

Information contained in this handbook supersedes that in all previous handbooks.

## INTRODUCTION

### **Welcome to Logansport High School!**

Logansport High School has a rich tradition of excellence that spans over 147 years. Starting with our first graduates at the Mesodian Opera House in 1871 with three students, Ann Covalt, Sallie Horn and Sadie Clendenning. As a fellow Berry and 1991 graduate, I am truly honored and excited to be principal of my alma mater. From Felix the Cat to the nickname Berries, graduates of LHS have always taken a lot of pride in the uniqueness of being a member of the vast LHS Alumni.

LHS is known as a leader in academics, career preparedness, fine arts and athletics. Our curriculum, courses, co- and extra-curricular offerings are second to none. We strive to create an environment where each and every student is given the attention necessary to achieve his/her individual success. LHS and the Century Career Center work together to build a dynamic comprehensive high school campus to provide for our diverse student body.

My vision for Logansport High School is:

- 90% of our students will graduate in four years
- 90% of our students will pass End of Course Assessments
- 25% of our students will earn 3 or more college dual credits upon graduation

I look forward to working with our great staff to provide a wonderful educational experience for our students. The success of our students depends on active involvement of the entire school community as well as parents. I am confident that the LHS Class of 2019 will be leaders well beyond the halls of LHS.

Have a great year and Go Berries!



**Matt Jones**

**Principal, Logansport High School**



# LOGANSPOORT HIGH SCHOOL

WORDS AND MUSIC BY:

PEGGY WHITNEY TOWNSEND

LO-GAN-SPORT HIGH SCHOOL MARCH-ING A LONG, FALL IN-TO LINE AND YOU CAN'T GO WRONG;

FLY-ING OUR COL-ORS, WE'LL NEV-ER LACK LOY-AL-TY AND HON-OR TO THE RED AND BLACK; ON

AN-Y AS-SIGN-MENT WE'LL MAKE THE GRADE LO-GAN-SPORT HIGH SCHOOL LEADS THE PA-RADE.

NEV-ER CON-TENT WITH AN-Y LESS, WE'RE PROUD OF YOU L. H. S.

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LOGANSPOORT, INDIANA

Note: All students at Logansport High School and the Century Career Center are held to the statements and directives found in this document.

## **ACCREDITATION**

Logansport High School is fully accredited by the Indiana State Board of Education and is an accredited member of AdvancED (formerly North Central Association-NCA) and is a charter member that dates back to 1907. High academic standards assure students entrance opportunities to universities and colleges throughout the United States and give non-college bound students a healthy start along a career path.

## **LHS VISION STATEMENT**

We empower students to achieve excellence every day.

## **LHS MISSION STATEMENT**

The Mission of the Logansport Community School Corporation is to educate all students in a tradition of academic excellence, preparing them for productive and responsible citizenship in a global community.

## **LOGANSPORT HIGH SCHOOL (LHS)** **CORE VALUES**

### ***Student-Centered-Decision Making***

All decisions are made in the best interest of the student.

### ***Collaboration***

LCSC is invested in working creatively with all stakeholders.

### ***Accountability***

All community members are accountable for the success of our students.

### ***Safe and Nurturing Environment***

Students thrive where they are able to take risks without fear.

### ***Continuous Improvement***

LCSC continually raises the bar while maintaining high expectations.

## **STUDENT CODE OF ETHICS**

As a student of LHS, I must always remember that my actions bring credit or discredit not only to my family and myself but also to LHS and my community. With this in mind, I will hereby strive to uphold the following code of ethics:

- I will develop school loyalty and spirit.
- I will do my best to further and better the condition of LHS and my community.
- I will be honorable, trustworthy, and capable of accepting responsibility.
- I will use all opportunities to receive an education that I may become better fit to serve society.
- I will take no unfair advantage of my classmates.
- I will practice good citizenship.
- I will work in order to promote the welfare of LHS, my community, and my nation.
- I will at all times maintain high standards of speech, sportsmanship, scholarship, and living.

## **REPORTING AN ABSENCE**

**Verification of student absences is the responsibility of the parents (IC 20-8.1-3).** Parents/guardians are requested to call the Dean's Office at 753-0441. ext. 4244 by 8:30 a.m. if a student will be absent, tardy, or plans to leave school for an appointment. Parents/guardians who are unable to call on the day of the absence **MUST** call the Dean's Office by 8:30 a.m. of the following school day. All doctors' and/or medical excuses are to be turned in to the Dean's Office immediately upon the student's return to class. Failure to do so shall result in an unexcused absence.

## **SCHOOL TIME SCHEDULE**

The school day at LHS begins at 8:00 A.M. and ends at 3:10 P.M. School business hours are from 7:30 A.M. to 4:00 P.M.

## **WEATHER-RELATED SCHOOL CLOSINGS**

Decisions concerning delays and school closings will normally be reported to area radio stations prior to 6:30 a.m. Delays will normally be for a one or two-hour period. Early dismissals will normally occur at the end of lunch periods if weather conditions permit. In the event of an early dismissal, area radio stations will be contacted as soon as possible. If LHS must be closed or the opening delayed because of inclement weather or other conditions, the LCSC will notify the following:

### **Radio stations:**

WSAL, WLHM, WHZR

### **Television stations:**

Channel 6, 18 (local cable channel 7) and 13 (local cable channel 12)

LCSC's local cable channel, Channel 18, displays current information at all times. School closing information is provided in both English and Spanish. Parents and students are responsible for knowing about emergency closings and delays.

## **CHANGE OF ADDRESS OR PHONE NUMBER**

Please notify the Registrar at 753-0441, extension 4237 if your address or phone number changes during the school year. Central Office approval is required for a student to continue to attend LCSC if the student moves outside the school district.

## **DAILY SCHEDULES**

Warning Bell 7:50

Warning Bell 7:55

|          |                    |                  |                |
|----------|--------------------|------------------|----------------|
| Period 1 | Warning Bell- 7:59 | Start Time- 8:00 | End Time- 8:55 |
|----------|--------------------|------------------|----------------|

|          |                    |                  |                |
|----------|--------------------|------------------|----------------|
| Period 2 | Warning Bell- 9:00 | Start Time- 9:01 | End Time- 9:52 |
|----------|--------------------|------------------|----------------|

|          |                    |                  |                 |
|----------|--------------------|------------------|-----------------|
| Period 3 | Warning Bell- 9:57 | Start Time- 9:58 | End Time- 10:49 |
|----------|--------------------|------------------|-----------------|

|          |                     |                   |                 |
|----------|---------------------|-------------------|-----------------|
| Period 4 | Warning Bell- 10:54 | Start Time- 10:55 | End Time- 12:19 |
|----------|---------------------|-------------------|-----------------|

|          |                     |                   |                |
|----------|---------------------|-------------------|----------------|
| Period 5 | Warning Bell- 12:24 | Start Time- 12:25 | End Time- 1:16 |
|----------|---------------------|-------------------|----------------|

|          |                    |                  |               |
|----------|--------------------|------------------|---------------|
| Period 6 | Warning Bell- 1:21 | Start Time- 1:22 | End Time 2:13 |
|----------|--------------------|------------------|---------------|

|          |                    |                  |               |
|----------|--------------------|------------------|---------------|
| Period 7 | Warning Bell- 2:18 | Start Time- 2:19 | End Time 3:10 |
|----------|--------------------|------------------|---------------|

\*Lunchtimes:

|       |                 |
|-------|-----------------|
| Daily | A- 10:49- 11:19 |
|       | B- 11:19- 11:49 |
|       | C- 11:49- 12:19 |

## 2-HOUR DELAY

|              |                     |                   |                 |
|--------------|---------------------|-------------------|-----------------|
| Warning Bell | 9:50                |                   |                 |
| Warning Bell | 9:55                |                   |                 |
| Period 1     | Warning Bell- 9:59  | Start Time- 10:00 | End Time- 10:32 |
| Period 2     | Warning Bell- 10:36 | Start Time- 10:38 | End Time- 11:10 |
| Period 3     | Warning Bell- 11:13 | Start Time- 11:16 | End Time- 12:40 |
| Period 4     | Warning Bell- 11:50 | Start Time- 12:46 | End Time- 1:18  |
| Period 5     | Warning Bell- 1:26  | Start Time- 1:24  | End Time- 1:56  |
| Period 6     | Warning Bell- 2:03  | Start Time- 2:02  | End Time 2:34   |
| Period 7     | Warning Bell- 2:39  | Start Time- 2:40  | End Time 3:10   |

\*Lunchtimes:

|       |                 |
|-------|-----------------|
| Daily | A- 11:10-11:40  |
|       | B- 11:40- 12:10 |
|       | C- 12:10- 12:40 |

## EARLY RELEASE DAY

|              |                     |                   |                 |
|--------------|---------------------|-------------------|-----------------|
| Warning Bell | 7:50                |                   |                 |
| Warning Bell | 7:55                |                   |                 |
| Period 1     | Warning Bell- 7:59  | Start Time- 8:00  | End Time- 8:26  |
| Period 2     | Warning Bell- 8:31  | Start Time- 8:32  | End Time- 8:58  |
| Period 3     | Warning Bell- 9:03  | Start Time- 9:04  | End Time- 9:34  |
| Period 6     | Warning Bell- 9:39  | Start Time- 9:40  | End Time- 10:06 |
| Period 7     | Warning Bell- 10:11 | Start Time- 10:12 | End Time- 10:38 |
| Period 4     | Warning Bell- 10:43 | Start Time- 10:44 | End Time 12:08  |
| Period 5     | Warning Bell- 12:13 | Start Time- 12:14 | End Time 12:45  |

\*Lunchtimes:

|       |                 |
|-------|-----------------|
| Daily | A- 10:38-11:08  |
|       | B- 11:08- 11:38 |
|       | C- 11:38- 12:08 |

## **I. GENERAL INFORMATION**

### **ANNOUNCEMENTS**

An announcement sheet is published each day and these announcements shall be read over the intercom to the students. These announcement sheets will also be posted on the bulletin boards in the main hall so that all persons may be well informed.

Students are not permitted to write announcements unless they have the appropriate teacher's or sponsor's signature on the announcement.

Announcements that are to be included in the daily bulletin must be turned in at the Main Office prior to 12:00 noon on the day the announcement is to be made.

### **AUTOMOBILE DRIVING, PARKING AND VEHICLE REGISTRATION**

In order to provide a safe and orderly environment, the following guidelines must be followed. Students must:

- have a valid driver's license, car registration, and current insurance.
- park in the Berry Bowl Parking Lot or in the McHale P.A.C. lot (student parking is marked in yellow, staff parking is marked in white)
- Register their vehicle with the Dean's Office. A \$10.00 fee shall be collected, and the registration tag must be visibly hung from the rear-view mirror. All students will be issued the same registration tag.
- **Failure to comply with parking procedures shall result in the following:**
  - **1<sup>st</sup> Violation: Warning issued and student moves vehicle to proper space.**
  - **2<sup>nd</sup> Violation: Shall be considered an act of insubordination and Consequence Matrix shall be implemented.**
  - **3<sup>rd</sup> Violation and beyond: Shall be considered an act of insubordination and Consequence Matrix shall be implemented. Vehicle shall be towed at the owner's expense.**

Please note that driving to LHS is a privilege. Failure to obey all traffic laws and/or parking procedures shall result in the revocation of that privilege. Students who are provided the opportunity to ride school transportation are encouraged to do so. It is expected that student drivers will operate their vehicles in a safe manner at all times. **The speed limit on LHS property is 10 MPH!** In addition, students are advised that school buses and pedestrians have the right of way at all times. All students are to report to the Berry Bowl or cafeteria upon arrival to LHS. Loitering in the parking lot is not permitted. This includes during school hours, before and after school, and on weekends. Student vehicles shall be searched if there is reasonable suspicion of inappropriate behavior or illegal items.

When the school provides transportation, students shall not drive to school-sponsored activities unless written permission is granted by their parents and approved by the Principal.

No other students are allowed to be driven to a school-sponsored activity by the approved student driver without a note from parents of passenger students granting permission and approval by the Principal.

Students and their parents assume full responsibility for any transportation to and from school not officially provided by the school.

### **BOOK RENTAL**

LHS maintains a self-supporting book rental service whereby students may obtain their books by payment of a rental fee. Invoices will be sent to parents early in the school year, fees will then be collected throughout the year. Additional charges may be made for shop fees, lab fees, supplementary books, etc. If you have a "financial need" you may qualify for free textbooks. To determine if you qualify, stop by the Main Office. It is the responsibility of the student to return the book in good condition. Seniors who fail to pay textbook rental or other school fees may be denied participation in commencement exercises.

## **CAFETERIA**

It is the student's responsibility to keep the cafeteria clean and neat. Trays must be returned to the dish-washing area immediately after the student has finished eating. Students who leave trash and trays on tables shall be asked once to properly dispose of them. Refusal to do so will result in a discipline referral for insubordination.

**Students must remain seated as much as possible while in the cafeteria. Standing and loitering in stairwells, entrances, restrooms, and hallways is not permitted.**

ID cards must be presented in order to eat in any cafeteria line. Charging is not permitted. **Sharing of ID cards is not permitted!** Students attempting to use another's card shall be asked to hand it over to the cashier. A discipline referral for insubordination shall be issued for those who refuse to surrender a card. Students are responsible for replacement of lost or mutilated cards, and must eat in the main lunch line until the card is replaced. Replacement cards may be obtained in the Library at a cost of \$5.

Students who take items without paying for them commit theft. Students who commit theft of food items twice shall be prohibited from using the a la carte line for a semester.

Deposits will be accepted in the mornings at a designated area in each cafeteria. It is strongly encouraged that parents/guardians make meal payments in advance. We prefer the deposit be in the form of a check. Cash payments will be deposited. NO change will be given. Cashiers will not be able to give change back, make change or break bills. All cash/coin or checks will be deposited into the student's account. Please place payment in an envelope with the student's name, PIN number and teacher name if applicable.

## **CELLULAR TELEPHONES/ELECTRONIC COMMUNICATION DEVICES/IPODS/RADIOS/MP3/CD PLAYERS**

### **Personal Electronic Devices**

Personal electronic devices, including but not limited to radios, cell phones, jam boxes, CD players, game boys, DVD players, MP3's, I-Pods, I-Pads, laptops, etc., are not to be used during instructional time unless approval has been given. Use of these devices outside of the classroom in common areas is permitted provided it does not interfere with the school purpose or disrupt the learning environment. Electronic recording devices are not to be used in a manner that is inappropriate or a situation not related to a school purpose or educational function. Using electronic devices to take pictures and record audio or video without permission could result in disciplinary action. Music devices will be allowed with only one ear bud, no headphones. Volume on music devices should be low enough not to be heard by others. Each teacher will determine if these devices will be used in their classroom. If a teacher chooses to allow communication and/or music devices, the teacher will provide a written policy that all students in the classroom will follow. At any time a teacher or staff member may request electronic devices to be turned off and put away. School personnel may take electronic devices from students who violate these guidelines and deliver them to the Dean's Office. Confiscated items will not be released to the student. Parents will be allowed to pick up any confiscated item in the office. Repeat offenders will suffer insubordination consequences. It is recommended that students avoid bringing expensive devices to school to prevent loss, damage or theft. It is likely the school will not be able to recover lost property.

The above requirements for cellular phone use will not apply when the student has a special medical circumstance (e.g., an ill family member or his/her own special medical treatment) when the student obtains prior written approval from the building principal or the requirement is a part of his/her I.E.P. If a student violates this policy, the electronic device/iPod, radio and other mp3/CD player shall be confiscated and secured in the Dean's Office at the high school. Any electronic devices/iPods, radios and other mp3/CD players **other than cell phones** may be picked up by the parent at the end of the school day. Cell phones shall not be available for pickup on the same day as confiscation. Cell phones will be available for pickup by a parent or guardian anytime before 4:00 pm the following school day after it was confiscated or during regular business hours thereafter. If a student's cell phone is confiscated on a Friday or prior to an extended break, parents or guardian may pick the cell phone up that same day between 3:10 pm and 4:00 pm or during regular business hours thereafter. Cell phones shall not be released to students. All unclaimed devices will be disposed of at the end of the semester. Disciplinary action resulting from confiscation will follow the Consequence Matrix. Appropriate use of these technology items is a privilege, which may be forfeited by any student who fails to abide by the terms of the policy above, or otherwise engages in misuse of this privilege.

Confiscated items may be returned to a parent or the student at the discretion of the principal or designee.

The student who possesses a cellular telephone or ECD/iPod, radio and other mp3/CD player is responsible for its care. The Board is not responsible for preventing theft, loss, damage, or vandalism to cellular telephones or ECDs/iPods, radios and other mp3/CD players brought onto its property.

Parents/guardians are to be advised that the best way to get in touch with their child during the school day is by calling the school office. Students may use school phones to contact parents/guardians during the school day.

### **Important notice to students and parents regarding cell phone content and display**

- The Child Abuse/Neglect Law requires school personnel to report to law enforcement or child protective services whenever there is reason to believe that any person/student is involved with “child exploitation” or “child pornography” as defined by Indiana Criminal Statutes.
- It is “child exploitation,” a Class C felony under I.C. 35-42-4-4(b), for any person/student (1) to exhibit, photograph or create a digitalized image of any incident that includes “sexual conduct” by a child under the age of 18; or (2) to disseminate, exhibit to another person, or offer to so disseminate or exhibit, matter that depicts or describes “sexual conduct” by a child under the age of 18.
- It is “child pornography,” a Class D felony under I.C. 35-42-4-4(c), for any person/student to possess a photograph, motion picture, digitalized image, or any pictorial representation that depicts or describes “sexual conduct” by a child who the person knows is less than 16 years of age or who appears less than age 16.
- “Sexual conduct” is defined by I.C. 35-42-4-4(a) to include sexual intercourse, exhibition of the uncovered genitals intended to satisfy or arouse the sexual desires of any person, or any fondling or touching of a child by another person or of another person by a child intended to arouse or satisfy the sexual desires of the child or other person.
- The Indiana Sex Offender Registration Statute at I.C. 11-8-8-7 and the Sex Offender Registry Offense Statute at I.C. 35-42-4-11, as of May 2009, require persons convicted of or adjudicated as a juvenile delinquent for violating the Child Exploitation Statute at I.C. 35-42-4-4(b) to register as a sex offender.

Because student cell phones have been found in a number of Indiana school districts to have contained evidence of “sexual conduct” as defined above, it is important for parents and students to be aware of the legal consequences should this occur in our school system.

Digital Responsibility: Students should be aware that anything that is sent electronically including pictures and videos can easily be spread to a large number of their peers and/or posted on the Internet. Before students hit send, they should think about the following: “Is this something I really want to share? How would I feel if I was the one receiving this message? Who will see it? How would my loved ones feel about seeing the post/text/video/picture that I send?” The use of electronic communication inappropriately can cause a disruption to the learning environment, which is a violation of school rules. This may result in disciplinary action such as losing the privilege of cell phone use at school.

## **DANCES**

The Principal will determine dates of dances prior to the beginning of the school year. Dances are sponsored each year by specific LHS organizations. These are:

- Back to School Dance: Key Club (August)
- Homecoming: Student Council (September)
- Fall Dance: Cheerleaders (October)
- Snowball: Berryettes (November)
- Winter Dance: Diversity Club (January)
- Prom: Junior Class (April)

### **REGULATIONS FOR DANCES**

Students attending dances are not permitted to leave and re-enter. Students may be required to pass a Portable Breath Test (PBT) for entrance to a school dance.

Dance sponsors and chaperons are ultimately responsible for maintaining discipline at the dance. If, in the opinion of a sponsor or chaperone, a student’s behavior does not meet LHS standards, the student shall be denied entrance to the dance or shall be asked to leave. Any such situation shall be reported to the Administration and possibly the local law enforcement authorities. Parents/guardians shall be properly notified as soon as possible.

As with all LHS supported functions, students who violate rules regarding smoking, tobacco, alcohol, and drug use or possession shall be subject to LHS rules regarding these violations. Students violating such rules shall be asked to leave or denied admission. Any such situations shall be reported to the Administration and possibly the local legal authorities. Parents/guardians shall be notified as soon as possible.

All appropriate LHS policies and regulations shall be enforced. In addition to possible disciplinary action being taken, violators of such policies are subject to the loss of privileges regarding participation and/or attendance at any or all extra-curricular activities for length of

time as determined by the LHS Administration.

Violations of public laws shall be handled by LHS officials in cooperation with the appropriate legal authorities. Parents/guardians shall be notified as soon as possible.

Sponsoring groups are responsible for attaining proper supervision and chaperones to include: the sponsor(s) of the group requesting to have the dance, four parent/guardian couples, and two teachers. A teacher and his or her spouse may be utilized in lieu of a parent/guardian couple. At least one administrator is also to be in attendance at the dance activity.

Sponsoring groups are also responsible for setting up the area for the dance and restoring the area to its proper form at the conclusion of the dance. If a custodian is not present to remain until the band or DJ has left the facility, the sponsor(s) are to remain until all have left the facility and the facility has been secured.

Dances after home basketball and football games are subject to all guidelines as stated above and are also subject to the following requirements:

- Only currently enrolled LHS students shall be permitted to attend the dance, and all students must present their student ID card in order to enter the dance.
- These dances will be held only on Friday nights, and the dance will conclude at 11:30 p.m. regardless of the time it began.

### **Discipline Dance Guidelines**

A student cannot purchase a ticket to a dance for the remainder of the school year if they have the following discipline offenses:

1. Arrested (on or off school grounds)
2. Habitual Truant

A student cannot purchase a ticket to a dance if they have the following discipline offenses:

The following discipline offenses are in effect from one dance time period to the next dance.

1. 10 or more cumulative tardies
2. Suspended 3 days from school
3. ISS for 3 days
4. Involved in a fight
5. Ask to leave a prior dance

### **DISTRIBUTION OF PRINTED MATERIALS**

- Places--On the sidewalk in front of Door 1 and the walk in front of the Berry Bowl lobby. (In case of bad weather, two pupils only would be permitted each in the front main lobby and in the gym lobby. Specific approval to distribute material inside would be required each time.)
- Time--7:40 a.m. to 7:55 a.m. and 3:10 p.m. to 3:20 p.m.
- Approval--The previous day or earlier by the Principal or Assistant Principal. For materials not readily classifiable or approvable please allow for more time (several days) for administrator to classify the materials.
- Littering--all distributed items which are dropped in the immediate area (on the front sidewalk and lawn to the street, for example, or the inside lobbies and adjacent corridors for 50-75 feet) must be removed by persons distributing material. Wastebaskets shall be provided.
- Unacceptable items:
  - So-called hate literature which scurrilously attacks ethnic, religious, and racial groups, other irresponsible publications aimed at creating hostility and violence, pornography, and similar materials are not suitable for distribution in LHS and on LHS grounds.
  - Materials denigrating to specific individuals in or out of LHS.
  - Materials which are designed to solicit funds, unless approved by the Superintendent or his assistant.
- Acceptable materials--Materials not mentioned above unless the Principal or Assistant Principal must be convinced that the item would materially disrupt class work or involve substantial disorder or invasion of the rights of others.
- Appeal--Any petitioner denied approval may appeal to the Superintendent, then to the Board of Education.

