

This Agenda Book Belongs To: _____

Bell Schedule

Student Academic Support (S.A.S)

	7:35	7:55
1st Period	8:00	8:46
Student Resource Time	8:51	9:19
2nd Period	9:24	10:10
3rd Period	10:15	11:01
4th Period	11:06	12:27
A lunch	11:06	11:30
B lunch	11:35	11:58
C lunch	12:03	12:27
5th Period	12:32	1:18
6th Period	1:23	2:09
7th Period	2:14	3:00

Two-Hour Delay Schedule

1st Period	10:00	10:31
2nd Period	10:36	11:07
3rd Period	11:12	11:43
Announcements	11:43	11:47

Lunch Schedule

4th Per (A)	11:52	12:16
4th Per (B)	12:21	12:44
4th Per (C)	12:49	1:13
5th Period	1:18	1:48
6th Period	1:53	2:24
7th Period	2:29	3:00

One-Hour Delay Schedule

1st Period	9:00	9:35
2nd Period	9:40	10:15
3rd Period	10:20	10:55
Announcements	10:55	11:06
4th - 7 th	see regular schedule	

FERPA

The "Family Educational Rights and Privacy Act" (FERPA) of 1974 relates to provisions under which, and by whom, student's records may be examined. All Indiana schools must offer the opportunity for parents to fill out the **Denial of**

Permission to Release Certain Directory Information without Prior Written Consent. This form is issued during registration in August. Please be assured that JGHS takes care in maintaining the privacy of our students' records.

John Glenn High School 2024-2025

Student Handbook

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Mission

Statement

John Glenn High School offers quality learning experiences and effective instruction to promote knowledge, character, and personal success for all students.

School Song

(To the tune of Illinois Loyalty)

We're loyal to you, John Glenn High

We'll back you to stand against the best in the land for we know you are
grand,

John Glenn High, Rah! Rah!

So smash the blockade GHS

Our team is our fame protector,

On boys, for we expect a victory from GHS.

School Rating Accreditation

John Glenn High School is accredited by the Indiana Department of Education. Credits earned at John Glenn High School are accepted by all high schools and colleges in Indiana. John Glenn High School has most recently earned a letter grade of "A" and is considered an "Exemplary School" under the Indiana Department of Education Accountability Model.

ACADEMIC INFORMATION

Graduation Requirements

The minimum number of credits for graduation from John Glenn High School is 45. This is for a General or CORE 40 Diploma. The CORE 40 with Academic Honors and the CORE 40 with Technical Honors diplomas both require 47 credits.

Course Load

Each student must take a minimum of 6 classes. Seven classes are possible. Students should schedule a study hall if needed. A student may take only one study hall per semester, unless a recommendation from the counselor to the administration is approved

Indiana Core 40 Diploma

Students graduating in 2012 and beyond are required to earn the CORE 40 diploma unless a formal opt-out procedure is followed. The Indiana Core 40 curriculum helps you make the most of your high school years by providing the academic foundation you will need to succeed in college and the workforce.

Here are some of the benefits of Core 40:

- Students who take strong academic courses in high school are more likely to enroll in college and earn a degree.
- Good jobs require education beyond high school. Core 40 gives you more options to find a career with a future.
- Employers, apprenticeship programs and the military all agree – they expect you to arrive with essential skills gained from Core 40.
- To get into college and be successful in college-level work students need to complete Core 40.
- Indiana students who complete a Core 40 Diploma and meet other financial aid and grade requirements can receive up to 90% of approved tuition and fees at eligible colleges.

Area	General Diploma	Core 40 Diploma
	English	English
	<u>8 credits</u>	<u>8 credits</u>
Math	<u>4 credits</u> 2 credits: Algebra 1 2 credits: Additional Math	<u>6 credits</u> 2 credits: Algebra I 2 credits: Geometry 2 credits: Algebra II
Science	<u>4 credits</u> 2 credits: Biology I 2 credits: Any Science Course	<u>6 credits</u> 2 credits: Biology I 2 credits: Integ Chem/Phys or Chem. 2 credits: any Core 40 Science class
Social Studies	<u>4 credits</u> 2 credits: US History 1 credit: US Government 1 credit: Economics	<u>6 credits</u> 2 credits: US History 2 credits: World History & Civ. 1 credit: US Government 1 credit: Economics
PE	<u>2 credits</u> 2 semesters	<u>2 credits</u> 2 semesters
Health & Wellness	<u>1 credit</u>	<u>1 credit</u>
Prep for College & Careers	<u>1 credit</u>	<u>1 credit</u>
Directed Electives	<u>None</u>	<u>5 credits</u> World Languages/Fine Arts/Career / Technical
Career Acad Sequence	<u>6 Credits</u>	<u>None</u>
Flex Credits	<u>5 credits</u>	<u>None</u>
Electives	<u>8 credits</u>	<u>10 credits</u>
Total	45 credits	45 credits
Additional Requirements		All students are required to take a Math or Physics class as a Jr. or Sr.
Graduation Pathways Requirements	Learn and Demonstrate Employability Skills *Meet a Post-Secondary Ready Competency	Learn and Demonstrate Employability Skills *Meet a Post-Secondary Ready Competency *Learn and Demonstrate Employability Skills *Meet a Post-Secondary Ready Competency

Core 40 with Academic Honors Diploma*(minimum 47 credits)*

For the **Core 40 with Academic Honors** diploma, students must:

- Complete all requirements for Core 40.
- Earn 2 additional Core 40 math credits.
- Earn 6-8 Core 40 world language credits (6 credits in one language or 4 credits each in 2 languages).
- Earn 2 Core 40 fine arts credits.
- Earn a grade of a “C” or better in courses that will count toward the diploma.
- Have a grade point average of “B” or better.
- Complete **one** of the following:
 - A) Earn 4 credits in 2 or more AP courses and take corresponding AP exams
 - B) Earn 6 verifiable transcribed college credits in dual credit courses from priority course list
 - C) Earn two of the following:
 - A minimum of 3 verifiable transcribed college credits from the priority list
 - 2 credits in AP courses and corresponding AP exams.
 - D) Earn a combined score of 1750 or higher on the SAT critical reading, mathematics and writing sections and a minimum score of 530 on each.
 - E) Earn an ACT composite score of 26 or higher and complete a written section.

Core 40 with Technical Honors Diploma*(minimum 47 credits)*

For the **Core 40 with Technical Honors** diploma, students must:

- Complete all requirements for Core 40.
- Earn 6 credits in the college and career preparation courses in a state-approved College & Career Pathway and one of the following:
 1. Pathway designated industry-based certification or credential, or

2. Pathway dual credits from the lists of priority courses resulting in 6 transcript college credits.

Earn a grade of “C” or better in courses that will count toward the diploma.

- Complete one of the following: Have a grade point average of a “B” or better.
 - A. Any one of the options (A – E) of the Core 40 with Academic Honors.
 - B. Earn the following scores or higher on Work Keys; Reading for Information-Level 6, Applied Mathematics-Level 6, and Locating Information-Level 5
 - C. Earn the following minimum score(s) on Accuplacer: Writing 80, Reading 90, Math 75
 - D. Earn the following minimum score(s) on Compass: Algebra 66, Writing 70, Reading 80

Graduating Class of 2023 and Beyond

GRADUATION PATHWAYS

To account for the rapidly changing, global economy, every K-12 student needs to be given the tools to succeed in some form of quality postsecondary education and training, including an industry recognized certificate program, an associate’s degree program, or a bachelor’s degree program. These recommendations seek to ensure that every Hoosier student graduates from high school with:

- 1) A broad awareness of and engagement with individual career interests and associated career options,
- 2) A strong foundation of academic and technical skills, and
- 3) Demonstrable employability skills that lead directly to meaningful opportunities for postsecondary education, training, and gainful employment.

Students in the graduating class of 2024 must satisfy all three of the following Graduation Pathway Requirements by completing one of the associated

Pathway Options:

Graduation Requirements	Graduation Pathway Options
	Meet the statutorily defined diploma credit and curricular requirements.
Box 2: Learn and Demonstrate Employability Skills ¹ (Students must complete at least one of the following.)	<p>Learn employability skills standards through locally developed programs. Employability skills are demonstrated by one the following:</p> <ul style="list-style-type: none"> • Project-Based Learning Experience; OR • Service-Based Learning Experience; OR • Work-Based Learning Experience.
Box 3: Postsecondary-Ready Competencies (Students must complete at least one of the following.)	<p>Honors Diploma: Fulfill all requirements of either the Academic or Technical Honors diploma; OR</p> <ul style="list-style-type: none"> • ACT: College-ready benchmarks; OR • SAT: College-ready benchmarks; OR • ASVAB: Earn at least a minimum AFQT score if enlisting into one of the branches of the US military; OR • State- and Industry-recognized Credential or Certification; OR • Federally-recognized Apprenticeship; OR • Career-Technical Education Concentrator: Must earn a C average in at least two non-duplicative advanced courses (courses beyond an introductory course) within a particular program or program of study; OR • AP/IB/Dual Credit/Cambridge International courses or CLEP <p>Exams: Must earn a C average or higher in at least three courses;</p> <p>OR</p> <ul style="list-style-type: none"> • Locally created pathway that meets the framework from and earns the approval of the State Board of Education.

Honor Roll/Grade Value

Honor Roll is published after each quarter. A student may earn a grade of no less than C in order to be recognized. Honor Roll is divided into three levels; *Distinguished*, *High Honors* and *Honors*. In order to receive *Honors*, a student must achieve at least a 3.1 on the 4.0 scale, for *High Honors*, a 3.5/4.0 and for *Distinguished*, 3.8/4.0.

Grade Point Values calculated into Grade Point

Averages

A	=	4.0	C	=	2.0
A-	=	3.667	C-	=	1.667
B+	=	3.333	D+	=	1.333
B	=	3.0	D	=	1.0
B-	=	2.667	D-	=	0
					.667
C+	=	2.333	F	=	0

No credit is awarded for grades of F, Withdraw/Fail (W/F), audits (*), and No Credit (NC). An A+ may be awarded for individual assignments to signify exceptional work; however the grade point value is worth 4.0. It is a teacher's prerogative to require that a student pass two out of three of the major semester grades (two nine weeks and semester exam) in order to pass the course for the semester.

Advanced Placement courses and concurrent enrollment courses will be weighted, with an A worth 5.0. Only 1 high school credit is weighted per vocational course per semester. A student's grade point average (GPA) may be figured by adding up the point values of each grade and dividing by the number of classes.

Example:	Mathematics	C = 2.0
	Science	B = 3.0
	U. S. History	C+ = 2.3
	Psychology	A = 4.0
	Band	A = 4.0
	French	B = 3.0
Total: 18.3 divided by 6 (courses) = 3.05 ("B" average)		

School Improvement

John Glenn High School offers quality learning experiences and effective instruction to promote knowledge, character, and personal success for all students.

John Glenn High School community will provide a positive learning environment where:

- students are actively engaged and motivated to learn, through a varied curriculum.
- mutual respect is shared by students and staff.
- students gain the skills needed to become productive members of
- society.

Our school improvement plan is reviewed each school year and posted on the school website.

National Honor Society

Membership in the National Honor Society is a privilege, not a right. While academic excellence is the primary requirement for entrance, character, leadership and service are also criteria. Each candidate shall have attended at least one semester at John Glenn High School and must be a member of the sophomore, junior or senior class. Academically eligible candidates shall complete a Student Activity Information Form. Selection is based upon careful consideration of the four criterion areas by the Faculty Council. The Faculty Council makes the decision as to who is to become a member of NHS; however their decision may be appealed to the principal. The criteria for entrance are as follows:

Scholarship: Candidates eligible for selection must have attained a scholastic grade average of at least 3.50 and must be working towards an Honors Diploma (Academic or Technical).

Character: This is determined based on teacher recommendations. It is measured in terms of integrity, behavior, ethics and cooperation and consideration of both peers and faculty.

Leadership: The completed Student Activity Information Form, along with the determination of the faculty as to the student's classroom and school leadership attests to this.

Service: To meet the service requirement, the student must have been active in service projects in the school and the community.

After election, each member will be responsible for choosing and participating in a service project which reflects his or her particular talents and interests. This is in addition to the chapter projects to which all members must contribute. If a member of NHS is in violation of school rules, commits a serious offense, or has a grade point average which has fallen below 3.500, the member may be subject to disciplinary action or possible dismissal. The member will be granted a hearing before The Faculty Council. The Council will make the decision as to what disciplinary action to pursue. The decision of The Faculty Council may be appealed to the principal.

GUIDANCE DEPARTMENT

The Guidance Department offers an array of assistance to students from personal counseling to career and college guidance. Three counselors assist students with course selections, college applications, portfolios, academic planning and career choice. All counselors are available for helping any student, parent or staff member with school and personal issues related to school success.

