

TRI-CREEK SCHOOL CORPORATION

STUDENT HANDBOOK

2016-2017

TRI-CREEK SCHOOL CORPORATION

Administration Center
19290 Cline Avenue
Lowell, Indiana 46356
(219) 696-6661
Office Hours: 7:00 a.m. – 4:30 p.m.

OAK HILL ELEMENTARY SCHOOL

425 South Nichols Street
Lowell, Indiana 46356
(219) 696-9285
Student Day: 8:00 a.m. – 2:30 p.m.
Office Hours: 7:00 a.m. – 3:30 p.m.

LOWELL SENIOR HIGH SCHOOL

2051 East Commercial Avenue
Lowell, Indiana 46356
(219) 696-7733
Student Day: 8:30 a.m. – 3:00 p.m.
Office Hours: 7:15 a.m. – 3:45 p.m.

THREE CREEKS ELEMENTARY SCHOOL

670 South Burr Street
Lowell, Indiana 46356
(219) 696-5740
Student Day: 8:00 a.m. – 2:30 p.m.
Office Hours: 7:00 a.m. – 3:30 p.m.

LOWELL MIDDLE SCHOOL

19250 Cline Avenue
Lowell, Indiana 46356
(219) 696-7701
Student Day: 8:15 a.m. – 2:45 p.m.
Office Hours: 7:00 a.m. – 4:00 p.m.

LAKE PRAIRIE ELEMENTARY SCHOOL

11601 West 181st Avenue
Lowell, Indiana 46356
(219) 696-7541
Student Day: 8:00 a.m. – 2:30 p.m.
Office Hours: 7:00 a.m. – 3:30 p.m.

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INTRODUCTION

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

Non-Discrimination Policy:

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

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

Inquiries regarding compliance with Title IX should be directed to:

Mr. Kevin Deal, Instructional Specialist
Tri-Creek School Corporation
19290 Cline Avenue
Lowell, Indiana 46356

Inquiries regarding Section 504 should be directed to:

Mr. Kevin Deal, Instructional Specialist
Tri-Creek School Corporation
19290 Cline Avenue
Lowell, Indiana 46356

Or:

Office for Civil Rights
U.S. Department of Education
400 Maryland Avenue, S.W.
Washington, D.C. 20202-1100

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

Vision Statement:

Tri-Creek School Corporation students, faculty, and staff are inspired to **engage** in a rigorous and safe learning environment leading to both fulfillment and high student achievement. Students, faculty, staff, and community members engage collaboratively to ensure that all stakeholders are **equipped** with the support, opportunities, and resources to assure personal and professional growth. Tri-Creek School Corporation students are **empowered** as self-motivated learners to thrive in an ever-changing world.

Mission Statement:

"The Tri-Creek School Corporation and Community...Engaged to Learn...Equipped to Achieve...Empowered to Succeed"

Core Values:

The Tri-Creek School Corporation inspires, equips, and empowers all learners through:

1. A rigorous and relevant student-centered education;
2. High student achievement with connections to careers and college;
3. Positive, respectful relationships based on integrity, honesty, and responsibility;
4. Accurate, timely, and transparent communication;
5. A collaborative and accountable culture;
6. A safe and engaging learning environment;
7. Continuous growth and learning for all;
8. Innovative and research-based, data-driven practices; and
9. Student experiences enhanced through partnerships and technology.

GENERAL INFORMATION

Attendance Districts:

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

Students who do not live in the school district, but who would like to attend our schools, must complete an Application for Transfer of Non-Resident Student no later than August 1 of the upcoming school year to ensure a place for first semester. Since we are obligated to first enroll students who live in our school district, we may not be able to inform a parent as to whether his/her application has been approved until school registration has been completed. Registration will take place on August 1, 2016. Parents will be notified no later than August 9, 2016. School starts on August 17, 2016. A parent should not withdraw his/her child from his/her current school until notified that the application has been approved. Students may be enrolled in seats that are open at any time during the school year.

Please refer to the transfer student's enrollment criteria found on the Tri-Creek School Corporation web site for complete information about enrolling a child in the Tri-Creek School Corporation.

Place of Residence:

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

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

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

If parents are separated or divorced, custody papers must be presented that show the parent enrolling the student has physical custody of the student. If the parent with physical custody of the student lives outside of Tri-Creek School Corporation boundaries, an Election to Attend form may be used if the non-custodial parent resides within Tri-Creek School Corporation boundaries. This form must be completed and presented not later than fourteen (14) days before the first student day of the school year. The Election to Attend form is valid for one school year. The form must be completed and presented to Tri-Creek School Corporation for each subsequent school year.

Legal guardianship or legal custody papers through a court of law must be presented at the time of residency verification if the biological parents are not living in Lowell with the student.

Attendance, Residence, and Legal Settlement Official: Ronna Lukasik-Rosenbaum, Tri-Creek School Corporation, 19290 Cline Avenue, Lowell, IN 46356, (219) 750-1291.

Grade Placement:

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

Kindergarten Entrance:

Each child enrolling in kindergarten must be five (5) years of age on or before August 1, 2016. A student's age must be verified within twenty (20) calendar days from the date of the child's enrollment by a certified copy of a birth certificate. A physical examination by a physician with an unlimited license to practice medicine in Indiana is required when a child enters school for the first time. All students, including kindergarten students who have participated in spring round-up, must register with the school prior to the first day of school. The following procedures will be used when a parent/guardian requests early kindergarten entrance for his/her child.

1. Parent/guardian initiates contact with the school principal expressing an interest in early entrance.

2. The principal and/or a teacher will assess the student's literacy and numeric proficiency using the Kindergarten Observation Checklist.
3. A child will be considered for early entrance only if he/she scores 80 percent on both the mathematics and literacy assessments in May. If the parent/guardian elects to have his/her child tested in August rather than May, the child must score at least 90 percent on both assessments in order to qualify for early entrance. The parent/guardian must confer with the principal to discuss the results of the assessments.
4. The final decision regarding early kindergarten entrance will be made by the principal who will notify the parent/guardian.

Retention:

Whenever retention is being considered, the teacher shall confer with the principal, parents/guardians, and other staff members involved with the child, such as the child's special teachers and counselor. This discussion shall include an explanation to the parents/guardians of their child's ability and current academic standing in relationship to the group. The final decision regarding retention shall be made by the principal. Tri-Creek School Corporation will follow Indiana Department of Education policies for retaining third-grade students who do not pass the state's third-grade reading assessment.

Transfers:

A student who transfers to this school corporation must provide a statement, transcript, or report card from the school last attended which verifies the correct grade placement of the student, a statement of good standing (see page 24) (e.g., students who have been expelled from another school district will not be accepted at Tri-Creek), a certified copy of the student's birth certificate, complete immunization records, proof of residency, and mandated state testing records.

Withdrawal from School:

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

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

Book and Educational Resource Fees:

Textbooks are furnished to students on a rental basis. Fees are assessed and determined on course consumables and non-textbook activities. This amount is payable at the time of enrollment. If a book or other school property is lost, misused, or damaged, the child's parent/guardian must pay for the item. If the parent/guardian fails to pay for textbook rental, supplemental materials, and other fees at the time of enrollment, school corporation policy provides that all overdue fees may be sent to our school attorney for collection. School corporation policy provides that the cost of collections is charged to the parent/guardian.

Report Cards and Records:

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

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

1. Records are confidential and may be disclosed only as provided by this law.
2. The law applies to both elementary and secondary education records.

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

Responsible Use Policy:

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

COMPUTER USE

Tiers of Access:

Lowell High School and Lowell Middle School utilize multiple levels or "tiers" of access to laptop computer use in which students can be assigned based upon many objective factors including, but not limited to, discipline, academics, documented needs, and parental request. The tiers are not punitive in nature but rather are designed to assist in successful completion of the educational process by removing obstacles and/or temptations. Students start out at a base tier, which gives them minimal access but provides for collaboration and document sharing. Students may then be granted greater privileges as they are earned and responsibility is demonstrated. Students may also lose privileges based on behavior, placement in alternative education programs, grade changes, administrative feedback, and parent input throughout the school year. Lowell High School and Lowell Middle School administrative staff will review tier access periodically to evaluate a move up a tier but may make an immediate change down a tier if a student loses privileges. Teachers may request special and limited exceptions should the tier assignment interfere dramatically with a project or assignment. In such cases, temporary or alternative solutions may be made with administrative approval or knowledge.

Parent signoff on tiered access occurs yearly at registration. Additional information on tiered access, including specific services and features available at each tier, can be found on the Tri-Creek School Corporation web site in the Educational Technology section under "Parent Information."

Online and Blended Learning:

Tri-Creek School Corporation offers online and blended learning course access to students at Lowell High School. These courses offer an element of self-directed, rigorous student learning and give students flexibility in time, place, path, and pace. The Lowell High School online learning program is designed to target the following education challenges:

- Increasing student engagement;
- Growing opportunities for advanced students;
- Preparing students for college and careers;
- Creating scheduling flexibility for students; and
- Offering opportunities for credit recovery.

Guidelines for online courses may be found in the Lowell High School course catalog.

GUIDANCE

Diploma requirements must be met to participate in graduation ceremonies.

