

# **TRI-CREEK SCHOOL CORPORATION**

## **STUDENT HANDBOOK**

### **2010-2011**

#### **TRI-CREEK SCHOOL CORPORATION**

Administration Center  
195 West Oakley Avenue  
Lowell, Indiana 46356  
(219) 696-6661

Office Hours: 7:00 a.m. – 4:30 p.m.

#### **OAK HILL ELEMENTARY SCHOOL**

425 South Nichols Street  
Lowell, Indiana 46356  
(219) 696-9285

Student Day: 8:15 a.m. – 2:30 p.m.

Office Hours: 7:00 a.m. – 4:00 p.m.

#### **LOWELL SENIOR HIGH SCHOOL**

2051 East Commercial Avenue  
Lowell, Indiana 46356  
(219) 696-7733

Student Day: 8:00 a.m. – 3:00 p.m.

(Monday, Tuesday, Thursday, and Friday)

\*Wednesday Only: 8:40 a.m. — 3:00 p.m.

(late start)

Office Hours: 7:15 a.m. – 3:45 p.m.

#### **THREE CREEKS ELEMENTARY SCHOOL**

670 South Burr Street  
Lowell, Indiana 46356  
(219) 696-5740

Student Day: 8:15 a.m. – 2:30 p.m.

Office Hours: 7:00 a.m. – 3:30 p.m.

#### **LOWELL MIDDLE SCHOOL**

19250 Cline Avenue  
Lowell, Indiana 46356  
(219) 696-7701

Student Day: 8:00 a.m. – 2:45 p.m.

Office Hours: 7:00 a.m. – 4:00 p.m.

#### **LAKE PRAIRIE ELEMENTARY SCHOOL**

11601 West 181<sup>st</sup> Avenue  
Lowell, Indiana 46356  
(219) 696-7541

Student Day: 8:15 a.m. – 2:30 p.m.

Office Hours: 7:00 a.m. – 3:30 p.m.

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## INTRODUCTION

The Tri-Creek School Corporation Student Handbook provides a summary of the key points of Tri-Creek School Corporation School board policy that apply to students. The Board Policy Manual should be consulted for the full text of a particular policy. If the provisions of the handbook contradict board policy, the board policy prevails.

### **Non-Discrimination Policy:**

It is the policy of Tri-Creek School Corporation not to discriminate on the basis of age, race, color, national origin, ancestry, religion, creed, size, sex, or handicap in its educational programs or employment policies as required by the Indiana Civil Rights Acts, IC 22-9-1, IC 20-8.1-2, Title VI and VII of the Civil Rights Act of 1964, The Equal Pay Act of 1973, Title IX (1972 Educational Amendments), and Section 504 of the Rehabilitation Act of 1973.

The non-discrimination policy applies to students' access to courses and programs, athletics and physical education, guidance and counseling, vocational programs, financial assistance, remuneration, and other matters related to personnel.

Inquiries regarding compliance with Title IX should be directed to:  
Dr. Thomas J. Dykiel, Business and Personnel Manager  
Tri-Creek School Corporation  
195 West Oakley Avenue  
Lowell, Indiana 46356

Inquiries regarding Section 504 should be directed to:  
Mrs. Ursula M. Andrews, Assistant Superintendent of Curriculum and Instructional Accountability  
Tri-Creek School Corporation  
195 West Oakley Avenue  
Lowell, Indiana 46356  
or:  
Office for Civil Rights  
U.S. Department of Education  
400 Maryland Avenue, S.W.  
Washington, D.C. 20202-1100

If you suspect that your child has a disability (emotional, mental, or physical) and does not receive special education services, contact the building principal or Mrs. Andrews.

### **Vision Statement:**

Our vision for Tri-Creek School Corporation is a dynamic learning community of stakeholders which prepares students for a diverse society and global citizenship by ensuring high student achievement, technical competence, and social and communication skills.

### **Mission Statement:**

Educating every student today for a successful tomorrow.

### **Core Values:**

**Shared Leadership:** The strength of the organization is reflected in the strength of its leaders. Each individual in the organization has leadership opportunities and responsibilities.

**Safe Orderly Environment:** People flourish in a physically and emotionally safe environment.

**Integrity:** Our stakeholders trust us because our words and deeds match up.

**Collaboration:** Schools, family, and community are partners and share the responsibility for student learning.

**Data-driven Decision-making:** Data drives instructional and process decisions at all levels.

**Learning:** We have high expectations for student learning. High student achievement is supported by continuous professional development for staff.

## GENERAL INFORMATION

### **Attendance Districts:**

The Tri-Creek School Corporation is divided into three elementary school districts, the boundaries of which may be adjusted in consideration of enrollment diversity. Parents/guardians are encouraged to enroll their children as early as possible to help the administration determine appropriate class enrollments to reduce the likelihood of a transfer of children from one school to another.

### **Place of Residence:**

A student's residence is with his/her parents/guardians. This residence must be within the boundaries of the Tri-Creek School Corporation and a specific elementary school attendance district. All parents/guardians are required to provide proof of residency.

At registration, parents/guardians of students new to the district will need to meet with the corporation residency official and provide a valid Indiana driver's license and either mortgage papers, payment book, or a lease agreement.

Parents/guardians must also provide two (2) of the following items: a NIPSCO bill, water bill, pay stub, insurance bill, telephone bill, or bank statement. All of the above items must include parents/guardians' name(s) and their current Tri-Creek address.

### **Grade Placement:**

Children who are entering school for the first time under compulsory attendance laws (at age seven) will be placed in first grade unless kindergarten placement is requested by the parents/guardians. If first-grade placement seems questionable, student readiness levels may be evaluated by the principal and teacher with parent/guardian input. Specific grade or class placement will be the sole responsibility of the superintendent whose decision shall be final per IC 20-33-2-7.

### **Kindergarten Entrance:**

Each child enrolling in kindergarten must be five (5) years of age on or before August 1, 2010. A student's age must be verified within twenty (20) calendar days from the date of the child's enrollment by a certified copy of a birth certificate. A physical examination by a physician with an unlimited license to practice medicine in Indiana is required when a child enters school for the first time. All students, including kindergarten students who have participated in spring round-up, must register with the school prior to the first day of school. The following procedures will be used when parents/guardians request early kindergarten entrance for their children.

1. Parents/guardians initiate contact with the school principal expressing an interest in early entrance.
2. The principal and/or a teacher will assess the student's literacy and numeric proficiency using the Kindergarten Observation Checklist.
3. Children will be considered for early entrance only if they score 80 percent on both the mathematics and literacy assessments in May. If the parents/guardians elect to have their child tested in August rather than May, the child must score at least 90 percent on both assessments in order to qualify for early entrance. The parents/guardians must confer with the principal to discuss the results of the assessment.
4. The final decision regarding early kindergarten entrance will be made by the principal who will notify the parents/guardians.

### **Retention:**

Whenever retention is being considered, the teacher shall confer with the principal, parents/guardians, and other staff members involved with the child, such as the child's special teachers and counselor. This discussion shall include an explanation to the parents/guardians of their child's ability and current academic standing in relationship to the group. A meeting will be held by May 15 to review the goals and the student's progress. The final decision regarding retention shall be made by the principal.

### **Transfers:**

A student who transfers to this school corporation must provide a statement, transcript, or report card from the school last attended which verifies the correct grade placement of the student, a statement of good standing (see page 16) (e.g., students who have been expelled from another school district will not be accepted at Tri-Creek), a certified copy of the student's birth certificate, complete immunization records, proof of residency, and mandated state testing records.

**Withdrawal from School:**

Students withdrawing or transferring from school shall initiate the process in the principal's office. All textbooks, other school property, and unpaid fees are to be presented to the school bookkeeper in the principal's office. Refund checks to parents/guardians will be sent upon completion of the above process and signing of a claim. Refunds will be given on non-consumable textbook rental according to the following schedule.

<b>K-12 Refund Schedule</b>	
<b>Withdrawing within</b>	<b>Fraction to be Refunded</b>
First 9 weeks	3/4
Second 9 weeks	1/2
Third 9 weeks	1/4
Fourth 9 weeks	none

**Book Rental and Fees:**

Textbooks are furnished to students on a rental basis. Fees are assessed and determined on course consumables and non-textbook activities. This amount is payable at the time of enrollment. If a book is lost, misused, or damaged, the child's parent/guardian must pay for the book. If the parent/guardian fails to pay for textbook rental, supplemental materials, and other fees at the time of enrollment, school corporation policy provides that all overdue fees may be sent to a collection agency. School corporation policy provides that the cost of collections through the collection agency is charged to the parent/guardian. All debts must be paid in full for the student to attend the Homecoming Dance, Prom, and/or participate in Graduation ceremonies.

**Report Cards and Records:**

All students receive report cards every nine weeks. For students in grades six through twelve, the semester grade will be placed on the permanent record. During the student's school career, the school corporation collects and records data concerning the student. The school shall give rights to review records to both parents/guardians unless the school has been provided with evidence that there is a court order, state statute, or legally binding document that specifically revokes these rights. It is the policy of the Tri-Creek School Corporation to forward education records, including discipline records, to other agencies or institutions that have requested the records and in which the student seeks or intends to enroll.

Student educational records are governed by federal law and regulation known as the "Family Educational Rights and Privacy Act." Generally, this law provides the following rules.

1. Records are confidential and may be disclosed only as provided by this law.
2. The law applies to both elementary and secondary education records.
3. Parents/guardians have a right to examine their child's permanent record at reasonable times during regular school hours.
4. A student has the right to examine his/her permanent record at reasonable times during regular school hours. A student who wishes to do so should contact a counselor or the principal.
5. Before education records are disclosed to third parties other than schools or post-secondary institutions, the school requires a signed and dated written consent from the parent/guardian or from the student eighteen (18) years of age or older.
6. Certain persons may examine education records without the consent of the parent/guardian or student as provided in the above paragraph. These persons include school officials who have a legitimate educational interest and officials of another school, school district, or institution of post-secondary education where the student seeks or intends to enroll. The law provides that the school corporation may forward educational records to educational institutions without prior notification to the student or parent/guardian.
7. The school corporation may release certain "directory information" including the student's name, date and place of birth, major field of study, weight and height of members of athletic teams, dates of attendance, awards received, and other similar information without parent/guardian consent. If a parent/guardian does not want directory information released, the parent/guardian must notify the school by completing and submitting on or before August 31 of each year the "Denial of Permission to Release Certain Directory Information Without Prior Written Consent" form. The form is available from the superintendent's office or any school office. A parent/guardian may use this form to deny consent for release of all directory information, or he/she may selectively deny consent by circling those categories of directory information he/she does not wish released about his/her child.