Student Records Policy

A student's permanent record is housed through the Guidance Department. State Law requires permanent records to be kept for 100 years. The permanent record includes the student's official transcript, test scores, birth certificate, grades, dates of attendance, suspension and expulsion records, and schools attended from kindergarten through high school. Disciplinary records are kept in the office of the Assistant Principal.

Requirements for College Entrance

Each college, technical school and university has its own requirements for admission. However, some requirements are generally the same for all schools. At minimum, college-bound students should complete the CORE 40 curriculum. College entrance examinations (SAT or ACT) are required by all colleges. These tests should be taken during the junior and/or senior year. In addition, it is recommended that students take at least two years of a foreign language. Your counselor can assist you with specific questions. Keep in mind that college entry may be competitive and based on minimum standards for SAT score, grade point average (g.p.a.), and/or course history.

Dual Credit a.k.a. Concurrent Enrollment

High school students may take college or technical courses for high school credit and also college or technical school credit. Interested students should speak to their counselor during the scheduling process. Many of these classes are offered during the regular school day at John Glenn High

School. These courses provide actual college credits at a substantially discounted fee compared to university fees.

Career Assistance

John Glenn High School students are encouraged to investigate jobs and careers which will be meaningful and enjoyable to them for a lifetime. It is not too early to plan a possible career track early in order to match specific course selection to the possible career track. For example, if a student plans to enter the medical field; course selection should include all areas of science, advanced math and human anatomy and physiology. In addition, this student should work towards an academic honors diploma and maintain a high g.p.a. If a student wishes to become a skilled mechanic, course selection should include industrial technology courses, business, and mathematics. In addition, this student should complete the Core 40 curriculum.

JGHS has a career aide who will help students with career or college searches. It is advised to plan well and plan early, coordinating one's interest, career choice and course selection with the guidance of the career aide and counselors.

Course Audits

A student may retake a class where credit has already been earned. This is called an audit. A student may audit a class for the following reasons:

1. When the grade earned is passing, but not mastering the material in order to go on to the next level.
(For example: a grade of D- in Algebra I may warrant a student auditing Algebra I before continuing on to Geometry)
2. When a student earns a passing grade in the first semester, but a failing grade the second. (For example: a grade of D first semester in Biology with a grade of F second semester.) In this example, a student would audit the first semester and repeat the second semester for credit.
3. Other academic scenarios as deemed appropriate by the student's counselor. Audited classes may not be used for athletic eligibility.

When a student completes the audited class the previous grade earned and the grade earned while auditing, will be **averaged** together into the students grade point average. Both grades WILL remain on the transcript and be noted as a 0.5 credit for each grade.

Class Change Policy

Course changes for the following year's schedule are permitted during the spring semester until the end of the first week of **May**. As teacher class loads and room assignments are determined on the basis of the student's original course choices, there are four reasons why a student's schedule may be changed after classes have begun:

1. ***To upgrade one's schedule.*** For example, adding a class in place of a study hall or changing from a regular class to a more advanced class.
2. ***To correct an inappropriate placement.*** A change may be made if it is in the best interest of the student; for example, if a student tries, but fails, to master skills needed to have success in the class.
3. ***To balance classes.*** For example, when there is an obvious discrepancy in numbers of students in similar classes, a student's schedule may be altered.
4. ***Computer keypunch error.*** For example, a student is scheduled for Spanish I but should have been scheduled for Spanish II.

Students are expected to honor the commitment to courses they originally selected; therefore, students are encouraged to meet with their counselor and to select courses carefully.

Dropping a Class

After a class has met for five sessions, a student may not drop the class without receiving a Withdraw/Fail (W/F) in the class. The only exception would be if a student does not have a study hall and requests to drop a class within the first nine weeks.

Before dropping a class, the student must have the approval of the teacher, parent, and counselor. Note: Students must be enrolled in six classes plus a

study hall, unless otherwise determined by the counselor's recommendation to the administration.

College Visitation

Juniors are allowed one college visitation day and seniors are allowed two visitation days. Students who are not passing a minimum of 5 courses may be denied a college visitation day at the discretion of the administration. College visitation days are not counted toward a student's absence as long as the following guidelines are met:

- Complete a college visitation form with signatures one week prior to the visit.
- Return the completed form upon return to school. The visitation may be verified. No college visitation days may be arranged after May 1, unless approved by the administration via counselor recommendation. Failure to follow the guidelines will result in denial of permission to take the visitation day or being assessed an unexcused absence.

Student Assistance Team

John Glenn High School has a Student Assistance Team, which accepts referrals from staff members, parents, and students regarding students having difficulty in school. The S.A.T. meets regularly, reviews referrals and plans interventions to help students. Referral forms are available in the office.

Withdrawal from School

I.C. 20-33-2-9 states that any student who is at least 16 years of age but is not yet 18 years of age may not withdraw from school prior to graduation. Transferring to another school or parental withdrawal are exceptions. Any student withdrawing from John Glenn must give written acknowledgement and the student's parent/guardian must give written consent to withdraw. Should it be necessary for a student to withdraw from school or transfer to another school, the student and parent/guardian must meet with the principal and counselor for an exit interview.

If transferring to another school, it is strongly advised to plan early; notify the counselor of the pending transfer and give ample time for the counselor to meet with the student and parent, prepare/copy the necessary records and assist if necessary in contacting the receiving school.

All books and materials must be returned to the guidance department and all financial obligations must be satisfied. The value of obtaining the minimum standard of a high school education is obvious in today's society. John Glenn High School strongly discourages students from withdrawing from school without transferring to another school. In many cases withdrawing from school without obtaining education elsewhere is not allowable by law.

Student Assistants

Students may assist in the various school offices or they may assist a teacher during their study hall period. Students wishing to serve as a student assistant should see their guidance counselor. Any student assistant who fails a course will be removed from his/her assistant duty and placed in study hall for the purpose of improving academics. Student assistant privileges can also be removed for disciplinary action if needed.

ATTENDANCE PHILOSOPHY

The characteristics of punctuality and dependability are personal habits that are respected in our society and are therefore part of the educational process. Regular attendance is essential for success in school. Indiana Law IC 2033-2-6 states that students between the ages of 7 and 18 years old are required by law to attend school. The only absences considered valid absences are personal illness, death in the family, exclusion by a doctor or observance of religious holidays. John Glenn High School complies with Indiana State laws regarding attendance and has adopted policies accordingly. Once a student reaches absences totaling 10% of the entire school year, they may be referred to Juvenile Detention.

Absence Procedure

A parent or guardian must report all absences by calling **586-3195 (accessible 24 hours a day)**. If a student is absent or will be late to school, it is important that the school be notified by 9:00 a.m. If there is no phone in the home, the student is expected to bring a note to the attendance secretary before 8:00 a.m. the day the student comes back to school. It is advisable to send a note even if a phone call is made, as notes are kept in the attendance office throughout the year and provide definite documentation if needed.

Any absence not verified according to the handbook policy listed above will be considered an *unverified absence*. If no verification is received within 2 days of an absence, the absence will be recorded as "unexcused."

At this point, the parent will be contacted by the school to determine whether the absence becomes a truancy (student was absent without parent's knowledge or approval.)

Attendance Basics

1. The following are basic attendance policies specific to John Glenn High School:
2. Students shall be granted an opportunity to earn credit for any course as long as his/her absence does not exceed a maximum of **6 times** from a class *per semester*, for reasons other than death in the family, exclusion by a doctor, observance of religious holidays, or an educational absence. Students and parents will receive notification at 3 and 6 absences; however this is done as courtesy—students are responsible for monitoring their own attendance. Official notification of loss of credit will be made at the end of each semester. When a student does lose credit for a class, he/she will remain in the class and be expected to continue the work. If the student successfully completes the class, a grade of "NC" (No Credit) will be issued, which does not affect the student's grade point average on his/her permanent record. If the student does not successfully complete the course work, a grade of "F" will be recorded, which does affect the grade point average.
3. It may be necessary for a student who has exceeded the maximum number of allowable
4. Absences in any class for a semester to have a conference with the school's attendance committee to account for the excessive absenteeism. After the conference the attendance committee will review all pertinent information and make a ruling about whether that student will or will receive an NC for each class that exceeds the maximum number of absences.
5. A student who has earned a passing grade in a course, but receives NC due to attendance issues during the semester may be given the opportunity to have that credit(s) reinstated.

6. The credit(s) that was denied may be reinstated if, in the semester (fall or spring) immediately following any loss of credit, a student has had 3 or fewer excused absences from school, five or fewer tardies, no more than one disciplinary referral to the office (administrative decision) and maintains a passing grade (D- or higher) in a minimum of 5 courses.
7. Students who are absent more than **15 times** from a class per semester may not receive credit for the course, regardless of the reason for the absences. An appeal may be made to the principal or assistant principal for extreme medical reasons.
8. Absences covered by a doctor (medical doctor, dentist, psychologist) do not count toward the 6 limited allowed absences as long as written documentation is received within 7 days of the appointment. Doctor's notes may be verified or clarified by the attendance office.
9. Students in the nurse's room for less than 15 minutes of the period will not be considered absent.
10. Students must attend school for at least 4 class periods in order to attend or participate in school activities or work the same day.

NOTE: The attendance policy applies to JGHS students attending a vocational program hosted by another school district.

Make Up Work Due to Absence

All school-related work missed due to an excused absence must be completed. It is the student's responsibility to meet with the teacher upon returning to school to arrange to make up work.

Pre-Arranged Absence

Pre-arranged absences will count towards the six (6) allotted days of absences for a semester, which could result in loss of credit.

Requests for vacations should be in writing to the assistant principal in advance.

For other types of absences which are known “ahead of time,” contact must be made with the office prior to the absence in order for the absence to be considered “excused.”

Students must turn in all written assignments on the first day back in school, unless otherwise arranged by the teacher. Students may make up exams which fall during the end of a grading period, provided the student makes arrangements with his/her teacher prior to the absence.

Perfect Attendance

Perfect Attendance awards will be awarded to students who have not missed any school class periods due to absence. Absences due to a college visit or other educational related absence do not count against a student's perfect attendance.

Arrival/Departure

Students, upon arriving to school, must go directly into the building. Loitering in the parking lot is not allowed. Once entering the school, students may not leave the building without permission from the office. After school begins, students must enter the school through the main entrance only. All other doors will be either locked after 8:00 a.m. or will not be appropriate for student access (custodial/delivery doors).

Students arriving at school early are to remain in the cafeteria or front foyer. No student is allowed in classrooms or the auditorium prior to the first bell unless the teacher has given permission.

At the end of school all students must depart from the building promptly unless under the supervision of a teacher or coach. Students remaining after school for extra-curricular practices and activities are expected to be in the cafeteria area, and not permitted in classrooms, halls or lockers.

Leaving School/Closed Campus Policy

John Glenn High School operates on a closed campus policy. Whenever a student needs to leave school (ill, for an appointment, etc.), the student must receive permission from the office and must be signed out by a parent/guardian.

Unexcused Absence

- a) Parent verification is not received within 2 School days of an absence.
- b) Leaves the building without prior permission through the office.
- c) Is Truant.
- d) Does not return a note from an appointment IF it has been stated the absence was due to having an appointment.
- e) Does not return a Pre-Arranged absence form prior to a pre-arranged absence.

Students are allowed credit for any “daily work” completed on a day they are counted “unexcused.” Students are still expected to submit all work from an unexcused absence. Teachers will accept and review the daily work, but giving credit for that daily work is at the teacher’s discretion. Daily work is defined as any assignment, project, activity, or quiz that is a compilation of work done on the day the student was unexcused. Unit tests, large projects and large quizzes are not considered daily work.

Truancy

Truancy is defined under Indiana State Law as an absence from school without either the knowledge or consent of the parent/guardian or school official. Truancy violations are tracked throughout the year, **not by the semester**. The term “habitual truant” is defined as a student that is truant three or more times or acquires more than ten days of unexcused absences in a school year.

The following are actions taken for truancy:

Progressive discipline with truancy may be the following possible actions including:

During school detention, After School Detention, Friday School, Community Service, In School Suspension, Out of School Suspension, and Recommendation of Expulsion.

Habitual Truant

- A. A Habitual Truant is defined as a student who has ten (10) or more days of unexcused absences.
- B. All students who are at least thirteen (13) years of age but less than the age of fifteen (15) years, and who are determined to be a habitual truant per the definition above, are subject to Indiana law, which provides that any person who is determined to be a habitual truant as defined by school board policy cannot be issued an operator license or learner permit until the age of 18 years, or until the student's attendance record has improved as determined by the principal upon review of the students record of at least once per school year.
- C. Procedures developed for the administration of this policy shall include provisions for periodic review of all students determined to be habitual truants and their reclassification, when warranted. These procedures will be developed by the Superintendent or designee.
- D. The student's principal may report to the Indiana Bureau of Motor Vehicles of the student's status as a habitual truant.
- E. The student upon initial designation of being a habitual truant is entitled to the same statutory procedures as a student who is being expelled.
- F. A student who has been designated as a Habitual Truant will not be allowed to participate or continue to participate in [extracurricular activities and/or co-curricular activities] until the attendance is improved.
- G. Legal Reference: IC 20-33-2-11 IC 20-33-2-14(c)

Tardy Policy

The only late arrivals to school which will not be counted as a "tardy" are late bus arrivals. Students who arrive prior to 8:15 a.m. will be marked tardy

and those arriving after 8:15 a.m. will be marked absent for the first period. Teachers generally require students to be in their seats when the bell rings for each class.

