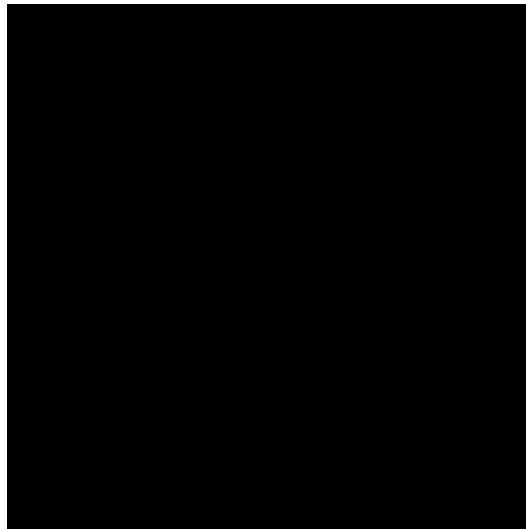


# **School City of East Chicago**

## **Student Handbook**

### **2022-2023**



**School City of East Chicago Administration Building**

**1401 E. 144th Street**

**East Chicago, IN 46312**

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**[www.scec.k12.in.us](http://www.scec.k12.in.us)**

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## **Our Schools**

**Carrie Gosch Early Learning Center**

Principal: Jessica Peters

4001 Indianapolis Blvd East Chicago, IN 46312

Phone: 219-391-4172 Fax: 219-391-4272

**Harrison Elementary School**

Principal: Linda Padilla

4411 Magoun Avenue East Chicago, IN 46312

Phone: 219-391-4192 Fax: 219-391-4280

**Lincoln Elementary School**

Principal: TBD

3551 Block Ave. East Chicago, IN 46312

Phone: 219-391-4096 Fax: 219-391-4274

**McKinley Elementary School**

Principal: Dr. Rasheeda Green

4825 Magoun Avenue East Chicago, IN 46312

Phone: 219-391-4186 Fax: 219-391-4129

**Washington Elementary School**

Principal: Andrea Hogan

2400 Cardinal Drive East Chicago, IN 46312

Phone: 219-391-4077 Fax: 219-391-4269

**Joseph L. Block Middle School**

Principal: Elsie Quiroga

2700 Cardinal Drive East Chicago, IN 46312

Phone: 219-391-4084 Fax: 219-391-4282

**East Chicago Central High School**

Principal: Abrian Brown

1100 W. Columbus Drive East Chicago, IN 46312

Phone: 219-391-4000 Fax: 219-391-4049

**Vision, Mission, & Goals**

## **MISSION STATEMENT**

*"Learning for ALL – Whatever it Takes!"*

## **VISION STATEMENT**

*All School City of East Chicago graduates will possess the knowledge and competency to be college and career ready.*

## **GOALS**

- *The interaction between teachers and students evidenced significant change.*
- *Innovative practices support dynamic classrooms.*
- *The integration of technology enriches the curriculum.*
- *Cooperation, communication, and mutual respect are promoted through a community partnership.*

## **School Hours**

School	Hours
Pre-K	9:00 AM - 2:00 PM
Elementary Schools	8:00 AM - 3:00 PM
Middle School	8:30 AM - 3:30 PM
High School	7:30 AM - 2:30PM

## **Student Enrollment**

SCEC offers student enrollment during the summer via its on-line registration platform, available on the SCEC website (<http://scec.k12.in.us>). Additionally, during the school year, students may be registered in-person at their assigned schools. It is important that parents prepare for student registration prior to enrolling their child(ren). The following documents / school forms are expected to be turned in at a student's assigned school, *before* the student's first day of attendance.

1. SCEC Student Enrollment Form
2. Proof of residency of the student's parent, guardian, or legal custodian, using one of the two methods outlined in this section:
  - a. A valid Indiana driver's license plus **two** of the documents listed below, or
  - b. A valid Indiana state-issued identification card plus **three** of the documents listed below:
    - i. Copy of parent's, guardian's, or legal custodian's home mortgage (**NOTE: a rental lease is not acceptable to satisfy this requirement**)
    - ii. Documentation of student's home address (effective within the 30-day period immediately prior to registration) from Indiana Family Social Services Administration (FSSA)
    - iii. Documentation of student's home address (effective within the 30-day period immediately prior to registration) from the East Chicago Housing Authority (ECHA) and / or the ECHA Housing Choice Voucher program office.
    - iv. Bank statement (within the 30-day period immediately prior to registration) showing the parent's, guardian's, or legal custodian's name and current address.
    - v. Utility bill (dated within the 30-day period immediately prior to registration) showing the parent's, guardian's, or legal custodian's name and current address.
    - vi. Current motor vehicle registration showing the parent's guardian's, or legal custodian's name and current address.
    - vii. Pay stub (dated within the 30-day period immediately prior to registration) showing the parent's guardian's, or legal custodian's name and current address.
3. A certified copy of student's birth certificate
4. If the student is not residing with a biological / legally-established parent, then an Indiana Department of Education Custodial Form must be completed.
  - a. If the student's parents are divorced or legally separated/divorced, *Form I* must be completed. Copies of court documents establishing the custodial arrangement must be attached.
  - b. If the student is living with a relative of his or her biological or legally-established parent, *Form II* must be completed. Copies of court documents establishing the relative as the legal guardian or custodian, or documents issued by the Indiana Family and Social Services Administration (FSSA) establishing the relative as the guardian or custodial caretaker, must be attached.
5. Copies of *all* of the following health records
  - a. The student's updated / current student immunization record (all students)
  - b. Student Health History Form (to be completed by all newly-enrolling students)
  - c. Student Emergency Health Status Form (all students)

- d. Parent Consent for student vision screening (all newly-enrolling students and all kindergarten students)
- e. CHIRP (*Children and Hoosiers Immunization Registry Program*) parent release form (all students)
- f. Updated Parent Consent to Release Information for students with special health considerations
- 6. Student Attendance Parent Acknowledgement Form (all students)
- 7. Student Race and Ethnicity Form (all students)
- 8. Acceptable Use of Technology Form (all students)
- 9. Home/School Language survey (all students)
- 10. Parent Consent for Photographing / Video Recording Students
- 11. Other age-specific forms, such as a request for a parking permit for any students wishing to drive their own vehicles to / from school.
- 12. Transferring Student Records (all newly-enrolled students who transferred from another school district)
- 13. Student School Records from last school of attendance (all newly-enrolled students who last attended school in another district)
- 14. Most recent I.E.P (Individual Education Plan) from last school of attendance (all newly-enrolled Special Education students who last attended school in another school district)

## **Health Information**

**Prescription Medication:** Students who must take a prescription medication during the school day or when under the supervision of school staff must have a written prescription from the student's physician indicating the name of the student and medication, dose of prescription, time/frequency for dispensing of medication and the length of time medication is to be administered. Medication must be in the prescription bottle. This procedure must be completed annually or at the time of any medication change.

**Over-the-Counter Medication:** Over the counter medication must be accompanied by the student's physician's written order prior to administering the medication to the student when in the care of a school nurse.

**Certificate of Child's Illness or Incapacity:** When a student has missed multiple days, whether consecutively or in the aggregate, the school may verify the reasons for the student's absence. If the reason the parent hasn't sent the student to school is because of the student's illness or mental or physical incapacity, the school may require the parent to provide a certificate of the illness or incapacity. It is unlawful for the parent to fail or refuse to provide the certificate after it has been requested.

The certificate must be signed by an Indiana physician; an individual holding a license to practice osteopathy or chiropractic in Indiana; or a Christian Science practitioner who resides in Indiana and is listed in the Christian Science Journal. Even though documentation may have already been provided to the school nurse, Section 504 Coordinator, Special Education Director, or other school personnel, if a student has an illness that would prevent the student from attending school, the Certificate of Incapacity form must be submitted to the physician to complete and must be turned in to the Building Principal or the Building Principal's designee.

**Religious Exemptions:** Except as otherwise provided, a student may not be required to undergo any testing, examination, immunization, or treatment required when the child's parent objects on religious grounds. A religious objection does not exempt a child from any testing, examination, immunization, or treatment required unless the objection is: (1) made in writing; (2) signed by the child's parent; and (3) delivered to the child's teacher or to the individual who might order a test, an exam, an immunization, or a treatment absent the objection.

**Indiana 2022-2023 Required and Recommended  
School Immunizations**

Grade	Required		Recommended
<b>Pre-K</b>	3 Hepatitis B 4 DTaP (Diphtheria, Tetanus & Pertussis) 3 Polio	1 Varicella (Chickenpox) 1 MMR (Measles, Mumps & Rubella) 2 Hepatitis A	Annual influenza
<b>K-5<sup>th</sup> grade</b>	3 Hepatitis B 5 DTaP 4 Polio	2 Varicella 2 MMR 2 Hepatitis A	Annual influenza COVID-19
<b>6<sup>th</sup>-11<sup>th</sup> grade</b>	3 Hepatitis B 5 DTaP 4 Polio 2 Varicella	2 MMR 2 Hepatitis A 1 MCV4 (Meningococcal) 1 Tdap (Tetanus, Diphtheria & Pertussis)	Annual influenza 2/3 HPV (Human papillomavirus) COVID-19
<b>12<sup>th</sup> grade</b>	3 Hepatitis B 5 DTaP 4 Polio 2 Varicella	2 MMR 2 Hepatitis A 2 MCV4 1 Tdap	Annual influenza 2/3 HPV 2 MenB (Meningococcal) COVID-19

## **Student Emergency Information**

In case of an emergency, each student is required to have on file at the school office the following information:

1. Parent / guardian / legal custodian name
2. Complete and up-to-date home address
3. Home phone number, work / cell phone number for at least one parent, guardian, or legal custodian.



4. Emergency phone number of at least one friend or relative who is authorized to receive information in the event of a medical or other emergency
5. Physician's name and phone number
6. Allergy and medical alert information

### **Student Change of Address / Phone Number(s)**

In the event that a student's home address or emergency phone numbers change from the original information provided to school upon registration, the parent / guardian / legal custodian must immediately notify the appropriate school office. It is solely the responsibility of the parent / guardian / legal custodian to provide accurate contact information to the school. Administration of School City of East Chicago reserves the right to issue an Overnight Suspension to any student for whom the school is unable to contact a parent / guardian / legal custodian, in which case the student will not be allowed to return to school unless he or she is accompanied by a parent / guardian / legal custodian and / or updated contact information is provided.

