



# **Student Handbook**

**2019-2020**

Harrison High School  
Jefferson High School  
McCutcheon High School  
Oakland High School  
West Lafayette High School

*For more information, visit [www.GLCareerAcademy.com](http://www.GLCareerAcademy.com)*

## ABOUT GREATER LAFAYETTE CAREER ACADEMY

### Mission

Greater Lafayette Career Academy prepares high school students with the technical, social, and problem solving skills necessary to meet the demands of today's workforce and encourages continued growth and learning.

### Participating Schools

- Harrison High School
- Jefferson High School
- McCutcheon High School
- Oakland High School
- West Lafayette Jr./Sr. High School

### Governing Board

Greater Lafayette Career Academy (GLCA) is governed by a board consisting of the Superintendent, or his/her designee, of each participating school corporation. The Governing Board will meet 6-8 times per year. The board approves staffing, the annual operating budget, curriculum offerings, and participation fees.

### Contact Information

2201 S. 18th St.  
Lafayette, 47909  
(765) 807-8530

## CAREER PROGRAMS & FACULTY

GLCA is open to junior or senior students from the participating high schools. Programs take one or two years to complete. See your high school counselor or contact GLCA for more information.

Programs Offered	Instructors	Email Addresses
• Aerospace Engineering and EDD	TBD	TBD
• Automotive Technology I	TBD	TBD
• Automotive Technology II	TBD	TBD
• Civil Engineering & Architecture and EDD	TBD	TBD
• Computer Science II	TBD	TBD
• Computer Science III: Cybersecurity	TBD	TBD
• Construction Trades I	TBD	TBD
• Construction Trades II	TBD	TBD
• Construction Trades I: HVAC	TBD	TBD
• Construction Trades II: HVAC	TBD	TBD
• Cosmetology I & II	TBD	TBD
• Criminal Justice I	TBD	TBD
• Criminal Justice II	TBD	TBD
• Culinary Arts I	TBD	TBD
• Culinary Arts II	TBD	TBD
• Education Careers I	TBD	TBD
• Education Careers II	TBD	TBD
• Emergency Medical Services	TBD	TBD
• Fire & Rescue	TBD	TBD
• Health Science I	TBD	TBD
• Health Science II: Nursing	TBD	TBD
• Health Science II: Medical Assisting	TBD	TBD
• Networking I	TBD	TBD
• Networking II: Cybersecurity	TBD	TBD
• Radio & TV I	TBD	TBD
• Radio & TV II	TBD	TBD

### Location

Programs are located on the Greater Lafayette Career Academy campus at 2201 South 18<sup>th</sup> St, Lafayette, In. 47909. Additional class locations are listed in the GLCA Program Description Guide. The campus is located on the corner of Teal Road and 18<sup>th</sup> Street.

## STUDENT SCHEDULES

### Class Sessions

Students are assigned to the morning session or the afternoon session at GLCA. The home school counselors and GLCA staff work together to choose the session for each individual student. The session chosen for each student depends on the other courses they need at their home high school.

### School Calendar

GLCA follows the Tippecanoe School Corporation calendar. Classes begin on the first day Tippecanoe School Corporation are in session.\* All vacations and holidays also follow the Tippecanoe School Corporation calendar. Because students attend GLCA from multiple school corporations, scheduling differences may occur. Students will be expected to attend each day their career program is in session if sending school transportation is provided. The TSC calendar is available on the website at [GLCareerAcademy.com](http://GLCareerAcademy.com).

### Weather Delays

GLCA follows the Tippecanoe School Corporation delay and closings schedule. All school closing will be posted on the GLCA website. Sending schools will make decisions regarding delay schedules and student attendance.