Tardiness is accumulative, per each class, and is based on each semester. Each student is granted three without consequence for unexpected circumstances. If the student elects to arrange transportation to school other than the school bus, the student assumes responsibility for arriving at school on time. Parent contact for a student being tardy, while appreciated, does not result in the tardy being deleted. Upon the 4th tardy, the following consequences may be implemented:

- 4 tardies Parent notification and tardy form will be mailed home**
- 5 tardies Attendance officer/Designee will be notified by teacher**

Progressive discipline will start at the 6th tardy and beyond. Possible actions include:

During School Detention, after school detention, Friday School, Community Service, In School Suspension, Out of School Suspension, and Recommendation of Expulsion.

A student who drives himself/herself to school and is late to school may lose the privilege to drive to school. Upon the 3rd occurrence of being late (tardy) to school, the following consequences may be implemented:

At the third tardy to school:

Driving privileges may be revoked ranging from one week of school to the remainder of the school year.

Passes and Student Planner

All students are issued a student planner. The planner consists of the student handbook, a calendar of school days, and passes for students to use throughout the year. Students need to carry the planner.

Conduct

Students, parents and school personnel have a right to expect a school environment which is orderly, respectful and safe. Therefore, there must be

certain standards of conduct which allow students to make mistakes, yet assume accountability for mistakes through reasonable consequences. Discipline and the existence of consequences for inappropriate behavior are helpful, if not essential, in developing good citizens.

Disciplinary Consequences

The following provides a list and brief description of the types of disciplinary actions schools are permitted to implement:

- **Class Suspension**: A teacher or principal may suspend a student from class
- **Lunch Detention**: Student removed from the cafeteria to eat in a supervised area
- **Detention**: Assigned for a variety of minor infractions. Detention is held Tuesdays and Thursdays until 4:00 p.m. Students will be notified at least 24 hours in advance in order to arrange transportation and inform their parents.

Missed Detentions:

If a change needs to be made due to a work schedule or parent transportation problem, students must see the Assistant Principal BEFORE 8:00 A.M. the day they are scheduled for detention. Otherwise, the following consequences may be assessed:

1st Missed Detention: 1 detention
added

2nd Missed Detention: 1 Friday
School

3rd Missed Detention: 1 day O.S.S.

- **In-School-Suspension**: I.S.S. is assigned for moderate infractions. Students are placed in the office area and are provided their normal classroom assignments, for which they receive full credit if completed. *All work provided by teachers should be completed by the end of the day in order to receive credit.* An additional detention may be assigned for those who bring nothing with them to work on.

- Friday School Assigned for moderate infractions. Friday School is an extended after school detention program that will take place every Friday or as needed at John Glenn High School. Parent/guardians are responsible for transportation from John Glenn and students are expected to arrive at 3:15 p.m. Friday School will meet from 3:00-5:00 p.m.
- Out-of-School Suspension: O.S.S. is normally assigned for more major infractions or for chronic misbehavior. The parent is responsible for the student's supervision, and the student is encouraged to keep up with their work. This type of suspension is also used when an expulsion is pending.
- Expulsion: Expulsion is recommended for the most serious of infractions, such as violence, possession of a weapon, possession of drugs, habitual truancy, and chronic misbehavior. Expulsion may be recommended for one semester up to one calendar year (for possession of a firearm). Normally, expulsion is recommended for the equivalent of two semesters. Students and their parents/guardians are afforded certain due process rights under the law after an expulsion is recommended. Note: Seniors who have been expelled during or through the last semester are not permitted to attend commencement ceremonies.

Other Disciplinary Alternatives

A principal, teacher, staff member, or other person who has students under their charge may take any of the following actions within their scope of authority:

- Assigning additional work
- Conference with a parent
- Loss of driving privileges
- Refer to a counselor
- Rearranging class schedule
- Removal from class
- Requiring student to stay after school
- Restricting extra-curricular activities
- Removal from bus
- Community service
- Work detail on campus

Z.A.P. Lunch Detention

As much as attendance is important to the success of each student, so is doing homework on a regular basis.

Students who do not complete homework will be assigned a Z.A.P. lunch detention at the discretion of the teacher. During Z.A.P., students will complete the homework that was not completed or not turned in on time. Students will be expected to report to their assigned Z.A.P. location on the assigned day without going to the cafeteria. Students who are assigned a Z.A.P. will then be taken as a group to the cafeteria to get their lunch. Failure to attend Z.A.P. or repeatedly being assigned Z.A.P.'s may result in additional disciplinary consequences.

MISSED ZAP'S MAY RESULT IN ADDITIONAL DISCIPLINE EITHER INSIDE THE SCHOOL DAY OR OUTSIDE THE SCHOOL DAY.

Grounds for Suspension/Expulsion

School officials may find it necessary to discipline students when their behavior interferes with school purposes or educational functions of the school corporation. In accordance with the provisions of I.C. 2033-8, administrators and staff members may take the following actions:

GROUND FOR SUSPENSION OR EXPULSION:

The grounds for suspension or expulsion listed in Section A below apply when a student is:

- a. On school grounds immediately before, during, and immediately after school hours and at any other time when the school is being used by a school group (including summer school);
- b. Off school grounds at a school activity, function, or event; or
- c. Traveling to or from school or a school activity, function, or event.
- d. During summer school.

A violation by a student of a rule listed in Sections A and B is subject to a range of disciplinary consequences imposed by teachers or administrators intended to be progressive in nature and move to a more serious consequence with each violation of the same or similar rule. In recognizing that violations of certain rules and the resulting consequences will be dependent upon the age of the student, the number of prior violations and the severity of the violation, the principal of each building level shall develop the minimum and maximum consequences for each rule for their building that is to be approved by the board annually and published in the student handbook for each building. The appropriate consequence should be the least severe that will adequately address any danger to the student and other persons, prevent further disruption of activities, and promote student achievement.

A. Student Misconduct and/or Substantial Disobedience

Grounds for suspension or expulsion are student misconduct and/or substantial disobedience. The following rules define student misconduct and/or substantial disobedience for which a student may be suspended or expelled:

1. Using violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or other conduct constituting an interference with

school purposes, or urging other students to engage in such conduct. The following enumeration is only illustrative and not limited to the type of conduct prohibited by this rule:

- a. Occupying any school building, school grounds, or part thereof with intent to deprive others of its use.
 - b. Blocking the entrance or exits of any school building or corridor or room therein with intent to deprive others of lawful access to, from, or use of the building, corridor, or room.
 - c. Setting fire to or damaging any school building or school property.
 - d. Prevention of or attempting to prevent by physical act the convening or continued functioning of any school or education function, or of any meeting or assembly on school property.
 - e. Intentionally making noise or acting in any manner so as to interfere with the ability of any teacher or any other person to conduct or participate in an education function.
2. Engaging in any kind of aggressive behavior that does physical or psychological harm to another person or urging other students to engage in such conduct. Prohibited conduct includes coercion, harassment, hazing, or other comparable conduct.
 3. Engaging in violence and/or threat of violence against any student, staff member, and/or other persons. Prohibited violent or threatening conduct includes threatening, planning, or conspiring with others to engage in a violent activity.
 4. Causing or attempting to cause damage to school property, stealing or attempting to steal school property.
 5. Causing or attempting to cause damage to private property, stealing or attempting to steal private property.
 6. Causing or attempting to cause physical injury or behaving in such a way as could reasonably cause physical injury to any person. Self-defense or reasonable action undertaken on the reasonable belief that it was necessary to protect oneself and/or another person is not a violation of this rule.
 7. Threatening or intimidating any person for any purpose, including obtaining money or anything of value.
 8. Threatening (whether specific or general in nature) injury to persons or damage to property, regardless of whether there is a present ability to commit the act.

9. Failing to report the actions or plans of another person to a teacher or administrator where those actions or plans, if carried out, could result in harm to another person or persons or damage property when the student has information about such actions or plans.
10. Possessing, handling, or transmitting a knife or any object that can reasonably be considered a weapon, is represented to be a weapon, or looks like a weapon.
11. Possessing, using, transmitting, or being affected by any controlled substance, prescription drug, narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, intoxicant or depressant of any kind, or any paraphernalia used in connection with the listed substances. Also prohibited is the consumption of any of the stated substances immediately before attending school or a school function or event. *Low THC Extract products as defined by state law are included in this rule and/or violations of the school corporation administration of medication policy are included in this rule.* [Low THC Extract products as defined by state law are excluded from this rule.]

Exception to Rule 11: a student with a chronic disease or medical condition may possess and self-administer prescribed medication for the disease or condition if the student's parent has filed a written authorization with building principal. The written authorization must be filed annually. The written authorization must be done by a physician and must include the following information:

1. That the student has an acute or chronic disease or medical condition for which the physician has prescribed medication.
 2. The nature of the disease or medical condition requires emergency administration of the prescribed medication.
 3. The student has been instructed in how to self-administer the prescribed medication.
 4. The student is authorized to possess and self-administer the prescribed medication.
12. Possessing, using, or transmitting any substance which is represented to be or looks like a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, stimulant, depressant, or intoxicant of any kind.

13. Possessing, using, transmitting, or being affected by caffeine-based substances other than beverages, substances containing phenylpropanolamine (PPA), stimulants of any kind, or any other similar over-the-counter products.
14. Possessing, using, distributing, purchasing, or selling tobacco or nicotine-containing products of any kind or in any form. These products include e-cigarettes, vaping devices, any type of look-alike products or other related products or devices associated with tobacco or nicotine use or electronic nicotine delivery system.
15. Offering to sell or agreeing to purchase a controlled substance or alcoholic beverages.
16. Failing to comply with directions of teachers or other school personnel during any period of time when the student is properly under their supervision, where the failure constitutes an interference with school purposes or an educational function.
17. Failing to completely and truthfully respond to questions from a staff member regarding school-related matters including potential violations of the student conduct rules or state or federal law.
18. Falsely accusing any person of sexual harassment, or of violating a school rule, and/or a state or federal law.
19. Engaging in any activity forbidden by the laws of Indiana that constitutes an interference with school purposes or an educational function.
20. Aiding, assisting, agreeing or conspiring with another person to violate these student conduct rules or state or federal law.
21. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, and wrongfully obtaining test copies or scores.
22. Taking, recording, displaying and/or distributing pictures (digital or otherwise), video or audio recordings without the consent of the student or staff member in a situation not related to a school purpose or educational function.
23. Possessing sexually-related materials which include images displaying uncovered breasts, genitals, or buttocks.
24. "Sexting" or using a cell phone or other personal communication device to possess or send text or email messages containing images reasonably interpreted as indecent or sexual in nature. In addition to taking any disciplinary action, phones will be confiscated and students

should be aware that any images suspected to violate criminal laws will be referred to law enforcement authorities.

25. Engaging in pranks or other similar activity that could result in harm to another person.
26. Using or possessing gunpowder, ammunition, or an inflammable substance.
27. Violating any rules that are reasonably necessary in carrying out school purposes or an educational function, including, but not limited to:
 - a. engaging in sexual behavior on school property;
 - b. engaging in sexual harassment of a student or staff member;
 - c. disobedience of administrative authority;
 - d. willful absence or tardiness of students;
 - e. engaging in speech or conduct, including clothing, jewelry or hair style, that is profane, indecent, lewd, vulgar, or refers to drugs, tobacco, alcohol, sex, or illegal activity;
 - f. violation of the school corporation's acceptable use of technology policy or rules violation of the school corporation's administration of medication policy or rules;
 - g. possessing or using a laser pointer or similar device.
28. Possessing or using on school grounds during school hours an electronic device, a cellular telephone, or any other telecommunication device, including a look-a-like device, in a situation not related to a school purpose or educational function or using such device to engage in an activity that violates school rules. This rule is not violated when the student has been given clear permission from a school administrator or a designated staff member to possess or use one of the devices listed in this rule.
29. Any student conduct rule the school building principal establishes and gives notice of to students and parents.

B. Bullying

1. Bullying committed by students toward other students is strictly prohibited. Engaging in bullying conduct described in this rule by use

of data or computer software that is accessed through any computer, any computer system, or any computer network is also prohibited.

