a designated school official.

3. Attendance at any school approved activity.
4. Critical illness or death in family.
5. Student sent home by nurse and/or administrator.
6. Extenuating circumstances if verified by a social worker or other designated official.
7. Religious holidays (exempting the influence of religion).
8. Court appearances when required by legal authorities
9. Quarantine.
10. Statutorily authorized absences in accordance with I,c.20-8. 1-3-18.
11. Absences due to school imposed suspensions up to ten (10) days are excused absences.

If the student has an excused absence, the teacher may provide an opportunity for the work missed to be made. Make up work for all excused absences must be requested by the student within two school days upon the student's return to school. The teacher shall determine when the work is to be turned in. If the teacher does not elect to give make up work after a request from the student, the student shall not be penalized for work missed.

Student Admits

The following procedures will be applied when issuing student admits.

- A. All students who have been suspended, expelled, or sent home by the nurse or administrator must be issued an admit certifying that their return to school is authorized by an appropriate administrator or nurse.
- B. Students who are absent due to illness are to be admitted by the first hour teacher (see exceptions below).
- C. Students absent for the following reasons must be admitted by the nurse:
 1. contagious diseases;
 2. excluded previously by the nurse;
 3. obvious signs of a cold/illness/history of rash;
 4. released from homebound status;
 5. absent more than three days due to illness;
 6. temporary disability due to pregnancy;
 7. returning to school with casts, crutches, slings or other medically assistive devices;
 8. returning with a physician's note.

No student is to be admitted back to class on crutches or slings, after having surgery, broken bones, hospitalization, accident requiring stitches, pregnancy, or serious illness or medically assistive devices unless he/she has a release slip from the doctor and school nurse.

- D. Students absent for illness for three (3) or more consecutive school days must obtain an admit from the school nurse prior to classes. If the nurse is absent, student should report to the principal's office for clearance and an admit.
 1. The nurse will record whether there is a doctor's note. A doctor's note will constitute an excused absence.
- E. With the exception of the students referenced in "A" and "C" above, all other students are to be admitted to class with or without an admit. The following rules apply:

1. Students who meet one of the Board approved criteria for excused absence will receive an excused absence admit issued by the appropriate administrator.
 2. Students who do not meet the above referenced criteria for excused will not receive an admit but must be admitted to class and marked unexcused in teacher's record book.
 3. Notes are not in, every case, sufficient for an excused absence. Where verification is necessary to validate reason given, the appropriate personnel administrator as referenced in Section (A) and nurse as referenced in Section (C) should issue the admit.
- F. Each school shall prepare and distribute daily an action report to provide staff with the following:
1. New enrollees complete with student ID number
 2. Withdrawals
 3. Suspensions/Expulsions
 4. Return from Suspension/Expulsion
 5. Students sent home by the nurse or administrator for illness
 6. Homebound
 7. Long term absences
 8. Prearranged absences

Less Than Full Day Absences

A. ELEMENTARY

1. If a student attends school for one (1) hour in the morning but is sent home or goes home and remains home for the rest of the day, the student shall be marked present in the morning and absent in the afternoon.
2. If a student attends school for the entire morning and one (1) hour in the afternoon, the student shall be marked as present for the entire day.
3. Attendance sheets shall be forwarded from the teacher to the school on a daily basis.

B. SECONDARY

1. Continue computerized home caller, which will establish home contact on the first and all succeeding absences. It will also cover less than full day absences.

Chronic and/or Excessive Absenteeism

The following steps will be applied for those students exhibiting chronic or excessive absenteeism.

1. After four (4) absences per semester
 - a. An attendance referral card will be sent to the appropriate administrator or his/her designee to refer the case as needed to a counselor or social worker
 - b. A student/parent conference will be held with the appropriate administrator.
2. After six (6) absences per semester
 - a. An attendance referral card will be sent to the appropriate administrator.
 - b. The administrator will initiate and document one or more of the following:

1. Schedule parent conference.
 2. Conduct a case reference.
 3. Schedule a home visitation by the social worker.
 4. Refer to other social agencies.
 5. Refer to psychological services.
- c. A letter will be sent home
3. After eight (8) absences per semester
 - a. An attendance referral will be given to the appropriate administrator.
 - b. The appropriate administrator shall hold a conference with the student and his/her parent(s).
 - c. Send a certified letter to the home notifying the parent of the attendance problem and possible consequences.
 4. After nine (9) unexcused absences
 - a. High school students 16 years and older who accumulate nine unexcused absences and an investigation has been completed will be withdrawn from school. Before withdrawing students for nonattendance at the senior high level, an administrator will conduct an student exit interview per Indiana law. At the elementary and middle school levels this accumulation will result in referral to Division of Family and Children Administration Child Protective Services.