*\*The GLCA Cosmetology program has an extended summer calendar to allow students to accumulate the required lab hours for Indiana licensure. The typical schedule include the June before the senior year. Contact the GLCA office for more information on specific days.*

## PARENT COMMUNICATION

Communication is one of the most important keys to student success. This includes on-going communication between teachers, counselors, administrators, students, and parents. Many research studies have found parental participation in a child's education to be essential for effective teaching and learning. Educators recognize parental involvement in school activities and in the student's schoolwork as integral to successful student academic performance. Staff encourages you to contact us at any time with issues regarding your student and classroom performance. Success is our goal, and we will work with you to ensure your student has a positive learning experience. Contact your student's teacher or the administration at **(765) 807-8530**. The best time to contact a teacher is during prep time 10:15-11:15 a.m. Teacher email addresses are listed on page 2 and on the GLCA website at [GLCareerAcademy.com](http://GLCareerAcademy.com)

### Absence / Late Arrival / Early Departure Notification

Parents/guardians are expected to call GLCA each day their student is not going to attend. The home high schools notify GLCA of absences, but it is usually later in the day before notification is received. Parents are also expected to call when a student will be arriving late or departing early. Students will not be released without parent notification. For more information, see the Attendance Policy section.

### Emergency Contact

Emergency contact information is requested from all parents through the Health Services Medical Information Form. The information allows GLCA staff and instructors to contact parents in the case of an emergency at school. Please call the GLCA office to update student emergency contact information as necessary.

### Visitor Policy

Parents and visitors are welcome at GLCA. It is best to pre-arrange any visits when possible so that the instructors and students are prepared to discuss and demonstrate current projects. When visiting GLCA, please check in at the office upon arrival.

### PowerSchool Portals

GLCA uses PowerSchool as the student data management system. Parents and students can use their own access accounts to check grades and attendance using the PowerSchool portals. Parent and students have individual access to the information. Parents are able to set parameters and request notifications. For example, parents can set the parameters to notify them by text or email when their student's grade has dropped below a certain point. Students access PowerSchool through their own account and cannot change the parameters set by parents. Login information is distributed through the GLCA office at the beginning of the school year.

### Website

Visit our website at [GLCareerAcademy.com](http://GLCareerAcademy.com) for GLCA news, events, student recognition, photos, and other career program information.

## TRANSPORTATION & STUDENT PARKING

Students must obtain permission to drive to GLCA. In most situations, students are not allowed to drive other students. When a student must drive to school, they are to do the following:

1. Contact GLCA in advance for a permission form.
2. Obtain signatures from the GLCA administrator, home school administrator, and parent.
3. Complete the online parking pass form.
4. Display the GLCA parking pass sticker in the student window.

5. Park in the Greater Lafayette Career Academy student parking lot.

In the extenuating circumstance when a student must drive and GLCA permission has not been obtained, the student must obtain permission and documentation from the home school administrator. The home school administrator will then contact GLCA to provide permission. The student must report to the office upon arrival to provide home school documentation and to obtain a parking pass. Driving without permission will result in disciplinary action.

## STUDENT PERFORMANCE & RECOGNITION

### Commitment

It is understood that enrollment into a career program is a **full school year, two-semester commitment**. Students who begin a career program are expected to complete the school year.

### Technical Honors Diploma

GLCA can help students earn a Technical Honors Diploma. Depending on the career program, students can earn career program credits, dual college credits, and industry certification through their work in the career programs. For more information on the diploma requirements and how experiences in specific career programs can satisfy the requirements, visit the GLCA website at [GLCareerAcademy.com](http://GLCareerAcademy.com).

### Grades

Grades are issued to home high schools each nine weeks throughout the school year and at the end of each semester. The home high school then reports the grades on their scheduled report cards. All high school credits earned are reflected on the home high school student transcript.

GLCA semester grades are determined based on the following:

40%	1 <sup>st</sup> nine weeks grade
40%	2 <sup>nd</sup> nine weeks grade
20%	Semester final or project

The GLCA grading scale is:

A	90-100	4.0
B	80-89	3.0
C	70-79	2.0
D	60-69	1.0
F	0-59	.0

Career programs award multiple credits per semester. Failure in a career program results in no credits being awarded for that semester and possible removal from GLCA.

### National Technical Honor Society

The GLCA chapter of the National Technical Honor Society (NTHS) inducts students each year who meet the academic and attendance requirements as defined by the NTHS. Students are nominated by their instructors, and an induction ceremony is held each spring to recognize the students. Criterion for induction includes 97 percent attendance in the career program and at the home high school, a B+ average in the career program, and a B- average at the home high school. Students must also complete community service hours and exhibit NTHS character attributes.