2. For purposes of this rule, bullying is defined as overt, unwanted, repeated acts or gestures, including verbal or written communications or images transmitted in any manner including electronically or digitally, physical acts committed, aggression, or any other similar behaviors that are committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the targeted student and create for the targeted student an objectively hostile school environment that:
 - places the targeted student in reasonable fear of harm to the targeted student's person or property;
 - has a substantially detrimental effect on the targeted student's physical or mental health;
 - has the effect of substantially interfering with the targeted student's academic performance; or
 - has the effect of substantially interfering with the targeted student's ability to participate in or benefit from the services, activities, and privileges provided by the school.
3. This rule may be applied regardless of the physical location of the bullying behavior when a student committing bullying behavior and the targeted student attend a school within the school corporation and disciplinary action is reasonably necessary to avoid substantial interference with school discipline or prevent an unreasonable threat to the rights of other students to a safe and peaceful learning environment.
4. Any student or parent who has knowledge of conduct in violation of this rule or any student who feels he/she has been bullied in violation of this rule should immediately report the conduct to the *school administrator* who has responsibility for all investigations of student misconduct including bullying. A student or parent may also report the conduct to a teacher or counselor who will be responsible for notifying the *school administrator*. This report may be made anonymously.
5. False reporting of bullying conduct as defined in this rule by a student shall be considered a violation of this rule and will result in any appropriate disciplinary action or sanctions if the investigation of the report finds it to be false.

6. A violation of this rule prohibiting bullying may result in any appropriate disciplinary action or sanction, including suspension and/or expulsion.

C. Possessing A Firearm or A Destructive Device

1. No student shall possess, handle or transmit any firearm or a destructive device on school property.
2. The following devices are considered to be a firearm under this rule: any weapon that is capable of expelling, designed to expel, or may readily be converted to expel a projectile by means of an explosion.
3. For purposes of this rule, a destructive device is:
an explosive, incendiary, or overpressure device that is configured as a bomb, a grenade, a rocket with a propellant charge of more than four ounces, a missile having an explosive or incendiary charge of more than one-quarter ounce, a mine, a Molotov cocktail or a device that is substantially similar to an item described above, a type of weapon that may be readily converted to expel a projectile by the action of an explosive or other propellant through a barrel that has a bore diameter of more than one-half inch, or a combination of parts designed or intended for use in the conversion of a device into a destructive device.

A destructive device is NOT a device that although originally designed for use as a weapon, is redesigned for use as a signaling, pyrotechnic, line throwing, safety, or similar device.

4. The penalty for possession of a firearm or a destructive device: suspension up to 10 days and expulsion from school for at least one calendar year with the return of the student to be at the beginning of the first semester after the one year period. The superintendent may reduce the length of the expulsion if the circumstances warrant such reduction.
5. The superintendent shall immediately notify the appropriate law enforcement agency when a student engages in behavior described in this rule.

D. Possessing A Deadly Weapon

1. No student shall possess, handle or transmit any deadly weapon on school property.
2. The following devices are considered to be deadly weapons for purposes of this rule:
 - a weapon, Taser or electronic stun weapon, equipment, chemical substance, or other material that in the manner it is used, or could ordinarily be used, or is intended to be used, is readily capable of causing serious bodily injury;
 - an animal readily capable of causing serious bodily injury and used in the commission or attempted commission of a crime; or
 - a biological disease, virus, or organism that is capable of causing serious bodily injury.
3. The penalty for possession of a deadly weapon: up to 10 days suspension and expulsion from school for a period of up to one calendar year.
4. The superintendent *or school administration* will notify the appropriate law enforcement agency when a student engages in behavior described in this rule.

E. Unlawful Activity

A student may be suspended or expelled for engaging in unlawful activity on or off school grounds if the unlawful activity may reasonably be considered to be an interference with school purposes or an educational function, or the student's removal is necessary to restore order or protect persons on school property. This includes any unlawful activity meeting the above criteria that takes place during weekends, holidays, other school breaks, and the summer period when a student may not be attending classes or other school functions.

F. Legal Settlement

A student may be expelled if it is determined that the student's legal settlement is not in the attendance area of the school where the student is enrolled.

RIGHT TO APPEAL

The student or parent has the right to appeal an expulsion decision to the school board within 10 days of the receipt of notice of the action taken. The student or parent's appeal to the school board must be in writing. If an appeal is properly made, the board will consider the appeal unless it has voted not to hear all student appeals of expulsion. If the board hears the appeal, it will consider the written summary of the expulsion meeting and the arguments of the school administration and the student and/or the student's parents. The board will then take any action deemed appropriate.

Additional JGHS Policies

Each school has the right to establish certain policies and rules which fits within the local community and school standards. These rules are not listed in the Indiana Code, but are believed to be necessary and desirable for John Glenn High School:

1. Coats that come past the waistline are not permitted to be worn in the classroom.
2. Backpacks, shoulder bags, and bags larger than 7.5 inches x 9.5 inches are to be kept in their locker at all times. Students may carry a pencil case or purse, but the item cannot exceed 7.5 inches X 9.5 inches. If there is a reason to carry a bag to class, the student must get approval from the JGHS administration.
3. Squirt guns or water balloons are not permitted in the building at any time.
4. Students are not permitted to exhibit inappropriate public affection beyond holding hands in school or on school grounds.
5. Personal radios, tape players, or CD players are to be kept in students' lockers during the school day.
6. Open beverages are not permitted outside of the cafeteria, with the exception of water.
7. Books, notebooks, or other materials with writing or pictures in reference to drugs, obscenities, Satanism, or gangs are not permitted.
8. Possession or use of laser pointers by students is not permitted.

9. Students should sit on benches provided or in chairs in the cafeteria.
10. Anyone pulling a fire alarm as a prank or issuing false alarms is committing a criminal act. All false alarms will be reported to the Fire and Police Departments. If the violator is identified, a charge of expulsion from school could be submitted.
11. No more than one student in a restroom stall at any time. If this rule is not followed, this may result in progressive discipline.

Note: Faculty and staff have the responsibility and authority to maintain order anywhere in the school.

Resolution or consequences will be at the final discretion of the administration.

Cellular Phones/Personal Communication Devices

Recent legislative changes in Indiana have affected cell phone use during the educational school day. Indiana legislators have passed new laws to regulate and optimize cell phone use for educational purposes.

According to the new legislation, students are prohibited from using cell phones for non-educational purposes during school hours unless otherwise specified by the school administration, teachers, and staff.

Possessing and/or using a wireless electronic device which is portable and is capable of providing voice, messaging, or other data communications between two or more persons and includes cellular phones, tablet computers, laptop computers, digital cameras, and/or gaming devices in a manner which constitutes an interference with a school purpose or educational function, an invasion of privacy, or an act of academic dishonesty, or is profane, indecent, or obscene is prohibited.

This rule is not violated when the student has a) been given permission from a teacher to use a wireless device for educational purposes during instructional time; b) to use a wireless device in an emergency or to manage the student's health care; c) to use a wireless device as part of the student's

Individual Education Plan (IEP) or 504 Plan.

In addition to being disciplined, students who use a wireless electronic device in a manner which violates this rule may have the device confiscated by school administration. Such a device will be returned to the parent.

LEGAL REFERENCE: IC 20-26-5-40.

Students may use personal communication devices (PCDs) before and after school, during their lunch break, in between classes as long as they do not create a distraction, disruption or otherwise interfere with the educational environment, during after school activities (e.g., extracurricular activities) at school-related functions. Use of PCDs, except those approved by a teacher or administrator, at any other time is prohibited and they must be powered completely off (i.e., not just placed into vibrate or silent mode) and stored out of sight.

For purposes of this policy, “personal communication device” includes computers, tablets (e.g., iPads and similar devices), electronic readers (“e-readers”; e.g., Kindles and similar devices), cell phones (e.g., mobile/cellular telephones, smartphones (e.g., BlackBerry, iPhone, Android devices, Windows Mobile devices, etc.) and/or other web-enabled devices of any type (Apple Watches). Students may not use PCDs on school property or at a school sponsored activity to access and/or view Internet web sites that are otherwise blocked to students at school. Students may use PCDs while riding to and from school on a school bus or other Board-provided vehicles or on a school bus or Board-provided vehicle during school-sponsored activities, at the discretion of the bus driver, classroom teacher, and sponsor/advisor/coach. Distracting behavior that creates an unsafe environment will not be tolerated.

Also, during after school activities, PCDs shall be powered completely off (not just placed into vibrate or silent mode) and stored out of sight when directed by the administrator or sponsor.

Under certain circumstances, a student may keep his/her PCD “On” with prior approval from the building principal.

Except as authorized by a teacher, administrator or IEP team, students are prohibited from using PCDs during the school day, including while

off-campus on a field trip, to capture, record and/or transmit the words or sounds (i.e., audio) and/or images (i.e., pictures/video) of any student, staff member or other person. Using a PCD to capture, record and/or transmit audio and/or pictures/video of an individual without proper consent is considered an invasion of privacy and is not permitted. Students who violate this provision and/or use a PCD to violate the privacy rights of another person may have their PCD confiscated and held until the end of the school day a parent/guardian picks it up, and may be directed to delete the audio and/or picture/video file while the parent/guardian is present. If the violation involves potentially illegal activity the confiscated-PCD may be turned over to law enforcement.

PCDs, including but not limited to those with cameras, may not be activated or utilized at any time in any school situation where a reasonable expectation of personal privacy exists. These locations and circumstances include, but are not limited to, classrooms, Gymnasiums, locker rooms, shower facilities, rest/bathrooms, and any other areas where students or others may change clothes or be in any stage or degree of disrobing or changing clothes. The Superintendent and building principals are authorized to determine other specific locations and situations where use of a PCD is absolutely prohibited.

Students shall have no expectation of confidentiality with respect to their use of PCDs on school premises/property.

Students may not use a PCD in any way that might reasonably create in the mind of another person an impression of being threatened, humiliated, harassed, embarrassed or intimidated. In particular, students are prohibited from using PCDs to:

- (1) transmit material that is threatening, obscene, disruptive, or sexually explicit or that can be construed as harassment or disparagement of others based upon their race, color, national origin, sex, sexual orientation, disability, age, religion, ancestry, or political beliefs; and
 - (2) engage in "sexting" - i.e., sending, receiving, sharing, viewing, or possessing pictures, text messages, e-mails or other materials of a sexual nature in electronic or any other form. Violation of these prohibitions shall result in disciplinary action. Furthermore, such actions will be reported to local law enforcement and child services as required by law.
- Students are also prohibited from using a PCD to capture, record, and/or transmit test information or any other information in a manner

constituting fraud, theft, cheating, or academic dishonesty. Likewise, students are prohibited from using PCDs to receive such information.

Possession of a PCD by a student at school during school hours and/or during extra-curricular activities is a privilege that may be forfeited by any student who fails to abide by the terms of this policy, or otherwise abuses this privilege.

Violations of this policy may result in disciplinary action and/or confiscation of the PCD. The building principal will also refer the matter to law enforcement or child services if the violation involves an illegal activity (e.g., child pornography, sexting).

Discipline will be imposed on an escalating scale ranging from a warning to an expulsion based on the number of previous violations and/or the nature of or circumstances surrounding a particular violation. If the PCD is confiscated, it will be re- leased/returned to the student's parent/guardian after the student complies with any other disciplinary consequences that are imposed, unless the violation involves potentially illegal activity in which case the PCD may be turned-over to law enforcement. A confiscated device will be marked in a removable manner with the student's name and held in a secure location in the building's central office until it is retrieved by the parent/guardian or turned-over to law enforcement. School officials will not search or otherwise tamper with PCDs in Corporation custody unless they reasonably suspect that the search is required to discover evidence of a violation of the law or other school rules. Any search will be conducted in accordance with the Search and Seizure Policy. If multiple offenses occur, a student may lose his/her privilege to bring a PCD to school for a designated length of time or on a permanent basis.

A person who discovers a student using a PCD in violation of this policy is required to report the violation to the building principal.

Students are personally and solely responsible for the care and security of their PCDs. The Board assumes no responsibility for theft, loss, or damage to, or misuse or unauthorized use of, PCDs brought onto its property.

Parents/Guardians are advised that the best way to get in touch with their child during the school day is by calling the school office.

Students may use school phones to contact parents/guardians during the school day.

Students are expected to keep their cellular phones from becoming a distraction to the learning process. The devices can be powerful learning tools when used appropriately. Students shall follow the directions of the supervising staff member related to their phone device. **In addition, all cell phones, personal communication devices, cameras and/or recording devices are to be secured, turned off, and unseen within any John Glenn School Corp. locker room or restroom. This applies to all members of the student body, any athletic team/extracurricular group traveling to other schools/facilities.**

Students who violate this policy may be subject to disciplinary consequences up to and including out of school suspension from school. John Glenn High School and John Glenn School Corporation will not be responsible for lost, stolen, etc. electronic devices. Important Notice to Students and Parents Regarding Cell Phone Content and Display

John Glenn uses Progressive discipline. Possible actions for cell phone use during the school day without permission from the teacher may include During School Detention, Lunch Detention, After-school detention, Friday School, Community Service, In School Suspension, Out of School Suspension, and Recommendation of Expulsion

- The Child Abuse/Neglect Law requires school personnel to report to law enforcement of child protective services whenever a reason to believe that any person/student is involved with “child exploitation” or “child pornography” as defined by Indiana Criminal Statutes exists.
- It is “child exploitation,” a Level 5 felony under I.C. 35-42-4-4(b), for any person/student (1) to exhibit, photograph, or create a digitized image of any incident that includes “sexual conduct” by a child under the age of 18; or (2) to disseminate, exhibit to another person, or offer to so disseminate or exhibit, matter that depicts or describes “sexual conduct” by a child under the age of 18.