### **Student Withdrawal**

An application for withdrawal must be completed by the parent, guardian, or legal custodian of any student who intends to withdraw from school. Teachers and staff will summarize the student's progress and prepare the student's file for forwarding to the next school of enrollment. The parents of the withdrawing student or students are required to contact the appropriate school or schools for additional information and to provide contact information for the school to which the student(s) will be transferring.

### **School Closings**

The closing of school due to inclement weather or other emergencies will be announced via an automated telephone call and / or text message. Students and parents / guardian / legal custodians may also visit the district website at: [www.scec.k12.in.us](http://www.scec.k12.in.us) for the most up- to-date information. The district Facebook page is also updated with school closing information. Every effort will be made to announce a school closing before 7:00 A.M.

Students and parents / guardians / legal custodians are to assume that schools will be open, per the school calendar, in the absence of any school closing announcement.

### **Attendance Procedures: Calling Off**

In order to maintain consistent attendance records, SCEC has instituted the following procedures with regard to notification and documentation of absences. Students and parents / guardians / legal custodians are expected to follow these procedures without exceptions. The procedures for notification and documents of absences are:

1. A parent / guardian / legal custodian must telephone the school in the morning on the day of the absence and also provide a parent note or doctor's note verifying the student's absence at the time when the student returns to school.
2. Students must present the parent note or doctor's note to the attendance secretary or classroom teacher the day the student returns to school.

### **Early Pick-Up**

When a student is picked up early from school, the student must be signed out in the main office. The individual picking up the student must be the parent, guardian, legal custodian, or another person approved by both the parent / guardian / legal custodian, and the school and must present proper identification. To minimize instructional disruptions, early pick-ups will only be permitted for the purpose of attending doctor's appointments, including dentist, orthodontist, and optometrist appointments, and / or emergencies (to be defined at the discretion of SCEC administration). A student returning from a doctor's appointment must present a note from the doctor. Excessive unexcused early pick-ups will be reported to proper authorities.

In the event of a family, medical, or other emergency, permission of the Vice / Assistant Principal, Principal, or School Nurse is required in order for a student to be released from school.

If a student misses three class periods, or three hours of the elementary school day, due to leaving school early for an appointment or other emergency, the student will be assessed a half-day absence.

If a student misses six class periods, or six hours of the elementary school day, due to leaving school early for an appointment or other emergency, the student will be assessed a full-day absence.

## **Tardy Policy**

Tardiness is the failure of a student to be present in the proper classroom at the time the bell rings to begin class. A parent, guardian, or legal custodian will be required to sign a student in if the student reports to school more than 10 minutes late. Consequences for repeated tardiness accumulate as follows:

1. 1st - 3rd Tardies: Teacher records the incident; parent phone call is made.
2. 4th - 5th Tardies: Teacher records the incident; Teacher issues lunch detention. Parents will be notified.
3. 6th - 7th Tardies: Teacher records the incident. Student is assessed an after-school detention. Teacher also sends a disciplinary referral to the student's Dean.
4. 8th - 9th Tardy: Teacher records the incident. Student is assessed a lunch detention. Parent will be notified.
5. 10th Tardy: Teacher records the incident. Student will lose monthly incentive privilege. Teacher also sends a discipline referral to the student's Dean. Parents will be notified. Student is assessed an overnight suspension.
6. 11th - 12th Tardy: Social Probation (Student is not allowed to participate in any extracurricular activities).
7. 13th - 15th Tardy: Teacher records the incident. Student will be assessed 2 days Out-of-School Suspension. Student's work permit is subject to revocation in accordance with I.C. 20-22-2-11.
8. 16th - 18th Tardies: Teacher records the incident. Student will be assessed 3 days Out-of-School Suspension. Notification will be sent to the Indiana Department of Motor Vehicles recommending the revocation of the student's driver's license, in accordance with I.C. 20-33-2-11.
9. 19 or more Tardies: Discipline including but not limited to expulsion or alternative education placement.

## **SCEC Attendance Requirements**

SCEC students are required to comply with attendance requirements established by both Indiana statute and City of East Chicago ordinance. The School City of East Chicago, in compliance with the Indiana Department of Education attendance policy, requires each student to attend school during at least 95% of the scheduled instructional days. Student attendance records are kept as part of the student's academic transcript.

**Habitual Absence:** IC 20-20-8-8 defines habitual truancy to include students absent ten (10) days or more from school within a school year without being excused. Chronic absenteeism includes students absent from school for ten percent (10%) or more of a school year for any reason.

Under IC 20-33-2-25, a child who is habitually absent from school shall be reported to an intake officer of the juvenile court or the department of child services. Under IC 20-33-8-12, a child who is designated as a habitual truant may be subject to additional penalties or consequences such as ineligibility for a drivers' license or learners' permit.

**Excused Absences:** Excused absences are defined as legitimate reasons for being out of school.

These include:

- Illness verified by note from parent / guardian / legal custodian
- Illness verified by note from physician
- Family funeral
- Maternity

All absences require submission of written documentation by the parent / guardian / legal custodian to verify the absence on the day that the student returns to school.

An absence related to the illness or incapacity of the student may be certified or documented by a doctor's note or a parent's note. However, the number of absences which may be documented by a parent note, without an accompanying doctor's note, is limited to three (3) absences per student per school year. After these three absences have been used, a note from a doctor or licensed health care provider must be provided to certify and document the student's illness or incapacity; otherwise, the absence will be noted as unexcused.

Absences due to family funeral required submission of obituary and / or written documentation from the funeral home.

**Exempt:** Under certain circumstances, the law requires the school to authorize the absence and excuse of a student's:

- Serving as a page or honoree of the General Assembly (IC 20-22-2-14)
- Serving on the precinct election board (IC 20-33-2-15)
- Serving as a helper to a political candidate or party on the day of a municipal, primary, or general election (IC 20-33-2-15)
- Subpoenaed to testify in court (IC 20-33-2-16)
- Serving in the National Guard for no more than 10 days (IC 20-33-2-17)
- Serving in the Civil Air Patrol for up to 5 days (IC 20-33-2-17.2)
- The student is approved for an educationally related non-classroom activity (IC 20-33-2-17.5)

- The student or a member of the student's household exhibits or participates in the Indiana State Fair for education purposes (IC20-33-2-17.7)

In each of these circumstances, the student is excused from school and is not recorded as absent or penalized in any way by the school.

### **Attendance Truancy Policy**

<b>Unexcused Absence</b>	<b>Action Taken</b>
1	<ul style="list-style-type: none"> <li>• Automated Call to Parent / Guardian / Legal Custodian</li> </ul>
2	<ul style="list-style-type: none"> <li>• Automated Call to Parent / Guardian / Legal Custodian</li> </ul>
3	<ul style="list-style-type: none"> <li>• Automated Call to Parent / Guardian / Legal Custodian</li> <li>• Letter Sent to Parent / Guardian / Legal Custodian</li> </ul>
4	<ul style="list-style-type: none"> <li>• Automated Call to Parent / Guardian / Legal Custodian</li> </ul>
5	<ul style="list-style-type: none"> <li>• Automated Call to Parent / Guardian / Legal Custodian</li> <li>• Letter Sent to Parent / Guardian / Legal Custodian</li> </ul>
6	<ul style="list-style-type: none"> <li>• Automated Call to Parent / Guardian / Legal Custodian</li> <li>• Overnight Suspension / Attendance Meeting with Administrator               <ul style="list-style-type: none"> <li>○ Student will not be allowed to return to school unless he or she is accompanied by a parent / guardian / legal custodian to sign an attendance contract.</li> </ul> </li> </ul>
7	<ul style="list-style-type: none"> <li>• Automated Call to Parent / Guardian / Legal Custodian</li> </ul>
8	<ul style="list-style-type: none"> <li>• Automated Call to Parent / Guardian / Legal Custodian</li> </ul>
9	<ul style="list-style-type: none"> <li>• Automated Call to Parent / Guardian / Legal Custodian</li> </ul>

10	<ul style="list-style-type: none"> <li>• Automated Call to Parent / Guardian / Legal Custodian</li> <li>• Letter Sent to Parent / Guardian / Legal Custodian</li> <li>• Citation</li> <li>• DCS Report</li> </ul>
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## **Parental Responsibility for School Attendance of a Minor**

City of East Chicago ordinance requires that parents of SCEC students exercise full parental control and responsibility for the students by requiring them to attend school unless there is “good cause” for absence as described above. It is a violation of City ordinance for a parent to fail to required student attendance in either of the following two ways:

- Knowingly allowing the student to be absent, or failing to prevent the student from being absent, from a regular school session without “good cause” as described above; or
- Knowingly changing the student’s residence and failing to advise SCEC of the student’s new address.

If any parent of any SCEC student is observed by SCEC to be in violation of this ordinance, SCEC may refer the student and parent to the City of East Chicago Truancy Program. Students and parents referred to the Truancy Program will be requested to meet with the school’s guidance counselor, social worker, school resource officer, truancy officer, or other staff member to discuss possible ways to correct the violation. If it is determined that the issue cannot be resolved at the school level, the student may be referred to the Indiana Department of Child Services and/or the Juvenile Division of the Lake Superior Court, and the parent may be served with a citation from the City Court of East Chicago. A full-text description of this process may be obtained on the City of East Chicago website by downloading a copy of Ordinance No. 19-0008.

## **Student Dress Code**

The SCEC administration understands that trends and expectations among students regarding dress, appearance, and grooming change continuously. However, in an effort to maintain uniformity and consistency and to avoid disruptions and / or safety concerns, the SCEC administration has established standards for dress and grooming which must be observed by SCEC students. These determinations are based on whether certain aspects of a student’s dress, appearance, and grooming may reasonably be expected to create health, sanitation, or safety concerns, or have disruptive impacts on the student population, thereby affecting the educational climate of the school.