1. Online classes are offered to students who cannot fit a class into their schedules. A class cannot be dropped to enroll in the same course online. A student may enroll in the equivalent for academic support, but he/she will still have to pass the final exam in the traditional course to get credit.
2. Schedules will be rearranged to ensure a student will be seated with an instructor from the Lowell High School content area teams as opposed to an online course when at all possible.
3. Students wishing to graduate early (within seven (7) semesters) must have a Core 40 diploma and report their intentions to their counselor for approval in the spring of their junior year. Students must show they have been accepted to a college or technical school or their plan for military enlistment with documentation. Students who graduate early will not be permitted to participate in extracurricular activities or attend prom unless they are a guest of a current Lowell High School student who is in good standing. Students wishing to graduate as juniors under Indiana law must express their intention as sophomores in writing, have been accepted into a college or technical school or show military enlistment plans, and must get the superintendent's approval. If there is a failure to provide documentation, the student will not be permitted to graduate prior to his/her senior year with his/her cohort.
4. Students who are placed in the Opportunity Center or Alternative School will stay enrolled and pursue Core 40 diplomas. Only if they achieve a Core 40 completion will they graduate prior to their cohort's anticipated graduation date. Credits will not be posted until the end of the semester.
5. Credits will be issued at the end of a semester for the Alternative School, online classes, Opportunity Center, or Credit Recovery. Grades will only be issued at report card time.
6. Please refer to the course catalog for specific policies on classes, grading, and graduation requirements. These are subject to change as state and local items change. They can be found online on the Tri-Creek School Corporation web site under the "Guidance" tab.
7. A class may be retaken only if one or more of the following conditions exist:
 - A. The student received a grade of D (weighted class) in the class.
 - B. The student received a grade of C (non-weighted class) or below and wishes to better master the content.
 - C. The student received a grade of C- or below and wishes to meet the grade requirements for an Academic Honors Diploma.
 - D. The student has not passed at least one (1) of the end-of-course exams required for graduation and seeks to become eligible for waiver consideration.

GRADUATION REQUIREMENTS

Students must earn 42 credits for a Core 40 Diploma and 47 credits for the Academic Honors Diploma and Technical Honors Diploma. Also, all students must pass the Algebra I and English 10 End-of-Course Assessments to qualify for a diploma. Students must meet all graduation requirements to participate in graduation ceremonies. Students on a diploma track must meet the requirements of the Indiana waiver in order to participate in the graduation ceremony. The requirements are as follows: passing state test or retaking state tests when offered throughout academic career, maintain a 2.0 GPA at the time of graduation, and must have fewer than 37 absences within high school career. Students are strongly encouraged to complete 10 hours of community service during their freshman year and complete 40 total hours of community service during high school.

GRADING PRACTICES

Weighted Grades:

1. Weighted grades will apply for GPA and all other purposes beginning with the class of 2017.
2. Course weighting will be as follows:
 - A. Advanced Placement courses — additional 1.0
 - B. Dual credit courses — additional 0.5
 - C. Honors courses — additional 0.5
 - D. Dual credit **and** honors weight can be stacked for 1.0. No course will be weighted over 1.0.
 - E. Grade of “C” or better required to receive weighted grade.
3. If a student moves between a weighted and non-weighted course during the semester, his/her grade will reflect course placement at the end of the semester.
4. Students who transfer to Lowell High School will be able to have their courses weighted if they were weighted at their previous school, and we offer a similar weighted course. If a school did not weight a course that Lowell High School weights, a student may petition the guidance department. Move-in transcripts will be evaluated on a case-by-case basis.
5. Lowell Middle School students who take high school honors courses will earn the same weighted grades they would if they were taking the courses in the high school.

Transition to Laude Latin Model:

1. Beginning with the class of 2015, Lowell High School added the distinction of Summa Cum Laude, Magna Cum Laude, and Cum Laude.
2. The class of 2017 will use the Laude Latin Model only; no valedictorian and salutatorian will be named.
3. Laude will be determined after the 8th semester, and top 10% of graduating class will be determined after the 7th semester.
4. The requirements for distinctions of summa, magna, and cum laude are as follows:

Distinction	GPA	Credits Required for Class of 2017
Summa Cum Laude	4.0 and above	55
Magna Cum Laude	3.85—3.99	51—54
Cum Laude	3.7—3.84	47—50

Students must meet GPA **and** credit requirements for distinction. If credits are insufficient, the student goes to the next lower distinction level.

5. Distinctions will be based on weighted grades.
6. Level of distinction will be on transcripts for the class of 2017.

Learner Outcomes:

Lowell High School and Lowell Middle School are proud to be New Tech Schools. We collaborate with the New Tech Network to facilitate instruction that engages, culture that empowers, and skills that equip our students for the future through project-based learning.

“Project-based learning (PBL) is at the heart of our instructional approach. In PBL, learning is contextual, creative, and shared. Students collaborate on meaningful projects that require critical thinking, creativity, and communication in order for them to answer challenging questions or solve complex problems. By making learning relevant to them in this way, students see a purpose for mastering state-required skills and content concepts. Students are not just assessed on their understanding of academic content, but on their ability to successfully apply that content when solving authentic problems. Through this process, project-based learning gives students the opportunity to develop the real life skills required for success in today’s world.” — *New Tech Network*

In a New Tech learning environment, 21st century skills are framed as “learner outcomes.” New Tech has identified the following as essential learner outcomes to be taught and assessed:

- Knowledge and thinking (content and critical thinking)
- Written communication
- Oral communication (including presentation skills)
- Collaboration and teamwork
- Agency (self-direction, growth mindset, work ethic)

Advanced (exceeds expectations) — Student demonstrates the skill or understands concepts at a level exceeding expectations for the grading period.
Proficient (developing appropriately) — Student demonstrates the skill or understands concepts at the level expected for the reporting period.
Progressing (developing with support) — Student is moving toward being able to demonstrate the skill or understand concepts for the reporting period.
Needs Improvement (dependent on regular support through interventions) — Student is only beginning to develop the skill or understand concepts and needs to improve progress in order to meet expectations for the grading period.
Unsatisfactory (dependent on intensive support through interventions) — Student has not developed the skill and does not show understanding of the concepts for the reporting period.
Not Assessed — Concepts and skills were not assessed this quarter.

Quarter-by-quarter expectations for all reporting standards and grading-scale levels are communicated to parents and posted at www.tricreek.k12.in.us.

Grading scale for Art, Physical Education, Music, and Learner Outcomes will be **Satisfactory**, **Unsatisfactory**, **Improving**, or **Needs Improvement**.

HOMEWORK

Homework is an integral component of education that deepens student learning and understanding. K-12 students will participate in homework that is meaningful, purposeful, and appropriate.

Homework for All Grade Levels:

1. Grade-level guidelines are based on the needs of the average student and are posted at www.tricreek.k12.in.us. Please refer to this web site for further information on specific expectations for elementary, middle, and high school. The amount of time a student spends on assigned homework depends on factors such as the student’s needs, learning ability, subject, school schedule, testing schedule, and assigned homework due dates. Time spent on homework should be balanced with the importance of personal and family well-being.
2. Parents and teachers should make students aware that learning occurs at home, at school, and in the world around them.
3. Homework should be the result of collaborative efforts among teachers, coordinated to improve student learning.
4. Homework should be purposeful and meaningful to students. Legitimate purposes for homework include:
 - practicing a skill or process that students can do independently, but not fluently;
 - elaborating on information that has been addressed in class to deepen students’ knowledge;
 - providing opportunities for students to explore topics of their own interest; and
 - developing regular study habits, time management, responsibility, independence, and self-discipline.

5. Homework will reflect the accommodations and modifications of curriculum that are stated in a student's IEP, ILP, 504, or Rtl plan.
6. Homework assigned over holidays should be limited and essential.
7. Homework is defined as any "school-related assignment that requires time and effort outside the regular classroom."
8. **Reading is an essential foundational skill and a building block for all learning. Homework guidelines at all levels will include nightly reading, including holidays and summer.**

HEALTH

Health Forms:

Health forms must be completed by parents/guardians at enrollment. Accurate telephone numbers and emergency contacts must be listed. Health forms must be updated yearly by parents/guardians as information changes. **NOTE:** The school nurse can only contact the persons listed on the student's emergency list.

Immunization Requirements:

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

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

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

Minimum Immunization Requirements for All Children Enrolled in Grade One:

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

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

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

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

1. Five doses of diphtheria-tetanus-acellular pertussis (DtaP), diphtheria-tetanus pertussis (DTP), or pediatric diphtheria-tetanus vaccine (DT), or four doses are acceptable if the fourth dose was administered on or after the fourth birthday and at least six months after the third dose.
2. One dose of tetanus-diphtheria-acellular pertussis vaccine (DtaP) given on or after ten years of age.
3. Four doses of any combination of oral polio vaccine (OPV) or inactivated polio vaccine (IPV) by age 4-6. Three doses of all OPV or all IPV are acceptable if the third dose was administered on or after the fourth birthday and at least six months after the second dose.
4. Two doses of measles (rubeola) vaccine on or after the first birthday.
5. One dose of rubella (German measles) vaccine on or after the first birthday.
6. Two doses of mumps vaccine on or after the first birthday.
7. Two doses of varicella (chickenpox) vaccine on or after the first birthday separated by age-appropriate interval or written history of disease. Parental history of chickenpox disease is acceptable proof of immunity. A signed written statement from the parent/guardian indicating the month and year of the disease is sufficient.
8. Three doses of Hepatitis B vaccine (the third dose must be given on or after twenty-four weeks of age).
9. One dose of meningococcal conjugate vaccine (MCV4) is required for grade 6.
10. Second dose of meningococcal conjugate vaccine (MCV4) for incoming seniors (grade 12).

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

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

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

Communicable Disease:

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

Medication/School Health Services:

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

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

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

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

REMEMBER: Students are not allowed to transport medications to school unless they meet the conditions in Item #3 above. The school will not supply medication to students. Medications found on students, who have not followed the medication/school health services policy, will be subject to disciplinary actions by building administration.

Illness/Accident/Injury:

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

Head Lice:

Head lice is a universal problem. Control of lice infestation is best handled by adequate treatment of the infested person and his/her immediate household and other close personal contacts. Head lice are spread most commonly by direct head-to-head (hair-to-hair) contact. However, much less frequently, they are spread by sharing clothing or belongings onto which lice have crawled or nits attached to shed hairs that may have fallen. Lice do not have wings and will not fly from person to person.

