

# Student Handbook 2018-2019

## Lawrenceburg High School

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This Student/Parent Handbook is based in significant part on policies adopted by the Board of School Trustees and Administrative Guidelines developed by the Superintendent. Those Board Policies and Administrative Guidelines are incorporated by reference into the provisions of this Handbook. The Policies and Administrative Guidelines are periodically updated in response to changes in the law and other circumstances. Therefore, there may have been changes to the documents reviewed in this Handbook since it was approved by the Board of Trustees on June 11, 2018. If you have questions or would like more information about a specific issue or document, contact your school principal or access the document on the Corporation's website: [www.lburg.k12.in.us](http://www.lburg.k12.in.us) by clicking on "District" and finding the specific policy or administrative guideline in the Table of Contents for that section.

**LAWRENCEBURG HIGH SCHOOL**

100 Tiger Boulevard, Lawrenceburg, Indiana 47025

Telephone: (812) 537-7219.....Fax: (812) 537-7221

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

The mission of Lawrenceburg High School is to teach the knowledge and skills necessary for our students to become successful and productive citizens.

The aim of this handbook is to acquaint LHS students and parents with the customs, traditions, and special activities of their school, to impress upon them the necessity of preserving its ideals, and to help new students adapt themselves to its organization. Each student of the school should carefully follow the regulations outlined in this handbook. Additional information may be found on [www.lburg.k12.in.us](http://www.lburg.k12.in.us) regarding specific policies and general notifications.

**FACULTY DIRECTORY**

<p><b>ADMINISTRATION</b></p> <p>Bill Snyder .....Principal                  Stephen Johnson .....Assistant Principal                  Mark Pierson.....Activities and Athletic Director</p>	<p><b>GUIDANCE</b></p> <p>LeAnn Ambs ..... Director                  Shawn Lightner .....Counselor</p>
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<p style="text-align: center;"><b><u>FINE ARTS DEPARTMENT</u></b></p> <p style="text-align: center;">Susan Herrick (Chair)                  Emily Jones                  Tina Magee</p> <p style="text-align: center;"><b><u>LANGUAGE ARTS DEPARTMENT</u></b></p> <p style="text-align: center;">Pete Arnold                  Kelsey Brockman                  Theresa Canfield                  Melissa Tedesco (Chair)                  Matthew Gravitt</p> <p style="text-align: center;"><b><u>MATH DEPARTMENT</u></b></p> <p style="text-align: center;">John Blackwell                  Mark Fette                  Jordan Keyler                  Nick Scalf                  Sarah Schaeffler                  Beth Schwarz                  Stephania Wagner (Chair)</p> <p style="text-align: center;"><b><u>SCIENCE DEPARTMENT</u></b></p> <p style="text-align: center;">Valerie Caudill                  Brooke Edwards                  Jeff Thompson                  Neil Rullman                  Barb Rennekamp (Chair)</p> <p style="text-align: center;"><b><u>BUSINESS DEPARTMENT</u></b></p> <p style="text-align: center;">Carol Schroeder</p>	<p style="text-align: center;"><b><u>TECHNOLOGY EDUCATION DEPARTMENT</u></b></p> <p style="text-align: center;">Chris Meyer</p> <p style="text-align: center;"><b><u>HEALTH AND P.E. DEPARTMENT</u></b></p> <p style="text-align: center;">Joe Vogelgesang (Chair)</p> <p style="text-align: center;"><b><u>SOCIAL STUDIES DEPARTMENT</u></b></p> <p style="text-align: center;">Ashley Anderson                  Brandon Lorton                  Barb Pittner (Chair)</p> <p style="text-align: center;"><b><u>WORLD LANGUAGES DEPARTMENT</u></b></p> <p style="text-align: center;">Evelyn Santiago                  Amanda Sexton                  Heather Weston (Chair)</p> <p style="text-align: center;"><b><u>SPECIAL EDUCATION DEPARTMENT</u></b></p> <p style="text-align: center;">Carrie Andrews                  Josh Herbert                  Rita Kirchgassner                  Melinda Miller (Chair)                  Melody Vanosdol</p> <p style="text-align: center;"><b><u>SECRETARIES</u></b></p> <p style="text-align: center;">Trista Fox (Reception)                  Abby Theobald (Bookkeeper)                  Judy Reese (Activities &amp; Athletic)                  Angie Ruberg (Attendance)                  Angie Rowlett (Guidance)</p>
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## **PHILOSOPHY OF LAWRENCEBURG HIGH SCHOOL**

The Lawrenceburg High School philosophy of education is to help each student acquire an understanding of the academic, vocational, social, physical, ethical and moral aspects of life; to help each student obtain and maintain an accurate perception of themselves and their environment, and to equip them with the knowledge and skills necessary for a full and productive role in a democratic society.

### **CLASS SCHEDULES**

Students are required to enroll in a minimum of six (6) classes each semester. The daily class schedule is as follows:

- 1<sup>st</sup> Period – 7:45 – 8:34
- 2<sup>nd</sup> Period – 8:38 – 9:27
- 3<sup>rd</sup> Period – 9:31 – 10:20
- 4<sup>th</sup> Period – 10:24 – 11:13
- 5<sup>th</sup> Period/Lunch – 11:13 – 12:43\*
- 6<sup>th</sup> Period – 12:46 – 1:35
- 7<sup>th</sup> Period – 1:39 – 2:28
- 8<sup>th</sup> Period/SRT – 2:32 – 3:05

#### **\*Lunch Times**

- Lunch A– 11:13 – 11:43 (Class 11:46 – 12:43)
- Lunch B (Split) – 11:43-12:13 (Class 11:17 – 11:43 / 12:16-12:43)
- Lunch C -- 12:13-12:43 (Class 11:17-12:13)

### **SCHOOL SONG**

“Wave the Flag”  
Wave the flag for dear ol' Lawrenceburg  
With her colors grand,  
Ever shall her team be victors,  
Known throughout the land,  
Rah! Rah! Rah!  
With Coach \_\_\_\_\_ to lead them  
Without a peer they'll stand  
Wave again the dear ol' banner  
For they're heroes, every one!

### **SCHOOL COLORS/MASCOT**

Orange and Black  
Mascot – Tiger

## **LEARNING 'GUARANTEE'**

### **The school agrees to provide:**

- Qualified and licensed personnel
- An articulated curriculum
- Assignments to develop reasonable progress
- Texts and learning materials
- Individual assistance and extra help when needed
- Regular, systematic, and valid assessments
- Regular communication of progress to students and parents

### **The student agrees to:**

- Regular attendance except for illness or family emergency
- Reasonable efforts in all coursework
- Completion of all assignments on time
- Maintain a positive attitude toward other students and staff

## **I. ACADEMIC PROCEDURES COURSE ENROLLMENT & CLASS CHANGE PROCEDURES**

Course enrollment procedures begin early in the second semester with individual class meetings. At this time, the guidance department distributes course description handbooks and information concerning required courses, electives, and the diploma options. Students' scheduling questions are answered at this time. Guidance counselors assist students in the completion of their tentative schedules during an individual scheduling session. Students are then required to have their parent/guardian sign their schedule form stating their approval. Schedule forms are then to be returned to the guidance office. Students will receive their final schedules in July prior to the beginning of the school year.

After students' schedules are finalized, course change procedures may be initiated by students and/or parents during the week prior to school starting in July or prior to the deadline established in December before the end of the first semester. Our staff may change schedules in order to correct an administrative error, remedy improper placement, or to effectively utilize staff. Written parental approval must be on file in the guidance office prior to any student-initiated class change being considered. Counselor, teacher, and parent/guardian input will be utilized to determine if the requested change is academically in the student's best interest. Any appeal concerning course change decision by the guidance department may be forwarded to the principal or his designee for review.

## **CRITERIA FOR CLASS DESIGNATION**

In order to be considered a junior, the student must have earned at least sixteen (16) credits, which must include at least three (3) English credits.

In order to be considered a senior, the student must have earned at least twenty-eight (28) credits, which must include five (5) English credits, two (2) math credits, and two (2) science credits.

### **Report CARDS**

Report cards are issued to students at nine-week intervals.

## GRADING SCALE

<u>Grade</u>	<u>Percentage</u>	<u>GPA Pts</u>
A	94-100%	4.0
A-	90-93%	3.7
B+	87-89%	3.3
B	83-86%	3.0
B-	80-82%	2.7
C+	77-79%	2.3
C	73-76%	2.0
C-	70-72%	1.7
D+	69%	1.3
D	66-68%	1
D-	65%	0.7
F	below 65%	0

## NINE WEEK AND SEMESTER GRADES

The grades posted at nine-week intervals will let the student and parent know the student's progress in the class at that time. The semester class grade will be a cumulative grade of the entire 18 weeks of the class. The two independent nine weeks' grades will be averaged at the end of the semester and the final exam grade will be combined to determine the semester grade. At the end of the semester, the classroom grade will count as 85% of the nine weeks' grades and the other 15% will come from the final exam grade. If the student qualifies for the second semester final exam exemption, the final grade for the course grade will be determined by the average of the two grading period classroom grades.

## GUIDANCE

LHS students may see a counselor merely by walking into the guidance office before class starts or between periods. If the counselor is busy, you may leave your name with the guidance secretary and the counselor will call you in as soon as possible. Also, you may make an appointment with the guidance secretary for a specific time.

## PERMANENT RECORDS

A complete record is kept for each student throughout his/her school career. The permanent record includes grades, courses taken, test results, grade average, and class rank. A student may inspect his/her records by making arrangements with the guidance office.



**INDIANA**  
**CORE40**

<b>English/Language Arts</b>	<b>8 credits</b>
	Including a balance of literature, composition and speech.
<b>Mathematics</b>	<b>6 credits</b>
	2 credits: Algebra I 2 credits: Geometry 2 credits: Algebra II  All students must complete a math or physics course in the junior or senior year. Beginning with Class of 2016, all students must be enrolled in a math or quantitative reasoning course each year of high school.
<b>Science</b>	<b>6 credits</b>
	2 credits: Biology I 2 credits: Chemistry I or Physics I or Integrated Chemistry-Physics 2 credits: any Core 40 science courses
<b>Social Studies</b>	<b>6 credits</b>
	2 credits: U.S. History 1 credit: U.S. Government 1 credit: Economics 2 credits: World History/Civilization or Geography/History of the World
<b>Directed Electives</b>	<b>5 credits</b>
	World Languages Fine Arts Career and Technical Education
<b>Physical Education</b>	<b>2 credits</b>
<b>Health &amp; Wellness</b>	<b>1 credit</b>
<b>Electives*</b>	<b>6 credits</b> (College and Career Pathway courses recommended)

\*Specifies the number of electives required by the state. High school schedules provide time for many more electives during the high school years. All students are strongly encouraged to complete a Career Academic Sequences (selecting electives in a deliberate manner) to take full advantage of career exploration and preparation opportunities.

**CORE40** With Academic Honors*(minimum 47 credits)*

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

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

**CORE40** With Technical Honors*(minimum 47 credits)*

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

- Complete all requirements for Core 40.
- Earn 6 credits in the college and career preparation courses in a state-approved College & Career Pathway and one of the following:
  1. State approved, industry recognized certification or credential, or
  2. Pathway dual credits from the approved dual credit list resulting in 6 transcribed college credits
- Earn a grade of “C” or better in courses that will count toward the diploma.
- Have a grade point average of a “B” or better.
- Complete one of the following,
  - A. Any one of the options (A – E) of the Core 40 with Academic Honors
  - B. Earn the following scores or higher on Work Keys: Reading for Information – Level 6; Applied Mathematics – Level 6; Locating Information – Level 5
  - C. Earn the following minimum score(s) on Accuplacer: Writing 80, Reading 90, Math 75.

## WAYS TO MEET THE ACADEMIC STANDARDS FOR GRADUATION

Because reading, writing, and math are fundamental to everything you will do in your life, you must meet the GQE to demonstrate basic understanding of English/language arts and math before you graduate.

The GQE requirement can be met in three ways:

1. Pass the GQE.
2. Fulfill the requirements of the GQE **Evidence-based waiver**:
  - Take the GQE at least one time your sophomore, junior, and senior years.
  - Complete any extra help sessions offered each year by your school to prepare for the GQE retests.
  - Maintain a school attendance rate of 95 percent or better over the course of your high school career.
  - Have a "C" average in the courses required for graduation over the course of your high school career.
  - Satisfy any other state and local graduation requirements.
  - Get a written recommendation from the teacher(s) in the subject area(s) not passed, as well as one from the school principal, and show proof that the academic standards have been met, whether through other tests or classroom work.
3. Fulfill the requirements of the GQE **Work-readiness waiver**:
  - Take the GQE at least one time your sophomore, junior, and senior years.
  - Complete any extra help sessions offered each year by your school to prepare for the GQE retests.
  - Maintain a school attendance rate of 95 percent or better over the course of your high school career.
  - Have a "C" average in the courses required for graduation.
  - Satisfy any other state and local graduation requirements.
  - Complete the course and credit requirements for a general diploma, including the career academic sequence; a workforce readiness assessment; and at least one career exploration internship, cooperative education, or workforce credential recommended by the student's school.

## GENERAL INFORMATION

- A. Students may enroll in only one English class per semester. English classes must be taken in sequence (i.e. 9, 10, 11, & 12).
- B. Students are required to complete a total of forty-two (42) credits.
- C. All students are required to complete seven (7) semesters of high school work.

## WEIGHTED GRADES

Early College courses, approved dual credit courses, PLTW courses (where applicable), AP courses, and designated honors courses are courses with weighted GPA points. Each of these courses is weighted .5 per letter grade. An A will be 4.5 GPA points, B = 3.5, C= 2.5, D = 1.5 GPA points.

## CREDIT RECOVERY/RETAKE POLICY

Students currently enrolled in Lawrenceburg High School will have several opportunities to earn credits that have been lost during the regular school year. Students should make up credits in courses offered at LHS either in the summer, or evening PLATO offerings. In the event that these methods are not possible, students will be allowed to earn required credits at other approved secondary programs. These would include Indiana accredited high schools, and approved correspondence programs aligned with Indiana academic standards.

Students may not enroll in a course for recovering credit if they are currently enrolled in the same course at Lawrenceburg High School unless they have written permission from the building principal.

There are situations when students may request, or be recommended, to retake a class for a better grade. There are various options as well as limitations. Each situation will be permitted or denied on a case-by-case basis.

## **SHORTENED STUDENT DAY POLICY**

Most students realize a greater benefit from their secondary education by attending Lawrenceburg High School the full school day. However, in some circumstances it may be in the student's best interest to attend school for a shorter school day. A student may be allowed to have their day shortened by one period only.

The student must have met the following criteria to attend school on a shortened day schedule:

1. Must be a senior in class standing (must have earned a minimum of 32 credits),
2. Must have already passed the GQE, ECA, or other state required graduation exams,
3. Must have a 95% attendance rate throughout their high school career,
4. Must have a written plan that is completed and approved before the end of the second full week of school of the student's senior year,
5. Parents or legal guardians must approve of this plan,
6. Must meet one of the following requirements:
  - a. Must be employed and have a signed statement from the employer on file with the Lawrenceburg High School administration,
  - b. Must be taking college courses and provide a statement from the college acknowledging the student's enrollment in courses. This must be on file with the Lawrenceburg High School administration.