SCEC dress codes are to be strictly observed, and are set forth as follows:

1. As a general rule, all visible clothing (shirts, shorts, and / or pants) must be solid colors, without patterns or logos, and must be one of the following colors: red, white, navy blue, or khaki.
2. Long or short sleeved shirts are acceptable in the following solid colors, with no visible patterns or logos: red, navy blue, and white. Sweaters or sweatshirts **without** hoods may be worn over other shirts, subject to the same restrictions (solid red, white, or navy blue, with no visible patterns or logos). Hooded sweatshirts may only be worn if they are approved Cardinal Wear items.
3. As a general rule, Cardinal Wear sports apparel will be acceptable for purposes of this dress code.
4. Students' feet must be completely covered by shoes at all times. House slippers, flip-flops, sandals, open-toed shoes, "Crocs", and slides are not to be worn.
5. Student's clothing must fully cover the student's body from the shoulder to the mid-thigh at all times. Clothing may not include any "see-through" material. Slits or splits in clothing should be modest and appropriate for an academic setting and are subject to evaluation of and / or determinations by SCEC staff, at the discretion of SCEC staff. Students shall not wear tank tops, halter-tops, garments with spaghetti straps, strapless garments, or leggings. Garments that include "see-through" material, "low-cut" neck and / or shoulder lines, or expose a student's midriff or undergarments, are not acceptable. Undergarments must not be visible, regardless of whether a student is standing or sitting. Sleepwear and / or pajamas are not to be worn.
6. Coats, gloves, and jackets, including cold weather outdoor ski vests, headscarves, hats, head coverings, hoods, and sunglasses must be stored in the hall lockers during the school day. Head coverings, sweatbands, and bandanas of any kind are not to be worn at any time in the building, unless required for religious or medical reasons. Exceptions may be made at the discretion of the responsible building principal or his / her designee.
7. Students may not display and / or wear clothing, jewelry, or tattoos displaying obscenities, inappropriate or sexually explicit words, symbols, or images, provocative, dangerous, distracting, or inflammatory words, symbols, or images, or any other word, symbol or image that creates a disturbance to the educational process. This restriction includes, but is not limited to, any clothing jewelry, or visible tattoo which encourages, promotes, or condones anti-social, immoral, or illegal behavior, or which encourages, promotes, or condones alcohol, tobacco, drugs, profanity, sex, death, or gang involvement. Visible defamatory slogans related to ethnicity, race, nationality, culture, gender, sexual orientation, or disability status are also prohibited.
8. Book bags and backpacks in which to carry books and other school materials may be permitted in individual classrooms, at the discretion of the responsible teacher. Female students may carry a small purse or fanny pack. Exceptions to this policy may be made at the discretion of the responsible building Principal or his / her designee.
9. Students shall not wear pants that sag or fit below the waist. This policy will be evaluated as follows: regardless of whether the student is standing, walking, or sitting, the "top attire" (i.e., the

student's shirt) must touch the "bottoms attire" (i.e., pants or shorts) all the way around, and at all times. All undergarments must be covered by outer attire. All pants must fit around the waist and be properly fastened. Pants cannot be worn inside out.

Violations of the dress code will be addressed with consequences as follows:

<b>Consequence One</b> (First Offense per School Year)	<b>Consequence Two</b> (Second Offense per School Year)	<b>Consequence Three</b> (Third Offense per School Year)
Parent Contact  Parent pick-up  Overnight Suspension (Mandatory Parent Conference)	Social Work Intervention  Parent Contact  Lunch Detention  Potential loss of school privileges	Lunch / Afterschool Detention  Social Worker Intervention  Potential loss of school privileges  In-School Suspension  1-3 Days Out-of-School Suspension

## **Lockers**

Student lockers remain the property of the school and may be opened at any time by the school administration. Students are only allowed to go to their lockers before school, after school, and when otherwise authorized by faculty and/or administration. Students are responsible for all contents in their lockers. It is the student's responsibility to keep his or her locker locked at all times. Misuse or abuse of lockers will be considered an act of vandalism. All valuable possessions should be left at home - The school is not responsible for personal property stolen from lockers. Lockers are for the use of the assigned student only - Students should not share their lockers UNDER ANY CIRCUMSTANCE or give their locker combinations to others. NOTE: The school reserves the right to inspect and search lockers and other school property and equipment owned or controlled by the school district as well as personal property left in those places and areas by students, without notice or the consent of the student, and without a search warrant. It is the School Board policy's position that a search could be considered reasonable if it is based on suspicion of a condition that endangers the health or safety of a student or others.



## **School Searches & Seizure**

Prior to a search of a student's person and personal items in the student's immediate possession, consent of the student shall be sought by an administrator. If the student does not consent, such a search shall be permitted based only upon the administrator's individualized reasonable suspicion to believe that the search will produce evidence of a violation of a law, school rule, or a condition that endangers the safety or health of the student or others. Searches of the person of a student shall be conducted and witnessed by a person of the same gender as the student and shall be conducted in a private place. The student shall be given the option of selecting the witness from the faculty members on the school premises at the time of the search. A searched student's parent or guardian shall be notified of the search within twenty-four (24) hours if possible.

Searches, pursuant to this policy, shall also be permitted in all situations in which the student is under the jurisdiction of the Board as defined by I.C. 20-33-8-14.

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.

The Superintendent may request the assistance of a law enforcement agency in implementing any aspect of this policy. Where law enforcement officers participate in a search on school property or at a school activity pursuant to a request from the Superintendent, the search shall be conducted by the law enforcement officers in accordance with the legal standards applicable to law enforcement officers.

## **Student Self-Threats**

SCEC staff takes warning signs and threats of suicide seriously. If a student is identified as a physical or emotional danger to themselves, licensed and trained support staff will meet with the student to assess and determine a safety plan. Administrators will contact emergency personnel and the family of the self-threat student. FERPA allows schools to disclose records, without consent, to appropriate officials in cases of health and safety emergencies. Following the crisis, the student and parent will meet with the support staff team to implement a safety plan for self-threat student.

## **Student Code of Conduct**

The School City of East Chicago Student Code of Conduct supports maintaining a safe, nurturing, and productive learning environment for all students. In order to maximize instructional time and promote a positive learning environment, every student is expected to follow the general rules, expectations, and procedures listed below. These expectations are to be followed during school hours and during any school sponsored activity.

1. Every student's first priority is to learn.
2. School attendance, every day, is an essential part of the educational experience.
3. Be on time to school/class every day.
4. Bring appropriate materials to each class.
5. Keep your hands, feet, and other materials to yourself.
6. Never intentionally harm another student.
7. Use school-appropriate language and behavior at all times.
8. Be polite and respect EVERYONE, including but not limited to students, teachers, administrators, support staff, guest teachers, and visitors.
9. Do not bully anyone. If you witness someone being bullied, interfere by telling them to stop.  
Report any and all incidents of bullying to school personnel.
10. Represent yourself in a respectable manner, and do not distract other students from keeping learning as the highest priority.
11. Be someone who you would be proud of 10 years from now. You only get one chance at life, so take advantage of every opportunity available to you so that you can become a productive citizen.

## **SCEC Anti-Bullying Protocol**

Bullying, inclusive of using electronic means, is prohibited by SCEC. This policy applies in all of the following settings:

1. On school grounds during the school day
2. Immediately before / after school when a student is present on school grounds
3. Traveling to or from school or a school-sponsored activity, function or event
4. Any other time when the student is present at the school, and the school is being used by a school group
5. Off school grounds at a school-sponsored activity, function, or event (including, but not limited to, athletic and academic competitions, field trips, and performances)

6. While a student is using property or equipment provided by the school (including, but not limited to, school-owned electronics, IT equipment, networks, or web interfaces), whether on or off school grounds.
7. While a student is using electronics or other equipment to engage in written or verbal communication off school grounds that targets a student or group of students or staff causing harm to the student, or group of students or staff, causing a disruption of normal school environment/functions.
8. Any off-campus speech / written communication / electronic transmission or behavior that falls within the statutory definition of bullying and / or cyber-bullying that disrupts the school environment may result in students being disciplined in school.

Bullying, per Indiana law, (IC 20-33-8-0.2) 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 committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the targeted student and create for the targeted student an objectively hostile school environment that:

1. Places the targeted student in reasonable fear of harm to the targeted student's person or property.
2. Has a substantially detrimental effect on the targeted student's physical or mental health;
3. Has the effect of substantially interfering with the targeted student's academic performance; or
4. Has the effect of substantially interfering with the targeted student's ability to participate in or benefit from the services, activities, and privileges provided by the school.

In addition to the above behaviors associated with bullying, SCEC also prohibits hazing. Hazing is defined as any person knowingly requiring the performance of an act by a student, or the acquiescence to an act being performed which affects the student, for the purpose of induction into, admission into, affiliation with, holding office in, or maintaining membership in any group, organization, society, club, or athletic team whose membership consists of or include other students.

It should be noted that bullying / cyber-bullying disciplinary actions are dependent on the severity and frequency of act by the bully and previous intervention attempts / actions by administration to address bullying by students, which allows building / district administration to determine appropriate disciplinary actions to be taken.

In order to successfully address bullying / cyber-bullying, it is the responsibility of schools, students, parents / families, and the community to work together to effectively reduce the incidents of bullying in our schools and community. The use of social media applications by students and their family members to create or communicate negative messages regarding on-going situations can aggravate a bullying or

cyberbullying situation, and can further negatively impact the safety and security of the students, staff, and school. This activity may result in the initiation or escalation of a bullying investigation, which if substantiated, will have appropriate disciplinary consequences.

In addition to the above behaviors associated with bullying, SCEC also prohibits the sending of sexually explicit images or messages through social media among students. This includes the transmission of sexually explicit messages / images which originate while on or off school property that targets a student / staff and causes disruption to the normal school environment or functions or is in violation of the school / district mission statement. Transmission of pornographic material is against the law. A student 18 years or older in possession of or distributing sexually explicit images of another person under the age of 18 years is considered to have committed a criminal offense; prosecution of this type of offense can result in the student being placed on the State of Indiana's list of registered sex offenders. A student at any grade level will face disciplinary action associated with the transmitting of sexually explicit images or messages, along with potential referrals to law enforcement, under the above-described circumstances.

**Student(s) Targeted by Bully(ies):** A school administrator may utilize one or a combination of the below interventions listed below for a student who has been targeted by a bully, who has been adversely impacted through witnessing or being subjected to an act of bullying, or who has attempted to interrupt an act of bullying:

1. Notification to the student's parent, guardian, or legal custodian will be made by the building administrator, and a meeting will be held to discuss confirmation of the bullying incident.
2. School staff will monitor the targeted student with higher frequency when in close proximity to the bully.
3. School staff will provide the targeted student with support of the school social worker / counselor in an effort to monitor the student's social / emotional status and provide the student with life / social skills to discourage future incidents of victimization.
4. School staff will provide the student with a "peer buddy(ies)" in order that the student does not feel isolated when in peer group settings.
5. School staff will adjust the targeted student's daily schedule to decrease the likelihood he / she will have unsupervised contact with a bully.
6. School staff will adjust the targeted student's class schedule in the case the student is in the same class or multiple classes at the secondary level.
7. School staff will inform parents, guardians, or legal custodians of available informational workshops on the dynamics of bullying.