During the Withdrawal/ Exit meeting, the consequences that lead to the decision and the legal aspects will be discussed. If the student is to be readmitted an intervention plan shall be developed that will bring the student in compliance with the attendance policy. The goal is to develop and implement a plan of action that will correct the student's pattern of absenteeism.

 - b. A certified letter will be sent to the home informing the parent of the official withdrawal from school.

ALTERNATIVE PLACEMENT DECISIONS FOR SPECIAL EDUCATION STUDENTS ARE MADE IN CASE CONFERENCE COMMITTEE MEETINGS.

Appeal Process

A request to appeal this decision must be initiated by the student or the parent.

Procedure:

1. The student or his/her parent may submit a written request to the superintendent or designee to schedule a time for an appeal conference.
2. A date and time for the conference will be scheduled within five (5) school days of the request.
3. Parent and student signatures are required on documents generated during the withdrawal/exit conference. Instances where parents refused to sign will be noted.

NOTE: To meet Graduation Qualifying Examination attendance requirement for a waiver, a student cannot have more than nine unexcused absences for the year.

Dangerous Weapons Policy

The Board recognizes a responsibility to maintain a safe environment for students and staff. In response to that concern, the Board, through this policy, prohibits the possession and use of dangerous weapons by students on district property or at a school sponsored activity or on school owned or contracted for vehicles.

Dangerous weapons include but are not limited to: rifles, shotguns, handguns, daggers, bowie knives, dirk knives, switchblade knives, spring type knives, swords, and knives having a blade which opens automatically by hand pressure applied to a button, springs, or other devices in the handle of the knife, blackjacks, loaded canes, billy clubs, hand chains, metal knuckles, karate sticks, or any object intended to inflict bodily harm.

Look-alike weapons are not inherently dangerous; however, they do resemble real weapons and sometimes are not distinguishable from real weapons and as a result can be used to commit unlawful acts. Therefore, the Board also prohibits the possession and use of look-alike weapons by students on district property or at a school sponsored activity. Look-alike weapons include toy guns, facsimiles and replicas of firearms.

Students in possession of a dangerous weapon shall be arrested by school security or other law enforcement officers and the matter filed with the Juvenile Division of the Lake County Prosecutor's Office as appropriate.

Any student found to be in violation of this policy shall be suspended and shall be referred to the Student Discipline Office for a disciplinary hearing pursuant to State statute. Students receiving a Title XX charge shall be subject to expulsion for a period of up to one (1) calendar year.

A student expelled will be notified of the trespass laws of the State of Indiana and informed that they will be prosecuted in the event they enter school grounds before, during, or after school hours for the full period of the expulsion. School ground is defined as property belonging to the school corporation.

Confiscated weapons are to be turned over to the Gary Police Department for use as evidence during any criminal trial and/or disposal.

Possession of a handgun or firearm without a license within 1000 feet of school property is a felony and is to be reported to law enforcement.

Use of Metal Detectors Policy

Indiana statutes prohibit the possession or carrying of weapons (firearms, knives or other implements or instrumentalities which can be used as weapons), on school property or at school sponsored activities. The unauthorized possession by students of electronic telecommunication devices on school property is also prohibited. In light of the rise of such incidences and in furtherance of the law, and in order to provide a safer environment for students and employees, the Gary School Corporation shall authorize the use of walk through as well as searches with a hand-held metal detectors on school property. The search may and can include any bags, parcels, containers, etc., that they bring on the school property or to school sponsored activities. Activation of the metal detector shall authorize the search of the subject's person by authorized security officers. The nature and extent of a search shall not go beyond what is necessary to allow authorized security officers to discharge their responsibilities in this area.

THIS POLICY APPLIES TO STUDENTS, ALL STAFF AND ANY OTHER PERSONS ENTERING SCHOOL BUILDINGS OR ON SCHOOL PROPERTY.

