

**LIBERTY PERRY COMMUNITY  
SCHOOL CORPORATION**

**150 S County Road 650 E**

**Selma, IN 47383**

**Phone: (765)282-5615**

*“An Equal Opportunity Employer”*

**ALTERNATIVE SCHOOL  
EDUCATION**

**TEACHER/STUDENT/PARENT**

**HANDBOOK 2023-2024**

Wapahani High School  
10401 E CR 167 S  
Selma, IN 47383  
Phone (765)289-7323  
Fax (765)281-3724

### **Alternative School Daily Schedule**

AM Classes 8:00-10:30 (150)

AM Lunch 11:00-11:30 (30)

PM Lunch 11:55-12:25 (30)

PM Classes Not offered for the 2023-24 school year

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## ALTERNATIVE SCHOOL HANDBOOK

This Handbook has been prepared by the school and approved by the local school board, as a guide for students and parents to get acquainted with the Alternative School and some of the ideals for which it stands. Organization is critical to a student's success in school. It is our intent that students maintain this Handbook as a tool for organization in terms of what is happening school-wide. Because the Handbook contains information about student rights and responsibilities, each student is responsible for knowing its contents. While this Handbook covers several scenarios that take place in school it cannot possibly cover all scenarios that may occur. Any provision not covered in the handbook or any interpretation of its contents will be the administration's responsibility. This Handbook is supplemental to Board Policy. Should a provision of the Handbook contradict Board Policy, the Board Policy prevails.

### To Parents:

Parents are asked to familiarize themselves with the contents of this book in order that they may better understand the program of the school. Attendance at the Alternative School is key to the student's success and shall be an exceedingly serious matter that demands a high degree of cooperation. In this manner, parents and school can achieve the common goal of giving their student the best possible guidance toward the realization of their highest capabilities. You may help the school to serve your child's best interest by:

- Making it your responsibility to know your child's teacher, counselor, and administrator.
- Calling the office to report absences.
- In the event of any questions, feel free to contact the office.

### Nondiscrimination Policy

It is the policy of the Liberty-Perry Community School Corporation not to discriminate on the basis of race, color, religion, sex, national origin, age, or disability, in its education programs or employment policies as required by the Indiana Civil Rights Act (I.C. 22-9-1), I.C. 20-8.1-2, Titles VI and VII of the Civil Rights Act of 1964, the Equal Pay Act of 1973, Title IX (Education Amendments), or Section 504 of the Rehabilitation Act of 1973. Inquiries regarding compliance with all programs should be directed to Mr. Bryan Rausch, 105 S CR 650E, PO Box 337, Selma, IN 47383, telephone 765-282-5615.

### Air Quality

Please contact Mr. Bryan Rausch, Superintendent, with any concerns about the quality of the air in our school. Mr. Rausch can be reached at 105 S CR 650 E, PO Box 337, Selma, IN 47383. Phone: 765-282-5615

### Directory Information

The Corporation has established the following information about each student as "directory information": Each year the Corporation will provide public notice to students and their parents of its intent to make available, upon request, certain information known as "directory information". The Board designates as student "directory information": a student's name; address; telephone number; date and place of birth; photograph; major field of study; participation in officially-recognized activities and sports; height and weight, if a member of an athletic team; dates of attendance; date of graduation; awards received; honor rolls; scholarships.

**The Corporation will make the above information available upon a legitimate request unless a parent, guardian, or adult student notifies the school in writing within 10 days from the date of this notification that he/she will not permit distribution of any or all such information.**

### Notice of Restriction to Release Directory Information to Military Representatives

Release of Directory Information by the high school to recruiting representatives of the various military services and academies are required by State law (IC 20-10.1-29-3). A parent or student has the right to restrict the release of such information to the military recruiting representatives if the parent or student signs a written request by the end of the student's sophomore year in high school.

**Pesticide Application Notice**

Liberty-Perry Community School Corporation practices integrated pest management, a program which combines preventive techniques, non-chemical pest control methods and the appropriate use of pesticides with a preference for products that are the least harmful to human health and the environment. Applications of pesticides are made only when deemed necessary to control a pest problem and after trying other means to control the problem. The term "pesticide" includes insecticides, herbicides, rodenticides, and fungicides. If you wish to be given notice of such pesticide applications, please notify the superintendent. You will be placed on a registry and will be notified 48 hours prior to any pesticide application. Pesticide applications will not be done when children, staff members or any other people are present in the area that is to be sprayed. This serves as a family's annual notice that pesticides may be used on school grounds. If you would like to be placed on the registry or have questions regarding Liberty-Perry Community Schools use of pesticides please contact Superintendent Bryan Rausch at [765-282-5615](tel:765-282-5615).

**GRADING POLICY**

**Grading Periods**

The Alternative School follows a non-traditional grading policy (See Plato Rules).

**Grading Scale**

The Liberty-Perry School Board has adopted the following corporation-wide grading scale:

<b>AP Courses/Dual Credit</b>	<b>Honors Courses</b>	<b>General</b>
A = 5.000	A = 4.750	A = 4.000
A- = 4.667	A- = 4.417	A- = 3.667
B+ = 4.333	B+ = 4.083	B+ = 3.333
B = 4.000	B = 3.750	B = 3.000
B- = 3.667	B- = 3.417	B- = 2.667
C+ = 3.333	C+ = 3.083	C+ = 2.333
C = 3.000	C = 2.750	C = 2.000
C- = 2.667	C- = 2.417	C- = 1.667
D+ = 1.333	D+ = 1.333	D+ = 1.333
D = 1.000	D = 1.000	D = 1.000
D- = 0.667	D- = 0.667	D- = 0.667
F = 0.000	F = 0.000	F = 0.000

Weighted grades for AP courses would affect the class of 2011 and beyond. Algebra II Honors weighted grades would affect the class of 2012 and beyond. Biology I Honors weighted grades would affect the class of 2013 and beyond. Algebra I Honors weighted grades would affect the class of 2021 and beyond. In addition, the board ruled that there would be NO rounding up to the next grade. For example, if your average is 79.95, your grade will still be a C+.

**Diploma Types**

General Diploma: 43 Credits (Alternative School)

Core 40 Diploma: 43 Credits

Core 40 with Academic Honors: 47 Credits

Core 40 with Technical Honors: 47 Credits

**Graduation Requirements:** Please refer to the Course Description Guide

**Final Exams**

The Alternative School will not administer final exams. Each Plato Course will have an End-of-Course Assessment that a student will complete as part of the course requirement. (See Plato Rules).