## **Student Anti-Harassment Policy**

**Sexual Harassment:** Sexual harassment of any kind, perpetrated by or against any SCEC student, staff member, or administrator, is strictly prohibited and will not be tolerated.

Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, and other inappropriate verbal or physical conduct of a sexual nature when made by any employee to a student, when made by any student to another student, or when made by a student to an employee. Conduct of a sexual nature may include verbal or physical or personality characteristics of a sexual nature. Verbal or physical conduct of a sexual nature constitutes sexual harassment at any point in time when the allegedly harassed employee / student has indicated, by his or her conduct or verbal objection, that such conduct is unwelcome.

**Sexual harassment** may include, but is not limited to the following:

1. Verbal harassment or abuse;
2. Repeated remarks to a person with sexual or demeaning implications;
3. Unwelcome touching;
4. Pressure for sexual activity; or
5. Suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning one's grades, job, or promotion.

**Note:** During SCEC's investigation of sexual harassment claims, the investigating staff member may consider whether or not the employee or student initially welcomed such conduct by active participation and whether or not the employee or student has made reasonable efforts to communicate to the alleged harasser that such conduct is no longer welcome.

**Ethnic, Racial, Gender, or Religious Harassment:** Ethnic, racial, gender, or religious harassment of any kind, perpetrated by or against any SCEC student, staff member, or administrator, is strictly prohibited and will not be tolerated. Forms of ethnic, racial, gender, or religious harassment may include, but are not limited, to the following:

1. Written or oral innuendoes, comments, jokes, insults, threats, or disparaging remarks concerning a person's gender, race, national origin, religious beliefs, or disabilities directed toward a fellow student, staff member, or other person associated with SCEC.
2. Conducting a "campaign of silence" toward a fellow student, staff member, or other person associated with SCEC.
3. Placing objects, pictures, or graphic commentaries in the school environment or making insulting or threatening gestures toward a fellow student, staff member, or other person associated with SCEC.

4. Any intimidating or disparaging actions such as hitting, hissing, intentional coughing or sneezing, and / or spitting on a fellow student, staff member, or other person associated with the SCEC.

**Complaint Procedures:** All complaints shall be handled in the manner outlined in the School City of East Chicago Board Policy and Administrative Guidelines. Harassment of any kind should be immediately reported to the classroom teacher, assistant principal, or principal and a full report of the incident completed.

Students may report when they are the victim of harassment, if they observe harassment or if they hear about harassment to the classroom teacher, dean of students, assistant principal, or principal. Students who report harassment will be kept anonymous.

**Student and Employee Responsibility:** Anyone who believes that a violation of the Corporation's harassment policy has occurred is encouraged and has the responsibility to address and / or report the alleged violation immediately in a manner consistent with Corporation Guidelines. All complaints shall be handled in the manner outlined in School City of East Chicago Board Policy and Administrative Guidelines. Employees or students who engage in such conduct shall be subject to disciplinary actions prescribed by Board Policy or the Student Due Process Procedures.

## **Student Discipline**

SCEC has established a disciplinary policy which is to be understood in the context that every student will make mistakes as they learn and grow. SCEC's desire is to instruct, to guide, and to help students to govern themselves from the inside, rather than having to impose order on the student from the outside. As we teach our students to behave responsibly, we must remember to balance our expectations for obedient behavior with our expectations for responsible behavior. Ultimately, SCEC's primary objective with regard to student behavior is to nurture students to act with integrity, wisdom, kindness, and compassion, even when there is no external force holding the student accountable for what they do. Thus, the student can become a strong positive civic member of our larger community.

Discipline becomes necessary when a student's behavior is not responsive to initial attempts to redirect his / her actions. When a student chooses to act irresponsibly and fails to respond appropriately to redirection, the student has then moved from committing a minor offense to a major offense. Consequently, the student progresses to a higher level of intervention that includes disciplinary action. When student discipline becomes necessary, it is viewed in the context of encouraging students to understand that, ultimately, they are responsible for both the positive and negative consequences associated with their decisions and behavior.

When a minor behavior violation turns into a major behavior violation, student discipline is determined by the responsible building administration, through the student code of responsible behavior.

Pursuant to I.C. 20-33-8-18, if a student is suspended, the student is required to complete all assignment and school work assigned during the period of the student's suspension. A student may be allowed to make up missed tests or quizzes when the student returns to school. The principal or the principal's designee, shall ensure that while a student is suspended from school the student will receive:

1. notice of any assignments or school work due;
2. teacher contact information in the event the student has questions regarding the assignments or school work;
3. credit, in the same manner that a student who is not suspended would receive, for any assignments or school work assigned during the period of the student's suspension that the student completes.

### **Due Process in Disciplinary Proceedings**

Due process of law will be provided to students in all discipline matters. This will include the opportunity to be informed of the provisions of the code or other school regulations or procedures allegedly violated, together with evidence to support the charge. In all cases, students will be given an opportunity to respond to the reported behavior concern and the decisions relating to consequences; however, the decisions made by SCEC staff and administration are final and non-negotiable unless the student has a statutory right to an appeal or hearing.

When considering the action to be taken, the following will always be reviewed:

1. Age of the student;
2. Grade level of the student;
3. Frequency of the misconduct;
4. Seriousness of particular misconduct;
5. History of disciplinary action for the same or unrelated behaviors;
6. Attitude of the student;
7. Degree of cooperation of the student with the disciplinary process.

Any student recommended for expulsion shall be entitled to all due process provided to them by law, prior to any final determination being made as to expulsion.

Students who have a documented disability, or those who are suspected of having a disability, will be afforded procedural safeguards in accordance with state and federal regulations. These students' Individual Educational Programs, including Behavior Intervention Plans, will be implemented prior to significant disciplinary action.

## **Behaviors and Consequences**

The following listing of behaviors is not intended to be all-inclusive and the scope of matters which could result in disciplinary action for a student is not limited to items contained in this listing. Rather, this section contains a general list of behaviors that do not meet the expectations for responsible behavior set forth as the standard by SCEC. Students will be subject to disciplinary action at any time that their behavior is inappropriate, disruptive, illegal, or in violation of school rules, even if that behavior does not fall into any of the categories contained in this section. Unless specifically stated elsewhere, all of the student behaviors or categories of student behavior below are strictly prohibited on SCEC grounds or while attending or traveling to or from any SCEC-sponsored function taking place at any location.

The following list of consequences represents the range of consequences generally assigned in response to a particular type or category of behavior. Based on the severity of the situation, the consequences assigned could actually be more or less severe than those listed. The final determination of consequences will be left to the judgment of the responsible building principal or his / her designee, who will take into consideration the results from further investigation and evaluation of all relevant facts.

Parent contact is required as a part of the administration of all consequences contained in this code. In addition, all students will be required to consult with the School Social Worker within 48 hours of an out-of-school suspension.

**Academic Dishonesty:** A student must not intentionally or knowingly help or attempt to help another to commit an act of academic dishonesty.

<b>Scope of Potential Consequences</b>
Failing Grade for assignment / test After School Detention In-School Suspension Out-of-School Suspension



**Attacking A Student (Jumping Student / Mob Action):** This category of offenses is intended to include any situation in which two or more students join together to attack another student, causing bodily injury to the other student.

Scope of Potential Consequences
10 Days Pending Expulsion (non-negotiable)

**Behavior: Cafeteria:** Appropriate Cafeteria Behavior is behavior that follows regulations set for students while in or traveling to or from the cafeteria. In order to ensure a clean and comfortable environment for all, students are asked to observe the following:

- Upon entering the cafeteria, take your place at the end of the service line;
- When you have finished eating, leave your table and the floor around your table clean and free from garbage; and
- Return all trays and silverware to designated areas.

*Inappropriate behavior* may include but not limited to:

- Horseplay in the cafeteria or service lines;
- Running
- Out of Seat without Permission
- Failing to properly dispose of food trays or food waste

Consequence One (First Offense)	Consequence Two (Second Offense)	Consequence Three (Third Offense)
Verbal Reprimand  Parent Contact	Progressive Lunch Detention	Progressive Lunch Detention  Community Service  Restitution

**Note: Food Fighting / Throwing of Food: 1 Day Out-of-School Suspension. This consequence is non-negotiable.**

**Behavior: Classroom and Auditorium:** Inappropriate Classroom Behavior is defined as any combination of actions that interfere with, disrupt, or create disorder within a classroom or auditorium, including but not limited to hitting, yelling, disrespect to staff, running, horseplay, or interference with classroom teaching or an auditorium presentation to the extent that instruction cannot take place.

Consequence One (First Offense)	Consequence Two (Second Offense)	Consequence Three (Third Offense)
Verbal Reprimand	Detention	In-School Suspension
Parent Contact	Loss of Privileges	1-3 Days Out-of-School Suspension
Detention	In-School Suspension	

**Behavior: Hallway And Bathroom:** Inappropriate Hallway Behavior is defined as any combination of actions that interfere with, disrupt, or create disorder within a hallway or bathroom, including but not limiting to hitting, yelling, disrespect to staff, running, or horseplay during passing periods or when a student leaves class to use the bathroom or walk to another area of a building. Students may not be in academic hallways during class time without a pass from a staff member.

Scope of Potential Consequences		
Consequence One (First Offense)	Consequence Two (Second Offense)	Consequence Three (Third Offense)
Verbal Reprimand	Lunch / After School Detention	In-School Suspension
Parent Contact	Loss of Privileges	Loss of Privileges
	Out-of-School Suspension (Principal discretion)	Out-of-School Suspension (Principal discretion)

**Bullying, Cyberbullying, Intimidation, Harassment, Extortion, or Hazing:** As described more fully in previous sections of the Student Handbook, this category of offenses includes but is not limited to any aggressive or negative gestures, or written, verbal, physical behavior, or electronic social media communication that places another student in reasonable fear of harm to his or her person or property, or that has the effect of threatening, insulting, demeaning, or intimidating any student in such a way as to disrupt or interfere with the school and the school environment. In addition, soliciting, urging, or encouraging hazing is prohibited. Hazing occurs when any person knowingly requires the performance of an act by a student or the acquiescence to an act by a student for the purpose of induction into, admission into, initiation into, affiliating with, holding office in, or maintaining membership in any group, organization, society, club, or athletic team whose members are or include other students. Students who exhibit patterns of bullying, intimidation, harassment, extortion or hazing will be recommended for expulsion. In addition, please note that failure to report any witnessed instance of bullying, intimidation, or hazing of another student may also be considered a violation of this code.