### Awards Program

Each spring, GLCA recognizes students and their accomplishments. The annual Awards Program allows parents, grandparents, and other friends and family members to join the staff in congratulating students on a job well done.

## CURRICULUM, DUAL CREDITS, & INDUSTRY CERTIFICATION

### Curriculum

The curricula for the career programs are based on industry standards, Indiana Department of Education career pathways, postsecondary requirements, and other certification standards. They are designed to provide the students with the best possible preparation for further education and work. Industry advisory committees also provide guidance and professional support to the career programs. Each career program has its own individual advisory committee.

### Dual Credits

Depending on the career program area and pre-requisite placement testing, students may earn dual college credit through their participation in the career programs. Dual credit is provided through Ivy Tech Community College and Vincennes University. The credit is earned as part of the career program class work, and all instructors issuing dual credit are credentialed by the colleges. Some dual credits require that students pay a minimal tuition fee. Upon successful completion, students can request a transcript from the college(s) listing the dual credits earned. Some credits may be transferred to other universities and colleges and may reduce the number of classes required when going on to the postsecondary level. Dual credits illustrate the student's ability to perform

college-level work and are helpful when seeking postsecondary admission, scholarship funds, and employment. Visit [GLCareerAcademy.com](http://GLCareerAcademy.com) or call the GLCA office for more specific information on the dual credit opportunities available. The ability to transfer dual credit is always determined by the receiving institution. Visit [transferIN.net](http://transferIN.net) to learn more about transferring dual credit.

### **Industry Certification**

Students may also earn industry certification for their work in a career program. Industry certification illustrates what a student knows and is able to do and is an advantage when seeking employment. Industry certification may also be helpful when seeking postsecondary admission and scholarship funds. Some students use the industry certification for part-time employment as they pursue higher education. Some certifications require that students pay a testing fee. Visit [GLCareerAcademy.com](http://GLCareerAcademy.com) or call the GLCA office for more specific information on the industry certification opportunities available.

### **Field trips / Competitions / Student Organizations**

Students have the opportunity to participate in a variety of activities. All activities are organized for educational purposes. They may, on occasion, require the student to miss classes at their home high school. Home high school permission is required prior to participation in these activities. Parent permission will also be requested. The activities may require additional fees.

## **STUDENT TESTING**

GLCA student abilities are tested at several times throughout the school year. All testing is conducted during the career program class time. The tests enable students to gauge their readiness for work and college.

### **ACCUPLACER®**

ACCUPLACER is a placement exam made available to GLCA through partnerships with Ivy Tech Community College and Vincennes University. GLCA uses the ACCUPLACER exam to meet the testing pre-requisites for dual credits and to prepare students to continue their education at the postsecondary level. Students are given the opportunity to take the ACCUPLACER exam if their dual credit courses require placement testing or if they express an interest in attending a college that requires the ACCUPLACER exam. The test is comprised of Reading, Sentence Skills, and Mathematics sections. Students wanting to earn dual credits may be required to score at specified levels on each section of the exam. The required sections and levels vary across the career programs. Students may exempt from the ACCUPLACER test based PSAT, SAT, and ACT scores and/or cumulative GPA over 6 semesters of high school. ACCUPLACER results may also determine the courses students are required to take upon admission to Ivy Tech Community College. Other colleges also require ACCUPLACER testing. Test dates are scheduled throughout the school year, and preparation materials are available at [GLCA.org](http://GLCA.org).

### **End-of-Course Assessment**

As with academic courses at the home school, some career programs are also required by the Indiana Department of Education to assess student achievement at the end of a career program. Those students completing a career program with a required End-of-Course Assessment (ECA) will take the ECA for that program area. The ECA is scheduled as part of the student's career program class time and is given in late spring each year.

### **Certification Testing**

Industry certification is available in most career programs. Testing for certification occurs in late spring of each year as part of regular class time. Some certifications require that students pay a testing fee. More information will be provided by the career program teachers.

## **STUDENT TEXTBOOK, PROGRAM, & OTHER FEES**

Student textbook, material and technology fees will be included in the home school book rental fees. Career program specific fees are listed in the GLCA Course Description Guide. All Career Program fees will be collected at the GLCA.