Communication from the school to parents directly and through parent and classroom education to the students will help increase the awareness for both parents and child. Parents need to continually observe their child for this potential problem and treat adequately and appropriately as necessary.

The school nurse or his/her designee shall be the only one authorized to conduct examinations of students for head lice. If a student in the corporation is found to have live head lice, the student's parent will be contacted to have the child treated and to pick him/her up immediately.

After treatment and upon returning to school, the student will be examined by the school nurse or designee. The corporation practices a policy of "no live lice" and less than fifteen (15) nits as the criterion for return to school.

The superintendent shall prepare administrative guidelines to provide for the implementation of this policy.

ATTENDANCE

Attendance will be taken by each teacher at the beginning of every class period.

Attendance will be taken during and after assemblies and fire/tornado drills, etc.

Absences and Excuses:

Parents/guardians are responsible for student attendance. Lowell High School 24-hour call-off number: (219) 750-1723. The Board of School Trustees requires that all students enrolled in the Tri-Creek School Corporation will attend school regularly in accordance with IC 20-8.1-3-17.2. The school corporation will enforce the State of Indiana Compulsory Attendance Laws. A parent/guardian is to telephone the school office by 9:00 a.m. on the morning of a child's absence to report the child's circumstances. Parents/guardians who do not telephone the school may receive a call inquiring about the child's whereabouts. If the parent/guardian does not telephone in the child's absence, a note indicating the reason for the child's absence signed by the parent/guardian must be presented to school officials the day the child returns to school. If no note or call is received within two (2) days of the absence, the absence will remain unexcused/truancy for the record.

We ask that an original physician's note/medical documentation be presented. We will make copies and return the original. Faxes must come directly from the physician's office.

Excused absences: As a guideline, students will be allowed one day to make up work for each day absent.

Excessive Absenteeism:

Exceeding nine (9) days total per year is considered excessive absenteeism. Consequences may include, but are not limited to, the following actions.

1. All future absences must be verified by a physician, dentist, or psychologist.
2. Credit in class or classes may be denied through procedural due process. Appeals regarding loss of credit may be requested through the principal or his/her designee.
3. Students may be assigned to detention, extended day, or alternative in-school placement.
4. Students and parents may be referred to the district attendance officer.

5. Students may be suspended or recommended for expulsion from school.
6. Students may be referred to Attendance Court.
7. Legal authorities may be contacted.
8. Parents/guardians may be served legal notice.
9. Charges may be filed for educational neglect.

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

NOTE: Alternative in-school placement (Independent Strategic Study) is a short-term separation of up to five (5) days from the regular school-day routine. (A case conference committee can make a longer placement.) Alternative placement days are not classified as absences. Alternative in-school placement should be limited. Work may be made up for credit. Students will not be allowed to participate in extracurricular activities. When the discipline no longer modifies the unwanted behavior, alternative methods should be considered.

NOTE: Alternative to suspension and expulsion (Opportunity Center) is an in-house educational program that provides a separate educational environment where students attend half days for academics and where they may receive counseling, with parents/guardians providing transportation. Placement in the Opportunity Center can be temporary (five days) or long term, beyond five days. The Opportunity Center is a partnership with the Lake County Juvenile Courts.

NOTE: Six-to-Four (6-4) Program is a before- and after-school program hosted by Lowell Middle School where students participate in physical fitness programs and tutoring. Counseling sessions may also be provided. The student day begins at 6:00 a.m. with students attending their normal school day and then returning to the program after school until 4:00 p.m. Parents attend five (5) days of parenting classes. This is a partnership with the Lake County Juvenile Courts.

NOTE: Attendance Court is a partnership with the local court where the court hears the circumstances for the student's lack of being in the classroom. The court may put orders in place to assist the student in getting back on the road to success.

Certificate of Incapacity:

A student with excessive absences due to chronic illness must have a Certificate of Incapacity on file per Indiana Code. Students with a Certificate of Incapacity will also have on file a current release of medical information form related to that qualifying condition. Indiana Code states:

IC 20-33-2-18

Parent to produce certificate of child's incapacity on demand

Sec. 18 (a) If parent of a student does not send the student to school because of the student's illness or mental or physical incapacity, it is unlawful for the parent to fail or refuse to produce a certificate of the illness or incapacity for an attendance officer not later than six (6) days after the certificate is demanded.

(b) The certificate required under this section must be signed by:

- (1) an Indiana physician;
- (2) an individual holding a license to practice osteopathy or chiropractic in Indiana; or
- (3) a Christian Science practitioner who resides in Indiana and is listed in the Christian Science Journal.

A new Certificate of Incapacity must be on file with the attendance secretary at the beginning of each year and more often if deemed necessary by the school administration. A Certificate of Incapacity is not an automatically excused absence. Forms must be fully completed by an approved practitioner before being accepted by the school.

The form can be found at: <http://www.doe.in.gov/student-services/attendance/memoranda-and-forms>.

The form was developed by administrators and attendance officers to provide a response to chronic absences due to health complaints. This form is more elaborate than the usual notes received from a physician. This form will be used when a student is receiving an extraordinary amount of absences that are health related.

Attendance Policy of Tri-Creek School Corporation:

First and second full days of absence — absences are documented

Third full day of absence (first semester) — letter sent to parents/guardians

Fourth and fifth full days of absence — absences are documented

Sixth full day of absence — letter sent to parents/guardians listing consequences

Seventh and eighth full days of absence — absences are documented and a phone call is made to parents/guardians

Ninth full day of absence — student placed on attendance contract

Tenth full day of absence — refer to district attendance officer

Eleventh full day of absence — refer to Attendance Court

Counted Absences:

Students are allowed nine (9) days of absences per year. The parent/guardian still needs to call or send a note for the absence. If the parent/guardian does not call or send a note for the absence, the student will be considered truant.

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

1. **Personal illness:** Verification by a note from the physician, dentist, or psychologist delivered on the day the student returns to school.
2. **Death in the immediate family:** Excused absence is limited to a period of three days per occurrence.
3. **Quarantine:** Absences are excused for the duration of the quarantine as verified by a physician or the Board of Health.
4. **Required court appearances:** The absence must be verified by a court summons or by a probation officer, and attendance in court must be mandatory.
5. **Religious observances:** The absence must be verified in writing by the leader of the religious organization and received by the school at least one full school day prior to the anticipated absence. Reasonable travel time (not to exceed one day each way) for the religious observance will be excused upon satisfactory verification of the required travel time.
6. **Participation in our political process:** Senate page, election worker, etc.
7. **Participation/exhibition in the Indiana State Fair for educational purposes:** The parent/guardian must make the request in writing, and the request must be approved in writing by the school principal. The number of excused absences may not exceed five (5) instructional days in one school year. The student must be in good academic standing.
8. **Documented college visits:** Post-secondary site visits or orientations in anticipation of attendance.
9. **Military-related events:** Deployment returns, testing, required activities related to enlistment.
10. **Administrative exemptions:** Other purposes deemed legitimate by an administrator.

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

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

Truancy:

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

Habitual Truancy:

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

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

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

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

Truancy Policy — Lowell High School and Lowell Middle School:

First offense — one (1) long-term detention

Second offense — two (2) long-term detentions and a Six-to-Four Program warning

Third offense — five (5) days in Six-to-Four Program

Fourth offense — ten (10) days in Six-to-Four Program and Opportunity Center warning and Attendance Court

Fifth offense — referral to Opportunity Center placement

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

First offense — teacher warning

Second offense — letter sent home

Third offense — detention

Fourth offense — extended-day detention and administrator calls home

Fifth offense — Six-to-Four Program referral

Sixth offense — Attendance Court referral, Six-to-Four Program referral, possible Opportunity Center placement, and/or the student may be removed from class with a "W" and placed in study hall; driving privileges will be revoked

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

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

First offense — teacher notifies student

Second offense — parent letter sent home

Third offense — detention

Fourth offense — extended-day detention

Fifth offense — Six-to-Four Program referral

Sixth offense — possible Opportunity Center placement, Attendance Court referral, Six-to-Four Program referral, and/or revocation of parking permit

Seventh offense — Attendance Court referral, Six-to-Four Program referral, and/or Opportunity Center placement

Tardy Policy to Any Class Period (Cumulative) per Year — Lowell Middle School:

First and second offenses — documented into Skyward

Third offense — parent contact

Fourth offense — in-school tardy warning letter

Fifth offense — one (1) detention

Sixth offense — two (2) detentions

Seventh offense — three (3) detentions

Eighth offense — five (5) days in the afternoon Six-to-Four Program

Ninth offense — five (5) days in the full Six-to-Four Program

Tenth or more offense — Attendance Court referral

Excessive Elementary Tardies and Early Departures:

Elementary students are expected to arrive to school in time to be seated in their classrooms and ready to learn when the 8:00 a.m. bell rings. Likewise, elementary students are expected to remain at school until dismissal. Medical and other appointments should be scheduled for after-school hours.

More than three tardies or early departures per semester will be considered excessive. Possible consequences may include letters or telephone calls to the parent/guardian, loss of recess, punctuality contract, or denial of participation in school activities and referral to district attendance officer.

Late Arrival/Early Departure Procedures:

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

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

Students who expect to participate in extracurricular events in the evening must be in attendance within 30 minutes of the start of the school day.

Closed Campus:

Once on school property, students are to remain on school grounds from arrival in the morning until dismissal time in the afternoon. Should a student find it necessary to leave the school for any reason, he/she must receive permission from the building principal before signing out. If permission is given, the student must then sign out and must sign in immediately upon his/her return. Students in kindergarten through eighth grade must be signed out by a parent/guardian. At Lowell High School, student lunches are not to be brought in or delivered during the school day.