### **Acceptable Use Policy:**

The Tri-Creek School Corporation offers students access to the Internet. Families should be aware that some material accessible via the Internet may contain items that are illegal, defamatory, inaccurate, or potentially offensive to some people. In addition, it is possible to purchase certain goods and services which could result in unwanted financial obligations for which a student's parent/guardian would be liable. Ultimately, parents/guardians of minors are responsible for setting and conveying the standards their children should follow when using media and information sources. Toward that end, the Tri-Creek School Corporation Acceptable Use Policy is available on the Tri-Creek web site or from any school office upon request for review by all parents/guardians and other members of the community. This policy requires yearly signed acceptance of the terms and conditions of the Acceptable Use Policy by the student and the parent/guardian before any student is allowed access. Students who misuse the Internet and computer services will be disciplined and may be expelled. Students whose access to the network is terminated because of policy violations will be charged a \$50.00 reconnect fee each time.

## **HEALTH**

### **Health Forms:**

Health forms must be completed by parents/guardians at enrollment. Accurate telephone numbers and emergency contacts must be listed. Health forms must be updated by parents/guardians as information changes.

### **Immunization Requirements:**

When a child enrolls in the Tri-Creek School Corporation for the first time, proof of immunizations must be presented or an objection form must be filed. Immunizations required by law vary according to the child's age.

### **Minimum Immunization Requirements for all Children Newly Enrolled in Kindergarten or Grade One and Less Than 7 Years of Age:**

1. Five doses of diphtheria-tetanus-acellular pertussis (DtaP), diphtheria-tetanus-pertussis (DTP), or pediatric diphtheria-tetanus vaccine (DT), or four doses are acceptable if the fourth dose was administered on or after the fourth birthday and at least six months after the third dose.
2. Four doses of any combination of oral polio vaccine (OPV) or inactivated polio vaccine (IPV). The fourth dose must be administered on or after the fourth birthday and at least six months after the previous dose. (Three doses of all OPV or all IPV are acceptable if the third dose was administered on or after the fourth birthday and at least six months after the second dose.)
3. Two doses of measles (rubeola) vaccine on or after the first birthday.
4. One dose of rubella (German measles) vaccine on or after the first birthday.
5. Two doses of mumps vaccine on or after the first birthday.
6. Two doses of varicella (chickenpox) vaccine on or after the first birthday and separated by three months or physician written documentation of history of chickenpox disease including the month and year of the disease.
7. Three doses of Hepatitis B vaccine (the third dose must be given on or after twenty-four weeks of age and no earlier than sixteen (16) weeks after the first dose).

### **Minimum Immunization Requirements for all Children Enrolled in Grade One:**

1. Five doses of diphtheria-tetanus-acellular pertussis (DtaP), diphtheria-tetanus-pertussis (DTP), or pediatric diphtheria-tetanus vaccine (DT), or four doses are acceptable if the fourth dose was administered on or after the fourth birthday and at least six months after the third dose.
2. Four doses of any combination of oral polio vaccine (OPV) or inactivated polio vaccine (IPV) by age 4-6. (Three doses of all OPV or all IPV are acceptable if the third dose was administered on or after the fourth birthday and at least six months after the second dose.)
3. Two doses of measles (rubeola) vaccine on or after the first birthday.
4. One dose of rubella (German measles) vaccine on or after the first birthday.
5. Two doses of mumps vaccine on or after the first birthday.
6. One dose of varicella (chickenpox) vaccine on or after the first birthday or physician written documentation of history of chickenpox disease including the month and year of the disease.
7. Three doses of Hepatitis B vaccine (the third dose must be given on or after twenty-four weeks of age).

**Minimum Immunization Requirements for all Children Enrolled in Grades Two through Five:**

1. Five doses of diphtheria-tetanus-acellular pertussis (DtaP), diphtheria-tetanus pertussis (DTP), or pediatric diphtheria-tetanus vaccine (DT), or four doses are acceptable if the fourth dose was administered on or after the fourth birthday and at least six months after the third dose.
2. Four doses of any combination of oral polio vaccine (OPV) or inactivated polio vaccine (IPV) by age 4-6. (Three doses of all OPV or all IPV are acceptable if the third dose was administered on or after the fourth birthday and at least six months after the second dose.)
3. Two doses of measles (rubeola) vaccine on or after the first birthday.
4. One dose of rubella (German measles) vaccine on or after the first birthday.
5. Two doses of mumps vaccine on or after the first birthday.
6. One dose of varicella (chickenpox) vaccine on or after the first birthday or written history of disease. Parental history of chickenpox disease is acceptable proof of immunity. A signed written statement from the parent/guardian indicating the month and year of the disease is sufficient.
7. Three doses of Hepatitis B vaccine (the third dose must be given on or after twenty-four weeks of age).

**Minimum Immunization Requirements for all Children Enrolled in Grades Six through Twelve:**

1. Five doses of diphtheria-tetanus-acellular pertussis (DtaP), diphtheria-tetanus pertussis (DTP), or pediatric diphtheria-tetanus vaccine (DT), or four doses are acceptable if the fourth dose was administered on or after the fourth birthday and at least six months after the third dose.
2. Four doses of any combination of oral polio vaccine (OPV) or inactivated polio vaccine (IPV) by age 4-6. (Three doses of all OPV or all IPV are acceptable if the third dose was administered on or after the fourth birthday and at least six months after the second dose.)
3. Two doses of measles (rubeola) vaccine on or after the first birthday.
4. One dose of rubella (German measles) vaccine on or after the first birthday.
5. Two doses of mumps vaccine on or after the first birthday.
6. Two doses of varicella (chickenpox) vaccine on or after the first birthday separated by age-appropriate interval or written history of disease. Parental history of chickenpox disease is acceptable proof of immunity. A signed written statement from the parent/guardian indicating the month and year of the disease is sufficient.
7. Three doses of Hepatitis B vaccine (the third dose must be given on or after twenty-four weeks of age).
8. One dose of tetanus-diphtheria-acellular pertussis vaccine (Tdap) given on or after ten years of age.
9. One dose of meningococcal conjugate vaccine (MCV4).

**Children enrolling with less than the minimum immunization requirements** are granted a period of twenty (20) calendar days in which to begin or resume their series. Students may remain in school at the end of a granted waiver period by documenting that they have either completed all requirements, are receiving immunizations according to a physician- or Board of Health-approved schedule, or qualify for an exemption. If the parents/guardians fail to provide immunization documentation or fail to provide a religious objection or medical exemption or fail to meet other requirements, school officials will report the parents/guardians to Child Protective Services and may prohibit the child from attending school.

**Children may receive an exemption from minimum immunization requirements** for medical or religious reasons. The parent/guardian is required to submit an annual written request for exemption with the school corporation. A physician is required to sign the request for medical exemption. The parent/guardian is required to sign the request for exemption for religious reasons. In the event of a disease outbreak, students who have not received required immunizations through exemptions may be excluded from school for the duration of the outbreak.

**NOTE:** Exemptions must be re-filed on an annual basis.

### **Communicable Disease:**

If a child has been absent due to a communicable disease, a doctor's release may be required before the child is allowed to return to school. Indiana public health laws place the responsibility for reporting communicable diseases upon physicians, their agents, hospital administrators, and laboratories. It is the policy of the local schools to report all suspected communicable disease to the local health department. It is also school policy to request a diagnosis from a physician for any questionable illness or condition a student might present. This policy is for the protection and health of the student and disease prevention.

### **Medication or School Health Services:**

Parents/guardians are encouraged to administer medical treatments and medications to children at home. The school nurse or principal's designee will dispense medications or treatments when a medical condition requires it and when the following conditions are met.

1. A form which is available from the school office must be filled out and signed by the parent/guardian and the physician for all prescription medications and treatments.
2. A written physician's order is required for prescription medication and inhalers to be administered. Medication and inhalers are to be labeled with the prescription and the student's name, the name of the medication, the date the medication was ordered, the name of the prescribing physician, the dosage, time, and dates the medication is to be administered, and the reason for the medication. Labeled containers may be obtained from a local pharmacy.
3. **IC 20-33-8-13:** Students with a chronic disease or medical condition may possess and self-administer medication for the chronic disease or medical condition during the times and in the places set forth if the following conditions are met.
  - A. The student's parent/guardian has filed an authorization with the student's principal for the student to possess and self-administer the medication.
  - B. A physician states in writing that:
    - 1) The student has an acute or chronic disease or medical condition for which the physician has prescribed medication;
    - 2) The student has been instructed in how to self-administer the medication; and
    - 3) The nature of the disease or medical condition requires emergency administration of the medication.

**The authorization and statement described must be filed with the student's principal annually.**

4. **Inhalers and Epi-pen use:** A student who has a prescription and parent/guardian consent for use on file in the school office may carry and self-administer a prescription inhaler or Epi-pen. A student who needs to use his/her Epi-pen for allergic reactions should report the use of the Epi-pen to the supervising adult immediately who will dispose of the used Epi-pen.
5. **Students requiring blood glucose testing or the administration of insulin:** A student who is capable may self-test his/her blood sugars and self-administer his/her insulin. These procedures may only be done in the health room where proper disposal systems are available for sharps.
6. Parents/guardians are responsible for informing the school of changes in medication or treatment orders by submitting a corrected physician's order and pharmacy label.
7. **Non-prescription medications** such as Tylenol may be administered if a request is filled out and signed by the parent/guardian. The medication must be in the original container and labeled with the student's name.
8. Parents/guardians are responsible for bringing all medication to school and for retrieving the medication from school. Medication may not be transported on the school bus.
9. A student returning to school after being under a doctor's care must submit a note of fitness to return from the student's doctor.
10. A student in need of special accommodations (i.e., the use of crutches due to injury) must submit a doctor's note indicating the accommodation and the length of time the accommodation will be needed.

**REMEMBER: Students are not allowed to transport medications to school unless they meet the conditions in Item #3 above. The school will not supply medication to students.**

### **Illness/Accident/Injury:**

If a student is injured or becomes ill at school, the child will be cared for temporarily by school personnel. If a student is ill, he/she is not permitted to use the telephone in the classroom or to use his/her cell phone to call home. If the illness or injury is serious, the parents/guardians will be notified by school personnel. If parents/guardians are unavailable, those listed as emergency contacts will be notified. School personnel will render first aid only. If school personnel deem it necessary, paramedics will be called. **NOTE: The school corporation is not responsible for expenses incurred as a result of an illness, accident, or injury.** Student accident insurance is available to all students enrolling in Tri-Creek schools at the parent/guardian's expense.