## **EMERGENCY DRILLS**

The school complies with all fire safety laws and will conduct fire drills in accordance with state law. We will have two disaster drills per semester and monthly fire drills during the school year. Teachers will explain the detailed procedures during the first week of school. Students are requested to become aware of the directions for the room in which they are and go quickly to the appointed exit area. Tornado drills will be conducted using the procedures prescribed by the state. The disaster procedures and safe areas along with the fire drill exits and procedures are posted in each classroom.

## **FIELD TRIPS**

The following guidelines are designed to ensure the safety of all LHS students participating in LCSC-sponsored field trips.

- All field trips must comply with LCSC policy guidelines set forth in the LCSC policy manual.
- Only field trips of an educational nature may be taken. Arrangements are made by the classroom teacher and approved by the building administrator.
- School trips should be pre-planned and careful supervision is to be provided.
- A certified staff member must be on bus transporting students.
- Buses are to be requested from the Director of Transportation at least five school days prior to departure.
- The building administrator is responsible for assigning a teacher and adequate supervision to each group.
- LHS-chaperone/student ratio will be no more than 1:10. Middle and elementary ratios are to be determined by the building administrator.
- No less than four (4) students should be in a group at one time.
- All teacher/adult chaperones must have a student roster listing names, addresses and phone numbers.
- Bus drivers on all out of town field trips will be assigned a cell phone when the trip requires travel outside the LCSC's radio range. This phone must be on and carried at all times by the bus driver.
- The bus driver's cell phone number will be provided to students when appropriate – i.e. field trips in downtown Chicago or other large cities where students may get separated from the group.
- A trip itinerary of the day/days' events and a listing of the bus driver's cell phone number, the teacher/adult chaperone's cell phone number (if available) and the school number will be provided to each student.
- All teacher/adult chaperones must take a roll call of students when going from one location to another.
- All students must have trip insurance for field trips outside of Cass County.
- The Emergency Medical Authorization Permit must be signed by parent/guardian and on file in the school's office for all out of state and overnight field trips.
- Parents/guardians, who wish to have their child released to them prior to the students' return to school, must notify the teacher prior to the child being released. The teacher will document the notification.
- The above guidelines will be reviewed by teachers and chaperones prior to each field trip.
- We are unable to refund field trip reservation fees in the event that a student is unable to attend a trip.

## **HOMEWORK AND MAKEUP POLICY**

### **Homework**

Homework is an assignment given to a student for completion outside of the usual instructional time period. It is an extension of class work related to the standards-based curriculum being studied. Homework is an integral part of assessment, but should not lead to significant grade inflation or deflation. All homework should be for the benefit of mastery of standards for each student. If a teacher realizes homework is routinely not completed, the teacher should implement alternative teaching strategies in order to accomplish student mastery of standards.

#### **Definition**

Homework should be designed to be independent practice which follows guided instruction in the classroom. It is one vehicle that can assist schools in emphasizing the partnership needed between home and school in the educational process of their children.

#### **Purpose**

1. To review, reinforce or extend classroom learning by providing practice and application of knowledge gained.
2. To provide opportunities for standards-based enrichment activities.
3. Homework should always serve a valid learning purpose; it should never be used as a punitive measure.

## **Value**

Evaluation of student progress should be based on authentic assessment, and homework should be an integral part of authentic assessment. Homework should not lead to significant grade inflation or significant grade deflation. Homework should not normally raise or lower a student's grade by more than one letter grade.

## **Time Guidelines**

The number, frequency, and degree of difficulty of homework assignments should be based on the ability and needs of the student.

The average student should spend approximately this length of time on homework:

- Grade 9, 10: 6-10 hours per week
- Grade 11, 12 8-12 hours per week

## **Access and Make-up Work**

When a child is absent and homework is requested by noon, the homework will be provided by the end of the school day.

Upon return to school, the teacher will provide the student with all missed assignments. The student will have as many school days to make up the work as the number of school days missed.

The teacher will grade make-up work and the student will have the opportunity to receive full credit.

## **IDENTIFICATION CARDS**

All students shall be issued a student identification card when they enroll. These ID cards are to be carried with the student at all times in LHS or at LHS activities. If a staff member asks for the ID card, it must be presented to them. If you lose your ID card you must report it to the office immediately. The cost of replacing the card is the responsibility of the student. If you withdraw from LHS this ID card must be turned in to the Deans' Office.

## **INSURANCE**

Parents may purchase student insurance at a reasonable rate. Application forms are available at registration or Athletic office. Students who participate in athletics are encouraged to have some form of insurance.

## **LIBRARY**

One of the most important rooms in LHS is the library. You may obtain a student handbook explaining the materials available and the regulations governing the use of the library from the head librarian.

## **LOCKERS**

Each student shall be issued a locker and combination at the beginning of the school year. Lockers are LHS property and must be treated as such. Any problems with lockers shall be referred to the Dean's Office immediately. **Students should never reveal his or her locker combination to anyone. Students shall not share lockers with other students.** Any theft from a locker must be reported to the Dean's Office immediately. Administrative staff and/or his or her designee may search lockers if there is reasonable suspicion to believe that it contains inappropriate or illegal items.

## **LOCKDOWN / SEVERE WEATHER SITUATIONS**

Students will NOT be released to parents during an emergency school lockdown or during a severe weather situation. All students will be required to report and remain in their assigned locations until conditions are safe. These procedures have been established for the protection and safety of our students.

## **LOST AND FOUND**

The Lost and Found is located in the Deans' Office.

## **NURSE'S OFFICE**

Students must report to the Nurse's Office during passing periods when ill. If while the student is in the classroom, he or she becomes ill and is unable to wait until the end of the class; the teacher will call the nurse and send student with a pass to the Nurse's Office. After nursing assessment, the nurse and/or the student will call parents/guardians from the Nurse's Office. Students may not call parents/guardians outside of the Nurse's Office. Students are not permitted to go home without the permission of the nurse. Failure to report to the nurse before leaving school ill will result in truancy.

## **Medication Policies**

The purpose of administering medication during school is to help each student maintain an optimal state of health. Due to safety issues, medication should be given at home whenever possible.

The following rules apply:

## **Medication Guidelines**

- No medication shall be given without written parent/guardian permission (no verbal orders accepted).
- Prescription and non-prescription medication must be brought to and stored in the nurse's office in the original container (no baggies, samples, etc.), must be age appropriate, and need to be given during school hours (if less than 4 times daily may be given at home).
- Prescription medication must be brought to the nurse's office and:
  - Original container labeled with pharmacy label, student name, and correct dosage, and specific, accurate instructions. Certain conditions/situations will require written doctor's orders.
- Changes in medication must be documented by the pharmacy label and the parent/guardian.
- Students may take medication home with written parental permission.
- No medication shall be given that exceeds the Physician's Desk Reference recommended dosage.
- The Nurse must be informed of the purpose of the medication (Prescription and OTC).
- No medications shall be given for the first time by the nurse's office.
- No Herbal products or vitamin supplements shall be dispensed.
- All medication shall be kept locked in the nurse's office.
- No student shall have medication on person or property without following appropriate school guidelines.
- No medication shall be kept in the nurse's office over the summer. If not picked up, it will be destroyed.
- Permission for medication must be renewed each year.
- Failure to comply with medication guidelines/rules will result in discipline measures consistent with Alcohol/Drug possession.

## **Emergency Medications**

Special considerations are made for students who require emergency medications and parents should contact the nurse's office for assistance.

Physicians Orders (including any restrictions) required by Nurse

- Students returning to school after surgery or hospitalization
- After extended illness
- For significant injuries, concussions, crutches, elevator or wheelchair use
- Communicable diseases identified by nurse
- Other medical conditions identified by nurse (pregnancy, chronic conditions, etc.)

## **Immunization Requirements**

Immunization requirements are determined by the Indiana State Health Department, for specific grade/age requirements see: [https://chirp.in.gov/docs/Combination\\_2014-15\\_and\\_2015-2016\\_schedule.pdf](https://chirp.in.gov/docs/Combination_2014-15_and_2015-2016_schedule.pdf)

## **Medical Conditions, Special Diets or Allergies**

Parents should notify or update the school nurse if your child has or develops any health-related issues

## **Student Illness or Health Issue During School**

Students should not call parents outside of the nurse's office. Students who become ill or have a health issue during school, should report to the nurse's office for evaluation, if possible and non-emergent during passing period, as to not interrupt class or instruction time. If necessary, the nurse will contact parents or guardians. Students may only go home for illness or health related issues, with permission and appropriate documentation from the nurse's office.

## **Emergency Drug/Alcohol Assessment**

If a teacher or staff identifies a student exhibiting abnormal/suspicious behavior or odor; the student will be referred to Nurse's Office for assessment.

- The nurse will contact the Dean's Office and/or Assistant Principal for Student Services.
- If the assessment is abnormal, the Dean's Office or the Assistant Principal for Student Services will notify Logansport Police Department (LPD) and Superintendent's Office and appropriate discipline will be determined (see Alcohol/Drug Possession or Abuse). The Principal or his designee may arrange for a breath test for blood-alcohol or a chemical test of urine to be conducted if there is reasonable suspicion that a student is using or under the influence of alcohol, marijuana or a controlled substance.

- The nurse will notify parents/guardians of the results of the assessment (regardless of findings).
- Students who require repeated assessments (more than 2) will be referred for medical evaluation (at the parent/guardian's expense).

### **Medication in Student Vehicles**

Special pre-arrangements can be made for LHS students who have a legitimate need (determined by nurse) to keep and self-administer medication in personal vehicles (for use after normal school hours, 8am to 3:10pm). Under special circumstances and with special permission, LHS students may possess in personal vehicles the following OTC medications (in original containers-clearly labeled): Tylenol, acetaminophen, Motrin, Advil, ibuprofen, Midol, antacids, and cough and throat lozenges. Prescription medications such as certain antibiotics dosed accordingly may qualify for special permission as well (with the same requirements as prescription medication that is kept in Nurse's Office). Written parent/guardian permission is still required and to be kept on file in the nurses office.

All other OTC and prescription medications shall be kept in the Nurse's Office accordingly.  
Failure to follow medication rules/guidelines will result in discipline (see Alcohol/Drug Possession or Abuse)

### **PASSES**

No student will be permitted outside the classroom without a pass except during passing periods.

Passes may be obtained only from authorized personnel. Passes must be obtained prior to the time they are to be used. Do not ask a teacher to excuse you so that you can get a pass from another teacher.

When a student receives a pass from a teacher or LHS official, they are to present that pass to all appropriate LHS personnel who ask to see it. Only officially written hall passes are to be used. CCC students are not to be in the LHS part of the campus during their break time.

### **REASONABLE AFFECTION**

Hand-holding is the only display of affection permissible on LHS grounds. Sexual activity is not permitted.

### **STUDENT DIRECTORY INFORMATION**

Education records for students of the LCSC are governed by federal law and regulation. The requirements of these laws and regulations are contained in Board policy #610, entitled Student Records. Generally, this policy provides for the following:

- Records are confidential and may be disclosed only as provided in the policy.
- The policy concerns both elementary and secondary student education records.
- Parents/guardians have a right to examine their child's records at reasonable times if the child is less than 18 years of age and not attending a post-secondary institution or if the child is a dependent student as defined by Section 152 of the Internal Revenue Code.
- Students have a right to examine their records at reasonable times.
- Before education records are disclosed to third-parties, LHS requires a signed and dated written consent of (a) a parent/guardian of a student who is less than 18 years of age and not attending a post-secondary educational institution, or (b) a student who is at least 18 years of age or attending a post-secondary institution.
- Certain persons may examine education records without a parent's/guardian's or student's consent as provided in the above paragraph. These include school officials (who have legitimate educational interests) and officials of another school, school system, or institution of post-secondary education where the student seeks or intends to enroll.
- Directory information shall be released to media organizations (including radio, television, and newspapers), colleges, civic or school related organizations, and state or local government agencies without the consent of parent/guardian or student as provided in paragraph 5 above. Directory information includes the student's name, address, parent/guardian home and work telephone number, major field of study, participation in official recognized activities and sports, height and weight of members of athletic teams, dates of attendance, awards received, motor vehicle description (including license plate number), hair and eye color, race, sex, date of birth, height, weight, grade level, and other similar information which would not generally be considered harmful or an invasion of privacy if disclosed. A parent/guardian of a student less than 18 years of age or a student who is at least 18 years of age may object to disclosure of any of the categories of directory information by filing form FERPA-1 (Denial of Permission to Release Certain Directory Information Without Prior Written Consent) from the Principal's office no later than 14 calendar days from the beginning of each school year.
- Each student, former student, or graduate shall be permitted 10 free transcripts. There will be a \$2.00 charge for each additional transcript requested for former students or graduates.

## **STUDENT RECORDS**

According to the Family Educational Rights and Privacy Act of 1974, school personnel may permit access to student records to any person for whom the parent/guardian has provided written consent. Should you transfer from LHS to another school, a copy of your official permanent record shall be sent by mail to the school where you enroll. The student and/or parent/guardian may examine the record if they choose. This service shall be performed without a charge to the student or parent/guardian.

## **RESPECT FOR PROPERTY**

Students are fortunate to have the use of excellent facilities. We should applaud the extensive effort put forth by the citizens of our community to provide these facilities. Everyone using the building should show genuine respect for that effort by doing his or her part to keep the building in A-1 condition.

Students who exhibit disrespect to, damage, or destroy LHS property, shall be dealt with as outlined in the Consequence Matrix. LHS Administration shall recommend, when appropriate, that restitution be paid in cases where a student's actions cause damage to LCSC property or the person or property of staff and students.

## **SALE OF PRODUCTS, SERVICES, ETC.**

No one is permitted to make private sales of products, services, etc. within LHS or on LHS grounds, on buses, or at LHS activities without approval of the Board, Superintendent or Principal.

## **BEVERAGES**

Students may purchase beverages from the machines located in designated areas and at designated times. The consumption of beverages in classrooms is at the discretion of the teacher. We encourage students to drink water. Drinks with sugar are strongly discouraged.

## **SPECIAL STUDENT STATUS**

Special student status may be granted to a student at the discretion of the Principal. Special student status is generally reserved for unusual circumstances that create a hardship for the student to attend LHS on a regular basis. Some situations that may qualify for this status might include but are not limited to the following:

- A student who has been withdrawn from the regular school program for an extended period of time.
- A student who is pregnant and complications make it difficult for the student to attend a full day of classes, or a student has had a child and childcare needs make regular attendance difficult.
- A fifth year senior may be granted special status in order to complete only those classes needed for graduation.
- Special student status may be assigned for a student due to extreme hardship circumstances.
- A student may be granted special student status in order to audit a particular class.

Students who are given special student status are subject to the following guidelines:

- Special students may not be classified as a participating member of any class.
- Special students may not be eligible to participate in certain school activities due to the nature of the activity or condition causing him to be classified as a special student.

Loss of special student classification shall be determined by the Principal if sufficient reasons exist to warrant the loss of this status; some reasons that might cause this action to be taken are but not limited to:

- Failure to maintain satisfactory progress during any grading period as determined by the Principal and teachers involved
- Failure to attend classes on a regular basis or excessive tardiness
- A change in the circumstances that provided the justification for the need of special student status
- Any abuse of the privileges or conditions that were granted the student

## **STUDENTS IN THE BUILDING BEFORE AND AFTER SCHOOL**

Students are not to be in the building during non-school hours unless for an approved LHS activity supervised by a staff member.

On regular school days, students are encouraged to arrive at LHS no earlier than 7:35 a.m. unless they have a scheduled meeting, practice, or activity that is to be supervised by LHS personnel. For those students who have other reasons to arrive prior to 7:35 or for those students who arrive prior to 7:35 due to bus transportation, general supervision is provided in the cafeteria and the Berry Bowl from 7:35 until 7:50. **Students shall report to these areas and shall remain seated. Students are not permitted to stand or loiter in**

hallways, restrooms, stairwells, or entranceways before or after school.

## **TELEPHONE**

Students requiring the use of a telephone during the school day shall make that request in the main Office.

## **VISITORS**

Visitors with valid business purposes are permitted in the building, but must first report to the Main Office. All visitors are asked to park in the visitor spaces provided and enter the building through the main entrance. Visitors must obtain a visitor's badge and sign-in at the office. **NO EXCEPTIONS.**

## **II. ATTENDANCE POLICY**

Attendance and punctuality is important to all of our students at LHS. Students with poor attendance often lose interest in school, feel alienated from school activities, and have a lesser chance of graduating. Research indicates that there is a direct correlation between attendance and academic success.

LHS is also concerned that students develop a high standard of work ethic, which will be a significant factor when working with future employers. Dependability and punctuality are qualities that all employers look for in retaining or promoting future employees.

### **ABSENCE DEFINED**

Absence is defined as missing the entire school day or any part (period) of a day for any reason. If a student is tardy to class beyond 10 minutes, this is considered an unexcused absence.

Chronic absenteeism due to health-related symptoms complicates the provision of educational services and the ability of a student to learn in an organized manner. Schools report that chronic absenteeism due to alleged health problems is a significant issue for administrators and teachers. In addition, both federal and state law require schools to have written procedures for the identification, location, and evaluation of students with disabilities as defined by the various statutes (See Section 504 of the Rehabilitation Act of 1973 (34 CFR & 104.32)), the Individuals with Disabilities Education Act (20 USCA & 1412 (a) (3)) and 511 IAC 7-25-2 (Indiana Administrative Code).

### **LIMIT ON ABSENCES**

LHS policy allows each student to have ten (10) absences per semester/per class. ALL absences **must be verified** by the parent/guardian, so students are not counted as truant. Unexcused absences count toward this maximum of ten days. After the tenth absence in a single class period, the student will be removed from class and placed in a study hall. Continuation of school attendance after the tenth absence may be subject to the student complying with conditions (e.g. a doctor's note will be required) regarding any additional absences.

The Board considers the following for excused absences:

- illness verified by a note from a physician
- required court attendance
- professional appointments – Parents are encouraged to schedule medical, dental, legal, and other necessary appointments other than during school hours. When appointments are necessary during the school day, the student shall report back to school immediately after the appointment with a signed statement from the doctor, dentist, lawyer, counselor, etc.
- death in the immediate family or of a relative
- observation or celebration of a bona-fide religious holiday in accordance with Policy [5223](#)
- maternity
- military connected families' absences related to deployment and return
- Students are permitted days during which they may visit colleges or universities. Juniors are permitted one such day, while seniors are permitted two.
- such other good cause as may be acceptable to the Superintendent or permitted by law

## EXCEPTIONS TO THE COMPULSORY ATTENDANCE LAW

Only the following absences authorized by the state of Indiana will be considered exempt from the Compulsory Attendance Law. Absences requiring documentation and/or verification must be on file, within two (2) school days after the student returns, in the Dean's Office to receive the exemption:

- service as a page or honoree of the general assembly (I.C. 20-33-2-14)
- service on a precinct election board or helper to a political candidate on the date of an election (I.C. 20-33-2-15)
- subpoena to appear in court as a witness in a judicial proceeding (I.C. 20-33-2-16)
- service in active duty with the National Guard for not more than ten (10) days (I.C. 20-33-2-17)
- participating as a member of the Indiana wing of the civil air patrol for not more than five (5) days (I.C. 20-33-2-17.2)
- the student or a member of the student's household exhibits or participates in the Indiana State Fair for educational purposes (IC 20-33-2-17.7).
- participating in an educationally related non-classroom activity which is consistent with and promotes educational philosophy and goals of the school corporation, facilitates the attainment of specific educational objectives, is part of the goals and objectives of an approved course or curriculum, represents a unique educational opportunity, cannot reasonably occur without interrupting the school day, and is approved in advance by the school principal (I.C. 20-33-2-17.5)

In these cases, class work may be completed for full-credit. It is the student's responsibility to obtain missed assignments and complete all of the work on the due date established by the teacher.

## Unexcused Absences

Any absence that is not an excused absence or an exception to compulsory attendance contained in Policy [5200](#) is an unexcused absence.

## ATTENDANCE PROCEDURE

Verification of student absences is the responsibility of the parents (IC 20-8.1-3). Parents/guardians are requested to call the Dean's Office at 753-0441, ext. 4244 by 8:30 A.M. if a student will be absent, tardy, or plans to leave school for an appointment. Parents/guardians who are unable to call on the day of the absence MUST call the Dean's Office by 8:30 A.M. of the following school day or it will result in an unverified/unexcused absence. All doctors' and/or medical excuses are to be turned in to the Dean's Office immediately upon the student's return to class. Failure to provide doctors' and/or medical excuses shall result in an unexcused absence.

Extenuating circumstances, such as but not limited to family emergencies, death in the immediate family, may be resolved simply by calling the Attendance Officer at 753-0441, ext. 4244 to discuss the situation.

Written documentation by the student's physician is required to confirm a contagious, chronic, or debilitating condition that would cause them to exceed five (5) unexcused days.

Attendance is taken each period of the day. Absences are defined as missing the entire school day or any part (period) of a day for any reason. If a student is tardy to class beyond 10 minutes, this is considered an unexcused absence. ALL excused absences count toward the total allowed per class period. Any student reaching the eleventh (11<sup>th</sup>) absence in any class will be removed from the class and placed in study hall.

LHS firmly believes that with a combined focus by both home and school, our students are capable of good daily attendance and punctuality. The following interventions will be in place so that parents/guardians are aware of the attendance record(s) of their children:

## FIRST (1<sup>ST</sup>) ABSENCE:

The automated phone dialer will contact parent/guardian of absence via telephone.

#### SECOND (2<sup>ND</sup>) ABSENCE:

The automated phone dialer will contact parent/guardian of absence via telephone.

#### THIRD (3<sup>RD</sup>) ABSENCE:

The automated phone dialer will contact parent/guardian of absence via telephone.

#### FOURTH (4<sup>TH</sup>) ABSENCE:

The automated phone dialer will contact parent/guardian of absence via telephone. The Attendance Officer will contact the parent/guardian by telephone and/or letter.

#### FIFTH (5<sup>TH</sup>) ABSENCE:

The automated phone dialer will contact parent/guardian of absence via telephone.