The following guidelines will be in effect for students who are approved to attend school for a shortened day schedule:

1. Students will not be allowed to participate in athletics unless they are enrolled in five credit classes at Lawrenceburg High School (IHSAA policy).
2. Students are eligible to attend school functions and participate in clubs, prom, and other senior activities.
3. Students must follow all school rules.

This policy is not intended to allow students to switch diploma tracks for the convenience of early graduation, but rather to allow an option for students as a result of extenuating circumstances.

## **EIGHT SEMESTER GRADUATION REQUIREMENT WAIVER POLICY**

Students enrolled in Lawrenceburg Community School Corporation are expected to successfully complete all necessary requirements to attain a diploma from Lawrenceburg High School at the end of eight semesters. However, the Board of School Trustees recognizes that for some students this timeline may not provide them with an appropriate process for achieving their future goals. Therefore, if a student meets the following criteria, he/she may petition for early completion. This policy is not intended to allow students to switch diploma tracks for the convenience of early completion, but rather to allow for early completion as a result of extenuating circumstances.

The student must have:

1. achieved the minimum number of credits to graduate in the required courses as established by the Indiana Department of Education and the Board of School Trustees
2. achieved a passing score on the Graduate Qualifying Exam or the specified End of Course Assessments required for graduation
3. maintained a C average (2.0) in the four core subject areas as well as health and physical education
4. maintained an attendance rate that is 95% or better
5. completed the petition process for early graduation during spring of student's junior year.

The circumstances in which a student can petition for early graduation with the above stipulations attained are the following:

1. The student plans to join the military, has proper documentation of same, and has notified his/her guidance counselor and principal or designee of his/her intentions.
2. The student plans to attend college or a vocational/technical school, has notified his/her guidance counselor and principal or designee, and has the proper documentation.
3. Hardship – if a student needs to work, he/she must provide a statement of his/her plan to work, including a statement from his/her employer, and notified the guidance counselor and principal of their intention. Health reasons – verification needed from a medical doctor or mental health care provider that it is in the student's

best interest to graduate early.

4. The Application for Early High School Graduation form must be completed and signed by the student, parent, principal or designee, and the superintendent.
5. If the student does not complete all course work necessary during the first semester of their senior year, mandatory attendance during the second semester will be required in order to graduate with his/her class.
6. Final determination for early graduation will be at the discretion of the principal or his/her designee.

Upon early graduation, students will still be eligible to attend school events and ceremonies, i.e. games, concerts, prom, and commencement. (This list is not a complete listing of approved activities, but serves as examples only). Attendance in these events and participation in commencement shall be denied to early graduates who do not follow LCSC school policies regarding behavior at such events. Students who graduate early are ineligible to participate in athletics in accordance to IHSAA policy.

## **II. EARLY COLLEGE**

Lawrenceburg High School operates in partnership with Vincennes University as an Early College. Early College high schools are designed to offer an intensive curriculum to those students willing to work hard, so that they can earn credits directed toward a college degree. These courses are dual enrollment so that both high school and college credit can be earned at the same time. Most classes are taught by certified instructors in a regular classroom, and others are HELPHS classes that are taught on-line by VU professors with the aid of our subject area teachers. While most Early Colleges reach out to students who are typically overlooked as potential participants in higher education, Lawrenceburg High School Early College courses are accessible to all students when they show readiness. The Accuplacer test is used to determine college readiness for most classes.

Students who choose to enroll in Early College classes, along with their parents, are asked to enter into a Parent/Guardian Support Agreement with the school. This agreement identifies specifics in the areas of attendance/punctuality, additional time/responsibilities, behavior/academic expectations, and financial responsibilities.

### **WILL VU CREDITS BE ACCEPTED AT OTHER COLLEGES?**

The institution where you may attend makes the final decision about whether your VU credit is accepted. However, visit the website [www.transferin.net](http://www.transferin.net) to view a list of all courses that are transferable to other Indiana colleges and universities. You may also request a list from the Early College office at school.

### **X-MESTER**

X-mester is a two week Early College summer residential experience on the campus of Vincennes University for rising high school seniors that takes place at the end of the junior year. Participation in X-mester is a program requirement for all junior class participants pursuing the associate degree in the Early College program. Financial responsibility for cost associated with X-mester lies with the parent/guardian of the student.

Participants are able to earn college credit from Vincennes University professors at reduced tuition costs. Courses are taught by both experienced college professors and successful collegiate teaching fellows from elite colleges across the nation. More importantly, students are able to experience and navigate college campus life and learn firsthand from outstanding campus leaders, giving participants a leg up in preparing for university success.

### **VU DUE DATES/DEADLINES FOR THE 2018-2019 ACADEMIC YEAR**

August 1, 2018	LHS On-campus classes begin
August 20, 2018	VU Distance ed. classes begin
August 15, 2018	Last day to add a distance ed. course
September 7, 2018	Last day to drop and receive a refund
December 12, 2018	Last day to make VU schedule changes
January 7, 2019	LHS On-campus classes resume/begin
January 14, 2019	VU Distance ed. classes begin
February 8, 2019	Last day to drop with a full refund

### **III. STUDENT ATTENDANCE**

#### **ATTENDANCE POLICY**

Next to student effort in the classroom, regular attendance is the most important thing students can do to assure optimum academic achievement. Parents must assume primary responsibility for student attendance. Parents must communicate a high level of expectation regarding attendance and notify the school whenever the student is absent. Business and industry both require regular attendance and punctuality from employees; so it shall be the policy of Lawrenceburg Community School to hold students to those same high standards. In those situations where parents choose to ignore their responsibilities in demanding good student attendance and punctuality, school officials will intervene.

#### **PROCEDURE FOR REPORTING NON-ATTENDANCE**

If a student must be absent from school for any reason, the parent or guardian of the student should call the attendance line at 812-537-7209 before 8:15 AM on the day of the absence. The attendance line is available 24 hours a day. When reporting an absence, the parent or guardian should give the following information:

- a. their name and relationship to the student
- b. student's name and grade in school (please spell the name)
- c. reason for absence
- d. the date of the absence

If the parent does not have access to a phone, he/she may send a note on the day that the student returns.

The following situations are absences, which require specific notification PRIOR to the student's absence:

1. Vacations/Family Trips/Personal Time (Maximum 5 days per school year): Vacations and/or personal time are defined as at least one parent or guardian accompanying a student. See further definition below. A Family Time Request form must be completed prior to the absence.

2. College Visits (juniors and seniors only): These visits include colleges, technical schools, and any other post high school training facilities. Students are only permitted two (2) exploration visits each year. A College Day Approval form must be completed prior to the visit. Also, documentation from the appropriate institution must be filled out, signed, and turned in within 24 hours of the student's exploration visit.

3. Job Shadow Experience: These experiences are open to all students. A Job Shadowing Application must be completed through the LHS Guidance Office prior to the absence, and post -visit evaluations must be submitted upon return.

If these procedures are done properly, the student will be excused without the absence being counted toward the attendance policy.

#### **PROCEDURES IF ABSENT FROM SCHOOL**

Any student who needs to leave early or arrives late must sign in/out in the Main Office. Students need both parent and administrative permission to leave school early.

Each student with a full schedule is allowed a maximum 40 periods of absences from school per semester (excluding those absences listed below). *Students with a partial schedule will have an adjusted attendance allotment.* Upon 20 periods of absence, a letter will be sent home notifying parents of their child's attendance and restating our attendance policy. If the allowed 40 periods of absences per semester is exceeded, a student will be placed on an attendance plan.

#### *Procedures if Absent 40 or More Periods:*

An attendance plan between the student and school will be assigned to a student during an informal meeting once the student has reached 40 or more periods of absence. A parent or guardian will be notified at that time, and the plan goes in effect immediately. The student will be presented with a copy of the attendance plan as well as a document explaining the number and categories of absences. The student is expected to take the attendance plan home to be signed by a parent or guardian. Upon the signature by a parent or guardian, the student is responsible for returning the attendance plan to the Main Office the next school day. The parent and student signature only acknowledges that the student has been placed on the attendance plan. Students will be placed on an attendance

plan even when the parent and/or student refuses signature. The next absence that counts toward the 40 period limit will result in the following:

- 1st Excused Absence beyond Plan: Two-day assignment to Homework Help
- 2nd Excused Absence beyond Plan: Four-day assignment to Homework Help
- 3rd Excused Absence beyond Plan: One (1) Friday School B
- 4th Excused Absence beyond Plan: One-day assignment to ACDC
- 5th Excused Absence beyond Plan: Two-day assignment to ACDC
- 6th Excused Absence beyond Plan: Truancy/Neglect Referral will be submitted to Dearborn County Probation Department

The next absence is defined as all or part of the student's schedule. Continued absences may result in recommendation for expulsion.

Note: Lawrenceburg High School will assign the above discipline if a doctor's note or other verification is not presented upon the student's return to school. The school will not wait on a doctor's note or other verification to be received. All disciplinary procedures will be implemented on a timely basis for each attendance plan violation.

#### **EXCUSED ABSENCES: COUNT TOWARD 40 PERIOD LIMIT**

1. Personal illness not under a physician's care.
2. Driver's test
3. Funeral of a friend
4. College Visit. A visitation to a public or private school, college or university, or other post-secondary exploration site either without prior LHS administrative approval received no later than 8:00 a.m. of the first day of absence, and/or does not return with a signed verification form from the site visited within 24 hours.
5. Vacations/Family Trips/Personal Time. A family trip is defined as, at least one parent or legal guardian accompanying the student. Vacation and/or personal time must be taken for any reason related to missing any time of the normal school day for personal reasons including, but not limited to: weddings, vacations, extended trips, air travel, etc. These trips require LHS administrative approval no later than 8:00 a.m. of the first day of absence.
6. Weather: If school is in session and student does not live in a limited bus service area
7. Court/probation
8. Administrative consideration may be given when an extenuating circumstance would indicate that it would be in the best interest of the student or school.

#### **EXCUSED ABSENCES: DO NOT COUNT TOWARD 40 PERIOD LIMIT**

In accordance with Indiana State Law, students may be excused from school attendance for only the following reasons:

1. Personal illness requiring a physician's statement. Statement must indicate the complete time/date(s) being excused by the physician.
2. Death and funerals of members of the household and/or immediate family: up to 5 non-counting days for any student for absence due to the death of father, mother, guardian, brother, sister, grandparent, spouse, child, father-in-law, mother-in-law. One-day absences will be allowed due to death of any other blood relative. Additional days of absences will be considered on an individual basis by the LHS Administration, if they are requested in advance.
3. School sponsored/authorized activities. Clearance from the sponsoring teacher or coach must be presented in advance of the activity.
4. College visits (limit 2 per year for juniors and seniors) with preapproval and proper documentation.
5. Job Shadow Experiences with prior completion of Job Shadow Application and post-visit evaluations submitted.
6. Required religious observations or instruction: Must be verified by a note from the parent.
7. No regular school bus pick-up at residence due to inclement weather or bus breakdown.
8. According to Indiana code IC 20-33-2-14-17.2, students will not be counted as absent for the following reasons:
  - a) Service as a Page for or as an honoree of the general assembly. Must be verified by a certificate of the secretary of the senate or the chief clerk of the House of

Representatives.

- b) Service on precinct election board or for political candidates or parties. Before the date of the election, the student must submit a document signed by one (1) of the student's parents giving permission to participate in the election as provided in this section, and the student must verify to school authorities the performance of services by submitting a document signed by the candidate, political party chairman, campaign manager, or precinct officer generally describing the duties of the student on the date of the election.
- c) Witness in a judicial proceeding. Must be verified by a subpoena.
- d) Duty with Indiana National Guard, not to exceed 10 days per year. Must be verified by copies of orders to active duty.
- e) Duty with Indiana wing of civil air patrol. Must be verified by appropriate documentation from the Indiana wing of civil air patrol.
- f) Educationally related nonclassroom activity. Must meet all the following conditions:
  - (1) Is consistent with and promotes the educational philosophy and goals of the school corporation and the state board.
  - (2) Facilitates the attainment of specific educational objectives.
  - (3) Is a part of the goals and objectives of an approved course or curriculum.
  - (4) Represents a unique educational opportunity.
  - (5) Cannot reasonably occur without interrupting the school day.
  - (6) Is approved in writing by the school principal.
- g) Exhibiting or participating in state fair. As evidenced in writing by the student's parent, and as approved in writing by the school principal.

#### **UNEXCUSED ABSENCES**

Any absence that falls outside the guidelines of an excused absence listed above will be considered unexcused and will count towards the 40 period limit. Absences related to college visits or family time without proper documentation and/or are not pre-arranged by 8:00 a.m. of the first day of absence will be considered unexcused. Unexcused absences may result in further disciplinary action including, but not limited to, a multiple-day assignment to ACDC, possible referral to Probation, and/or recommendation for expulsion. Each incident will be handled on a case-by-case basis.

#### **CONSEQUENCES FOR MULTIPLE PERIOD TARDIES:**

- a) Upon the third tardy, the student loses exam exemption status for that class and will be assigned a Friday School A.
- b) Upon the sixth tardy, the student will be assigned a Friday School B.
- c) Upon the ninth tardy, the student will be assigned one day at ACDC.
- d) Upon the tenth tardy, the student may lose one of the following: work permit, parking privileges, participation in extra-curricular activities, etc.
- e) Upon the twelfth tardy, the student may be withdrawn from that class and assigned a WF (Withdraw Failing) grade. Student may be placed in PLATO Credit Recovery.

#### **TRANSFER TUITION ATTENDANCE POLICY**

In accordance with SE 108, school corporations can deny transfers or discontinue enrollment if a student has a history of unexcused absences and /or tardies, and the governing body believes that, based on the location of a student's residence, attendance would be a problem.

#### **PERFECT ATTENDANCE**

In order for a student to be eligible for perfect attendance, he/she must not have been absent or tardy from school for that school term.



## **ATTENDANCE AND STUDENT'S DRIVER'S LICENSE**

Attendance in school is compulsory as provided by Indiana Code 20-33-2. An absence or an absence due to suspension, expulsion, exclusion, illness, incarceration or lawful removal of the student from school by the parent or guardian is not truancy.

### **Section I: Habitual Truancy and Driver's License**

- A. Indiana Law provides that any person, while of the ages of 13, 14 and 15 who is determined to be a habitual truant as defined by school board policy, cannot be issued an operator's license or learner's permit until the age of 18.
- B. The term "habitual truant" is defined as the following:
  - a. Defiance of parental authority in the failure to attend school.
  - b. A repeated, continuous pattern of absences over a period of time (ex. a grading period).
  - c. A larger number of aggregate absences over the period of a school year.
  - d. More than three (3) judicial findings of truancy.