## **ATTENDANCE**

### **Absences and Excuses:**

Parents/guardians are responsible for student attendance. The school corporation will enforce the State of Indiana Compulsory Attendance Laws. A parent/guardian is to telephone the school office by 9:00 a.m. on the morning of a child's absence to report the child's circumstances. Parents/guardians who do not telephone the school may receive a call inquiring about the child's whereabouts. If the parent/guardian does not telephone in the child's absence, a note indicating the reason for the child's absence signed by the parent/guardian must be presented to school officials the day the child returns to school.

### **Excessive Absenteeism:**

**Exceeding five (5) days of counted absence per semester or ten (10) days total per year is considered excessive absenteeism. Consequences may include, but are not limited to, the following actions.**

1. All future absences must be verified by a physician, dentist, or psychologist.
2. Credit in class or classes may be denied through procedural due process. Appeals regarding loss of credit may be requested through the principal or his/her designee.
3. Students may be assigned to detention, extended day, or alternative placement.
4. Students may be suspended or recommended for expulsion from school.
5. Legal authorities may be contacted.
6. Parents/guardians may be served legal notice.
7. Charges may be filed for educational neglect.

**NOTE: Extended day** is a three-hour class immediately following the school day assigned to high school students for minor infractions of school rules and is used as an alternative to suspending students from school. Students who fail to attend extended day, who do not bring study materials, or who are removed due to inappropriate behavior will be assigned further discipline.

**NOTE: Alternative placement** is a short-term separation of up to five (5) days from the regular school day routine. (A case conference committee can make a longer placement.) Alternative placement days are not classified as absences. Alternative placement is limited to two occurrences per semester. Work may be made up for credit. Students will be allowed to participate in extracurricular activities unless superseded by an extracurricular code of conduct.

### **Certificate of Incapacity:**

If a parent/guardian does not send his/her child to school because of the child's illness or mental or physical incapacity, it is unlawful for the parent/guardian to fail or refuse to produce a certificate of the incapacity after it is demanded by the school administration or an attendance officer within six (6) days after it is demanded. Parents/guardians will be required to provide a Certificate of Incapacity signed by a physician within six days of school demand according to Indiana State Law IC 20-33-2-18. The certificate required under this section shall be signed by an Indiana physician or by an individual holding a license to practice osteopathy or chiropractic in this state or by a Christian Science practitioner who resides in Indiana and is listed in the Christian Science Journal.

### **Attendance Policy of Lowell High School and Lowell Middle School:**

- First, second, and third full days of absence per semester — absences are documented
- Fourth full day of absence per semester — 4-day letter sent to parents/guardians
- Fifth full day of absence per semester — 5-day letter sent to parents/guardians
- Sixth full day of absence per semester — student receives an attendance contract
- Seventh full day of absence per semester — contact with parents/guardians and student

- Eighth full day of absence per semester — alternate placement, contact Lake County juvenile judge, and/or recommend expulsion

### **Attendance Policy of Lake Prairie, Oak Hill, and Three Creeks Elementary Schools:**

- First, second, third, and fourth full days of absence per semester — absences are documented
- Fifth full day of absence per semester — 5-day letter sent to parents/guardians; parents/guardians requested to contact principal to discuss absences
- Tenth full day of absence per semester (if there has been no contact with parents/guardians) — refer to Child Protective Services

### **Counted Absences:**

Students are allowed five (5) days of absences per semester or ten (10) days total per year. The parent/guardian still needs to call or send a note for the absence. All counted absences after the first five (5) counted absences each semester are unexcused. If the parent/guardian does not call or send a note for the absence, the student will be considered truant.

The following absences will not be counted toward the five-day maximum leading to a designation of excessive absenteeism.

1. **Personal illness:** Verification by a note from the physician, dentist, or psychologist delivered on the day the student returns to school.
2. **Death in the immediate family:** Excused absence is limited to a period of three days per occurrence.
3. **Quarantine:** Absences are excused for the duration of the quarantine as verified by a physician or the Board of Health.
4. **Required court appearances:** The absence must be verified by a court summons or by a probation officer, and attendance in court must be mandatory.
5. **Religious observances:** The absence must be verified in writing by the leader of the religious organization and received by the school at least one full school day prior to the anticipated absence. Reasonable travel time (not to exceed one day each way) for the religious observance will be excused upon satisfactory verification of the required travel time.

**ANY STUDENT LEAVING SCHOOL DURING THE SCHOOL DAY MUST SIGN OUT WITH THE NURSE (FOR ILLNESS ONLY), OR THE STUDENT MUST SIGN OUT WITH THE ATTENDANCE OFFICE BEFORE LEAVING, OR HE/SHE WILL BE CONSIDERED TRUANT.**

State law requires students to be in school 180 days. Federal law requires a 95 percent student attendance rate.

### **Truancy:**

Truancy is an absence from school, class, or assigned area without the knowledge or consent of the parent/guardian and the school or an absence from school where there is an attempt to evade the state attendance law. Students more than five (5) minutes late for a class are truant. All students are expected to be in an assigned area or activity while on school property during the entire school day, or they will be considered truant. Truancy applies to students who remain in restrooms due to illness without reporting to a teacher, administrator, or nurse. Additionally, high school students are to immediately enter the school upon arrival. They are not to remain in the parking lot. Students are reminded that truancies are cumulative for the year.

### **Habitual Truancy:**

A student who willfully refuses to attend school or class in defiance of parent/guardian authority three times during a school year shall be considered habitually truant. State law requires school corporations to establish written administrative procedures to comply with the law. Listed below are the procedures that will be used by the schools of the Tri-Creek School Corporation.

Any student who is at least thirteen (13) years of age, but is not yet eighteen (18) years of age, who is habitually truant under the definition of the Board of School Trustees of Tri-Creek School Corporation shall be classified as such by the building principal. Written notification of such classification shall be sent to the parents/guardians in accordance with state law.

The classification of habitual truant remains until the student becomes eighteen (18) years of age or changes his/her school attendance performance. The state may revoke or withhold driving privileges for students habitually truant.

The principal may review the student's attendance after sixty (60) school days and must review at least once per school year to determine if changes in attendance performance are such that the classification of habitual truant is no longer appropriate. If such is determined, written notification shall be sent to the parents/guardians and Bureau of Motor Vehicles (BMV).

**Truancy Policy — Lowell High School:**

First offense — extended-day detention

Second offense — one (1) in-school suspension

Third offense — one (1) suspension; revocation of parking privileges; revocation of driving privileges through the BMV

Fourth offense — two (2) suspensions

Fifth offense — possible expulsion

**Tardy Policy for the Same Class Period per Semester — Lowell High School:**

First offense — teacher warning

Second offense — letter sent home

Third offense — detention

Fourth offense — extended-day detention and administrator calls home

Fifth offense — in-school suspension

Sixth offense — suspension and student may be removed from class with a "W" and placed in study hall; driving privileges will be revoked

**NOTE: Any combination of six tardies and/or truancies to one class will result in that student being withdrawn from that class and sent to study hall.**

**Tardy Policy to Any Class Period (Cumulative) per Semester — Lowell High School and Lowell Middle School:**

First offense — warning

Second offense — letter sent home

Third offense — detention

Fourth offense — extended-day detention

Fifth offense — in-school suspension

Sixth offense — suspension and revocation of parking permit

Seventh offense — possible expulsion

**Late Arrival/Early Departure Procedures:**

Students arriving at school after school has begun must first sign in at the attendance office. Students arriving late by any method of transportation other than a Tri-Creek School Corporation school bus will be counted tardy.

A student in attendance during any part of the day, up to and including one-half (1/2) of the day, shall be counted as one-half (1/2). A student in attendance for more than one-half (1/2) of the day shall be counted as one (1).

Students who expect to participate in extracurricular events in the evening must be in attendance no later than 8:30 a.m. that day.

**Closed Campus:**

During the school day, students are to remain on school grounds from arrival in the morning until dismissal time in the afternoon. Should a student find it necessary to leave the school for any reason, he/she must receive permission from the building principal before signing out. If permission is given, the student must then sign out and must sign in immediately upon his/her return. Students in kindergarten through eighth grade must be signed out by a parent/guardian.

**Unexcused Absences 9-12:**

Students who have an unexcused absence from school or class may be assigned extended day (see page 10). Repeated unexcused absences may result in an attendance contract, out-of-school suspension, and/or expulsion. No credit for make-up work completed will be given for unexcused absences.

**Unexcused Absences K-8:**

Students in grades kindergarten through eight, who have an unexcused absence, including truancy, will be subject to one or more of the following disciplinary measures as determined by the principal.

1. Loss of recesses;
2. Assignment to work detail during recess;
3. Parent/guardian conference;
4. Disciplinary contract;
5. Limitation or elimination of participation in extracurricular activities such as field days or intramural activities;
6. Denial of field trip participation; and/or
7. Suspension/possible recommendation to expel.

Exceptions to the attendance policies and procedures listed above due to emergencies, illness, hospitalization, or other extenuating circumstances shall be determined by the principal.

### **Make-Up Work:**

The responsibility for making up missed work for absences rests with the student. When a student is absent for one (1) day, the assignments should be obtained from a classmate or from the teacher as soon as possible the following day. If the absence is two (2) days or longer, homework may be obtained by emailing or calling the teacher and requesting that all assignments be sent to the office. Twenty-four-hour notice is required in order to obtain assignments, and the parent/guardian must make arrangements to pick up books, assignments, and tests. The student will have one (1) day for every day of absence to make up work.

1. For a long-range test or assignment (five (5) days or more, such as a research paper, project, or report), the teacher may use his/her discretion in setting due dates, accepting late work, and determining make-up policy. Students who have an excused absence on the due date of a long-range assignment can receive full credit if they turn in the assignment on the day they return to school. In the event of a prolonged excused absence, special arrangements may be made to extend the time period allowed for the assignment. A student who is in attendance the day before a scheduled test/quiz shall take the test/quiz the first day he/she returns to school. When a student has an EXCUSED ABSENCE, he/she will be given reasonable help and consideration after his/her return to school in completing assignments given during the absence.

## **EXTRACURRICULAR PARTICIPATION/ATTENDANCE**

Participation in any and all extracurricular activities is dependent upon good school attendance. Students who are not in attendance by 8:30 a.m. may not participate in after-school activities that day unless extenuating circumstances are confirmed by the principal or the athletic director.

## **EMERGENCY PROCEDURES**

### **Fire Alarm:**

These procedures should be followed any time the fire alarm is sounded.