## **SAFETY RULES & GUIDELINES**

Students must follow all safety rules and guidelines established for their career program. Safety rules and guidelines are covered at the beginning of the school year. Failure to follow the rules and guidelines will result in disciplinary action.

Any student injured at GLCA will be given first aid and an accident report will be filled out and recorded. GLCA does not provide insurance for students. It is the responsibility of the parent to provide for this care. Parents are encouraged to carry medical insurance for their son or daughter. All injuries must be reported immediately to the instructor.

## COMPUTER & INTERNET USAG

Students have access to computer labs and the internet through the career programs. Some assignments require computer and internet usage. In order to use the technology available, students must complete the Student Use Agreement and parents must complete the Internet/Computer Use Permission Form. When computer logins are required, instructors will issue them to individual students.

### Websites and Other Electronic Media

GLCA utilizes many forms of communication, including the GLCA website at GLCareerAcademy.com and a Facebook page. In addition, instructors communicate with students using Canvas, their individual career program Facebook pages, Twitter accounts, Google sites, etc. Instructors also send text messages to students. These forms of communication allow instructors to utilize current technology and remain in contact with students even during weather closings. These are also the forms of communication students will encounter when working and attending college.

GLCA is not responsible for any loss, damage, or theft of personal property while on school property. Personal property is the responsibility of the student and parent. Parents are encouraged to carry homeowners insurance to cover the loss of property.

## CRIMINAL HISTORY PROCEDURES

Because several of the career programs place students into the community for learning and work experiences, criminal history checks may be conducted on students. For more information on the programs that require criminal history checks, contact the GLCA office. All checks are at the expense of the individual student.

## COUNSELING CONFIDENTIALITY

Based on Indiana State Code IC 20-28-10-17 and IC 31-32-11-1, when a school administrator or counselor has a counseling session with a student, the information is treated as confidential. If a student reveals in a session there has been abuse, or harm had been inflicted on someone, or that someone is intending to harm another, then the administrator or counselor is required to follow state law and local board-adopted policy and report this to the appropriate agency or agencies that deal with such matters.

## SMOKING POLICY

Smoking is prohibited on the GLCA campus, including all parking lots and campus access roads. This policy includes smokeless tobaccos, e-cigarettes, vaping devices, etc. Smoking and all related activities are also prohibited on field trips and at other school sponsored activities.

## OUTSIDE DRINKS & FOOD

Students are not permitted to bring outside food or drinks into the Career Academy. Students doing so will be required to dispose of them immediately. All students have a lunch period scheduled at their home school, so bringing lunch is not necessary. Drinks and snacks are available through vending machines during break times. Exceptions will be made for medical reasons and special circumstances.

## ATTENDANCE POLICY

Students participating in career programs are expected to be in attendance each day. Career programs are hands-on and often take the student into the community and places of employment. For the most part, work cannot be made up or duplicated through homework or alternative assignments. Career program attendance expectations mirror those of employment. Absences usually do not become disciplinary issues if students and/or parents make arrangements prior to missing days. Disciplinary action is a result of accumulated absences over a period of time, not a single missed day. We encourage parents/guardians to keep a personal record of their student's attendance and to call GLCA if they have questions or concerns regarding their student's attendance record.

***Parents/guardians are expected to call GLCA each day their student is not going to attend. A call must be received by the GLCA office within 24 hours of the absence. If no call or documentation is received within 24 hours, the student is considered unexcused and possibly truant.***

Five absences per class per semester (ten total for the year) may be excused. Calls from parents/guardians must be received by GLCA office within 24 hours of the absence for an absence to be excused. If no documentation is received, the student is considered unexcused, and possibly truant. If a student is a habitual truant, the Superintendent or school attendance officer will report the students as habitually truant to the prosecutor and/or the Department of Child Services. The intake official of the Department of Child Services is required to take certain action in accordance with Indiana law. (IN Code 20-33-2 et seq.)