It is also established that not all absences should be considered as truancy, only those absences that are in defiance of parental authority, should be considered. In establishing a pattern of truancy, the Lawrenceburg Community Schools have decided that a student will be declared a habitual truant after three such absences per school year. A warning to student and parent/guardian will be issued in writing after each such absence.

### **Section II: Expulsion, Suspension, and Exclusion**

- A. Issuance of License or Permit  
Indiana Code 9-1-4-29(g) states:  
Sec. 1.
  - (a) A driver's license or a learner's permit may not be issued to an individual less than eighteen (18) years of age who meets any of the following conditions:
    - (1) Is a habitual truant under IC 20-33-2-11.
    - (2) Is under at least a second suspension from school for the school year under IC 20-33-8-14 or IC 20-33-8-15.
    - (3) Is under an expulsion from school under IC 20-33-8-14, IC 20-33-8-15, or IC 20-33-8-16.
    - (4) Has withdrawn from school, for a reason other than financial hardship and the withdrawal was reported under IC 20-33-2-28.5
  - (b) before graduating.
  - (c) At least five (5) days before holding an exit interview under IC 20-33-2-9, the school corporation shall give notice by certified mail or personal delivery to the student, the student's parent, or the student's guardian of the following:
    - (1) That the exit interview will include a hearing to determine if the reason for the student's withdrawal is financial hardship.
    - (2) If the principal determines that the reason for the student's withdrawal is not financial hardship:
      - (A) the student and the student's parent or guardian will receive a copy of the determination; and
      - (B) the student's name will be submitted to the bureau for the bureau's use in denying or invalidating a driver's license or learner's permit under this section.

### **Section III: Invalidation of License or Permit**

- A. Indiana Code IC 9-24-2-4 states:  
Invalidation and revalidation of licenses; suspended, expelled, and/or withdrawn students
  - (a) If a person is less than eighteen (18) years of age and is a habitual truant, is under a suspension or an expulsion or has withdrawn from school as described in section 1 of this chapter, the bureau shall, upon notification by the person's principal, invalidate the person's license or permit until the earliest of the following:
    - (1) The person becomes eighteen (18) years of age.
    - (2) One hundred twenty (120) days after the person is suspended, or the end of a semester during which the person returns to school, whichever is longer.

- (3) The suspension, expulsion, or exclusion is reversed after the person has had a hearing under IC 20-33-8.
- (b) The bureau shall promptly mail a notice to the person's last known address that states the following:
  - (1) That the person's driving privileges will be invalidated for a specified period commencing five (5) days after the date of the notice.
  - (2) That the person has the right to appeal the invalidation of a license or permit.
- (c) If an aggrieved person believes that:
  - (1) the information provided was technically incorrect; or
  - (2) the bureau committed a technical or procedural error; the aggrieved person may appeal the invalidation of a license under IC 9-25.
- (d) If a person satisfies the conditions for reinstatement of a license under this section, the person may submit to the bureau the necessary information certifying that at least one (1) of the events described in subsection (a) has occurred.
- (e) Upon certifying the information received under subsection (d), the bureau shall revalidate the person's license or permit.
- (f) A person may not operate a motor vehicle in violation of this section.
- (g) A person whose license or permit is invalidated under this section may apply for a restricted driving permit under IC 9-24-15.
- (h) The bureau shall revalidate the license or permit of a person whose license or permit was invalidated under this section that does the following:
  - (1) Establishes to the satisfaction of the principal of the school where the action occurred that caused the invalidation of the person's license or permit that the person has:
    - (A) enrolled in a full-time or part-time program of education; and
    - (B) participated for thirty (30) or more days in the program of education.
  - (2) Submits to the bureau a form developed by the bureau that contains:
    - (A) the verified signature of the principal or the president of the governing body of the school described in subdivision (1).
    - (B) notification to the bureau that the person has complied with subdivision (1).
      - A person may appeal the decision of a principal under subdivision (1) to the governing body of the school corporation where the principal's school is located.

**Section IV: New Students**

For the purposes of this policy, the principal of a newly enrolled student shall oversee the development of procedures to obtain and review the attendance and discipline records from the student's previous school(s), and shall treat such records as if the conduct of the student recorded therein had occurred within this school system. Similarly, the principal shall recognize a previous school's designation or determination of truancy and habitual truancy, as well as any suspension, expulsion, or exclusion for misconduct.

**Section V: Non-Public School Students**

The principal shall be deemed to have no authority or duty to sign an eligibility form to accompany the application for a person not enrolled in this public school system.

**IV. STUDENT DISCIPLINE**

This handbook is intended, in general terms, to describe some of the rights and responsibilities of students at Lawrenceburg High School and to set forth appropriate regulations governing school behavior. The Board of School Trustees and the Superintendent of Schools may establish written policies, rules, and regulations of general application governing student conduct in all schools, as needed, above and beyond this handbook.

**STUDENT CONDUCT**

Students are responsible for their own actions. Discipline is handled on an individual basis. Students must make a commitment to follow the rules and develop a sense of responsibility for his/her behavior. Through student

government representatives, students may suggest and be involved in changing adopted rules and policies. All staff members have been requested to be alert for any student behavior that is in violation of the following regulations. Students are to obey the staff members, as they are responsible for student conduct.

The superintendent, principal, any administrative personnel, and/or teachers of the school corporation shall be authorized to take any reasonable action in connection with student behavior not limited to the following:

1. Counseling with a student or a group of students
2. Conferences with a parent or a group of parents
3. Assigning students additional work or community service
4. Rearranging class schedules
5. Requiring a student to remain in school after regular school hours to do additional school work or for counseling
6. Restriction of extracurricular activity

Any administrator may deny a student the right to attend school for a period of up to ten (10) school days. In cases involving possible expulsion, a student may be suspended pending a hearing. When faced with expulsion, a student desiring a hearing must make such requests in writing within ten (10) days of notification of expulsion. Otherwise, such expulsion shall automatically take effect.

## **DISCIPLINARY ACTIONS**

All necessary steps will be taken to correct discipline problems and change behavior. This includes conferences, detentions, suspensions, work details, and curtailing the participation in student activities. Parents will be notified when a student receives a Friday School, in-school suspension, out-of-school suspension, or other critical consequence. This behavior code outlined in this section will be used as a guide for administrators. The severity of the discipline, consequences, and the steps may vary depending on the situation and the discretion of the administrators. Administrators may use discretion to accelerate the consequences if it is determined necessary, especially with habitual offenders. All offenses cannot be listed in a handbook. The administration will determine what is the appropriate level and consequence for unlisted offenses.

Students sent to the office with a discipline referral will not be sent back to class unless the teacher permits their return.

## **Behavior Code**

### **LEVEL I OFFENSES**

These offenses are relatively minor and will have relatively minor consequences unless there are several referrals at this level. The offenses are as follows but are not limited to the following: classroom disturbance or disruption, classroom tardiness, disrespect to teacher or student, failure to follow a reasonable request from teacher or support personnel, Inappropriate dress and language, traffic violations (loss of privilege plus consequences here), public displays of affection, bus offenses, closed campus violation, misuse of elevator, food & drink violations, skipping a teacher detention, reckless driving, possession of lewd or inappropriate materials, Internet violations, etc.

**CONSEQUENCES INCLUDE:** Warning, period time-out, detention, Friday School (A or B), ACDC, out-of-school suspension.

### **LEVEL II OFFENSES**

These offenses are more severe and will have more severe consequences. The offenses are as follows but are not limited to the following: continued violations of Level I, blatant disrespect to school employee, breaching school security, skipping class or school, leaving class without permission, discriminatory or disrespectful behavior including use of profanity, racial slurs, and/or obscene gestures toward other students, actions that could harm people or damage property, failure to tell the truth, forging notes or excuses, gambling, truancy, trespassing, reckless driving, Internet violations, etc.

**CONSEQUENCES INCLUDE:** Friday School (A or B), ACDC, out-of-school suspension, recommendation for expulsion or alternative to expulsion agreement.

### **LEVEL III OFFENSES**

These offenses are severe and require serious discipline measures. The offenses are as follows, but are not limited to the following: continued violations of Level I & II; use of profanity and/or obscene gestures toward faculty and/or staff; failure to follow a reasonable request of a school administrator; fighting or provoking a fight; giving false information or failure to report actions or plans of another person that could harm other people or property; harassment/intimidation (including social media); infractions of the Acceptable Use Policy; discrimination; physically attacking or threatening to attack another student; teacher or staff member; possession or use of a lighter or matches; possession or use of tobacco products or electronic cigarettes on school grounds; theft of school property or personal property; vandalism; sending, sharing, viewing, or possessing pictures, text messages, emails, or other material of a sexual nature in electronic or any other form, including the contents of a cell phone or other electronic device.

**CONSEQUENCES INCLUDE:** ACDC, out-of-school suspension, recommendation for expulsion, or alternative to expulsion agreement.

### **LEVEL IV OFFENSES**

These offenses seriously interfere with the purpose of the school and require severe consequences. The offenses are as follows but are not limited to the following: continued violations of Level I, Level II, or Level III, activating a false fire alarm; aiding, assisting or conspiring with another person to violate the code of conduct, state or federal laws; arson; assault; bomb threat (calling in or reporting falsely a threat); burglary; coercion; blackmail or extortion; engaging in sexual behavior or sexual misconduct; interfering with school personnel by force or violence; malicious mischief (pranks); malicious computer hacking; obtaining money or property by violence or threat of violence; physical threats or violence verbally or in writing to another person; possession or use of explosive materials, fireworks or incendiary devices; possession, use, or transfer of dangerous weapons; possession, sale, or use of alcoholic beverages, illegal drugs, or drug paraphernalia; extensive property damage.

**CONSEQUENCES INCLUDE:** ACDC, out-of-school suspension, recommendation for expulsion, or alternative to expulsion agreement, report to the police.

### **PROCEDURES FOR DISCIPLINARY REFERRALS**

Most discipline issues will be handled by the classroom teacher. In the event that several attempts to correct misbehavior have been unsuccessful, the teacher may initiate the following procedure.

1. Teacher completes appropriate form (except in emergency situations).
2. Principal or assistant principal investigates the issue.
3. Principal or assistant principal determines action to be taken.
4. Student, teachers, and parents (depending upon the severity of the issue) are notified of the action to be taken.

### **PERIOD TIME-OUT**

Period time-out is designed to remove a student from a class for a period so that he/she can have time to calm down so that their entire day may not be adversely affected by one situation. The period time-out may last for more than one day in one class. Duration of this penalty is at the discretion of the principal or assistant principal.

### **TEACHER ASSIGNED DETENTION**

Teachers can assign a detention to a student for infractions in the classroom. If a student does not attend a teacher detention, the teacher will refer the student to the assistant principal on the second offense.

### **ADMINISTRATIVE ASSIGNED DETENTION**

These detentions are after school from 3:10 p.m. – 3:30 p.m. Students are expected to take study materials that will consume the entire 30-minute period. Twenty-four (24) hour notice is given to the student prior to the

assigned detention. Failure to serve the detention will result in a Friday School. Detentions may only be rescheduled at the assistant principal's discretion. Students are responsible for their own transportation.

### **FRIDAY SCHOOL (A or B)**

Friday School is designed to serve as an alternative discipline method prior to the implementation of suspension for violations of the adopted LHS Student Conduct Rules. It may also be assigned as a way to make up time to avoid student loss of credits due to absence. Assignment will be at the discretion of the Lawrenceburg High School administration.

### **PROGRAM RULES**

1. Hours for Friday School A are from 3:15 p.m. to 4:30 p.m.  
Hours for Friday School B are from 3:15 p.m. to 5:30 p.m.
2. Tardiness will be considered as failure to serve and the appropriate consequences will follow. Students will be tardy if not in the room by 3:15 p.m.
3. Non-attendance will result in assignment to ACDC, and the Friday School will have to be made up.
4. Failure to comply with the rules will result in assignment to ACDC.
5. Students are expected to do school work for the duration of the session.
6. Students must be seated for the entire time unless excused by the supervisor. Early dismissals are not permitted.
7. Students/parents are responsible for providing transportation home.
8. Restroom privileges will be granted at the supervisor's discretion.
9. All adopted LHS Rules of Conduct are in effect.
10. Absolutely no talking is permitted unless initiated by the supervisor.
11. No food, beverages, or gum will be permitted.
12. No lying head down on desk or sleeping.
13. No telephone usage or trips to the locker area will be permitted.

### **ALTERNATIVE CLASSROOM IN DEARBORN COUNTY (ACDC)**

All students placed on short term (1-10 days) out-of-school suspension are subject to assignment to the Alternative Classroom in Dearborn County (ACDC) at the discretion of the school. ACDC is a program that serves schools in Dearborn and Ohio counties and provides an alternative to out of school suspension in which students are required to report to the ACDC location to serve their suspended days. Parents are responsible for transportation to the program and students are required to report with all necessary materials for the completion of class work and are required to bring a sack lunch. Since this is an alternative educational placement, student attendance is mandatory. Failure to report to ACDC, and behave in an appropriate manner while there, will result in the student being referred to the Dearborn County Probation Department. Students will receive credit for class work completed while in ACDC. The ACDC day runs from 8:30 a.m. – 2:30 p.m. and includes time for completion of class work in the morning, a supervised lunch and community service in the afternoon. More specific information on the ACDC program will be provided at the time of the suspension.

### **OUT-OF-SCHOOL SUSPENSION**

Out-of-school suspension is a severe disciplinary action by which a student is prohibited from attending school, coming on school grounds during or after school, or participating in or attending any school event during or after school. Parents or guardians are notified of all suspensions. Suspensions can be up to ten (10) days and can be shortened at the discretion of the school administration. The student will be responsible for completing schoolwork assigned, or due, during their suspension. It is recommended that a student complete missed assignments during the suspension and turn them in to the teacher upon his/her return to school. Students must access the STI Home+ system to get information about assignments. The student should contact a building administrator if they do not have information to access STI. All work must be turned in to teachers within two days of returning from suspension. Make up of missed tests may be scheduled when the student returns to school. It is possible that certain kinds of schoolwork such as labs or skill-practice sessions cannot be made up and, as a result, may negatively impact a

student's grade. Upon the second out-of-school suspension, a letter will be sent to the Bureau of Motor Vehicles to suspend student's driver's license for a minimum of 120 days.

## **EXPULSION**

Expulsion is the most extreme penalty that can be imposed. All expulsions will also have a minimum ten-day assignment to ACDC, or out-of-school suspension, pending the hearing by an independent hearing officer. Upon the decision of the expulsion examiner to expel a student, a letter will be sent to the Bureau of Motor Vehicles to suspend student's driver's license for the length of the expulsion period.

## **ALTERNATIVE TO EXPULSION**

An alternative to expulsion is a contract between the School, and the Student and Parent. The student will be allowed to continue educational progress toward a diploma, possibly in an alternative placement, while completing other requirements as specified in the contract. Other requirements are determined by the principal or assistant principal based on the type of the offense. If an Alternative to Expulsion Contract is refused by a student or parent, the student will be recommended for expulsion.