- It is “child pornography,” a Level 6 felony under I.C. 35-42-4-4(d), for any person/student to *possess* access with intent to view a photograph, motion picture, digitized image, or any pictorial representation that depicts or describes “sexual conduct” by a child who the person knows is less than 18 years of age or who appears less than age 18.
- “Sexual conduct” is defined by I.C. 35-42-4-4(a) to include sexual intercourse, exhibition of the uncovered genitals or female breasts showing any part of the nipple intended to satisfy or arouse the sexual desires of any person, or any fondling or touching of a child by another person or of another person by a child intended to arouse or satisfy the sexual desires of the child or other person.
- The Indiana Sex Offender Registration Statute at I.C. 11-8-8-7 and the Sex Offender Registry Offense Statute at I.C. 35-42-4-11 require persons convicted of or adjudicated as a juvenile delinquent for violating the Child Exploitation Statute at I.C. 35-42-4-4(b) to register as a sex offender.
- Because student cell phones have been found in a number of Indiana school districts to have contained evidence of “sexual conduct” as defined above, parents and students must be aware of the legal consequences should this occur in our school system

School Bus Behavior

The transportation of students to and from school and to and from school-related activities is a privilege and not a right. The administration shall, therefore, develop rules, regulations, and guidelines relating to student conduct while riding in school vehicles, and these guidelines shall be made known to students and drivers and shall be strictly enforced. Safety is a priority on the school bus and consequences for misbehavior on the bus will be very similar to those in the school.

Computer Usage

All students enrolling at JGHS must acknowledge appropriate use of school computers. Computers are an important educational tool for students throughout high school and the workplace after high school. They are to be used for academic purposes and in conjunction with related business classes and assignments for other classes.

Students are *not* to use staff member's computers.

Student Network and Internet Acceptable Use and Safety Agreement is outlined in the JGSC Appropriate Use of Technology Section.

School Activities

Students are expected to behave in a manner that is a credit to our school at all school-related activities and functions, both at home and at other schools. This applies to field trips and school-related trips through extracurricular clubs and organizations. During athletic events, students should demonstrate respect and good sportsmanship for the guest school at all times. Cheering "for" our team, as opposed to cheering "against" the other team is the basis of good sportsmanship. Ridiculing and shouting at particular players on the opposing team is not allowed.

Tobacco-Free Schools

The John Glenn School Corporation has adopted a policy for a tobacco-free campus. This means that smoking or tobacco products of any kind are not to be in the building, on school property or at any school activity at any time.

Indiana Code 35-48-5 states that use or possession of tobacco by students on school property or *within 1000 feet of school property* (regardless of age) is strictly prohibited. This includes being in a vehicle. A first tobacco violation may result in three days O.S.S.

Gang-Related Behavior

Street gangs have no place at John Glenn High School. Students who individually, or as a group, act in such a way as to intimidate, threaten, coerce, or physically harm any other student will be subject to the penalties established for suspension or expulsion. The showing of gang-related symbols, colors, hand signals, or clothing which causes a disruption or is representative of gang related behavior, shall be grounds for suspension or expulsion.

Harassment

ANTI-HARASSMENT General Policy Statement

It is the policy of the School Board to maintain an education and work environment which is free from all forms of unlawful harassment, including sexual harassment. This commitment applies to all School Corporation operations, programs, and activities. All students, administrators, teachers, staff, and all other school personnel share responsibility for avoiding, discouraging, and reporting any form of unlawful harassment. The Corporation will not retaliate against any person who makes a report or files a complaint alleging harassment or a violation of this policy. This policy applies to unlawful conduct occurring on school property, or at another location if such conduct occurs during an activity sponsored by the Board.

The Board will vigorously enforce its prohibition against harassment based on sex, race, color, national origin, religion, disability, or any other unlawful basis, and encourages those within the School Corporation community as well as third parties who feel aggrieved to seek assistance to rectify the problems. The Board will investigate all allegations of harassment and in those cases where unlawful harassment is substantiated, the Board will take immediate steps to end the harassment. Individuals who are found to have engaged in unlawful harassment will be subject to appropriate disciplinary action.

All reports of harassment should be reported to Christopher Winchell, Complaint Coordinator.

Office: 101 John Glenn Drive, Walkerton, IN
Telephone: (574) 586-3129
Email: cwinchell@jgsc.k12.in.us

For purposes of this policy, "School Corporation community" means students, administrators, teachers, staff, and all other school personnel, including Board members, agents, volunteers, contractors, or other persons subject to the control and supervision of the Board.

For purposes of this policy, "third parties" include, but are not limited to, guests and/or visitors on School Corporation property (e.g., visiting speakers, participants on opposing athletic teams, parents), vendors doing business with, or seeking to do business with, the Board, and other

individuals who come in contact with members of the School Corporation community at school-related events/activities (whether on or off School Corporation property).

The School Corporation will conduct a biennial (every two years) review of its Anti-Harassment procedures to ensure the School Corporation is acting to prevent unlawful harassment.

Other Violations of the Anti-Harassment Policy

The Board will also take immediate steps to impose disciplinary action on individuals engaging in any of the following prohibited acts:

- A. Retaliating against a person who has made a report or filed a complaint alleging harassment, or who has participated as a witness in a harassment investigation.
- B. Filing a malicious or knowingly false report or complaint of harassment.
- C. Disregarding, failing to investigate adequately, or delaying investigation of allegations of harassment when responsibility for reporting and/or investigating harassment charges comprises part of one's supervisory duties.

Definitions Sexual Harassment

Pursuant to Title VI of the Civil Rights Act of 1964 and Title IX of the Educational Amendments of 1972, "sexual harassment" is defined as:

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, when:

- A. Submission to such conduct is made either implicitly or explicitly a term or condition of an individual's status in a class, educational program, or activity;
- B. Submission or rejection of such conduct by an individual is used as the basis for educational decisions affecting such individual- as;
- C. Such conduct has the purpose or effect of interfering with the individual's educational performance; of creating an intimidating, hostile, or offensive learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity.

Because harassment can occur staff to student, student to student, male to female, female to male, male to male, or female to female, it shall be a violation of this policy for any student, employee or third party (school visitor, vendor, etc.) to sexually harass any student.

Prohibited acts that constitute sexual harassment may take a variety of forms. Examples of the kinds of conduct that may constitute sexual harassment include, but are not limited to:

- A. Unwelcome sexual propositions, invitations, solicitations, and flirtations.
- B. Physical assault.
- C. Threats or insinuations that a person's academic grade, promotion, classroom work or assignments, academic status, participation in athletics or extra-curricular programs or events, or other conditions of education may be adversely affected by not submitting to sexual advances.
- D. Unwelcome verbal expressions of a sexual nature, including graphic sexual commentaries about a person's body, dress, appearance, or sexual activities; the unwelcome use of sexually degrading language, jokes or innuendoes; unwelcome suggestive or insulting sounds or whistles; obscene telephone calls.
- E. Sexually suggestive objects, pictures, videotapes, audio recordings or literature, placed in the educational environment, which may embarrass or offend individuals.
- F. Unwelcome and inappropriate touching, patting, or pinching; obscene gestures.
- G. A pattern of conduct, which can be subtle in nature, that has sexual overtones and is intended to create or has the effect of creating discomfort and/or humiliation to another.
- H. Remarks speculating about a person's sexual activities or sexual history, or remarks about one's own sexual activities or sexual history.
- I. Consensual sexual relationships where such relationship leads to favoritism of a student with whom the teacher or superior is sexually involved and where such favoritism adversely affects other students.

Not all behavior with sexual connotations constitutes unlawful sexual harassment. Conduct must be sufficiently severe, pervasive, and

persistent such that it adversely affects an individual's education, or such that it creates a hostile or abusive employment or educational environment.

These policies and procedures apply to all School Corporation students, employees, staff, faculty, administration, coaches, contractors and all participants in any School Corporation sponsored activities on any property owned and maintained by the School Corporation.

Race/Color Harassment

Prohibited racial harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's race or color and when the conduct has the purpose or effect of interfering with the individual's educational performance; of creating an intimidating, hostile, or offensive learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's race or color, such as racial slurs, nicknames implying stereotypes, epitaphs, and/or negative references relative to racial customs.

Religious (Creed) Harassment

Prohibited religious harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's religion or creed and when the conduct has the purpose or effect of interfering with the individual's educational performance; of creating an intimidating, hostile, or offensive learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's religious tradition, clothing, or surnames, and/or involves religious slurs.

National Origin Harassment

Prohibited national origin harassment occurs when unwelcome physical, verbal, or nonverbal conduct is 'based upon an individual's national origin and when the conduct has the purpose or effect of interfering with the Individual's educational performance; of creating an intimidating, hostile, or offensive learning environment; or interfering with one's ability to

participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's national origin, such as negative comments regarding customs, manner of speaking, language, surnames, or ethnic slurs.

Disability Harassment

Prohibited disability harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's disability and when the conduct has the purpose or effect of interfering with the individual's educational performance of creating an intimidating, hostile, or offensive learning environment; or with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's disabling condition, such as negative comments about speech patterns, movement, physical impairments or defects/appearances, or the like.

Reports and Complaints of Harassing Conduct

Members of the School Corporation community and third parties are encouraged to promptly report incidents of harassing conduct to an administrator, supervisor or other School Corporation official so that the Board may address the conduct before it becomes severe, pervasive, or persistent.

When a Complainant believes criminal activity may have occurred the Complainant has the option to pursue a criminal complaint with an appropriate law enforcement agency, to pursue a harassment complaint under the Corporation's complaint procedures, or to pursue both processes simultaneously.

Members of the School Corporation community or third parties who believe they have been unlawfully harassed by another member of the School Corporation community or a third party are entitled to utilize the Board's informal and/or formal investigation and complaint processes. Initiating a complaint, whether formally or informally, will not adversely affect the complaining individual's participation in educational or extra-curricular programs. Individuals should make every effort to file an informal or a formal complaint as soon as possible after the conduct occurs while the facts are known and potential witnesses are available.

The titles of the Anti-Harassment Complaint Coordinators with whom complaints of unlawful harassment should be filed are: Christopher Winchell, Complaint Coordinator

Office: 101 John Glenn Drive,
Walkerton, IN 46574
Telephone: (574)-586-3129
Email: [cwinchell@jgsc.k12.in.
us](mailto:cwinchell@jgsc.k12.in.us)

The titles of these individuals will be published annually.

The Superintendent shall establish Administrative Guidelines describing both a formal and an informal process for making a charge of harassment, a process for investigating claims of harassment, and a process for rendering a decision regarding whether the claim of harassment was substantiated. This Policy the Administrative Guidelines, Informal Report Forms and Formal Report Forms will be readily available to all members of the School Corporation community and posted in appropriate places throughout the School Corporation.

Any Board employee who observes acts of harassment must intervene to stop the harassment unless circumstances would make such intervention dangerous. Additionally, the employee must document and report such observations to one of the Complaint Coordinators. Thereafter, the Complaint Coordinator must contact the student if age eighteen (18) or older, or the student's parents if under the age eighteen (18), to advise them of the Board's intent to investigate the alleged misconduct, including the obligation of the Complaint Coordinator or designee to conduct an investigation following all the procedures outlined for a formal complaint. The Complaint Coordinator shall maintain copies of all documented and reported observations as well as the investigation in accordance with the School Corporation's Retention Policy.

Privacy/Confidentiality

The School Corporation will respect the privacy of the complainant, the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the Board's legal obligations to

investigate, to take appropriate action, and to conform with any discovery or disclosure obligations. All records generated under the terms of this policy and its related administrative guidelines shall be maintained as confidential to the extent permitted by law.

Interim Remedial Measures

The School Corporation will maintain on-going contact with the Complainant throughout the investigation and, when appropriate, will take interim measures to ensure the safety of students who reported to be victims of sexual harassment, such as protective orders, and will also, when appropriate, take steps to remedy the harm to victim(s). Further interim remedial measures may include counseling to either or both the students who alleged they were subjected to harassment and the accused.

Informal Process for Addressing Complaints of Harassment

The administrative guidelines will include an informal complaint process to provide members of the School Corporation community or third parties who believe they are being unlawfully harassed with a range of options designed to bring about a resolution of their concerns. Members of the School Corporation community or third parties who believe that they have been unlawfully harassed are encouraged to initiate their complaint through this informal complaint process, but are not required to do so. Those members of the School Corporation community or third parties who believe that they have been unlawfully harassed may proceed immediately to the formal complaint process and individuals who seek resolution through the informal procedure may request that the informal process be terminated at any time to move to the formal complaint process.