**ATTENDANCE POLICY**

Liberty-Perry Community School Corporation is committed to fostering the academic and personal growth of its student body. The primary goal of this attendance policy is to encourage

maximum student attendance. A student and parent must accept responsibility for the student's attendance. The business of school can be considered a person's first job in life. The habits developed and started in school may transfer to the rest of the student's academic and professional life. The State of Indiana places education at the top of its priorities. Accordingly, it is incumbent upon this school to use every reasonable measure to instill dutiful attendance habits in every student. The Indiana Department of Education sets a 95% benchmark for a school's minimum attendance rate. Attendance rate is used as one measure of success when public schools are placed in performance categories. In short, Indiana's attendance law mandates that every student enrolled must be in attendance unless he/she is ill or there is a death in the immediate family. Pursuant to IC 20-33-2-3.2, "attend" means to be physically present: (1) in a school; or (2) at another location where the school's educational program in which a person is enrolled is being conducted (i.e. eLearning); during regular school hours on a day in which the educational program in which the person is enrolled is being offered.

### **Reporting Absences**

THE STUDENT'S PARENT OR GUARDIAN SHALL CONTACT THE SCHOOL AS SOON AS IS POSSIBLE PREFERABLY BETWEEN 7:00 AM AND 10:00 AM ON THE DATE OF ABSENCE IN ORDER TO STATE THE NATURE OF THE ABSENCE. Classes begin promptly at 8:00 a.m. daily. A student arriving later than 8:30 AM will be considered absent from his or her first period class. **Absences not authorized and verified by parent contact within 24 hours of the absence will be considered "unexcused".** Students, who have reached the age of eighteen and are "emancipated" from their parents/guardian, may call in for themselves. A student is considered "emancipated" if they are eighteen and no longer living with their parents/guardian. Students who are eighteen years of age and still living with their parents are considered under their parents' rule and must be accounted for by their parents.

### **Attendance Committee**

Should the principal or his designee deem it appropriate, an Attendance Committee may convene to discuss a student's attendance. The principal or his designee will determine the make-up of such committee.

### **Excused Absences**

An excused absence is one that is approved by the principal or his designee. Upon immediate request of the returning student, arrangements may be made for make-up work missed due to an excused absence. Excessive absences may result in loss of course credit and/or expulsion. The term **excused** will refer to any absence from school or class based on the following:

- ☐ Personal illness verified by note (or call) from parent/guardian within 24 hours of the absence.
- ☐ Student medical or dental appointment verified by note from doctor/dentist.
- ☐ Funeral of a family member when approved in advance.
- ☐ Maternity, when approved in advance, with appropriate physician statement to support
- ☐ Military Connected Families (absences related to deployment and return) when approved by administration
- ☐ Principal or Designee's discretion

Note: Excessive absenteeism, tardiness, or a poor academic record will be considered when giving advance approval.

### **Unexcused Absences**

An unexcused absence is one that is not defined as an "Excused Absence" or is not approved by the principal or his designee. **Schoolwork missed as a result of an unexcused absence may not be made up for credit. Students should complete the work to learn the curriculum but no credit shall be given.**

### **Exempt Absences**

Under certain circumstances, the law requires the school to authorize the absence and excuse of a student (each of the following must be approved by the administration at least 3 school days in advance): serving as a page or honoree of the General Assembly (IC 20-33-2-14); serving on the precinct election board or as a helper to a political candidate or party on the day of a

municipal, primary or general election (IC 20-33-2-15); when subpoenaed to testify in court (IC 20-33-2-16); serving with the National Guard for no more than 10 days (IC 20-33-2-17); or serving with the Civil Air Patrol for up to 5 days (IC 20-33-2-17.2).

### **College Visits**

Students in grades 10-12 may be granted an excused absence for up to two (2) days per school year for the purpose of visiting a college campus, having an employment interview, or military recruitment. The proper paperwork must be submitted to Guidance at least 3 days in advance of the absence. Upon return from the absence, students must submit verification of the meeting he/she attended.

### **Excessive Absences**

A student will be limited to a total of seven (7) excused absences per semester. A student will be placed on an attendance contract at the sixth (6<sup>th</sup>) absence.

Upon a student's eighth (8<sup>th</sup>) absence, he/she will receive an after school detention and a conference with administration/parent will be scheduled:

Any absence after the eighth (8<sup>th</sup>) will require a doctor's certificate within two (2) school days of the absence (or the corporation nurse's approval) explaining in detail that the absence was due to a communicable disease that necessitated the physician to direct the student not to attend school on the specific date(s) in question. Without a doctor's certificate verifying such an illness the absence will be an unexcused absence(s) and the following may occur:

- Suspension from class or school.
- Loss of credit in class or classes.
- Referral to proper legal authorities for possible educational neglect per IC 20-33-2-25.
- Recommended for expulsion.

### **Compulsory Attendance**

It is unlawful for a parent to fail, neglect, or refuse to send his/her child to a public school for the full term as required under this chapter unless the child is being provided with instruction equivalent to that given in the public schools (see Homeschooling). This section does not apply during any period when the child is excused from attendance under this chapter.

**Penalty: A person who knowingly violates this chapter commits a Class B misdemeanor.** *Reference: Indiana Code 20-8.1-3-34 and 20-8.1-3-37.*

Effective July 1, 2013, [SEA 338](#) amends IC 20-20-8-8.

**Habitual truancy** IC 20-20-8-8 includes students absent ten (10) days or more from school within a school year without being excused or without being absent under a parental request filed with the school. Students determined to be habitually truant from school may be recommended for expulsion and may have their driver's licenses/learner's permits revoked.

**Chronic absenteeism** IC 20-20-8-8 includes students absent from school for ten percent (10%) or more of a school year for any reason. Student determined to be chronically absent from school may be recommended for expulsion. (180 student school days x 10% = 18 school days)

### **Habitual Absence**

Under IC 20-33-2-25, the "Superintendent or an attendance officer having jurisdiction shall report a child who is habitually absent from school (found to be habitually truant or chronically absent) in violation of this chapter to an intake officer of the juvenile court or the department of child services. The intake officer or the department of child services shall proceed in accord with IC 31-30- through IC 31-40.

### **Truancy**

Truancy is being absent from school or class without the knowledge or consent of the parent/guardian and school officials. Truancy shall also include leaving the school without permission for any part of the school day or not being in the approved location for your absence. Students determined to be truant may receive:



- 1<sup>st</sup> Offense: Warning and contract
- 2<sup>nd</sup> Offense: Suspension from Alternative School and parent conference
- 3<sup>rd</sup> Offense: Suspension from Alternative School and Social Probation
- 4<sup>th</sup> Offense and Beyond: Suspension from school, referrals to the Bureau of Motor Vehicles, referrals to **juvenile court or the department of child services, AND possible recommendation for expulsion.**

**Revocation of Driver's License** by Indiana Bureau of Motor Vehicles as per IC 9-24-2 for the revocation of driver's licenses and prohibition of learner's permits.