## **MULTIPLE SUSPENSIONS**

1. When a student begins the second out-of-school suspension for reasons of discipline, the student's driver's license will be revoked in accordance with state law.
2. When a student accumulates ten or more days of out-of-school suspensions, he/she will be considered for alternative to expulsion.

## **STUDENT CONDUCT**

Any conduct that causes or creates a reasonable likelihood that it will cause a substantial disruption or material interference with any school function, activity, or purpose, or that interferes or creates a reasonable likelihood that it will interfere with the health, safety, or well-being, or the right of other students, is prohibited. The preceding standard is a general standard that should be used as a guide by all students. The conducts that follow are unacceptable at L.H.S. and are subject to disciplinary measures. In most cases, consequences are described in the Behavior Code section of this handbook. In other cases, the specific consequences are listed under the conduct.

## **ALCOHOL & DRUGS**

Lawrenceburg Community School Corporation officials shall file a written report with the proper law enforcement agency whenever a student is involved in the possession, use or sale of any substance believed to fall into the below mentioned categories. This report will be filed, as per state law, whenever a student is involved in such activity:

- a. Before, during, or after school hours
- b. At school or in any school buildings or on any school premises
- c. At any school sponsored activity at any location
- d. On any school owned vehicle or in any other school approved vehicle used to transport students to and from school activities
- e. Or within one thousand (1,000) feet of a school

Sanctions against students shall be in accordance with prescribed school district administration regulations, procedures, and Indiana law.

It is a violation of Lawrenceburg Community School Corporation Policy to:

- A. **Possession:** Possess, provide to another person, or be under the influence of any substance which is or contains: tobacco, alcohol (any substance which contains alcohol), marijuana, a stimulant, an intoxicant, a narcotic, a depressant, amphetamine, barbiturate, caffeine based pills, phenylpropanolamine (PPA), amyl or butyl nitrate (Rush), anabolic steroid, hallucinogen, GHB, liquid G, ecstasy, or any other substance identified by law enforcement officials. It is also a violation of the policy to portray any substance represented by the provider to be any of the listed controlled substances on school grounds at any time or at any school sponsored activity at any

location including the school bus:

1. Before, during, or after school hours.
  2. At school or in any school buildings or on any school premises.
  3. At any school sponsored activity at any location.
  4. On any school owned vehicle or in any other school approved vehicle used to transport students to and from school activities.
  5. Use of medication by a student prescribed by a medical doctor, a dentist, or other health care provider authorized by law to prescribe medication for that student does not violate this policy.
  6. Any student who is unsure if possession, use of, or providing another person with any particular medicine or substance would violate this policy should contact an administrator before possessing, using, or providing the medication or substance.
- B. **Paraphernalia:** Possess or provide to any person anything used primarily for the storage, processing, delivery, or consumption of: tobacco, alcohol (any substance which contains alcohol), marijuana, a stimulant, an intoxicant, a narcotic, a depressant, amphetamine, barbiturate, caffeine based pills, phenylpropanolamine (PPA), amyl or butyl nitrate (Rush), anabolic steroid, hallucinogen, GHB, liquid G, ecstasy. It is also a violation of the policy to portray any substance represented by the provider to be any of the listed controlled substances on school grounds at any time or at any school sponsored activity at any location including the school bus:
1. Before, during, or after school hours.
  2. At school or in any school buildings or on any school premises.
  3. At any school sponsored activity at any location.
  4. On any school owned vehicle or in any other school approved vehicle used to transport students to and from school activities.
  5. Examples of things that are not to be possessed or provided to another person are:
    - a. Pipes
    - b. Rolling papers
    - c. Clips
    - d. Drug related literature
    - e. Other such paraphernalia or devices deemed inappropriate for school purposes
- C. Possession of contraband that looks like or is represented to be certain prohibited items.
- D. Knowingly possess, use, provide, or transmit to another person (by sale or otherwise), or be under the influence of any substance which looks like, is, or which the student represents to be, or which the student has reason to believe, is or which has been represented to the student as an illegal substance.
- E. Engage in the unlawful selling of narcotics or other violation of criminal law that constitutes a danger to other students, or constitutes an interference with school purposes.
- F. **Over the Counter Drugs:** Proper use of medication by a student prescribed by a medical doctor, a dentist, or other health care provider authorized by law to prescribe medication for that student, does not violate this rule, as long as school procedures are followed. Any substance, for which a student has a prescription or written permission from a parent allowing use, must be brought to the school nurse or designee and administered according to school rules.
1. All drugs, over-the-counter and prescription must be registered with the school nurse or other school official, and stored in the school health office.
  2. Students will not abuse or distribute over-the-counter or prescriptive drugs.
  3. Over-the-counter drugs include, but are not limited to: aspirin, Tylenol, allergy medication, asthma medication, caffeine pills, and ibuprofen.
  4. Selling or representing over-the-counter drugs as a controlled substance will have discipline consequences.

Students who are found to be in violation of this policy will:

- 1<sup>st</sup> Offense – 10 day assignment to ACDC and alternative to expulsion contract.
- 2<sup>nd</sup> Offense – 10 day out-of-school suspension and alternative to expulsion contract.
- 3<sup>rd</sup> Offense – 10 day out-of-school suspension and recommendation for expulsion.

## **BOOK BAGS/BACK PACKS/PURSES**

Computer backpacks and laptop carriers are those that contain a computer sleeve designed to protect a laptop computer. Students may use them only to carry laptop computers and those items needed for class during the school day. All bags must be under 20" tall and 16" wide (ex: no military bags). Bags must fit under desks and be placed under desks while students are in classrooms.

No other book bags, purses, or tote bags will be permitted in the building during the school day.

## **BULLYING**

Indiana Senate Enrolled Act 208 P.L. 106-2005 defines bullying as overt, repeated acts or gestures, including:

- 1) Verbal or written communications transmitted
- 2) Physical acts committed
- 3) Any other behaviors committed by a student or a group of students against another student with the intent to discriminate, harass, ridicule, humiliate, intimidate, or harm the other student.

This rule applies when a student is:

- 1) On school grounds immediately before or during school hours, immediately after school hours or at any other time when the school is being used by a school group (including summer school)
- 2) Off school grounds at a school activity
- 3) Traveling to or from school or other activity, function, or event
- 4) Using property or equipment provided by the school

Parents or students who suspect that acts of bullying are taking place should report the matter to the assistant principal. School personnel will investigate all reports of bullying. Counseling, corrective discipline, and/or referral to law enforcement will be used to change the behavior of the perpetrator. This includes appropriate intervention(s), restoration of a positive climate, and support for victims and others impacted by the violation.

## **BREACHING SECURITY**

The propping open of locked doors to the school building to gain access to the building during or after school hours is prohibited. Students are not to allow anyone into the building.

## **BUS REGULATIONS**

The bus driver has the same rights and authority as a classroom teacher. The driver may assign any student who presents problems to a permanent seat. Bus problems will be referred to the assistant principal. Students who present problems, which jeopardize the safety of others, may have their privileges of riding a bus withdrawn by the administration.

## **CAFETERIA**

The LHS Cafeteria is open at 7 AM for breakfast. The cost for breakfast is \$1.25 for paid, and \$ .30 for students who qualify for the reduced program. The lunch prices are \$2.35 for paid, and \$ .40 reduced. Adult prices are \$3.00. Students are not allowed to charge meals. If a student has a negative balance, they cannot get extras or a la carte. If a student has a negative balance after May 1<sup>st</sup>, they will receive cereal, fruit/juice and milk for breakfast, but still be charged a full meal price since it is a state reimbursable meal. Also, they will get a peanut butter sandwich, fruit and milk for lunch but still be charged a full meal price since it is a state reimbursable meal.

When going through the food line, students are not to wear hats, hoods, or headphones. Also, cell phone use is prohibited in the food service lines. USDA guidelines apply, so for breakfast, they must choose a fruit or fruit juice and milk. Lunch selections must include three of the five identified food components, one of which must be a fruit or vegetable. The LCSC Food Services Policy (8500) may be found on the corporation website.

The closed campus is in effect during lunch periods. Students must remain in the cafeteria commons area during lunchtime; orange lines on the floor mark the restricted areas. Students are not permitted to order food from commercial establishments, nor have it delivered by anyone, including parents.



## **CELL PHONES/PERSONAL COMMUNICATION DEVICES**

Cell phones, and other personal electronic communication devices may be permitted before and after school hours, and during the student's assigned lunch. Use of these items is prohibited at all other times. If a student is found to be using a cell phone or other prohibited device at unauthorized times:

1<sup>st</sup> Offense – device will be confiscated and returned to parent.

2<sup>nd</sup> Offense – student assigned a Friday School B, and phone returned to parent.

3<sup>rd</sup> Offense – one-day assignment to ACDC.

All students who are ill, or feel they are having an emergency, may contact a parent only with permission from, and in the presence of a school employee in the Main Office. Use of cell phones for these purposes may result in disciplinary action.

## **CHEATING / PLAGIARISM**

Cheating and plagiarism are serious offenses that will be dealt with severely. The first case of cheating or plagiarism will result in a "0" grade being given for the particular assignment. The second offense will result in a "0" in the class for the 9 weeks grading period and a possible withdrawal failing (WF) for the class. Parents will be notified immediately of any occurrence of cheating.

## **CLOSED CAMPUS**

Once on campus, no students may leave school premises before or during school without permission from the administration.

## **COMPUTER TAMPERING**

It is a criminal act under Indiana law to access a computer system or to damage or alter a computer program or computer data without the consent of the computer owner. Therefore, any student who is suspected of tampering with or trespassing on any of the school corporation's computers, computer programs, computer systems, or computer networks without authorization will be immediately suspended from school. Suspected violators of this rule will be subjected to the student behavior code. The results of the investigation will be turned over to the proper authorities if it is determined by school authorities that a criminal act may have been committed.

## **DRESS & APPEARANCE**

School should be a safe and friendly place for students to learn. No extreme form of personal appearance will be allowed to interfere with the educational process. This includes anything with obscene, crude or rude writing or symbols pertaining to alcohol, drugs, weapons, gangs, violence, sex, racial content or anything that suggests bodily harm. Revealing summer clothing that may be acceptable outside of school is inappropriate for the classroom. Apparel that has slogans or logos with double meanings that are offensive to others is considered inappropriate for school. Administrators have the discretion to deem clothing offensive or distracting to the educational environment in all circumstances regardless of the guidelines listed.

Examples of inappropriate and unacceptable dress include but are not limited to the following:

1. Tank tops / muscle shirts.
2. Tops exposing bare midriff and/or cleavage. No skin should be visible between a student's top and bottom garments when child sits, stands, raises hand, or bends over.
3. Shorts that are shorter mid-thigh length and skirts that are above fingertip length when student is walking in a normal upright position with their arms down to their sides.
4. Pants that sag or are worn below the waistline. Lower garments are to be worn at the appropriate level should not drag on the floor and should not allow any portion of the buttocks or undergarments to be exposed when the student sits, stands, raises hand, or bends over.
5. Head gear or hats, bandannas, scarves, sweatshirt hoods, toboggans, hair curlers, sunglasses, sweatbands, etc.
6. Chains, including animal collars and those on billfolds, etc.
7. Coats worn in the classroom. Coats must be left in lockers.
8. Tattoos that are determined to be offensive, or distracting, in nature by building administrators must be covered at

all times.

9. Exposed body piercing (except earrings) will be limited. Students with multiple, or extravagant piercings may be considered a distraction by building administrators and should be prepared to remove them.

Violators will be required to change clothes. Continued violations of the dress code will result in additional disciplinary action. It is noted that the choice to apply and display tattoos and piercings will limit a student's career choice and is not encouraged by the Lawrenceburg Community School Corporation.

Students involved in a school activity away from the school (i.e. field trip, job shadow, extra-curricular activity, etc.) will be required to cover tattoos and remove piercings as directed by their immediate teacher/supervisor.

## **ELEVATOR USAGE**

Students may not ride the elevator unless they provide a written statement from their physician stating it is necessary for them to use the elevator while at school. Elevator usage will be limited to five (5) days. A monetary deposit is required for the elevator key. The deposit will be returned when the key is returned to the main office at the end of five days. Students who lose keys will lose their deposit and be charged an additional \$25.00.

## **FALSE REPORTING**

Any person who knowingly files false charges against a student in an attempt to demean, harass, abuse, or embarrass that individual shall be subject to disciplinary action.

## **FOOD AND DRINK**

There is to be no food nor drink in any classroom, shop, lab, gym, auditorium, or hallway areas without permission from the administration. The only exception to this is water; students are permitted to carry water in a clear, resealable container. Water is not to be opened near computers or other electronic equipment.

## **HARASSMENT**

It is the intent of Lawrenceburg High School to maintain a positive learning environment. Harassment includes such things as discriminatory behavior, verbal abuse, verbal and physical advances, and comments and gestures to degrade, make fun of, or exploit one's physical or personal characteristics. Sexual harassment is a violation of federal law and will not be permitted at Lawrenceburg High School. If any Lawrenceburg High School student feels that he/she has been sexually harassed, a representative of the school or school system (such as a teacher, counselor or principal) should be immediately notified. Sexual harassment consists of unwelcome sexual advances, request of sexual favors, and other verbal or physical conduct of a sexual nature as determined by the receiver of the action in school or at school-sponsored activities, including transportation to and from school or its activities.

## **LEGAL SETTLEMENT**

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

## **ON/OFF CAMPUS EVENTS**

The rules and regulations of Lawrenceburg High School and the authority of school officials shall govern students who attend all school-sponsored events on or off the immediate school campus.

## **OTHER ACTS**

Behavior violations not listed here that are deemed inappropriate and disruptive to the educational process or that may cause injury to oneself or others that do not fall under the definition of fighting are also subject to disciplinary action. Senior pranks will result in loss of participation in graduation ceremonies and other senior events.

## **PERSONAL BELONGINGS**

Students should not bring to school anything that distracts from the educational process. Unfortunately, valuable personal belongings are sometimes lost or stolen. Items such as cards, dice, games, radios, CD/DVD

players, mp3 players, or other electronic entertainment devices will be restricted in their use during school hours. iPods, MP3 players, CD players, etc. may only be used in the building before 7:40 a.m. and after 3:05 p.m., or at any time permitted by their direct teacher/supervisor. Violators may have these items confiscated and returned at the end of the school day.

### **RECKLESS DRIVING**

Careless and reckless driving on entering and leaving school grounds, parking in restricted areas, and other actions using a vehicle that endangers others will lead to suspension of parking/driving privileges and reporting to the police.

### **SKIPPING SCHOOL / CLASS**

Not being in assigned class or leaving school during the school day without the permission of a school official is considered skipping. Students must have agenda books signed by the appropriate staff member to be out of the classroom during instructional hours.