Scope of Potential Consequences		
Consequence One (First Offense)	Consequence Two (Second Offense)	Consequence Three (Third Offense)
1-3 Days Out-of-School Suspension  Social Work Intervention	3-5 Days Out-of-School Suspension  Social Work Intervention	10 Days Pending Expulsion  Alternative Education Placement

**Drugs / Alcohol:** Possession or consumption of alcohol, illegal drugs, tobacco products, CBD oil/products, edibles, vaping paraphernalia, controlled substances or any look-alike substance which is meant to imitate the appearance or effect of any of the aforementioned substances is prohibited on SCEC grounds or while attending or traveling to or from any SCEC-sponsored function taking place at any location. Being under the influence of alcohol, illegal drugs, or any controlled substance over the counter medication or prescription medication which was not prescribed for the student is prohibited on SCEC grounds, or while attending or traveling to or from any SCEC-sponsored function taking place at any location.

Scope of Potential Consequences
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Consequence One (First Offense)	Consequence Two (Second Offense)	Consequence Three (Third Offense)
Parent Contact	Parent Contact	10 Days Pending Expulsion
Police Contact	Police Contact	Alternative Education Placement
1-3 Days Out-of-School Suspension	3-5 Days Out-of-School Suspension	
Social Work Intervention	Social Worker intervention	

**Drug Paraphernalia:** Selling, purchasing, distributing, or possession with the intent to sell or distribute drug paraphernalia includes items associated with illegal drugs including rolling papers, pipes, clips, and hypodermic needles. Possession of paraphernalia while at school or at any school-related activity or event, or while traveling to or from school-related activity or event is a violation of this rule and is prohibited.

Scope of Potential Consequences
Parent Contact Police Contact 10 Days Out-of-School Suspension Alternative Education Placement

**False Fire Alarm or Bomb Report / Tampering with Fire Alarm System:** This offense involves the act by a student of setting off an alarm when there is no fire or emergency, tampering with the fire alarm system, or falsely reporting a bomb on SCEC property; such behavior is prohibited. Unless an emergency exists, a student will not willfully sound a fire alarm or cause to be communicated that a bomb is located in a building owned by the SCEC. This offense also includes false threats which are communicated to SCEC or other parties via social media, telephone, or other forms of written or electronic communication.

Scope of Potential Consequences
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Parent Contact Police Contact Detention Loss of Privileges 5-10 Days Out-of-School Suspension Restitution Alternative Education Placement Expulsion
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**False Reporting:** This category of offenses includes any person who knowingly files false charges against an employee or a student in an attempt to demean, harass, abuse or embarrass that individual.

Consequence One (First Offense)	Consequence Two (Second Offense)	Consequence Three (Third Offense)
1-3 Days Out-of-School Suspension	3-5 Days Out-of-School Suspension	10 Days Pending Expulsion  Alternative Education Placement

**Fighting (Combat or Physical Aggression) (Assault/Battery), Instigating or Recording a Fight:** This category of offenses includes any student displaying or engaging in violence, punching, kicking, inappropriate use of bodily fluids, combative actions, use of weapon, aggressive pushing, shoving, or recording a fight. This category of offenses also includes fight instigation, involving situations in which a student or students motivate, provoke, encourage, or plan a fight, or prolong or fail to stop a fight in progress. A more severe consequence may be imposed on a student who is determined to be the instigator or primary aggressor of a fight; lesser consequences may be imposed on a student who is determined to have acted in self-defense.

Scope of Potential Consequences		
Consequence One (First Offense)	Consequence Two (Second Offense)	Consequence Three (Third Offense)

Elementary: 1-3 Days Out-of-school-Suspension	Elementary: 3-5 Days Out-of-school Suspension, Social Work Intervention, and Mandatory Counseling from school or community partner if applicable	Elementary: 7-10 Days Out-of-School Suspension
Secondary: 3-5 Days Out-of-school Suspension		Secondary: 10 Days Out-of-School Suspension (Pending Expulsion)
Social Work Intervention	Secondary: 5-7 Days Out-of-school Suspension, Social Work Intervention, and Counseling from school or community partner if applicable	Alternative Education Placement

**Forgery / Deception / Misuse:** This category of offenses includes the alteration or falsification of documents (i.e., passes or permission slips) or signatures.

Scope of Potential Consequences		
Consequence One (First Offense)	Consequence Two (Second Offense)	Consequence Three (Third Offense)
Parent Contact	In-School Suspension	10 Days Pending Expulsion
Detention	Progressive Out-of-School Suspension (1- 5 Days)	
Loss of Privileges	Social Work Intervention	

**Gambling:** This category of offenses includes playing any games in which money or items of value can be won or lost. All forms of gambling are prohibited on SCEC grounds, or while attending or traveling to or from any SCEC-sponsored function taking place at any location.

Scope of Potential Consequences		
Consequence One	Consequence Two	Consequence Three

(First Offense)	(Second Offense)	(Third Offense)
Parent Contact	Progressive In-School Suspension	Progressive In-School Suspension
Detention		
Loss of Privileges	Progressive Out-of-School Suspension	Progressive Out-of-School Suspension
	Social Work Intervention	Social Work Intervention

**Gang-Related Activities:** Involvement in gangs or gang-related activities is strictly prohibited. No student on SCEC grounds, or while attending or traveling to or from any SCEC-sponsored function, taking place at any location may: show, wear, possess, use, display, or sell any clothing, jewelry, emblem, image, symbol, sign, or other object or image that may be viewed as evidence of membership or affiliation in any gang. No student may commit any act or omission, or use any speech, either verbal or nonverbal (gestures, handshakes, etc.) showing membership or affiliation in a gang. No student shall use any speech or commit any act or omission in furtherance of the interests of any gang or gang activity, including but not limited to: soliciting others for memberships in any gangs; requesting any person to pay for protection or otherwise intimidating or threatening any person; committing any other illegal act or other violation of school policies with the intention of furthering the interests of a gang; or inciting other students to act with physical violence upon any other person. Such activities and any other activities that the school administration may deem potentially disruptive to the school climate and culture will not be tolerated and subject to disciplinary action.

Consequence One (First Offense)	Consequence Two (Second Offense)	Consequence Three (Third Offense)
1-3 Days Out-of-School Suspension	3-5 Days Out-of-School Suspension	10 Days Pending Expulsion

**Inappropriate Language or Gestures Directed Toward Staff:** This category of offenses includes behaviors, language, gestures, and other actions directed toward staff members that are reasonably

considered profane, vulgar, lewd, or obscene and are prohibited, in the opinion of the person toward whom the behavior, language, or gesture is directed.

Scope of Potential Consequences		
Principal discretion based upon age and severity		
Consequence One (First Offense)	Consequence Two (Second Offense)	Consequence Three (Third Offense)
Parent Contact  Overnight Suspension  In-School Suspension  1 - 3 Days Out-Of-School Suspension	In-School Suspension  3 - 5 Days Out-of-School Suspension  Social Work Intervention	5 – 10 Day Out-of-School Suspension  Social Work Intervention  10 Days Pending Expulsion  Alternative Education Placement

**Inappropriate Language and Gestures Directed at Students:** This category of offenses includes behaviors and actions directed toward students that are reasonably considered profane, vulgar, lewd, or obscene in the opinion of the SCEC staff member or administrator who hears or observes them.

Scope of Potential Consequences		
Consequence One (First Offense)	Consequence Two (Second Offense)	Consequence Three (Third Offense)
Verbal Warning  Parent contact  Detention	Parent contact  Detention  Loss of Privileges	1-3 Days Out-of-School Suspension



**Inappropriate Use of Technology:** Telecommunications devices capable of taking and / or transmitting digital photographic images or videos can create a risk factor in locker rooms, restrooms, private areas, and other locations (including buses) where students and / or staff have a reasonable expectation of privacy. Because of their capacity to be used to carry out acts of academic dishonesty, use of telecommunications devices for the purposes of taking digital photographic images or likeness, videos, auditory media and / or media tools that distribute data in or outside of the school or on social media platforms in a manner that affects the academic setting is strictly prohibited.

Specific Reference to the School City of East Chicago Technology Policy should be made for a more specific description of definitions and consequences.

Scope of Potential Consequences		
Consequence One (First Offense)	Consequence Two (Second Offense)	Consequence Three (Third Offense)
Parent contact  Detention  Loss of Privileges	Progressive In-School Suspension  Social Work Intervention	Progressive In-School Suspension  Social Work Intervention  Progressive Out-of-School Suspension  10 Days Pending expulsion

**Insubordination and / or Disrespect:** This category of offenses includes those behaviors by which students refuse to respond to or follow the directions of staff members and / or act disrespectfully toward staff members. Examples of this kind of behavior include, but are not limited to: **leaving the classroom without permission** or obstructing staff in the performance of their duties.

Scope of Potential Consequences		
Consequence One	Consequence Two	Consequence Three

(First Offense)	(Second Offense)	(Third Offense)
Parent Contact Lunch Detention Loss of Privileges In-School Suspension	Loss of Privileges After School Detention Progressive In-School Suspension Out-of-School Suspension	Progressive Out-of-School Suspension 10 Days Pending Expulsion Alternative Education Placement

**Libel and/or Slander:** This category of offenses includes two distinct but similar forms of defamation. Libel consists of printed communication whereas slander consists of oral communication. The actions of Libel and / or Slander consist of a false statement that is printed or broadcast about an individual that brings that person into public ridicule, contempt, or hatred, or inflicts injury to his or her person, occupation, or business. Libel and slander are prohibited.

Scope of Potential Consequences		
Consequence One (First Offense)	Consequence Two (Second Offense)	Consequence Three (Third Offense)
Parent Contact Detention Loss of Privileges	Detention Progressive In-School Suspension	Progressive Out-of-School Suspension 10 Days Pending expulsion Alternative Education Placement

**Loitering:** Loitering, gaping, cheering, or obstructing the vicinity of a fight is prohibited.

Scope of Potential Consequences
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Consequence One (First Offense)	Consequence Two (Second Offense)	Consequence Three (Third Offense)
Parent Contact  Verbal Warning	After School Detention  In-School Suspension	Out-of-School Suspension

**Missed Detention:** Missed detention is an instance in which a student fails to serve an assigned detention. Missing a detention may warrant disciplinary action.