#### SIXTH (6<sup>TH</sup>) ABSENCE:

The automated phone dialer will contact parent/guardian of absence via telephone. Parent/guardian and student will meet with or confer by telephone with the Attendance Officer.

#### SEVENTH (7<sup>TH</sup>) ABSENCE:

The automated phone dialer will contact parent/guardian of absence via telephone.

#### EIGHTH (8<sup>TH</sup>) ABSENCE:

Attendance officer will call to set up a conference with student's parents.

#### NINTH (9<sup>TH</sup>) ABSENCE

Student will meet with the attendance officer.

#### TENTH (10<sup>TH</sup>) ABSENCE

Student will meet with the attendance officer

#### ELEVENTH (11<sup>TH</sup>) ABSENCE

Student will be removed from class and placed in a study hall.

Students absent (unexcused) from study hall shall receive the following consequences:

- 6 – 3 days of Lunch Detention
- 9 – 3 day OSS

### **CERTIFICATE OF A CHILD'S INCAPACITY**

Whenever a student, for medical reasons, misses any one class more than three (3) times during any semester, the school can request the parent/guardian to provide the school with a Certificate of Incapacity (I.C. 20-8.1-3-20). A licensed physician must complete the certificate. Forms will be provided by LHS and must be returned following the scheduled conference with the student and parent/guardian.

### **COMPULSORY ATTENDANCE – DUTY OF PARENTS/GUARDIANS**

It is unlawful for a parent/guardian to fail, neglect, or refuse to send his or her child to a public school for the full term as required under this chapter unless the child is being provided with instruction equivalent to that given in the public schools. **Any person knowingly violating this chapter commits a Class B misdemeanor, which is punishable by imprisonment and/or a fine. (IC 20-8.1-3)**

### **EXCEPTIONS TO THE COMPULSORY ATTENDANCE LAW**

Only the following absences authorized by the state of Indiana will be considered exempt from the Compulsory Attendance Law. Absences requiring documentation and/or verification must be on file, within two (2) school days after the student returns, in the Dean's Office to receive the exemption:

- Serving as a page in the Indiana General Assembly.
- Appearance in court pursuant to a judge's order.
- Serving active duty for the Indiana National Guard for not more than ten (10) days in a school year pursuant to orders.
- Working at the polls on Election Day with prior approval of the Principal and written verification from poll official.
- Religious holidays or observances; request must be made in writing by the parent/guardian prior to the absence.
- Such other good cause as maybe permitted by law.

In these cases, class work may be completed for full-credit. It is the student's responsibility to obtain missed assignments and complete all of the work on the due date established by the teacher.

## **EXIT INTERVIEW**

According to State law (IC 20-33-2-28.5, Section B), students between the ages of 16 and 18 must have the approval of parents and Principal to withdraw from school and can only withdraw for these reasons:

- financial hardship and the individual must be employed to support the individual's family or a dependent; or
- illness; or
- by an order by a court that has jurisdiction over the child

The student, the student's parent/guardian, and the Principal are required to be present at an exit interview. All must agree to the withdrawal or the student will remain in school.

At least five (5) days before holding an exit interview LCSC shall give notice that the exit interview will include a hearing to determine if the reason for the student's withdrawal is due to one of the reasons listed above. If the Principal determines that the reason for the student's withdrawal is not due to one of the above reasons, both the student and the parent/guardian will receive a copy of the determination. State law requires principals to "deliver" by certified mail or personal delivery to the Bureau of Child Labor a record of the individual's failure to return to school so that the Bureau of Child Labor revokes any employment certificates issued to the individual and does not issue any additional employment certificates to the individual. Students who drop out before age 18 without parent's and/or school's permission also risk losing their driver's licenses.

## **LEAVING SCHOOL PRIOR TO DISMISSAL TIME**

No student will be allowed to leave school prior to dismissal time without a written request signed by the parent, a phone call to the dean's office, or without the parent coming to the Dean's Office to request the release. No student will be released to a person other than a custodial parent without a phone call or permission note signed by the custodial parent or other legal authorization. Students on attendance probation and/or county probation who, at the Nurse's discretion, present a measurable, objective symptom of illness (e.g. elevated temperature), shall be sent home only through the Nurse's Office.

## **RE-ENROLLMENT**

A student who wishes to enroll at LHS and has a prior pattern of not completing the semester is subject to an administrative decision prior to allowing enrollment. The student and/or parent/guardian will receive a written determination of the administrative decision. The parent/guardian or student in accordance with the provisions set out in IC 20-8 may make an appeal of the administrative decision. 1-5-14. Factors to be considered in the determination will include but not be limited by the following:

- The number of times the student has been enrolled in high school
- The reasons the student did not complete the prior enrollment
- The age of the student
- The number of credits the student needs to obtain a diploma from LHS

## **REMOVAL FROM CLASS**

Students removed from four (4) or more classes in any semester will be considered chronic absentees. Expulsion procedures may be initiated at this point. The eleventh (11<sup>th</sup>) unexcused absence and/or fifteenth (15<sup>th</sup>) tardy will result in the student being removed from class and placed in study hall for the remainder of the semester. Students removed from class due to absenteeism or tardiness shall not receive credit in that class. Students removed from class for attendance/tardy violations will not start credit recovery until the class from which they were removed has been completed.

LHS (as issuing officer of Employment Certificates) may deny an Employment Certificate to a student:

- whose attendance is not in good standing; or
- whose academic performance does not meet LCSC standards.

A student may appeal the denial of the certificate under subsection (a) to the school Principal.

(As amended by Acts 1977, P.L. 244, SEC.6; P.L.37-1985, SEC.7; P.L.106-1992, SEC.3.)

An Employment Certificate issued under this chapter may be revoked by the LHS (as issuing officer) if there has been a significant decrease in any of the following since the issuance of the permit:

- The student's grade point average (below 1.7).
- The student's attendance at LHS.

A student whose employment certificate is revoked under subsection (a) is entitled to a periodic review of the student's grade and attendance record, or both, to determine whether the revocation should continue. A periodic review may not be conducted less than one (1) time each school year.

If upon review the issuing officer determines that the student's grade point average or attendance, or both, have improved substantially, the issuing officer may reissue an employment certificate to the student.

A student may appeal the revocation of an employment certificate under subsection (a) or the refusal to reissue an employment certificate under subsection (c) to the Principal.

An issuing officer who revokes an employment certificate shall immediately send written notice of the revocation to the child's employer.

(As added by P.L.126-1990, SEC.9. Amended by P.L.106-1992, SEC.9.)

### **TARDY POLICY**

Tardiness is considered a serious disruption of the educational process. A student will be considered tardy whenever he or she appears unauthorized or unexcused beyond the scheduled time that class or assigned activity is scheduled to convene and/or not being prepared for class at the designated start time.

Teachers will record all tardies at the beginning of each period.

Tardies accumulate each semester. Students will start each new semester with a "clean slate".

School begins promptly at 8:00 A.M. Students must plan to arrive at LHS early enough to get to their class and be seated before the bell rings. Students arriving after 8:00 must sign in at the Main Office.. Students arriving more than ten minutes late for first period will be counted as an unexcused absence unless legal or medical documentation is presented to the Attendance Office

## **Logansport High School Tardy Policy**

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Previously, each teacher recorded individual student tardies for each of their class periods. Now, the LHS administrative team will be using an automated tracking system, which will record student tardies.

The Tardy Process will include the following:

- After each tardy bell has rung, teachers will close their doors and students will not be allowed to enter. Students who are not allowed to enter after the tardy bell are counted as tardy.
- Tardy students will then be required to report to the Dean's Office to check in and receive a pass in order to be admitted into their class. Students must have their ID's in order to receive the required pass.
- Please note that tardies are recorded by individual tardy to class. Therefore, it is important that students arrive to class on time in order to avoid any consequences. (Please see chart below.)
- Finally, student tardies are documented per semester. At the beginning of the 2<sup>nd</sup> semester, all students will begin with zero tardies, eliminating any previous infractions.

## Logansport High School Tardy Policy and Consequence Chart

| Offense                                                                             | Consequence                                                                        | Additional Information                                                                                                                         |
|-------------------------------------------------------------------------------------|------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------|
| 1 <sup>st</sup> , 2 <sup>nd</sup> , and 3 <sup>rd</sup> Tardy                       | Warning, automated phone dialer will call home                                     |                                                                                                                                                |
| 4 <sup>th</sup> , 5 <sup>th</sup> , and 6 <sup>th</sup> Tardy                       | 3 Lunch Detentions, automated phone dialer will call home                          | Student will meet with the Attendance Officer.                                                                                                 |
| 7 <sup>th</sup> , 8 <sup>th</sup> , and 9 <sup>th</sup> Tardy                       | Full day of in School Detention                                                    | Parent conference with the Attendance Officer.                                                                                                 |
| 10 <sup>th</sup> Tardy                                                              | 1 Day Out of School Suspension                                                     | Student will meet with the Attendance Officer.                                                                                                 |
| 11 <sup>th</sup> Tardy                                                              | 2 Days Out of School Suspension                                                    | Student will meet with the Attendance Officer.                                                                                                 |
| 12 <sup>th</sup> , 13 <sup>th</sup> , 14 <sup>th</sup> , and 15 <sup>th</sup> Tardy | 3 Days Out of School Suspension                                                    | Student will meet with the Attendance Officer.                                                                                                 |
| 15 or more Tardies                                                                  | May include, removal from class, transfer to the alternative school, or Expulsion. | Determination will be made to whether the student stays in class and is assigned more discipline, or whether the student is removed from class |

Students tardy to study hall shall receive the following consequences:

- 3 – (3) Three Lunch Detentions.
- 6 – (3) Three Lunch Detentions.
- 9 – (3) Three Lunch Detentions.
- 12 – (3) Three Lunch Detentions.

A student shall NOT be counted tardy or absent if detained by another teacher, an administrator, or a counselor and presents a pass to his or her teacher. Students who present a medical slip to the Main Office upon arrival at LHS shall not be counted tardy. The student

is expected to secure a pass in order to be admitted to class without penalty.

## **TRANSFERS AND WITHDRAWALS**

All students who are withdrawing from LHS are required to complete the following procedures:

- Advise counselor of plan to withdraw from LHS.
- Complete all proper withdrawal procedures.
- Return all LHS materials to appropriate personnel.
- Participate in an exit interview with the Principal if under the age of 18.

## **TRUANCY AND HABITUAL TRUANCY**

Truancy is the willful non-attendance of a student during the school day without parent/guardian/custodial permission and school authority's permission. Students must sign out at the Main Office before leaving the building. Truancy is considered an unexcused absence.

**A student who, without the permission of a parent/guardian, and/or designated school official(s), accrues more than ten (10) unexcused absences from class or assigned activity in one (1) school year, will be considered a habitual truant. (This amends IC 20-33-2-11).**

Truancy will be disciplined. The following disciplinary action will be followed:

**First Offense:** One (1) day OSS/ISS and a copy of the discipline referral mailed to parent/guardian explaining that next truancy will result in Three (3) days of OSS.

**Second Offense:** Three (3) days OSS/ISS and a copy of the discipline referral mailed to parent/guardian explaining that next truancy will result in Ten (10) days of OSS and a possible expulsion.

**Third Offense:** Ten (10) days of OSS with the recommendation for expulsion from LHS will be requested. (If under Compulsory Attendance Law, appropriate legal authorities will be contacted). A referral will also be sent to the Family Support Center. Students age 15-17 may also have driver's permits and licenses revoked.

## **III. GUIDANCE AND CURRICULUM**

### **ACADEMIC HONORS DIPLOMA**

- The purpose of the Academic Honors diploma is to encourage and reward students who pursue a rigorous, advanced course of study. Earning this diploma requires students to complete a curriculum of specific courses that will prepare students for the rigor of college coursework. It encompasses a wide variety of study and is intended to be available to a broad range of students. The awarding of the Academic Honors Diploma must be noted on the student's transcript.
- Additional state money is available for students who qualify for state financial aid. Students who complete the Academic Honors Diploma, attend an eligible Indiana college on a full-time basis, and who are eligible for state financial aid, may receive 100% of the previous year's tuition and fees for public colleges and universities and up to 100% of the state's approved tuition limit set for the private colleges and universities. Award amounts will vary upon each student's demonstrated financial need based on the FAFSA. You must maintain satisfactory academic progress at your college and demonstrate financial need to remain eligible for this state award.
- Correspondence courses for LHS students who are working toward the Academic Honors Diploma can only be sanctioned for use with prior approval by the Principal of LHS.

### **ADVANCED PLACEMENT COURSES**

Public post-secondary institutions will award credit to students who score "3" or higher on The College Board Advanced Placement Tests. Students electing an Advanced Placement course are required to take the national exam at the end of the second semester. Failure to take this exam will result in failure to receive credit for the second semester.

### **ALTERNATIVE EDUCATION AND CREDIT RECOVERY**

The goal of The Academy (offsite Alternative School) is to provide an alternative avenue by which each student attending may pursue excellence in academic knowledge, skills and behavior. The curriculum is standards-based and web-delivered. Each student has his or her own computer that they use to complete daily modules for a particular subject. Upon completion of the required course work, a credit will be given. The Academy strives to prepare students for life after school by helping them finish their academic studies and teaching them to be productive members of the community.

Students who may qualify for the program are:

- Students who intend to withdraw or have withdrawn from school before graduation
- Students who have been or on the verge of expulsion
- Students who have not succeeded in the traditional learning environment
- Absenteeism or truancy
- Students are a parent or an expectant parent and are unable to regularly attend the traditional school program
- Credit Recovery

The desired outcomes are:

- Students in our program will finish the needed credits and earn their diploma
- Students who are placed temporarily (e.g. alternative to expulsion), will earn credits, stay on track for graduation and earn their way back to the traditional LHS Campus

A student may be removed from The Academy for the following reasons:

- Lack of regular attendance
- Lack of adequate progress
- Lack of respect for other students and staff
- Violation of Logansport High School Student Handbook
- Violation of LCSC Internet policy

LHS also implements period-by-period credit recovery labs that run throughout the regular school day and replaces a student's study hall. Any student who has failed a course has the option of "retaking" the course in the Credit Recovery Class. The curriculum is on-line (Grad Point) and consists of the core courses in English, math, science, and social studies. Upon completion of the required course work, a credit will be given and the student will be assigned back to study hall or begin work on other needed credits to recover.

**Students who do not make adequate progress in credit recovery labs will be removed and placed in study hall for the remainder of the semester.**

### **ADVANCED PLACEMENT AND DUAL CREDIT COURSES**

Should a student elect an Advanced Placement or Dual Credit Course and determine that the course exceeds his or her academic needs, he or she may drop the course within the first two weeks of the semester. No audits shall be permitted for Advanced Placement or Dual Credit Courses.

### **AUDITS**

Situations regarding the auditing of a course will be reviewed as necessary. A conference will be held with parents/guardians, students, teachers, and the student's counselor to determine if the audit is appropriate. A student athlete who elects to audit a class must understand that he or she still must be passing in five solid subjects, and the "audit" does not count towards his or her eligibility. Audits will not replace the former grade or credit.

### **AUDITS FOR ACADEMIC HONORS DIPLOMA**

Audits will apply only to required courses in the Academic Honors Diploma (not Advanced Placement or Dual Credit Courses) in which a student earns a letter grade of D. The student must re-take the course and show a minimum grade of C-. Grade replacement exists for AHD Audits only.

### **CAREER ACADEMIC SEQUENCE**

This is a term used in the Core 40 Diplomas and simply means to choose your electives wisely and consider taking classes to explore your interests and to prepare for possible careers.

### **CERTIFICATE OF ACHIEVEMENT**

The Board shall award a certificate of course completion to a student who completes the minimum courses required for graduation but has not passed End of Course Assessments (ECA's) and does not meet diploma waiver requirements.

### **CERTIFICATE OF COMPLETION**

The Board shall award a certificate of completion to a student who is on a non-diploma track as determined by that student's Individualized Education Program (IEP).

### **CLASS RANK**

Class rank is determined by adding the cumulative value of all grades for all semesters and dividing the sum of all grades by the total number of cumulative courses.

### **COLLEGE AND CAREER SITE**

Learn More Indiana is a partnership of the Indiana Commission for Higher Education, the Indiana Department of Education, the Indiana Department of Workforce Development and the State Student Assistance Commission of Indiana, with additional support from Indiana's colleges and universities, USA Funds, and the Lumina Foundation for Education—all working together to provide information that supports learning. Learn More Indiana can be accessed at [www.learnmoreindiana.org](http://www.learnmoreindiana.org) or 1-800-992-2076.

### **COLLEGE VISITATION**

Juniors and seniors who wish to visit colleges during the school day may do so by completing the necessary form available in the Dean's Office. Juniors are allowed one day per year and seniors are allowed two. These absences are validated with documentation from the college visited.

### **COMMENCEMENT**

Diplomas shall be awarded at Commencement Exercises to all students who have met graduation requirements as prescribed by the Board of Education of the LCSC and the General Commission of the State Board of Education. These graduation requirements must have been completed within the twelve-month period immediately preceding the Commencement Exercises. Beginning with the class of 2001, a student must have completed all requirements for graduation in order to participate in the commencement exercises.

#### **OTHER REQUIREMENTS AND CONDITIONS FOR GRADUATION:**

- Diplomas shall be awarded only at the conclusion of the school year.
- Students, who complete graduation requirements after their eighth semester by correspondence or summer school, will receive their diploma upon successful completion of these requirements and proper notification of the completion of these requirements.
- Transfer students must attend for one full semester in order to be graduated from LHS.
- Foreign exchange students shall be permitted to participate in the Commencement exercises; however, they will receive only an Honorary Diploma.

A student may be denied participation in Commencement Exercises when personal conduct so warrants.

### **CORE 40 DIPLOMA**

Beginning with the graduating Class of 2011, all incoming students will be expected to complete one of the CORE 40 diplomas. (See full requirements for Core 40 Diplomas in the chart later in this section).

### **CORE TRANSFER LIBRARY**

The Indiana Core Transfer Library (CTL) was developed in Indiana to enable students to transfer college credits. A list of courses that will transfer among all Indiana public college and university campuses is within this website. Please access this website, <http://www.transferin.net/Pages/Home.aspx> and become familiar with this process.

### **DROP/ADD PERIOD**

Ordinarily, no changes shall be made **after the end of the spring semester**. All random course changes shall be denied. Second semester class changes may be discussed with your counselor and appropriate changes made by Christmas vacation if alternative classes are available. A student's class schedule will not be changed for the purpose of changing teachers. Student requests may not be granted due to the unavailability of certain classes or other scheduling problems.

### **SCHEDULE CHANGES**

Logansport High School students are encouraged to invest quality time in planning their schedules for the coming school year. Such planning should consist of consultation with parents, school personnel, fellow students, college personnel, and anyone who might provide insight in helping students make wise decisions in planning their academic programs.

The administration and counseling staff of Logansport High School allow ample time for students and parents to make a firm decision regarding the student's program plan for the following year. Each student is given the time from the initial scheduling meeting until **the end of the school year** to make revisions to the schedule as desired.

**After the end of the school year, changes in a student's schedule will be made for either semester for the following reasons only:**

- Errors made by the school in developing the schedule.
- The school's need to balance class sizes.
- Medical reasons with documentation.
- Change in program placement for students with learning problems, such as adjustments in or assignments to special services or resource classes.
- Request to take courses to qualify for the Academic Honors Diploma or Core 40.

- Failure of a course required for graduation.
- Failure of a prerequisite; i.e., anything that would prevent a student from going on to a requisite course as published in the Program of Studies.
- Failure of a course required for entrance into post-secondary education.
- Request to add a course required for college (with documentation from the college).
- Adding a seventh course to replace a study hall.
- A student has failed with a teacher previously in a course, and he/she gets the same teacher for exactly the same course.
- A student requests to attend the full year rather than be a mid-year graduate.
- Move-in students who may need a second or third study hall because we are unable to match courses.
- Adding a class to continue the sequence of a year-long course.
- Adding a required course in lieu of an elective class.

The rationale for adhering to only the above stated reasons for a schedule change is based upon: i) maintaining the academic rigor of the student's schedule; ii) the expectation that the parent and student carefully studied the Program of Studies in choosing the best curricular preparation; iii) the imbalance that occurs in the elective departments' enrollments; iv) the fact that staffing decisions are based upon student course selections and course changes could affect the balance of our staffing efforts.

Occasionally, there will be individual situations that will be reviewed by school personnel to determine whether or not a schedule change is needed. These situations will be considered by the student's teacher, parents, counselor, etc., and a recommendation will be made to the principal who will make the final decision.

#### **COURSE WITHDRAWALS**

1. A withdrawal after 15 school days in a semester course:
  - Becomes a "W" if a student is passing the course at the time of withdrawal which will not be factored into the student's cumulative GPA.
  - Becomes a "WF" if a student is failing the course at the time of withdrawal. A "WF" counts the same as an "F" when computing the grade point average.

Loss of credits will accrue to the student who has withdrawn from school due to dropping out completely or expulsion. No grades will be marked on the student's permanent record.

It is the school's position that schedule changes after the school year begins disrupt instructional time. Since staffing and the master schedule are determined by student course selection, students are expected to honor the commitment they make when selecting courses and the spring deadline for making schedule changes.

#### **DIPLOMA QUALIFICATIONS**

Earning an Indiana High School Diploma: Three ways to become eligible.

1. Pass the End of Course Assessments (ECA's); This ends with the class of 2018, ISTEP begins with the class of 2019.
2. Meet the requirements of the Evidence-Based Waiver. If a student does not achieve a passing score on the ECA's, the law further provides that the student may be eligible to graduate if the student does all of the following:
  - a) Takes the ECA in each subject area in which the student did not receive a passing score every school year after first taking the exam.
  - b) Completes remediation opportunities provided to the student by the student's school.
  - c) Maintains a school attendance rate of at least ninety-five percent (95%) with excused absences not counting against the student's attendance.
  - d) Maintains at least a "C" average or the equivalent in the courses comprising the 34 credits required for graduation by the State board. ("C" average is 1.67% at Logansport High School).
  - e) Obtains a written recommendation from a teacher of the student in each subject area in which the student has not received a passing score. The recommendation must be supported by the principal of the student's school, as well as by documentation that the student has attained the academic standard in the subject area based upon tests other than the ECA or classroom work.
  - f) Otherwise satisfies all state and local graduation requirements.

3. Meet the requirements of the Work-Readiness Waiver. Take the ECA(s) during your sophomore, junior, and/or senior years.
  - a) Complete English or Math labs offered each year by your school to prepare for the ECA retests.
  - b) Maintain a school attendance rate of 95 percent or better (with excused absences) over the course of your high school career
  - c) Have a "C" average in the courses required for graduation.
  - d) Satisfy any other state and local graduation requirements.