### **THREATS OF VIOLENCE**

Any threat of violence, either verbal or written, will be taken absolutely seriously and treated as such. Threats of violence include statements or actions that imply the intent to harm any member of the school community through physical action, or the implication of the possession of a deadly weapon. In cases where threats have been issued, law enforcement authorities will be notified at the discretion of the building principal. In cases where a student has initiated threats, suspension or expulsion from school will be recommended, and a psychiatric evaluation may be required for reinstatement to school.

### **TOBACCO / ELECTRONIC CIGARETTE / VAPOR PEN POLICY**

Use of, or providing to another person, tobacco, electronic cigarettes, or vapor pens by students is a violation. Indiana State Law forbids the possession or use of tobacco products to individuals who are less than eighteen (18) years old. Persons eighteen (18) years old or above must also comply with this policy.

Smoking/possession of tobacco is defined as:

- a. Having in possession a lit, unlit, or electronic cigarette, vapor pen or tobacco item
- b. Disposing of, destroying or voiding any lit, unlit, or electronic cigarette, vapor pen or tobacco item into a container, commode, or other receptacle including the floor
- c. Being in an unauthorized area with a student who is in possession of tobacco products and/or electronic cigarettes and/or vapor pens.

#### **Consequences for students:**

1. 1st offense: 2-school-day assignment to ACDC and suspension from all school activities and may receive a written citation from the police for underage possession of tobacco.
2. 2nd offense: 5-school-day suspension from school and all school activities and shall receive a written citation from the police for underage possession of tobacco.
3. 3rd offense: Recommendation for alternative to expulsion and shall receive a written citation from the police for underage possession of tobacco.

LCSC is a tobacco-free campus. Everyone who is on school premises or attending a school activity is to refrain from tobacco use. School premises means any real property, building, facility, parking lot, athletic field, playground, or vehicle owned leased rented or chartered by the school corporation. School activity means all activities occurring on school premises during the school day and any school sponsored, organized, or directed event or activity occurring during non-school time on school premises or elsewhere.

No student, staff member, or school visitor shall use, smoke, inhale, ingest, dip, or chew tobacco in any form at any time, including non-school hours, on school premises, or while participating in any school activity on campus, or in conjunction with the use of any school vehicle. Chaperones on school-sponsored events will be asked to refrain from using tobacco, electronic cigarettes, and/or vapor pens in the presence of students.

Adults, who are not students, will not be given 'pass-outs' during extra-curricular events that will allow the adult

to leave the event and school premises to engage in tobacco use, and thereafter, to return to the event.

No student shall possess a tobacco product, electronic cigarette, and/or vapor pen on school premises or during a school activity.

### **TRESPASSING**

To be on school property without permission or supervision is prohibited. Students who are suspended out-of-school are not permitted on school property, unless given permission by a building administrator, and will be considered trespassing, leading to a police report.

### **UNLAWFUL ACTIVITY**

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

### **VANDALISM**

Intentional damage of school property or property of school personnel or that of another student is prohibited. Full restitution or arrangement for such restitution will be determined by school administration.

## **v. SCHOOL PROCEDURES**

### **ALTERNATIVE SUPERVISED PHYSICAL EDUCATION**

LHS students may earn physical education credit through an Alternative Supervised Physical Education (ASPE) program. ASPE does not count toward minimum course requirements and IHSAA eligibility. ASPE has been approved for the following activities: all IHSAA recognized sports, marching band, drill team, school sponsored dance team, cheerleading, Tiger Pizazz. Other activities may be added with instructor approval. One credit per semester may be earned. Students may earn a maximum of two credits for ASPE, and are limited to one credit per sport season. Students must be in good standing with the coach, team, and school to enroll in ASPE. Enrollment applications can be obtained through the instructor and must be approved. All paperwork must be complete and turned in on time.

### **ATHLETICS**

Students are afforded the opportunity to participate in a variety of interscholastic sports. Girls are eligible to participate in softball, wrestling, volleyball, golf, cross-country, swimming, soccer, basketball, tennis, and track. The boys' sports program consists of cross-country, tennis, football, basketball, wrestling, swimming, track, baseball, soccer, and golf. Participants must meet all IHSAA and LHS eligibility criteria.

### **AUTOMOBILE REGULATION**

Students must apply for a parking pass in order to park their cars on school grounds during school hours. Untagged vehicles may be towed at the owner's expense.

### **BOOKS**

Textbooks are provided on a rental basis to all students. Courses may also require consumable workbooks, related materials and fees, which the student is required to purchase. Charges will be levied for lost or damaged textbooks.

### **CLASS OFFICERS**

The purpose of the class officers is to be the voice of the student body. Officers are elected by a vote of each class. Elections are held for a class president, vice-president, secretary, and treasurer. Candidates must have a

minimum grade point average (GPA) of 2.25. Seniors, juniors, and sophomores will elect class officers for the following school year in the spring. Freshman election will be held following completion of the first six weeks grading period. Duties include representing the class in decisions concerning class projects, student government concerns, and a variety of other duties.

### **COLLEGE VISITATION**

College visitation days for juniors and seniors must be approved prior to the day of the visit. These days, two per year, must be cleared in advance through the attendance office. Students are required to have parent permission prior to the visitation and must return documentation on the college's stationery.

### **DELIVERIES**

The office staff will not accept deliveries of flowers or gifts for students.

### **DRUG TESTING PROGRAM**

All students who participate in any extra-curricular activity or drive to school are required to participate in the Drug Testing Program.

### **EMERGENCY INFORMATION**

#### **Fire Drills**

All schools in Indiana are required to have monthly fire drills. The evacuation plan is located in all classrooms. Be sure to read and become familiar with this plan in each of your classrooms. If the planned exit is blocked, proceed calmly to another exit. Once outside, teachers will meet with their classroom students to take attendance. Students not accounted for will be reported to the building administrators immediately.

#### **Tornado or Severe Weather Plan**

All schools in Indiana are required to have severe weather drills during the school year. The evacuation plan is located in all classrooms. Be sure to read and become familiar with this plan. Information will be given over the public address system.

#### **Inclement Weather Procedure**

In the event of snow or any weather condition, which causes school to be delayed or canceled, an announcement will be made on local radio and television stations. We will be listed as Lawrenceburg Community Schools. Please, do not call the school. There are three options to watch/listen for:

1. Closed – No school for students and staff
2. 2- Hour Delay – School will start two hours later than normal. This means buses will pick up students two hours later than usual.
3. Open with Limited Bus Service – Limited bus service for a.m. and p.m. will be made on an as need basis. If we have limited bus service in the a.m. and the roads are clear in the p.m., LCSC buses will run normal routes. Please call the LCSC Administration Office at 537-7200 if you have questions regarding the use of limited bus service in the afternoons.

In a time of limited bus service, school is open, but buses will not run on the following roads while conditions prohibit:

Keller, Pribble, Butler, Scenic, Wilson Creek, Church Elizabeth, Kirby, Meyer, Horizon Way, Lexington, Loretta, Tower, Randy, Hillcrest, Rookwood Estates, Hardwood Ridge, Sunrise Estates, Valley Woods Hill (will run circle around lake), Hidden Valley Lake (meet at front entrance), Beckett Landing (will need to meet at Miller)

Parents can meet the bus at the end of the road if they want bus service, as the bus will run State Road 48.

## **EXAM EXEMPTIONS**

Students may qualify for a final exam exemption during either semester. To earn this exemption the following conditions must be met:

- A. No in or out of school suspensions during the year in any class, not just the class of the possible exemption.
- B. No more than 2 tardies per semester in the class of the possible exemption.
- C. Semester grade must be 80% or higher.
- D. Seniors: cannot miss more than 3 days\* in the class of the possible exemption. Missed days will not include pre-approved college visits.
- F. Juniors: cannot miss more than 2 days\* in the class of the possible exemption. Missed days will not include pre-approved college visits.
- G. Sophomores: cannot miss more than 2 days\* in the class of the possible exemption.
- H. Freshmen: cannot miss more than 2 days\* in the class of the possible exemption.
- I. Exemption status will be determined by the teacher for each class 5 school days before their scheduled exam.
- J. Exemption status may be revoked as deemed necessary by the administration if attendance and/or discipline issues arise after exemption status has been met.

\* Approved school field trips will not count in these days.

## **EXTRACURRICULAR ORGANIZATIONS**

A wide variety of clubs, organizations, and athletic teams are available for student participation. Students are encouraged to take an active part in these various groups. A student must attend school the entire school day of any day that has an after-school activity in which they wish to be involved either as a participant or spectator.

## **FIELD TRIPS**

Classes and organizations take various educational field trips during the course of the school year. All school rules governing student conduct are in effect during field trips. Fees may be charged to each student to cover fuel and bus driver costs. Students may be denied the privilege to attend a field trip.

## **HALL PASSES**

Students are not to be in the hallways without a hall pass assigned by their instructor.

## **HOMEWORK POLICY**

Students are expected to do homework daily. When homework is not acceptable or not turned in on time, it is a violation of school policy. Each teacher will keep track of the number of missing or unacceptable homework assignments. Unacceptable homework assignments will be defined in each teacher's room management plan. The student will receive a warning from the teacher on the first unacceptable assignment. The student may be assigned a detention from a teacher on the second and each successive unacceptable assignment. Upon the third unacceptable assignment in a class, the classroom teacher will contact the student's parents.

## **HONOR ROLL & HIGH HONOR ROLL**

In order to qualify for the nine- weeks or semester honor roll, a student must receive no grade lower than a "B." In order to qualify for the nine-weeks or semester high honor roll, a student must receive all A's for the grading period.

## **INSURANCE**

Student accident insurance is available for a nominal cost. Insurance information will be distributed during student registration in July.

## **LIBRARY/MEDIA CENTER**

Students are responsible for any books checked out in their names. All books must be turned back in at the end of the year. Students must pay for lost or damaged books and late fees before they will be able to participate in

end of the year activities.

## **LOCKER INSPECTION POLICY**

All lockers made available for student use to store school supplies and personal items on the school premises, including lockers located in the hallways, physical education and athletic dressing rooms, technology and vocational education classrooms and the art classrooms, are the property of the school corporation. The student's use of a locker does not diminish the school corporation's ownership or control of the locker. This school corporation retains the right to inspect the locker and its contents to insure that the locker is being used in accordance with its intended purpose and to eliminate fire or other hazards, maintain sanitary conditions, attempt to locate lost or stolen materials or weapons, illegal drugs, or alcohol.

## **LOCKER RULES**

In order to implement the school corporation's policy concerning student lockers, the Lawrenceburg School Board has adopted the following rules and regulations.

### **1. Locks:**

Students are to keep a school lock on their locker and it should be locked. The school corporation will retain access to student lockers by keeping a master list of combinations or by retaining a master key. Students may not use their own locks to prevent access to lockers by school officials. Any unauthorized locks may be removed without notice and destroyed.

### **2. Use of Lockers:**

Lockers are to be used to store school supplies and personal items necessary for use at school. Lockers shall not be used to store items that cause, or can reasonably be foreseen to cause an interference with school purposes or an education function, or which are forbidden by state law or school rules, such as drugs, drug paraphernalia, beverage containing alcohol, weapons, any volatile substance, bomb or explosive device, any acid or pungent or nauseous chemical, any library book not properly checked out or overdue, unreturned gym or athletic equipment, any wet or mildewing articles, or any stolen items. Students will be expected to keep their lockers in a clean and orderly manner.

### **3. Authority to Inspect:**

The school corporation retains the right to inspect lockers to insure they are being maintained in accordance with the conditions of Rule Number 2. The principal shall conduct all inspections of student lockers or a member of the administrative staff designated (hereinafter referred to as "designee") by the principal. The principal may give the following staff members authority to inspect lockers: Central Office administrators, assistant principal, school resource officers, guidance counselors, athletic directors, deans, school nurses, teachers, maintenance and custodial employees.

### **4. Inspection of All Lockers:**

Inspection of all lockers in the school, or all lockers in a particular area of the school, may be conducted if the principal, superintendent, or assistant superintendent reasonably believe that such an inspection is necessary to prevent, impede or substantially reduce the risk of (1) an interference with school purposes or an educational function, (2) a physical injury or illness to any person, (3) damage to personal or school property, (4) a violation of state law or school rules, or (5) dangerous materials.

Examples of circumstances justifying a general inspection of a number of lockers are:

- a. When the school corporation receives a bomb threat.
- b. When evidence of student drug or alcohol use creates a reasonable belief of a high level of student use.
- c. At the end of a grading period and before or during school holidays to check for missing library books, lab chemicals or school equipment.
- d. Where student violence or threats of violence create a reasonable belief that weapons are stored in the locks.
- e. If a general inspection of a number of lockers is necessary, then all lockers in the defined inspection area will be examined.

### **5. Involvement of Law Enforcement Officials:**

- a. The principal, superintendent, or any administrator may request the assistance of law enforcement officials to

assist the school administrators in inspecting lockers or their contents for the purposes of enforcing school policies.

- b. If a law enforcement official requests to inspect a student's locker or its contents, the principal shall require the production of a search warrant before allowing the inspection.
- c. If a law enforcement official requests the principal to make an inspection of a locker or its contents on behalf of or in the place of such official, the request shall be denied. However, upon request of law enforcement officials, school officials may secure the locker and its contents for a reasonable period of time in order to permit the law enforcement official an opportunity to obtain a search warrant.

#### 6. **Locker Maintenance:**

Nothing in these rules shall affect members of the custodial or other staff who repair defective lockers or clean out or supervise the cleaning out of (a) lockers from time to time in accordance with a general housekeeping schedule, (b) the locker of a student no longer enrolled in the school, or (c) a locker during any vacation period which is reasonably believed to contain rotting items such as food, wet clothes, etc.

### **MAKEUP WORK**

Students will have two school days to make up work missed for a one or two day absence. Students who are absent more than two days in a row will have five school days to make up their missed work.

In the event of an extended absence due to illness or injury, administrative discretion may be used to determine the reasonable length of time in which make-up work must be completed.

### **MEDICINE AT SCHOOL**

The Lawrenceburg Community School Corporation Medication Policy is as follows:

- When it is necessary for a student to take medication during the course of the school day, the procedures set forth in applicable Indiana law will be followed.
- **Medication should be given at home whenever possible.** Only those medications necessary to maintain the student in school will be administered during school hours.
- The school board shall not be responsible for the diagnosis and treatment of student illness. The administration of prescribed medication and/ or medically prescribed treatments to a student during school hours will be permitted only when failure to do so would jeopardize the health of the student or the student would not be able to attend school if the medication or treatment were not made available during school hours.
- No medication shall be administered to a student without the written and dated consent of the student's parent/guardian. The consent of the parent/guardian shall be valid only for the period on the consent form and in no case longer than the current school year. Medication shall be administered in accordance with the parent/guardian's statement (in the case of non-prescription medicine) or the physician's order (in the case of prescription medications). Medications will be kept in a locked, designated area. All consent forms will be kept on file. Records of all medications given will be maintained.