Students who are considered habitually truant from school, have been suspended or expelled, or have withdrawn from school will lose their driver's license until the earliest of the following:

- (1) The person becomes eighteen (18) years of age.
- (2) One hundred twenty (120) days after the person is suspended.
- (3) The suspension, expulsion, or exclusion is reversed after the person has had a hearing under IC 20-33-8.

#### **Tardies**

All Alternative School students are expected to report to class on time. If a student is tardy to Alternative School then they will be given an "excused absence" and sent home for the remainder of the school day. (See "excused absence" policy)

## **DISCIPLINARY POLICY:**

### **Grounds for Suspension and Expulsion**

Indiana Code 20-8.1-5.1

Grounds for suspension or expulsion are student misconduct or substantial disobedience. A student may be recommended for immediate expulsion from school for a period in excess of ten (10) school days or for the balance of a semester. The grounds for suspension or expulsion apply when a student is:

- On school grounds immediately before, during and immediately after school hours and at any other time when a school group is using the school.
- Off school grounds at a school activity, function, or event; or Traveling to or from school or a school activity, function, or event.
- Off school grounds at any time when the student is engaged in unlawful activities which may reasonably be considered an interference with school purposes or an educational function.

The following include examples of student misconduct or substantial disobedience, but are not limited to:

1. Using violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or other comparable conduct constituting an interference with school purposes or urging other students to engage in such conduct. The following enumeration is illustrative of 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 entrance or exits of any school building or corridor or room therein with intent to deprive others of lawful access to or from, or use of the building corridor, or room.

C. Setting fire to or substantially damaging any school building or property, or attempting to set fire or cause damage. This includes the use or attempted use of pipe bombs, Molotov cocktails", or other explosive or incendiary devices.

D. Firing, displaying, or threatening use of fire-arm, explosives, or other weapons on the school premises for any unlawful purpose.

E. Prevention of or attempting to prevent by physical act the convening or continued functioning of any school or educational function, or of any lawful meeting or assembly on school property or at a school-related activity, including the making of a false report of a bomb, fire, or uncommon disease-producing organism, as well as triggering a false fire alarm and delivering or sending an actual or look-alike uncommon disease-producing substance to any school property, vehicle, or activity.

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.

G. Through any means of communication, including gestures, symbols, or signals, placing any student, teacher, employee or other person in fear of harm to one's self, a family member or personal property. This includes by way of example such conduct as threatening "to get" the person, creating a "hit list" of persons who are to be put in fear of harm, and warning the person that a family member could get hurt or one's car could

be damaged.

2. Causing or attempting to cause substantial damage to school property. Stealing, or attempting to steal, school property of substantial value, or repeatedly damaging or stealing school property of small value.
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.
4. Threatening or intimidating any student for the purpose of, or with the intent of, obtaining money or anything of value from the student.
5. Knowingly possessing, handling, or transmitting a knife or any other object that can reasonably be considered a weapon.
6. Knowingly possessing, using, transmitting, or being under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, or intoxicant of any kind. Use of a drug authorized by a medical prescription from a physician is not a violation of this subdivision.
7. Engaging in the unlawful selling of a controlled substance or engaging in a criminal law violation that constitutes an interference with school purposes or and educational function.
8. Failing, in a substantial number of instances, to comply with directions of teachers or other school personnel during any period of time when student is properly under their supervision, when the failure constitutes an interference with school purposes or and educational function.
9. Engaging in an activity forbidden by the laws of Indiana in or out of school that constitutes an interference with school purposes or an educational function.
10. Knowingly possessing or using on school grounds during school hours an electronic paging device or a personal cell phone in a situation not related to a school purpose.
11. Bullying and/or harassment of a student or staff member on school grounds or at any school function.
12. The Child Abuse/Neglect Law requires school corporations to report to law enforcement or child protective services whenever there is reason to believe that any person/student is involved with "child exploitation" or "child pornography" as defined by Indiana Criminal Statutes. Engaging in inappropriate cell phone use such as "sexting" or storing any type of sexual images such as pornography or other sexual contents in any media. Also, "Child exploitation," a Class C felony under I.C. 35-42-4-4(b) is a student of any age who used the phone to (1) take a picture, (2) show a picture, (3) send a picture, or even offer to show or send the picture of any person under the age of 18 engaged in "sexual conduct". The Indiana Sex Offender Registration Statute at IC 11-8-8-7 and the Sex Offender Registry Offense Statute at IC 35-42-4-11, as of May 2009, require persons convicted of or adjudicated as a juvenile delinquent for violating the Child Exploitation Statute at IC 35-42-4(b) to register as a sex offender. Since cell phones are utilized in our schools, we believe it is important that students and parents be aware of the above information.

#### **Student Misconduct** **Indiana Code 20-33-8**

The following infractions are additional examples, which could mean, depending on the violation, suspension or expulsion from school:

1. Leaving school for a portion of a school period or more without permission.
2. Disrespect or insubordination to a staff member.
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.
4. Use of inappropriate, obscene, indecent abusive or profane

language; verbal, written, or in form of gesture. **This includes any inappropriate electronic video or picture.**

5. Habitual tardiness or truancy from school and/or individual classes.
  6. Appearing in an unclean, unhealthy, or unsafe manner so as to disrupt the educational process.
  7. Disruptive behavior, such as violence, noise, force, coercion, threat, intimidation, passive resistance, or other conduct which interferes with the orderly management and control of the school.
  8. Possession, transmission, threatened use, and/or actual use of a dangerous weapon.
  9. Possession and/or use of any type of explosive or dangerous articles, including fireworks.
  10. Failure to comply with the directions of teachers, principals, and other authorized school personnel.
  11. Violation of the federal, state, or local laws, other than minor traffic violations.
  12. Intentionally damaging, destroying, defacing, or stealing of personal or school property.
  13. Extortion.
  14. Falsifying documents (passes, attendance notes, early dismissal notes).
  15. Soliciting of any kind is prohibited unless approved by the administration.
  16. Unauthorized entry into a locker.
  17. Damaging textbooks, library books, or related materials (i.e. iPads or Chromebooks).
  18. Exhibiting any unacceptable physical contact (i.e. pushing, shoving, hair pulling, pinching, swatting, etc.)
  19. Any comparable conduct interfering with the school's educational purpose of function.
  20. No student or staff member shall be harassed in a verbal, nonverbal or physical form concerning sexual, gender, ethnic, religions, disability, height, or weight.
  21. Stealing or in possession of stolen property.
  22. Exceeding the 9-day attendance policy
- Please refer to state statutes under Grounds for Suspension and Expulsion for more details.

Note: If a student is suspended from Muncie Area Career Center, that student will also be suspended from Wapahani High School on days of suspension. This holds true also if students are suspended from Wapahani High school. Students will not be permitted to attend MACC on days of suspension.