Electronic Communication Policy

Internet access and other electronic network resources are available to students and teachers in the Gary Community School Corporation. The Board believes the Internet offers vast, diverse and unique resources to both students and teachers. The Board's goal in making internet access available to teachers and students is to promote educational excellence in schools by facilitating resource sharing, innovation and communication.

All students utilizing school provided internet and other electronic resources must have the permission of and be supervised by the Gary Community School Corporation's professional staff. Administrators and faculty may and will monitor internet activity and review files and messages to insure adherence to established guidelines and prohibitions, maintain system integrity, and insure responsible conduct in internet and electronic resource utilization. All student users will be required to sign an Electronic Communication Use Agreement (see below).

Electronic Communication Use Agreement

I understand and will abide by the Electronic Communication Use Agreement. I further understand that any violation of the regulations is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked, school disciplinary action may be taken, and/or appropriate legal action taken.

Parent or Guardian

(If the student is under the age of eighteen (18), a parent or guardian must also read and sign this agreement).

As the parent or guardian of this student, I have read the Electronic Communication Use Agreement. I understand that this access is designed for educational purposes. I recognize it is impossible for the Gary Community School Corporation to restrict access to all controversial materials, and I will not hold them responsible for materials acquired on the network. Further, I accept full responsibility for supervision is and when my child's use is not in a school setting. I hereby give permission to issue an account for my child and certify that the information contained on this form is correct.

The complete Electronic Communication Policy will be made available to students and parents at the student's individual school site.

Students Policy 362 Sexual Harassment

Policy Notification Statement

In order to provide a safe and healthy environment that encourages respect, dignity and equality it is District policy to provide an educational environment free from sexual harassment and discrimination on the basis of sex. Under both Title VII of the Civil Rights Act of 1964 and Title IX of the Educational Amendment of 1972, the District considers sexual harassment to be unlawful on the basis of sex is prohibited by the State Constitution. Finally, sexual harassment/assault by any individual may constitute a sexual crime or child abuse under the State Criminal Code.

The District strictly prohibits all forms of sexual harassment on school grounds, school buses and at all school sponsored activities, programs and events including those that take place at locations outside the district. The District also strictly prohibits all forms of sexual harassment against individuals associated with the school whether or not the harassment occurs on school grounds.

Questions You May Have...And the Answers

1. Can I be expelled if I commit any of the acts, as listed in the student discipline policies and regulations of this brochure, off school grounds?

A request for expulsion for any acts as listed in this brochure, or unlawful activity which may reasonably be considered to be an interference with school purposes or an educational function can be initiated if such acts took place on or off school grounds and at any time during the calendar year.

2. Can I be expelled for carrying a weapon on school grounds for self-protection?

Yes. You will be expelled for carrying a weapon on school grounds or at a school function and you may be arrested for unlawful possession of a weapon. A weapon is defined as any object that is or could be used to harm another person.

3. Does a principal have to tell me that I am suspended, how long and why?

Yes. The principal, or principal's designee charging you, will notify you and your parents of the suspension, when you may return and reasons for the suspension within twenty-four hours or such additional time as is reasonably necessary.

4. What is the length of time for an expulsion?

If the misconduct occurs during the first semester, the expulsion cannot be for a longer period than the remainder of the school year, in which the expulsion took effect. However, if the expulsion takes place during the second semester, the expulsion will remain in effect for summer school and may remain in effect for the first semester of the following school year. Firearm violations are for one calendar year, with the return of the student at the beginning of the semester after the completion of expulsion. Deadly Weapon violations are up to one calendar year.

5. How is a meeting on the charges arranged?

The expulsion examiner will send you a form which gives notice of your right to request an expulsion meeting on the charges.

6. If I am suspended for ten (10) days or less, do I have to have a hearing?

No. At the end of your suspension (10 days or less) you may return to school. A formal hearing is not afforded to the student for suspensions up to 10 school days.

7. Can a Special Education student be suspended?

Yes. Suspension from school attendance and related services shall not exceed: (1) Five (5) consecutive instructional days; or (2) Ten (10) cumulative instructional days in a school year.

8. If an expulsion is requested, can I go back to school before the expulsion meeting and/or after the principal's suspension?