Students will not be considered absent in the following examples:

- Indiana General Assembly Page or Honoree

- Election Board helper on Election Day
- Indiana National Guard for no more than ten (10) days, Civil Air Patrol participation for no more than five days, or other military duty
- School sponsored events
- State Fair exhibitor
- College day (one for juniors and two days for seniors will be waived with documentation from the college/university)
- Job shadowing experience as authorized, scheduled and documented by a designated GLCA staff member
- Field trips
- Testifying in court under subpoena

The following absences will be “waived” after documentation is provided (days that are waived do not count against the student in terms of disciplinary action but are counted as days absent from school):

- Hospitalization
- Required court appearance
- Suspensions
- Death in the immediate family
- Religious holiday

An absence from the student being in In-School Suspension will not count as a class absence.

Students may make-up all classroom work missed at 100% credit when arrangements are made with the teacher for the absence, except students who are considered truant (absent without permission.) Truancy results in a “0” for any missed work. After the third unexcused/undocumented absence per semester, the administration will contact a parent or guardian. When making a telephone call, “no answer” documentation will not qualify as actual contact. Actual contact might include a telephone call when the parent or guardian is spoken to directly, parent-teacher conference, case conference, student progress report, email that has been verified with a return note or receipt notification, or a letter mailed to the student’s home address. Staff members will document actual contact in PowerSchool.

After the fourth unexcused/undocumented absence per semester, a letter will be mailed to the parent/guardian. The letter will explain the next step in the discipline procedures and encourage regular school attendance.

After an accumulation of five unexcused or five excused absences per class (per semester), the student will require documentation from a doctor. If no doctor’s note is provided, the student is considered excessively absent. Excessive absences are unexcused. (Excessive absence is any absence over five without a note from a doctor.) Consequences will be determined by GLCA administration and the home high school.

*Note: State Law requires that schools report students ages 15-18 who have two out-of-school suspensions or an expulsion within a school year to the Indiana Bureau of Motor Vehicles. Those students may be unable to obtain a driver’s license, or have their license suspended.*

Students may be placed on an attendance contract for excessive absences. Continuing to miss school may result in the loss of credit and/or removal from GLCA. The attendance contract is at the discretion of the GLCA and home school administration and will be signed by the student and parent/guardian.

#### **EARLY DEPARTURES**

Students wishing to leave class early present a note signed by a parent or guardian or have the parent/guardian call in prior to the requested absence time. **NO STUDENT MAY LEAVE SCHOOL WITHOUT PRIOR PARENTAL APPROVAL.**

#### **TARDY POLICY**

When arriving late, students must stop at the GLCA office to sign in prior to going to class. A student who misses more than 20 minutes of class at the beginning of the class period will be considered absent for that day. All doctor and dentist visits must be verified by a doctor’s note. The note is due the first day back and must be turned in at the GLCA office. Consequences will be determined by GLCA administration and the home high school.

#### **TIPPECANOE SCHOOL CORPORATION BOARD POLICIES**

Tippecanoe School Corporation Board Policies can be viewed by using the following link: <http://www.neola.com/tippecanoe-in/>

### **CELL PHONE POSSESSION AND USAGE**

Students shall not use cell phones at Greater Lafayette Career Academy without instructor permission. Violation of this policy will result in a consequence to be determined by the teacher, GLCA administrator, and/or the home high school.

### **STUDENT CONDUCT**

Greater Lafayette Career Academy desires an atmosphere that is safe and orderly and supports learning. Rules are necessary to assure the safety and well-being of all students, as well as accomplish the desired educational goals. The rules are common sense and based on good manners. You may feel the rule(s) is not in your best interest as an individual, but we support each one in order to serve the entire student body. Student behavior and performance are discussed with students at the beginning of the school year. Consequences will be determined by GLCA administration and the home high school.

Disruptive student behavior is described below by category. Each category also lists the corresponding consequences.

#### **Category 1 – Disruptive Student Behavior**

- Refusing or failing to follow instructions of a school employee. (insubordination)
- Disrupting a class or school activity.
- Inappropriate behavior or gestures.
- Playing electronic games, radios or tape recorder during school hours.
- Inappropriate break room behavior.
- Wearing clothing, jewelry or a hair style that is dangerous to the student, indecent, vulgar, or profane, presents a message that is inconsistent with the education mission of the school district, or results in disruption of an education function (including wearing clothing or displaying items with the confederate flag).
- Illegal parking.
- Taking or displaying inappropriate pictures (digital or otherwise) at school or at a school function, with or without the consent of the student or staff member, is a violation of school rules.