#### **Harassment Policy (Bullying)**

Harassment of a person by other students or staff is contrary to the school board's commitment to provide a physically and psychologically safe environment in which to learn and may be a violation of federal law. Bullying can be defined as a student or groups of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the other students through overt, repeated acts or gestures, including verbal or written communications transmitted, and/or physical acts committed, or any other similar behavior as interpreted by the student being bullied is prohibited.

In addition to sexual harassment, which includes unwelcome sexual advances or any other form of improper physical contact or sexual remark, harassment shall also include any speech or action that creates a hostile, intimidating, or offensive learning environment. Any person who alleges harassment by a staff member or student may make a complaint with a building administrator. The principal or his designee will promptly investigate this charge. Anyone found to have violated this policy could face suspension or expulsion from the school corporation.

## Bullying

1. Bullying committed by students toward other students is strictly prohibited. Engaging in bullying conduct described in this rule by use of data or computer software that is accessed through any computer, any computer system, or any computer network is also prohibited.
2. For purposes of this rule, bullying is defined as overt, unwanted, repeated acts or gestures, including verbal or written communications or images transmitted in any manner including electronically or digitally, physical acts committed, aggression, or any other similar behaviors that are committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the targeted student and create for the targeted student an objectively hostile school environment that:
  - places the targeted student in reasonable fear of harm to the targeted student's person or property;
  - has a substantially detrimental effect on the targeted student's physical or mental health;
  - has the effect of substantially interfering with the targeted student's academic performance; or
  - has the effect of substantially interfering with the targeted student's ability to participate in or benefit from the services, activities, and privileges provided by the school.
3. This rule may be applied regardless of the physical location of the bullying behavior when a student committing bullying behavior and the targeted student attend a school within the school corporation and disciplinary action is reasonably necessary to avoid substantial interference with school discipline or prevent an unreasonable threat to the rights of other students to a safe and peaceful learning environment.
4. Any student or parent who has knowledge of conduct in violation of this rule or any student who feels he/she has been bullied in violation of this rule should immediately report the conduct to the *school's principal or assistant principal* who has responsibility for all investigations of student misconduct including bullying. A student or parent may also report the conduct to a teacher or counselor who will be responsible for notifying the *school's principal or assistant principal*. This report may be made anonymously.
5. The *school's principal or assistant principal* shall investigate immediately all reports of bullying made pursuant to the provisions of this rule. Such investigation must include any action or appropriate responses that may be taken immediately to address the bullying conduct wherever it takes place. The parents of the bully and the targeted student(s) shall be notified on a regular, periodic basis of the progress and the findings of the investigation and of any remedial action that has been taken.
6. The *school's principal or assistant principal* will be responsible for working with the school counselors and other community resources to provide information and/or follow-up services to support the targeted student and to educate the student engaging in bullying behavior on the effects of bullying and the prevention of bullying. In addition, the school administrator and school counselors will be responsible for determining if the bullying behavior is a violation of law required to be reported to law enforcement under Indiana law based upon their reasonable belief. Such determination should be made as soon as possible and once this determination is made, the report should be made immediately to law enforcement.
7. False reporting of bullying conduct as defined in this rule by a student shall be considered a violation of this rule and will result in any appropriate disciplinary action or sanctions if the investigation of the report finds it to be false.

8. A violation of this rule prohibiting bullying may result in any appropriate disciplinary action or sanction, including suspension and/or expulsion.
9. Counseling, corrective discipline, and/or referral to law enforcement will be used to change the behavior of the perpetrator. This includes appropriate intervention(s), restoration of a positive climate, and support for victims and others impacted by the bullying.

#### **Tobacco and Electronic Vaping Products**

Students have found ways to use ~~tobacco~~ nicotine products at school, as long as there have been schools in this country. Tobacco, electronic vaping product, and nicotine use by students has traditionally been considered to be a relatively minor nuisance and discipline problem. Tobacco use or electronic vaping and its possession has been a continued source of property damage and personal conflict at this and all schools. We now know, however, that ~~tobacco~~ its use is a serious health threat not only to those who use it, but to nearby non-users as well. As a result, our society has placed many restrictions upon the use of ~~tobacco~~ these products in an effort to discourage its use and to protect the rights of those who choose not to use it. Similarly, we believe that it is the responsibility of this school to insist upon restraint by those who choose to continue to use ~~tobacco~~ these products in order to protect the health and property of users and non-users, alike. The use or possession of any ~~tobacco~~ of these products on school grounds or during any school-sponsored activity will result in an out-of-school suspension. The first offense will result in a three (3) day suspension. A second or additional offense of this policy may result in expulsion and possibly a loss of credit for the semester.

#### **Drug-free School Zone**

Schools in the State of Indiana have been declared Drug-Free Zones. It is illegal to possess, use or sell a controlled substance or alcoholic beverages on school property, within 1000 feet of school property, or on a school bus. All individuals (including students) in violation of this law must be reported to law enforcement authorities. School administration, with reasonable suspicion, reserve the right to drug test anyone under the influence. Violation of this law is a Class B or D offense depending on the circumstances. Violation of these rules will also mean expulsion from school:

1. Possess, provide to another person, or be under the influence of any substance which is or contains alcohol, marijuana, a stimulant, an intoxicant, a narcotic, a depressant, caffeine-based pills, substances containing phenylpropanolamine (PPA), or a hallucinogen - whether prescription or sold over the counter (without a prescription) or any substance represented by the provider to be any of the listed substances or any item that closely resembles any of the listed substances (a) on school grounds at any time on (b) at any school sponsored activity at any location including the school bus. *Use of medication by a student prescribed by a medical doctor, a dentist, or other health care provider authorized by law to prescribe medication for that student, does not violate this rule.*
2. Possess or provide to any person anything used or designed to be used primarily for the storage, processing, delivery or consumption of alcohol, marijuana, stimulants, intoxicants, narcotics, depressants, or hallucinogens on school premises at any time or any location including the school bus. Examples of things that are not to be possessed or provided to another person are: pipes, rolling papers, clips. etc.

#### **Fighting**

- ☐ Students are not permitted to fight, make threats or harass other students.
- ☐ **First offense** may result in a 3-5 days out-of-school suspension or recommendation for expulsion.

❑ **Second offense** may be cause for expulsion.

A fight that causes medical and/or property damage could result in expulsion. An assault may result in expulsion. Students and parents may be liable for medical and/or property damage. ***If a student is physically or verbally threatening to a staff member additional punishment will occur, including expulsion from school. Local police will be contacted when an incident of fighting at school or at a school function***

#### **Property Damage**

Pursuant to Indiana Code 34-31-4-1, a parent of a child (who lives with the parent and over whom the parent has custody) is liable for up to \$5,000 in actual damages arising from each instance of harm to any person or damage to any property that is knowingly, intentionally, or recklessly caused by the child

#### **Dress Guidelines**

Appropriate dress, grooming, neatness and cleanliness are attributes that should be encouraged for they can affect the learning/teaching attitude of the individual and the group. It is in this spirit that reasonable standards are established. It would be impossible to devise a policy that would cover all situations and generally speaking, good common sense is usually the best guide for deciding on appropriateness of appearance. But there are a few guidelines that need special clarification.