1. Students, staff, and visitors will use the fire exits that are posted in each room.
2. All students must remain silent throughout the entire alarm.
3. Students shall walk, not run.
4. No one shall return to the building until the all-clear signal is given by the principal or person in charge.
5. Doors should be closed after everyone has left the room(s).
6. Students will be escorted by their teachers to their designated safe areas.
7. Teachers will stay with their classes at all times and take attendance at their designated safe areas.
8. Students and staff should stay off all roads and drives to allow for safe passage of emergency vehicles.

### **Tornado Warning:**

When a tornado warning is issued for the Tri-Creek School Corporation, students will be moved to designated safe areas posted in each room. Students will remain in safe areas until that warning is lifted, even if the warning extends beyond the normal school day. No student will be allowed to leave the school premises during a tornado warning unless under the direct charge of a parent/guardian. Students are not to talk, run, or push at any time during a drill.

## **Emergency Closings:**

The superintendent is empowered to delay or close schools or to dismiss students early in the event of hazardous weather or other emergencies that threaten the health or safety of students and personnel. If conditions affect only a single school, only that school shall be affected. If there is a possibility of not having school due to weather conditions, please listen to the radio stations indicated on the back cover of this booklet, access the Tri-Creek web page, or register on [www.cancellations.com](http://www.cancellations.com). Parents/guardians will be notified through the AlertNow emergency notification system. They must provide the school corporation with current telephone numbers and email addresses in advance of a crisis situation. Parent/teacher conferences will be cancelled in the event of emergency closings or delays.

**IMPORTANT:** Parents/guardians should have a family emergency plan prepared in the event that schools are dismissed early, the start of school is delayed, or school is cancelled (location of house key, alternative shelter, telephone number to call, etc.). Students and childcare providers must be aware of the plan.

Only those parents/guardians who have supplied the school corporation with emergency telephone numbers and/or email addresses will be notified via the AlertNow emergency notification system in the event of an early dismissal. ***PLEASE DO NOT CALL THE SCHOOL, THE PRINCIPAL, OR THE SUPERINTENDENT'S OFFICE. Telephone lines must be kept open for emergency communications.***

## **STUDENT BEHAVIOR EXPECTATIONS**

1. The student should:
  - A. Be on time to school and classes.
  - B. Be prepared for class each day.
  - C. Complete assignments on time.
  - D. Respect the rights and property of others.
2. The student should not:
  - A. Litter. (Litter is the throwing of paper or other trash inside the building, on school grounds, on surrounding properties, or on the school bus.)
  - B. Hold hands, hug, kiss, or otherwise show affection to other students.
  - C. Exhibit behavior that results in the disruption of the educational process.
  - D. Use language that is profane or otherwise inappropriate.
  - E. Falsify signatures of or impersonate parents/guardians, staff members, physicians, or other persons.
  - F. Possess knives, sharp objects, or weapons or throw anything that could cause bodily harm to themselves or others.
  - G. Loiter on school grounds or on surrounding properties.
  - H. Bring on school property all-terrain vehicles, snowmobiles, mini-bikes, go-carts, golf carts, and/or model airplanes.
  - I. Bring on school property any water balloons, eggs, shaving cream, squirt guns, skateboards, skates, roller blades, laser pointers, or any objects deemed a disruption to the educational process.
  - J. Use cell phones or wireless communication devices in school during normal school hours. Such use will result in the confiscation of the device. Should students violate this policy, the school corporation is not responsible for the loss of, damage to, or theft of such items.
  - K. Students possessing cell phones or wireless communication devices that contain evidence of "sexual conduct" related to child exploitation [IC 35-42-4-4(b)], child pornography [IC 35-42-4-4(c)], and sexual conduct [IC 35-42-4-4(a)] will face legal consequences per the above-referenced Indiana Code. Persons convicted of or adjudicated as a juvenile delinquent for violating the child exploitation statute are required to register as a sex offender per the Indiana Sex Offender Registration Statute [IC 11-8-8-7] and the Sex Offender Registry Offense Statute [IC 35-42-4-11].
  - L. Possess any object, toy, jewelry, body piercing ornament, or wearing apparel that may impede learning, cause a disruption in the school setting, or present a safety concern.
  - M. Buy or sell unauthorized items during school hours (e.g., candy bars, raffle tickets, etc.).

### **Identification Cards — Lowell High School:**

All Lowell High School students will be provided with a student ID card upon enrolling in school. The student must have the ID card on his/her person while attending school or any school-related activities. This ID card is used for a variety of purposes, including dances, parking permits, media, and lunch. Lost or damaged ID cards must be replaced immediately at a cost of \$2.50 to the student. A student not having his/her ID card in his/her possession will be issued a detention.

### **Wireless Communication Devices — Lowell High School:**

Students will be permitted to use iPods and MP3 players in class for educational purposes at the discretion of the classroom teacher. Students are expected to be responsible for their own electronic devices and to adhere to the classroom management plan of the teacher. A teacher may confiscate the device, if necessary, to avoid disruption to the educational process. Uncooperative or disrespectful students may be referred to the administration. It is suggested that the device remain on the student's person while not in use or secured in the student's locker. Tri-Creek School Corporation is not responsible for the loss of, damage to, or theft of electronic devices.

### **Dress Code:**

Student dress and good hygiene are the responsibility of both the student and the parents/guardians. Properly dressed students wear appropriate clothes for every activity in which they participate. Clothing should be clean, comfortable, loose enough, long enough, modest, in good taste, and suitable for school.

Realizing that dress, appearance, and grooming styles change continually, the administration reserves the right to determine what is appropriate dress for school. The determination will be based on whether a student's dress, appearance, and grooming may create health or sanitation problems, threats to safety, or if the student's dress causes a disruption, thereby affecting the educational function of the school. The principal and the assistant principal have the right to limit and control extreme styles of dress and appearance.

### **Clothing/Articles Not Permitted:**

1. See-through clothing, low-cut leotard body suits, fish-net tops, bare midriffs, strapless dresses, spaghetti straps, halter tops, tube tops, bare backs, low-cut tops, and bicycle pants.
2. Unbuttoned shirts and blouses exposing the chest and/or midriff area.
3. Torn clothing or holes which expose any part of the body or expose undergarments or bare skin above finger-tip length. Clothing must be patched or sewn in like-colored fabric.
4. Tank tops unless worn over or under another shirt.
5. Bathing suits except as a part of a swimming class or team.
6. Shorts/skirts must be at least finger-tip length (including wearing of leotards/stockings under shorts/skirt).
7. Headwear or coats intended for outdoor use. Upon arrival, headwear and coats should be stored in lockers or coat storage areas. (In emergency conditions, the classroom teacher may permit the use of coats in the classroom.)
8. Elastic headbands, bandanas, hoods, and sunglasses.
9. Clothing, backpacks, or other objects containing words or art with "double meanings" or insinuations or which promote the use of or advertise alcohol, drugs, tobacco, sex, violence, weapons, gangs, or racism.
10. Any insignia, style, jewelry, or accessory which identifies an organization dedicated to the mistreatment of any person or group of people including a religious or an ethnic group.
11. Clothing with offensive or swear words, obscenities, or which advocates illegal practices.
12. Pants that sag or are so long they drag on the floor. Pants are to be worn at the waist and must not expose undergarments or skin.
13. Chains and ropes made of any type of material.
14. Book bags or backpacks in high school or middle school classrooms.
15. Any apparel that could cause danger to students or damage to any school property such as clothing with rivets or shoes with heel/toe plates.

### **Good Standing:**

A student in good standing has full rights with respect to participation in activities of the school, academic, co-curricular, and extracurricular, subject to any restrictions which apply to all students. A student is not in good standing during the period of time he/she is under out-of-school suspension or expulsion. A student not in good standing may not participate in any school activity, contest, practice, ceremony, dance, or trip, whether academic, co-curricular, or extracurricular, except as may be allowed by the principal and/or expulsion examiner.

### **DRUG/ALCOHOL POLICY**

1. **POSSESSION:** Possessing (on person, in locker, or in vehicle) or providing to any person anything used or designed to be used primarily for the storage, processing, delivery, or consumption of alcohol, undocumented prescription drugs, marijuana, stimulants, intoxicants, narcotics, depressants, hallucinogens, or substances represented to be illicit drugs or any product that produces an altered mental or physical state when used.
  - A. **Possession** of or being under the influence of any narcotic drug, hallucinogenic drug, undocumented prescription drug, amphetamine, barbiturate, marijuana, alcoholic beverage, stimulant, depressant, or intoxicant of any kind or paraphernalia on school property at any time or at any school-sponsored function is expressly forbidden. Parents/guardians and law enforcement officials will be contacted immediately upon verification of the violation. The student will then be suspended from school and all extracurricular activities for a period of up to ten (10) days and may be recommended for expulsion from school and all extracurricular activities. The sale or distribution of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, stimulant, depressant, or intoxicant of any kind or paraphernalia including, but not limited to, pipes, roach clips, and rolling papers on school property at any time or at any school-sponsored function, is expressly forbidden. Likewise, the sale or distribution of any substance which is represented to be a narcotic drug, hallucinogenic drug, stimulant, depressant, or intoxicant of any kind on school property at any time or at any school-sponsored function is expressly forbidden. Inhaling of glues, thinners, or similar substances is also considered an illegal act under this policy. Parents/guardians and law enforcement officials will be contacted immediately upon verification of the violation. The student may then be suspended from school and all extracurricular activities for a period of ten (10) days with the recommendation of expulsion from school and all extracurricular activities for two semesters.

### **DUE PROCESS POLICY**

Student supervision and the desirable behavior of students in carrying out school purposes is the shared responsibility of parents/guardians, students, teachers, and administrators. It is the policy of the Tri-Creek School Corporation to comply with the Indiana Due Process and Pupil Discipline Code [IC 20-33-8-13.5] and its subsequent amendments. Students must follow responsible directions of school personnel in all educational settings and refrain from disruptive behavior that interferes with the educational environment. When student misconduct or substantial disobedience occurs, consequences for the behavior may include loss of driving privileges, suspension, or expulsion from school.

A student may be suspended or expelled and/or may lose driving privileges for violating school rules or policies or engaging in unlawful activity on or off school grounds under the following conditions.

1. On school grounds immediately before, during, or immediately after school hours, or at any other time when the school is being used by a school group.
2. Off school grounds at a school activity, function, or event.
3. Traveling to or from school or a school activity, function, or event.
4. During evenings, weekends, holidays, other school breaks, and the summer period when a student may not be attending classes or other school functions.
5. If the unlawful activity may reasonably be considered to be an interference with school purposes or an educational function.
6. If the student's removal or loss of driving privileges is necessary to restore order or protect persons on school property.