## **DUAL CREDIT COURSES**

Courses taught in high school, at local colleges, and through distance education (online classes), that meet both high school and college requirements often provide both high school and college credit. These courses are available to students at Logansport High School and Century Career Center. All Dual Credit Courses are weighted with a full honor point. Juniors and seniors who meet each of the colleges' criteria may earn college credit from the following institutions:

### **Ivy Tech Community College—no tuition**

- Century Career Center—
  - Numerous college credits available upon request
- LHS
- Pre-Calculus H M136/137 3 college credits per year
- Algebra 2 H M136 3 college credits per year
- English 12 Comp EngL111 3 credits per semester
- Intro to Lit 12 ENGL 206 3 credits per semester
- Exposition & Persuasion English 112 3 credits per semester

### **Ball State – \$25 per credit**

- Chinese 101 4 college credits per year
- Chinese 102 4 college credits per year

### **Indiana University --\$25 per credit**

- Calculus M211 4 college credits per year
- U.S. History H105 3 college credits per semester
- U.S. History H106 3 college credits per semester
- Biology L100 5 college credits per year
- Chemistry C101/C121 5 college credits per year
- Physics P221 5 college credits per year
- Spanish 150 3 college credits per year
- Spanish 200 4 college credits per year
- Spanish 250 3 college credits per year
- Literary Interpretation English L202 3 college credits per year
- Speech S121 3 college credits per semester

### **Trine University--\$20 per credit**

- Geology: Earth Science TR EAS273 3 college credits per year
- Economics ECO223 3 college credits per semester
- Sociology SOC 103 3 college credits per semester

## **DUAL CREDIT TECHNICAL COURSES AT THE CAREER CENTER**

The Dual Credit technical courses at CCC are unweighted and will count toward the Core 40 with Technical Honors Diploma.

| CCC Class                         | Ivy Tech                   |
|-----------------------------------|----------------------------|
| • Building Trades Technology I    | CONT 101 3 credits         |
| • Building Trades Technology II   | BCOT 104 3 credits         |
| • Auto Service Technology I       | AUTC 100 1 credit          |
| • Auto Service Technology I       | AUTC 107 3 credits         |
| • Auto Service Technology II      | AUTC 127 3 credits         |
| • Intro Health Science            | HLHS 100 3 credits         |
| • Medical Terminology             | HLHS 101 3 credits         |
| • Health Careers C.N.A.           | HLHS 107 5 credits         |
| • Welding Technology I            | INDT 114 3 credits         |
| • Welding Technology I            | WELD 108 3 credits         |
| • Welding Technology II           | WELD 207 3 credits         |
| • Early Childhood I & II          | ECED 100 and 101 6 credits |
| • Computer Aided Design           | DESN 102 3 credits         |
| • Computer Aided/Mechanical I     | DESN 103 3 credits         |
| • Intro Engineering Design        | PLTW DESN 102 3 credits    |
| • Principles of Engineering       | PLTW DESN 104 3 credits    |
| • Commercial Art & Graphic Design | VISC 115 3 credits         |
| • Digital Photography             | PHOT 104 3 credits         |

|                            | Vincennes University    |
|----------------------------|-------------------------|
| • Precision Machine I & II | PMTD 110 2 credits      |
| • Precision Machine I & II | PMTD 110L 1 credit      |
| • Criminal Justice I       | LAW 100 & 160 6 credits |
| • Criminal Justice II      | LAW 150 3 credits       |
| • Accounting               | ACCT 100 3 credits      |
| • Comp Tech Support IC3    | COMP 110 3 credits      |
| • Business Foundations     | MGMT 100 3 credits      |
| • Entrepreneurship         | ENTR 221 3 credits      |
| • Webpage Design I         | CWEB 151 3 credits      |

## **EARLY GRADUATION**

Students may elect to graduate from LHS before the end of the 8th semester provided the following conditions and requirements for graduation are met:

- The student has received a passing score on the English 10 and Algebra 1 End of Course Assessments and has met the school requirements for the Core 40 diploma, and has earned the total number of minimum credits. In doing so, the

student has met all graduation requirements as prescribed by the Board and the General Commission of the State Board of Education.

- The student must be enrolled as a full-time student.
- The student has completed all correspondence or other sources of credit before the end of the 8th semester.
- The student will receive a diploma during Commencement Exercises at the conclusion of the Spring Semester.

## **ENROLLMENT PROCESS**

Students new to LHS are required to enroll with their parents or legal guardian and shall make an appointment at the Logansport High School Guidance Office. When enrolling, parents must provide:

- a birth certificate or similar document and social security number;
- court papers allocating parental rights and responsibilities
- or custody (if appropriate);
- proof of residency;
- proof of immunizations.

Students enrolling from another accredited school must have an official transcript from the sending school in order to receive credit from that school. School officials will assist in obtaining the student's records if not presented at the time of enrollment.

## **Final Exams**

Requests by parents to the school to give students final exams early for jobs, vacations, and a variety other reasons are unfair when weighed against the priorities of students' attendance at school and the important business of finishing the grading period. The school calendar is published early to help parents and students schedule around final exam time. Final exams may not be given early.

The student, parent or legal guardian, and the school must cooperate to achieve the school's philosophy of education where school attendance is concerned; however, students must be encouraged to exercise self-discipline within the framework of the stated policy. The framework itself must be flexible enough for educationally sound exceptions.

It is the student's responsibility to request make-up work or schedule tests missed with each teacher either prior to the absence or upon returning to school. A student may NOT BE EXCUSED from school for a pre-arranged absence due to a planned family vacation if the absence occurs during the administration of final exams.

## **FX Policy**

**FX-ing (Retaking a required class for graduation that a student already failed):** At Logansport High School our policy allows a student who failed a core graduation requirement to retake that course that they failed. Therefore, when a student takes a course again and receives a higher grade – it is **the higher grade** that will be calculated into the student's Grade Point Average (GPA) while the previous F is not calculated in the GPA. The original F remains on the student's transcript, but does not calculate into the GPA.

## **GRADE LEVEL CLASSIFICATION**

Beginning with the Class of 2011, the following credit requirements are utilized to determine grade level classification and ensure a graduation in 4 years:

| <b>Year</b> | <b>Credits needed</b> | <b>Total Possible</b> |
|-------------|-----------------------|-----------------------|
| Sophomore   | 10 Credits            | 14 Credits            |
| Junior      | 20 Credits            | 28 Credits            |
| Seniors     | 30 Credits            | 42 Credits            |
| Graduation  | 40 Credits            | 56 Credits            |

## **GRADES - WEIGHTED**

The grade weighting policy for Logansport High School is intended to provide an incentive for students to accept the challenge of advanced course work. **Beginning with the class of 2011** our policy for weighted grades will be to assign a "weighted grade" for classes labeled as "Advanced Placement (A.P.) or Dual Credit College courses in the disciplines of English, Math, Science, and Social Studies. Weighted grade points are assigned to letter grades of A, B, C, or D only in the approved subjects. Advanced Placement classes taken at other high schools and given extra grade points will only be given if those same classes receive extra points at

Logansport High School. **Beginning with the Class of 2017**, honors courses in core academic areas will receive partial weight (.5). **Beginning with the class of 2017** school year, in order to earn the weighted (4.5 or 5 point conversion) grade assigned to the course, the student must complete the entire course. Any student dropping the course, prior to completion, will not receive a weighted grade for any portion of the course. The grade will be adjusted to reflect a 4 point conversion, rather than a 4.5 or 5 point conversion.

The following classes shall be weighted on a 4.5 scale (Beginning with the Class of 2017):

- English 9 Honors
- English 10 Honors
- Geometry Honors
- Biology 1 Honors
- World History Honors

**Cumulative Grade Point Average (GPA):** Students and parents should not assume that colleges and universities recognize Logansport's weighted grades in their GPA calculation or admissions formulas. Depending on who is reviewing a student's Grade Point Average (GPA), it can vary widely. High Schools, colleges, scholarships, and grant programs all make their own decisions about how they calculate a student's GPA. At Logansport High School, the CGPA is calculated by assigning each letter grade a numeric value. The sum of all semester grade points is then divided by the sum of all classes taken. Again, beginning with the Class of 2011 only AP and Dual Credit High School college courses will be on a 5-pt. conversation scale.

**THIS PRACTICE RESULTS IN WHAT IS KNOWN AS A "WEIGHTED" GPA. THE TOTAL OR CUMULATIVE GPA IS RE-CALCULATED EVERY SEMESTER STARTING IN THE NINTH GRADE AND IS REFLECTED ON A STUDENT'S TRANSCRIPT. THE CUMULATIVE GPA IS DIFFERENT FROM THE "SEMESTER" GPA THAT IS PRINTED ON OUR REPORT CARDS. LOGANSPORT LETTER GRADES ARE ASSIGNED ACCORDING TO THE FOLLOWING RATIONALE.**

#### **GRADING SCALE**

| Percentage | Letter Grade | 4-pt Conversion | 4.5 Conversion | 5-pt conversion |
|------------|--------------|-----------------|----------------|-----------------|
| 100-92%    | A            | 4.0             | 4.5            | 5.0             |
| 91-90%     | A-           | 3.7             | 4.2            | 4.7             |
| 89-88%     | B+           | 3.3             | 3.8            | 4.3             |
| 87-82%     | B            | 3.0             | 3.5            | 4.0             |
| 81-80%     | B-           | 2.7             | 3.2            | 3.7             |
| 79-78%     | C+           | 2.3             | 2.8            | 3.3             |
| 77-72%     | C            | 2.0             | 2.5            | 3.0             |
| 71-70%     | C-           | 1.7             | 2.2            | 2.7             |
| 69-68%     | D+           | 1.3             | 1.8            | 2.3             |
| 67-62%     | D            | 1.0             | 1.5            | 2.0             |
| 61-60%     | D-           | 0.7             | 1.2            | 1.7             |
| 59-0%      | F            | 0.0             | 0.0            | 0.0             |

#### **GRADUATION EXAM Beginning with the Class of 2012**

1. ISTEP: Algebra I ECA
2. ISTEP: English 10 ECA
3. Biology ECA

**2018-2019 ACT Test Dates****\*\*\*\*ACT Test administered at LHS**

| <b>Test Date</b>     | <b>Registration Deadline</b> | <b><i>(Late Fee Required)</i></b> |
|----------------------|------------------------------|-----------------------------------|
| September 8, 2018    | August 10, 2018              | August 11 – August 26, 2018       |
| ****October 27, 2018 | September 28, 2018           | September 29 – October 14, 2018   |
| December 8, 2018     | November 2, 2018             | November 3 – 19, 2018             |
| February 9, 2019     | January 11, 2019             | January 12 – 18, 2019             |
| ****April 13, 2019   | March 8, 2019                | March 9-25, 2019                  |
| June 8, 2019         | May 3, 2019                  | May 4-20, 2019                    |
| July 13, 2019        | June 14, 2019                | June 15-24, 2019                  |

**2018-2019 SAT Test Dates****\*\*\*\*SAT Test Administered at LHS**

| <b>Test Date</b> | <b>Registration Deadline</b> | <b><i>(Deadline For Changes)</i></b> |
|------------------|------------------------------|--------------------------------------|
| August 25, 2018  | July 27, 2018                | August 15, 2018                      |
| October 6, 2018  | September 7, 2018            | September 26, 2018                   |
| November 3, 2018 | October 5, 2018              | October 24, 2018                     |
| December 1, 2018 | November 2, 2018             | November 20, 2018                    |
| March 9, 2019    | February 8, 2019             | February 27, 2019                    |
| May 4, 2019*     | April 5, 2019                | April 24, 2019                       |
| June 1, 2019     | May 3, 2019                  | May 22, 2019                         |

# 2018-2019

## LHS Assessment Schedule

| Name of Assessment                                                                                                    | Window Begins        | Window Ends       |
|-----------------------------------------------------------------------------------------------------------------------|----------------------|-------------------|
| NWEA Fall<br>9 <sup>th</sup> and 10 <sup>th</sup> grade                                                               | August 15, 2018      | September 9, 2018 |
| ACT @ LHS                                                                                                             | October 27, 2018     | --                |
| SAT @ LHS                                                                                                             | October 6, 2018      | --                |
| Accuplacer Part 1<br>11 <sup>th</sup> grade                                                                           | October 1, 2018      | November 21, 2018 |
| PSAT<br>10 <sup>th</sup> and 11 <sup>th</sup> grade                                                                   | October 13, 2018     | --                |
| ECA, ISTEP(Winter) – Retesters ONLY<br>11 <sup>th</sup> and 12 <sup>th</sup> grade                                    | November 12, 2018    | December 11, 2018 |
| NWEA Winter<br>9 <sup>th</sup> and 10 <sup>th</sup> grade                                                             | November 27, 2018    | February 1, 2019  |
| WIDA ACCESS Annual Assessment<br>9-12 EL students                                                                     | January 14, 2019     | March 1, 2019     |
| Accuplacer Part 2<br>11 <sup>th</sup> and 12 <sup>th</sup> grade                                                      | February 11, 2019    | March 29, 2019    |
| ISTEP Part I – Applied Skills<br>10 <sup>th</sup> grade, 9 <sup>th</sup> Algebra, Biology, 11 <sup>th</sup> retesters | February 25, 2019    | March 22, 2019    |
| NWEA Spring<br>9 <sup>th</sup> and 10 <sup>th</sup> grade                                                             | March 18, 2019       | May 23, 2019      |
| ACT @ LHS                                                                                                             | April 13, 2019       | --                |
| ISTEP Part 2 – MC & GR<br>10 <sup>th</sup> grade, 9 <sup>th</sup> Algebra, Biology, 11 <sup>th</sup> retesters        | April 8, 2019        | May 3, 2019       |
| ECA (Spring) – Retesters ONLY<br>12 <sup>th</sup> grade                                                               | February 11, 2019    | May 3, 2019       |
| AP Chemistry                                                                                                          | May 9, 2019          | --                |
| AP English Literature<br>12 <sup>th</sup> grade                                                                       | May 8, 2019 8a-12p   | --                |
| SAT @ LHS                                                                                                             | May 4, 2019          | --                |
| AP Biology                                                                                                            | May 13, 2019 8a-12p  | --                |
| AP Physics C:Mechanics                                                                                                | May 13, 2019 12p-3p  | --                |
| AP Calculus                                                                                                           | May 14, 2019 8a-12p  | --                |
| AP English Language<br>11 <sup>th</sup> grade                                                                         | May 15, 2019 8a-12p  | --                |
| AP World History                                                                                                      | May 16, 2019 8a-12p  | --                |
| AP Statistics                                                                                                         | May 16, 2019 12p -3p | --                |
| AP European History                                                                                                   | May 17, 2019 12p -3p | --                |

## **GUIDANCE DEPARTMENT HOURS**

Guidance Counselors are available from 7:50 A.M - 3:20 P.M. Monday through Friday. Guidance Office hours are 7:30 A.M. – 4:00 P.M. Monday through Friday. Parents are welcome to call 753-0441 ext. 4236 to schedule an appointment.

## **STUDENTS WITH DISABILITIES**

In the case of a student with a disability (as defined in IC 20-35-1-2, Appendix E), the student's case conference committee may determine that the student is eligible to graduate if it determines that all of the following have occurred:

- The student's teacher of record, in consultation with a teacher in each subject area in which the student has not achieved a passing score, makes a written recommendation to the case conference committee. The recommendation must be supported by the principal of the student's school, as well as by documentation that the student has attained the academic standard in the subject area based upon tests other than the ECA or classroom work.
- The student meets all of the following requirements:
  - a) Retakes the graduation examination in each subject area in which the student did not achieve a passing score as often as required by the student's Individualized Education Program.
  - b) Completes remediation opportunities provided to the student by the student's school to the extent required by the student's Individualized Education Program.
  - c) Maintains a school attendance rate of at least ninety-five percent (95% to the extent required by the student's Individualized Education Program with excused absences not counting against the student's attendance.)
  - d) Maintains at least a "C" average or the equivalent in the courses comprising the 24 credits specifically required for graduation by the State board.
  - e) Otherwise satisfies all state and local graduation requirements.

## **STUDENT RECORDS**

The teachers, counselors, and administrative staff keep many student records. There are two (2) basic kinds of records—directory information and confidential records. Directory information can be given to any person or organization for nonprofit making purposes when requested, unless the parents of the student restrict the information, in writing, to the principal. Directory information includes: a student's name; address; telephone number; date and place of birth; photograph; major field of study; participation in officially recognized activities and sports; height and weight, if a member of an athletic team; starting and ending dates of attendance; date of graduation; awards received; listing on an honor roll; scholarships; or any other information which would not generally be considered harmful or an invasion of privacy, if disclosed.

Confidential records contain educational and behavioral information that has restricted access based on the Family Education Rights and Privacy Act (FERPA). This information can only be released with the written consent of the parents, the adult student, or a surrogate. The only exception to this is to comply with state and federal laws that may require release without consent. Included in the confidential records may be test scores, psychological reports, behavioral data, disciplinary actions, and communications with the family and outside service providers. The LCSC must have the parents' written consent to obtain records from an outside professional or agency.

Confidential information that is in a student's record that originates from an outside professional or agency may be released to the parent through the originator and parents should keep copies of such records for their home file. Parents may also provide the school with copies of records made by non-school professional agencies or individuals.

Students and parents have the right to review all educational records generated by the LCSC, request amendment to these records, insert addendum to records, and obtain copies of such records. Copying costs may be charged to the requestor. If a review of records is wanted, please contact the Principal's Office in writing, stating the records desired. The records will be collected and an appointment will be made with the appropriate persons present to answer any questions there may be.

## **VALEDICTORIAN AND SALUTATORIAN**

The valedictorian shall be determined by the highest cumulative grade point average (CGPA) earned by any student pursuing a Core

40 with Academic Honors Diploma. The salutatorian shall be determined by the second highest CGPA earned by any student pursuing a Core 40 with Academic Honors Diploma. Students who intend to work for the Valedictorian and Salutatorian title must take 7 credit classes each semester. This stipulation allows for the students to compete fairly. This was established with the Class of 2013. The Class of 2019 is the last class to recognize Valedictorian and Salutatorian.

#### **BEGINNING WITH THE CLASS OF 2020**

**THE CLASS OF 2020 WILL BE THE FIRST CLASS TO RECOGNIZE SENIORS IN THE DISTINGUISHED GRADUATE PROGRAM. THIS RECOGNITION PROGRAM WILL BE GIVEN TO THE TOP 10% (APPROXIMATELY 30 STUDENTS) OF SENIORS ON THE ACADEMIC HONORS DIPLOMA WHO SCORE THE HIGHEST NUMBER OF POINTS IN A RUBRIC MADE UP OF: ACADEMICS, SERVICE AND LEADERSHIP, AND EXTRACURRICULAR ACTIVITIES. THOSE SENIORS ACHIEVING DISTINGUISHED (3%) AND COMMENDED (7%) GRADUATE WILL RECEIVE SPECIAL RECOGNITION AT GRADUATION.**

#### **WITHDRAWAL FROM SCHOOL**

LHS is dedicated to helping our students achieve academic success and believes that no student should be withdrawn from school without first attempting all appropriate academic options and interventions. In the event that withdrawal from school is deemed appropriate, an exit interview will be conducted by the Principal and attended by the student, parents/guardians (in the event that the student is not emancipated), and the student's guidance counselor.

### **IV. EXTRA-CURRICULAR AND CO-CURRICULAR INFORMATION**

Experiences in the student activity program are designed to help meet the leisure, recreational, social and emotional interests and needs of students. The experiences also provide opportunities for self-directed specialization in areas of the curriculum of particular interest to individual students.

The student activity program attempts to develop desirable social traits in situations providing opportunity for individual, small group and entire school participation. Under competent guidance, students share responsibility for selecting, organizing, and evaluating the activities and outcomes.

Students engaged in the activity program are expected to make positive contributions and to maintain high citizenship standards at all times. Students who manifest poor judgment standards in and/or out of school will be denied the privilege to represent LHS in public programs and may be denied the privilege to participate in all or part of the activity program for a period of time not to exceed one calendar year. Continued manifestations of poor judgment result in activity privileges being denied on a permanent basis.

### **ATHLETICS**

#### **ATHLETIC STATEMENT**

This section is designed to inform athletes and their parents or guardians of the rules, regulations and information that helped develop the rich tradition of competition at LHS.

Participation in high school athletics is a privilege, which carries with it varying degrees of honor, responsibility, and sacrifice. Since athletic competition at the high school level **is a privilege and not a right**, those who choose to participate will be expected to follow the Code of Conduct established by the Administration and other specific coaches' rules for their sport. Athletes represent their school and student body. Athletes are to conduct themselves in a manner that is acceptable to their family, the community, and LHS.

#### **ATHLETIC PHILOSOPHY**

The LHS Athletic Department recognizes that interested students should have the opportunity to develop their potential as athletes in activities appropriate to their level of ability. In this spirit, LHS provides a program of interscholastic athletics, which promotes participation for qualified students within the rules and regulations of the Indiana High School Athletic Association (IHSAA) and the LHS Athletic Department. It is the goal of our school to provide such opportunity as a further means of developing the intellectual, emotional and social maturity of our students, while at the same time teaching the importance and worth of teamwork and sportsmanship. LHS athletics also provide a unifying influence upon our student body and between our school and community. Finally, as is true in all aspects of education at LHS, our athletic program is committed to the pursuit of excellence, acknowledging that the quest itself is the most significant aspect of achievement.

## **ATHLETIC PROFILE**

LHS supports twenty-one (21) sports that offer 50 different teams to over 600 students in grades 9-12. Student-athletes are coached by over 50 men and women and participate in over 600 contests per year. Logansport is a member of the North Central Conference (NCC). Members are Anderson, Indianapolis Arsenal Tech., Kokomo, Lafayette Jefferson, Lafayette Harrison, Logansport, Marion, McCutcheon, Muncie Central, and Richmond. A conference All Sports Plaque is awarded to the girls' and boys' team that has accumulated the most points at the end of the year. There is also an NCC All Sports Award presented to the school with the highest point total of both the boys and girls sports.

## **ATHLETE DEFINED**

Athlete are those young men and women who represent a team that engages in interscholastic competition and further includes cheerleaders, mat maids, mascots, student managers, student trainers, and student statisticians.

## **RESIDENCY REQUIREMENTS**

To participate in athletics at LHS, a student must be properly enrolled and meet the LCSC and IHSAA participation requirements.