The administration and staff will be enforcing the following dress regulations:

1. Blouses and shirts should be worn that adequately cover the body. See-through blouses, bare midriffs, halter-tops, mesh shirts, spaghetti straps, strapless dresses or tops, tank tops less than 2 inches in width, and shirts with open sides or with low cut necklines are not appropriate for school. Shirts with straps must be worn over the shoulders with the appropriate 2-inch seams. Shirts with straps or seams worn only around the neckline, and therefore not on the shoulders, are not permitted.
2. Students are to wear school appropriate shoes in the building.
3. One's appearance should not be vulgar, obscene, promote secret organizations, or lead to a disruptive atmosphere. Clothing that allows undergarments to be visible will not be considered appropriate for school.
4. Students are not to wear apparel that displays or advertises drugs, alcohol, or tobacco. Students are not to wear apparel that is sexually suggestive, racially biased, etc.
5. Students are not to wear hats, head coverings, sunglasses, bandannas, gloves, headphones covering the ears, distracting clothing, costumes, or pajama pants.
6. Apparel associated with gangs may not be worn or brought to school.
7. Apparel, such as pocket chains, should be kept at a reasonable length conducive toward the function of the item.
8. Backpacks and book bags are not to be in the classrooms at any time. They are to be in your locker only. Purses and bags in general, if carried to class, should be no bigger than the size of a standard box of Kleenex. Otherwise, they are to be in your locker only.
9. Clothing that is excessively baggy and/or excessively tight may not be worn alone.
10. Apparel or appearance that is lewd, vulgar, indecent, or offensive may not be worn.
11. Shorts and skirts must be worn to or near the middle of the thigh (between the knee and bend in leg). The principal or designee will have the final decision.

Note: The school will intervene (according to the judgment of teachers and administrators) if reasonable discretion has not been exercised to avoid undue distraction, to provide proper cleanliness, or to maintain proper levels of common decency.

#### **Personal Contact**

In consideration of all students, appropriate personal contact between students is expected at all times while on school property. The extent of any public display of affection between

students during school or school-sponsored events should be hand holding. Anything more may result in disciplinary consequences.

**Cheating**

Cheating of any kind will not be tolerated. Forms of cheating include, but are not limited to, using a cell phone or electronic device during instructional time without teacher permission, copying homework or tests from another student or allowing one to copy, using inappropriate materials during a test (calculators, formulas, texts, etc. that have not been approved for use on a test by the instructor), and plagiarism in any form. The first offense will result in loss of credit for that assignment or test. The second offense of cheating will result in a loss of credit in the class.

**Social Probation**

Social Probation prohibits a student from participation in sports or attending school extra-curricular events such as school dances, club activities, or athletic events. Students also cannot go to the library or computer lab during study hall without a research pass from a teacher.

A student placed on Social Probation will remain on Social Probation until the end of the semester and will lose their driving privileges.

Social Probation is for:

- A student who has been suspended from school multiple times during the school year.
- A student who has been suspended for fighting at least twice in a school year.
- A student who has been suspended from any class three or more total periods a semester, and/or a student who has violated the extracurricular code of conduct.
- A student found to be truant from school multiple times.
- A student that has received multiple F's on the most recent report card, at the principal's discretion.

**TRANSPORTATION**



### **School Bus Guidelines**

Parents are reminded that school transportation is a privilege and not a right. The bus driver is the sole authority on the bus while students are being transported. Therefore, the driver shall treat all students with respect while keeping order, maintaining discipline, and seeing that no student is imposed upon or mistreated.

1. Students should be waiting at his/her boarding station when the school bus arrives to ensure timely and efficient busing transportation.
2. Students will ride only assigned buses and will board and depart from bus at assigned bus stops.
3. Each student shall be seated immediately upon entering the bus in the seat assigned by the driver.
4. For the safe operation of the school bus, noise on buses shall be kept to a minimum with students speaking in reasonable conversational voices. Loud, boisterous, profane language, or indecent conduct shall not be tolerated. Students shall not be allowed to tease, scuffle, trip, hit, or use their bodies in any other objectionable manner. Passengers must be quiet at railroad crossings and other danger zones as designated by the driver.
5. Doors and windows will be opened or closed only with the driver's permission.
6. Students shall not stand or move from place to place during the trip.
7. Students shall not enter or leave the bus until it has come to a full stop, and the driver has opened the door.
8. Students are not to eat or drink on the bus. The bus is to be kept clean at all times.
9. The bus driver/transportation director and/or the building administrator shall give the parent notice if a student faces the loss of riding privileges. The driver/transportation director may suspend the student for one (1) day after notifying both the parent and building administrator. The building administrator/transportation director may suspend riding privileges for a period of time as determined by the administration following consultation with the driver and student. Normal due process procedures will be followed for an extended loss of riding privileges.

### **Student Driving and Parking**

Driving a personal vehicle to school, and parking on school property is a privilege, and not a right. The student and the student's parent/guardian must realize the student comes under school discipline policies when he/she leaves home to travel to school and until they return home from school. Regulations are as follows:

1. Students must have a valid Indiana driver's license and the vehicle must be insured as per state law.
2. Register and display the parking permit as instructed. This tag must be displayed on the rear view mirror and visible at all times. There will be a two-dollar (\$2.00) registration fee. If the parking permit is not returned in the condition issued, an additional charge of four dollars (\$4.00) will be assessed. If not returned or payment received, a parking space will not be issued the following year.
3. Students are to leave their vehicles immediately upon arrival at school.
4. The parking lot is off limits to students during the school day unless a pass is received from the office.
5. There is to be a strict adherence to the 15 MPH speed limit on all areas of school property.
6. **All operators and passengers of motor vehicles are required to properly fasten safety belts when driving on school property. This is in accordance with Indiana law. Any student who fails to comply, or anyone passengers in a student's vehicle, while on school grounds, will receive the following penalties:**
  - First time offender: Written warning and parent contact**
  - Second time offender: Suspension of driving privileges for 2 weeks**
  - Third time offender: Suspension of driving privileges for remainder of school year**
6. All school buses are to be given the right-of-way.
7. Drivers are urged to keep their vehicles locked at all times.
8. Careless driving on school grounds is not permitted.
9. Permission for a student to bring a vehicle on school property shall be conditioned upon consent of the search of the vehicle and all containers inside the vehicle by a school administrator with reasonable suspicion to believe the search will produce evidence of a violation of law, a school rule, or a condition that endangers the safety or health of the student

driver or others. The student shall have no expectation of privacy in any vehicle or in the contents of any vehicle operated or parked on school property.