Unexcused Absences K-5:

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

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

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

Make-up Work:

Students are expected to make up all work missed in accordance with the Tri-Creek School Corporation Homework Policy.

EXTRACURRICULAR PARTICIPATION/ATTENDANCE

Participation in any and all extracurricular activities is dependent upon good school attendance. Students who are not in attendance by 8:30 a.m. may not participate in after-school activities that day unless extenuating circumstances are confirmed by the principal or the athletic director. Students who have been placed in the Tri-Creek School Corporation Opportunity Center or Six-to-Four Program may not participate in extracurricular activities. This includes prom and graduation.

EMERGENCY PROCEDURES

Fire Alarm:

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

1. Students, staff, and visitors will use the fire exits that are posted in each room.
2. All students must remain silent throughout the entire alarm.
3. Students shall walk, not run.
4. No one shall return to the building until the all-clear signal is given by the principal or person in charge.
5. Doors should be closed after everyone has left the room(s).
6. Students will be escorted by their teachers to their designated safe areas.
7. Teachers will stay with their classes at all times and take attendance at their designated safe areas.
8. Students who are out of their classrooms when a fire alarm activates are to immediately report to the nearest occupied classroom or join the closest teacher who is exiting the building. Upon arrival at their safe zone, the teacher must notify an administrator to report the student's location.
9. Students and staff should stay off all roads and drives to allow for safe passage of emergency vehicles.

Lightning Safety:

Lowell High School and Lowell Middle School are equipped with the WeatherBug Lightning Alerting System that contains audible horns and visual strobe light alarms located on the athletic fields. All five schools are also equipped with the WeatherBug Lightning Alerting Monitors. When severe weather and lightning is detected, the WeatherBug Lightning Alerting System will notify school personnel and those on the high school and middle school athletic fields to immediately seek shelter.

What the Lowell High School and Lowell Middle School sounds and strobe lights mean:

- One long 15-second horn blast: **Lightning Detected — Seek Shelter Now!**
- Strobe light flashing: **Lightning in Area — Under Alert — Seek Shelter Now!**
- Three short 5-second horn blasts: **All Clear — Safe to Resume Outdoor Activities**
- Seek shelter in an enclosed and grounded building (school or concession stand).

AVOID: the outdoors — water — tall trees — metal fences — overhead wires and power lines — elevated ground — mowers — rain shelters

Tornado Warning:

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

Emergency Closings:

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

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

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

STUDENT BEHAVIOR EXPECTATIONS

Disciplinary Powers of Principals (IC 20-22-8-10):

- (a) A principal may take any action concerning the principal's school or a school activity within the principal's jurisdiction that is reasonably necessary to carry out or prevent interference with an educational function or school purposes.
- (b) Subsection (a) allows a principal to write regulations to govern student conduct. A written document cannot provide for all contingencies that could or might occur during the course of a school year anymore that it can anticipate every eventuality that might arise in any of the areas covered in this handbook. Therefore, the Tri-Creek School Corporation administration has the right to take appropriate action when dealing with items, issues, and situations, etc., not outlined in this handbook, and in doing so, apply any reasonable and appropriate disciplinary measure(s) when needed.

Students are expected to:

1. Act respectfully toward adults and fellow students.
2. Be prompt to school and attentive in class.
3. Work cooperatively with others when involved in accomplishing a common goal regardless of the other's ability, gender, race, or ethnic background;
4. Complete assigned tasks on time and as directed; and
5. Help maintain a school environment that is safe, friendly, and productive.

Off-Campus Conduct:

"Student must refrain from disruptive behavior that interferes with the educational environment." (IC 20-33-8-8(c) (2).

Student Behavior:

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

1. A middle school teacher or high school teacher has the right to remove a student from a class or an activity for one period if the student is assigned regular or additional work to be completed in another school setting.
2. An elementary teacher has the right to remove a student from his/her classroom or activity for a period of up to one school day if the student is assigned regular or additional work to be completed in another school setting.

A school principal may deny a student the right to attend school or to take part in any school function, refer a student to the Tri-Creek School Corporation Six-to-Four Program, or refer a student to the Opportunity Center. Principal discretion will be used to determine length of placement per occurrence.

Positive Behavior Interventions and Supports (PBIS):

PBIS is a proactive approach to managing behavior. PBIS establishes behavioral support, expectations, and a culture needed for students in a school to achieve success. Paired with a Response to Intervention (RtI) model, PBIS becomes a problem-solving process that allows schools to educate all students effectively.

Our school discipline model is progressive. Teachers will include classroom expectations in their classroom syllabi. Teachers have the authority to assign detentions to students. Detentions can be short term (45 minutes) progressing up to long term (3 hours). Detention will be assigned by a teacher and scheduled by the discipline monitor in the office. Parents should be notified when students are expected to serve discipline outside of the normal school day. Teachers may assign a student to ISS (in-school suspension) during their class time. Teachers should continue to make student referrals to the office through the student management system for those serious matters or when other steps have not changed the behavior. The progressive model is not a required, set process. Certain matters warrant the skipping or addition of steps in order to appropriately address a problem or motivate a student.

A typical progressive discipline flow could be...behavior redirected, verbal warning to correct behavior, written warning to correct behavior and call home, detention and call home, second detention with call home, long-term detention and call home, classroom suspension and call home, and referral to office.

Criminal Organization Activity:

Prohibited Conduct:

Tri-Creek School Corporation prohibits criminal organization activity and similar destructive or illegal group behavior on school property, on school buses, or at school-sponsored functions.

Tri-Creek School Corporation prohibits reprisal or retaliation against individuals who report criminal organization activity and similar destructive or illegal group behavior or who are victims, witnesses, bystanders, or others with reliable information about criminal organization activity and similar destructive or illegal group behavior.

Definitions:

Per IC 35-45-9-1, "Criminal Organization" means a formal or informal group with at least three members that specifically either:

1. Promotes, sponsors, or assists in, or participates in;
2. Requires as a condition of membership or continued membership; or
3. Has as one of its goals; or the commission of a felony or an act that would be a felony if committed by an adult or the offense of battery (IC 35-42-2-1).

"Criminal Organization" means

1. knowing or intentional participation by a student in a criminal organization; or
2. knowing or intentional solicitation, recruitment, enticement, or intimidation of another individual to join a criminal organization.

Procedures for Reporting and Investigating:

A school employee is required by law to report any incidence of suspected criminal organization activity, including criminal organization intimidation or criminal organization recruitment, to the principal and school safety specialist. The principal or designee shall conduct a thorough and complete investigation for each report of suspected criminal organization activity.

Annual Reporting of Investigations to the State:

Not later than September 1, 2016, each school corporation shall submit a copy of its criminal organization policy to the Indiana Department of Education.

Each school within the school corporation shall record the number of investigations disposed of internally and the number of cases referred to local law enforcement, disaggregated by race, ethnicity, age, and gender. Each school shall report this information to the superintendent who shall submit a written report to the Indiana Department of Education by June 1 of each year, starting in 2017.

Consequences:

A confirmed incident of criminal organization activity is a violation of the school's code of conduct. The principal or his/her designee shall respond to criminal organization activity, according to the parameters described in the school's code of conduct.

Appropriate consequences and remedial actions are those that are graded according to the severity of the offenses and consider both the developmental ages of the student offenders and students' histories of inappropriate behaviors, per the code of student conduct. Consequences and appropriate remedial actions for a student who engages in criminal organization activity may range from positive behavioral interventions up to and including suspension or expulsion and referral of the incident to law enforcement.

Support Services:

The principal may provide intervention or relevant support services to a student involved in, or suspected of, being involved in criminal organization activity. The following types of services, including family support services, are available:

1. criminal organization awareness education for students, parents, faculty/personnel, law enforcement and community stakeholders that, at a minimum, shows potential for effectiveness based on research, revised and updated regularly to reflect current trends in criminal organizations and criminal organization-like activity; and
2. referral to community organizations and civic groups that offer related programs or counseling.

Criminal Organization Prevention and Education:

The school corporation shall implement criminal organization prevention and education services and programs to include the following:

1. an evidence-based educational criminal organization awareness program for students, school employees, and parents;
2. a school employee development program to provide training to school employees in the implementation of its criminal organization policy; and
3. integration of available School Resource Officer Programs.

Publication of the Policy:

The superintendent shall ensure that notice of this policy appears in the student handbooks and on the school corporation's web site.

Legal References:

IC 20-19-3-12

IC20-26-18

IC 20-33-9-10.5

IC 35-45-9-1

Adopted May 12, 2016

Restraint and Seclusion:

As a part of the emergency procedures in place at Tri-Creek School Corporation and its schools, no student will be restrained and/or placed in seclusion by school staff unless the student's behavior poses an imminent risk of injury to himself/herself or others. However, significant violations of the law including assaults on students and staff may be reported to police. As soon as possible after any such use of restraint and/or seclusion, the parents or guardian will be informed when any of these actions have occurred and will be provided with a detailed account of the incident including the circumstances that led to the use of restraint and/or seclusion.

Identification Cards — Lowell High School and Lowell Middle School:

All Lowell High School and Lowell Middle School students will be provided with a student ID card upon enrolling in school. The student must have the ID card on his/her person while attending school or any school-related activities. This ID card is used for a variety of purposes, including dances, parking permits, media, and lunch. Lost or damaged ID cards must be replaced immediately at a cost to the student.