### **Disruptive Students:**

Recognizing that the behavior of some students may be so disruptive that it interferes with school purposes or educational functions of the school corporation, school officials may find it necessary to remove a student from his/her class or from the school. In this event, and in accordance with the provisions of IC 20-33-8-8, the Board of School Trustees authorizes administrators and staff members to take the following actions.

1. A middle school teacher or high school teacher has the right to remove a student from a class or an activity for one period if the student is assigned regular or additional work to be completed in another school setting.
2. An elementary teacher has the right to remove a student from his/her classroom or activity for a period of up to one school day if the student is assigned regular or additional work to be completed in another school setting.
3. A school principal may deny a student the right to attend school or take part in any school function for a period of up to ten (10) school days per occurrence.

### **Suspension/Expulsion:**

A student may be expelled from school for a period no longer than the remainder of the current semester plus the following semester, with the exception of a violation of a deadly weapon, destructive device, or firearm possession as listed under grounds for expulsion in this policy. Subject to the procedural requirements of IC 20-33-8-14 et seq. and as stated by the school corporation policy, the following are grounds for student suspension or expulsion.

1. Student misconduct; and/or
2. Substantial disobedience.

The following specific acts are prohibited, and offenders will be subject to suspension and/or expulsion for such misconduct or substantial disobedience.

1. Using violence, force, noise, coercion, threat, intimidation, fear, passive resistance, hazing, or other comparable conduct constituting an interference with school purposes, urging other students to engage in such conduct, or possessing any firearm, explosive, destructive device, or other weapon are prohibited. The following list illustrates the type of conduct prohibited by this subdivision.
  - A. Occupying any school building, school grounds, or part thereof with intent to deprive others of its use;
  - B. Blocking the entrances or exits of any school building, corridor, or room therein with intent to deprive others of lawful access or use;
  - C. Trespassing, vandalizing, defacing school property, breaking and entering a school building or facility, attempting to set fire to or substantially damage any school building or property;
  - D. Possessing, firing, displaying, or threatening use of firearms, explosives, or other weapons on the school premises for any unlawful purpose;
  - E. 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; and/or
  - F. 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/her supervision.
2. Causing or attempting to cause substantial damage to school or private property; stealing or attempting to steal or convert school property or private property on school property, at a school event, or from a vehicle used to transport students.
3. Intentionally causing or attempting to cause physical injury or intentionally behaving in such a way as could reasonably cause physical injury to any person within the jurisdiction of the school. This includes fighting or causing injury to another student, strangulation and self-induced hypocapnia (choking games), pushing, shoving, horseplay, and purposefully slamming or running into other individuals.
4. Using force, attempted force, or the threat of force to take money or something of value from another person, engaging in blackmail, or using coercion to gain something of value or an advantage.
5. Theft or attempted theft of school property or possession of another individual's property results in suspension, possible expulsion, and remuneration for losses. In addition, the student may face prosecution by law enforcement.

6. Possessing, handling, using, transmitting, or selling weapons, knife/knives, box cutters, razors, dangerous instruments, destructive devices, explosive devices, instructions on how to make such devices, or any other object that can reasonably be considered a weapon or look-alike weapon.
7. Possessing, using, consuming, transmitting, selling, or being under the influence of any narcotic drug, prescriptive drug for which the person in possession has no prescription, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, paraphernalia, or intoxicant of any kind, or substances represented to be illicit drugs or any product that produces an altered mental or physical state when used.
8. Dealing in a substance represented to be a controlled substance, which shall mean a person who knowingly and intentionally delivers any substance that he/she represents to be a controlled substance. No student may possess or use any substance which the student has reason to believe is, or which has been represented to him/her as, a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, stimulant, depressant, or intoxicant of any kind. Students are prohibited from possessing, using, selling, transmitting, or being under the influence of caffeine-based pills, substances containing phenylpropanolamine (PPA), or stimulants of any kind be they available with or without a prescription. Knowingly abusing or consuming in excess of the recommended dosage of any patent or prescription drug with the purpose of creating an intoxicated, drugged, or irrational state or causing physical injury, either to one's self or to other persons. Knowingly transmitting or selling prescription or patent drugs that exceed recommended dosage. Use of a drug authorized by a medical prescription from a physician is not a violation of this subdivision.
9. Selling or attempting to sell, purchasing or attempting to purchase, a substance alleged by the seller to be marijuana, a controlled substance, a prescriptive drug, an alcoholic beverage, or an intoxicant of any kind within the jurisdiction of the school corporation.
10. 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.
11. Selling or attempting to sell marijuana or drug paraphernalia in conjunction with restricted activity under this section or for the purpose of causing a violation under this section or any activity forbidden under IC 35-48-4.
12. Repeatedly refusing to follow the directions of supervising school employees; engaging in acts of serious disrespect to school employees including teachers, administrators, non-certified staff members (secretaries, bus drivers, cafeteria personnel, custodians, aides, etc.), and adult volunteers.
13. Engaging in conduct forbidden by the laws of the State of Indiana.
14. Being willfully absent or truant from school in accordance with Tri-Creek School Corporation policy.
15. Engaging in physical, verbal, or written conduct such as bullying (see #29 below), hazing, or harmful pranks that threaten, intimidate, or coerce another student, teacher, administrator, supervisory employee, non-certified staff member, or adult volunteer on or off school grounds at any time.
16. Engaging in the use of profane, obscene, or defamatory language directed at a teacher, administrator, supervisory employee, non-certified staff member, or adult volunteer while such person is on duty or at a school event.
17. Using obscenity or sexual misconduct in any form whether by word or action within the jurisdiction of the school corporation.
18. Engaging in consensual sexual behavior such as kissing, fondling, or sexual relations.
19. Creating or distributing information including information distributed via email or through a web site which results in, or is likely to result in, the disruption of an educational function, advocates a violation of law or a student conduct rule, is sexually explicit or obscene, is slanderous or defamatory, or invades the privacy of an identified or identifiable person.
20. Failing to report the actions or plans for action of another person to a teacher or administrator where those actions or plans, if carried out, could result in harm to a person or persons or damage property.
21. Possessing or using cell phones, pagers, and PDAs in school buildings or on school buses.
22. If the student's legal settlement is not in the attendance area of the school corporation where the student is enrolled.

23. Possessing or providing to another a firearm, destructive device, or deadly weapon on school property, at a school event, on a school bus, immediately before or after school where the school has jurisdiction over the student, storing a firearm, destructive device, or deadly weapon in a locker, article of clothing, or elsewhere, or bringing a firearm, destructive device, or deadly weapon on school property. A student who violates the above rule concerning firearms, destructive devices, or deadly weapons will be expelled for a period of one (1) calendar year with the return of the student to be at the beginning of the first school semester after the end of the one (1) year period.
24. No student on or about school property or at any school function or activity shall:
- A. Wear, possess, use, distribute, display, or sell any clothing, jewelry, emblem, badge, symbol, sign, drawing, graffiti, or other item that may be viewed as evidence of membership or affiliation in any gang;
  - B. Commit any act of omission, or use any speech, either verbal or nonverbal (gestures, handshakes, drawings, graffiti, other written communications, etc.), in furtherance of the interests of any gang or gang activity, including, but not limited to:
    - 1) Showing affiliation in a gang;
    - 2) Soliciting others for membership in any gang;
    - 3) Requesting any person to pay for protection or otherwise intimidating or threatening any person;
    - 4) Committing any other illegal act or other violation of school corporation policies; and/or
    - 5) Inciting other students to act with physical violence upon any other person.
25. Violating or repeatedly violating any rules that are reasonably necessary in carrying out school purposes or an educational function and are validly adopted.
26. Failing to meet legal requirements for immunizations or failing to provide documentation of immunizations or proof of religious or medical exemption to immunizations.

**NOTE:** The superintendent shall immediately notify the appropriate law enforcement agency when a student is expelled under rules regarding possession of a firearm, destructive device, or deadly weapon.

27. **Smoking/Tobacco Policy:**

- A. The use or possession of tobacco products or snuff by anyone on school grounds is prohibited at all times [IC 35-46-1-10.5].  
(Smoking, chewing, or possession of cigarettes or paraphernalia (e.g., lighters, matches, etc.), or possession of tobacco products are prohibited.)

28. **Harassment:**

To disturb persistently; torment; pester; persecute. To trouble by repeated attacks, incursions, etc. Interaction with another student, school employee, or school volunteer on or off school grounds which constitutes harassment or the creation of a hostile environment through conduct or communications may include, but is not limited to, the following examples.

A. **Sexual Harassment**

- 1) Verbal:

Written or oral sexual innuendoes, suggestive comments, jokes of a sexual nature, threats, or sexual propositions toward a student, school employee, school volunteer, or other person associated with the school or the school corporation.

- 2) Nonverbal:

Causing the placement of offensive sexually suggestive objects, pictures, or graphic commentaries in the school environment or the making of offensive sexually suggestive or insulting gestures, sounds, leering, whistling, and the like to a student, school employee, school volunteer, or other person associated with the school or the school corporation.

- 3) Physical Contact:

Threatening or causing unwanted touching, contact, or attempts at same, including patting, pinching, pushing the body, or coerced sexual intercourse with a student, school employee, school volunteer, or other person associated with the school or the school corporation.

**B. Gender/Ethnic/Religious/Disability/Physical Traits Harassment**

1) Verbal:

Written or oral innuendoes, comments, jokes, insults, threats, or disparaging remarks concerning a person's gender, national origin, religious beliefs, etc. that are offensive to a student, school employee, school volunteer, or other person associated with the school or the school corporation.

2) Nonverbal:

Placing objects, pictures, or graphic commentaries in the school environment or making insulting or threatening gestures that are offensive to a student, school employee, school volunteer, or other person associated with the school or the school corporation.

3) Physical Contact:

Engaging in hitting, slapping, pinching, pushing, poking, roughhousing, touching, spitting, etc. that are offensive to a student, school employee, school volunteer, or other person associated with the school or the school corporation.

4) Consequences:

Consequences for violation of any portion of the harassment policy may include suspension and/or expulsion from school, and violators may be required to undergo psychological counseling, at the expense of the parent/guardian, before returning to school.

5) False Reporting:

Any student who knowingly files false charges against an employee or a student in an attempt to demean, harass, abuse, or embarrass that individual shall be subject to the sanctions for misconduct set forth in 4) Consequences above.