#### **Category 2 – Disruptive Student Behavior**

- Cheating
- Jeopardizing the safety of self or others.
- Not telling the truth.
- Intentional misuse or waste of school materials or equipment.
- Careless driving.
- Violating rules (distributed separately) governing the use of school computer or communication equipment or access to the internet or computer networks through school.

#### **Category 3 – Disruptive Student Behavior**

- Conspiring or leading others into disruptive behaviors.
- Using Profanity, vulgarity, or inappropriate gestures.
- Forging notes.
- Minor vandalism under \$100.00 value. (Restitution will be made.)
- Theft under \$100.00 of personal or school property.
- Possession or use of tobacco products, E Cigarettes or any device such as a lighter designed primarily for use in consuming tobacco products (students may be issued a tobacco ticket).
- Possession or use of products that look like tobacco products, such as cans that contain coffee grinds, jerky chew, etc. (These products will be treated the same as a tobacco product, and the student will receive the same discipline.)
- Fighting or Behavior that injures or presents a risk of injury to the student or another person.

#### **BULLYING**

1. Bullying means overt, unwanted, repeated acts or gestures, including verbal or written communications or images transmitted in any manner (including digitally or electronically), physical acts committed, aggression, or any other 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 other targeted student and create for the targeted student an objectively hostile school environment.
2. Bullying by a student or groups of students against another student or staff member with the intent to harass, ridicule, humiliate, intimidate, or harm the other student through overt, repeated acts or gestures, including verbal, written, telephonic (including text messaging), electronic, or computer (email, web page, blog, etc) communications transmitted, and/or physical acts committed, or any other similar behavior is prohibited. Students engaging in such conduct may be disciplined in accordance with IC 20-33-8.

#### **CYBERBULLYING**

1. Cyberbullying is the use of any electronic communication device to convey a message in any form (text, image, audio or video) under a person's true or false identity that defames, intimidates, harasses or is otherwise intended to harm, insult or humiliate another in a deliberate, repeated or hostile and unwanted manner.
2. Any communication of this form which disrupts or prevents a safe and positive educational environment may also be considered cyberbullying. Students shall refrain from using personal communication devices or district property to harass or stalk another.
3. The administration will take any report of cyberbullying seriously and will investigate reports promptly. Students are encouraged to report an incident immediately to a teacher or principal, who will take appropriate action.
4. Students who make a report are expected, but not required, to preserve evidence of cyberbullying. For example, a student may save or bring a copy of an email, text message, picture or other electronic transmission that the student believes was intended to harm, insult, or humiliate.

5. Students whose behavior is found to be in violation of this policy will be subject to loss of privileges, and/or discipline, up to and including expulsion. The school corporation may also report individuals to law enforcement if necessary.

### SEXTING

1. Sexting is prohibited. Sexting is defined as using a cell phone or other electronic or personal communication device to send text or email messages, or to knowingly possess text or email messages, or disseminate, transfer or share images or messages reasonably interpreted as indecent, sexually suggestive, lewd, obscene, or pornographic.
2. In addition to taking any disciplinary action up to and including suspension or expulsion, cell phones or other personal communication devices will be confiscated.
3. Students should be aware that sending or possessing any images or messages suspected of violating criminal laws will be referred to law enforcement authorities. Sexting may constitute a crime under federal and/or state law. Such conduct engaged in by a student may result in arrest, criminal prosecution and inclusion on sex offender registries.

Any form of sexual, racial, or other inappropriate harassment. Sexual harassment may include but is not limited to the following:

1. Verbal, written, or physical harassment or abuse.
2. Repeated remarks to a person with sexual or demeaning implications.
3. Unwelcome touching;
4. Pressure for sexual activity.

Racial harassment may include but is not limited to the following:

1. Verbal, written, or physical harassment of abuse.
2. Repeated remarks to a person with racial or demeaning implication.