Wireless Communication Devices:

Students will be permitted to use approved wireless or electronic devices in class for educational purposes at the discretion of school staff. Students are expected to be responsible for their own electronic devices and to adhere to the classroom management plan of the teacher. A teacher may confiscate the device, if necessary, to avoid disruption to the educational process. Uncooperative or disrespectful students may be referred to the administration. The device should remain on the student's person while not in use or secured in the student's locker. Students and parents must also recognize that there is an element of risk when bringing personal property to school. By bringing one's own device onto school property, students and parents/guardians understand that Tri-Creek School Corporation will not accept responsibility for loss of, or damage to, student property or data by any Tri-Creek staff member, student, or guest intentionally or unintentionally. Students are required to use district-issued devices when provided. Technical support will not be provided for devices not issued by Tri-Creek School Corporation. Tri-Creek School Corporation will not be financially responsible for repairs or damages to any student-owned devices.

Sexting:

Students possessing wireless or electronic communication devices that contain evidence of "sexual conduct" related to child exploitation [IC 35-42-4-4(b)], child pornography [IC 35-42-4-4(c)], and sexual conduct [IC 35-42-4-4(a)] will face legal consequences per the above-referenced Indiana Code. A person convicted of or adjudicated as a juvenile delinquent for violating the child exploitation statute is required to register as a sex offender per the Indiana Sex Offender Registration Statute [IC 11-8-8-7] and the Sex Offender Registry Offense Statute [IC 35-42-4-11].

Dress Code:

When fashion changes, the reason for being in school does not. Students are in school to learn and, in the future, they will be required to meet certain dress standards for many occupations and social functions. Any fashion (dress, accessory, or hairstyle) that disrupts the educational process or presents a safety risk will not be permitted. Personal expression is permitted within these general guidelines.

ALL STUDENTS WILL BE COVERED FROM THE SHOULDERS TO MID-THIGH.

1. Pants/shorts will be worn at the waist or just below.
2. No revealing, low-cut, see-through, or excessively tight clothing is allowed.
3. Skirts/shorts bottom hem will reach mid-thigh regardless of leg coverings.
4. Front, back, midriff, shoulders, and sides must be covered at all times (no skin showing).
5. Undergarments will remain covered.
6. Hoodies, hats, and head coverings are not to be worn during the school day except for authorized events, such as spirit day, or as required for religious observance.
7. Students must be covered shoulder to shoulder and shoulder to mid-thigh. Any intentional holes, exposed skin, and visible undergarments within this area are prohibited.
8. Outdoor coats/jackets will remain in the locker during the school day.
9. Students wearing hats on the school campus after school hours will not have the hat slanted/turned to the side. If wearing a hat, it will be either completely forward or backward.
10. Clothing, jewelry, or accessories advertising or containing references in writing, advertisement, or artwork of weaponry, drugs, alcohol, tobacco, gangs, racially or morally questionable imagery and/or which contain foul or suggestive language or pictures, etc., are not to be worn while attending school or a school-related function.

If a student has selected a manner of appearance that disrupts the educational process or presents a risk to himself/herself or others, he/she may be removed from the educational setting. The principal or his/her designee is the final judge.

Academic Honesty:

Passive — knowing or having knowledge of a student altering, affecting, influencing, or enhancing his/her grade or other academic standing/work (cheating) by means other than through personal knowledge.

Active — a student directly involved in altering, affecting, influencing, or enhancing his/her grade or other academic standing/work (cheating) by means other than through personal knowledge. This would include plagiarism.

Aggressive — a student or students planning, scheming, organizing, or conspiring, and then putting into action or making available a means that could alter, affect, influence, or enhance a student's grade or other academic standing/work. This would include plagiarism. *[In an instructional setting, plagiarism occurs when a writer deliberately uses someone else's language, ideas, or other original (not common knowledge) material without acknowledging its source, Council of Writing Program Administrators, N.p., n.d. Web. 03 June 2013.]*

Good Standing:

A student in good standing has full rights with respect to participation in activities of the school, academic, co-curricular, and extracurricular, subject to any restrictions which apply to all students. A student is not in good standing during the period of time he/she is under in-school suspension, out-of-school suspension, expulsion or placed in the Six-to-Four Program or in the Opportunity Center. A student not in good standing may have limited participation in any school activity, contest, practice, ceremony, dance, or trip, whether academic, co-curricular, or extracurricular, except as may be allowed by the principal and/or expulsion examiner. A student failing two (or more) classes at the time of event will not be allowed to attend pre-scheduled or previously approved study trips unless approved by building administrator. Current students with more than one out-of-school suspension or short Opportunity Center placement are not eligible to attend prom or dances during the current school year. All non-current students over the age of 18 wishing to attend prom, dances, or other school functions must submit a criminal history check. Also included are students with delinquent fees without a payment plan.

DRUG/ALCOHOL POLICY

Random Student Testing for Drugs, Alcohol, and Tobacco:

The Tri-Creek School Corporation Board of School Trustees is strongly committed to drug prevention education, to the creation of a safe environment, and to provide a climate where all students can reach their highest potential.

The use of alcohol, tobacco, and illegal drugs presents a threat to the safety, health, and welfare of both our employees and our students. Because of the risks associated with such abuse, the Tri-Creek School Corporation Board of School Trustees has implemented a random student drug, alcohol, and tobacco testing program.

The Student Drug Profile testing includes the following:

- Amphetamines/Methamphetamines
- Barbiturates
- Benzodiazepines
- Cocaine
- Opiates/Methadone
- Phencyclidine (PCP)
- Cannabinoids (Marijuana)
- Ethanol (Alcohol)
- Cotinine (Nicotine Metabolite)

The intention of random drug testing is to help deter students from using any illegal substance. This policy requires all students involved in extracurricular activities and those with driving privileges to become eligible for random drug testing.

Four (4) categories of students in grades 6-12 will be the focus of the testing program. Each group is defined as follows:

- A. All students who participate in extracurricular activities. Activities will include all school-sponsored athletic teams, music groups, academic competitions, clubs, and organizations. A full listing of activities will be provided. These students will be part of a pool of students that will be randomly selected (by an outside agency) for testing.
- B. All students who drive to school and park on school property. These students will also be a part of the random pool.
- C. All students who volunteer to be part of the random pool.
- D. All students for whom there is a reasonable suspicion of being under the influence of drugs or alcohol must submit to a mandatory test.

The superintendent shall establish administrative guidelines necessary to implement this policy. A copy of these guidelines is available upon request.

If a student is randomly selected and tested, a letter to his/her parents/guardians will be provided to the student explaining the procedure.

Breath Test Alcohol Screening:

Tri-Creek School Corporation maintains the right to screen students for alcohol consumption (breath test) who are attending school-sponsored functions such as school games, dances, prom, and other events outside of the school day. Such test must either be from a pre-established random selection process or all inclusive. Student selection cannot be targeted, singled out, or based upon past history. Students may, however, be tested if there is reasonable suspicion based upon information or observations thought to be accurate and reliable. Students found to be in question may be subject to both legal and school actions. In no case will a student thought to be under the influence of alcohol or a controlled substance be permitted to leave the function without either their parent/guardian or a police officer.

POSSESSION: Possessing (on person, in locker, or in vehicle) or providing to any person anything used or designed to be used primarily for the storage, processing, delivery, or consumption of alcohol, prescription drugs without a valid prescription, marijuana, stimulants, intoxicants, narcotics, depressants, hallucinogens, or substances represented to be illicit drugs or any legal or illegal product that produces an altered mental or physical state when used.

1. **Possession** of or being under the influence of any narcotic drug, hallucinogenic drug, prescription drug without a valid prescription, amphetamine, barbiturate, marijuana, alcoholic beverage, stimulant, depressant, or intoxicant of any kind or paraphernalia represented to be a drug or drug-related paraphernalia on school property at any time or at any school-sponsored function is expressly forbidden. Parents/guardians and law enforcement officials will be contacted immediately upon verification of the violation. The student will then be suspended from school and all extracurricular activities for a period of up to ten (10) days and may be recommended for expulsion from school and all extracurricular activities. The sale or distribution of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, stimulant, depressant, or intoxicant of any kind or paraphernalia including, but not limited to, pipes, roach clips, and rolling papers on school property at any time or at any school-sponsored function, is expressly forbidden. Likewise, the sale or distribution of any substance which is represented to be a narcotic drug, hallucinogenic drug, stimulant, depressant, or intoxicant of any kind on school property at any time or at any school-sponsored function is expressly forbidden. Inhaling of glues, thinners, or similar substances is also considered an illegal act under this policy. Parents/guardians and law enforcement officials will be contacted immediately upon verification of the violation. The student may then be suspended from school and all extracurricular activities for a period of ten (10) days with the recommendation of expulsion from school and all extracurricular activities for two semesters.