29. **Bullying:**

Tri-Creek School Corporation is committed to a safe and civil educational environment for all students, employees, volunteers, and patrons free from harassment, intimidation, and bullying. Bullying can take many forms including slurs, rumors, jokes, innuendos, demeaning comments, drawing cartoons, pranks, gestures, physical attacks, threats, or other written, electronic text message, oral, or physical actions. Bullying means overt, repeated acts or gestures, including:

- A. Verbal or written communications transmitted;
- B. Physical acts committed; or
- C. Any other behaviors committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the other student. [IC 20-33-8-0.2]

Bullying is prohibited when:

- A. On school grounds immediately before or during school hours, immediately after school hours, or at any other time when the school is being used by a school group;
- B. Off school grounds at a school activity, function, or event;
- C. Traveling to or from a school or a school activity, function, or event; or
- D. Using property or equipment provided by the school; and
- E. Bullying acts originating in school that continue after school hours and off school property. [IC 20-33-8-13.5]

Counseling, corrective discipline, and/or referral to law enforcement will be used to change the behavior of the perpetrator and remediate the impact on the victim. This includes appropriate intervention(s), restoration of a positive climate, and support for victims and others impacted by the violation. False reports or retaliation for bullying also constitutes a violation of this policy.

Tri-Creek School Corporation will provide educational outreach and training to school personnel, parents/guardians, and students concerning the identification, prevention, and intervention in bullying. Parents/guardians shall be provided with copies of this policy and procedure and appropriate materials on the recognition and prevention of harassment, intimidation, and bullying.

Reports of bullying will be investigated by school personnel and assessed using the following criteria. The following Bullying Assessment serves only as a template for administrative disciplinary actions. A school administrator may at his/her discretion administer discipline which is more appropriate to the actions of the student at any time.

<b>Bullying Assessment</b>		
<b>Type of Bullying</b>	<b>Behavior Exhibited</b>	<b>Disciplinary Response</b>
<b>Level 1</b> -Single incident of spoken, written, or electronic communication.	Thoughtless comments.	Verbal or written correction from school personnel.
<b>Level 2</b> -Repeated incidents of spoken, written, or electronic communication.	Name calling, threatening, derogatory, or malicious comments.	Notify parents/guardians; school counselor referral; minor discipline such as loss of privileges, detention, etc.; remove from class or activity for period or day.
<b>Level 3</b> -Physical acts of any type where injury does not result.	Tripping, pushing, shoving, horseplay.	Notify parents/guardians; school counselor referral; detention or suspension from school.
<b>Level 4</b> -Physical acts of any type where injury occurs and/or continued behavior listed above in Levels 1 through 3.	Slapping, punching, hitting, kicking, and/or continued behavior listed above in Levels 1 through 3.	Notify parents/guardians; school counselor referral; suspension from school with possibility of expulsion.
<b>Level 5</b> -Physical acts of any type involving a weapon or any instrument that could be used as a weapon.	Possession of a weapon or any instrument that could be used as a weapon.	Notify parents/guardians and law enforcement officials; school counselor referral; suspension from school with recommendation for expulsion.

30. In addition to the grounds above, a student may be suspended or expelled for engaging in unlawful activity on or off school grounds if:
- A. The unlawful activity may reasonably be considered to be an interference with school purposes or an educational function; or
  - B. The student's removal is necessary to restore order or protect persons on school property including an unlawful activity during evenings, weekends, holidays, other school breaks, and the summer period when a student may not be attending classes or other school functions.
31. Intimidation [IC 35-45-2-1]
- (a) A person who communicates a threat to another person, with the intent:
    - (1) that the other person engage in conduct against the other person's will;
    - (2) that the other person be placed in fear of retaliation for a prior lawful act; or
    - (3) of causing
      - (A) a dwelling, a building, or another structure; or
      - (B) a vehicle;
 to be evacuated, commits intimidation, a Class A misdemeanor.
  - (b) However, the offense is a:
    - (1) Class D felony if:
      - (A) the threat is to commit a forcible felony;
      - (B) the person to whom the threat is communicated:
        - (i) is a law enforcement officer;
        - (ii) is a judge or bailiff of any court;
        - (iii) is a witness (or the spouse or child of a witness) in any pending criminal proceeding against the person making the threat; or
        - (iv) is an employee of a school corporation;
      - (C) the person has a prior unrelated conviction for an offense under this section concerning the same victim; or
      - (D) the threat is communicated using property, including electronic equipment or systems, of a school corporation or other governmental entity; and
    - (2) Class C felony if, while committing it, the person draws or uses a deadly weapon.
  - (c) "Threat" means an expression, by words or action, of an intention to:
    - (1) unlawfully injure the person threatened or another person, or damage property;
    - (2) unlawfully subject a person to physical confinement or restraint;
    - (3) commit a crime;
    - (4) unlawfully withhold official action or cause such withholding;

- (5) unlawfully withhold testimony or information with respect to another person's legal claim or defense, except for a reasonable claim for witness fees or expenses;
- (6) expose the person threatened to hatred, contempt, disgrace, or ridicule;
- (7) falsely harm the credit or business reputation of the person threatened; or
- (8) cause the evacuation of a dwelling, a building, another structure, or a vehicle.

Students have the right to be safe and secure at school and to pursue their education in a safe and secure environment. Security of the school and the safety of students, staff, and visitors is a corporation priority. Students and objects in the possession of students, such as coats, jackets, purses, briefcases, backpacks, or gym bags, will be subject to random administrative inspections, including inspections with metal detectors. Refusal to cooperate with a request for such administrative inspection may result in disciplinary action.

In addition, the principal or other member of the administrative staff designated by the principal, and acting at the direction of the principal, may search the person of a student during a school activity if the principal has reasonable suspicion for a search of that student. Searches of the person of a student shall include:

1. Searches of student clothing;
2. Searches of any object in the student's possession; and/or
3. A "pat down" of the exterior of the student's clothing.

**Confiscation of Knives, Weapons, or Contraband:**

The administrator in any school may confiscate any firearm, destructive device, knife, weapon, look-alike weapon, or contraband. Such items may be retained by the administrator until such time as any danger or interference has passed. The administrator may establish a procedure for such return through the parent/guardian or police agency with appeals from the procedure to the superintendent for final determination.

**Re-enrollment after Expulsion:**

If a student is sixteen (16) years of age or older and wishes to re-enroll after expulsion, the principal may require the student to attend one or more of the following programs.

1. An alternative school or alternative educational program;
2. Evening classes; and/or
3. Classes established for students who are at least sixteen (16) years of age.

**Alternative to Suspension/Expulsion:**

In applying disciplinary policies and procedures, Tri-Creek School Corporation administrators shall subscribe to the tenets outlined in IC 20-33-8-25.

**PROCEDURAL DUE PROCESS RIGHTS**

**Extended-Day or Long-Term Detention:**

Assigned Thursday detention at Lowell High School is from 3:10 p.m. to 6:00 p.m. Failure to attend an assigned Thursday detention results in the following consequences.

- First offense — two (2) to four (4) days of in-school suspension **PLUS** make up the missed Thursday detention  
 Second offense — two (2) to four (4) days of in-school suspension **PLUS** make up the missed Thursday detention  
 Third offense — four (4) to six (6) days of out-of-school suspension and a request for expulsion

Students may not serve more than eight (8) extended-day or long-term detentions in any single year. The ninth offense will result in ten (10) days of out-of-school suspension and a request for expulsion as a repeat rules offender.

A repeat rules offender is defined as a student who violates different rules or repeatedly violates any rule validly adopted by the principal, superintendent, or school board. Such an offender is subject to withdrawal or expulsion.

**Suspension Procedures:**

When a principal determines that a student should be suspended, the following procedures will be followed.

1. A meeting will be held prior to the suspension of any student. At this meeting, the student will be entitled to the following considerations.
  - A. A written or oral statement of the charges;

- B. A summary of the evidence against the student will be presented if the student denies the charges; and
  - C. An opportunity to explain his/her conduct.
2. The meeting precedes suspension of the student except where the nature of the misconduct requires immediate removal. In such situations, the meeting will follow the suspension as soon as reasonably possible following the date of the suspension.
- Following suspension, the parents/guardians of a suspended student will be notified in writing. The notification will include the dates of the suspension, a description of the misconduct, and the action taken by the principal.

**Expulsion Procedures:**

When a principal recommends to the superintendent that a student be expelled from school, the following procedures will be used.

1. The superintendent may conduct an expulsion meeting or may appoint one of the following persons to conduct the expulsion meeting.
  - A. Legal counsel; or
  - B. A member of the administrative staff who did not expel the student and was not involved in the events giving rise to the expulsion.
2. The superintendent or the person designated by the superintendent under this subsection may continue the suspension of the student for more than the ten-school-day period of the principal's suspension and until the time of the expulsion decision under this section if the superintendent or the designated person determines that the student's continued suspension will prevent or substantially reduce the risk of:
  - A. an interference with an educational function or school purposes; or
  - B. a physical injury to the student, other students, school employees, or visitors to the school.

However, the student may not be suspended from school pending a meeting on the student's proposed expulsion if the expulsion is ordered under the section permitting expulsion for violation of the legal settlement provisions [IC 20-33-8-23].
3. An expulsion may take place only after the student's parents/guardians are given notice of the right to appear at an expulsion meeting with the superintendent or a person designated above. Failure of the student or the student's parents/guardians to request and to appear under this procedure will be deemed a waiver of administrative rights to contest the expulsion or to appeal it to the circuit or superior court of the county in which a student resides.
4. The notice of right to request an expulsion meeting will be in writing, will be sent by certified mail or by "personal delivery," and will contain the reasons for the expulsion and the date, time, place, and purpose of the meeting, advise the student and the student's parents/guardians that each has seven (7) calendar days to request an expulsion meeting with a waiver of administrative rights to contest the expulsion if either the meeting is not requested in writing within the seven (7) calendar days or the student and the student's parents/guardians fail to appear at a requested meeting.
5. At the expulsion meeting, the principal or assistant principal will present evidence to support the charges against the student. The student or the student's parents/guardians will have the opportunity to answer the charges against the student and to present evidence to support the student's position. An expulsion meeting is not a court trial. Therefore, all attorneys, with the exception of a hearing officer, are prohibited from expulsion meetings.
6. If the expulsion meeting is held, the person conducting the expulsion meeting will make a written summary of the evidence heard at the meeting, take any action found to be appropriate, and give notice of the action taken to the student and the student's parents/guardians.
7. The student or the student's parents/guardians who fail to appear at an expulsion meeting after receipt of a notice of expulsion meeting forfeit all administrative rights to contest and appeal the expulsion. For purposes of this section, notice of right to appear at an expulsion meeting or notice of the action taken at an expulsion meeting is effectively given at the time when the request or notice is delivered personally or sent by certified mail to the student or the student's parents/guardians. [IC 20-33-8-19(e)]