### **Category 4 – Disruptive Student Behavior**

- Engaging in any form of inappropriate sexual activity/behavior on school property.
- Open and persistent defiance (second time) of authority.
- Vandalism over \$100.00 (Restitution will be made).
- Major theft over \$100.00 (Restitution will be made).
- Extortion
- Habitual Offender (A student who chronically exhibits disruptive behavior that interferes with an educational function or school purpose. A student who continues to choose inappropriate behaviors regardless of repeated discipline.)

### **Category 5 – Disruptive Student Behavior**

- False fire alarms or false calls to 911
- Arson
- Bomb threats
- Possessing, using, transmitting, selling, or being affected by any controlled substance which is represented to be or looks like:
  1. A narcotic drug, hallucinogenic drug, amphetamine, barbiturate.
  2. Alcohol or an alcoholic beverage.
  3. A prescription drug or over the counter medication except as authorized in a prescription by licensed health care provider.
  4. A substance, which is marketed for use for the purpose interfering with the detection of the use of a substance in violation of these student conduct rules.
  5. Marijuana or any other illegal drug.
  6. Depressant
  7. Any substance represented to be or thought by the possessor or the intended recipient to be a substance described in this student conduct rule.
  8. Threats or physical assault on any staff member.
- Possessing or transmitting any over the counter medication without school permission.
- Refusing to cooperate in a vehicle search conducted pursuant to a reasonable suspicion of a teacher or administrator or pursuant to the consent to search given in the student parking agreement.

### **Category 6 – Disruptive Student Behavior**

- Possessing, handling, or transmitting a knife, firearm, destructive device, deadly weapon or any object that can reasonably be considered a weapon, is represented to be or looks like a destructive device or weapon. Conspiring or leading others into an act that may cause physical harm to another human being.

#### A destructive device is:

- An explosive, incendiary, or overpressure device that is configured as a bomb, a grenade, a rocket with a propellant charge of more than four ounces, a missile having an explosive or incendiary charge of more than one quarter ounce, a mine, a Molotov cocktail or a device that is substantially similar to an item described above.

- A type of weapon that may be readily converted to expel a projectile by the action of an explosive or other propellant through a barrel that has a bore diameter of more than one-half inch.
- A combination of parts designed or intended for use in the conversion of a device into a destructive device. A destructive device is NOT a device that although originally designed for use as a weapon, is redesigned for use as a signaling pyrotechnic, line throwing, safety, or similar device.
- Possession or use of any chemical substances such as tear gas, stink bombs, pyrotechnics, etc., on school property.

#### ADDITIONAL NOTES

Body piercings will be handled on an individual basis. When issues of safety and disruption occur, the individual will be asked to remove the specific body piercing in question. Failure to comply will be an act of insubordination.

Any third offense of the same disruptive behavior automatically goes to a recommendation of expulsion for a semester or a year.

Suspensions from the home school will be honored at the Career Academy. A student may not attend the Career Academy if suspended from another school.

A student has an obligation to inform school officials of a potential danger or threat. Failure to do so may result in disciplinary action.

### CRIMINAL GANGS AND CRIMINAL GANG ACTIVITY IN SCHOOLS

The Board of School Trustees of the Tippecanoe School Corporation prohibits gang activity and similar destructive or illegal group behavior on school property, on school buses, and/or at school-sponsored functions, to and from school or activities and prohibits reprisal or retaliation against individuals who report gang activity and similar destructive or illegal group behavior or who are victims, witnesses, bystanders, or other people with reliable information about an act of gang activity and similar destructive or illegal group behavior.

The following definitions apply to this policy:

Criminal Gang means a group with at least three (3) members that specifically:

(1) either:

- (A) promotes, sponsors, or assists in; or
- (B) participates in; or

(2) requires as a condition of membership or continued membership; the commission of a felony or an act that would be a felony if committed by an adult or the offense of battery. Gang Activity means a student who knowingly or intentionally actively participates in a criminal gang, or a student who knowingly or intentionally solicits, recruits, entices, or intimidates another individual to join a criminal gang.