10. Any vehicle found to be illegally parked, not properly registered, or not displaying their parking permit, **may** be assessed a fine of five (\$5.00) dollars. This fine must be paid within ten (10) school days of the date of issue, or driving privileges will be revoked.

11. Students may only park in the west parking lot between the baseball field and the gym.

12. On receiving the fourth violation, the car may be towed at owner's expense.

13. ANY violation may result in loss of driving privileges.

14. Student driving privileges will be revoked if a student receives a fifth detention and/or is suspended for the second time or has a second truancy.

15. Student drivers with five or more unexcused tardies to first period will lose the privilege of having a parking pass. (Up to one full semester)

16. Student drivers must be considered a full-time student or enrolled in classes at Wapahani High School or driving privileges will be revoked.

17. A student driver must have a Drug, Alcohol, and Tobacco Testing Program Consent Form signed with his/her student signature and his/her parent/guardian signature on file in the office before receiving a parking tag.

18. If a student receives a "positive" result from participating in the Liberty-Perry Community Schools drug testing program the student will lose driving privileges both to and from school for a period of 36 days.

#### **Requirements for Obtaining a Valid Parking Tag**

- The students must have a valid driver's license.
- Permits will be offered to seniors, juniors, and sophomores in that order.
- A waiting list for parking permits will be established and retained in the office by the Assistant Principal.
- If for any reason a student loses his/her driving privilege, their permit and parking space would be issued to the next person on the waiting list.
- If the driving permit is revoked for any reason the student must have written permission from the Principal or Assistant Principal to be placed on the waiting list at the end of the nine weeks.

Reasons for losing a parking permit may include:

- Failing multiple classes.
- Excessive tardies.
- Excessive discipline referrals
- Failing a drug test

Note: At the discretion of the administrators, requirements may be waived or amended under certain circumstances.

## **SCHOOL POLICIES**

**Indiana Civil Rights Compliance Program for Vocational  
Education, Student Grievance Procedures**

In the event that a student at Wapahani High School or Selma Middle School feels that an act or omission was made to them relating to protected rights based on age, race, color, religion, sex, handicapping conditions, national origin, or limited English proficiency, that student may obtain a grievance form from the guidance director, principal, or superintendent. This form will indicate the steps to be taken to continue and resolve the grievance.

**Job Permit Policy (The Alternative School encourages students to seek employment as a means to complete graduation requirements under "Employability Skills".**

According to state and federal child labor laws, employment certificates (work permits) are mandatory for minors aged 14 through 17 years of age. Students who wish to secure a job permit must present to the Assistant Principal or designee an "Intention to Employ" card and proof of age certificate. If it is determined by the Assistant Principal or designee that the following criteria have been met, he will issue a work permit:

- The student has not received a failing grade in any class reported on the student's most recent grade reporting card.
- The student has not exceeded eight unexcused absences in any class.
- The student is not receiving a failing grade in any class at the time of issuance of the work permit.
- The student does not already have a work permit on file.

After a student has been issued a work permit, the students' grades and attendance will be monitored by the Assistant Principal. If at any time, the student is receiving a failing grade in any subject or has exceeded the eight absences', the following steps will occur:

- The principal or his designee will meet with the student as well as the student's parents and/or guardians.
- Two options will be available at the time of the meeting:
  1. The student may be placed on academic probation for one month

If the student is not receiving a passing grade after the one month period, the work permit will be revoked.

2. The work permit will be immediately revoked and the employer notified, if the parents and principal deem necessary and are in agreement.

**Personal Electronic Property**

Personal electronic devices, including but not limited to radios, cameras, tape recorders, game boys, PSP's, MP3's, iPods, iPads, iTouches, cell phones, and other such electronic equipment are not to be used during instructional time unless approval has been given. Use of personal electronic devices, including cell phones, during class time (or when a student should be in class), without permission, will result in the device being confiscated and the appropriate discipline will be assigned. Electronic devices, such as cell phones or cameras, are not to be used in a manner that is inappropriate or a situation not related to a school purpose or educational function (i.e. taking pictures or recording audio or video without permission). It is recommended that students should not bring large amounts of money or expensive devices to school to prevent loss, damage, or theft. **Alternative School students will be required to turn such devices into the teacher prior to class start time. Students will be encouraged to leave these devices at home or in a safe location outside of the classroom.**

**Book Rental**

The pupil should use a rented textbook in the same manner as a purchased book. The texts are the sole responsibility of the student and must be replaced if lost or stolen. If the text is misused, a repair, or replacement fee will be imposed.

**Cafeteria and Lunch Time**

The food service personnel are genuinely interested in providing food and service that pleases most of the student body. By observing the following rules you can do your part in helping keep the cafeteria clean, attractive and a pleasant place to eat.

1. Do not throw food or anything else.
2. Keep the lines orderly, and do not cut in.
3. Empty all trash from trays into the containers. Return the trays and silverware to the receiving window.
4. Keep tables, chairs, and floors clean - pick up after yourself.
5. No food may be taken from the cafeteria unless a student is in the Alternative School.
6. You are welcome to bring a lunch from home to eat in the Alternative School classroom.
7. No food or drinks (except bottled water, in a store-bought container) in the academic area without special permission from school administration.
8. Students are to remain the designated areas during lunch. Students must receive permission from the Lunch Supervisors to be in the academic area of the building or the gymnasium. Students found to be in violation may face disciplinary consequences.
9. Students are not permitted to run to lunch. Students found to be running in the halls may face disciplinary consequences.

**Medication Policy**

In compliance with School Board policy and state statutes pertaining to medication, Indiana Code 34-4-16.5-3.5 and the Indiana Administrative Code 511 IAC 7-1-2-, as well as other requirements, the following policy has been implemented:

1. No medication shall be administered to a student without the written and dated consent of the student's parent. The consent of the parent shall be valid only for the period specified on the consent form and in no case longer than the current school or program year.
  2. All nonprescription medicine to be administered to a student must be accompanied by a statement describing the medicine, the dosage, and the time for it to be administered to the student.
  3. All prescription medication, including injectable medication, and all blood glucose tests by finger prick to be administered to a student must be accompanied by a physician's prescription, a copy of the original prescription, or the pharmacy label.
  4. If the medication is to be terminated prior to the date on the prescription, the written and dated consent or withdrawal of consent of the parent is required. The written consent of the parent and the written order of the physician shall be kept on file.
  5. No student shall be allowed to keep medication at school on his/her person or in a locker. Failure to properly follow the Medication Policy may result in disciplinary consequences. Any medication to be administered to a student shall be brought to either the principal's or the school nurse's office where it will be kept in a secure place.
- Medication shall be administered in accordance with the parent's statement (in the case of nonprescription medicine) or the physician's order (in the case of prescription medication) only by a school nurse or other employee(s) designated by the school principal. All administration of medicine shall be documented in writing. Any designated employee who is responsible for administering injectable insulin or a blood glucose test by finger prick shall receive proper training and such training shall be documented in writing. These precautions are necessary to insure the safety of all students. We appreciate the cooperation of parents and guardians in carrying out this policy.