Yes. Suspension from school attendance and related services shall not exceed: (1) Five (5) consecutive instructional days; or (2) Ten (10) cumulative instructional days in a school year.

9. Can I be expelled without an expulsion meeting?

Yes. You can be expelled without an expulsion meeting if you do not request and/or fail to appear at your requested meeting. You are entitled to a meeting to defend your position against the charges initiated by the school. If you are found guilty the expulsion examiner will recommend whether or not you should be expelled.

10. If I am suspended or expelled, may I attend a different high school?

Yes. You can be expelled without an expulsion meeting if you do not request and/or fail to appear at your requested meeting. You are entitled to a meeting to defend your position against the charges initiated by the school. If you are found guilty the expulsion examiner will recommend whether or not you should be expelled.

11. If I am suspended or expelled may I attend school activities such as: sports games, concerts, etc.?

The decision rests with your school administrator in suspensions. If expulsion charges are filed and after a hearing you are determined to be guilty, you will not be allowed to participate in school associated activities or return to school until the end of your expulsion period.

12. May I make up any class work I missed?

If a student is found to be innocent of the charges, he/she will be allowed to make up work.

13. If I am suspended or expelled can I attend some type of alternative or tutorial program until I am reinstated in school?

Yes. Outside agencies may offer tutorial programs; however, participation in a tutorial program will not earn credit toward graduation requirements. The expulsion examiner may recommend an alternative program.

14. If I have a drug or alcohol problem or another kind of personal problem that can be related to my behavior in school, can I get help for this problem?

An administrator and/or the expulsion examiner may refer you to in-school support personnel or give you information regarding local agencies that may be able to help you

15. If a weapon is confiscated will it be returned to the student?

NO - confiscated weapons are to be turned over to the Gary Police Department for use as evidence during any criminal trial and/or for disposal (See Appendix).

16. Will Title XX charges be brought against me if I have a BB pistol or Pellet gun in my possession?

YES - The School Board prohibits the possession and use of look-alike weapons by student(s) on school property or at a school sponsored activity. Look-alike weapons include toy guns, facsimiles and replicas of firearms.

17. May I drive a motor vehicle to school?

Yes. If you abide by your school's rules regarding student vehicle policy. You will be expected to: register vehicle with the school; obey parking, speed and safety rules and be in accordance with Indiana driving laws.

18. If I am found to be guilty of violating the adopted Drug or Weapon Policy, how long will I be expelled from school?

Students shall be subject to expulsion for a period of up to one (1) calendar year.

19. Will I have disciplinary charges brought against me if I am found to have aspirin, rolaids or similar non-prescription drugs in my possession?

Probably not as these are non-controlled substances. Any student who is unsure if a substance would violate school policy should contact an administrator or school nurse before using or providing the medication or substance to another person. (See School Drug Policy)

20. If the Expulsion Examiner's recommendation to expel me is approved by the Superintendent's Designee, can I or my parent appeal the determination?

Yes, you or your parent may appeal the determination of the Superintendent's Designee to the School Board within ten (10) days by filing a written request with the Board of School Trustees. (See page 24 for description of appeal procedures)

21. Whom do I contact when I feel I've been punished unfairly, denied participation in school functions for unjustified reasons or there have been acts of discrimination against me.

Start with your building administrators and if the problem isn't resolved contact the appropriate division.

22. Whom do I contact when I and/or my parents have questions concerning Title XX charges and procedures?

You may call the Student Discipline Office at 963-4121.

23. Whom do I call when I and/or my parents have questions or problems relating to education?

See contact information on the following page.

Whom Do I Contact?

1. All questions should first be directed to the appropriate building level person in each school. In many cases that person is the building principal. Always seek information or a solution at the school your child attends. The principal must always be consulted prior to seeking further assistance.