Per state law, a school employee shall report any incidence of suspected criminal gang activity, criminal gang intimidation, or criminal gang recruitment to the principal and the school safety specialist. The principal and the school safety specialist may take appropriate action to maintain a safe and secure school environment, including providing appropriate intervention services. Appropriate consequences and remedial actions are those that take into consideration the severity of the offenses and consider both the developmental ages of the student offenders and the students' histories of inappropriate behaviors per the code of conduct.

Reprisals or retaliation is prohibited against anyone making a report pursuant to this policy. The principal or designee shall conduct a thorough and complete investigation for each report of suspected gang activity. The investigation shall be initiated by the principal or the principal's designee within one school day of the report of the incident. The principal may appoint additional personnel and request the assistance of law enforcement to assist in the investigation. The investigation shall be completed and the written Findings submitted to the principal as soon as possible, but not later than five school days from the date of the report of the alleged incident of criminal gang activity.

The principal shall take any appropriate disciplinary actions based upon the findings of the investigation, in accordance with the code of conduct. The superintendent of the school corporation is authorized to define the range of ways in which school staff and the principal or the principal's designee shall respond once an incident of criminal gang activity is confirmed, according to the code of conduct. Consequences for a student who engages in gang activity may range from positive behavioral interventions up to and including suspension or expulsion.

As appropriate to the investigation findings, the principal also shall provide intervention and/or relevant support services. The principal shall inform the parents of all students involved in alleged incidents and discuss the availability of counseling and other intervention services. Support services may include one or more of the following:

1. Gang awareness education that shows promise of effectiveness based on research. The gang awareness education information should be revised and updated regularly to reflect current trends in gang and gang-like activity.
2. Culturally and/or linguistically appropriate services/supports for parents and families.
3. Counseling coupled with mentoring for students and their families.
4. Community and faith-based organizations and civic groups.
5. Viable, sustainable after-school programs developed in collaboration with other stakeholders.
6. Job training and employment opportunities as both a deterrent to gang involvement and an incentive to leave gang.

involvement.

7. School sanctioned/facilitated extra-curricular activities.

The principal shall submit the report to the superintendent of the school corporation within ten (10) school days of the completion of the investigation. The superintendent or his/her designee shall report the results of each investigation to the school board on a quarterly basis during regularly scheduled board meetings. 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 school corporation superintendent who shall submit a written report to the Indiana Department of Education by June 2 of each year.

This policy shall be annually disseminated to all parents who have children enrolled in a school within the school corporation. Notice of this policy must be published in student handbooks and all other publications of the school corporation that set forth the rules and procedures for schools within the school corporation.

School officials are encouraged to collaborate with stakeholders to provide gang prevention and intervention services and programs, including but not limited to:

1. Provide training for staff and teachers on gang prevention and intervention resources within a jurisdiction on a periodic basis. The gang awareness information should be revised and updated regularly to reflect current trends in gang activity.
2. Create formalized collaboration plans between local school administration and community based prevention and intervention providers (possibly using the existing County Safe School Commissions as points of contact). The formalized collaborations should make effective, coordinated, and maximized use of federal funding a priority.
3. Coordinate resources and funding opportunities to support gang prevention and intervention activities.
4. Consider integrating the Gang Resistance Education and Training (G.R.E.A.T.) Program into curricula.

LEGAL REFERENCE: IC 20-26-18

IC 20-33-9-10.5

IC 35-45-9-1

## **NON-DISCRIMINATION STATEMENT**

It is the policy of the Tippecanoe School Corporation not to discriminate against any otherwise qualified individual on the basis of race, color, religion, sex, national origin, age, or disability in its educational programs or employment policies as required by the Indiana Civil Rights Law (IC22-9-1), Titles VI and VII of the Civil Rights Law of 1964, the Equal Pay Act of 1973, Title IX (1972 Education Amendments), Section 504 of the Rehabilitation Act of 1973 or any other state or federal law governing non-discrimination in education programs or employment applicable to Indiana public school corporations.

Inquiries regarding compliance with this policy should be directed to the Personnel Director of the Tippecanoe School Corporation, 21 Elston Rd, Lafayette, In or Office of Civil Rights, U.S. Department of Education, Washington, D.C.