**Injuries/Illness**

If a student is injured or becomes ill at school, the student will inform the office and let a school representative contact the parent. In order to minimize disruptions to the learning environment at school, students are not to contact parents first. The student will be cared for temporarily by the school nurse until the parent is notified. The school will render first aid only. If emergency medical attention is necessary, the following procedure will occur:

1. The parent will be contacted by a school representative. or
2. The child may be transported to the emergency room at the hospital.

**Postings/Advertisements**

The Principal must first approve signs and posters that students wish to display. Posters displayed without authorization will be removed. Any student who posts printed material without approval shall be subject to disciplinary action. Postings/Advertisements that are approved must be removed when the message expires.

### **Telephone**

The phone available for student use is located in the main office with the permission from the office staff.

### **Criminal Trespass**

It cannot be argued that individual members of the public enjoy a limited right of access to school facilities while conducting legitimate school-related business. However a person's conduct while so engaged cannot be such as to constitute a disruption or interference with the accomplishment of regular school functions. When such occurs, the building principal or other administrative official in charge of the particular facility can, and should, request that the person leave the premises. Failure to do so can result in prosecution for criminal trespass. I.C. 35-19-4-3. It shall be a misdemeanor for any person to refuse to leave the premises of any institution established for the purpose of the education of students enrolled therein when so requested, regardless of the reason, by the duly constituted officials of any such institution.

### **Computer Usage**

Students are urged to use the computers available throughout the building for research, projects, assignments, and other work assigned by teachers. However, students are to remain in the directory specifically assigned for their use. It is a criminal act under Indiana law to access a computer system or to damage or alter a computer program or computer data without the consent of the computer owner. Therefore, any student who is suspected of tampering with or trespassing on any of the school corporation's computers, computer programs, computer systems, or computer networks without authorization from the administration will be immediately suspended from school pending investigation by school administrators. Violation of this rule will result in expulsion and loss of credit. The results of the investigation will be turned over to the proper authorities if it is determined by school authorities that a criminal act may have been committed.

ALL STUDENTS WILL BE REQUIRED TO SIGN A COMPUTER USE CONTRACT AND HAVE IT ON FILE IN THE ADMINISTRATIVE OFFICE. ANY STUDENT, WHO VIOLATES THEIR COMPUTER CONTRACT AND IS ENROLLED IN A COMPUTER CLASS, WILL LOSE THEIR CREDIT IN SAID CLASS.

## **Liberty-Perry Community Schools Student Acceptable Use and Code of Conduct**

It is important that users understand their responsibilities and conduct themselves as responsible learners at all times. Responsible uses of technology are devoted to activities that support teaching and learning. The following statements represent the students' agreement about the responsible use of technology.

I will:

1. Bring my iPad to school fully charged each day.
2. Keep private information private. (My password and identity are mine and not to be shared with anyone other than my parent/guardian.)
3. Treat others with respect, both online and offline.
4. Be a responsible digital citizen.
5. Encourage others to be good digital citizens.
6. Use computers and iPads for school-related purposes during school hours.

7. Credit my sources when I am using other people's information, images or other material.
8. Respect the work of other students and not copy, alter, or otherwise damage work that is not mine.
9. Take care of LPS technology equipment.
10. Notify a staff member immediately if I violate the Responsible Use Policy.

I will not:

1. Read another student's private communications and schoolwork without permission.
2. Use improper language or pictures.
3. Use any form of electronic communication to harass, intimidate, ridicule or otherwise harm others.
4. Pretend to be someone else online.
5. Give out my full name, address, or any other personal information to others online.
6. Take pictures and or record audio video without the consent of that student or staff member.
7. Search for, possess, read, view, or copy inappropriate pictures or information.
8. Damage, change or tamper with the hardware or network in any way.
9. Decorate the iPad or case with stickers, writing, or other markings.
10. Take the case off of the iPad.

I understand:

1. My work can be lost and I should be careful to backup important work.
2. The internet and LPS technology may not work at all times.
3. Not all content available on the Internet is true.
4. It is my responsibility to validate information or research on the Internet.
5. The use of the Internet provided by LPS is a privilege and not a right.
6. The iPad is the sole property of LPS and may be searched at anytime by an administrator.
7. iPads will be configured using a management system and will be filtered on and off campus. Any attempt to remove the filter will disable the network and is considered a violation of this agreement.
8. School personnel have full authority over the iPad.
9. LPS apps may not be deleted but will be purchased by LPS. If a student purchases apps for the iPad by choice the student must pay for the app.
10. My apps may be deleted to make room for educational apps. The school reserves the right to however much space is needed for educational apps. Students may use the rest of the space at their discretion.

Consequences for misuse:

1. School administrators may revoke the use of iPad features due to my poor performance in academics, attendance and/or behavior.
2. I may be disciplined at school up to and including suspension or expulsion if I act irresponsibly.
3. **Gaming in class is not permissible in class. Should a student game in class:**
  - **First Offense: Teacher confiscates IPAD for the period**
  - **Second Offense: Teacher confiscates IPAD and brings to office. IPAD will be returned to student at end of school day**
  - **Third Offense: Teacher confiscates IPAD and brings to office. Student is issued 1-hour detention and must be served before return of IPAD**
  - **Fourth Offense: Teacher confiscates IPAD and brings to office. Apps and App Store will be removed from IPAD.**

Textbook/Technology rental fees:

Alternative School \$127.25

Optional Payment Plan:

September 1st \$42.42  
November 1st \$82.83 (or remaining balance)

Repair for Damage:

Local Repair not covered by Apple \$90.00 (Example: Broken Screen)  
Apple Repair not covered by Apple Warranty \$305  
Replacement of a part less than \$90.00 will cost the same as the part (Ex: Charger \$35)  
Replacement \$499  
IPAD Insurance \$34

**7540.03 - STUDENT NETWORK AND INTERNET ACCEPTABLE USE AND SAFETY**

Advances in telecommunications and other related technologies have fundamentally altered the ways in which information is accessed, communicated, and transferred in society. Such changes are driving the need for educators to adapt their means and methods of instruction, and the way they approach student learning, to harness and utilize the vast, diverse, and unique resources available on the Internet. The School Board is pleased to provide Internet services to its students. The Corporation's Internet system has a limited educational purpose. The Corporation's Internet system has not been established as a public access service or a public forum. The Corporation has the right to place restrictions on its use to assure that use of the Corporation's Internet system is in accord with its limited educational purpose. Student use of the Corporation's computers, network and Internet services ("Network") will be governed by this policy and the related administrative guidelines, and the Student Code of Conduct. The due process rights of all users will be respected in the event there is a suspicion of inappropriate use of the Network. Users have a limited privacy expectation in the content of their personal files and records of their online activity while on the Network.