DUE PROCESS POLICY

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

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

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

Suspension/Expulsion 6-12:

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

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

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

1. Using violence, force, noise, coercion, threat, intimidation, fear, passive resistance, hazing, or other comparable conduct constituting an interference with school purposes, urging other students to engage in such conduct, or possessing any firearm, explosive, destructive device, or other weapon are prohibited. The following list illustrates the type of conduct prohibited by this subdivision.
 - A. Occupying any school building, school grounds, or part thereof with intent to deprive others of its use;

- B. Blocking the entrances or exits of any school building, corridor, or room therein with intent to deprive others of lawful access or use;
 - C. Trespassing, vandalizing, defacing school property, breaking and entering a school building or facility, attempting to set fire to or substantially damage any school building or property;
 - D. Possessing, firing, displaying, or threatening use of firearms, explosives, live ammunition, or other weapons on the school premises for any unlawful purpose;
 - E. Prevention of or attempting to prevent by physical act the convening or continued functioning of any school or educational function, or of any lawful meeting or assembly on school property; and/or
 - F. Continuously and intentionally making noise or acting in any manner so as to interfere seriously with the ability of any teacher or any of the other school personnel to conduct the educational function under his/her supervision.
2. Causing or attempting to cause substantial damage to school or private property; stealing or attempting to steal or convert school property or private property on school property, at a school event, or from a vehicle used to transport students.
 3. Intentionally causing or attempting to cause physical injury or intentionally behaving in such a way as could reasonably cause physical injury to any person within the jurisdiction of the school. This includes fighting or causing injury to another student, strangulation and self-induced hypocapnia (choking games), pushing, shoving, horseplay, and purposefully slamming or running into other individuals.
 4. Using force, attempted force, or the threat of force to take money or something of value from another person, engaging in blackmail, or using coercion to gain something of value or an advantage.
 5. Theft or attempted theft of school property or possession of another individual's property results in suspension, possible expulsion, and remuneration for losses. In addition, the student may face prosecution by law enforcement.
 6. Possessing, handling, using, transmitting, or selling weapons, live ammunition, knife/knives, box cutters, razors, dangerous instruments, destructive devices, explosive devices, instructions on how to make such devices, or any other object that can reasonably be considered a weapon or look-alike weapon.
 7. Possessing, using, consuming, transmitting, selling, or being under the influence of any narcotic drug, prescriptive drug for which the person in possession has no prescription, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, paraphernalia represented to be a drug or drug-related paraphernalia, or intoxicant of any kind, or substances represented to be illicit drugs or any product that produces an altered mental or physical state when used.
 8. Dealing in a substance represented to be a controlled substance, which shall mean a person who knowingly and intentionally delivers any substance that he/she represents to be a controlled substance. No student may possess or use any substance which the student has reason to believe is, or which has been represented to him/her as, a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, stimulant, depressant, or intoxicant of any kind. Students are prohibited from possessing, using, selling, transmitting, or being under the influence of caffeine-based pills, substances containing phenylpropanolamine (PPA), or stimulants of any kind, available with or without a prescription. Knowingly abusing or consuming in excess of the recommended dosage of any patent or prescription drug with the purpose of creating an intoxicated, drugged, or irrational state or causing physical injury, either to one's self or to other persons. Knowingly transmitting or selling prescription or patent drugs that exceed recommended dosage. Use of a drug authorized by a medical prescription from a physician is not a violation of this subdivision.
 9. Selling or attempting to sell, purchasing or attempting to purchase, a substance alleged by the seller to be marijuana, a controlled substance, a prescriptive drug, an alcoholic beverage, or an intoxicant of any kind within the jurisdiction of the school corporation.
 10. Engaging in the unlawful selling of a controlled substance or engaging in a criminal law violation that constitutes a danger to other students or constitutes an interference with school purposes or an educational function.
 11. Selling or attempting to sell marijuana or drug paraphernalia in conjunction with restricted activity under this section or for the purpose of causing a violation under this section or any activity forbidden under IC 35-48-4.
 12. Medications found on students, who have not followed the medication/school health services policy, will be subject to disciplinary actions by building administration.

13. Repeatedly refusing to follow the directions of supervising school employees; engaging in acts of serious disrespect to school employees including teachers, administrators, non-certified staff members (secretaries, bus drivers, cafeteria personnel, custodians, aides, etc.), and adult volunteers.
14. Engaging in conduct forbidden by the laws of the State of Indiana.
15. Being willfully absent or truant from school in accordance with Tri-Creek School Corporation policy.
16. Engaging in physical, verbal, or written conduct such as bullying (see #30 below), hazing, or harmful pranks that threaten, intimidate, or coerce another student, teacher, administrator, supervisory employee, non-certified staff member, or adult volunteer on or off school grounds at any time.
17. Engaging in the use of profane, obscene, or defamatory language directed at a teacher, administrator, supervisory employee, non-certified staff member, or adult volunteer while such person is on duty or at a school event.
18. Using obscenity or sexual misconduct in any form whether by word or action within the jurisdiction of the school corporation.
19. Engaging in consensual sexual behavior such as kissing, fondling, or sexual relations.
20. Possessing wireless or electronic communication devices that contain evidence of "sexual conduct" related to child exploitation [IC 35-42-4-4(b)], child pornography [IC 35-42-4-4(c)], and sexual conduct [IC 35-42-4-4(a)] will lead to legal consequences per the above-referenced Indiana Code. A person convicted of or adjudicated as a juvenile delinquent for violating the child exploitation statute is required to register as a sex offender per the Indiana Sex Offender Registration Statute [IC 11-8-8-7] and the Sex Offender Registry Offense Statute [IC 35-42-4-11].
21. Creating or distributing information including information distributed via email or web sites, including social networking sites, which results in, or is likely to result in, the disruption of an educational function, advocates a violation of law or a student conduct rule, is sexually explicit or obscene, is slanderous or defamatory, or invades the privacy of an identified or identifiable person.
22. Failing to report the actions or plans for action of another person to a teacher or administrator where those actions or plans, if carried out, could result in harm to a person or persons or damage property.
23. If the student's legal settlement is not in the attendance area of the school corporation where the student is enrolled.
24. Possessing or providing to another a firearm, destructive device, live ammunition, or deadly weapon on school property, at a school event, on a school bus, immediately before or after school where the school has jurisdiction over the student, storing a firearm, destructive device, or deadly weapon in a locker, article of clothing, or elsewhere, or bringing a firearm, destructive device, or deadly weapon on school property. A student who violates the above rule concerning firearms, destructive devices, or deadly weapons will be expelled for a period of one (1) calendar year with the return of the student to be at the beginning of the first school semester after the end of the one (1) year period.

NOTE: The superintendent shall immediately notify the appropriate law enforcement agency when a student is expelled under rules regarding possession of a firearm, destructive device, or deadly weapon.
25. No student on or about school property or at any school function or activity shall:
 - A. Wear, possess, use, distribute, display, or sell any clothing, jewelry, emblem, badge, symbol, sign, drawing, graffiti, or other item that may be viewed as evidence of membership or affiliation in any gang;
 - B. Commit any act of omission, or use any speech, either verbal or nonverbal (gestures, handshakes, drawings, graffiti, other written communications, etc.), in furtherance of the interests of any gang or gang activity, including, but not limited to:
 - 1) Showing affiliation in a gang;
 - 2) Soliciting others for membership in any gang;
 - 3) Requesting any person to pay for protection or otherwise intimidating or threatening any person;
 - 4) Committing any other illegal act or other violation of school corporation policies; and/or
 - 5) Inciting other students to act with physical violence upon any other person.
26. Violating or repeatedly violating any rules that are reasonably necessary in carrying out school purposes or an educational function and are validly adopted.
27. Failing to meet legal requirements for immunizations or failing to provide documentation of immunizations or proof of religious or medical exemption to immunizations.
28. **Vandalism:**

- A. Inappropriate conduct resulting in property damage.
- B. Malicious intent to deface or damage property.

29. **Smoking/Tobacco Policy:**

The use or possession of tobacco products or snuff by anyone on school grounds is prohibited at all times [IC 35-46-1-10.5].

(Smoking, chewing, or possession of cigarettes, e-cigarettes, vapor pipe, or paraphernalia (e.g., lighters, matches, etc.), or possession of tobacco products are prohibited.)

30. **Harassment:**

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

A. **Sexual Harassment**

1) Verbal:

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

2) Nonverbal:

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

3) Physical Contact:

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

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

1) Verbal:

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

2) Nonverbal:

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

3) Physical Contact:

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

4) Consequences:

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

5) False Reporting:

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

31. **Bullying:**

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

- A. Verbal or written communications or images transmitted in any manner (including digitally or electronically);
- B. Physical acts committed; aggression, and/or
- C. Any other behaviors committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the targeted student and create for the targeted student an objectively hostile school environment that:
 - 1) Places the targeted student in reasonable fear of harm to the targeted student's person or property;
 - 2) Has a substantially detrimental effect on the targeted student's physical or mental health;
 - 3) Has the effect of substantially interfering with the targeted student's academic performance; or
 - 4) 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.
- D. The term may not be interpreted to impose any burden or sanction on, or include in the definition of the term, the following:
 - 1) Participating in a religious event.
 - 2) Acting in an emergency involving the protection of a person or property from an imminent threat of serious bodily injury or substantial danger.
 - 3) Participating in an activity consisting of the exercise of a student's rights protected under the First Amendment of the United States Constitution or Article I, Section 31 of the Constitution of the State of Indiana, or both.
 - 4) Participating in an activity conducted by a nonprofit or governmental entity that provides recreation, education, training, or other care under the supervision of one (1) or more adults.
 - 5) Participating in an activity undertaken at the prior written direction of the student's parent.
 - 6) Engaging in interstate or international travel from a location outside Indiana to another location outside Indiana. (IC 20-8.1-5.1-0.2)

Bullying is prohibited when:

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

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

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

Filing Complaints:

Informal Complaint Process — Anyone may use informal procedures to report and resolve complaints of bullying. At the building level, programs may be established for receiving anonymous complaints. Such complaints must be appropriately investigated and handled in a manner that is consistent with the due process requirements. Informal reports may be made to any staff member, although staff shall always inform complainant of his/her right to and the process for filing a formal complaint. Staff shall also direct potential complainant to an appropriate staff member who can explain the informal and formal complaint process and what a complainant can expect. Staff shall also inform an appropriate supervisor or designated staff person when they receive complaints of bullying, especially when the complaint is beyond their training to resolve or alleges serious misconduct.

Informal remedies include: (1) An opportunity for the complainant to explain to the alleged perpetrator that the conduct is unwelcome, disruptive, or inappropriate, either in writing or face-to-face. (2) A statement from a staff member to the alleged perpetrator that the alleged conduct is not appropriate and could lead to disciplinary action if proven or repeated. (3) A general public statement from an administrator in a building reviewing the district bullying policy without identifying the complainant, parent, guardian, or because the district believes the complaint needs to be more thoroughly investigated. (4) Suspension or expulsion from school.