Scope of Potential Consequences		
Consequence One (First Offense)	Consequence Two (Second Offense)	Consequence Three (Third Offense)
Parent Contact  Overnight Suspension  Detention Reassigned	Double Detention  In-School Suspension	Out-of-School Suspension

**Obscenity:** This category of offenses includes possession or display of items, or engaging in behaviors, that an average person, when viewing the material or behavior as a whole and applying the general community standards for children of a relevant age, would find depicts or describes conduct in an offensive way, appeals to prurient interests, and lacks serious literary, artistic, political, or scientific value. Possession of obscene materials, and engaging in behaviors considered to be obscene, are prohibited.

Scope of Potential Consequences		
Consequence One (First Offense)	Consequence Two (Second Offense)	Consequence Three (Third Offense)

Parent Contact	After School Detention	Out-of-School Suspension
Verbal Warning	In-School Suspension	

**Possession or Use of Portable Electronic Equipment:** Students are extended the privilege of possessing cell phones within the school building; however, their use is limited to those periods of time before school has begun, after school has concluded for the day, or in the event that the student is in the building for a school-related activity or function that does not occur during normal school hours. Whenever school is in session, cell phones, smartwatches, earpods and / or headphones, and pagers may not be used. These devices must be turned to the off position and should not be visible or in the student's possession during the school day. This rule is also in effect in situations and locations where a quiet atmosphere is necessary, such as the media center, computer labs, detention areas, and at public performances. This rule applies to the use of cell phones, PDA's, laser pointers, CD players, iPods, headphones, earpods, smartwatches, or any other telecommunication device or technological device that may be used while the student is in school. **SCEC is not responsible for the loss of such devices by students who do not adhere to this policy nor will the loss of the device be investigated by SCEC. Any events that are documented throughout the school day and posted to social media are presumed to have been documented and / or posted in violation of this rule and will subject the student to school disciplinary actions.**

Scope of Potential Consequences		
Consequence One (First Offense)	Consequence Two (Second Offense)	Consequence Three (Third Offense)
Parent Contact	Confiscate - Parent Pick-Up	In-School Suspension
Verbal Warning (first)	After School Detention	Out-of-School Suspension
Confiscate – Parent Pick-Up	In-School Suspension	

**Public Displays of Affection:** This category of offenses includes interpersonal behaviors between students which are considered not appropriate for the school environment, in the opinion of the SCEC staff member or administrator who observes them. Students should not, under any circumstances while on school grounds or at school functions, show affection to one another in a manner that is immodest and / or draws undue attention to themselves. The SCEC faculty and administration feel that such behavior is inappropriate and creates a poor image of the SCEC student body. School is an inappropriate environment for affectionate gestures other than the holding of hands. If the administration or faculty feels the situation warrants, students who persist in such conduct will be disciplined.

Scope of Potential Consequences		
Consequence One (First Offense)	Consequence Two (Second Offense)	Consequence Three (Third Offense)
Parent Contact  Verbal Warning	After School Detention  In-School Suspension	Out-of-School Suspension

**Sale of Snacks:** Students may not sell any items during school or at any school related event without prior written approval of SCEC administration and / or the appropriate governing body, which approves such sales. Items offered for sale in violation of this policy will be confiscated and / or destroyed. Repeated offenses will be considered gross disobedience. Approval to sell items on school property during school hours will be given only to school sponsored groups for fundraising purposes.

Scope of Potential Consequences		
Consequence One (First Offense)	Consequence Two (Second Offense)	Consequence Three (Third Offense)
Parent Contact Confiscate Detention	Detention Loss of Privileges In-School Suspension	Out-of-School Suspension

**Sexual Misconduct, Assault, Intercourse, Rape:** This category of offenses includes conduct by students which, in the opinion of the SCEC staff member or administrator who observes it, would appear to the ordinary observer to be sexual misconduct, sexual exposure, or masturbation. Included in sexual misconduct are actions involving minor touching of a sexual nature, with or without consent of the other party. This could also include sexting or inappropriate use of technology involving sexual or pornographic images and or videos.

Consequence One (First Offense)	Consequence Two (Second Offense)	Consequence Three (Third Offense)
1-3 Days Out-of-School Suspension  Social Work Intervention	5-10 Days Out-of-School Suspension  Social Work Intervention	10 days Pending Expulsion

**Theft / Robbery / Vandalism:** This category of offenses includes students causing or attempting to cause damage to school property, stealing or attempting to steal school property, or repeatedly damaging or stealing school property will be suspended and/or recommended for expulsion. Restitution will be required. Students intentionally causing or attempting to cause damage to private property, stealing or attempting to steal private property, or repeatedly damaging or stealing private property.

Scope of Potential Consequences
Parent Contact  Police Contact  Progressive Out-of-School Suspension  Expulsion  Alternative Education Placement

**Threat Against or Attack on a Staff:** This category of offenses includes, but is not limited to, any aggressive, disruptive, threatening, derogatory, or inflammatory gesture, written or verbal communication, or physical behavior that places a staff member in reasonable fear of harm to his or her person or property, or that has the effect of threatening, insulting, demeaning, or intimidating any staff member in such a way as to disrupt or interfere with the school and the school environment. Such behavior is prohibited.

Scope of Potential Consequences
Parent Contact
Police Contact
10 Days Out-of-School Suspension
Expulsion
Alternative Education Placement

**Throwing Items at Student or Staff:** Throwing any objects, including snowballs, is dangerous and unacceptable behavior on school grounds.

Scope of Potential Consequences		
Principal discretion based upon age and severity		
Consequence One (First Offense)	Consequence Two (Second Offense)	Consequence Three (Third Offense)
Parent Contact  Overnight Suspension  In-School Suspension	In-School Suspension  3 - 5 Days Out-of-School Suspension  Social Work Intervention	5 – 10 Day Out-of-School Suspension  Social Work Intervention  10 Days Pending Expulsion

1 - 3 Days Out-Of-School Suspension		Alternative Education Placement
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**Tobacco Products:** Possession or use of tobacco products is prohibited on SCEC grounds, or while attending or traveling to or from any SCEC-sponsored function taking place at any location. Tobacco products include: cigarettes, nicotine, THC and CBD paraphernalia, cigars, vape pens, tobacco lighters, matches, or paraphernalia in any other form, smokeless tobacco that is loose, cut, shredded, ground, powdered, compressed, or leaf tobacco.

Scope of Potential Consequences
Confiscate
Parent Contact
Police Contact
Progressive Out-of-School Suspension

**Transportation Behavioral Expectations:** Listed below are the expectations for students' behavior while they are being transported via any school vehicles. For the purposes of this document the following expectations reference bus transportation but are to be considered expectations that will apply to students being transported in any school vehicle. Parents, guardians, and legal custodians are prohibited from boarding and / or riding the school bus without prior permission or approval of SCEC.

### **Bus Riders**

A. Prior to loading (on the road and at the school) students are required to:

1. Be on time at their assigned bus stop.
2. Stay off the roadway or street while waiting for the bus.
3. Conduct themselves in a safe manner while waiting.
4. Wait until their bus comes to a complete stop and the stop arm is out before attempting to board.



5. Board in an orderly manner and immediately take their seats.
6. Practice rules of safe behavior as they go to and from their assigned bus stop.

B. While on the bus students are required to:

1. Keep all body parts and possessions inside the bus.
2. Assist in keeping the bus clean and sanitary. Trash goes in the waste container at the front of the bus.
3. Talk quietly and avoid acting in any manner that distracts the driver's attention away from driving. This includes but is not limited to teasing others, horseplay, throwing objects, etc.
4. Refrain from tampering with any bus equipment.
5. Keep books, lunches, and other articles in their possession.
6. Sit in the seat assigned by the driver. Students are to remain in their seats while the bus is in motion, and will be held responsible for the condition of the assigned seats surrounding them.
7. Be ABSOLUTELY quiet while approaching a railroad crossing. Students will remain quiet until the bus has cleared all sets of railroad tracks.
8. In case of an emergency, remain in their assigned seats on the bus unless instructed by the driver to leave.
9. Refrain from eating or drinking, chewing gum or having any other objects in their mouths when on the bus.
10. Leave radios, tape recorders, live animals, or glass bottles at home. Keep musical instruments on their laps or under their seats.
11. Refrain from the use of profanity, swearing, or any offensive language.
12. Board and get off at the regularly assigned bus stop.
13. Use emergency bus exits only at the direction of the driver.
14. Close windows before getting off the bus.

C. After leaving the bus students are required to:

1. Cross the road by passing at least ten (10) feet in front of the school bus, only after looking in both directions to be sure no traffic is approaching.
2. NEVER cross behind the bus for any reason.
3. Move immediately away from the bus and refrain from hitting or throwing things at the bus.

\*These rules and regulations will apply to any trip under school sponsorship. Any infraction of the above rules and regulations will result in the driver proceeding with the steps listed under "Consequences" below.

**Parents**

Parents, guardians, and legal custodians are prohibited from boarding and / or riding a school bus without prior permission or Administration approval. Students are to arrive at their assigned bus stop at least five (5) minutes prior to the scheduled arrival time of the bus. Parents, guardians, and legal custodians are to regulate their children's arrival so that it will not result in a long wait. Parents, guardians, and legal custodians are expected to know bus rules and procedures and support the school in effective enforcement. Parents, guardians, and legal custodians must accept responsibility for student behavior at the bus stop. Where a large number of students are assigned to a stop, parents are expected to share supervision responsibilities.

Suspension of bus privileges does not mean suspension from school. Parents, guardians, or legal custodians are required to transport their students to school in the event of a suspension of bus privileges. Lack of attendance will be considered truancy.

### **Drivers**

Drivers will make every effort to maintain appropriate student behavior on the bus. When these efforts are no longer effective, the driver will submit a written referral to the Transportation Director. Written referrals will be reviewed by the Transportation Director and sent to school administrators.