Any rights granted to the student or the student's parents/guardians by this chapter may be waived only by a written instrument signed by both the student and the student's parents/guardians. The waiver is valid if made voluntarily and with the knowledge of the procedures available under IC 20-33-8 and of the consequences of the waiver. [IC 20-33-8-28]

8. Except in the case of possession of a weapon, a student may not be expelled for a longer period than the remainder of the school year in which the expulsion took effect if the misconduct occurs during the first semester. Whenever a student is expelled during the second semester, the expulsion remains in effect for summer school and may remain in effect for the first semester of the following school year, unless otherwise modified or terminated by order of the governing body. The appropriate authorities may require that a student who is at least sixteen (16) years of age and who wishes to re-enroll after an expulsion attend an alternative program, evening classes, or classes established for students who are at least sixteen (16) years of age. [IC 20-33-8-20, 25]
9. An expulsion that takes effect more than three weeks before the beginning of the second semester of a school year must be reviewed before the beginning of the second semester. The review shall be conducted by the superintendent or a person designated under section 19 (a) of IC 20-33-8 after notice of the review has been given to the student and the student's parents/guardians. The review is limited to newly discovered evidence or evidence of changes in the student's circumstances occurring since the original meeting. The review may lead to a recommendation by the person conducting the review that the student be reinstated for the second semester. An expulsion that will remain in effect during the first semester of the following school year must be reviewed before the beginning of the school year. The review shall be conducted by the superintendent or person designated under section 19 (a) of IC 20-33-8 after notice of the review has been given to the student and the student's parents/guardians. The review is limited to newly discovered evidence or evidence of changes in the student's circumstances occurring since the original meeting. The review may lead to a recommendation by the person conducting the review that the student be reinstated for the upcoming school year. [IC 20-33-8-20(c)3]

Appeal of the expulsion examiner's determination may be made to the circuit or superior court of the county in which the student resides in accordance with IC 20-33-8-21. If the student or the student's parents/guardians request an appeal of the determination, the discipline action as determined by the expulsion examiner shall continue in effect.

Definitions:

1. "Principal" includes a principal's designee.
2. "Superintendent" includes a superintendent's designee.
3. "Member of the administrative staff" or comparable language means a school corporation employee who:
  - A. Is certificated under the statutes relating to the licensing of teachers; and
  - B. Has supervisory authority.
4. "School purposes" refers to the purposes for which a school corporation operates, including the following:
  - A. To promote knowledge and learning generally;
  - B. To maintain an orderly and effective educational system; and
  - C. To take any action under the authority granted to school corporations and their governing bodies by IC 20-26-5-4 or by any other statute.
5. "Habitual offender" means a student who has been disciplined and either suspended (in-school or out-of-school) more than ten (10) days in a semester or fifteen (15) days in a school year OR served eight (8) long-term detentions in a school year.
6. "Expulsion" means a disciplinary or other action whereby a student:
  - A. Is separated from school attendance for a period in excess of ten (10) school days;
  - B. Is separated from school attendance for the balance of the current semester or current year unless a student is permitted to complete required examinations in order to receive credit for courses taken in the current semester or current year; or
  - C. Is separated from school attendance under IC 20-33-8-3, which may include an assignment to attend an alternative school, an alternative educational program, or a homebound educational program.
  - D. Expulsion does not include situations where a student is:

- 1) disciplined under IC 20-33-8-25;
  - 2) removed from school in accordance with IC 20-34-3-9; or
  - 3) removed from school for failure to comply with the immunization requirements of IC 20-34-4-5.
7. "Suspension" means any disciplinary action that does not constitute an expulsion under Section 6 above, whereby a student is separated from school attendance for a period of not more than ten (10) school days. Suspension does not include situations where a student is:
- A. Disciplined under IC 20-33-8-25;
  - B. Removed from school in accordance with IC 20-34-3-9; or
  - C. Removed from school for failure to comply with the immunization requirements of IC 20-34-4-5.
8. Each of the following devices is considered a "firearm" [IC 35-47-1-5]:
- A. Any weapon which will, or is designed to or may readily be converted to, expel a projectile by the action of an explosive;
  - B. The frame or receiver of any weapon described above;
  - C. Any firearm muffler or firearm silencer;
  - D. Any destructive device which is an explosive, incendiary, poison gas bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, a mine, or similar device;
  - E. Any weapon which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than one-half inch in diameter; or
  - F. Any combination of parts whether 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.
9. As used in this section, "deadly weapon" has the meaning set forth in IC 35-41-1-8.
10. As used in this section, "destructive device" is:
- A. 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;
  - B. 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
  - C. A combination of parts designed or intended for use in the conversion of a device into a destructive device [IC 35-47.5-2-4].

### **WORK PERMITS**

Work permits can be secured in the Lowell High School office. Students under eighteen (18) years of age must have a work permit for most jobs. To get the permit, the student must furnish a valid student identification card and have a minimum grade point average (GPA) of 2.0 in the previous quarter with no failing grades before a work permit is granted. The student must maintain a 2.0 GPA with no failing grades for each quarter in which the student is employed.

A student's employment certificate may be revoked by the issuing officer if there has been a significant decrease in the student's attendance, if the student's GPA falls below 2.0, or if the student receives a failing grade in any class. The permit may be reissued if there has been a significant improvement in the student's attendance, the student regains the required GPA, and the student is passing all of his/her classes.

### **MOTOR VEHICLE LAW AND STUDENT DISCIPLINE**

IC 9-24-2-1

An operator's license or a learner's permit may not be issued to a person less than eighteen (18) years of age who:

1. Is under at least a second suspension from school for the school year under IC 20-33-8-14 or IC 20-33-8-15;
2. Is under an expulsion from school under IC 20-33-8-14, IC 20-33-8-15, or IC 20-33-8-16;
3. Is an habitual truant under IC 20-33-2-11; or
4. Is considered a dropout under IC 20-33-2-28.5.

#### IC 9-24-2-4

If a person is less than eighteen (18) years of age and is under a suspension or expulsion, as described in this chapter, the department shall upon notification by the person's principal, invalidate the person's license or permit until the earliest of the following events:

1. The person becomes eighteen (18) years of age;
2. One hundred twenty (120) days after the person is suspended, or the end of a semester during which the person returns to school, whichever is longer; or
3. The suspension or expulsion is reversed after the person has had a meeting under IC 20-33-8.

### **LOCKER POLICY**

All lockers made available for student use on the school premises are the property of the school corporation. Lockers are made available for student use in storing school supplies and personal items necessary for use at school. Lockers are not to be used to store items which cause, or can reasonably be foreseen to cause, an interference with an educational function or school purpose or which are forbidden by state law or school rules.

The student's use of the locker does not affect the school corporation's continued ownership or control of the locker. The school corporation retains the right to inspect the locker and its contents to ensure that the locker is being used for its intended purpose, to eliminate fire or other hazards, to maintain sanitary conditions, to attempt to locate lost or stolen material, and to prevent the use of the locker to store prohibited or dangerous materials.

#### **Locks:**

The school corporation shall retain access to student lockers by keeping a master list of combinations and a master key. Students shall not use their own locks to prevent access to lockers by school officials. Any unauthorized locks may be removed without notice and destroyed.

#### **Use of Lockers:**

The school makes an effort to maintain lockers; however, students use lockers at their own risk. (Students who have lockers needing repair must immediately report to the attendance office.) Lockers shall not be used to store drug paraphernalia, beverages containing alcohol, weapons, any flammable substance, destructive or explosive devices, any pungent acid or nauseous chemical, any library book not properly checked out or overdue, unreturned gym or athletic equipment, any stolen items, any obscene material, cigarettes, snuff, or tobacco products. Students will be expected to keep their lockers in a clean and orderly manner. Students are to use only their assigned lockers. Students using unassigned lockers will be disciplined.

#### **Inspection of Individual Student Lockers:**

The inspection of a particular student's locker will not be conducted unless the principal has a reasonable suspicion to believe that the locker to be inspected contains items which cause, or can reasonably be foreseen to cause, an interference of an educational function or school purpose or which are forbidden by state law or school rules. "Reasonable suspicion," as used in these rules, may be based on a number of factors including, but not limited to, the following situations.

1. Information received by the principal from a teacher, a student, a law enforcement officer, or detection devices, including trained dogs;
2. Past records of the student whose locker is to be inspected;
3. The seriousness of the problem to which the search is directed, such as violence or drug use in the school; and/or
4. Behavior of the student, such as an indication that the student is intoxicated.

The school corporation retains the right to inspect lockers to ensure that they are being maintained. All inspections of student lockers shall be conducted under the direction of the principal or a member of the administrative staff.

Canine units may also be used to assist administrators.

### **Inspection of All Lockers:**

An inspection of all lockers in the school, or all lockers in a particular area of the school, may be conducted if the principal, superintendent, or assistant superintendent reasonably believes that such an inspection is necessary to prevent, impede, or substantially reduce the risk of any of the following situations.

1. An interference with an educational function or school purpose;
2. A physical injury or illness to any person;
3. Damage to personal or school property;
4. A violation of state law or school rules;
5. The school corporation receives a bomb threat;
6. Evidence of student drug or alcohol use;
7. Missing books, lab chemicals, or school equipment; or
8. Student violence or threats of violence.

### **Student Material:**

When conducting an inspection pursuant to these rules, the inspector shall take care to avoid unduly disrupting the contents of the locker or intruding unnecessarily into any student's written material located in the locker. In addition, as to written material, the inspection will be kept to the minimum level necessary to determine that such material is not in itself contraband or being used to conceal contraband.

### **Involvement of Law Enforcement Officials:**

If the principal, superintendent, or assistant superintendent has a reasonable suspicion that a locker or lockers contain illegal drugs, illegal drug paraphernalia, weapons, a destructive device, explosive chemicals, or stolen property, he/she may request law enforcement assistance in making an inspection of the locker or lockers.

1. If a law enforcement official requests to inspect a student's locker or its contents, the principal shall require the production of a search warrant before allowing such an official to inspect.
2. If a law enforcement official requests the principal to make an inspection of a locker or its contents on behalf of or in the place of such an official, the request shall be denied.
3. The principal may cause a locker inspection to be performed for school purposes if information supplied by law enforcement officials gives rise to a reasonable suspicion that a locker or lockers contain contraband.

### **Locker Cleaning:**

Nothing in these rules shall affect members of the custodial staff who, at the direction of the principal, clean out lockers in accordance with a general housekeeping schedule and clean out the locker of a student no longer enrolled in school. The custodial staff may open a student's locker during any vacation period if they have reason to believe such locker contains rotting, spoiling, or mildewing items such as food, wet clothes, etc. or for the purpose of disinfecting the locker.