School Web Site Tip Line:

Tri-Creek School Corporation has established a school web site tip line at each school for anonymously reporting bullying behavior. Students or parents who wish to report bullying behavior can use the following web sites:

lowellhighschoolcares@tricreek.k12.in.us

lowellmiddleschoolcares@tricreek.k12.in.us

oakhillcares@tricreek.k12.in.us

threecreekscares@tricreek.k12.in.us

lakeprairiecares@tricreek.k12.in.us

Formal Complaint Process — Anyone may initiate a formal complaint of bullying, even if the informal complaint process is being utilized. Complainant should not be promised confidentiality at the onset of an investigation. It cannot be predicted what will be discovered or what kind of meeting may result. Efforts should be made to increase the confidence and trust of the person making the complaint. Student complainants and witnesses may have a parent or trusted adult with them, if requested, during any district-initiated investigatory activities. The superintendent or designated compliance officer (hereinafter referred to as the compliance officer) may conclude that the district needs to conduct an investigation based on information in their possession regardless of the complainant's interest in filing a formal complaint. The following process shall be followed.

- A. All informal complaints shall be in writing. Formal complaints shall set forth the specific acts, conditions, or circumstances alleged to have occurred that may constitute harassment, intimidation, or bullying. The compliance officer may draft the complaint based on the report of the complainant for the complainant to review and sign.
- B. Regardless of the complainant's interest in filing a formal complaint, the compliance officer may conclude that the district needs to draft a formal complaint based on the information in the officer's possession.
- C. The compliance officer shall investigate all formal, written complaints of harassment, intimidation, or bullying, and other information in the compliance officer's possession that the officer believes requires further investigation.
- D. When the investigation is completed, the compliance officer shall compile a full written report of the complaint and the result of the investigation. If the matter has not been resolved to the complainant's satisfaction, the superintendent shall take further action on the report.
- E. The superintendent or his/her designee, who is not the compliance officer, shall respond in writing to the complainant and the accused within thirty (30) days, stating:
 - 1) That the district intends to take corrective action; or

- 2) That the investigation is incomplete to date and will be continuing; or
 - 3) That the district does not have adequate evidence to conclude that bullying, harassment, or intimidation occurred.
- F. Corrective measures deemed necessary will be instituted as quickly as possible, but in no event more than thirty (30) days after the superintendent's written response, unless the accused is appealing the imposition of discipline and the district is barred by due process considerations or a lawful order from imposing the discipline until the appeal process is concluded.

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

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

32. In addition to the grounds above, a student may be suspended or expelled for engaging in unlawful activity on or off school grounds if:
- A. The unlawful activity may reasonably be considered to be an interference with school purposes or an educational function; or
 - B. The student's removal is necessary to restore order or protect persons on school property including an unlawful activity during evenings, weekends, holidays, other school breaks, and the summer period when a student may not be attending classes or other school functions.
33. Intimidation [IC 35-45-2-1]
- (a) A person who communicates a threat to another person, with the intent:
 - (1) that the other person engage in conduct against the other person's will;
 - (2) that the other person be placed in fear of retaliation for a prior lawful act; or
 - (3) of causing
 - (A) a dwelling, a building, or another structure; or
 - (B) a vehicle;
 to be evacuated, commits intimidation, a Class A misdemeanor.
 - (b) However, the offense is a:
 - (1) Class D felony if:
 - (A) the threat is to commit a forcible felony;
 - (B) the person to whom the threat is communicated:
 - (i) is a law enforcement officer;
 - (ii) is a judge or bailiff of any court;
 - (iii) is a witness (or the spouse or child of a witness) in any pending criminal proceeding against the person making the threat; or
 - (iv) is an employee of a school corporation;

- (C) the person has a prior unrelated conviction for an offense under this section concerning the same victim; or
 - (D) the threat is communicated using property, including electronic equipment or systems, of a school corporation or other governmental entity; and
- (2) Class C felony if, while committing it, the person draws or uses a deadly weapon.
- (c) "Threat" means an expression, by words or action, of an intention to:
- (1) unlawfully injure the person threatened or another person, or damage property;
 - (2) unlawfully subject a person to physical confinement or restraint;
 - (3) commit a crime;
 - (4) unlawfully withhold official action or cause such withholding;
 - (5) unlawfully withhold testimony or information with respect to another person's legal claim or defense, except for a reasonable claim for witness fees or expenses;
 - (6) expose the person threatened to hatred, contempt, disgrace, or ridicule;
 - (7) falsely harm the credit or business reputation of the person threatened; or
 - (8) cause the evacuation of a dwelling, a building, another structure, or a vehicle.

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

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

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

Confiscation of Knives, Weapons, or Contraband:

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

Re-enrollment after Expulsion:

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

1. An alternative school or alternative educational program;
2. Tri-Creek School Corporation Opportunity Center or Six-to-Four Program;
3. Evening classes; and/or
4. Classes established for students who are at least sixteen (16) years of age.

The student will also be required to provide proof of residency.

Alternative to Suspension/Expulsion:

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

PROCEDURAL DUE PROCESS RIGHTS

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

Failure to serve an assigned discipline moves the discipline to the next level consequence per Tri-Creek discipline protocol.

Students returning to school after a suspension or assignment to the Opportunity Center will be placed on a Form 16 contract.

Suspension Procedures:

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

1. A meeting will be held prior to the suspension of any student. At this meeting, the student will be entitled to the following considerations.
 - A. A written or oral statement of the charges;
 - B. A summary of the evidence against the student will be presented if the student denies the charges; and
 - C. An opportunity to explain his/her conduct.
2. The meeting precedes suspension of the student except where the nature of the misconduct requires immediate removal. In such situations, the meeting will follow the suspension as soon as reasonably possible following the date of the suspension.
3. Following suspension, the parents/guardians of a suspended student will be notified in writing. The notification will include the dates of the suspension, a description of the misconduct, and the action taken by the principal.
4. Students who are suspended may complete make-up work according to Tri-Creek School Corporation attendance policies.

Suspension Deferral:

At the administrator's discretion, a first-time in-school or out-of-school suspension may be deferred for a period of sixty (60) days with the student being placed on a behavioral contract for the period. If the student successfully completes the deferral time frame without any further violations of any school rules or policy (including tardies), the record of "suspension deferral" is changed to "SD community service." That student would further need to successfully complete a number of hours of community service in the school environment during the deferral period. The amount of time to be determined would be in direct proportion to the seriousness of the unwanted behavior.

Expulsion Procedures:

When a principal recommends to the superintendent that a student be expelled from school, the following procedures will be used. A student who is expelled from the Tri-Creek School Corporation will be placed at the Opportunity Center, an alternative to suspension/expulsion, for the length of their suspension/expulsion. A student returning to school from an Opportunity Center placement may be placed in the Six-to-Four program for additional monitoring purposes.

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

However, the student may not be suspended from school pending a meeting on the student's proposed expulsion if the expulsion is ordered under the section permitting expulsion for violation of the legal settlement provisions [IC 20-33-8-23].

3. An expulsion may take place only after the student's parents/guardians are given notice of the right to appear at an expulsion meeting with the superintendent or a person designated above.

Failure of the student or the student's parents/guardians to request and to appear under this procedure will be deemed a waiver of administrative rights to contest the expulsion or to appeal it to the circuit or superior court of the county in which a student resides.

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

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

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

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

Definitions:

1. "Principal" includes a principal's designee.
2. "Superintendent" includes a superintendent's designee.
3. "Member of the administrative staff" or comparable language means a school corporation employee who:
 - A. Is certificated under the statutes relating to the licensing of teachers; and
 - B. Has supervisory authority.
4. "School purposes" refers to the purposes for which a school corporation operates, including the following:

- A. To promote knowledge and learning generally;
 - B. To maintain an orderly and effective educational system; and
 - C. To take any action under the authority granted to school corporations and their governing bodies by IC 20-26-5-4 or by any other statute.
5. "Habitual offender" means a student who has been disciplined and either suspended (in-school or out-of-school) more than ten (10) days in a semester or fifteen (15) days in a school year OR served eight (8) long-term detentions in a school year.
6. "Expulsion" means a disciplinary or other action whereby a student:
- A. Is separated from school attendance for a period in excess of ten (10) school days;
 - B. Is separated from school attendance for the balance of the current semester or current year unless a student is permitted to complete required examinations in order to receive credit for courses taken in the current semester or current year; or
 - C. Is separated from school attendance under IC 20-33-8-3, which may include an assignment to attend an alternative school, an alternative educational program, or a homebound educational program.
 - D. Expulsion does not include situations where a student is:
 - 1) disciplined under IC 20-33-8-25;
 - 2) removed from school in accordance with IC 20-34-3-9; or
 - 3) removed from school for failure to comply with the immunization requirements of IC 20-34-4-5.
7. "Suspension" means any disciplinary action that does not constitute an expulsion under Section 6 above, whereby a student is separated from school attendance for a period of not more than ten (10) school days. Suspension does not include situations where a student is:
- A. Disciplined under IC 20-33-8-25;
 - B. Removed from school in accordance with IC 20-34-3-9; or
 - C. Removed from school for failure to comply with the immunization requirements of IC 20-34-4-5.
8. Each of the following devices is considered a "firearm" [IC 35-47-1-5]:
- A. Any weapon which will, or is designed to or may readily be converted to, expel a projectile by the action of an explosive;
 - B. The frame or receiver of any weapon described above;
 - C. Any firearm muffler or firearm silencer;
 - D. Any destructive device which is an explosive, incendiary, poison gas bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, a mine, or similar device;
 - E. Any weapon which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than one-half inch in diameter; or
 - F. Any combination of parts whether designed or intended for use in converting any device into any destructive device described in the two immediately preceding examples, and from which a destructive device may be readily assembled.
9. As used in this section, "deadly weapon" has the meaning set forth in IC 35-41-1-8.
10. As used in this section, "destructive device" is:
- A. An explosive, incendiary, or overpressure device that is configured as a bomb, a grenade, a rocket with a propellant charge of more than four ounces, a missile having an explosive or incendiary charge of more than one-quarter ounce, a mine, a Molotov cocktail, or a device that is substantially similar to an item described above;
 - B. A type of weapon that may be readily converted to expel a projectile by the action of an explosive or other propellant through a barrel that has a bore diameter of more than one-half inch; or
 - C. A combination of parts designed or intended for use in the conversion of a device into a destructive device [IC 35-47.5-2-4].