### **Minor Infraction While on SCEC Bus:**

<b>Scope of Potential Consequences</b>		
<b>Consequence One (First Offense)</b>	<b>Consequence Two (Second Offense)</b>	<b>Consequence Three (Third Offense)</b>
Parent contact  Detention	Parent contact  Detention  Overnight Suspension	Overnight suspension  Loss of riding privileges for a period determined by the severity of the infraction  Permanent loss of bus riding privileges

**Major Infraction While on SCEC Bus:** The following behaviors are considered to be “major infractions if they occur on a SCEC bus. Students committing any of these infractions will be subject to discipline as described below:

1. Possession or detonation of firework(s) or incendiary device(s)
2. Extortion or intimidation of bus driver, monitor, students and / or police officers
3. Gambling
4. Throwing objects
5. Disorderly conduct
6. Indecent exposure
7. Damaging personal property
8. Malicious property damage (student or parent will be financially responsible for damage
9. Insubordination (extreme)
10. Activating emergency alarm / exits
11. False reporting of fire / explosive device
12. Possession of weapon / firearm
13. Battery, assault, provocation against driver, monitor, or student
14. Smoking
15. Substance abuse
16. Being under the influence / possession / dealing drugs or alcohol

Scope of Potential Consequences
Parent Conference
Loss of Riding Privileges for a period
Loss of Riding Privileges permanently
Out-of-School Suspension
Expulsion
Police Contact

**Unauthorized Presence in Unsupervised Areas - Trespass:** Students may not at any time be present in any unsupervised area without prior authorization from staff. Examples include but are not limited to: athletic facilities, locker rooms, auditorium, science labs, computer labs, resource centers, classrooms, and all school grounds. Students should not visit schools that they do not attend, without administrative approval.

Scope of Potential Consequences
1 Day After School Detention
Loss of Privileges
3-5 Days In-School Suspension
1-5 Days Out-of-School Suspension
Alternative Education Placement

**Unlawful Activity - Mandatory Expulsion / Virtual or Alternative Education Placement**

A limited number of offenses constitute the basis for expelling a student. The school principal, finding a student has committed, attempted to commit, aided or abetted in the commission of, conspired to commit, or participated in any manner, even though unaccomplished, in the commission of any of the following offenses, will submit a recommendation to the superintendent of schools that the student be expelled from school attendance. The principal will immediately notify the police when a criminal offense in this category is committed.

**1. Physical Assault Against Staff Member:** A student will not physically attack school personnel.

**2. Dangerous Weapons:** A student shall not possess, handle, transmit, or use as a dangerous weapon an instrument capable of harming another person. Dangerous weapons include, but are not limited to:

- Firearms – A student shall not possess, handle, transmit, conceal, nor use a firearm. Students violating the firearms prohibition shall be expelled for one calendar year.
- Knife – A student shall not possess, handle, transmit, conceal, nor use a knife. Students violating the prohibition against knives may be expelled up to one calendar year pending determination.

**3. Starting a Fire:** A student will not willfully by means of fire cause harm to property or any person nor participate in the burning of property nor any person.

**4. Extortion:** A student will not make another person do any act against his will by force, nor threat of force, expressed, nor implied.

## **Family Resource Center/Parent and Community Involvement**

SCEC serves its students and families through the **Full-Service School model**. The goal of this model is to remove non-academic barriers that impede student success and while at the same time empowering parents with access to knowledge and community resources to facilitate their critical role as supportive parents. The Full-Service School model includes the creation of Family Resource Centers in all of our seven SCEC school sites. Within each the Family Resource Center (FRC):

1. **Parent Liaisons** link families to community resources and provide Parent Information Workshops focusing on a variety of relevant topics throughout the school year. The FRC is a welcoming gathering place for parents, guardians, and / or legal custodians within their child's school. Each FRC is staffed by a Parent Liaison to assist in meeting parent needs. The Parent Liaison also facilitates the school's Parent Groups. Parent Groups provide a perspective to parents, guardians, and legal custodians, and serve as a resource to assist with special school projects in support of the school's mission.
2. SCEC has partnered with numerous community organizations and resources in order to assist with the needs of the students and families within the district. Our community partners, entitled "The Parent Cafe," are located at our Carrie Gosch Early Learning Center. The phone number for the Parent Cafe is (219) 391-4172.
3. Parent and Community volunteer applications and activities are facilitated by the FRC Parent Liaison. There are a variety of ways for parents, guardians, legal custodians, and other community members to offer their time and resources in support of growing a positive school climate and increasing student success. Any parent / guardian, legal custodian interested in learning more about volunteer opportunities within SCEC, is encouraged to contact Parent Liaisons for more information.

All volunteers serving within any SCEC facility must complete a volunteer application, criminal background check (which may be conducted at the expense of the applicant), and on-site orientation. Obtaining these prior clearances before permitting anyone to volunteer in any SCEC facility is essential in keeping all SCEC students safe.

## **Parent Conferences and Classroom Observations**

SCEC welcomes visits to school by parents, guardians, legal custodians, adult residents of the community, and interested educators. We encourage any parent, guardian, or legal custodian who desires to do so to visit their student's school and observe the school in action. Should any parent wish to arrange for a conference with a teacher or building administrator, the conference may be arranged by calling the school office or by emailing the classroom teacher. Conferences may be scheduled during the teacher's prep time or before or after school. Parents are asked to support school codes of conduct by following all such codes of conduct in the same manner as students are expected to do. To protect the safety and welfare of students and school personnel, as well as to minimize classroom disruptions, procedures for visitors shall include the following:

1. Classroom observations must be scheduled by calling the main office at least 24 hours prior to the intended period of observation.
2. Visitors to SCEC building's must enter at the main entrance (usually Door "A") and register with security staff via the **SafeVisitor** system in order to obtain a Visitor's Pass.
3. A valid picture identification card must be presented by the visitor in order to obtain a Visitor's Pass. A copy of the picture identification card may be kept by the school.
4. Sign-in lists showing the name, purpose of visit, arrival time, and departure time shall be maintained by the school office, and must be completed by all visitors.
5. Any person who does not register with the school office is considered to be on school property illegally. At any point when they come into contact with school personnel, they will be asked to identify themselves properly and obtain a Visitor's Pass, or leave the school's grounds immediately. Failure of the person to comply with these directives may result in contact with law enforcement.
6. Classroom observations by a parent, guardian, or legal custodian should not exceed one hour per day, per teacher, per visit unless a teacher believes that a longer visit is warranted.
7. Visitors should arrive at classrooms between class periods so that their entry will be as unobtrusive as possible.
8. Classroom visits shall be made only by adults in order to minimize classroom disruption. It is inappropriate for visitors to speak out, make statements or ask questions of the students or teacher during the visit, unless the visitor is asked to participate.
9. If a visitor wishes to discuss their observations or any issue with the teacher, the visitor must make an appointment to meet during non-instructional time.

10. The use of phones or any other recording device to record meetings at which a teacher is present or to record a teacher during the discharge of his/her duties, is strictly prohibited by SCEC policy, unless the person taking the recording has obtained consent from all parties.
11. **No student guests are allowed in any SCEC building during the school day.**
12. No phone calls will be forwarded to teachers during instructional time.
13. Parents are not allowed to pull students out of class for non-emergencies.

## **Family Education Rights Privacy Act (FERPA)**

FERPA is a federal law that provides parents, guardians, and / or legal custodians certain rights with respect to their children's education records. These rights transfer to the student when the student reaches the age of 18 years or attends a school beyond the high school level.

**Under this law:** Parents, guardians, legal custodians, and eligible students (student to whom the rights have transferred) have the right to inspect and review the student's education records maintained by SCEC. SCEC is not required to provide copies of records unless, for reasons such as great distance, and an in-person review of records is impossible. If copying of records becomes necessary, SCEC may charge a fee for copies.

Parents, guardians, legal custodians, and eligible students have the right to request that the SECE administration make corrections or amendments to records which they believe to be inaccurate or misleading. If following a review of the records, the SCEC administration determines that no corrections or amendments are necessary, the parent, guardian, legal custodian, or eligible student then has the right to a formal hearing. After the hearing, if the school maintains that no corrections or amendments are necessary, the parent, guardian, legal custodian, or eligible student has the right to place a statement within the record setting forth his or her concerns regarding the contested information.

Generally, schools must have written permission from the parent, guardian, legal custodian, or eligible student in order to release any information from a student's education record. However, FERPA allow schools to disclose those records without consent of the parent, guardian, legal custodian, or eligible student to the following parties or under the following conditions:

1. School officials with legitimate educational interest
2. Other schools to which a student is transferring
3. Specified officials for audit or evaluation purposes
4. Appropriate parties in connection with financial aid to a student
5. Organizations conducting certain student for or on behalf of the school

6. Accrediting organizations
7. To comply with a judicial order or lawfully issued subpoena
8. Appropriate officials in cases of health and safety emergencies
9. State and local authorities, within a juvenile justice system, pursuant to specific State law with court order and parent knowledge of requested information.

FERPA further permits SCEC to disclose, without consent of the parent, guardian, legal custodian, or eligible student, “directory” information such as a student’s name, address, telephone number, date and place of birth, honors and awards and date of attendance. However, FERPA also requires SCEC to provide a public notice to parents, guardians, legal custodian, and eligible students that specifically identifies the student information that is considered “directory” information and further provides a procedure and a reasonable amount of time for parents, guardians, legal custodians, and eligible students to opt out of disclosure of “directory” information.

SCEC must annually notify parents, guardians, legal custodians, and eligible students of their rights under FERPA. The actual means of notification is left to the discretion of SCEC, which has elected to provide notice through this Student Handbook.

## **Required Notice of FERPA Rights, Obligations, and Requirements - United States Department of Education, Student Privacy Policy Office**

**Issued July 9, 2021 SPPO-21-04 A Parent Guide to the Family Educational Rights and Privacy Act (FERPA)**

Other than statutory and regulatory requirements included in the document, the contents of this guidance do not have the force and effect of law and are not meant to bind the public. This document is intended only to provide clarity to the public regarding existing requirements under the law or agency policies.

The Family Educational Rights and Privacy Act or FERPA (20 U.S.C. § 1232g; 34 CFR Part 99) provides certain rights for parents regarding their children’s education records. FERPA gives these rights to custodial and noncustodial parents alike, unless there is a court order, legally binding document, or State law that specifically provides to the contrary. When a student reaches 18 years of age or attends an institution of postsecondary education at any age, he or she becomes an “eligible student,” and all rights under FERPA transfer from the parent to the student. Given that the target audience for this document is parents, this guide is intended to discuss parents’ rights under FERPA. Under FERPA, the term “parent” means a parent of a student and includes a natural parent, a guardian, or an individual acting as a parent in the absence of a parent or a guardian. A companion document discussing eligible students’ rights



under FERPA is available on our website at <https://studentprivacy.ed.gov/resources/ferpageneral-guidance-students>.