The Board encourages students to utilize the Internet in order to promote educational excellence in our schools by providing them with the opportunity to develop the resource sharing, innovation, and communication skills and tools that are essential to both life and work. The instructional use of the Internet will be guided by the Corporation's policy on instructional materials.

The Internet is a global information and communication network that provides students and staff with access to up-to-date, highly relevant information that will enhance their learning and the education process. Further, the Internet provides students and staff with the opportunity to communicate with other people from throughout the world. Access to such an incredible quantity of information and resources brings with it, however, certain unique challenges and responsibilities.

First, and foremost, the Corporation may not be able to technologically limit access, to services through the Corporation's Internet connection, to only those that have been authorized for the purpose of instruction, study and research related to the curriculum. Unlike in the past when educators and community members had the opportunity to review and screen materials to assess their appropriateness for supporting and enriching the curriculum according to adopted guidelines and reasonable selection criteria (taking into account the varied instructional needs, learning styles, abilities, and developmental levels of the students who would be exposed to them), access to the Internet, because it serves as a gateway to any publicly available file server in the world, will open classrooms and students to electronic information resources which have not been screened by educators for use by students of various ages.

The Corporation has implemented the use of technology protection measures which are specific technologies that will protect against (e.g. filter or block) access to visual displays/depictions that are obscene, child pornography, and materials that are harmful to minors, as defined by the Children's Internet Protection Act. At the discretion of the Corporation or the Superintendent, the technology protection measures may be configured to protect against access to other material considered inappropriate for students to access. The technology protection measures may not be disabled at any time that students may be using the Network, if such disabling will cease to

protect against access to materials that are prohibited under the Children's Internet Protection Act. Any student who attempts to disable the technology protection measures will be subject to discipline.

The Superintendent or Technology Director may temporarily or permanently unblock access to sites containing appropriate material, if access to such sites has been inappropriately blocked by the technology protection measures. The determination of whether material is appropriate or inappropriate shall be based on the content of the material and the intended use of the material, not on the protection actions of the technology protection measures.

The Corporation utilizes software and/or hardware to monitor online activity of students to restrict access to child pornography and other material that is obscene, objectionable, inappropriate and/or harmful to minors. Nevertheless, parents/guardians are advised that a determined user may be able to gain access to services on the Internet that the Corporation has not authorized for educational purposes. In fact, it is impossible to guarantee students will not gain access through the Internet to information and communications that they and/or their parents/guardians may find inappropriate, offensive, objectionable or controversial. Parents/Guardians assume risks by consenting to allow their child to participate in the use of the Internet. Parents/Guardians of minors are responsible for setting and conveying the standards that their children should follow when using the Internet. The Board supports and respects each family's right to decide whether to apply for independent student access to the Internet.

Pursuant to Federal law, students shall receive education about the following:

A.	safety and security while using e-mail, chat rooms, social media, and other forms of direct electronic communications;
B.	the dangers inherent with the online disclosure of personally identifiable information;
C.	the consequences of unauthorized access (e.g., "hacking"), cyberbullying and other unlawful or inappropriate activities by students online; and
D.	unauthorized disclosure, use, and dissemination of personal information regarding minors.

Staff members shall provide instruction for their students regarding the appropriate use of technology and online safety and security as specified above. Furthermore, staff members will monitor the online activities of students while in school.

Monitoring may include, but is not necessarily limited to, visual observations of online activities during class sessions; or use of specific monitoring tools to review browser history and network, server, and computer logs.

Building principals are responsible for providing training so that Internet users under their supervision are knowledgeable about this policy and its accompanying guidelines. The Board expects that staff members will provide guidance and instruction to students in the appropriate use of the Internet. All Internet users (and their parents if they are minors) are required to sign a written agreement to abide by the terms and conditions of this policy and its accompanying guidelines.

Students and staff members are responsible for good behavior on the Corporation's computers/network and the Internet just as they are in classrooms, school hallways, and other school premises and school sponsored events. Communications on the Internet are often public in nature. General school rules for behavior and communication apply. The Corporation does not sanction any use of the Internet that is not authorized by or conducted strictly in compliance with this policy and its accompanying guidelines.

Users who disregard this policy and its accompanying guidelines may have their use privileges suspended or revoked, and disciplinary action taken against them. Users granted access to the



Internet through the Board's computers assume personal responsibility and liability, both civil and criminal, for uses of the Internet not authorized by this Board policy and its accompanying guidelines.

The Board designates the Superintendent and the Technology Director as the administrator responsible for initiating, implementing, and enforcing this policy and its accompanying guidelines as they apply to students' use of the Network.

## **Plato On-line Course Rules**

- All coursework must be complete by the end of the semester in which student enrolls in the course.
- Alternative School Teacher will keep track of progress and update the class performance chart.
- Tutorials and Mastery Test (35%) can be done inside and outside of class. A large majority of Plato Courses will be available through the use of your iPad. You may take these tests as many times as you like. However, they will need to be reset after you have attempted five times. You must open tutorial in order to reset a mastery test attempt.

- Post-test (40%) must be taken in the presence of your teacher or administrator. Post-time will remain locked until student is in the presence of a school official. Test will be relocked once student leaves testing area. You may take these tests over as you like, but must be in the presence of a school official.
- End-of-Course Assessments (25%) must be taken in the presence of your teacher or administrator. ECA's will remain locked until student is in the presence of a school official. Test will be relocked once student leaves testing area. You may take these tests over as you like, but must be in the presence of a school official.
- Once you complete the course, your teacher or administrator will print off a copy of your Gradebook Report Card, email Mrs. Ritchie, and add your grade to the Plato Google Form for the 2<sup>nd</sup> semester Plato Worksheet 2018-2019.
- You do not need to attempt any other categories than the ones listed above (Master Test, Post-Test, and ECA's).
- There are a limited amount of courses that have only two categories (i.e. Fairy Tales). The weights will be distributed equally.
- Students are permitted to take a Plato Course if one of the following apply:
  1. Taking the course for credit recovery.
  2. Taking the course during summer school.
  3. Taking a course because it will not fit into their schedule (Reserved for upper classmen only!!!)
  4. Taking the course because we DO NOT offer as a traditional course or wanting to improve the student's GPA.
- Students will be permitted to use a Chromebook under the following rules:
  1. iPad is not charged or at school with student (This will be considered a technology violation).
  2. Plato Course does not work with iPad technology (Not a technology violation).
  3. Student must sign-out Chromebook prior to scheduled Plato Course time and must return before the end of the school day (Failure to return will be considered a technology violation).
- Technology Violations
  1. Warning
  2. Sent home for the remainder of the school day (excused absence)

By signing below, we the student and parents understand the importance of the handbook and understand the conditions.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Administrator Signature

\_\_\_\_\_  
Date