## **ACADEMIC ELIGIBILITY AT LOGANSPORT HIGH SCHOOL**

To be eligible for athletics a student must:

- Have passed five (5) credits or the equivalent during the previous grading period, with the semester grades taking precedence.
- Be enrolled and remain enrolled in five (5) full classes or the equivalent.  
(Audits and Incompletes CANNOT be counted towards meeting these requirements.)
- Students who are home schooled may participate in athletics provided they have enrolled in at least 1 full credit course at LHS and have completed all other IHSAA requirements.
- Students who have questions concerning eligibility should contact their coach, the athletic director, or principal **BEFORE** they endanger their athletic eligibility.

## **LHS ACADEMIC ELIGIBILITY REQUIREMENT**

LHS has implemented a GPA requirement for extra-curricular participation to emphasize the relationship of academic achievement to extra-curricular participation. In other words, you must achieve academically to qualify for extra-curricular participation. Participation in extra-curricular activities at LHS is contingent on students maintaining a 1.7 GPA average each nine weeks. Students not meeting that standard shall participate on a probationary status the following nine weeks. Students, who have less than a 1.7 GPA average for two successive nine weeks, are ineligible for participation in any extra-curricular activity until they raise a succeeding nine weeks grade average to a 1.7 GPA average. When a student falls below a 1.7 GPA average, staff members shall review the individual student's course of study to determine if appropriate services are being provided that student.

## **PHYSICAL EXAMINATIONS**

Every student-athlete is required by LHS and the IHSAA to have a physical examination completed and on file with the LHS Athletic Office before participating in any sport. This includes practices, open gyms, weight training, and conditioning programs. Physical exams are the responsibility of the athlete and his or her parents/guardians.

## **WHAT MUST BE DONE BEFORE YOUR FIRST PRACTICE**

Before participating in a practice/open gym/weight training program for any team, an athlete and his or her parent/guardian must have all forms required by LHS and the IHSAA completed, signed and on file in the Athletic Office:

- Physical examination form
- Insurance information
- If a transfer student-forms beginning the athletic transfer process

Transfer students new to LHS **CANNOT** compete in interscholastic contests until an athletic transfer is complete.

## **LEADERSHIP**

The Athletic Program is an integral part of LHS. As such, the responsibility of supervision lies with that of the LHS Athletic Director, Principal, the Superintendent, and the Board.

As a member of the IHSAA, the LHS Athletic Program accepts the practices, rules, regulations, and policies as set forth by the IHSAA; and finally, belonging to the NCC contributes to the advancement of competitive athletics with a wholesome interschool attitude.

LHS believes strongly in the educational value of athletics when properly administered. One of the most important outcomes is the mental and physical development of the men and women who represent LHS athletics. To achieve these values Athletes participating

on school teams are required to abide by the **Expected Standards of Conduct** listed below. These are in effect the **ENTIRE year (365 days)**.

### **ATHLETIC CODE OF CONDUCT**

- The good of the team is first and foremost. While individual needs are important, teamwork is an expectation.
- No player(s) will ever employ illegal tactics to gain an undeserved advantage. All players will devote themselves to being a true sportsman.
- All athletes will care for all equipment as though it were their own personal property. If equipment is destroyed through normal wear and tear during practice, LHS will replace the item(s). If equipment is lost or stolen, the athlete(s) will fulfill his or her responsibility by paying for replacement of item(s).
- All athletes will obey the specific training and practice rules of their team as given to them by the coaching staff.
- Athletes must not engage in negative activities. Possession of or drinking alcohol, possession of or taking controlled drug substances, possession of or using tobacco products, using profanity and being disobedient are harmful to athletes and their team. Maximum effort and performance cannot be attained by participation in these activities.
- All athletes shall manifest good judgment in and out of school.
- All athletes shall attend the practices and contests of the squad unless excused by the coach.

Students must be in attendance at school during the last four periods of the day to be eligible for extracurricular activities (practice or participate in inter-scholastic activities) that day. Exceptions would be pre-arranged absence and school-related functions. A pre-arranged absence would include medical, dental, and/or clinical appointment, college visitation, driver license examination, death in the family, jury duty, immigration, or the absences authorized by the state of Indiana considered exempt from the Compulsory Attendance Law:

- service as a page or honoree of the general assembly (I.C. 20-33-2-14)
- service on a precinct election board or helper to a political candidate on the date of an election (I.C. 20-33-2-15)
- subpoena to appear in court as a witness in a judicial proceeding (I.C. 20-33-2-16)
- service in active duty with the National Guard for not more than ten (10) days (I.C. 20-33-2-17)
- participating as a member of the Indiana wing of the civil air patrol for not more than five (5) days (I.C. 20-33-2-17.2)
- the student or a member of the student's household exhibits or participates in the Indiana State Fair for educational purposes (IC 20-33-2-17.7).
- participating in an educationally related non-classroom activity which is consistent with and promotes educational philosophy and goals of the school corporation, facilitates the attainment of specific educational objectives, is part of the goals and objectives of an approved course or curriculum, represents a unique educational opportunity, cannot reasonably occur without interrupting the school day, and is approved in advance by the school principal (I.C. 20-33-2-17.5)
- All athletes are expected to adhere to all other LHS policies as stated within the LHS Student Handbook or be subject to disciplinary action or dismissal from a team as determined by the rules, coaching staff, Athletic Director, and/or Principal of LHS.

### **Poor Conduct Penalties**

The following rules are specific examples of conduct that would violate the Code of Conduct set forth above. Conduct that is not covered by these specific examples, but that violates the principles is subject to disciplinary measures. Violation of these rules will result in the following minimal disciplinary action and all violations are cumulative for the athlete's high school career. All inappropriate behavior of athletes will be thoroughly investigated and appropriate consequences will be issued by the Principal, Athletic Director, or designee. All decisions will be final, and subject to the athletes due process rights contained herein.

#### **I. Possession or use of alcohol, tobacco products, or controlled substances will result in the following:**

##### First Violation:

In the event of possession or use of alcohol, tobacco products, or controlled substances, the athlete shall be suspended, based on a minimum of 30% of the IHSAA permitted regular season contests in the sport he or she is currently involved with or the next sport in which he or she has participated in the previous season. The suspension will begin the day after the Principal or designee has determined a rules violation has occurred.

- a) The athlete shall be required to undergo a complete substance abuse evaluation administered at a licensed substance agency/facility by a licensed substance abuse counselor.
- b) The substance abuse evaluation will be conducted at the athlete's expense and the athlete will secure documentation from the substance abuse agency where the evaluation was performed to validate attendance.

The athlete or his or her parent/guardian is responsible for submitting such documentation to the LHS Athletic Director.

- c) Should the evaluation indicate that treatment is recommended, it is the hope of LHS that the athlete will seek such treatment for the sake of their own health and well-being.
- d) Should the athlete not undergo the substance abuse evaluation prior to the end of the 30% suspension from athletic competition, the athlete will remain suspended from athletic competition until the evaluation is completed.
- e) Any athlete suspended from LHS for alcohol or substance abuse will be referred to the S.A.I.L.S. program to continue athletic participation in the future.

Second Violation:

The athlete shall be suspended from all athletic participation for one calendar year beginning on the day after the principal or designee has determined a rules violation has occurred. The athlete shall be required to undergo a complete substance abuse evaluation, at his or her expense, administered by a licensed substance abuse counselor, before he or she shall be permitted to resume athletic participation at LHS.

Third Violation:

The athlete shall be permanently suspended from participation in athletics at LHS the day after the Principal or designee has determined that a rules violation has occurred.

II. **Acting in a manner that brings embarrassment or shame to yourself and / or your school, or that negatively impacts the reputation of yourself or your school.**

Examples of such conduct include but are not limited to:

- 1. any illegal activity not mentioned above with alcohol, tobacco, and controlled substances.
- 2. any activity that is lewd, vulgar, obscene, indecent, or that portrays inappropriate sexual conduct;
- 3. any activity that degrades, or disparages any coach, activity sponsor, school official, or student.
- 4. **Social Media** – any inappropriate use of social media by a student
- 5. **Responsibility at Social Events** - Attendance at social events (parties, dances, etc.) is up to the athlete and his or her parents/guardians. However, athletes are expected to leave social events immediately where there is illegal use of controlled substances and/or alcohol.

First Violation:

When the Athletic Director has determined that an act of poor judgment, which includes but is not limited to theft, vandalism, or disorderly conduct has occurred, the athlete may be suspended temporarily or permanently from participation on the first violation. A committee consisting of the Athletic Director, and two additional administrative staff members will determine the punishment of any student-athlete in violation of this section

Second Violation:

The athlete shall be suspended from all athletic participation for a minimum of one calendar year or permanently from participation beginning on the day after the principal or designee has determined a rules' violation has occurred.

Third Violation:

The athlete shall be permanently suspended from participation in athletics at LHS the day after the principal or designee has determined that a rules' violation has occurred.

III. **Practice Attendance**

An athlete will not be able to participate in an interscholastic contest while under suspension. The athlete will not be able to practice while suspended from LHS for any such violation. Whether an athlete may practice with the team while under athletic suspension after the LHS suspension has been served is at the discretion of the individual coach. Any athlete that is suspended from some or all of a season may forfeit points and/or awards accumulated from the season.

IV. **Unexcused absences on the day of a contest.**

The athlete is ineligible to participate in the contest on that day.

Each Head Coach reserves the right to adopt reasonable additional rules and regulations for his/her own sport that will be provided to Administration.

### **Honesty Clause**

It is our intent to assist students with developing responsibility for their actions and encourage honesty. Any athlete who violates the Code of Conduct and self-reports will begin the suspension immediately. It is the hope of the Administration that the athlete will take advantage of the programs provided by LHS. By taking this course of action the athlete will be able to begin intervention programs and return to interscholastic competition much sooner than if the violation is not brought to the attention of school officials until a later date.

The "Honesty Clause" only applies to a first offense. ***In order to qualify, the athlete must notify the Athletic Director or Principal by 4:00 PM on the next school day*** after a violation has occurred. ***If the violation occurs during the weekend, over the summer or any other vacation period, the violation must be reported to a School Administrator within 48 hours.*** The student will receive a 50 percent reduction in contests missed.

### **Right to Appeal**

Each student-athlete will be given due process concerning disciplinary action, upon request. Each student-athlete will have seven (7) days to notify the athletic office, in writing, of their intent to appeal a second or third athletic code of conduct violation (Note: This Right to Appeal does not apply to first offenses). The students due process rights consist of the following:

- The parents and student will meet with the Athletic Appeals Committee. The AAC will consist of a LCSC head coach appointed by the Athletic Director, the Principal (or designee) and one non-coaching LHS staff member appointed by the Principal.
- The decision will be based upon a simple majority. The Principal is the presiding officer of the AAC. The decision of the AAC is final and binding.

The Responsibility of the Athletic Appeals Committee is to determine whether or not the discipline handed down is consistent with the code of conduct.

The AAC has the absolute discretion to determine the manner of presentation of facts/evidence to the committee.

### **MULTIPLE SPORT PARTICIPATION**

The LHS Athletic Department supports the concept of participating in more than one sport. LHS Head Coaches will not establish expectations "out of season" which would prohibit or restrict a student's participation in another sport which is "in season".

A student athlete who wishes to participate in more than one sport in the same season (fall, winter, spring) must have prior approval of the Head Coaches and Athletic Director. A schedule resolving all practice and competition conflicts must be established prior to the season and the student will be asked to designate a "primary" sport if necessary.

### **PARTICIPATION ON TEAMS OUTSIDE OF SCHOOL ATHLETICS**

Athletes who participate as members of any similar teams in the same sport season, not under the direct supervision and management of their school, shall not be eligible for participation on the school team. Participation in other sports while participating on a school team should only be done with the knowledge of the Head Coach.

### **CHANGING A SPORT**

If an athlete is cut from a team, he / she may join another team or program in that sport season with the receiving coaches' discretion. An athlete cannot quit one sport to join another sport *until that team is no longer competing*. For example; an athlete cannot quit football to try out for basketball until football season is completed. (Athletes may transfer from one sport to another during a season only upon mutual agreement of both coaches and the Athletic Director.) If an athlete is removed from a team for any reason (i.e. quitting, rule violation, grades, etc.), that athlete will not be allowed to participate in any practice or conditioning program *until completion of competition* for the team from which the athlete was removed. If the athlete wishes to appeal, a written appeal must be submitted to the Athletic Director.

### **CONFLICTS IN EXTRA-CURRICULAR ACTIVITIES**

LHS recognizes that every student should have the opportunity for a broad range of experiences in the area of extra-curricular activities. Students are also urged to use caution in attempting to "specialize" too much, thereby denying themselves a well-rounded

high school career. Students, however, should be cautious about participating in too many activities. Interscholastic sports at the high school level require a substantial time commitment, which usually extends Monday through Saturday from the first official day of practice until the end of the tournament series. A commitment to an LHS athletic team indicates that all non-school conflicts shall be resolved in favor of the high school team. This would not include such things as significant religious holidays, participating in a relative's wedding, a family member's funeral, etc.

If a conflict between activities arises, the student should notify the coach and/or sponsors involved and attempt to resolve the conflict as equitably as possible. If the conflict persists, the athlete may contact the Athletic Director or Principal or designee for assistance.

### **AWARDS**

In granting awards, the following items shall be taken into consideration:

- Value to the team and school.
- Cooperate with and have the good will of team members.
- Have ability as an individual performer and show improvement.
- Observe training rules.
- Display good sportsmanship.
- Attend practice regularly.
- Demonstrate true Logansport spirit and good judgment.
- Be scholastically eligible at the end of the season.
- Be recommended by coach, approved by the Principal, and accepted by athletic board.

### **ATHLETIC POINT SYSTEM**

Points shall be earned in the following manner:

- L award..... 50 points
- Junior Varsity award..... 50 points
- First varsity award ..... 150 points
- Second varsity award in same sport..... 200 points
- Third or more varsity award/same sport .. 300 points

An athlete who participates in two sports in the same season shall be awarded 100 percent of the first sport and 50 percent of the second sport.

#### **TYPES OF AWARDS:**

- **Non-varsity medal:** The first athletic award an athlete receives that is not a varsity award. Only one medal will be given to each athlete who qualifies.
- **Non-varsity certificate:** An athlete who is not awarded a varsity award and has already received his medal award will be given a certificate award.
- **Honor Letter-Certificate Award:** For fulfilling the general requirements of the individual sport, a six-inch chenille "L" is awarded to the athlete for the first major letter award. For additional honor letters a certificate shall be awarded.
- **Jacket Award:** A garment with a chenille letter shall be awarded to the athlete who has earned 650 points.
- **Senior Award:** A certificate shall be awarded to the senior who has won a jacket and earns additional letters as a senior. This certificate shall be awarded at the end of the recipient's senior year.
- **Harrison Smith Award:** An athlete who wins six letters in three sports shall be presented a plaque at the end of the athlete's senior year. The athlete must be participating in three sports his or her senior year to be eligible for this award.
- **Blanket Award:** An athlete who has received varsity awards in at least two sports and accumulated 1200 points will receive a Blanket Award in the spring of the recipient's senior year. The athlete must be participating in at least two sports during his or her Senior year.

### **SPECIAL RULES AND CONSIDERATIONS:**

- A participation letter shall be awarded to an athlete earning 150 points in one sport. However, an additional 150 points will not be counted toward a jacket because this is a participation letter and not an Honor Letter Award. The coach must recommend this award.
- An athlete who drops out of one sport to try out for another sport after receiving a varsity award, shall forfeit all points accrued in that sport unless cut or the coaches involved agree that this change is in the best interest of the athlete and the sports involved.
- Athletic letter awards may be worn only by those students who have been awarded the letter by the athletic board.
- The position of the letter award must be on the upper part of the left side of the jacket or cardigan sweater or placed on the center front of a slipover sweater.
- An individual who is injured and is unable to complete the requirements for an award may be awarded a letter or whatever award is due when recommended by the coach and with the approval of the Athletic Director.
- **In order for an athlete to receive an award and points for participation in a sport, he or she must be eligible for interscholastic competition at the end of the season.**
- Additional awards may be presented for conference and/or state championships. This award will consist of a special patch and will include "All Conference", "All State First Team", or "State Finalist".
- One jacket award is the maximum any one athlete may be awarded.
- Any head coach can recommend any athlete for an award subject to approval of the athletic board.
- There shall be no distinction between an athletic letter and a manager's letter.

### **SPECIAL AWARDS**

#### **DON MICHAEL AWARD:**

This award is presented to an individual who had to overcome physical obstacles to continue participation in athletics. This award was formerly presented by the FCA. The individual must be nominated by a coach and then selected by a vote of the Athletic Board. This award may not be presented every year, but only when the Athletic Board feels there is a worthwhile candidate. It will be presented at the Berry Bowl Awards before the entire student body.

#### **JOHN PRICE / SUE JONES AWARD:**

This award is presented to the most outstanding Senior athlete of the year based on participation, scholarship, and citizenship. The individual is selected by a vote of the Head Coaches, Dean, Assistant Principal(s), Principal, and Athletic Director. This award will be presented at the Senior Awards program.

### **CHEERLEADERS**

The cheerleaders and their sponsor are an important part of the athletic program. Considerable attention and screening should take place before selecting and training cheerleaders. Eligibility for the cheerleaders shall be the same as for an athlete, as well as other rules and regulations. Care should be taken to see that cheerleaders are respectfully and appropriately dressed.

### **STUDENT ASSISTANCE**

Any athlete suspended from athletics for alcohol or substance abuse shall be referred to the Student Assistance in Logansport Schools (S.A.I.L.S.) program. The athlete's name shall be submitted to the LHS Student Assistance Team.

## **CLUBS AND ORGANIZATIONS**

### **NATIONAL HONOR SOCIETY (NHS), STUDENT COUNCIL, CLASS OFFICER CODE OF CONDUCT AND PENALTIES**

LHS believes strongly in the educational value of National Honor Society (NHS), Student Council, Class Officers, and all other clubs when properly administered. One of the most important outcomes is the mental and leadership development of the men and women who represent LHS. To achieve these values NHS Members, Student Council Members, Class Officers, and all other club members in leadership roles participating are required to abide by the **Expected Standards of Conduct** listed below. These are in effect the

**ENTIRE year (365 days). It is to be noted that NHS Members also abide by *Article X* of the Discipline and Dismissal section of the NHS Constitution.**

### **EXPECTED STANDARDS OF CONDUCT**

- The good of the organization is first and foremost.
- NHS Members, Student Council Members, Class Officers, and other club leaders must not engage in negative activities. Possession of or drinking alcohol, possession of or taking controlled drug substances, possession of or using tobacco products, using profanity and being disobedient are harmful to NHS Members, Student Council Members, Class Officers, and other club leaders and their organization. Maximum effort and performance cannot be attained by participation in these activities.
- All NHS Members, Student Council Members, Class Officers, and other club leaders shall manifest good judgment in and out of school.
- All NHS Members, Student Council Members, Class Officers, and other club leaders shall attend the meetings/events of the organization unless excused by the sponsor.
- All NHS Members, Student Council Members, Class Officers, and other club leaders are required to be in school a minimum of one-half day in order to participate in activities unless the absence is verified by a parent or guardian.
- All NHS Members, Student Council Members, Class Officers, and other club leaders are expected to adhere to all other LHS policies as stated within the LHS Student Handbook or be subject to disciplinary action or dismissal from an organization as determined by the rules, sponsor and/or Principal or designee of LHS.

### **Poor Conduct Penalties**

The following rules are specific examples of conduct that would violate the Code of Conduct set forth above. Conduct that is not covered by these specific examples, but that violates the principles is subject to disciplinary measures. Violation of these rules will result in the following minimal disciplinary action and all violations are accumulative for the NHS Members, Student Council Members, Class Officer's, and other club leaders high school career. All discipline of NHS Members, Student Council Members, Class Officers, and other club leaders will be thoroughly investigated and appropriate consequences will be issued by the principal or designee. Those decisions will be final.

#### **I. Possession or use of alcohol, tobacco products, illegal drugs will result in the following:**

##### First Violation:

In the event of possession or use of alcohol, tobacco products, or illegal drugs, the NHS Member, Student Council Member, Class Officer, and other club leaders shall be removed from the organization. The removal will begin the day after the Principal or designee has determined a rules violation has occurred.

- a) The NHS Member, Student Council Member, Class Officer, and other club leaders shall be required to undergo a complete substance abuse evaluation administered at a licensed substance agency/facility by a licensed substance abuse counselor.
- b) The substance abuse evaluation will be conducted at the NHS Members, Student Council Members, Class Officer's, and other club leaders expense and the NHS Members, Student Council Members, Class Officers will secure documentation from the substance abuse agency where the evaluation was performed. The NHS Member, Student Council Member, Class Officer or his or her parent/guardian is responsible for submitting such documentation to the Principal or designee.
- c) Should the evaluation indicate that treatment is recommended, it is the hope of LHS that the NHS Member, Student Council Member, Class Officer, and other club leaders will seek such treatment for the sake of their own health and well-being.
- d) Should the NHS Member, Student Council Member, Class Officer, and other club leaders not undergo the substance abuse evaluation prior to the end their suspension from the organization the NHS Member, Student Council Member, Class Officer will remain suspended from the organization until the evaluation is completed.
- e) Any NHS Member, Student Council Member, Class Officer, and other club leaders suspended from LHS for alcohol or substance abuse shall be mandated to enroll in the RTI program to eligible for participation in the future.

##### Second Violation:

The NHS Member, Student Council Member, Class Officer, and other club leaders shall be suspended from participation in these organizations for the following school year after the Principal or designee has determined a rules violation has occurred. The NHS Member, Student Council Member, Class Officer, and other club leader shall be required to undergo a complete

substance abuse evaluation, at his or her expense, administered by a licensed substance abuse counselor, before he or she shall be eligible for participation in the future.

Third Violation:

The NHS Member, Student Council Member, Class Officer, and other club leaders shall be permanently suspended from participation in these organizations at LHS the day after the Principal or designee has determined that a rules violation has occurred.

## **II. Acts of Poor Judgment That Would Bring Discredit to LHS**

First Violation:

When the Principal or designee has determined that an act of poor judgment, which includes but is not limited to theft, vandalism, disorderly conduct has occurred, the NHS Member, Student Council Member, Class Officer, and other club leader shall be removed from the organization on the first violation. The Principal or designee will render the decision.

Second Violation:

The NHS Member, Student Council Member, Class Officer, and other club leader shall be suspended from participation in these organizations for the following school year after the Principal or designee has determined a rules violation has occurred.

Third Violation:

The NHS Member, Student Council Member, Class Officer, and other club leader shall be permanently suspended from participation in these organizations at LHS the day after the Principal or designee has determined that a rules violation has occurred.

## **III. Law Violation Other Than Traffic**

The penalty may be either temporary or permanent suspension from NHS, Student Council, Class Officer, and other club leader representation. The Principal or designee will render the decision.