FERPA is a Federal law that is administered by the Student Privacy Policy Office (SPPO) in the U.S. Department of Education (Department). FERPA protects “education records,” which are generally defined as records that are directly related to a student and maintained by an educational agency or institution or by a party acting for the agency or institution. An “educational agency or institution,” herein after referred to as a “school,” generally means a school district, a public elementary or secondary school, or an institution of postsecondary education such as a college or university. There are also a few exceptions to the definition of education records,” such as law enforcement unit records and sole possession records. More information regarding exemptions to the definition of “education records” is available at <https://studentprivacy.ed.gov/faq/what-records-are-exempted-ferpa>.

FERPA applies to schools that receive funding under any program administered by the Department. Private and faith-based schools at the elementary and secondary levels generally do not receive such funding and are, therefore, generally not subject to FERPA. In addition, the confidentiality of personally identifiable information (PII) in the education records of children with disabilities is further protected by Part B of the Individuals with Disabilities Education Act (IDEA) (20 U.S.C. 1417(c) and 34 CFR §§ 300.610-300.626). These regulations contain confidentiality provisions that are similar to, but broader than, FERPA. The IDEA-FERPA crosswalk contains additional information comparing IDEA and FERPA and is available at <https://studentprivacy.ed.gov/resources/ferpaidea-cross-walk>.

The rights provided by FERPA to a parent (as that term is defined herein) include, but are not limited to:

1. **Access to Education Records:** Under FERPA, a school or State educational agency (SEA) must provide a parent with an opportunity to inspect and review their child’s education records within a reasonable period of time, but not more than 45 calendar days following receipt of a request. A school or SEA is generally not required to provide copies of the education records unless circumstances effectively prevent the parent from exercising the right to inspect and review the education records. For example, if a parent who does not live within commuting distance of their child’s school requests that the school provide access to his or her child’s education records, the school would be required to make other arrangements for the parent to inspect and review the requested records, or to provide a copy of the requested records.
2. **Amendment of Education Records:** Under FERPA, a parent has the right to seek amendment or correction of their child’s education records that the parent believes to be inaccurate, misleading, or in violation of the child’s rights of privacy. While a school is not required to amend an education record in accordance with a parent’s request, a school is required to consider the request for amendment, to inform the parent of its decision, and, if the request is denied, to advise the parent of his or her right to a hearing on the matter. If, as a result of the hearing, a

school decides not to amend the education records, then the parent has the right to insert a statement in the record commenting on the contested information or stating why the parent disagrees with the decision, or both. That statement must remain with the contested part of the education record for as long as the record is maintained and be included whenever the contested part is disclosed.

While a parent has the right to seek to amend non-substantive factual errors in the student's education records, the right is not unlimited, and a school is not required by FERPA to afford a parent the right to seek to change substantive decisions made by school officials, such as substantive decisions made in the context of grades given to a student based on their performance, other evaluations of the student's performance, or disciplinary decisions. These substantive decisions also include evaluations of whether a student has a disability and is eligible for special education and related services, and disagreements about the content of a student's Individualized Education Program (IEP), or the student's educational placement under Part B of IDEA. While under FERPA a parent may seek amendment to correct a non-substantive factual error in an IEP, a parent should utilize the Part B of IDEA dispute resolution procedures (State complaints, mediation, or due process hearing procedures) to resolve disputes with a school regarding substantive matters concerning an IEP. Each State has resources to help parents to participate effectively in their children's education and development. State contact information is available at <https://sites.ed.gov/idea/contacts/#state>.

3. **Disclosure of Education Records:** Under FERPA, a school generally may not disclose PII from a student's education records to a third party unless the student's parent has provided prior written consent. However, there are a number of exceptions to FERPA's general consent requirement, some of which are described below. Under these exceptions, schools are permitted to disclose PII from education records without consent, but they are not required to do so by FERPA.
  - a. **School Official:** FERPA allows "school officials," including teachers, within the school to obtain access to PII from education records without consent, provided that the school has determined the officials have a "legitimate educational interest" in the information. The school's annual notification of rights under FERPA must specify the criteria for determining who constitutes a "school official" and what the school considers to be a "legitimate educational interest." Typically, a school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Also, under the "school officials" exception to the consent requirement, FERPA permits a school to disclose education records to contractors (e.g., software/application vendors, lawyers), consultants (e.g., nutritional or information technology consultants), volunteers (e.g., home room parent volunteers, field trip

chaperones, student volunteers), or other third parties to whom the school has outsourced institutional services or functions, provided that the outside party:

- i. 1. Performs an institutional service or function for which the school would otherwise use employees;
- ii. Is under the direct control of the school with respect to the use and maintenance of education records;
- iii. Is subject to the requirements in FERPA that PII from education records may be used only for the purposes for which the disclosure was made, and which govern the redisclosure of PII from education records; and
- iv. Meets the criteria specified in the school's annual notification of FERPA rights for being a school official with a legitimate educational interest in the education records.

More information regarding the use of school volunteers and FERPA is available at <https://studentprivacy.ed.gov/training/school-volunteers-and-ferpa>.

- b. **Seeks or Intends to Enroll:** Another exception to FERPA's general consent requirement permits a school to disclose PII from a student's education records, without consent, to another school in which the student seeks or intends to enroll, or where the student is already enrolled, as long as the purpose of the disclosure is related to the student's enrollment or transfer. A school that discloses education records under this exception must make a reasonable attempt to notify the parent of the disclosure, unless the disclosure is initiated by the parent, or the school's annual notification of rights under FERPA includes a notice that it forwards education records to other schools that have requested the records and in which the student seeks or intends to enroll or is already enrolled, as long as the disclosure is for purposes related to the student's enrollment or transfer. A school that discloses education records under this exception also must provide the parent, upon request, a copy of the records that were disclosed or, upon request, an opportunity for a hearing to amend the records that were disclosed. Under this exception, a school has the discretion to disclose academic, disciplinary, or any other PII from the student's education records to the new school. Further, a parent does not, under FERPA, have the right to prevent a school from disclosing such PII from the student's education records, or from communicating information about a student more generally, to the school in which the student seeks or intends to enroll.
- c. **Directory Information:** FERPA also permits a school to disclose PII from a student's education records, without consent, when such information has been appropriately designated as "directory information" and the parent has not opted out of the disclosure of such designated information. The FERPA regulations define "directory information" as

information in a student's education record that would not generally be considered harmful or an invasion of privacy if disclosed. "Directory information" may include information such as the student's name, address, telephone number, email address, photograph, date and place of birth, major field of study, grade level, enrollment status (e.g., undergraduate or graduate, full-time or part-time), dates of attendance (i.e., the period of time during which the student attends or attended the school), participation in officially recognized activities and sports, weight and height of members of athletic teams, degrees, honors and awards received, and the most recent school attended. FERPA provides that a school may disclose, without consent, directory information if the school has given public notice to parents of the types of PII that it has designated as directory information and the process, including period of time, for parents to opt out of certain directory information disclosures. This notice is often included in the annual notification discussed below. For more information regarding directory information, visit <https://studentprivacy.ed.gov/training/b-cs-student-directory-information>.

- d. **Dependent Student:** FERPA provides ways in which a school may share education records on an eligible student with their parents. Schools may, but are not required to, disclose any and all education records to parents, without the consent of the eligible student, if the student is a "dependent student," as that term is defined in Section 152 of the Internal Revenue Code. Generally, if either parent has claimed the student as a dependent on the parent's most recent income tax return, a school may disclose the student's education records to either parent, without the eligible student's consent. This exception to FERPA's general consent rule also permits institutions of postsecondary education to share information with parents of students who are enrolled in both a high school and a college or university (dually enrolled). In this situation, the parents retain the rights over the student's education records maintained by the high school, if the student is under the age of 18 years, and the student retains the rights over the education records maintained by the college or university.
- e. **Other Exceptions:** Provided certain conditions are met that are not included in the summary below, other exceptions to FERPA's general consent requirement that would permit the disclosure of PII from education records include, but are not limited to, the following:
  - i. To authorized representatives of, among others, State and local educational authorities, such as a State department of education, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs;

- ii. To a representative of a State or local child welfare agency or Tribal organization regarding a child in foster care;
  - iii. To State and local officials or authorities pursuant to a State statute concerning the juvenile justice system and the system's ability to effectively serve the student whose records are being disclosed;
  - iv. To organizations conducting studies for, or on behalf of, the school for specified purposes including improving instruction;
  - v. To comply with a judicial order or a lawfully issued subpoena;
  - vi. In connection with a health or safety emergency.
4. **Annual Notification of FERPA Rights:** Under FERPA, a school must annually notify parents of their rights under FERPA. There are separate annual notifications and other rights which are also required under IDEA. The FERPA annual notification must include information regarding a parent's right to inspect and review his or her child's education records, the right to seek to amend the records, the right to consent to disclosure of PII from the records (except in certain circumstances), and the right to file a complaint with SPPO regarding an alleged failure by a school to comply with FERPA. The notification must also inform parents of the school's criteria for the terms "school official" and "legitimate educational interest" in certain instances. A school is not required to notify parents individually, but rather is required to provide the notice by any means that are reasonably likely to inform parents of their rights. These means could include publication in a school activities calendar, newsletter, student handbook, or on a school's website.
5. **Complaints of Alleged Violations of FERPA:** Parents who believe that their FERPA rights may have been violated may file a complaint with SPPO at <https://studentprivacy.ed.gov/file-a-complaint>. SPPO will review the complaint to ensure that the complaint:
- a. Is filed, in writing, by a parent who maintains FERPA rights over the education records that are the subject of the complaint;
  - b. Is submitted to SPPO within 180 days of the date of the alleged violation or of the date that the parent knew or reasonably should have known of the alleged violation; and
  - c. Contains specific allegations of fact giving reasonable cause to believe that a violation of FERPA has occurred.

SPPO will then make a case-by-case determination to determine the best mechanism for resolving the underlying situation. Sometimes the action will be a formal investigation; for other complaints, consistent with the statute and applicable regulations, we will take other appropriate actions, such as acting as an intermediary or providing resolution assistance. More information regarding our complaint process is available at <https://studentprivacy.ed.gov/file-a-complaint>.

For more information regarding FERPA and other student privacy issues, please visit our website at <https://studentprivacy.ed.gov>. If you have questions about FERPA that are not addressed here, you may also submit a question through our website at <https://studentprivacy.ed.gov/contact> or write to SPPO for additional guidance at the following address: Student Privacy Policy Office U.S. Department of Education 400 Maryland Avenue, SW Washington, DC 20202-8520.