### **PRESCRIPTION MEDICATIONS**

1. Written permission of the student's parent or legal guardian is maintained on file. The pharmacy label will serve as the written order of the physician. The label must show:
  - a. Student's name
  - b. Medication name, dosage, and time
  - c. Directions for administering
2. All medication must be brought to school in the original container or package with the pharmacy label attached. No exceptions to this rule.
3. Medication changes must also be documented. It is the responsibility of the parent or legal guardian of the student to see that the school corporation receives notice of any changes or discontinuation of any medications. Written changes on pharmacy labels by the parent or guardian will not be accepted. Only directions on the original pharmacy label will be accepted and must be current within the last 12 months.
4. The parent or legal guardian of the student is responsible for assuring that the medication arrives safely to



school in the original pharmacy labeled container. Medications should be brought to the school clinic or front office.

### **OVER-THE-COUNTER MEDICATIONS**

1. The written permission from a parent or guardian must accompany all over-the-counter medications to be administered at school. The permission statement should include:
  - a. Student's name
  - b. Date
  - c. Name of medication
  - d. Directions for administering
2. All medication must be brought to the school in the original container with the manufacturer's information and instructions. The school reserves the right to administer medications according to the package label instructions. At no time will the school administer medications in dosages higher than those recommended on the package label.
3. Over-the-counter medications will be kept at the school for a maximum period of 2 weeks unless otherwise specified in writing per parent/guardian for chronic conditions such as menstrual cramps or allergies. If a student has a medical condition requiring frequent administration of over-the-counter medications making it necessary to keep the medication on hand at school for a prolonged period of time, a written order from the student's physicians will be required.
4. Medication changes must also be documented. It is the responsibility of the parent or legal guardian of the student to see that the school corporation receives notice of any changes or discontinuation of any medications. This must be in written form and will be kept on file.
5. The parent or legal guardian of the student is responsible for assuring that the medication arrives safely to school in the original container. Medications should be brought to the school clinic or front office.
6. The school nurse has the right to request clarification of medication instructions by requesting a written order or statement from the attending physician.
7. Lawrenceburg Community Schools will offer the following over-the-counter medications: Ibuprofen, Acetaminophen, Bacitracin ointment, Diphenhydramine (Benadryl), anti-itch analgesic cream, Clear Eyes/Visine, cough drops. An authorization for administration of medications form must be completed and signed. The dosage, according to age and weight on the manufacturer's label, will be strictly followed.

### **SELF-ADMINISTRATION OF MEDICATION**

Students are not permitted to carry medication on their person during school except for certain health conditions (i.e. asthma, severe allergies). A student may possess and self-administer medication for chronic diseases or medical conditions provided the student's parent files a written authorization with the principal. The written authorization must be filed annually. A physician's written statement may be requested by the school nurse.

All criteria under "Prescription Medication" administration will be followed. Also, the following criteria will be followed.

1. Consent statement signed by the parent/guardian must identify that the medications will be self-administered by the student.
2. The student should communicate to the school nurse or designated person (teacher, secretary, aide) when self-administering medication in order to monitor the effectiveness of the medication.

### **QUALIFIED IMMUNITY**

Lawrenceburg Community Schools does not require a teacher or other school employee who is not employed as a school nurse or physician to administer medications. If a school employee is not a practitioner or licensed as a nurse and is responsible for administering medications or performing medical treatments, the employee must obtain training from the school nurse or practitioner that is appropriate to provide the service.

A person administering medication to a student is not liable for child damages as a result of the administration, except for an act of omission amounting to gross negligence or willful and wanton misconduct.

In each building where there is less than a full-time school nurse assigned, access to medication and

treatments will be under the authority of the principal. The principal will also designate employees in each building who are authorized to administer medications and treatments in the event that the school nurse or practitioner is not available. Those employees who are designated will be trained at the beginning of each school year.

### **DOCUMENTATION**

The school nurse will maintain a medication flow sheet. All persons administering medication will document that a student received their medication or prescribed treatment. The flow sheet shall include the student's name, medication name, dosage, time medication to be given, date, and route. Also, the signature and initials of the person administering the medication or supervising the student in self-administration will be documented on the flow sheet.

### **DISCARDING MEDICATIONS**

All medication shall be sent home at the end of the treatment regimen if the parent provides written permission for the student to receive the medication. If it is not picked up by the end of the school year, it will be destroyed in the presence of a witness. The medication will be destroyed in a manner as to ensure no other person can obtain possession of it.

For any questions or comments regarding the above Medication Policy, please contact the School Nurse at 537-7219, ext.1150.

### **NATIONAL HONOR SOCIETY**

The following items are necessary to be qualified for National Honor Society: at least a junior, passed both sections of ECA, only one school rule infraction, at least a 3.6 GPA, meet application deadline, and receive 66% of faculty vote.

### **PATRON COMPLAINT PROCEDURES**

Any patron who believes there has been a violation of Section 504 may file a Complaint with the school corporation. Patron Complaint Forms are available in the high school and corporation offices.

### **PHYSICAL EDUCATION CLASS PARTICIPATION**

During the course of a semester if a student is prevented from participating in Physical Education class for a period of thirty (30) days due to illness or injury, he/she will be withdrawn from the class without credit and given an alternative placement.

### **POST-SECONDARY CREDIT POLICY**

Lawrenceburg High School has established a post-secondary credit program whereby a student can earn high school credit by attending an accredited public or private college or university. This policy was established in regards to the State Board of Education Post-Secondary Credit Rule 511 IAC 6-10.

- The student attends an accredited public or private college or university that grants a baccalaureate or associate degree.
- The course is not offered for college credit at Lawrenceburg High School. (The principal or his designee must approve all courses).
- The student and his/her parents are responsible for all costs of the post-secondary credit course.
- The post-secondary credit course must correspond to the approved courses listed in 511 IAC 6-2-5(d) and the Course and Curriculum Area Description for Indiana Schools.

The Lawrenceburg High School Guidance Department will work with each request on an individual basis.

### **PROTECTION AND PRIVACY OF STUDENT RECORDS**

The Corporation maintains many student records including both directory information and confidential information. Directory information includes: a student's name, address, telephone number, photograph, date and place of birth, major field of study, participation in officially recognized activities and sports, height and weight (if a member of an athletic team), dates of attendance, date of graduation, awards received, listing on an honor roll, or

scholarships.

Directory information can be provided upon request to any individual, other than for a profit organization, even without the written consent of a parent. Parents may refuse to allow the board to disclose any or all directory information upon written notification to the Board. Further information about directory information may be found in the District Policy section (8330) of [www.lburg.k12.in.us](http://www.lburg.k12.in.us). Confidential records include test scores, psychological reports, behavioral data, disciplinary records, social security numbers, and communications with family and outside service providers.

Students and parents have the right to review and receive copies of all educational records, and can do so by contacting the LHS guidance office. Parents and adult students have the right to amend a student record when they believe that any of the information in the record is inaccurate, misleading, or violates the student's privacy. A request for amendment of records must be submitted in writing and if the request is denied, the parent or adult student will be informed of his/her right to a hearing on the matter.

Consistent with the Protection of Pupil Rights Amendment (PPRA), no student shall be required, as a part of the school program or the Corporation's curriculum, without prior written consent of the student (if an adult or an emancipated minor) or parents, to submit to or participate in any survey, analysis, or evaluation that reveals the information concerning: political affiliations or beliefs of the student or the student's parents; mental or psychological problems of the student or the student's family; sex behavior or attitudes; critical appraisals of other individuals with whom respondents have close family relationships; legally recognized privileged and analogous relationships, such as those of lawyers, physicians, and ministers; religious practices, affiliations, or beliefs of the student or his/her parents; or income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program).

The Family Policy Compliance Office in the U.S. Department of Education administers both FERPA and PPRA. Parents and/or eligible students who believe their rights have been violated may file a complaint with: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Ave., SW 20202-4605, Washington, D.C., [www.ed.gov/OM/fpco](http://www.ed.gov/OM/fpco). Informal inquiries may be sent to the Family Policy Compliance Office via email: [FERPA@ED.gov](mailto:FERPA@ED.gov); and [PPRA@ED.gov](mailto:PPRA@ED.gov).

## **RELEASE TO USE STUDENT NAME/PICTURE**

Student names/pictures may be displayed in school related articles, newsletters, or official educational websites.

## **SAFE SCHOOL TIP LINE**

Lawrenceburg Community School Corporation is now using a Safe Schools Alert. If you feel bullied or threatened, know of a possible act of violence, know about a weapon or other school safety concern but are unable to confide in a trusted adult you can do so anonymously through one of the following methods:

1. Phone or Text - 812-496-4470
2. Email - [1685@alert1.us](mailto:1685@alert1.us)
3. Web - <http://1685alert1.us>

## **SCHOOL RESOURCE OFFICER**

The School Resource (SRO) serves as a liaison between local law enforcement, juvenile justice, child protective services, other community agencies, and the school. The SRO assists the school corporation in developing comprehensive and coordinated safe(r) school policies, services to reduce risks and consults with the school administration in matters of school discipline and school safety.

## **SEARCH AND SEIZURE**

The principal or another member of the administrative staff designated by the principal and acting at the discretion of the principal may search the person of a student during a school activity if the principal has reasonable cause for a search of the student. Searches of a student shall be limited to:

1. Searches of the pockets of the student.

2. Any object in the possession of the student including purse, coat, book bag, etc.
3. A “pat down” of the exterior of the student’s clothing. Searches of the person of the student, which require removal of clothing other than a coat or jacket, shall be referred to a law enforcement officer.
4. Use of a portable Breathalyzer test when there is suspicion of alcohol use.

The privilege of bringing a student’s motor vehicle onto school premises is hereby conditioned on written consent by the student driver, the owner of the motor vehicle, and the parent or guardian of the student to allow search of that motor vehicle when there is reasonable cause for a search of that motor vehicle. Refusal by the student, parent/guardian, or motor vehicle owner to provide or allow access to a motor vehicle on school premises at the time of the request to search the motor vehicle on school premises will result in contact of law enforcement officers. The principal or a member of the administrative staff designated by the principal may request a law enforcement officer to search a motor vehicle on school premises.

The principal or a member of the administrative staff designated by the principal may request the assistance of a law enforcement officer to:

1. Search any area of the school premises, any student, or any motor vehicle on school premise.
2. Identify or dispose of anything found in the course of a search conducted in accordance with this section.

### **SECLUSION AND RESTRAINT**

It is the policy (5630.01) of the Lawrenceburg Community School Corporation to limit or prohibit the use of seclusion, and physical, mechanical or chemical restraint in the education and discipline of students to circumstances in which the strategy can be used safely and in a manner that is in the best interests of the student.

### **SICKROOM**

Students who become ill during the school day should report to the office. Parents or guardians will be contacted. If they cannot be reached, the students may use the sickroom until such time as parents can be reached. Time spent in the sickroom will be considered as an absence from class.

### **SKATEBOARDS AND OTHER VEHICLES**

For safety reasons, skateboards are not to be operated on school grounds or in school buildings immediately before, during, or after regular school hours or at school-sponsored functions. Per school board policy, go-carts, mini-bikes, and three or four wheelers are not allowed on school property.

### **SOCIAL POLICIES**

The social program is under the supervision of the LHS principal, assistant principal and activities director. In order to keep the program running smoothly, the events are scheduled in the activities director’s office.

- A. All social events (dances, parties, picnics, etc.) held by school organizations (classes, clubs, homerooms, etc.) are to be registered on the activities director’s calendar at least 30 days in advance of the scheduled date (sooner if possible).
- B. All school social affairs are to be held on school property. Any deviation from this must be expressly arranged with the administration. Adequate chaperoning is an integral part of our social program and must be provided at all affairs, whether on or off school property. The names of chaperones must be filed with the activities director. Failure to do so could result in cancellations of the event.

#### **I. School Dances**

- a. All school dances are “closed dances.” They are not open to the public.
- b. At formal dances, if a student wishes to bring a guest, he/she must sign up the guest in the Main Office prior to the dance. Anyone bringing a guest to an L.H.S. dance is responsible for his/her behavior. Any outsider not signed up by a student will not be allowed to attend the dance.
- c. No person will be admitted if he/she shows evidence of being under the influence of alcohol or drugs.
- d. No person shall re-enter after once leaving a school-sponsored dance. Once the student is in attendance, he/she cannot leave until a half hour before the dance ends.
- e. Guests must be at least high school age and no older than 20 years of age.

## **II. Basketball Homecoming Candidate Attire**

Students chosen as candidates for Homecoming are representatives of the entire community as well as the school. Keeping this in mind, it is expected that those students will be dressed for functions dealing with their nomination. The ideal dress for such candidates would include:

Males: an attractive, yet conservative pair of slacks and a nice shirt and/or sweater or suit.

Females: an attractive, yet conservative dress, skirt or slacks with a nice blouse, top, or sweater.

## **III. Football Homecoming**

Queen/Princess Candidates: Riding in convertibles in the parade, participating in an outdoor event, and keeping in mind weather concerns, it is required that candidates choose PANT SUITS, SLACKS, BLOUSES AND BLAZERS for this special event. If the weather is warm, candidates may choose tops that are cooler than blouses, however the Lawrenceburg High School Dress Code must be followed in choosing this item. NO DRESSES, JEANS, OR TENNIS SHOES PLEASE. Artificial hair color that is not of a natural shade will not be allowed.

Prince Candidates: All candidates must wear DRESS PANTS OR SLACKS AND A COLLARED SHIRT. Shirts should be tucked in at the waist. The Lawrenceburg High School Dress Code must be followed when choosing these items. NO JEANS OR TENNIS SHOES, PLEASE. Artificial hair color that is not of a natural shade will not be allowed.

Candidates will not be allowed to participate in any homecoming events that do not follow this dress code. Any candidate's behavior during homecoming activities that is deemed inappropriate by the principal will result in omission of participation in future extra-curricular activities for the remainder of the individual's high school career.

## **IV. Junior-Senior Prom**

1. One of the highlights of the school year is the annual junior-senior prom held each spring. At this traditional formal event, the junior class acts as host to the senior class for a dinner and dance.
2. All juniors and seniors along with their guests are eligible to attend. Guests must be at least high school age and no older than 20 years of age.
3. All school conduct rules are in effect. At this dance, L.H.S. students are responsible for the conduct of their guests.
4. The student must be in school the day of the prom to attend.

## **STUDENT COUNCIL**

Each year all classes will elect Student Council members to serve as their student government. Candidates must have a minimum grade point average (GPA) of 2.50 and a nominating petition signed by fifteen classmates. Elections will be held in the spring for upperclassmen and in the fall (after completion of the nine weeks) for freshmen. These groups deal with student concerns and requests and work closely with the school administration in assuring students are well represented.

## **TELEPHONES**

Telephones are available during the school day in the Main Office to students for emergency use only. Cell phones use is restricted during the school day.

## **VALEDICTORIAN / SALUTATORIAN**

This is to be determined by GPA/Class Rank at the end of the 8<sup>th</sup> semester.

## **VALUABLES AT SCHOOL**

It is advisable that students refrain from bringing valuables or large sums of money to school unless absolutely necessary.

## **VENDING MACHINES**

Purchases from the candy and drink machines are not to be made while school is in session.