Formal Process for Addressing Complaints of Harassment

The administrative guidelines will also include a formal complaint process. While the formal complaint process may serve as the first step to resolution of a charge of unlawful harassment, it is also available in those circumstances when the informal complaint process fails to satisfactorily resolve a concern. Because of the need for flexibility, no specific time lines are established for initiating the formal complaint process; however, once the formal complaint process is begun, the

investigation will be completed in a timely manner (ordinarily, within thirty-one (31) calendar days of the complaint being received).

Although not required, members of the School Corporation community or third parties who feel they have been unlawfully harassed should file a formal written complaint with the principal of their school building or with one (1) of the Complaint Coordinators identified in the Administrative Guidelines. Oral complaints of harassment will be reduced to writing by the individual receiving the complaint and the Complainant will be asked to verify the accuracy of the reported charge by signing the document. Complaints received by a school building principal will be immediately reported to the appropriate Complaint Coordinator identified above and in the Administrative Guidelines.

After a complaint is filed, the Complaint Coordinator or designee shall conduct a prompt and timely investigation. The investigation may include interviews of the complainant, the individual accused of engaging in harassing behavior, and any other witness who may reasonably be expected to have information relevant to the situation. The Complainant has the right not to appear in the same hearing room as the accused. All interviewed parties and witnesses will be provided an opportunity to present any evidence that they reasonably believe to be relevant to the situation. The Complaint Coordinator will provide both parties with periodic status updates (to the extent permitted under the Family Educational Rights and Privacy Rights.) The Complaint Coordinator will use the preponderance of the evidence standard of review in its investigation of complaints.

At the conclusion of the investigation the Complaint Coordinator or designee will contact the victim within a reasonable period of time to determine whether additional supportive measures are needed. The Complaint Coordinator or designee will then prepare and deliver to the Superintendent a written report summarizing the evidence gathered during the investigation and providing his/her recommendations regarding whether or not the complaint of unlawful harassment has been substantiated.

The written report must be based on the totality of the circumstances involved in the complaint, the nature of the alleged conduct, the context

in which the alleged conduct occurred, and the ages and maturity of the individuals involved.

Upon review of the written report the Superintendent will either issue a final decision regarding whether or not the complaint of unlawful harassment was substantiated, or request that further investigation be conducted.

A copy of Superintendent's action will be delivered to both the Complainant and the individual accused of the harassing conduct. The Complainant or the accused may appeal it to the Board by submitting written notice to the Superintendent within ten (10) days of the date of the Superintendent's decision. Upon receipt of a notice of appeal, the Board shall meet in executive session at its next regularly scheduled meeting, which is scheduled to occur at least ten (10) days after the Superintendent's receipt of the appeal notice, to review the complaint and the summary of the investigation. Following the meeting, the Board will issue a decision either affirming, modifying, or rejecting the Superintendent's decision. The decision of the Board shall be final. The Board shall maintain copies of all complaints, reports, investigation summaries, recommendations, notices of appeal, and final decisions in accordance with the School Corporation's Records Retention Policy.

The Complaint process set forth in the policy and in the administrative guidelines is not intended to interfere with the rights of a member of the School Corporation community or a third party to pursue a complaint of unlawful harassment with the United States Department of Education, Office for Civil Rights, the Indiana Civil Rights Commission, or the Equal Employment Opportunity Commission.

The Board reserves the right to investigate and resolve a complaint or report of unlawful harassment regardless of whether the member of the School Corporation community or third party alleging the harassment pursues the complaint.

Attached to this Statement and Policies and Procedures are the Informal Report of Harassment and/or Intimidation, and Formal Report of Harassment and/or Intimidation.

Sanctions and Monitoring

The Board shall vigorously enforce its prohibitions against unlawful harassment. While observing the principles of due process, a violation of this policy may result in disciplinary action up to and including the suspension/expulsion of a student.

All disciplinary action will be taken in accordance with applicable State Law. When imposing discipline, the Superintendent shall consider the totality of the circumstances involved in the matter, including the ages and maturity levels of those involved. In those cases where unlawful harassment is not substantiated, the Board may consider whether the alleged conduct nevertheless warrants discipline in accordance with other Board policies.

In cases where an employee violates the School Corporation harassment policy the discipline range may range from a warning up to and including termination, to be imposed consistent with all applicable contractual and statutory rights.

Where the Board becomes aware that a prior remedial action has been taken against a member of the School Corporation community, all subsequent sanctions imposed by the Board and/or Superintendent shall be reasonably calculated to eliminate such conduct in the future.

In cases where harassment was substantiated the School Corporation will take reasonable steps to deter future harassment, and to remedy the discriminatory effects on the Complainant and others. In cases where harassment was substantiated the School Corporation will contact the Complainant within a reasonable period of time following the conclusion of the investigation to determine whether additional supportive measures are needed.

The School Corporation will inform relevant members of the School Corporation community if the circumstances of an incident of alleged harassment suggest a threat to others. This may include, for example, notifying parents and employees if a student is sexually assaulted on the way home from or notifying employees of areas where harassment occurs.

Education and Training

In support of this Anti-Harassment Policy, the Board promotes preventative educational measures to create greater awareness of unlawful discriminatory practices. The Superintendent or designee shall provide appropriate training to all members of the School Corporation community related to the implementation of this policy and its accompanying administrative guidelines. All training regarding the Board's policy and administrative guidelines and harassment in general will be age and content appropriate.

Remediation

In cases where the complaint investigation results in a finding that the allegation of harassment is substantiated, action must be taken by the Compliance Officer to remedy the past effects of such harassment. This may include but is not limited to providing a contact person to monitor the harassed student, providing tutoring to the student, allowing the student to retake tests or assignments, and counseling. Counseling shall be offered to all students who have been subjected to harassment.

Retaliation

Any act of retaliation against a person who has made a report, filed a complaint alleging unlawful harassment, or participated as a witness in a harassment investigation is prohibited. Individuals found to have engaged in retaliation shall be subject to disciplinary action, up to and including termination of employment or expulsion from school.

Allegations Constituting Criminal Conduct: Child Abuse/Sexual Misconduct

State law requires any teacher or school employee who knows or suspects that a child under the age of eighteen (18) is a victim of child abuse or neglect to immediately report that knowledge or suspicion to the Department of Children and Family services. If, during the course of a harassment investigation, the Compliance Officer or a designee has reason to believe or suspect that the alleged conduct reasonably indicates abuse or neglect of the Complainant or the alleged victim, a

report of such knowledge must be made in accordance with State law and Board Policy.

If the Compliance Officer or a designee has reason to believe that the Complainant has been the victim of criminal conduct as defined under State law, such knowledge should be reported to local law enforcement. Any reports made to the local child protection service or to local law enforcement shall not terminate the Compliance Officer's or a designee's obligation and responsibility to continue to investigate a complaint of harassment. While the Compliance Officer or a designee may work cooperatively with outside agencies to conduct concurrent investigations, in no event shall the harassment investigation be inhibited by the involvement of outside agencies without good cause after consultation with the Superintendent.

Seclusion and Restraint Senate Bill 345 requires every school corporation to have a plan for seclusion and restraint. In compliance with Senate Bill 345, the plan is available for public review in the main office. For handbook purposes, the definitions for seclusion and restraint are as follows:

Seclusion: Confinement of a student alone in a room or area from which the student is physically prevented from leaving.

Restraint: Physical contact between a school employee and a student in which the student unwillingly participates and that involves the use of a manual hold to restrict freedom of movement of all or part of a student's body or to restrict normal access to the student's body.

Bullying Policy

Bullying is defined as "overt, repeated acts or gestures, including verbal or written communications transmitted; physical act committed; or 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." Bullying is grounds for suspension and the rule applies when a student is 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; off school grounds at a school activity, function or event, traveling to or from school or a school activity, function, or event; or using property or equipment provided by the school.

All acts of bullying should be reported to a staff member the student feels comfortable talking with. Reports of bullying will then be relayed to the Assistant Principal for investigation. The parents of both students will be contacted if it is appropriate.

Every effort will be made to educate the students on the effects and consequences bullying has on all parties involved. The staff at JGHS helps limit bullying by being a presence in the hallway between classes, before school, and after school.

P.L. 121 - Driver's License Invalidation Law

Indiana Codes 9-24-2-1 and 20-8.1-3-17(2) prohibit the issuance of an operator's license, learner's permit, temporary motorcycle learner's permit, motorcycle operator's endorsement or license, and invalidation of a student's license or permit if the student (if less than 18 years of age):

- Has at least a second suspension from school for the school year (O.S.S./C.S.)
- Has had an expulsion from school due to misconduct, or
- Is at least 13 years of age, but less than 15, who is a habitual truant will not be granted a driver's license until their 18th birthday, or
- has withdrawn from school and will have their license invalidated until their 18th birthday.

The Bureau of Motor Vehicles shall invalidate the person's license or permit under the following guidelines:

- Second suspension from school - 120 days
- Expulsion from school - 180 days or the beginning of the semester in which the student is permitted to return to school.

GENERAL INFORMATION

Student Dress and Appearance

Student dress and appearance should be non-disruptive or distracting to others. The school emphasizes cleanliness, neatness and appropriateness in the educational environment. Student dress and appearance is ultimately up to the discretion of the administration, if an individual's appearance does not meet guidelines or if it becomes a distraction. *It is the responsibility of the student to consult with a principal if there is any question as to what is acceptable or unacceptable prior to the commencement of the school day.* The following are some general guidelines for JGHS students:

- Hats, hoods, headbands with any kind of adornments and any other types of headgear are to be removed when entering the building and may not be worn until leaving the building after school.
- Sleeveless tops or dresses with spaghetti straps will be prohibited. Shirts, Shorts, skirts and dresses shall be approximate of a modest length.
- Tops should reflect appropriate modesty for school; around the pants, skirt or shorts. Modest scoop at the neck, full back and no sheer or net tops worn by themselves or over sleeveless tops.
- Undergarments must be worn, but are not to be exposed.
- Low-riding pants or shorts which fall below the undergarment are not allowed. Pants must not fall below the hip.
- Spiked jewelry, animal collars, animal leashes, and long pocket chains are not allowed.
- Footwear must be worn at all times.
- Clothing, jewelry or tattoos which depict drugs, alcohol, profanity, racial intolerance, violence, weapons, sex, sexual innuendo, gangs or Satanism are not allowed.
- No costume-like clothing and or accessories should be worn except on designated days. (i.e. school spirit days, class sponsorship days)

Lockers

All lockers are the property of John Glenn High School. While lockers are provided for students to store their personal belongings and school

materials, student lockers may be inspected at any time. Students are strongly encouraged to keep their locker combinations private and to make sure their lockers are secure. The school is not responsible for items taken from gym lockers or hallway lockers.

Students are responsible for the condition and upkeep of the locker they are originally assigned. Damaged locks or lockers which are not due to normal wear and tear could result in the student being responsible for replacement or repair damages. The white plastic strips which allow the lockers to lock are not to be tampered with. Any problems with a locker or lock should be reported immediately to a staff member.

Graffiti, inappropriate pictures or drawings, writing, markings, stickers or glass are not allowed in lockers. Opened beverages, regardless of the container, are also not permitted. Anything posted on school lockers shall be for school sports, clubs or Co-Curriculars only. Locker assignments can change due to disciplinary consequences.

Search and Seizure

Search of a student and his/her possessions, including vehicles, may be conducted at any time the student is under the jurisdiction of the Board of School Trustees, if there is a reasonable suspicion that the student is in violation of law or school rules. A search may also be conducted to protect the safety of others. All searches may be conducted by school authorities with or without a student's consent.

Students are provided lockers, desks, and other equipment in which to store materials. It should be clearly understood that this equipment is the property of the school and may be searched at any time. Locks are to prevent theft, not to prevent searches. Anything that is found in the course of a search that may be evidence of a violation of school rules or the law may be taken and held or turned over to the police. The school reserves the right not to return items that have been confiscated.

Vehicle Parking and Registration

Driving to school is a privilege. Students must always park in the northeast lot during school hours and must have a registration tag visible. Students are to park in the student parking lot (East lot), unless approved by the administration. Student vehicles parked in a non-designated area or without a tag will be warned once and if a second violation occurs, the vehicle may be towed at the owner's expense. Students may not loan their tag to someone else. Student parking tags cost \$6.00. Students may register for a tag in the office.