### **Locker Repair:**

Nothing in these rules shall affect members of the maintenance staff who repair lockers at the request of the principal or student or as a part of the regular locker maintenance schedule.

### **Disposal of Confiscated Contraband:**

All contraband confiscated from lockers may be disposed of by the principal as he/she deems appropriate, including, but not limited to, the following options.

1. Returning to the proper owner or place;
2. Using as evidence in a student discipline proceeding if possession of the contraband constitutes a ground for suspension or expulsion under IC 20-33-8 as amended from time to time;
3. Destruction; or
4. Turning contraband over to the appropriate law enforcement officials.

## STUDENT ACTIVITIES

### **Student Activity Conflict of Schedule Policy:**

Tri-Creek students are encouraged to participate in a wide range of school-sponsored activities, and, consequently, scheduling conflicts may occur. By providing clearly defined guidelines, staff members, students, and parents/guardians will be able to communicate with each other in an atmosphere of fairness and consistency. Prior to the fall, winter, and spring sports seasons, in advance of conflicting situations, and before discussing possible conflicts with student participants, involved staff members will meet with the athletic director and the principal to determine if there will be conflicts and how they can be resolved. (The principal will call this meeting.)

The following basic guidelines will be used in determining appropriate resolutions to conflicting performance schedules.

1. Scheduled state athletic association tournaments and state association division of student activities contests, including travel time, shall be the first priority. If a conflict exists between two of these activities, the student shall make the choice without penalty.
2. Regularly scheduled games and major performances beyond Item 1 above shall be the second priority. A previously scheduled event on the school calendar will take precedence over a calendar addition or a rescheduled event. If a conflict exists between two of these activities, the student shall make the choice without penalty.
3. The importance of the student's participation in the success of the total group's performance is the third priority. This section will be enacted only if the provisions of Items 1 and 2 above cannot be met. The principal will work with appropriate staff members to receive input prior to making his/her decision.
4. After the fall, winter, and spring conflict meetings, there will be a joint meeting with students to inform them of the conflict(s) and to permit each student to choose the activity in which he/she will participate. Following the meeting and within seven days thereof, each student will notify the involved staff members and principal of his/her decision in writing.

No penalty will be assessed to the student participant if he/she properly communicates the decision to all parties. Any student penalty to be assessed must be done with the approval of the principal. All decisions will be adhered to; however, if unusual circumstances do occur at a later date, the student may request a change by filing his/her request in writing with the principal not later than five calendar days prior to the event.

## TRANSPORTATION

### **PLEASE NOTE: Based on safety issues, no students will be permitted to walk or ride bicycles to Lowell Middle School.**

Parents/guardians have the responsibility of supervision of their child until the child boards the bus in the morning and after the child leaves the bus at the end of the school day. Parents/guardians must understand students are under the jurisdiction of the school while going to and from school.

In view of the fact that a bus is an extension of the classroom, the Tri-Creek School Corporation shall require children to conduct themselves on the bus and at the bus stop in a manner consistent with the established standards for classroom behavior. In cases where children do not conduct themselves properly on the bus, such instances are to be brought to the attention of the building principal by the bus driver. Children who become a serious discipline problem on the school bus may have riding privileges suspended by the driver, transportation supervisor, director of operations, and/or principal. In such cases, the parents/guardians of the child involved become responsible for the safe transportation of the child to and from school.

If, in an emergency, a student is to ride a different bus or walk to a destination after school, a note is required from the parent/guardian to the principal explaining the emergency in advance. If permission is granted, the principal will issue a temporary student bus pass which must be presented to the bus driver upon entering the bus. The principal has final authority to decide whether or not circumstances are of an emergency nature.

### **Bus Rules:**

School bus drivers are to have control of all school children conveyed by bus. The drivers shall keep order, maintain discipline among the children on the bus, treat all children in a civil manner, see that no child is imposed upon or mistreated while in his/her charge, and use every care for the safety of the children under their charge. School bus drivers shall assure that the following regulations are observed by all passengers.

1. Each student shall be seated immediately upon entering the bus, and in some cases, in a seat assigned by the driver.
2. No student shall stand or move from place to place during the trip.
3. Loud or profane language or indecent conduct shall not be tolerated.
4. Students shall not be allowed to tease, scuffle, trip, hold, hit, or use their hands, feet, or body in any objectionable manner.
5. No students shall enter or leave the bus until it has come to a full stop, and the door has been opened by the driver.
6. All students who are required to cross a highway before boarding or while leaving a school bus shall move at least ten (10) feet in front of the bus before crossing the highway.
7. Students should be waiting at their designated boarding stations when the school bus arrives. Generally, buses will run very close to the same time each day. Bus drivers need to be reasonable about waiting at a bus stop but need not wait an extended length of time.
8. Students are required to ride the bus to which they are assigned. Changing buses in an emergency will be allowed only by a temporary student bus pass issued from the principal, transportation supervisor, or director of operations.
9. Busing changes will not be permitted for such activities as parties, childcare, scouts, group projects, athletic practices, etc. Permission may only be granted in advance to accommodate long-term, consistent student's needs within the student's attendance district.
10. Students causing problems on the bus may face suspension from riding to and from school on the bus. This may include suspension from school.
11. No eating or drinking is allowed on the bus.
12. No medication, except authorized inhalers and Epi-pens, will be allowed to be transported to or from school by students riding on Tri-Creek buses.
13. No animals may be transported to or from school by bus.
14. Large items, projects, dangling key chains, or items that could be harmful to others or damage property are not allowed on the bus.
15. Water balloons, eggs, shaving cream, squirt guns, skates, skateboards, roller blades, laser pointers, or any objects deemed inappropriate will not be allowed on the bus. Any such item brought on the bus will be confiscated.

### **Late Bus Rules:**

The term "late bus" refers to those buses which make a second route after school is dismissed. Students riding these buses are to meet in the cafeteria, gymnasium, or hall where supervision will be provided. This time is an extension of the school day, and therefore, school rules and policies apply. The following guidelines will also be observed.

1. Students are to be in the designated area immediately after dismissal.
2. Students should bring all necessary articles, such as books, coats, etc.
3. The late bus supervisor will dismiss students.

### **STUDENT AUTOMOBILE REGULATIONS**

The following rules apply to students driving to school.

1. Driving to school is a privilege, not a right. Qualifying students with a valid Lowell High School parking permit will be allowed to park on school property as long as they abide by school rules.
2. A student agrees by his/her signature on the parking permit contract to abide by the rules stated therein and agrees that any violation of these regulations will result in losing the privileges to drive and park on school property.
3. Students must present a valid driver's license in order to purchase a parking permit.
4. Vehicles that are not properly registered and do not properly display (hang on the rearview mirror so that the permit is clearly visible from outside the front end of the vehicle) a current parking permit will be ticketed.

5. A student who accumulates three or more parking violations will have his/her vehicle towed at the vehicle owner's expense.
6. Students must park in STUDENT PARKING areas only (lots B, C, D, and E) and display their parking permits properly and obey all posted signs. Students parking in faculty, visitors, or handicapped parking spaces or driving inappropriately, recklessly, or in an unsafe manner will be ticketed, have their parking permits revoked for the remainder of the school year, and may be suspended and/or expelled.
7. Students failing to maintain a 2.0 grade point average per semester or those who violate the excessive absence, tardy, or truancy policy or have excessive behavior problems will lose their parking permit on the Lowell High School campus.
8. Students agree that the school corporation is not liable for theft of the vehicle, theft of its contents, or damage to the vehicle by vandals. (Losses should be reported to the vehicle owner's insurance company.)
9. Students agree to unlock and permit the search of the registered vehicle and any container in the vehicle when requested by a school administrator.
10. If a student is cited for driving recklessly, as defined by a teacher, an administrator, or a law enforcement official, on school property, receives a ticket for improper parking, or for not properly displaying a Lowell High School student parking permit, he/she may lose the privilege to drive on school property.
11. Students may not drive farm equipment (i.e., tractors, etc.) or ATVs on school property.

# STUDENT DIRECTORY INFORMATION DENIAL

## Parental Rights Regarding Student Directory Information

The Family Educational Rights and Privacy Act (FERPA) gives parents/guardians certain rights with respect to their children's education records, including directory information. Directory information means information contained in an education record of a student that would not generally be considered harmful or an invasion of privacy if disclosed. It includes, but is not limited to, the student's name, address, telephone listing, electronic mail address, photograph, date and place of birth, major field of study, dates of attendance, grade level, enrollment status, participation in officially recognized activities and sports, weight and height of members of athletic teams, degrees, honors, and awards received, and the most recent educational agency or institution attended.

Unless the parent/guardian notifies the Tri-Creek School Corporation otherwise within five days after notification by receipt of the Tri-Creek School Corporation Student Handbook, consent is implied for the Tri-Creek School Corporation to release directory information.

Implied consent includes the release of student directory information or for non-directory information such as student work, for use in the following ways.

On the Tri-Creek School Corporation's web site:

The web site will use a student's first name and/or first name and last initial only. Personal information such as home address, telephone number, or names of family members will not be used. Any information that indicates the physical location of a student at a given time other than attendance at a particular school or participation in school activities will not be used.

Schoolwork may include, but is not limited to, art, written papers, class projects, and computer projects.

In material printed by the school or the Tri-Creek School Corporation or printed by publishers outside the Tri-Creek School Corporation:

Printed material may include a child's full name.

Printed material may include, but is not limited to, school directories, yearbooks, programs, brochures, newspaper articles, and print advertisements.

In videos produced and broadcast by the Tri-Creek School Corporation or produced and broadcast by news organizations and others who receive approval from the Tri-Creek School Corporation.

Contact your child's school office if you wish to deny permission for directory information on your child to be published by the Tri-Creek School Corporation or to be released to any other publisher outside the Tri-Creek School Corporation for the 2010-2011 school year. Please realize this will exclude your student from all news articles, news photos, school or corporation newsletters, videos (e.g., holiday programs), yearbook, and/or memory book.

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# Emergency Closing Information

Parents will receive a telephone call and email from AlertNow in the event of an emergency closing. In addition, school closing information will be available on the Tri-Creek web page, through [www.cancellations.com](http://www.cancellations.com), or on the following radio stations:

<b>WONU 89.7 FM</b>	
<b>WLJE 105.5 FM</b>	<b>WJOB 1230 AM</b>
<b>WZVN 107.1 FM</b>	<b>WAKE 1500 AM</b>

**Please do not call the schools or  
the superintendent's office.**

Telephone lines must be kept open for emergency, maintenance, bus driver, and police calls.

Student's Name \_\_\_\_\_ Grade \_\_\_\_\_

Homeroom Teacher's Name \_\_\_\_\_