Six-Month Discipline Review:

A six-month discipline review will be conducted by an administrative team.

WORK PERMITS

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

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

MOTOR VEHICLE LAW AND STUDENT DISCIPLINE

IC 9-24-2-1

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

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

IC 9-24-2-4

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

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

LOCKER POLICY

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

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

Locks:

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

Use of Lockers:

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

Inspection of All Lockers (IC 20-33-8-10):

Lockers/Storage Areas: All lockers and other storage areas provided for student use on school premises remain the property of the school district and are subject to inspection, access for maintenance, and search. No student shall lock or otherwise impede access to any locker or storage area except with a lock provided by or approved by school authorities. Unapproved locks shall be removed and destroyed.

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

"Reasonable suspicion," as used in these rules, may be based on a number of factors including, but not limited to, the following situations:

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

Personal Searches: A student's person and/or personal effects (e.g., purse, book bag, etc.) may be searched when a school authority has reasonable suspicion to believe that the student is in possession of illegal, unauthorized contraband items. The following items may be considered prior to conducting the search:

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

Motor Vehicle Searches: Motor vehicles which are driven by students and parked on or near school property during regular school hours or during school activities are subject to being searched when school officials have reasonable suspicion that the vehicle contains illegal, unauthorized, or contraband items.

Involvement of Law Enforcement Officials:

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

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

Locker Cleaning:

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

Locker Repair:

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

Disposal of Confiscated Contraband:

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

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

STUDENT ACTIVITIES

Student Activity Conflict of Schedule Policy:

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

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

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

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

TRANSPORTATION

PLEASE NOTE: Based on safety issues, no students will be permitted to walk or ride bicycles to Lowell Middle School. Students are also not permitted to ride bicycles to Lake Prairie Elementary School and Oak Hill Elementary School.

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

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

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

Bus Rules:

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

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

Late Bus Rules:

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

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

Videotapes on School Buses:

The Board of School Trustees has authorized the installation of video cameras on school buses for purposes of monitoring student behavior. If a student is reported to have misbehaved on a bus and his/her actions were recorded on a videotape, the tape will be submitted to the school administrator and may be used as evidence of the misbehavior.

Any student caught tampering with a video camera on the school bus may be suspended from riding the school bus for up to the remainder of the school year.

STUDENT AUTOMOBILE REGULATIONS

The following rules apply to students driving to school.

1. Driving to school is a privilege, not a right. Qualifying students with a valid Lowell High School parking permit will be allowed to park on school property as long as they abide by school rules.
2. A student agrees by his/her signature on the parking permit contract to abide by the rules stated therein and agrees that any violation of these regulations will result in losing the privileges to drive and park on school property.
3. Students must present a valid driver's license, registration, and vehicle insurance in order to purchase a parking permit.
4. Vehicles that are not properly registered and do not properly display a current parking permit (hang on the rearview mirror so that the permit is clearly visible from outside the front end of the vehicle) will be ticketed.
5. A student who accumulates three or more parking violations will have his/her vehicle towed at the vehicle owner's expense.
6. Students must park in STUDENT PARKING areas only (lots B, C, D, and E) and display their parking permits properly and obey all posted signs. Students parking in faculty, visitors, or handicapped parking spaces or driving inappropriately, recklessly, or in an unsafe manner will be ticketed, have their parking permits revoked for the remainder of the school year, and may be suspended and/or expelled. Students are expected to park on campus. Those who choose to park off campus may be ticketed by the Lowell Police Department for jaywalking and/or parking in unauthorized areas.
7. Students failing to maintain a 2.0 grade point average per semester or those who violate the excessive absence, tardy, or truancy policy or have excessive behavior problems will lose their parking permit on the Lowell High School campus.
8. Students agree that the school corporation is not liable for theft of the vehicle, theft of its contents, or damage to the vehicle by vandals. (Losses should be reported to the vehicle owner's insurance company.)
9. Students agree to unlock and permit the search of the registered vehicle and any container in the vehicle when requested by a school administrator.
10. If a student is cited for driving recklessly, as defined by a teacher, an administrator, or a law enforcement official, on school property, receives a ticket for improper parking, or for not properly displaying a Lowell High School student parking permit, he/she may lose the privilege to drive on school property.
11. Students may not drive farm equipment (i.e., tractors, etc.) or ATVs on school property.

STUDENT DIRECTORY INFORMATION DENIAL

Parental Rights Regarding Student Directory Information

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

Unless the parent/guardian notifies the Tri-Creek School Corporation otherwise by August 31, consent is implied for the Tri-Creek School Corporation to release directory information.

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

On the Tri-Creek School Corporation web site:

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

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

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

Printed material may include a child's full name.

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

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

Contact your child's school office if you wish to deny permission for directory information on your child to be published by the Tri-Creek School Corporation or to be released to any other publisher outside the Tri-Creek School Corporation for the 2016-2017 school year. Please realize this will exclude your student from all news articles, news photos, school or corporation newsletters, videos (e.g., holiday programs), yearbook, and/or memory book.



*"The Tri-Creek School Corporation and Community ...
Engaged to Learn ... Equipped to Achieve ... Empowered to Succeed"*

August 2016

To the Parents/Guardians of All
Tri-Creek School Corporation Students

Re: Tri-Creek School Corporation Notice of Pesticide/Herbicide/Fertilizer Use

Dear Parent/Guardian:

We are writing about three subjects that can affect children's health in school—pests, pesticides/herbicides/fertilizers, and your right to know.

Pest/Weed Control

Because pesticides/herbicides pose risks, Tri-Creek School Corporation follows a strict Integrated Pest Management (IPM) program that adheres to federal and state guidelines. Control of insects, rodents, and weeds at our schools focuses on making the school building and grounds an unfavorable place for pests to live and breed. Through maintenance and cleaning, we will reduce or eliminate available food, water sources, and hiding places for the pests. We will also routinely monitor the school area to detect pest problems and prevent pests from becoming established. Some techniques we will use include non-toxic pest monitoring, sanitation, pest exclusion, proper food storage, pest removal and – as a last resort – this holistic approach often called Integrated Pest Management (IPM).

Accordingly, we are currently contracted with Monroe Pest Control, an IPM-certified company, to administer our pest control throughout the district. In addition, our staff includes a state-licensed Category 3B and Category 7A pesticide/herbicide applicator along with a state-certified IPM manager.

Pesticide Use

Sometimes pesticide use may be necessary to control a pest problem. When that happens, the school will use the lowest risk products available. If pesticides must be used, notices will be posted at application sites, and notification will be sent to those people who have completed the Notification for Pesticide/Herbicide/Fertilizer Use at Tri-Creek School Corporation form.

Herbicide/Fertilizer Use

Herbicides and fertilizers are necessary to maintain certain high school and middle school athletic fields and control weeds at each building. When chemicals are used, the district will use the lowest risk products available. If herbicides/fertilizers must be used, notices will be posted at application sites, and notification will be sent to those people who have completed the Notification for Pesticide/Herbicide/Fertilizer Use at Tri-Creek School Corporation form.

Your Right to Know

Parents/legal guardians and school staff will be notified 48 hours in advance of specific pesticide/herbicide/fertilizer applications made at the school. **To receive notification**, you must be placed on the notification registry each year. To be placed on the notification registry, you **MUST** complete and return the attached notification form (SEE BELOW). Notification will be given at least two days (48 hours) before planned pesticide/herbicide/fertilizer applications. Application notices will also be posted in the school and on the school grounds. Notification need not be given for applications recognized by law that pose little or no known risk of exposure to children or staff.

The school also keeps records of prior pesticide applications and information about the pesticides used. You may review these records or the Integrated Pest Management Policy during normal school business hours by contacting Tri-Creek School Corporation's IPM Coordinator, Mr. Alan Fox, at (219) 690-2610.

For additional information, feel free to contact me at any time at the Tri-Creek School Corporation Administration Center at (219) 696-6661.

Sincerely,

Dr. Debra K. Howe
Superintendent

Notification for Pesticide/Herbicide/Fertilizer Use at Tri-Creek School Corporation

(Revised: June 9, 2014)

I would like to be notified before any specific pesticide/herbicide/fertilizer applications are made at this school (see below). I understand that I will be notified after the application, if the situation requires an additional application of these products. I also understand that there will be no notification for any EPA-exempt pesticides, herbicides, or fertilizers or bait and gel products.

Name of
School: _____

Name of
Parent/Guardian: _____

Name of
Student(s): _____

Date: _____

Notification message will be sent via Tri-Creek School Corporation's SchoolMessenger notification system. Please provide the following information:

Home/Cell Telephone
Number(s): _____

Email
Address: _____

Please return this completed form to your child's school.

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Emergency Closing Information

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

WLJE 105.5 FM	WJOB 1230 AM
WZVN 107.1 FM	WAKE 1500 AM

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

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

Student's Name _____ Grade _____

Homeroom Teacher's Name _____