## **VISITORS**

Visitors must get a visitor's pass from the school's main office. Final approval will rest with the administration.

## **WORK PERMITS**

Work permits are issued in the main office to those seeking employment. In order to be issued a permit the applicant must first complete intent to employ card, produce a birth certificate and provide the potential place of employment. Work permits are issued only to students in good standing. Students may hold only one work permit at a time. Students in violation of the school's attendance policy or those who are not passing five solid subjects will not be issued permits. Permits will be revoked if grades and attendance become less than satisfactory. Any student who does not pass five solid subjects in any grading period, or who has excessive absences or tardies, will have the work permit revoked.

## **LCSC Acceptable Use Policies Overview**

Lawrenceburg Community School Corporation is committed to the effective use of technology, which offers vast, diverse, and unique resources to our students and staff. This includes incorporating activities and programs aimed at promoting educational excellence by facilitating resource sharing, research, innovation, and communication. The "Technology System" referred to in this document includes all devices and systems referenced in the corporation policies.

The Acceptable Use Policies Overview has been established so students and staff are aware of the responsibility governing the use of technology systems in the Lawrenceburg Community School Corporation. Self-discipline, responsibility, and cooperation are encouraged for the efficient operation of the technology environment. Students, parents, and school personnel share the responsibility for effectively implementing and reinforcing the Internet as an educational tool. Noncompliance with the corporation policies will result in sanctions and/or prohibition of the technology services and be subject to disciplinary action by school administration. The use of the technology services is a privilege, not a right, and inappropriate use may result in cancellation of those privileges. These guidelines require the ethical and legal utilization of the technology resources provided by the Lawrenceburg Community School Corporation.

Access to computer hardware and software is provided to students and staff for the purpose of enhancing curriculum, instruction, and assessment, as well as promoting the efficiency of school operations. Any media produced, transmitted, or stored as a result of the technology system will remain the property of Lawrenceburg Community School Corporation. Accordingly, the Lawrenceburg Community School Corporation reserves the right to inspect and monitor any and all aspects of the technology system at its sole discretion, including files, e-mail, and other electronic transmissions, produced or stored within the system. The Lawrenceburg Community School Corporation reserves the right to revoke a user's access at any time and may confiscate any media or copies of any media produced, transmitted, or stored as a result of the technology system. The Lawrenceburg Community School Corporation is responsible for enforcing corporation policies, the authorization of user access to the system, and the maintenance of all software and hardware licensing documentation, in compliance with Federal and State laws.

All users have a responsibility to acknowledge and abide by these policies. Each individual has the obligation to report potential or actual violations of these policies to school personnel. The use of the Internet resources which violates any local, state, or federal laws is prohibited. Violations of these policies may result in disciplinary action, including termination of technology system access rights, and/or legal action if there is a violation of the law. Users may also be held personally liable for their actions.

## Terms and Conditions

All users are responsible for complying with software license agreements, copyright, and other Federal and State laws governing property rights. Users are also responsible for safeguarding their passwords for the technology system and for any and all transactions made using those passwords. Lawrenceburg Community School Corporation does not assume any liability in the event that users reveal personal information such as address, phone numbers, credit card numbers, or information about themselves or other students, faculty, and staff on any electronic devices.

Users requiring access to the technology system must obtain permission from and be supervised by school personnel. Illegal or unauthorized access to the technology system will not be tolerated. Users will be assigned network space for saving data; accessing other areas, or attempting to access other areas, on the network is a violation of corporation policies. It is strictly forbidden to use the Internet resources to access another person's materials, information, or files without that person's permission. The technology system is intended to be used for educational and school business-related purposes only while on campus. Any media produced and/or transmitted by electronic communication must comply with Federal and State laws, as well as school policies. Using the corporation's technology system for product advertising, political lobbying, and/or solicitation are strictly prohibited.

Users are not to utilize the system in such a way that it restricts, inhibits, or disrupts other system users, services, or equipment. Accessing, transmitting, uploading, downloading, or distributing of defamatory, abusive, obscene, profane, sexually-oriented, threatening, harassing, racially offensive, illegally discriminatory, or other illegal materials is prohibited.

All hardware and software installations on Lawrenceburg Community School Corporation equipment will be performed or supervised by authorized school personnel. Only approved school corporation software will be supported. The Lawrenceburg Community School Corporation maintains the right to remove any non-approved software from a corporation device. Violating copyrights or otherwise using another person's property without prior approval or proper citation is not allowed. Transmitting of any material in violation of any local, State, or Federal statute, rule, regulation, code, ordinance, or other authority is prohibited. This includes, but is not limited to the plagiarizing of material, infringement upon copyrighted materials, threatening or obscene material, or material protected by trade secrets.

Using non-approved materials or software for the purpose of damaging hardware and data, as well as introducing computer viruses into the system environment is a serious violation. Vandalism includes, but is not limited to any attempt to harm or destroy data, the Corporation's networking system, or any of the agencies or other networks connected to the technology system, which includes the Internet. This includes uploading, downloading, or the creation of computer viruses. Removing or rearranging permanent computer equipment and software without prior approval is considered vandalism. Users are not permitted to take equipment off-site without permission from an administrator. Vandalizing, damaging, stealing, or disabling the property of another individual, organization, or school is a serious violation and subject to strict disciplinary action according to corporation policies, as well as local, State, and Federal laws.

E-mail systems and all media produced, transmitted, and/or stored will remain the property of the Lawrenceburg Community School Corporation. School personnel will inspect and monitor the technology system and the media produced, transmitted, and/or stored as deemed appropriate to ensure compliance with corporation policies.

Lawrenceburg Community School Corporation cannot guarantee privacy, confidentiality, or prevent access to inappropriate material on the technology system, which includes the Internet. Every precaution will be taken to prevent unsolicited materials from being placed on the system. Therefore, only authorized school Internet accounts are permitted for use on the technology system. Strict adherence to the provision of the Acceptable Use Policies Overview will ensure that Internet transmissions are consistent with the corporation's standards of ethics and conduct. Lawrenceburg Community School Corporation will make available all Internet-related policies and procedures for review by all parents, guardians, school employees, and other community members. Parents or legal guardians may request, in writing, alternative activities not requiring Internet access.

In consideration for the Lawrenceburg Community School Corporation providing access to the technology system, the user and parents or guardians will agree to accept all liability, loss or damages as a result of claims, demands, attorney's fees, costs, or judgments arising out of the user's violation of these terms and

conditions. Lawrenceburg Community School Corporation will make no warranties of any kind, whether expressed or implied for the service it is providing.

This overview of the corporation policies adopted by the Lawrenceburg Community School Corporation Board of Trustees is to cover the acceptable use of the corporation provided technology system. These policies and administrative guidelines are located on the district website: [www.lburg.k12.in.us](http://www.lburg.k12.in.us). The specific policies and administrative guidelines are listed as follows:

### **Policies**

5136 – Wireless Communication Devices, 7530 – Lending of Corporation-Owned Equipment, 7530.01 – Staff Use of Wireless Communication Devices, 7530.02 – Staff Use of Personal Communication Devices, 7540 – Computer Technology and Networks, 7540.01 – Technology Privacy, 7540.02 – Corporation Web Page, 7540.03 – Student Network and Internet Acceptable Use and Safety, 7540.04 – Staff Network and Internet Acceptable Use and Safety, 7541 – Electronic Data Processing Disaster Recovery Plan, 7542 – Network Access From Personally-Owned Computers and/or Other Web-Enabled Devices, 7543 – Remote Access to the Corporation’s Network, 8351 – Security Breach of Confidential Databases.

### **Administrative Guidelines**

5136 – Cellular Telephones and Electronic Communication Devices, 7530 – Personal Use of Corporation Equipment/Facilities, 7530a – Technology Equipment Security Procedures, 7530c – Cellular Phones, 7540 – Computer Technology and Networks, 7540.01A – Technology Privacy, 7540.01B – At-Home Access to Corporation Technology, 7540.02 – Web Page Specifications, 7540.03 – Student Network and Internet Acceptable Use and Safety, 7540.04 – Staff Network and Internet Acceptable Use and Safety, 8351 – Security Breach of Confidential Databases.

## **LAWRENCEBURG COMMUNITY SCHOOLS EXTRA-CURRICULAR PROGRAM**

The primary purpose of the extra-curricular program at Lawrenceburg High School is to promote the physical, mental, social, emotional, and moral well-being of the participants. It is hoped that the extra-curricular program will be a positive force in preparing students for an enriching and vital role in American life.

The extra-curricular program is an important and integral part of the total school program and is open to participation by all students regardless of individual differences. Through voluntary participation, the student gives time, energy, and loyalty to the program. He/she also accepts the training rules, regulations, and responsibilities, which are unique to a particular activity. In order to contribute to the welfare of the group, the participant must willingly assume these obligations as the role demands that the individual make sacrifices not required of others.

In addition to the “Rules and Regulations for Students in the Lawrenceburg High School,” the “High School Activity Code” also governs extra-curricular program participants.

## **LAWRENCEBURG COMMUNITY SCHOOLS ACTIVITY/ATHLETIC CODE GENERAL INFORMATION**

1. ATHLETIC CODE – This code is for every student-athlete involved in an extra-curricular activity.
2. APPLICATION OF RULES – The rules and regulations in this code shall apply to any violations, on and off school premises. These rules shall be in effect at all times (24 hours a day, 365 days a year as long as the athlete is in high school).
3. OUT-OF-SEASON VIOLATIONS – Consequences will take place during the next season in which a student-athlete participates based on previous school year’s athletic participation.
4. IN SEASON VIOLATIONS – If the required suspension cannot be completed in season, the remainder of the suspension will be completed in the student’s next season based on previous school year’s participation.

**Note: The IHSAA Tournament is included in the regular season games.**



Determination of consequences will be made by a committee consisting of the activities director, principal, and Assistant principal.

5. **ADVISEMENT OF CONSEQUENCE** – Before any consequence provided for under these rules shall take effect, the student-athlete shall be verbally advised by the athletic director of the alleged violation. The student-athlete will have an opportunity to explain or justify the action. If, after such conference, the athletic director is satisfied that a consequence is justified, the parents/guardians of the student-athlete shall be notified.
6. **APPEALS** – If the student-athlete feels that he/she has been treated unfairly, he/she may request a hearing before the athletic director and another school administrator. This request must be made in writing to the athletic director and must be made within 10 days following the imposed penalty.
7. **GMS violations reset for LHS Athletics** once all punishments have been served. If a punishment has not been served while at GMS, it will be served at LHS and then violations will be reset.
8. **Commencement Ceremony** is a one-time event in which a student who has violated this code can participate, once they have submitted to testing, and have negative test results.
8. **ADDITIONAL RULES** – Additional rules from the head coach/sponsor must be cleared by the principal and the athletic director. Any additional rules and regulations must be in writing and on file in the athletic director's office.

## **Policy Regulations**

Student-athletes participating in extra-curricular athletics must follow the rules regarding eligibility, transfer, physical examinations, insurance coverage, starting dates, use of school equipment, etc. that are set down by the Indiana High School Athletic Association, when applicable. Each coach has the responsibility to know, to inform team members and parents, and to enforce school and IHSAA regulations in these matters.

### **I. ACADEMIC ELIGIBILITY**

To be eligible to participate in any extra-curricular athletics, the student-athlete must be passing in at least five solid subjects (IHSAA requirement). It is strongly recommended that each student-athlete carry at least six (6) solid subjects, preferably seven (7). Eligibility concerning PLATO classes will be determined on an individual basis. As a general rule, to earn credit a student must have successfully completed 50% of the course by the end of the nine-week grading period; and 100% of the course by the end of the semester. Summer school is an extension of the second semester.

### **II. GUIDELINES**

**\*\*Athletes who have not completed all possible consequences for violation of the athletic code are NOT eligible to receive awards from the athletic department.**

- A. Any criminal offense or conduct by a student-athlete that is determined by the school administration to be detrimental to the athletic program, school, or school district may result in one of the following: suspension for a partial amount of the season, suspension of all activities for the remainder of the season, the school year, or possibly even their entire career (this includes the use of slander/libel in the various forms of social media).
- B. No student-athlete may quit one sport and try out for another after the season has begun without the mutual consent of both coaches. The student-athlete must meet with the head coach and athletic director concerning this decision.
- C. Student-athletes must defend previous letters in order for them to accumulate toward athletic awards.
- D. Extra-curricular participants must travel to and from contests/activities, away from Lawrenceburg in transportation provided by the school. The only exceptions are:
  1. Injury to a participant, which would require alternate transportation.
  2. Arrangement between the participant's parent/guardian and the coach for the student to ride with the parent/guardian only.
- E. Any display of unsportsmanlike conduct toward an opponent, official, or school personnel or use of profanity during practice or contest will result in counseling by the coach and possible consequences including suspension from contest(s).
- F. Violations requiring the student-athlete to serve ACDC, will result in:

**1st Violation** - Counseling by the coach and/or athletic director and possible further consequences.

**2nd violation** - Suspension from one contest.

**3rd violation** - Suspension from two contests.

An out-of-school suspension for disciplinary reasons will result with consequence #2 on the first offense.

- G. Completion of the season is required in order for the student-athlete to be eligible for a letter or other team or individual awards. (Exception – injury that limits participation).
- H. Student-athletes are not to miss/skip a school function (practice or contest) due to participation for a non-school related team or group activity. Violations will result in suspension, or possible dismissal from the team.

### III. SCHOOL ATTENDANCE REQUIREMENTS:

- A. Student-athletes are expected to be in school the entire day prior to participating in a contest scheduled for that particular day. A student-athlete may be denied the right to participate in the activity that evening. Substantial reasons for absence may include: doctor or dentist appointments verified by doctor statement, funeral, or possible other extenuating circumstances.
- B. A student-athlete who has been treated for sickness or injury must have a medical release signed by a physician before he/she may participate in practice and/or the actual contest.

### IV. ALCOHOL, TOBACCO (WHICH INCLUDES ELECTRONIC CIGARETTES AND VAPOR PENS), AND/OR DRUGS AND THE RANDOM DRUG TESTING PROGRAM

- A. Illegal possession of or use of alcohol, tobacco (which includes electronic cigarettes and vapor pens), drugs, or 'positive' result from random drug testing program:

1. 1st violation –The student shall be put on probation for 365 days (one calendar year) from the day that the violation is verified. The student may resume contests/games after serving 50% suspension of regular season contests/games from the date a positive test is received (25% if a student or the student's parents or guardians self-report the violation to the Lawrenceburg High School administrator, coach or sponsor prior to the independent verification of a violation) **if the following requirements are met:**

A. Counseling Program. The student must agree to complete the counseling program designated by the school. The cost of the program is the responsibility of the student and/or parents or guardians. Failure to complete the program will result in the student's original suspension of 365 days being enforced.

B. Drug Free. The student may not participate in extra-curricular activities/practices until after a "follow-up" test is requested by the principal/administrative designee and the results are reported. This test must be conducted through DISA Global Solutions, INC. If this "follow-up" test is negative, the student will be allowed to resume extra-curricular activities/practices. If any "follow-up" test before resuming activities results positive, the same previous procedure shall be followed.