YOU MAY CONTACT BUILDING PERSONNEL AT THE FOLLOWING NUMBERS:

Elementary Schools

Aetna.....	938-4624
Banneker.....	977-2116
Bethune Dev. Center.....	886-6542
Beveridge.....	977-2123
Brunswick.....	977-2162
Carver.....	886-6545
Drew.....	886-6569
Duncan.....	977-2129
Franklin.....	980-6330
Ivanhoe.....	977-2136
Jefferson.....	886-6570
Kuny.....	980-6333
Locke.....	977-2139
Melton.....	980-6336
Miller.....	938-6860
Nobel.....	938-1179
Norton.....	886-6577
Pyle.....	977-2142
Riley.....	980-6342
Spaulding.....	886-6586
Vohr.....	886-6580
Webster.....	980-6345

Middle Schools

Bailly.....	980-6326
Beckman.....	977-2119
Kennedy-King.....	938-1750
Pulaski-Dunbar.....	886-6581
Tolleston.....	977-2145

Secondary Schools

Career Center.....	962-7571
Emerson VPA.....	886-6555
Horace Mann.....	886-1445
Lew Wallace.....	980-6305
M.L. King Academy.....	977-2126
Roosevelt.....	881-1500
West Side.....	977-2100
Wirt.....	938-1161

2. If additional assistance is needed, call the appropriate division from those listed below:
 - a. Cluster Offices..... 886-6400
Elementary Schools
Middle and High Schools
 - b. Special Education..... 881-5493
 - c. Vocational Education..... 962-7571
Adult Education Evening School..... 962-7571
 - d. Student Transportation..... 881-5425
 - e. Student Services (*Health, Special Transfers and Welfare Concerns*)..... 977-2182
 - f. Affirmative Action..... 881-5421
504 Coordinator..... 881-5421
 - g. Student Discipline Office (Title XX)..... 963-4121
 - h. Security Office..... 881-5491

3. If the questions and/or problems have not been answered adequately or resolved by contacting those listed in 1 or 2, inquiries may be made to the following administrators:

- a. Assistant Superintendent Curriculum/Instruction881-5406
- b. Assistant Superintendent Support Services.....881-5404
- c. Assistant to the Superintendent.....881-5408

4. If the above contacts have been made and the issue is still not resolved, calls may be made to the Superintendent's Office - 881-5401 or Fax at 881-4102.

5. Any person who believes he/she has been discriminated against or is being denied equal opportunity may file a complaint with the following agencies:

Gary Human Relations Commission
475 Broadway
Gary, Indiana 46402
(219) 883-4151

Indiana Civil Rights Commission
Indiana Govt. Center/North
100 North Senate Avenue
Room N-103
Indianapolis, Indiana 46204
(317) 232-2600

U.S. Department of Education
Civil Rights Division
300 South Wacker Drive
Chicago, Illinois 60606
(312) 353-8103

Indiana Department of Education
Superintendent
Room 229, State House
Indianapolis, Indiana 46201-2798
(317) 232-6610



Section 504 of the Rehabilitation Act of 1973 Procedures

POLICY NOTIFICATION STATEMENT

It is the policy of the Gary Community School Corporation not to discriminate on the basis of race, color, religion, sex, national origin, age, or handicap in its programs or employment policies as required by Section 504 of the Rehabilitation Act of 1973.

Inquiries regarding compliance with Section 504 (Rehabilitation Act of 1973) may be directed to the 504 Coordinator. Inquiries may also be directed to the Director of the Office of Civil Rights, Department of Health and Human Services, Washington, D.C.

COMPLIANCE ASSURANCES FOR SECTION 504 OF THE REHABILITATION ACT OF 1973

The Compliance Assurances serves students, parents, employees, applicants for employment, patrons, and programs within the Gary Community School Corporation.

1. Gary Community School Corporation assures students, parents, employees, applicants for employment, and patrons that it will not discriminate against any individual.
2. Parents are provided procedural safeguards which are included in the "Notice of Parent/Student Rights In Identification, Evaluation, and Placement of Individuals Who Are Disabled or Who Are Believed To Be Disabled" .
3. An impartial hearing and review (appeal) are provided upon request. Procedures are detailed in the "Notice of Parent/Student Rights In Identification, Evaluation, and Placement of Individuals Who Are Disabled or Who Are Believed To Be Disabled".
4. Notice to students, parents, employees and general public of non-discrimination assurances and parent/student rights in identification, evaluation and placement will also be disseminated annually in the following manner:
 - a) ad announcement in local newspapers
 - b) posted notice in each school building
5. **Gary Community School Corporation has established the following local grievance procedure to resolve complaints of discrimination.**
 - a) an alleged grievance under Section 504 must be filed in writing fully setting out the circumstances giving rise to such grievance.
 - b) such claims must be made in writing and filed with:

Section 504 Coordinator
Gary Community School Corporation
620 E. 10th Place
Gary, Indiana 46402
 - c) a hearing will be conducted according to the procedures outlined in the regulations implementing the Family Educational Rights and Privacy Act (FERPA).
 - d) the Section 504 Coordinator will conduct the hearing within a reasonable time after the request is received.
 - e) the Section 504 Coordinator shall give the parent, student, employee, applicant, or patron reasonable advance notice of the date, time, and place of the hearing.