## **RESPONSIBILITY AT SOCIAL EVENTS**

Attendance at social events (parties, dances, etc.) is up to the NHS Member, Student Council Member, Class Officer, and his or her parents/guardians. However, NHS Members, Student Council Members, Class Officers, and other club leaders are expected to leave social events immediately where there is illegal use of chemical substances and/or alcohol. All NHS Members, Student Council Members, Class Officers, and other club leaders must understand that failure to leave such events could result in disciplinary action or dismissal from an organization as determined by the rules, sponsor, and/or Principal or designee of LHS.

### **Self-Reporting Clause**

It is our intent to assist students with developing responsibility for their actions and encourage honesty. Any NHS Member, Student Council Member, Class Officer who violates the Code of Conduct and reports on him or herself will begin the suspension immediately. It is the hope of the Principal or designee that the NHS Member, Student Council Member, Class Officer, and other club leaders will take advantage of the programs provided by LHS. By taking this course of action the NHS Member, Student Council Member, Class Officer will be able to begin intervention programs and return to an organization much sooner than if the violation is not brought to the attention of school officials until a later date.

## **ACADEMIC COMPETITIONS**

The Academic Competition program aims to reinforce what is learned in the classroom and enhance student achievement in an accelerated environment. LHS participates in two academic competitions. In the fall, students may compete in Hoosier Academic Spell Bowl, and in the spring, students may join any of the five Hoosier Academic Super Bowl teams. Super Bowl teams include Math, Fine Arts, Science, Social Studies and English. Any student interested in participating may contact the Director of Academic Competition and listen to student announcements for opportunities to sign up.

## **ART/PHOTOGRAPHY CLUB**

The mission of the Art & Photo Club is to participate in LHS and community events while promoting goodwill throughout the Logansport area. The Art & Photo Club allows students to use their artistic skills in an extra curricular environment and encourages students to study art beyond high school through the Opal Lehnus Scholarship. Art & Photo Club is open to all LHS students. Dues are \$4.00 annually.

## **DRAMA**

- **Winter Fantasy** - A faculty-produced musical production given each year. Auditions for this production are in September and the production is in November. Casting is open to all LHS students.
- **Thespian Play** - A production presented by Troupe # 1577 of The International Thespian Society
- **All-School Production** - The Spring Play is a non-musical that is open to all students. Auditions are usually held in December. The performance is in February.
- **Drama Club** - Drama Club is open to all students. Its purpose is to support all LHS productions. The club also produces the annual Saturday Night Live production. Typically, it meets once a month.
- **Thespian Society** - Troupe # 1577 of The International Thespian Society is an organization dedicated to furthering of dramatic excellence at L.H.S. Members must have earned ten points, representing ten hours for each point, by working on some phase of the dramatic arts. The society works on all LHS productions throughout the year. It meets once a month.
- **Technical Theater Crew** (the Techies) - This group is comprised of an indispensable group of students who learn the workings of a theater from a "back stage" point of view. Techies learn to be proficient in stage lighting, rigging, sound, set construction, and pyrotechnics.

## **DIVERSITY CLUB**

- The Diversity Club is a service organization that was founded in 2008 and seeks to promote awareness of the benefits of a diverse school community. The club promotes and celebrates diversity by volunteering their time, experience, and expertise to a wide variety of school and community projects. Students in grades 9-12 from all backgrounds are eligible and encouraged to join this very active school group.

## **FOREIGN LANGUAGE CLUBS**

- **Chinese Club** - Membership is open to all Chinese students, plus L.H.S. students who have interest in Chinese language and culture. The purpose of the club is to give students additional contacts with Chinese culture in ways which are not readily suitable to classroom use. The club meets once each month.
- **Spanish Club** - Spanish Club membership is open to any student interested in the culture and customs of the different Hispanic countries. The club meets monthly after school.

## **KEY CLUB**

The Key Club is a service club for all students. The club operates under LHS regulations and draws its membership from the student body. It is sponsored in cooperation with LHS officials by the local Kiwanis Club composed of the leading business and professional men of the community. Through this sponsorship and association, the members learn more about the community and how it functions. They also learn what responsible citizens banded together in service clubs can do to make theirs a better community. Key Club also sponsors the following events:

- **Good Government Day** – Good Government Day is sponsored by Key Club in conjunction with LHS and the City of Logansport. It is routinely held on the first Monday in April and allows students to elect city officials for a day. The elected officials and appointed officials then job shadow their respective office holders on this day.
- **Ridenour Leadership Banquet** – The Ridenour Leadership Banquet is sponsored by Key Club in conjunction with the Administration of LHS. Named in honor of former long-time Berry coach Jim Ridenour, the program is routinely held on a Monday in early May and honors the top ten juniors and top ten seniors at LHS, as well as retiring teachers, foreign exchange students, and club presidents.

## **LHS S.A.F.E. CLUB**

The LHS S.A.F.E. Club (Student Association for the Environment) is intended to offer students opportunities and activities to promote and encourage environmental interest and awareness in their school and community. Examples of club activities are to explore careers, to help maintain the Berry Patch, to take fieldtrips, and to work with younger students. Any student enrolled in LHS is eligible to become a SAFE Club member.

## **MUSIC**

- **Band-Instrumental Music**

The goals of the Logansport Music Program are to promote musicianship, pride of accomplishments, and self-discipline. Public performances including concerts, contests, and parades, will serve as a culmination of daily rehearsal and musical goals. The nature of this course can allow for successive semesters of instruction at an advanced level.

- **Pit Band**

The Pit Band is a group of from 12 to 20 instrumental musicians who are chosen to play for musicals put on in cooperation with the drama department. The show itself dictates the instrumentation, but the music staff determines the players who will participate. The ability to sight read and dependability are the prime requisites for membership.

- **Jazz Band**

Jazz Band is an organization of musicians who are chosen from the L.H.S. Band. Tryouts for membership are conducted in the fall of the year. The Stage Band plays for various LHS, civic, and benefit functions.

- **Color Guard (Dance Choreography)**

The LHS Color Guard is a co-curricular class that performs at various local and state wide events each year. The Color Guard is a combination of equipment skills (flag, rifle, and saber), dance, theater, and physical strength and stamina, a true sport of the arts. The Color Guard performs with the LHS Band in the fall at football games and at all home basketball games. During the winter months, members of the Color Guard will compete in the Indiana High School Color Guard Association Winter Guard Competitions. Membership in the Color Guard is by audition.

- **Berryettes - Dance Performance**

Dance Performance (Berryettes) is a co-curricular dance class where students will develop the ability to express their thoughts, feelings and images through movement. Activities shall be designed to teach the techniques used in all styles of dance for performances at concerts, competitions, parades, football/basketball games and community service projects. The nature of this course can allow for successive semesters of instruction.

- **Freshman Choir (Beginning Choir)**

The Freshman Choir is a non-auditioned group, open to all 9<sup>th</sup> grade students. It will focus on basic vocal production, music reading, and on sharing with its members the joy of making music together. In performances, the group will perform both alone and with the other LHS choirs. All freshmen participating in choral music will be assigned to this choir. (If an especially musical freshman is interested in trying out for Swing Choir, and is accepted, his or her schedule would need to allow for participation in both groups.)

- **Concert Choir (Intermediate Choir)**

The LHS Concert Choir is a diverse group, with students ranging from beginning vocalists to those with tremendous amounts of experience. This group, which can be a fairly large group, is the cornerstone of the LHS choral music program. Real excellence in choral singing will be the goal for this choir, along with more advanced music reading and an amount of basic music theory. The group will perform both alone and with the other LHS chorus. All who wish to take this course must do a simple tryout, and these are generally scheduled in the spring of each year for the next fall's participants.

- **Swing Choir (Vocal Jazz)**

The LHS Swing Choir is the most advanced ensemble in the choir program. It will remain a smaller ensemble, with balanced numbers of men and women a goal. Some of the music performed by this group will involve choreography and movement. Jazz, swing, and the best of American Popular Music will be the core of the group's repertoire, along with other music suitable for a small ("Chamber") ensemble. Members of this group will be expected to attend more performances than the other LHS choirs. Members of this group, especially in the older grades, when schedules are more flexible, are encouraged to participate in Concert Choir as well. All who wish to take this course must audition, and these auditions are generally scheduled in the spring of each year for the next fall's participants.

## **NATIONAL HONOR SOCIETY**

The Logansport High School Chapter of National Honor Society began in 1935 by then principal Baird F. Cox. He was the LHS principal from 1931-1940. The NHS constitution provides eligibility for sophomores, juniors, and seniors (10<sup>th</sup>, 11<sup>th</sup>, 12<sup>th</sup> grades). However, local chapters may decide to limit eligibility to one or a combination of these grade levels, in its bylaws. Freshmen and sophomores are not eligible for NHS membership at LHS.

The constitution provides clear guidelines for selecting members. Selection is based on four criteria: scholarship, leadership, service, and character. To fulfill the scholarship requirement, students must have a cumulative GPA of, 3.5 or above. This will begin with the class of 2017.

Qualified students are selected for NHS membership by majority vote of the faculty council on the basis of scholarship, leadership, service, and character. Students may not apply for membership; Membership is an honor bestowed upon a select group of students by the faculty council on behalf of the LHS faculty.

### **PEP CLUB**

Its purpose is found in its name, PEP CLUB, an organization that supports all athletic teams representing LHS.

### **PROM**

The Logansport Prom is for LHS juniors and seniors, and their guests. A student may bring a guest from another school as long as that student is at least a junior. A LHS junior or senior may bring an outsider (not attending high school) who has not yet reached the age of 21 by the date of the Prom.

### **PUBLICATIONS**

- The monthly LHS newspaper, *The Magpie*, has enjoyed a proud tradition since 1920. The purpose of the paper is to serve LHS by informing and entertaining the school community, in addition to providing an open forum for student expression. Admission to *The Magpie* staff is by application only, with applicants to have completed successfully the prerequisite one semester course of Journalism. Students wishing to join the staff must also exhibit qualities of reliability, trustworthiness and journalistic aptitude.  
*The Magpie* is created exclusively by the student staff under the direction of a faculty adviser, with duties of production including selling and designing advertisements to offset printing expenses, writing, photography, and computer design.  
*The Magpie* is a member of the Quill and Scroll International Journalism Society and the Indiana High School Press Association.
- *The Tattler* is LHS' yearbook. The staff is selected from applications submitted at the end of each semester to the Editorial Board. After the proof pages are sent to the printer in late June, the *Tattler* Staff starts on the next year's book. Staff members are expected to devote time after school, on weekends, and during the summer in order to meet deadlines. Being on the *Tattler* staff helps students to be more aware of journalistic skills, layout and design, graphic art work, computer skills, and photographic techniques. Most importantly, involvement in these areas teaches the student to be organized and responsible.

### **S.A.D.D.**

Students Against Destructive Decisions (SADD) is a student run organization designed to give all students the opportunity to meet and socialize with other teens who recognize the importance of positive decision making. As a community service, SADD works to advertise the dangers of drug (including alcohol) use and other behaviors that threaten our lives.

### **SOURCES OF STRENGTH**

Sources of Strength is a research based peer leadership program that focuses on suicide prevention. SOS is a group of diverse students and adults from many different corners and cultures of our school and community. Our mission is to spread hope, help and strength into every corner of our community. Peer leaders have attended training and host campaigns that connect our mission to our student population. The program focuses on areas such as: Family Support, Positive Friends, Mentors, Healthy Activities, Generosity, Spirituality, Medical Access, Mental Health, Family Support. Meetings will be held once a month.

### **SPEECH AND DEBATE / NATIONAL FORENSIC LEAGUE**

Open to any student interested in participating in public speaking competition. N.F.L. offers the student the opportunity to debate or to participate in solo competitions in any of fourteen individual events.

The student must have a real interest in speech, including current events, drama, humor, literature and/or debate, and maintain a high standard of contest ethics. LHS also belongs to the Indiana High School Forensic Association. The season begins in October and ends in March. All events are held on Saturdays. Individual schedules are arranged for students to practice after school.

### **STUDENT COUNCIL**

Student Council is that organization which represents students at Logansport High School. Student Council promotes leadership development, citizenship training, school spirit, and democratic values to the students of L.H.S. Serving on the Student Council is an important responsibility and should be taken seriously.

Student Council shall be composed of 10 students from each class. Eight of these ten students shall be elected by their class members at the start of each school year. Two shall be appointed by the president of each class.

The President and Vice President of the Student Council will be elected by the entire student body in the Spring prior to holding office. All Student Council officers must be seniors. A student will not be allowed to serve as both the Student Council President and his or her Senior Class President.

Each class representative also then becomes a member of his or her Class Council. The Class Council will meet once each month under the supervision of one of that class's faculty sponsors.

The class officers will determine class meeting agendas and the Class President will preside at each meeting.

Each Class Council and their faculty sponsors shall be responsible for planning and "hosting" one of the following traditional Student Council events:

- Homecoming
- Challenge Bowl
- Distinguished Scholars
- Spring Sports Fest
- Citizenship Award
- Best of the Berries Lunch

In addition, each Class Council shall be responsible for one fund-raising activity and one service project during the school year.

- **Class Elections** - Class elections shall be conducted during the first week in May on dates designated by the Principal. Students will have the opportunity to submit a written letter of interest to their faculty class sponsors for a period of time leading up to the election. Faculty class sponsors will conduct the election under the guidelines listed below (without student assistance) and submit the results and ballots to the Principal immediately.  
Offices: President, Vice President, Secretary, Treasurer, Principal's Advisor.  
Transfer students wishing to run for office must have a transcript from their former school on file at LHS prior to the day of the primary election.  
No person may hold office more than three (3) times in grades 9, 10, 11, & 12.  
A student must be in good standing with the school in order to be eligible for election.  
All eligible candidates are to be voted upon in a general election.  
The top candidates after the general election, wins that office.
- **Distinguished Scholars** - An honors organization designed to recognize scholastic excellence. To qualify, a graduating senior, at the conclusion of his or her seventh semester, must have a cumulative GPA of 3.75 or above and be enrolled in his or her eighth semester of high school at the time of selection. This begins with the class of 2016.
- **Homecoming Queen & King** - The annual homecoming is conducted during the football season and sponsored by the Student Council. The candidates for homecoming queen and king are nominated by the clubs and organizations of LHS under the following guidelines:
  - Any potential candidate wishing to be considered for homecoming king or queen must have been a member of their sponsoring organization during the prior school year. An exception will be permitted in the case of foreign exchange students.
  - Candidates must have paid their organization's dues in full before being permitted to represent their organization.
  - When voting in the organization takes place, it must be done by paper ballot. Ballots are to be counted by the adult sponsor with no assistance from students.
  - Candidates may vote.
  - Time must be allotted for some brief campaigning within the organization.

## **STUDENT ROTARIAN PROGRAM**

The Student Rotarian Program is designed to promote civic-LHS relations, and to give several seniors the opportunity to learn more about Rotary.

## **V. STUDENT BEHAVIOR**

### **RIGHTS, RESPONSIBILITIES, AND REGULATIONS**

#### **LHS PHILOSOPHY OF STUDENT BEHAVIOR**

The philosophy of the LCSC is directed toward a preventive approach to irresponsible behavior. If students are denied their opportunities to learn as a result of irresponsible behavior, the teacher, Dean and /or other appropriate education staff member shall determine the proper corrective measure.

In order to maintain an educational climate conducive to effective teaching and learning and to maintain a safe and secure school, certain rules and regulations have been established. Although most of our students understand what safe and responsible conduct is, the following definitions and consequences have been adopted and published here so there can be no misunderstanding. It will be the responsibility of the Administration to ascertain the severity of the student misconduct and apply the most suitable corrective measure.

**At Logansport High School, we follow The Five R's Of Discipline. They are as follows:**

- **Recognize**
  - What happened?
  - Who was involved?
  - What are the **facts**?
- **Responsibility**
  - Who is responsible?
- **Restitution**
  - What should happen to make things right again?
- **Remorse**
  - For many students this is the most difficult R of them all.
  - Does the student feel sorry for their actions and will they strive to avoid doing the behavior again?
- **Repeat**
  - Is the student going to work at not repeating the problem/offense?

**Conduct Currently Viewed As Just Cause For Disciplinary Action Shall Include, But Not Be Limited To, Any One Of The Following Violations:**

- Academic dishonesty, including cheating, plagiarism, or forgery
- Any threat to bomb, to burn, or destroy in any manner a building owned by the LCSC
- Battery
- Conduct dangerous to the physical or mental well-being of others
- Disrespect, insubordination and/or disobedience to teachers or any staff member
- Bullying, harassment, intimidation, or extortion
- Failure to comply with LHS bus rules
- Falsely reporting a fire or setting off a fire alarm
- Fighting
- Gambling
- Indecent exposure
- Leaving LHS grounds or building without permission
- Physical or verbal abuse
- Possession of weapons, such as firearms, knives explosives, fireworks, etc.
- Possession, distribution, under the influence, use and/or sale of alcohol, illegal drugs, intoxicants, and/or paraphernalia (or anything represented as such)

- Sexual Misconduct
- Tardiness and/or truancy
- Theft
- Trespassing
- Unauthorized sales and distributions
- Use of and/or possession of any tobacco products
- Use of profanity
- Violation of fire regulations to include lighting matches or lighters, false fire alarms, or lighting of any flame not part of a classroom instruction, or the use of any form of fireworks
- Violation of any policy of the Board of School Trustees of the Logansport Community School Corporation (Board) or LHS regulations
- Willful disruption of any classroom or activity at LHS

## **STANDARDS OF BEHAVIOR**

Examples of, but not limited to, the following student misconduct or substantial disobedience, are grounds for suspension or expulsion:

### **1. Arson/Fireworks/Fire Alarm Tampering/False Reporting**

The setting of any illegal fire in an LHS building or on any LHS property is not permitted. Students are not to use or be in the possession of any type of fireworks on LHS property or at any LHS activity. Any action such as the setting off of fire alarms is false reporting and is also not permitted.

(IC 35-44-2-2)

c) A person who;

- (1) Gives a false alarm of fire to the fire department of a governmental entity, knowing the report to be false;
- (2) Makes a false request for ambulance service to an ambulance service provider, knowing the request to be false;

### **2. Battery**

No student shall willfully attack another student or staff member while on LHS premises or while under LHS supervision. (IC 35-42-2-1) Knowingly or intentionally touching another person in a rude, insolent, or angry manner.

### **3. Bomb Threat**

Any student who writes, calls in, or otherwise makes a bomb threat toward LHS, its students, or its staff, shall be reported immediately to law enforcement officials and shall be recommended for expulsion.

(IC 35-44-2-2)

b) A person who reports, by telephone, telegraph, mail, or other written or oral communication, that:

- (1) the person or another person has placed or intends to place an explosive or other destructive substance in a building or transportation facility; or knowing the report to be false, commits false reporting, a Class D felony.

### **4. Building Security**

No student shall allow any unauthorized person access to any LHS building. No student shall attempt to tamper with or block an exterior door so as to keep it from closing.

### **5. Cheating and Plagiarism**

**Cheating** is the deceitful or fraudulent storage, retrieval or use of information in preparation for or during any assignment or assessment. It includes, but is not limited to, the wrongful giving, taking or presenting any information or material by a student with the intent of aiding himself/herself or another on any academic work which is considered in any way in the determination of the final grade.

**Plagiarism** is the presentation, as one's own ideas, wording, image, or information created by another person.

According to the MLA Style Manual and Guide to Scholarly Publishing, forms of plagiarism include the failure to give appropriate acknowledgement when repeating another's wording or particularly apt phrase, paraphrasing another's argument, and presenting another's line of thinking.

### **6. Conspiracy**

Making plans or conspiring to cause harm to any person or LHS property is not permitted.

## 7. Disrespect:

Students are responsible for their own behavior and are expected to show respect for all LHS personnel. Students shall address faculty and staff with their title, for example, Dr., Mr., Mrs., Miss, Ms., Coach, etc. Disrespect may include, but is not limited to, profanity and/or abusive language directed toward, or threatening behavior to, anyone.

## 8. Dress Code

If a teacher or staff member determines a student is dressed inappropriately for LHS, he or she will refer the student to the Dean's Office immediately. Dress Code violators will receive consequences as outlined in the Consequence Matrix. The following will be strictly adhered to:

- No tank tops or spaghetti straps are permitted.
- No strapless tops are permitted.
- There must be no visible cleavage or midriffs.
- Skirts, dresses and shorts must be at least finger-tip length.
- No holes in pants above the finger tips.
- Backs must be covered.
- No see-through apparel or fishnet garments are permitted.
- No sagging pants are permitted. All pants and slacks must have belts and be worn at the waist.
- Belts must be fastened.
- No hats, caps, sunglasses, any other head coverings or gloves are permitted. However, at the discretion of teacher, coach, administrator, or other school official, students may be required to wear hairnets and/or other hair restraints in technology classes, laboratory, swimming, and comparable activities.
- No attire that may damage LHS property or cause personal injury to others (such as chains or studded items) is permitted.
- No clothing that advertises, promotes, or glorifies the use of alcohol, tobacco, drugs, or other illegal substances, is permitted.
- No clothing that is suggestive, has a double meaning or innuendo, or suggests inappropriate ideas, is permitted.
- Students on in-home detention who wear ankle-bracelets shall keep them covered at all times.
- No apparel, jewelry, cosmetic, make-up accessory, notebook, or manner of grooming which, by virtue of its color arrangement, trademark, or any other attribute denoting membership in a gang or advocating drug use, violence or clothing bearing racially or sexually offensive messages is permitted.
- No lounging or sleeping apparel is permitted. This includes, but is not limited to, pajamas, robes, and slippers.

## 9. Driving and Parking

Driving to LHS is a privilege. Failure to obey all traffic laws will result in the revocation of that privilege. Students who are provided the opportunity to ride school transportation are encouraged to do so. It is expected that student drivers will operate their vehicles in a safe manner at all times. **The speed limit on LHS property is 10 MPH!** In addition, students are advised that school buses and pedestrians have the right of way at all times. All students are to report to the Berry Bowl or cafeteria upon arrival to LHS. Loitering in the parking lot is not permitted. This includes during school hours, before and after school, and on weekends. Student vehicles shall be searched if there is reasonable suspicion of inappropriate behavior or illegal items.

## 10. Drugs and Alcohol

Knowingly possessing, using, transmitting, or being under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, or intoxicant of any kind, tobacco or tobacco product, sniffing glue or other substances, drug-related paraphernalia or any type of drug-related paraphernalia represented to be a drug or paraphernalia; or knowingly possessing, using, or transmitting any substance which is represented to be or looks like a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, stimulant, depressant, or intoxicant of any kind is not permitted. Possessing, using, transmitting, or being under the influence of caffeine-based substances, substances containing phenylpropanolamine (PPA), or stimulants of any

kind, be they available with or without a prescription is not permitted. Use of drugs authorized by a medical prescription from a physician is not a violation of this subdivision.