C. Administrative Drug Test. The Lawrenceburg Community School Corporation reserves the right to continue testing at any time during the remaining school year, any participating student who tested "positive" and did not provide a satisfactory explanation. The student agrees to be tested once eligibility has been re-instated (steps A and B completed). The test will take place at the discretion of the administration. The cost of the test is the responsibility of the school. If the student tests positive during this test, it will be treated as a second violation and the student will be excluded from all extracurricular and co-curricular activities for 365 days from the verification of the second positive test.

**If any of three requirements above are NOT met, the 365 day probation will become a 365 day suspension.**

\*If the student cannot complete the Counseling Program requirement within their suspension, the student could be allowed to resume all activities if the student is involved in the counseling program process, and the student has produced a negative drug specimen. If the student is allowed to return to activities under these conditions but then

fails to complete the counseling program, the original suspension will occur for the remainder of the 365 days. The administration will make this decision.

**\*\*Self-Reporting.** Students will be able to self-report any violation to a Lawrenceburg High School administrator, coach, or sponsor prior to the independent verification of a violation and within 48 hours of the violation. Students will not be able to self-report once they have been notified of their selection to be tested through the random drug-testing program. Self-reporting can only be used by a student concerning their first violation, so therefore this exercise cannot be used more than once during their attendance at Lawrenceburg High School.

2. 2nd violation – Suspension from all contests/games for one calendar year (365 days). Student must complete letters A, B, and C as outlined in the 1<sup>st</sup> violation.
3. 3<sup>rd</sup> Violation- Suspension from all contests/games for the remainder of the student's career.

### **1422 - NONDISCRIMINATION AND EQUAL EMPLOYMENT OPPORTUNITY**

The School Board does not discriminate on the basis of the Protected Classes of race, color, national origin, sex (including transgender status, sexual orientation and gender identity), disability, age, religion, military status, ancestry, or genetic information which are classes protected by Federal and/or State law (collectively, "Protected Classes") occurring in the Corporation's employment opportunities, programs and/or activities, or, if initially occurring off Corporation grounds or outside the Corporation's employment opportunities, programs and activities, affecting the Corporation environment.

The Superintendent shall appoint and publicize the name of the Compliance Officer(s) who is/are responsible for coordinating the Corporation's efforts to comply with applicable Federal and State laws and regulations, including the Corporation's duty to address in a prompt and equitable manner any inquiries or complaints regarding discrimination or denial of equal access. The Compliance Officer(s) also shall verify that proper notice of nondiscrimination for Title II of the Americans with Disabilities Act (as amended), Title VI and Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973 (as amended), and the Age Discrimination in Employment Act is provided to staff members and the general public. Any sections of the Corporation's collectively bargained contracts dealing with hiring, promotion, and tenure should contain a statement of nondiscrimination similar to that in the Board's statement above. In addition, any gender-specific terms should be eliminated from such contracts.

#### **Compliance Officer(s)**

The following person(s) is/are designated as the Corporation's Compliance Officer(s) and, as such, shall handle inquiries regarding the nondiscrimination policies of the Corporation and address any complaint of discrimination:

Business Manager  
Lawrenceburg Community School Corporation  
300 Tiger Boulevard, Lawrenceburg, IN 47025  
(812) 537-7200

### **INDOOR AIR QUALITY**

In accordance with Corporation Policy 8405 - ENVIRONMENTAL HEALTH AND SAFETY ISSUES - INDOOR AIR QUALITY, ANIMALS IN THE CLASSROOM, AND IDLING VEHICLES ON SCHOOL PROPERTY, the Superintendent has appointed John Ferguson, Director of Maintenance, as the Indoor Air Quality (IAQ) Coordinator for the school corporation. The IAQ Coordinator shall serve as the lead contact person for matters related to indoor air quality in the facilities operated by the school corporation.

## **PEST CONTROL AND USE OF PESTICIDES**

In accordance with Corporation Policy 8432 - This annual notice of the Corporation's pest control policy invites parents, guardians and staff members to be added to a pesticide notification list (registry) at any time upon request. Those on the registry would be provided notice of planned pesticide applications at least forty-eight (48) hours prior to the date and time the pesticide application is to occur unless an emergency is declared. The notice will include the date and time of the pesticide application and the general area where the pesticide is to be applied. Contact John Ferguson, Director of Maintenance, to be added to the registry or for more information.

John Ferguson, Director of Maintenance  
Lawrenceburg Community School Corporation  
300 Tiger Boulevard, Lawrenceburg, IN 47025  
john.ferguson@lburg.k12.in.us  
(812) 537-7200 ext. 1031

# ***SUDDEN CARDIAC ARREST***

## ***A Fact Sheet for Parents***

Sudden cardiac arrest is a rare, but tragic event that claims the lives of approximately 500 athletes each year in the United States. Sudden cardiac arrest can affect all levels of athletes, in all sports, and in all age levels. The majority of cardiac arrests are due to congenital (inherited) heart defects. However, sudden cardiac arrest can also occur after a person experiences an illness which has caused an inflammation to the heart or after a direct blow to the chest.

### **WARNING SIGNS**

There may not be any noticeable symptoms before a person experiences loss of consciousness and a full cardiac arrest (no pulse and no breathing).

Warning signs can include a complaint of: □ Chest Discomfort

- Unusual Shortness of Breath
- Racing or Irregular Heartbeat
- Fainting or Passing Out

### **EMERGENCY SIGNS – Call EMS (911)**

If a person experiences any of the following signs, call EMS (911) immediately:

- *If an athlete collapses suddenly during competition*
- *If a blow to the chest from a ball, puck or another player precedes an athlete's complaints of any of the warning signs of sudden cardiac arrest*
- *If an athlete does not look or feel right and you are just not sure*

Developed and Reviewed by the Indiana Department of  
Education's Sudden Cardiac Arrest Advisory Board  
(1-7-15)

### **How can I help my child prevent a sudden cardiac arrest?**

Daily physical activity, proper nutrition, and adequate sleep are all important aspects of lifelong health. Additionally, parents can assist student athletes prevent a sudden cardiac arrest by:

- Ensuring your child knows about any family history of sudden cardiac arrest (onset of heart disease in a family member before the age of 50 or a sudden, unexplained death at an early age)
- Ensuring your child has a thorough preseason screening exam prior to participation in an organized athletic activity
- Asking if your school and the site of competition has an automatic defibrillator (AED) that is close by and properly maintained
- Learning CPR yourself
- Ensuring your child is not using any non-prescribed stimulants or performance enhancing drugs
- Being aware that the inappropriate use of prescription medications or energy drinks can increase risk
- Encouraging your child to be honest and report symptoms of chest discomfort, unusual shortness of breath, racing or irregular heartbeat, or feeling faint.

### **What should I do if I think my child has warning signs that may lead to sudden cardiac arrest?**

1. *Tell your child's coach about any previous events or family history*
2. *Keep your child out of play*
3. *Seek medical attention right away*

# ***SUDDEN CARDIAC ARREST***

## ***A Fact Sheet for Student Athletes***

Sudden cardiac arrest can occur even in athletes who are in peak shape. Approximately 500 deaths are attributed to sudden cardiac arrest in athletes each year in the United States. Sudden cardiac arrest can affect all levels of athletes, in all sports, and in all age levels. The majority of cardiac arrests are due to congenital (inherited) heart defects. However, sudden cardiac arrest can also occur after a person experiences an illness which has caused an inflammation to the heart or after a direct blow to the chest. Once a cardiac arrest occurs, there is very little time to save the athlete, so identifying those at risk before the arrest occurs is a key factor in prevention.

### **WARNING SIGNS**

There may not be any noticeable symptoms before a person experiences loss of consciousness and a full cardiac arrest (no pulse and no breathing).

Warning signs can include a complaint of: □ Chest Discomfort

- Unusual Shortness of Breath
- Racing or Irregular Heartbeat
- Fainting or Passing Out

**EMERGENCY SIGNS – Call EMS (911)** If a person experiences any of the following signs, call EMS (911) immediately:

- *If an athlete collapses suddenly during competition*
- *If a blow to the chest from a ball, puck or another player precedes an athlete's complaints of any of the warning signs of sudden cardiac arrest*
- *If an athlete does not look or feel right and you are just not sure*

### **How can I help prevent a sudden cardiac arrest?**

Daily physical activity, proper nutrition, and adequate sleep are all important aspects of lifelong health. Additionally, you can assist by:

- Knowing if you have a family history of sudden cardiac arrest (onset of heart disease in a family member before the age of 50 or a sudden, unexplained death at an early age)
- Telling your health care provider during your pre-season physical about any unusual symptoms of chest discomfort, shortness of breath, racing or irregular heartbeat, or feeling faint, especially if you feel these symptoms with physical activity
- Taking only prescription drugs that are prescribed to you by your health care provider
- Being aware that the inappropriate use of prescription medications or energy drinks can increase your risk
- Being honest and reporting symptoms of chest discomfort, unusual shortness of breath, racing or irregular heartbeat, or feeling faint

**What should I do if I think I am developing warning signs that may lead to sudden cardiac arrest?**

1. *Tell an adult – your parent or guardian, your coach, your athletic trainer or your school nurse*
2. *Get checked out by your health care provider*
3. *Take care of your heart*
4. *Remember that the most dangerous thing you can do is to do nothing*

Developed and Reviewed by the Indiana Department of Education's Sudden Cardiac Arrest Advisory Board (1-7-15)

# HEADS UP CONCUSSION IN HIGH SCHOOL SPORTS

## A FACT SHEET FOR STUDENTS

### Concussion facts:

- A concussion is a brain injury that affects how your brain works.
- A concussion is caused by a bump, blow, or jolt to the head or body.
- A concussion can happen even if you haven't been knocked out.
- If you think you have a concussion, you should not return to play on the day of the injury and not until a health care professional says you are OK to return to play.

### What are the symptoms of a concussion?

Concussion symptoms differ with each person and with each injury, and they may not be noticeable for hours or days. Common symptoms include:

- Headache
- Confusion
- Difficulty remembering or paying attention
- Balance problems or dizziness
- Feeling sluggish, hazy, foggy, or groggy
- Feeling irritable, more emotional, or “down”
- Nausea or vomiting
- Bothered by light or noise
- Double or blurry vision
- Slowed reaction time
- Sleep problems
- Loss of consciousness



During recovery, exercising or activities that involve a lot of concentration (such as studying, working on the computer, or playing video games) may cause concussion symptoms to reappear or get worse.

**What should I do if I think I have a concussion?**

**DON'T HIDE IT. REPORT IT.** Ignoring your symptoms and trying to “tough it out” often makes symptoms worse. Tell your coach, parent, and athletic trainer if you think you or one of your teammates may have a concussion. Don't let anyone pressure you into continuing to practice or play with a concussion.

**GET CHECKED OUT.** Only a health care professional can tell if you have a concussion and when it's OK to return to play. Sports have injury timeouts and player substitutions so that you can get checked out and the team can perform at its best. The sooner you get checked out, the sooner you may be able to safely return to play.

**TAKE CARE OF YOUR BRAIN.** A concussion can affect your ability to do schoolwork and other activities. Most athletes with a concussion get better and return to sports, but it is important to rest and give your brain time to heal. A repeat concussion that occurs while your brain is still healing can cause long-term problems that may change your life forever.

**How can I help prevent a concussion?**

Every sport is different, but there are steps you can take to protect yourself.

- Follow your coach's rules for safety and the rules of the sport.
- Practice good sportsmanship at all times. If you think you have a concussion: Don't hide it. Report it. Take time to recover. It's better to miss one game than the whole season.

- For more information, visit [www.cdc.gov/Concussion](http://www.cdc.gov/Concussion). April 2013

# HEADS UP CONCUSSION IN HIGH SCHOOL SPORTS

## A FACT SHEET FOR PARENTS

### What is a concussion?

A concussion is a type of traumatic brain injury. Concussions are caused by a bump or blow to the head. Even a “ding,” “getting your bell rung,” or what seems to be a mild bump or blow to the head can be serious. You can’t see a concussion. Signs and symptoms of concussion can show up right after the injury or may not appear or be noticed until days or weeks after the injury. If your child reports any symptoms of concussion, or if you notice the symptoms yourself, seek medical attention right away.

### What are the signs and symptoms of a concussion?

If your child has experienced a bump or blow to the head during a game or practice, look for any of the following signs of a concussion:

SYMPTOMS REPORTED BY ATHLETE	SIGNS OBSERVED BY PARENTS/GUARDIANS
<ul style="list-style-type: none"> <li>• Headache or “pressure” in head</li> <li>• Nausea or vomiting</li> <li>• Balance problems or dizziness</li> <li>• Double or blurry vision</li> <li>• Sensitivity to light</li> <li>• Sensitivity to noise</li> <li>• Feeling sluggish, hazy, foggy, or groggy</li> <li>• Concentration or memory problems</li> <li>• Confusion</li> <li>• Just “not feeling right” or “feeling down”</li> </ul>	<ul style="list-style-type: none"> <li>• Appears dazed or stunned</li> <li>• Is confused about assignment or position</li> <li>• Forgets an instruction</li> <li>• Is unsure of game, score, or opponent</li> <li>• Moves clumsily</li> <li>• Answers questions slowly</li> <li>• Loses consciousness (even briefly)</li> <li>• Shows mood, behavior, or personality changes</li> </ul>

### How can you help your child prevent a concussion or other serious brain injury?

- Ensure that they follow their coach’s rules for safety and the rules of the sport.
- Encourage them to practice good sportsmanship at all times.
- Make sure they wear the right protective equipment for their activity. Protective equipment should fit properly and be well maintained.
- Wearing a helmet is a must to reduce the risk of a serious brain injury or skull fracture.
  - However, helmets are not designed to prevent concussions. There is no “concussion-proof” helmet. So, even with a helmet, it is important for kids and teens to avoid hits to the head.

### What should you do if you think your child has a concussion?

**SEEK MEDICAL ATTENTION RIGHT AWAY.** A health care professional will be able to decide how serious the concussion is and when it is safe for your child to return to regular activities, including sports.

**KEEP YOUR CHILD OUT OF PLAY.** Concussions take time to heal. Don’t let your child return to play the day of the injury and until a health care professional says it’s OK. Children who return to play too soon—while the brain is still healing—risk a greater chance of having a repeat concussion. Repeat or later concussions can be very serious. They can cause permanent brain damage, affecting your child for a lifetime.

**TELL YOUR CHILD’S COACH ABOUT ANY PREVIOUS CONCUSSION.** Coaches should know if your child had a previous concussion. Your child’s coach may not know about a concussion your child received in another sport or activity unless you tell the coach.

**If you think your teen has a concussion:**

Don’t assess it yourself. Take him/her out of play. Seek the advice of a health care professional.

It’s better to miss one game that the whole season for more information, visit [www.cdc.gov/concussion](http://www.cdc.gov/concussion)