- f) the school corporation shall give the parent, student, employee, applicant, or patron full and fair opportunity to present evidence relevant to the issues raised. The grievant may, at their own expense, be assisted or represented by individuals of his or her choice, including an attorney.
- g) the school corporation shall make its decision in writing within fifteen (15) school days after the hearing.

Gary Community School Corporation will conduct an annual “Child Find” campaign with the goal to locate and identify all Section 504 qualified individuals with disabilities (age 3 to 21) who reside within the school district.

Gary Community School Corporation will inform individuals with disabilities and their parents or guardians of the corporation’s responsibilities and procedural safeguards under Section 504, as well as those under Indiana’s Special Education Regulations and the Individuals with Disabilities Education Act (IDEA).

REVOCAION OF DRIVER’S LICENSE OR LEARNER’S PERMIT

State law provides that any individual under eighteen years of age may not be issued a driver’s license or a learner’s permit if the individual is a habitual truant, is under a second suspension from school for the school year, is under an expulsion, or has withdrawn from school for any reason other than financial hardship (I.C. 9-24-2-1). State law also provides that a driver’s license or a learner’s permit may be invalidated if an individual is a habitual truant, is under a second suspension from school for the school year, is under an expulsion or has withdrawn from school for any reason other than financial hardship. The revocation is effective until the earliest of the following: (1) the individual reaches eighteen years of age, (2) 120 days after the end of the suspension period or the end of the semester, whichever is longer, or (3) the suspension or expulsion is reversed (I.C. 9-24-2-4).

State law also requires the school corporation to report to the Bureau of Motor Vehicles (BMV) at least twice a year those students who have been designated habitual truants because these students are ineligible to be issued an operator’s license or a learner’s permit.

RULES AND PROCEDURES FOR STUDENT DISCRIMINATION COMPLAINTS

The Gary Community School Corporation has a responsibility to maintain a comfortable atmosphere for its students to learn and interact with each other. Discrimination of any kind will not be tolerated and immediately upon receiving a complaint the administration, by law and policy, will investigate such charges.

If a charge is substantiated, appropriate disciplinary action will be taken. For this purpose, students will follow the rules and procedures as outlined in the School Corporation’s Affirmative Action Policy, when filing a complaint of discrimination. Inquiries regarding the filing of complaints of discrimination may be directed to:

Affirmative Action Officer
Gary Community School Corporation
620 East 10th Place
Gary, Indiana 46402

Copies of the Affirmative Action Policy are available in the Affirmative Action Office.

Glossary

Arson - Setting any fire in school or on school grounds on purpose.

Appeal - Requesting review by the next highest appropriate authority.

Battery - Intentionally causing bodily harm to another.

Cheating - Violating school rules dishonestly.

Conference - Verbal interaction between parties.

Deadly Weapon - A weapon, taser or electronic stun weapon, equipment, chemical substance, or other material that, in the manner it is used, or could ordinarily be used, or is intended to be used. is readily capable of causing serious bodily injury. An animal readily capable of causing serious bodily injury and used in the commission or attempted commission of a crime.

Disruptive Behavior - Actions which disturb, interrupt, and cause disorder.

Distribution of Unauthorized Materials - Distributing materials on school property without authorization of the building administrator.

Drugs and Alcohol - Controlled substance/intoxicating beverage or other substance which produces abnormal behavior.

Due Process - Affording the student an opportunity to state his/her understanding of the alleged misbehavior prior to the administration of any disciplinary action.

Epithet - The use of abusive words or phrases.

Excessive - More than required.

Expulsion - Board of School Trustees or designee's decision to remove a student from school for a period of 11-181 days. Exception may be compliance with firearm policy. (See firearm rule)

Expulsion Meeting - Formal fact-finding conference.