The use and/or possession of tobacco or tobacco products inside of LHS and on the property of the LCSC is not permitted. This includes cigarettes, e-cigarettes, vaping devices, pipe tobacco, cigars, chewing tobacco, snuff, any other type of tobacco products. Smoke from these products is hazardous and injurious to the user and the non-user alike. The Administration of LHS, therefore, views smoking inside LHS property as a serious hazard and creates a high risk of having a fire start within the confines of the building.

**(IC 35-48-4: Chapter 4) – Dealing-Possession**

**11. Electronic Equipment (Cellular Phones/Electronic Communication Devices/iPods/Radios/mp3/CD Players)**

Personal electronic devices, including but not limited to radios, cell phones, jam boxes, CD players, game boys, DVD players, MP3's, I-Pods, I-Pads, laptops, etc., are **not to be used during instructional time unless approval has been given**. Use of these devices outside of the classroom in common areas is permitted provided it does not interfere with the school purpose or disrupt the learning environment. Electronic recording devices are not to be used in a manner that is inappropriate or a situation not related to a school purpose or educational function. Using electronic devices to take pictures and record audio or video without permission could result in disciplinary action.

Music devices will be allowed with only one ear bud, no headphones. Volume on music devices should be low enough not to be heard by others. **Each teacher will determine if these devices will be used in their classroom.**

**If a teacher chooses to allow communication and/or music devices, the teacher will provide a written policy that all students in the classroom will follow. At any time a teacher or staff member may request electronic devices to be turned off and put away. School personnel may take electronic devices from students who violate these guidelines and deliver them to the Dean's Office.** Confiscated items will not be released to the student. Parents will be allowed to pick up any confiscated item in the office. Repeat offenders will suffer insubordination consequences. It is recommended that students avoid bringing expensive devices to school to prevent loss, damage or theft. It is likely the school will not be able to recover lost property

**12. Failure to Comply**

Failing to comply with the directions of teachers or other LHS personnel during any period of time when the student is properly under their supervision, where the failure constitutes an interference with school purposes or an educational function is not permitted.

**13. Fighting**

Any form of violence and/or harassment such as combative acts and/or gestures, argumentative, aggressive behavior, or actions which may reasonably lead to a fighting situation, directed toward another individual on LHS premises or during a school activity, is not permitted. Intentionally causing or attempting to cause physical injury or intentionally behaving in such a way as could reasonably cause physical injury to any person is not permitted. In cases of fighting where the combatants are mutually involved in fighting, there will be an immediate five-day suspension of both or all parties. If evidence clearly indicates a student was not the aggressor and in fact was under an unprovoked attack, acting strictly in self-defense, the aggressor will have committed battery (see number 2, above). In these cases, the victim may not be suspended or may receive fewer days of suspension than other parties.

For our purposes, self-defense means the student tries to evade the attack, but cannot, and uses force for self-protection.

**14. Forgery**

Students are not permitted from falsely and/or fraudulently marking, altering, or using a document or statement.

These include, but are not limited to, physician's notices, parent/guardian notes, or student passes. **(IC 35-43-5-2)**

**15. Horseplay**

Rough play that may lead to injury is not permitted.

**16. Gambling**

Gambling or wagering on LHS property is not permitted.

**17. Gang Activity**

Un-sponsored, unauthorized outside organizations such as secret societies, clubs, and gangs which draw membership from the students of LHS are illegal, and, therefore, are not permitted in LHS or LHS property.

A gang is any denotable group of people (students) who are perceived as a distinct group by others. They recognize themselves as a distinct group, and prompt a negative response from the school and community. The group/organization is organized, has leadership, and is involved in the commission of criminal acts.

Wearing clothing or accessories that has been associated with gangs and gang activity is not permitted.

NOTE: Membership in a gang in and of itself is not a violation of any law in Indiana. However, it is a violation to be involved in "criminal gang" activity (as defined by I.C. Code 35-45-9.1).

**I.C. 35-45-9.1:** "Criminal Gang" means a group with at least five (5) members that specifically:

either: A- Promotes, sponsors, or assists in; or

B- Participates in; and

requires as a condition of membership or continued membership; the commission of a felony or an act that would be a felony if committed by adult or the offense of battery (I.C. 35-42-2.1).

**I.C. 35-45-9.2** "Threatens" Defined as used in this chapter, "threatens" includes a communication made with the intent to harm a person or the persons property or any other person or the property of another person.

**I.C. 35-45-9.3** Criminal Gang Activity a person who knowingly or intentionally actively participates in a criminal gang commits criminal gang activity, a Class D Felony.

**I.C. 35-45-9.4** Criminal Gang Intimidation, a person who threatens (35-45-9.2) another person because the person: (1) refuses to join the criminal gang; or (2) has withdrawn from the criminal gang; commits criminal gang intimidation, Class C Felony. Students involved in gang related activity at LHS may be suspended or expelled.

Students shall not:

- Wear, possess, use, distribute, display or sell any clothing, jewelry, emblem, badge, symbol, sign or other things that suggest membership or gang affiliation.
- Say or do anything (gestures, handshakes, drawings, graffiti, etc.) that suggests membership or gang affiliation.
- Promote gangs or gang activities by soliciting membership, intimidating others, encouraging physical violence, committing illegal acts, etc.

## **18. Harassment, (Ethnic, Racial, Sexual, Religious, Disability) Extortion, Threats, Bullying, Intimidation and Hazing**

The harassment or threatening of other students or members of the staff, or any other individuals is not permitted. This includes any speech or action that creates a hostile, intimidating, or offensive learning environment. Students shall not be subjected to verbal or physical harassment, mental or physical discomfort, intimidation, embarrassment, ridicule, bullying, hazing, or demeaning activities by any other individual student or group of students. Extortion is defined as threatening, intimidating, or coercing any student for the purpose of, or with the intent of, obtaining money or anything of value from the student. This includes engaging in such activity 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; off grounds at a school activity, function or event; traveling to or from school or school activity, function or event; or using school property or equipment provided by the school.

Conduct constituting harassment may take different forms, including, but not limited to, the following:

### **Bullying**

This rule applies when a student is:

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

Bullying by a student or groups of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the other student through overt, repeated acts or gestures, including verbal or written communications transmitted, and/or physical acts committed, or any other similar behavior is not permitted.

Parents/guardians or students who suspect that repeated acts of bullying are taking place should report the matter to the school Principal or designee. 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.

Educational outreach and training will be provided to school personnel, parents/guardians, and students concerning the identification, prevention, and intervention in bullying.

All schools in the LCSC are encouraged to engage students, staff, and parent/guardians in meaningful discussions about the negative aspects of bullying. The parent/guardian involvement may be through organizations already in place in each school.

## **Sexual Harassment**

### **Verbal:**

The making of written or verbal sexual innuendos, suggestive comments, jokes of a sexual nature, sexual propositions, or threats to a fellow student, staff member, or other person associated with the LCSC.

### **Nonverbal:**

Causing the placement of sexually suggestive objects, pictures, or graphic commentaries in the school environment or the making of sexually suggestive or insulting gestures, sounds, leering, whistling, and the like to a fellow student, staff member, or other person associated with the LCSC.

### **Physical Contact:**

Threatening or causing unwanted touching, contact, or attempts at same, including patting, pinching, pushing the body, or coerced sexual intercourse, with a fellow student, staff member, or other person associated with the LCSC.

## **Gender/Ethnic/Religious/Disability Harassment**

### **Verbal:**

Written or verbal innuendos, comments, jokes, insults, threats, or disparaging remarks concerning a person's gender, national origin, religious beliefs, etc. toward a fellow student, staff member, or other person associated with the LCSC. Conducting a "campaign of silence" toward a fellow student, staff member, or other person associated with the LCSC by refusing to have any form of social interaction with the person.

### **Nonverbal:**

Placing objects, pictures, or graphic commentaries in the school environment or making insulting or threatening gestures toward a fellow student, staff member, or other person associated with the LCSC.

## **Harassment Complaint Procedure**

Any student who believes that he or she is the victim of any of the above actions or has observed such actions taken by another student, staff member, or other person associated with the LCSC should make contact with one of two or three persons selected by each building Principal with whom the students would most likely be comfortable in discussing a matter of this kind.

The student may make contact either by a written report or by telephone or personal visit. During this contact, the reporting student should provide the name of the person(s) whom he or she believes to be responsible for the harassment and the nature of the harassing incident(s). A written summary of each such report must be prepared promptly and a copy forwarded to the Building Principal.

Each report received by a designated person shall be investigated in a timely and confidential manner. While a charge is under investigation, no information is to be released to anyone who is not involved with the investigation, except as may be required by law or in the context of a legal or administrative proceeding. No one involved is permitted to discuss the subject outside of the investigation.

The purpose of this provision is to:

protect the confidentiality of the student who files a complaint;  
encourage the reporting of any incidents of sexual or other forms of harassment;  
protect the reputation of any party wrongfully charged with harassment.

(IC 20-33-8-0.2). As used in this chapter, "bullying" means overt, repeated acts or gestures, including:

- (1) verbal or written communications transmitted;
- (2) physical acts committed; or
- (3) any other behaviors committed;

by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the other student.

(IC 35-45-2-1). (a) A person who communicates a threat to another person, with the intent that:

- (1) the other person engage in conduct against his will: or

- (2) the other person be placed in fear of retaliation for a prior lawful act; commits intimidation, a Class A misdemeanor.
- (b) However, the offense is a:
  - (1) Class D felony if:
    - (A) the threat is to commit a forcible felony;
    - (B) the person to whom the threat is communicated:
      - (i) is a law enforcement officer
      - (ii) (iv) is an employee of a school corporation
  - (c) "Threat" means an expression, by words or action, of an intention to:
    - (1) Unlawfully injure the person threatened or another person, or damage property;
    - (2) Unlawfully subject a person to physical confinement or restraint;
    - (3) Commit a crime;
    - (6) Expose the person threatened to hatred, contempt, disgrace, or ridicule;
- (IC 35-45-32-2). (a) A person who, with intent to harass, annoy, or alarm another person but with no intent of legitimate communication;
  - (1) makes a telephone call, whether or not a conversation ensues;
  - (2) communicates with a person by telegraph, mail, or other form of written communication;
  - (3) uses a computer network (as defined in IC 35-43-2-3 (a) or other form of electronic communication to:
    - a. communicate with a person;
    - b. transmit an obscene message or indecent or profane words to a person; commits harassment, a Class B misdemeanor.

## **Hazing**

Forcing or requiring another person with or without the consent of the other person and as a condition of association with a group or organization to perform an act that creates a substantial risk of bodily injury is not permitted.

(IC 35-42-2-2)

## **19. Illegal Activity**

Engaging in any activity forbidden by the laws of Indiana that constitutes an interference with school purposes or an educational function is not permitted.

## **20. Insubordination**

All LHS personnel, including administrators, teachers, substitute teachers, instructional assistants, custodians, and hall monitors are responsible for the supervision and direction of students during all LHS activities. All students are expected to comply with directions given by all adults. Failure to do so will result in an immediate disciplinary consequence.

## **21. Out Of Assigned Area**

For our purpose, out of assigned area can be defined simply by stating that the student is not where he/she has been assigned to be.

## **22. Profanity/Abusive Language**

The use by students of profanity, vulgarity, obscene gestures, sexual innuendo, or verbal abuse is not permitted. Students directing profanity to administrators, teachers, substitute teachers, instructional assistants, custodians, and hall monitors shall receive an immediate disciplinary consequence.

## **23. School Disturbance**

Using violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or other comparable conduct constituting an interference with school purposes, or urging other students to engage in such conduct is not permitted. The following enumeration is only illustrative and not limited to the type of conduct prohibited by this subdivision:

- Occupying any school building, school grounds, or part thereof with intent to deprive others of its use.
- Blocking the entrance or exits of any school building or corridor or room therein with intent to deprive others of lawful access to or from, or use of the building, corridor, or room.
- Setting fire to or damaging any school building or property.
- Prevention of or attempting to prevent by physical act the convening or continued functioning of any school or education function, or of any meeting or assembly on school property.
- Continuously and intentionally making noise or acting in any manner so as to interfere seriously with the ability of any teacher or any of the other school personnel to conduct the education function under his or her supervision.

## 24. Social Media

Participation in activities, clubs, class office, groups, and teams is a privilege at Logansport High School. The use of social media by a student considered to be “unbecoming of a Berry” may result in discipline including suspension or removal from the activity, club, class office, group, leadership position, or team. A committee will determine the punishment of any student in violation.

## 25. Theft

For our purposes, theft is defined as the unlawful taking of LHS property or property belonging to another person, on LHS property, during an educational event, or function off LHS grounds, or when traveling to or from LHS or such educational event or function. (IC 35-43-4-2)

## 26. Tobacco

The use and/or possession of tobacco or tobacco products inside of LHS and on the property of the LCSC is not permitted. This includes cigarettes, e-cigarettes, vaping devices, pipe tobacco, cigars, chewing tobacco, snuff, or any other type of tobacco products. (IC 35-46-1-10.5)

## 27. Truancy

Truancy is the willful non-attendance of a student during the school day without parent/guardian/custodial permission and school authority’s permission. Students must sign out at the Main Office before leaving the building. Truancy is considered an unexcused absence

## 28. Vandalism

No student shall maliciously or willfully damage, deface, or destroy LHS property or the personal belongings of others. (IC 35-43-1-2(b))

## 29. Weapons

### Possession of a Weapon:

In compliance with state law, any student who possesses a deadly or dangerous weapon on LHS property shall be expelled. A weapon includes conventional objects like guns, pellet guns, knives, or club type implements. It may also include any toy that is presented as a real weapon or reacted to as a real weapon. It will make no difference whether or not the weapon belongs to someone else, unless the student can provide convincing evidence that the weapon was placed in the student’s possession without his or her knowledge. If it can be confirmed that a weapon belonged to a student other than the one who possessed the weapon, that student shall also be subject to the same disciplinary action. The LPD will be notified and criminal charges may be filed.

### Use Of An Object As A Weapon

Any object that is used to threaten, harm, or harass another may be considered a weapon. This includes but is not limited to padlocks, pens, pencils, laser pointers, jewelry and so on. Intentional injury to another can be a felony and/or a cause for civil action.

### A Deadly Or Dangerous Weapon Is Defined As:

- a loaded or unloaded firearm, including any antique firearm, which is defined as any weapon that is capable of or designed to, or that may readily be converted to, expel a projectile by means of an explosion, or,
- a weapon, device, taser or electronic stun weapon, equipment, chemical substance, or other material that in the manner it is used, or could ordinarily be used, or is intended to be used, is readily capable of causing serious bodily injury.

### Knowledge of Deadly or Dangerous Weapons or Threats of Violence

Because the Board believes that students, staff members, and visitors are entitled to function in a safe environment, students are required to report to the Principal knowledge of deadly or dangerous weapons or threats of violence. Failure to report such knowledge may subject the student to discipline.

### Firearms Possession:

No student shall possess, handle or transmit any firearm on LHS property. The following devices are considered to be a firearm as defined in Section 921 of Title 18 of the United States Code:

- any weapon which will or is designed to or may readily be converted to expel a projectile by the action of an explosive.
- the frame or receiver of any weapon described above.

- any firearm muffler or firearm silencer.
- any destructive device which is an explosive, incendiary, or poison gas bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine, or any similar device.
- any weapon which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than one-half inch in diameter.
- any combination of parts either designed or intended for use in converting any device into any destructive device described in the two immediately preceding examples, and from which a destructive device may be readily assembled.

## **Unlawful Activity**

In addition to the grounds listed above, a student may be suspended or expelled for engaging in unlawful activity on or off LHS grounds if the unlawful activity may reasonably be 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 LHS property. This includes any unlawful activity meeting the above criteria which takes place during weekends, holidays, other school breaks, and the summer period when a student may not be attending classes or other LHS functions

## **Enforcement of Standards**

- The standards will be enforced by LHS administrators, teachers, instructional assistants, custodians, hall monitors, cafeteria workers, bus drivers, and any other adult authorized by LHS to supervise students.
- The objectives of the enforcement of these standards are:
  - to protect the physical safety of all persons and prevent damage to property;
  - to maintain an environment in which the educational objectives of LHS can be achieved;
  - to enforce and instill the core values of LHS and its school community.
- The nature and extent of any discipline utilized to enforce student behavior standards will be determined by:
  - the nature and extent of any potential or actual injury, property damage, or disruption;
  - the student's prior disciplinary history and the relative success of any prior corrective efforts;
  - the willingness and ability of the student and the student's parent/guardians to participate in any corrective action;
  - the interest of other students in an educational environment free from behavior that violates LHS's behavior standards;
  - any other aggravating or mitigating factor or circumstance that should be considered.

Disabled students under IDEA or Section 504 shall be expelled only in accordance with Board policy #2461 and federal due process rights appropriate to disabled students. The parent/guardian, the referring teacher, and the student's Guidance Counselor must be notified of violations of LHS policy. After each infraction, the Guidance Department will schedule a mandatory meeting with the student. Violations of the academic environment may require immediate action and possible consequences including the following:

- Parent conferences
- Guidance Counselor Intervention
- Counseling and admonition by verbal and/or written reprimand
- School Community Service
- Contracting for appropriate behavior
- Family support referral
- Detention (Includes after-school, lunch)
- In-School Suspension (ISS)
- Out of School Suspension (OSS)
- Alternative School
- Exclusion
- Short-Term and Long-Term Expulsion

## **Detention**

Detention is generally used as a consequence for tardiness or truancy, but students may be assigned detention for other less serious infractions such as violation of the dress code, etc. Teachers may assign detentions for classroom infractions such as not bringing homework or materials to class. Teacher assigned detentions will be supervised by the teacher and held in their room after school.

## **Lunch Detention**

Lunch Detention is located in room, D007, off of the cafeteria. Students may be assigned to lunch detention for failing to abide by the school code of conduct rules. Students who are assigned to Lunch Detention will do so during their normal lunchtime.

#### LUNCH DETENTION RULES:

1. Students must report on time, and sign in to the designated room for all days detention has been assigned.
2. Students will be directed to purchase a main lunch tray from the cafeteria.
  - No candy, carbonated drinks, or snack foods may be eaten in detention.
  - No talking during detention.
  - Students must remain seated.
  - Students are encouraged to bring work or independent reading book.
  - Students are not allowed to use any cell phone and/or electronic device including school issued 1:1 device. Devices will be confiscated for failing to comply.

Failure to abide by these rules shall result in further disciplinary action.

### **In-School Suspension (ISS)**

ISS is a quiet study environment where students who are insubordinate, disrespectful, or who use profanity, may be immediately sent from the classroom in order to maintain the learning environment. Students may spend from a single period to three days in ISS. Teachers provide work and credit will be given for students who are assigned ISS.

### **School Community Service**

Students assigned to School Community Service will serve 1-3 days during their third period class, which includes their lunch time (students will get time to eat their lunch). Most often, the student will assist custodial staff with cafeteria and grounds clean up. This consequence will generally be offered as an option to students who misbehave or are insubordinate in the cafeteria.

### **Due Process - Suspensions and Expulsions:**

It is important to remember that the LHS rules apply going to and from LHS, at LHS, on LHS property, at LHS-sponsored events, and on LCSC transportation. In some cases, a student can be suspended from LCSC transportation for infractions of school bus rules. The Board has also extended the authority for LHS administrators to impose discipline for unlawful activity by students that occurs on or off LHS property if the activity interferes with school purposes or the educational function LHS. This authority applies to unlawful activity that may occur on weekends, holidays, and other school breaks including summer recess.

A combination of detentions, in school suspension, and/or suspensions due to repeated violations of school policies, guidelines, or rules during the school year may result in the recommendation for expulsion for the balance of the current semester or school year.

### **Suspension from LHS**

The Principal may deny a student the right to attend LHS or take part in any LHS function for up to a maximum of ten (10) consecutive school days. Students who have been suspended out of school may not participate in school activities, nor are they allowed on LCSC property during the period of their suspension.

When a student is being considered for a suspension, the administrator in charge will notify the student of the reason. The student will then be given an opportunity to explain his or her side. After that informal hearing, the administrator in charge will make a decision whether or not to suspend. If a student is suspended, he or she and his or her parent/guardians shall be notified, in writing, within one (1) day, of the reason for and the length of the suspension.

Credit will be given for work missed due to out-of-school suspension (OSS) provided the student completes and submits all required assignments upon return to school.

Any learning that cannot be made up such as labs, field trips, skill-practices, and any learning that the student chooses not to make-up may be reflected in the grades earned.

Two (2) suspensions for truancy or an expulsion will result in the revocation of the student's driver's license. IC 9-24-2-4(a), IC 9-24-2-1(a)

## Expulsion from LHS

An expulsion is a denial of the right of a student to take part in any LHS function for a period that may extend for more than ten (10) consecutive school days.

Before a decision is made as to whether or not to suspend or expel a student from LHS, specific procedures shall be followed

If, in the Principal's opinion, the alleged infraction warrants a longer period of removal from LHS, he or she shall refer the case to the Superintendent for consideration for expulsion. The Superintendent shall review the case and may appoint a designee to conduct the expulsion meeting. This person may be an attorney or an administrator who has not been involved in the particular expulsion case or circumstances leading to it.

Students recommended for expulsion in regard to the inappropriate use of computers/internet will not be eligible for the Alternative School as this program is an internet/computer based program.

## Procedure for the Expulsion of a Student

The statutory due process procedure for expelling a student is simple and straightforward. The process includes providing the student and the student's parent/guardian with notice of the charges, the right to appear at an expulsion meeting, and the opportunity to present evidence at the meeting before an impartial individual. There are no specific time frames to follow. The statutory process set forth in I.C. 20-8.1-5.1-1.3 requires the following:

- The appointment of an Expulsion Examiner.
- The issuance of the right to appear at an expulsion meeting. This notice must be delivered in person or by certified mail to the student and the student's parent/guardian and must include the reasons for the expulsion and the procedure for requesting an expulsion meeting.
- An expulsion meeting if one is requested.
- The preparation of a written summary of the evidence presented at the expulsion meeting, including the disciplinary action determined to be appropriate.
- The issuance of notice of the action taken to the student and the student's parent/guardian.
  - The right to request an appeal before the Board (unless the right to contest the expulsion has been previously waived or forfeited). A request for an appeal must be submitted by the student or the student's parent/guardian, in writing, to the Board within ten calendar days of receiving the notice of the action taken.
- A review of the expulsion by the Board.

## Extension of an Expulsion:

An expulsion during the second semester of the school year may extend to summer school and/or to the first semester of the next school year.