Student Parking Guidelines and Policies

1. All vehicles must have a school hanging tag on the rear view mirror to park in the student lot.
2. Only one hanging tag will be issued per student.
3. Speeding, squealing of the tires, loud music, loud exhaust, angle parking may result in disciplinary action and removal of the hanging tag.
4. NEW VEHICLES must be reported to the Main Office. The original issued hanging tag must be placed in the appropriate position on the new vehicle.
5. Hanging tags are not transferable to any other student. The tag must only go on the vehicle (s) registered to the student.
6. The speed limit on school grounds is 5 mph. All vehicles will follow the proper directions, signs and indicated arrows on the roadway or lose parking privileges. Moving barricades or cones will result in suspension of the permit.
7. At no time may a student park in the faculty parking lot, without administrative approval. Violators may receive a consequence and vehicles may be towed. A loss of the parking permit may also occur.
8. Parking on the grass or "double parking" is not allowed (illegal parking).
9. Valuables should not be left in vehicles. All vehicles should be locked.

10. **Student vehicles are subject to search if there are reasonable grounds to believe that drugs, alcohol, stolen property, weapons, or other contraband might be present in that vehicle.**
11. Since the parking and operation of student vehicles on campus is a privilege, violations of any of the student parking policies will result in the following:
 - Violation Notice/Sticker
 - Loss of parking and operation privilege after two violations
 - Citation by police
 - Removal of violating vehicle by tow truck
 - Other disciplinary action as specified in the JGHS Student Handbook
12. All student drivers are subject to a random drug test at any time before or after the purchase of a parking permit. **All driving laws and school rules must be followed at all times!**

STUDENT USE OF MOTOR VEHICLES

The School Board regards the use of motor vehicles for travel to and from school by students as an assumption of responsibility on the part of those students; a responsibility in the care of property; in the observation of safety rules; and in the display of courtesy and consideration toward others.

The Board will permit the use of motor vehicles by students, in accordance with the rules of this Corporation, provided that such students are licensed drivers and have been granted permission by the parent/guardian to drive a motor vehicle on school grounds.

The Board will not be responsible for motor vehicles which are lost, stolen, or damaged.

The building principal shall develop administrative guidelines for the operation parking of motor vehicles and shall disseminate those guidelines to all students so affected.

The building principal shall establish standards for the granting of permits which shall contain the warning that infraction of rules may result in the revocation of the permit.

Lunch Procedures

JGHS has three lunch periods, all during the 4th period. All students must eat in the cafeteria and remain in the cafeteria until the dismissal bell rings. A Tardy will be issued to students who fail to return to class on time after "A" and "B" lunch. A tardy will also be issued to students who are late arriving to lunch.

Students are to be courteous to the cafeteria personnel and to one another at all times. Cutting in line is not courteous; friends wait for friends to enter the cafeteria and then go to the back of the line.

Outside food is not to be ordered or delivered by students during school hours, this may result in disciplinary action. Students may bring a packed lunch or eat the food provided by the school. Soft drinks are not allowed other than those approved by the Indiana School Foods and Nutrition regulations.

Honor Code

Learning does not truly occur unless the process students use to complete their work is honest. Copying or plagiarizing someone else's work does not reflect honesty, integrity or success. Honor violations include plagiarism, copying, cheating, AI, misrepresentation of work, allowing others to copy one's own work, and failure to follow test procedures or instructions (talking, turning in seat, etc.).

Plagiarize:

- 1) to steal and pass off (the ideas or words of another) as one's own
- 2) use of (a created production) without crediting the source
- 3) to present as new and original an idea or product derived from an existing source.

Consequences are cumulative for each school year. The following serve as general guidelines which all JGHS teachers/administrators may incorporate:

1st offense (per year): Receive F or "0" on the particular project, test, paper or assignment and parent notification.

2nd offense: F or "0" on the assignment, parent notification, and two days I.S.S.

3rd offense: Withdraw/Failure (W/F) from the class for the semester and parent notification.

The student may be Withdrawn/ Failure (W/F) from the class for the semester and parent notification.

Posters and Advertisements

All posters and advertisements placed in the school must be authorized and initiated by a principal.

Dances and Social Events

Part of the experience and fun of high school is attending dances and social events. These are sponsored by different school organizations throughout the school year. For most dances, only current JGHS students are allowed to attend. Students may request a guest pass to the Junior/Senior Prom, Semi-Formal, and Homecoming for JGHS alumni who have not reached their 21st birthday or for current students enrolled in a nearby high school. All guest passes are subject to the approval of the Assistant Principal.

Students are expected to arrive within 30 minutes of the event, unless arrangements have been made with a principal in advance. When a student leaves the event, they must leave campus and cannot return during the evening.

Students attending dances must adhere to dress code and all school rules. They are also responsible for their guests. Inappropriate songs may not be played or requested. Inappropriate dancing or “mosh pits” will result in student(s) being instructed to leave.

Offices and King-Queen Selection

There are procedures for holding offices and for King and Queen selections for different events and organizations. Students may hold no more than two class or organization offices during the school year. A girl or boy may be selected for King or Queen once per school year. Selections for King and Queen honor take place for football and basketball Homecoming and for Prom.

Fire Drill/Emergency Warnings

Local and state regulations require schools to hold fire and storm drills throughout the year. Each teacher will inform their classes as to the proper

procedures for fire and storm drills. Students must conduct themselves in a quiet and orderly manner during a drill. In the event the school must be evacuated, students and staff will walk to the United Methodist Church. In the event of a storm drill, students and staff will proceed to areas of the building designated as safe areas (areas to avoid are the gym, cafeteria and any area near glass).

Visitor Policy

Any person entering the school must use the main entrance of the building and report directly to the office. A valid ID must remain in the office during the visit. If a student wishes to have a visitor accompany him or her to school, he/she must request a “visitors form” from the office and return this form, with teacher signatures and a principal’s signature, at least 24 hours prior to the visit. Teachers have the right to deny having a visitor based on the class activity for the day. In the event a teacher denies permission, the visitor must report to the main office during that period. *All visitors must be students in grades 9 through 12* and the visitor’s school must not be in session on the day of the visitation. Visitors are not allowed during midterm or final exam periods or the last two weeks of any semester. A total of two visitors are allowed to visit on any one school day.

Protection of Pupil Rights Amendment (PPRA)

PPRA governs the administration to students of a survey, analysis, or evaluation that concerns one or more of the following areas:

1. Political affiliations
2. Mental or psychological problems
3. Sex behavior or attitudes
4. Illegal, anti-social, self-incriminating, or demeaning behavior
5. Critical appraisals of other individuals with whom respondents have close family relationships
6. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers
7. Religious practices, affiliations, or beliefs
8. Income (other than that required by state law to determine eligibility for participation in a program or for receiving financial assistance under such program)

John Glenn High School participates in a student survey every third year. This survey focuses on alcohol, drugs, violence, and violence prevention. Although this survey is anonymous and is kept confidential, parents have the right to opt out of this survey. The Guidance Department will advertise the survey in advance, allowing parents the opportunity to contact the office if you choose to have your student not take the survey.

Health Services/Medication Policy

A medical area is located in the main office. A registered nurse is in the building on a part-time basis and is on call from the other buildings on a full-time basis. First aid, when needed, is administered by available school personnel and the corporation nurse when available. If questions arise, or in case of serious injury, the parent/guardian will be contacted. A student is never sent home unless permission is given by the parent and by the school authority.

If a student leaves the building without permission, the student will be designated truant and receive the appropriate disciplinary consequences. Students must be signed in and out of the medical area. If the student is in the room for

15 minutes or more, this will count as an “absence” from the class affected.

Students taking medication are not permitted to carry this in school. This includes aspirin. If the student is found to be in possession, transferring, or selling any type of pill or medication in school this is grounds for suspension/expulsion.

Prescription medication must be turned in to the main office before school starts in the original container with the student’s name and dosage clearly labeled. Students having frequent headaches should turn in their own bottle to be stored in the office. If a student requests an aspirin and does not have their own supply in the office, the nurse or office personnel may dispense aspirin so long as there is a parent permission form on file. Students who become ill at school should get a pass from their classroom teacher and report immediately to the office. If it is necessary for a student to go home, the nurse or office personnel will make contact with the parent and the student will be released from school in coordination with the attendance personnel.

Media Center

The media center is an integral part of the total educational program. The media center staff works to provide students and teachers with a variety of materials for instruction, research and enjoyment. The hours available to students and teachers are from 7:00 a.m. to 3:30 p.m. Upon request by students or teachers, the media center hours will be extended beyond 3:30 p.m. so that students may complete class projects requiring the use of media center resources.

Students who enter the media center must present a pass from a study hall teacher or a classroom teacher. Upon arrival, passes are to be presented at the desk and the student is to immediately begin working. If it is necessary for a student to return to class before the end of the period, the student's pass must be signed by the media center personnel and returned to the teacher.

The media center is a place where students may find answers to specific questions, do extensive research, engage in leisure reading, and select and check out books and periodicals for classroom and home use. Videos and DVD programs are available for classroom instruction and activities, as well as tape recorders, CD players, video equipment, digital cameras, LCD projectors, computers and laptops. Networked, full-text, periodical databases, INSPIRE, and the Media Center Online Catalog, as well as the Internet, provide students with access to a wealth of information.

All students are expected to be responsible and respectful when using the media center. Media center privileges will be revoked if students do not return materials, do not pay fines, do not adhere to the school corporation's policy, or intentionally disrupt the learning environment for other students.

Policies for using materials:

1. Most books in the media center may be checked out for two weeks and renewed for two or more weeks. Most reference books may be checked out for one day and/or overnight. Certain reference books may be checked out for one period only.

2. Magazines may be checked out for one week and renewed if necessary. The most current issue of a magazine may be checked out for one period a day. Current newspapers do not circulate but are available for use in the media center.
3. Any overdue book will be fined ten cents per school day until the book has been Returned, with a limit of \$5.00. Overdue magazines will be fined ten cents per school day up to a maximum of one dollar per magazine; students will pay \$4.00 for any lost magazine. If a student reports that a book has been lost, the fine will be adjusted to reflect the cost of a replacement copy. A student who is negligent in reporting a lost book may pay a fine plus the cost of a replacement copy. If the lost book is later found, a student may request a refund of the payment made for a replacement copy. Overdue notices will be emailed weekly to students and guardians. Overdue materials must be returned and fines paid by the end of each semester or privileges may be revoked
4. A copy machine is available in the media center for copying school-related materials.
5. Interlibrary loan services are available at no charge. The staff will assist a student in obtaining books, periodical materials or other information from other libraries through this service.
6. A student is responsible for all materials checked out in his/her name.

CLUBS AND ACTIVITIES

John Glenn High School offers a wide selection of athletics, clubs and activities. They are an important part of the total school experience and are strongly encouraged. It has been demonstrated that students who participate in activities during their high school years' experience more academic success, enjoyment and positive social skills.

Students voluntarily participate in extracurricular programs and participation is a privilege. In accepting this privilege, the student and his/her parents accept the responsibility and commitment that accompanies participation. Being a member of an organization or team requires a higher standard of behavior, as each member represents the school with his or her participation. This standard of behavior extends year round.

The following is a list of clubs and activities available for John Glenn High School students. New clubs and activities may be initiated at the suggestion of students, faculty or the administration.

Academic Super Bowl	Drama Club (Theatre	SADD
Aerial (literary magazine)	Company)	Show Choirs
Anime Club	E-Sports Club	Soccer
Anti-Bullying Club	Falcon Fury	Softball
Art Club	FCCLA	Spanish Club
Baseball	FFA	Spell Bowl
Basketball	Football	Student Council
Bowling Club	Golf	T.A.B. Club
Chess Club	Jazz Band	Tennis
Chinese Club	League of	Track
Class Boards	Extraordinary Falcons	Volleyball
Color Guard	Marching/Concert Band	Winter Guard
Concert Choir	National Honor Society	Wrestling
Cross Country	Robotics	Yearbook

Extra-Curricular/Co-Curricular Activity Code

“Co-curricular” activities are those which tie in with the academic requirements of a course and the performances that directly relate to the standards of the academic program. At John Glenn High School these programs include Band (Marching and Pep), Concert Choir, Swing Choir, Publications and Drama.

To be academically eligible to participate in extracurricular activities, a student must have passed five (5) full credit courses the previous grading period. (Semester grades take precedence.) The student must maintain the proper number of credits to be promoted to the next grade level (Sophomore-10, Junior-20, and Senior-30).

The general rules expected of students participating in co-curricular and extra-curricular activities provide that each student will cooperate with and follow the directions of the coaches and sponsors. The participant will conduct himself/herself as a good citizen at all times, honor all curfews, and refrain from possessing, using, transporting, selling or delivering any

alcoholic beverages, tobacco products, and unprescribed drugs. These rules and violations of any law, corporation policy, school rules, and extra-curricular activity standards imposed by the coaches and sponsors are subject to disciplinary action.

Conflict Policy

Students are encouraged to participate in a wide range of school-sponsored activities. Involvement in many activities in school enhances the academic, social and emotional health of students and prepares them in many ways to become better citizens and people.