Extortion - The obtaining of money, objects or other valuable information from another by coercion or intimidation.

Fact-Finding Conference - School/Student and/or parent investigation of alleged occurrence.

False Reports - Knowingly reporting false incidents, or making false testimony to school personnel which would affect the welfare of others.

Physical Assault - Knowing or intentional touching of another person in a rude, insolent or angry manner.

Fighting - Engaging in hostile, bodily contact in or on school property (initiated on school property), or going to or from school, including any activity under school sponsorship (i.e., dance, athletic event, etc.). The issue of self-defense, if involved, must be validated.

Firearm - Various types of guns. See definition under types of behavior (#13) that can cause a student to be expelled.

Fireworks or Explosives - Any substances or prepared chemicals that explode or cause explosion and are capable of inflicting bodily injury.

Forgery - Fraudulently writing the name of another person or falsifying times, dates, grades, addresses, or other data on school forms or records.

Gambling - The act of any game of chance for money or valuables on school property.

Graffiti - any unauthorized inscription, work, figure, or design that is marked, etched, scratched, drawn, or painted on a component of any building, structure, or other facility.

Habitual Truant - A student who develops a pattern of unexcused absences.

Inappropriate Dress - Student dress which presents a clear and present danger to the student's health and safety, causes an interference with his/her work, or creates classroom/school disorder.

Indecency - Engaging in conduct that is contrary to commonly recognized standards of propriety and behavior. This includes inappropriate, suggestive, and/or explicit sexual behavior.

Instigating/Leading to a Fight - Persons causing disruption - transmitting information which causes others to engage in negative behavior.

Internet - An electronic highway connecting thousands of computers all over the world and millions of individual subscribers

Insubordination - The failure to obey the reasonable, fair and proper direct instructions of any adult staff members.

Intimidation - To force into or deter from some action by inducing fear.

Leaving the School Grounds Without Permission - "School grounds" refers to the school and the school property adjacent to the building.

Littering - Throwing paper or trash on the floor inside the building or on the school grounds.

Loitering - Occupying an unauthorized place in the school or on school grounds.

Motor Vehicle Violations - Failure to:

- Register vehicle with the school
- Park in assigned areas only
- Obey all posted speed and parking signs
- Drive in a safe and careful manner

Obscenity - The act of using language in a verbal or written form, pictures or caricatures, or gestures which are offensive to the general standards of the school and/or the community.

Pornography - The possession or distribution of any written material, pictures, or gestures of an obscene nature that are offensive to the general standards of behavior or conduct.

Possession or Use of Weapons - Having, using or threatening to use any weapon or instrument capable of inflicting bodily injury.

Repeatedly - Two or more times.

Restraint - Physically preventing a student from performing an inappropriate act (harmful or dangerous).

School Rule - Guide or principle for governing action in the school.

Severe - Creating major consequences or hardship for self or others.

Sexual Harassment - Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature . . . when (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or education, (2) submission to or rejection of such conduct by an individual when it is used as the basis for employment or educational decision affecting such individual, or (3) such conduct has the purpose or effect of reasonably interfering with an individual's work or educational performance or creating an intimidating, hostile or offensive educational environment.

Suspension - Administrator's decision to remove student from the school for a specified length of time not to exceed ten (10) days.

Theft and Possession of Stolen Property - Taking or acquiring the property of others without their consent.

Threats - The act of promoting fear through the use of intimidation or harassment by either verbal or non-verbal means.

Truancy and Tardiness - Unauthorized absence or being late to school or classes for any period of time.

Vandalism - The willful or malicious destruction or defacing of school property or the property of others.

Weapon - Any object that could be used to harm another.

Student/Staff/Visitor Policy 358 Identification Badges

POLICY NOTIFICATION STATEMENT

All school employees shall wear identification badges when on school property. Employees will display badges at all times when performing duties for the district. Students attending school related functions or activities must have their badges in their possession at all times for the purpose of identification. In the event of an emergency the student can be readily identified. In cases where a student is suspended from school, the student must surrender the I.D. badge to the principal prior to exiting the building. If a student withdraws or transfers to another school, the student must surrender the I.D. badge.

All visitors are required to display a "Visitor" badge while on school property. At the end of the visit, the badge must be surrendered to the location of origin.