By providing guidelines, sponsors, students and parents will be able to resolve conflicts in an atmosphere of fairness and consistency. The following guidelines serve to determine appropriate resolutions to conflicts which occur:

- Scheduled State Athletic Association Tournaments and State Association Division of Student Activities Contests, including travel time, shall have preference. If a conflict exists between two of these types of activities, the student shall make the choice without penalty.
- Regularly scheduled games and major performances beyond those above shall be second priority. If a conflict exists between two of these activities, the student shall make the choice without penalty.
- The importance of the student's participation in the success of the total group's performance is the third priority. This shall be determined with the help of the sponsors.
- A previously scheduled event on the corporation calendar will take precedence over a calendar addition or a rescheduled event.
- Regularly scheduled games, performances and activities will take precedence over practices.

No penalty will be assessed to the student participant if he or she properly communicates the decision to all parties. Any penalty assessed must be done with the approval of the principal. Students are responsible for studying the schedules of their various activities and working out conflicts

well in advance. 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 or her request in writing to the sponsors and athletic director prior to the activity and/or athletic event.

John Glenn Drug Testing Policy

One of the most important aspects of education today is providing information and developing deterrents to the devastating effects of drug use. For this reason, John Glenn School Corporation has implemented random drug testing at the high school level. Many colleges presently drug test under the approval of the NCAA, and private industry and businesses also drug test prospective and current employees.

John Glenn School Corporation believes random drug testing of student-athletes, drivers, co-curricular, and extracurricular participants to be a necessary and beneficial policy to help insure the safety and health of young people and to help deter them from the serious and possibly long-term health risks of the use of drugs.

Random drug testing is normally done at least once a month. A medical professional service administers the test, secures the samples and sends the samples to a laboratory the school administrators are normally notified within one week.

Although student drivers, co-curricular, extra-curricular, and student athletes are randomly tested, a student may also be subject to testing if a reasonable suspicion of drug use exists. A parent of any student who attends John Glenn High School may also request their student to be tested by contacting the principal. The school will include the student in the next testing round and this will be confidential. In this case, the outcome of the results will be directly communicated to the parent by the principal and no penalty will be incurred (if non-athlete, non-driver, or non-extra-curricular participant).

The school counselors can be a valuable resource for counseling and treatment resources. A student may also come forward to the athletic director, principal or counselor to discuss a problem related to drug use.

This is a respected course on the part of the student, as counseling and therapy is most effective if an individual willingly acknowledges a problem. The school, student and parent can work together in a positive way to assist the student.

Penalties: Involvement in athletics and driving to school are privileges.

With that in mind, JGHS feels that students who cannot follow the rules set forth in the drug policy relinquish the privilege to participate in athletics, to drive to school, or to take part in extracurricular activities.

Penalties for all positive results of tests of students for use of drugs, alcohol and tobacco/nicotine (except in the case of use of nicotine for student drivers) will be penalized as follows: *(A student's refusal to be tested will be treated the same as a positive test.)* **First Offense:**

Drivers: Suspension from driving to school and all school-related activities and events for a period of 30 calendar days from the day the testing results are received.

Athletes: Suspension from participation in athletics for one-third of the current or next sport in which the student is participating.

Extra-Curricular: Suspension for 90 school days (equivalent to one semester)

Co-Curricular Participants: Suspension from the next performance.

Second Offense:

Drivers: Suspension from driving to school and all school-related activities and events for a period of one year.

Athletes: Suspension from participation in athletics for one calendar year.

Extra-Curricular and Co-Curricular Participants: Suspension from club/Activity/Performing for one calendar year.

Third Offense:

Drivers: Suspension from driving to school and all school-related activities and events for the remainder of the student's high school career.

Athletes: Suspension from participation in athletics for the remainder of the student's high school career. **Extra-Curricular and Co-Curricular Participants:** Suspension from club/activity/meeting for the remainder of the student's high school career.

Appropriate Use of JGSC Technology

The John Glenn School Corporation is pleased to offer students access to district computers, communication systems (i.e. student email accounts, web sites, blogs, wikis, podcasts, and other emerging technologies), the Internet, and an array of technology resources to promote educational excellence. Each student is responsible for his/her use of technology, whether personal or district-provided. While using district and personal technology resources on or near school property, in school vehicles, and at school-sponsored activities, as well as using district technology resources via off-campus remote access, each student must act in an appropriate manner consistent with school, district, and legal guidelines. It is the joint responsibility of school personnel and the parent or guardian of each student to educate the student about his/her responsibilities and to establish expectations when using technology.

Using the Internet and Communication Systems

District technology resources are provided to students to conduct research, complete assignments, and communicate with others in furtherance of their education. Access is a privilege, not a right: as such, general rules of school behavior apply. Access to these services is given to students who agree to act in a considerate and responsible manner.

Just as students are responsible for good behavior in a classroom or a school hallway, they must also be responsible when using school computer networks or personal technologies. Students must comply with corporation standards and honor this agreement to be permitted to use technology.

All digital storage is district property, and as such, network administrators will review files and communications to maintain system integrity and ensure that students are using technology responsibly. Students should not expect that files stored on district servers will be private. It is the responsibility of the student to back up his/her files whenever a new file is

created or an old file has been edited and changed. Files may be backed up by storing them on the server (i.e. student's U: Drive), using GoogleDocs, a personal storage device (such as a flash drive), or burning them to a CD. *Students are discouraged from storing files and/or documents on the hard drive of their school laptop as these will be erased if the computer must be reimaged by the technology department.*

The educational value of technology integration in curriculum is substantial. Access to the Internet will enable students to use extensive online libraries and databases. Families should be warned that some material accessible via the Internet might contain items that are illegal, defamatory, inaccurate, profane, sexually oriented or potentially offensive to some people. While the intent is to make internet access available to further educational goals and objectives, students may find ways to access these other materials as well.

The John Glenn School Corporation does not condone or permit the use of this material and uses content filtering software (LightSpeed) to protect students to the fullest extent possible. If a website is blocked by the school filter, students should not try to "get around" the filter. Parents and guardians must be aware that content filtering tools are not completely fail-safe and while at school, direct supervision by school personnel of each student using a computer is desired, but not always possible. Students are expected to use technology resources in a manner consistent with the rules below and will be held responsible for their intentional misuse.

The John Glenn School Corporation believes that the benefits of student access to the Internet in the form of information resources and opportunities for collaboration exceed any disadvantages. Ultimately, parents and/guardians are responsible for setting and conveying the standard that their children should follow when using technology.

If a student accidentally accessed inappropriate materials, they should back out of the information at once and notify the supervising adult.

Privacy and Security

Students must use corporation technologies responsibly and in a secure manner. They must not share their logins, passwords, or access with others.

Vandalism

Any intentional act by a student that damages district technology hardware, software, operating systems, or data will be considered vandalism and will be subject to school rules and disciplinary procedures. Any intentional act that requires a person's time to repair, replace, or perform corrective work on district technologies or data is also considered vandalism. Students should report lost or broken items to their teacher or administrator immediately.

To further protect the student's laptop computer, computers are to be kept in the bag at all times. The computer is not to be removed from the protective carrying case unless directed to do so by school personnel.

Consequences of Misuse

Misuse of personal or district technology resources while on or near school property, in school vehicles, and at school-sponsored activities, as well as the use of district technology resources via off-campus remote access may result in disciplinary action up to and including expulsion. In addition, the student's use of district technologies may be suspended or restricted. A school may temporarily hold (pending parental or same-day pick up) personal technology resources that are used inappropriately. Intentional, unauthorized access and/or damage to networks, servers, user accounts, passwords, or other district resources may be punishable under local, state, or federal law.

Reliability and Limitation of Liability

John Glenn School Corporation makes no warranties of any kind, expressed or implied, for the technology resources it provides to students. John Glenn School Corporation will not be responsible for any damages suffered by the student, including those arising from non-deliveries, misdeliveries, service interruptions, unauthorized use, loss of data, and exposure to potentially harmful or inappropriate material or people. Use of any information obtained via the Internet or communications technologies is at the

student's own risk. John Glenn School Corporation specifically denies any responsibility for the accuracy or quality of information obtained through the Internet. The student and his/her parent/guardian will indemnify and hold John Glenn School Corporation harmless from any losses sustained as the result of misuse of the district's technology resources by the student.

Activities that ARE permitted and encouraged include:

- School work
- Original creation and presentation of academic work
- Research on topics being studied in school Research for opportunities outside of school related to community service, employment, or further education
- Laptops must be taken to each class every day unless otherwise instructed by the teacher
- Laptops must be shut down and placed in computer bag when being transported—**NO EXCEPTIONS**
-

Activities that are NOT permitted nor encouraged include:

- Plagiarism or representing the work of others as one's own
- Using obscene language, harassing, insulting, ostracizing, or intimidating others
- Representing Copyright, Registered, and/or Trademark materials as one's own work
- Searching, viewing, communicating, publishing, downloading, storing, or retrieving materials that are not related to school work, community service, employment, or further education (thus, searching inappropriate materials is not permitted)
- Damaging or modifying computers, software, or networks with permanent materials
- Intentional or neglectful transmission of viruses or other destructive computer files; hacking into district or external computers, intentionally bypassing district filters
- Use of USB, bootable CDs, or other devices to alter the function of a computer or a network
- Subscription to any online services or ordering of any goods or services

- Use of personal email accounts, non-district-provided email accounts, on the district network
- Online sharing of any student's or staff member's name, home address, phone number, or other personal information
- Non-educational uses such as games, role-playing multi-user environments, gambling, junk mail, chain mail, jokes, raffles
- Participating in online chat rooms or using instant messaging, unless specifically assigned by a teacher
- Use of district resources for commercial purposes, personal financial gain, or fraud
- Any activity that violates a school rule or a local, state, or federal law

STUDENT NETWORK AND INTERNET ACCEPTABLE USE AND SAFETY AGREEMENT

To access e-mail and/or the Internet at school, students under the age of eighteen (18) must obtain parent permission and must sign and return this form. Students eighteen (18) and over may sign their own forms.

Use of the Internet is a privilege, not a right. The Corporation's Internet connection is provided for educational purposes only. Unauthorized and inappropriate use will result in a cancellation of this privilege.

The Corporation has implemented technology protection measures which block/filter Internet access to visual displays that are obscene, child pornography or harmful to minors.

The Corporation also monitors online activity of students in an effort to restrict access to child pornography and other material that is obscene, objectionable, inappropriate, and/or harmful to minors. Nevertheless, parents/guardians are advised that determined users may be able to gain access to information, communication and/or services on the Internet which the School Board has not authorized for educational purposes and/or which they and/or their parents/guardians may find inappropriate, offensive, objectionable or controversial. Parents/Guardians assume this risk by consenting to allow their students to participate in the use of the Internet. Student's accessing the Internet through the school's computers assume personal responsibility and liability, both civil and criminal, for unauthorized or inappropriate use of the Internet.

The Corporation has the right to monitor, review, and inspect any directories, files and/or messages residing on or sent using the Corporation's computers/networks. Messages relating to or in support of illegal activities will be reported to the appropriate authorities.

Parent/Guardian

As the parent/guardian of this student, I have read the Student Network and Internet Acceptable Use and Safety Policy and Guidelines, and have discussed them with my child. I understand that student access to the Internet is designed for educational purposes and that the Corporation has taken available precautions to restrict and/or control student access to material on the Internet that is obscene, objectionable, inappropriate and/or harmful to minors. However, I recognize that it is impossible for the Corporation to restrict access to all objectionable and/or controversial materials that may be found on the Internet.

I will not hold the Corporation (or any of its employees, administrators, or officers) responsible for materials my child may acquire or come in contact with while on the Internet. Additionally, I accept responsibility for communicating to my child guidance concerning his/her acceptable use of the Internet - i.e., setting and conveying standards for my daughter/son to follow when selecting, sharing and exploring information and resources on the Internet. I further understand that individuals and families may be liable for violations.

To the extent that proprietary rights in the design of a web site hosted on the Corporation's servers would vest in my child upon creation, I agree to assign those rights to the Corporation.

I give permission for my child to use and access the Internet at school and for the Corporation to issue an Internet/e-mail account to my child.

I give permission for my child's image (photograph) to be published online, provided only his/her first name is used.

I give permission for the Corporation to transmit "live" images of my child (as part of a group) over the Internet via a webcam.

I authorize and license the Corporation to post my child's class work on the Internet without infringing

upon any copyright my child may own with respect to such class work. I understand only my child's first name will accompany such class work.

Student

I have read and agree to abide by the Student Network and Internet Acceptable Use and Safety Policy and Guidelines. I understand that any violation of the terms and conditions set forth in the Policy and Guidelines is inappropriate and may constitute a criminal offense. As a user of the Corporation's computers/network and the Internet, I agree to communicate over the Internet and the Network in an appropriate manner, honoring all relevant laws, restrictions, and guidelines.

Teachers and building principals are responsible for determining what is unauthorized or inappropriate use. The principal may deny, revoke or suspend access to the Network/Internet to individuals who violate the Student Network and Internet Acceptable Use and Safety Policy and related Guidelines, and take such other disciplinary action as is appropriate pursuant to the Student Code of Conduct.