**IC 20-33-8-14.** (a) The following are the grounds for student suspension or expulsion, subject to the procedural requirements of this chapter and as stated by school corporation rules:

- (1) Student misconduct.
- (2) Substantial disobedience.

(b) The grounds for suspension or expulsion listed in subsection (a) apply when a student is:

- (1) on school grounds immediately before or during school hours, or immediately after school hours, or at any other time when the school is being used by a school group;
- (2) off school grounds at a school activity, function, or event; or
- (3) traveling to or from school or a school activity, function, or event.

[Formerly IC 20-8.1-5.1-8]

**IC 20-33-8-15.** In addition to the grounds specified in section 14 of this chapter, a student may be suspended or expelled for engaging in unlawful activity on or off school grounds if:

- (1) the unlawful activity may reasonably be considered to be an interference with school purposes or an educational function; or
- (2) the student's removal is necessary to restore order or protect persons on school property;

including an unlawful activity during weekends, holidays, other school breaks, and the summer period when a student may not be attending classes or other school functions. [Formerly IC 20-8.1-5.1-9]

## Search and Seizure

Search of a student and his or her possessions, including vehicles, may be conducted at any time the student is under the jurisdiction of the Board, if there is **a reasonable suspicion** that the student is in violation of law or LHS rules. A search may also be conducted to protect the safety of others. All searches may be conducted with or without a student's consent.

Students are provided lockers, desks, and other equipment in which to store materials. It must be clearly understood that this equipment is the property of LHS and may be searched at any time if there is reasonable suspicion that a student has violated the law or LHS rules. Locks are to prevent theft, not to prevent searches.

Anything that is found in the course of a search that may be evidence of a violation of LHS rules or the law may be taken and held or turned over to the LPD. LHS reserves the right to not return items that have been confiscated.

### **Student Rights of Expression**

LHS recognizes the right of students to express themselves. With the right of expression comes the responsibility to do it appropriately. Students may distribute or display, at appropriate times, non-sponsored, non-commercial written material and petitions; buttons, badges, or other insignia; clothing, insignia, and banners; and audio and video materials. All items must meet LCSC guidelines.

Students who are unsure whether or not materials they wish to display meet LCSC guidelines may present them to the Principal twenty-four (24) hours prior to display.

- A material cannot be displayed if it:
  - is obscene, libelous, indecent, or vulgar,
  - advertises any product or service not permitted to minors by law,
  - intends to be insulting or harassing,
  - intends to incite fighting or presents a likelihood of disrupting school or a school event.
- Materials may not be displayed or distributed during passing times between classes. Permission may be granted for display or distribution during lunch periods and after school in designated locations, as long as exits are not blocked and there is proper access and egress to the building.

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### **Student Suggestions and Complaints**

LHS exists to educate and benefit students. The staff is here to assist a student in becoming a responsible adult. If a student has suggestions that could improve the school, he or she should feel free to offer them. Written suggestions may be presented directly to the principal or to the student government.

When concerns or grievances arise, the best way to resolve the issue is through communication. No student will be harassed by any staff member or need fear reprisal for the proper expression of a legitimate concern. As with suggestions, concerns, and grievances may be directed to the principal or to the student government.

### **Use of Dogs**

The Board authorizes the use of specially trained dogs to detect the presence of drugs and devices such as bombs on LHS property. The dog may be permitted to examine property such as lockers or students and items in their possession, but any search of a student's person shall be based upon individualized reasonable suspicion in addition to any information resulting from the dog's examination.

### **Use of Breath-Test Instruments/Chemical Urine Test**

- The Principal or his designee may arrange for a breath test for blood-alcohol or a chemical test of urine to be conducted on a student whenever he or she has individualized reasonable suspicion to believe that a student is using or under the influence of alcohol, marijuana or a controlled substance (as defined by Indiana law).

Reasonable suspicion may arise from the following:

1. A student's conduct, physical appearance and/or odor indicate the use of alcohol, marijuana, or a controlled substance.
2. Possession of drug paraphernalia, alcohol, marijuana, or a controlled substance.
3. Reliable information communicated to an administrator indicating a student is presently using, possessing, or under the influence of alcohol, marijuana, or a controlled substance.

The student shall be taken to a private administrative or instructional area on LHS property with at least one other member of the teaching or administrative staff present as a witness to the test (Breath Test Only). Collection of urine samples shall be done in an inoffensive way that insures the integrity and identity of the sample. The school official who supervises the sample collection will not physically observe giving of the sample.

The purpose of the test is to determine whether or not the student is using or under the influence of alcohol, marijuana or a controlled substance. The amount of consumption of alcohol is not relevant, except where the student may need medical attention.

If the result indicates a violation of LHS rules as described in this handbook, the student shall be disciplined in accordance with

disciplinary procedures. If a student refuses to take the test, he or she shall be advised that such refusal is a violation of LHS rules and shall subject the student to disciplinary action. The student will then be given a second opportunity to take the test. Refusal to submit to a breath or a chemical test of urine will be considered an admission of having consumed or ingested a controlled substance, alcoholic beverage, drug or intoxicant of any kind. This is a violation of school rules and will be dealt with according to the student disciplinary policy.

This rule also applies on or off school property at any school sponsored or school approved activity, event or function, where students are under the jurisdiction of the school district, or any time students are under the direct supervision of employees who are working on behalf of the district.

### **Use of Surveillance Cameras**

For student safety, LHS has installed surveillance cameras in the hallways, cafeteria, and on the exterior of the building.

### **Waiver of Rights**

The student and his or her parent/guardian may waive any of the rights described in this section of the handbook if the waiver is submitted, in writing, and signed by both student and the parent/guardian. The signatures shall be witnessed. The waiver must be made with knowledge of the due process procedure described in the student/parent handbook and the consequences of the waiver.

## Consequence Matrix

It will be the responsibility of the Administration to ascertain the severity of the student misconduct and apply the most suitable corrective measure.

| Behavior                                                                     | 1st Intervention<br>(includes Guidance<br>Counselor intervention)                               | 2 <sup>nd</sup> Intervention<br>(includes Guidance<br>Counselor intervention)    | 3rd Intervention<br>(includes Guidance<br>Counselor intervention) |
|------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------|-------------------------------------------------------------------|
| 1. <b>Arson/Fireworks/Fire Alarm Tampering/False Reporting</b>               | 10-day OSS & recommend for expulsion                                                            | *****                                                                            | *****                                                             |
| 2. <b>Assault/ Battery</b>                                                   | 10-day OSS, Police notified, immediate removal from LHS & possible recommendation for expulsion | 10-day OSS, Police notified, immediate removal from LHS, recommend for expulsion | *****                                                             |
| 3. <b>Bomb Threat</b>                                                        | 10-day OSS & recommend for expulsion, immediate removal from LHS, Police notified               | *****                                                                            | *****                                                             |
| 4. <b>Building Security</b>                                                  | 1-day OSS                                                                                       | 3 day OSS                                                                        | 5 day OSS                                                         |
| 5. <b>Cheating/Plagiarism</b>                                                | Zero for assignment                                                                             | 50% credit for grading period in that class                                      | Zero credit for semester in that class                            |
| 6. <b>Conspiracy</b>                                                         | Immediate removal to ISS from class or situation, 1-3 day ISS                                   | 3 day OSS                                                                        | 10-day OSS & recommend for expulsion                              |
| 7. <b>Disrespect</b>                                                         | Immediate removal to ISS from class or situation, 1-3 day ISS                                   | 1-3 day OSS                                                                      | 10-day OSS & recommend for expulsion                              |
| 8. <b>Dress Code Violations</b>                                              | Opportunity to change or cover up offensive clothing, or, ISS                                   | 3 Lunch Detentions                                                               | 2-10-day OSS                                                      |
| 9. <b>Driving/Parking Violations</b>                                         | Verbal Warning                                                                                  | Loss of driving/parking privileges for grading period                            | Loss of driving/parking privileges for semester                   |
| 10. <b>Drugs/Alcohol</b>                                                     | 10-day OSS & recommendation for expulsion; Police notified                                      | *****                                                                            | *****                                                             |
| 11. <b>Electronic Equipment/Cell Phones/ECDs/iPods/Radios/mp3/CD players</b> | Verbal Warning; Confiscation of device                                                          | Confiscation of device; 2-day ISS                                                | Confiscation of device; 2-day OSS                                 |
| 12. <b>Failure to Comply with LHS Rules</b>                                  | School/Community Service, 3 Lunch Detention, ISS                                                | 1-3 day OSS                                                                      | 10-day OSS, possible recommendation for expulsion                 |

|                                                                                |                                                                                                                             |                                                                                                                      |                                                              |
|--------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------|
| <b>13. Fighting</b>                                                            | 2-10-day OSS;<br>Police notified                                                                                            | 10-day OSS; Police notified,<br>possible recommendation<br>for expulsion                                             | 10-day OSS; Police notified,<br>recommendation for expulsion |
| <b>14. Forgery (passes, etc.)</b>                                              | 3 Lunch Detentions                                                                                                          | Truant/3-day OSS                                                                                                     | 10-day OSS; possible recommendation<br>for expulsion         |
| <b>15. Horseplay</b>                                                           | Immediate removal to ISS from class<br>or situation, 1-3 day ISS                                                            | 1-3 day OSS                                                                                                          | 10-day OSS & recommend for<br>expulsion                      |
| <b>16. Gambling</b>                                                            | Immediate removal to ISS from class<br>or situation, 1-3 day OSS                                                            | 3-day OSS                                                                                                            | 10-day OSS & recommend for<br>expulsion                      |
| <b>17. Gang Activity</b>                                                       | 5-10 day OSS, Police notified &<br>possible recommendation for<br>expulsion                                                 | 10-day OSS; Police notified,<br>recommendation for<br>expulsion                                                      | *****                                                        |
| <b>18. Harassment/Threats/<br/>Bullying/Extortion/<br/>Intimidation/Hazing</b> | Immediate removal from LHS; parent<br>notified; 2-10 day OSS; Police notified<br>& possible recommendation for<br>expulsion | Immediate removal from<br>LHS; parent notified; 10-day<br>OSS & possible recommend<br>for expulsion; Police notified | *****                                                        |
| <b>19. Illegal Activity</b>                                                    | Police notified & possible<br>recommendation for expulsion                                                                  | *****                                                                                                                | *****                                                        |
| <b>20. Insubordination</b>                                                     | Immediate removal to ISS from class<br>or situation, 1-3 day ISS                                                            | 1-3 day OSS                                                                                                          | 10-day OSS & recommend for<br>expulsion                      |
| <b>21. Out Of Assigned Area</b>                                                | 3 Lunch Detentions                                                                                                          | 1-3 days ISS                                                                                                         | 1-3 days OSS                                                 |
| <b>22. Profanity</b>                                                           | Immediate removal to ISS from class<br>or situation, 1-3 day ISS                                                            | 1-3 day OSS                                                                                                          | 10-day OSS & recommend for<br>expulsion                      |
| <b>23. School Disturbance</b>                                                  | 10-day OSS and recommend for<br>expulsion, Police notified                                                                  | *****                                                                                                                | *****                                                        |
| <b>24. Theft</b>                                                               | 1-3 day OSS, Police notified                                                                                                | 3-day OSS, Police notified &<br>possible recommendation<br>for expulsion                                             | 10-day OSS & recommend for<br>expulsion, Police notified     |
| <b>25. Tobacco</b>                                                             | 3-day OSS                                                                                                                   | 5-day OSS                                                                                                            | 10-day OSS & recommend for<br>expulsion                      |
| <b>26. Truancy</b>                                                             | 1 day OSS / ISS                                                                                                             | 3 day OSS / ISS                                                                                                      | 10-day OSS & recommend for<br>expulsion                      |
| <b>27. Vandalism</b>                                                           | 1-10 day OSS, Police notified &<br>possible recommendation for<br>expulsion                                                 | 3-10 day OSS, Police<br>notified & possible<br>recommendation for<br>expulsion                                       | 10-day OSS & recommend for<br>expulsion                      |
| <b>28. Weapons</b>                                                             | 10-day OSS & recommend for<br>expulsion; Police notified                                                                    | *****                                                                                                                | *****                                                        |

## RTI – RESPONSE TO INTERVENTION

### PHILOSOPHY

The LCSC believes that the school environment should be a place that maximizes learning and minimizes harmful influences that interfere with learning. Sometimes students face problems in their lives which limit their own learning and in the extreme, may damage or destroy a young person's life. The effects of these serious problems often spread beyond the individual person and can also negatively affect others around them as well as the instructional climate of the classroom.

Research indicates that personal problems in a student's life can have a detrimental impact upon their school performance, attendance, and/or school conduct. It is, therefore, deemed advisable that LHS take an active role in guiding and supporting students to good physical and emotional health, to insure a successful transition from childhood to adolescence to young adulthood.

### POLICY

The purpose of the program is to provide assistance to any student (grade 9-12) who is troubled by physical, emotional, social, legal, or family problems or disabilities. Within each school, a RTI Team, organized by the principal or his or her designee, assists students in a systematic and professional manner. The involvement and support of all staff members will be enlisted to insure a successful program.

### GUIDELINES FOR THE RTI PROGRAM:

Any student may be referred to the RTI program by any faculty, staff member, or other concerned person including parent/guardian, peer, or community representative. A student may also self-refer to the program.

Reasons for referral may include but are not limited to the following:

- The student manifests signs, symptoms, or indication of the presence of a physical, social, emotional, legal, or family problem or disability which interferes with the student's ability to function at school.
- The student exhibits a pattern of definite and repeated unacceptable or unsatisfactory performance which is not corrected through regular methods of intervention.
- The student violates an LHS rule or state or federal law.

Referrals to the RTI Teams will be evaluated to determine the proper method of assistance. RTI Teams may further refer student problems to the Logansport Area Joint Special Services office as potential Special Services cases, to the coordinator of Section 504 as possible 504 Disability cases, or to the RTI Team for situations which the RTI Teams themselves can address.

The decision to request or accept assistance from the RTI Team will be voluntary on the part of the student. All students, whether participating in the assistance program or not, will be expected to abide by all rules governing student conduct and academic performance.

In the event that intervention/assistance is recommended for a student, the awareness and support of the student's parent/guardian is extremely important.

- Parents of all students participating in the RTI program will be specifically notified of their son's/daughter's involvement prior to participation in any part of the program.
- In such cases where either the student or parent/guardian do not wish to cooperate in making needed assistance available, the student's status in school may have to be re-evaluated taking into account the best interests of the student, the nature of the problem, and the health, safety, welfare, educational opportunity, and rights of other students and staff.
- In cases where students participate in the program through self-referral, parents will be notified as soon as practicable.
  - Self-referral means the student has recognized he or she has a problem and initiates an intervention by going to a faculty or staff member or other member of the RTI Team. This differs from self-reporting, where a student may have already broken a rule or violated a state statute and therefore would be subject to established consequences (see Self-Reporting Clause in the Athletic Code of Conduct).

No student who self-refers to the assistance program will have any academic or extra/co-curricular opportunities limited or denied solely because of a self-referral to the RTI program or participation therein. **In cases involving athletes who have self-reported, the Self-Reporting Clause of the LHS Athletic Code of Conduct (Poor Conduct Penalties – Drugs, Alcohol, Judgment) supersedes this section.**

Self-referrals by students or their parent or guardian seeking assistance for their child will be conducted in a confidential manner.

- Any records will be maintained in the LHS Guidance Office and will not become part of the student's permanent record. All such records will be accorded the high degree of confidentiality accorded medical records and will not be disclosed to anyone other than the student or student's parent or guardian and other LHS personnel permitted by law, except under a court order

compelling disclosure, or a written request signed by the student or the student's parent/guardian if the student is under 18 years of age. Release of any such records shall be in accordance with state and federal law.

- Any services or materials rendered or provided by the RTI Team shall be without charge to the student. Any services or materials rendered or provided by professionals outside the LCSC will be at the student's and his or her parent/guardian's cost. LHS will assume no responsibility for payment of such costs other than those mandated by law through Indiana Administrative Code or the Americans with Disabilities Act.

Upon referral to the RTI Team, the Team Coordinator may consult with the student, and/or other staff members in an attempt to assess the nature and scope of the student's problem. This initial screening will result in one or more of the following recommendations:

- No ongoing personal or performance problem at this time; no further action is necessary.
- Further assessment interviews are recommended with professionals outside the LCSC.
- The student is requested to contract for specific behavioral changes monitored through regular meetings with appropriate designated staff.
- The student may be referred to and be expected to complete an in-school support group, after which additional recommendations will be made.
- The student may be referred to LAJSSC or the Section 504 coordinator.
- The student requires involvement of other community services, e.g. Family Opportunity Center, Four County Counseling Center, etc.

The responsibility for conducting the RTI Team will be handled by the building administrator (or his or her designee) who will interpret LHS procedure to students, staff, parents, and the community.

Evaluation tools will be utilized throughout the school year to determine program effectiveness, and provide data for program improvement.

#### **PROCEDURES FOR REFERRALS TO RTI**

- A faculty or staff member observes behavior or behavior changes that present a concern.
- The faculty/staff member records the observations in a PowerSchool log entry.
- The faculty/staff member shares their concern with the student.
- If behavior changes in an acceptable/healthy manner, faculty/staff members will continue to monitor student and keep referral form in their own file for future reference.
- If behavior continues to occur, faculty/staff member will indicate it on a Classroom Management Form and send it to the Guidance Office. (Faculty/staff member will continue to handle isolated incidents through standard corrective measures.)
- The RTI Team will review presented data to determine immediacy of concern. Upon that determination, one or more of the following steps will be taken:
  - Collect further data from the student, school staff, school records, parent/guardian, community representatives, significant others, etc.
  - Place student's name on the agenda for a RTI Team meeting and invite referring faculty/staff member to meeting where concerns will be addressed.
- At RTI Team meetings, all collected data will be discussed, evaluated, and a course of action recommended. This may include but not be limited to the following:
  - Need to gather additional information at this time.
  - Parent conference held to discuss concerns and make recommendations.
  - Further assessment may be recommended with professionals outside the LCSC.
  - The student may be requested to contract for specific behavioral changes monitored through regular meetings with appropriate designated staff.
- The student may be referred to LAJSSC or Section 504 coordinator.
- Follow-up is conducted by designated RTI Team members to determine if student and parent/guardian have initiated recommended course of action.

## **SUBSTANCE ABUSE PROCEDURES FOR LCSC**

### **PHILOSOPHY**

LCSC has a responsibility to protect the health and safety of all students by making every effort to insure a drug free environment.

LCSC further recognizes that students often need education, assistance, and support because of their own substance abuse. Since chemical dependency is preceded by the abuse of alcohol and/or other drugs, the LCSC wishes to provide an opportunity for education and/or assistance to any student displaying signs of harmful involvement.

Whenever harmful factors arise such as students using/abusing illegal chemicals that interfere with their school performance, LCSC will utilize its resources to address the problem with as little interruption to the learning environment as possible.

Further, LHS officials expect and encourage positive parental involvement along with other segments of the community that have a role in helping students to remain drug-free.

### **PROCEDURES FOR ALCOHOL/DRUG VIOLATIONS**

The procedure must be equally applied to every student regardless of circumstances. Students will typically respond positively to a procedure that is fair and consistently enforced.

Knowingly possessing, using, transmitting, or being under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, or intoxicant of any kind, tobacco or tobacco product, sniffing glue or other substances, drug-related paraphernalia or any type of drug-related paraphernalia represented to be a drug or paraphernalia; or knowingly possessing, using, or transmitting any substance which is represented to be or looks like a narcotic drug, hallucinogenic drug, amphetamine (including methamphetamine) barbiturate, marijuana, alcoholic beverage, stimulant, depressant, or intoxicant of any kind is not permitted. Possessing, using, transmitting, or being under the influence of caffeine-based substances, substances containing phenylpropanolamine (PPA), or stimulants of any kind, be they available with or without a prescription, is not permitted.

**These procedures shall be implemented when an offense occurs:**

- a) on school grounds during and immediately before and after school hours;**
- b) on the school grounds at any other time when the school is being used by any school group;**
- c) off the school grounds at any school-sponsored activity, function, or event.**

Reasonable suspicion that one will find evidence of a violation of law or school rule is cause for school officials to use appropriate measures as provided by law, including but not limited to: calling the police, searching student lockers, searching the person and personal possessions of the student, and detaining the student.

### **DISPOSITION PROCEDURES FOR STUDENTS**

The following applies to students in grades 9-12 or those who are otherwise served by LCSC while attending school or school related events. Statutory due process will be followed in cases of suspension, expulsion or exclusion from school.

**Offense:** Student is found to be under influence of or in possession of alcohol/drugs:

- Parent or guardian will be notified.
- Proper legal authorities will be notified.
- Student is suspended from school for ten (10) days with recommendation of expulsion to the superintendent.
- Face the following consequences in regard to extra and co-curricular activities **(If a student is also an athlete, the established athletic policies shall also apply):**
  - The student shall relinquish any leadership position.
  - The student shall be ineligible to participate in any voluntary trips, activities, functions, events, etc.
  - The student shall be ineligible to participate in any all-state or honor activities.
  - The student shall be ineligible to audition for any solos, parts in musicals, drama productions, etc.

**FIRST OFFENSE** – Suspension from extra and co-curricular activities for a period of time equal to 30% of a semester.

**SECOND OFFENSE** – Suspension from extra and co-curricular activities for a period of time equal to one calendar year beginning on the day after LHS Administration has determined a rules violation has occurred.

### **DEFINITIONS:**

**Co-Curricular** - A credited course in which students are required as part of the course work to attend rehearsals, practices, concerts, events, etc. beyond the school day. A student's grade is impacted by the student's attendance and the **student's degree and quality**

### **of participation in these activities.**

**Non-Athletic Extra-Curricular** - A non-athletic school sponsored activity which is not a part of a credited course. There is no grade impact on participation unless through voluntary extra-credit.

**Athletic** - The LHS athlete is defined as and includes all young men and women who represent a team that engages in interscholastic competition and further includes cheerleaders, mat maids, mascots, student managers, student trainers, and student statisticians.

**Dealing:** Dealing is defined as selling, transmitting, or manufacturing alcohol or other illegal drugs.

Disposition for dealing offense:

- Parent/guardian will be notified.
- Proper legal authorities will be notified.
- Student is suspended from school with recommendation of expulsion to the superintendent for the remainder of the present semester, and for the subsequent semester.
- If the offense consists of "sharing" unauthorized alcohol/drugs with peers, LHS officials will have the discretion of recommending to the superintendent the waiving of expulsion providing that the various criteria are met as outlined above.

The use and/or possession of tobacco or tobacco products inside of LHS and on the property of the LCSC is not permitted. This includes cigarettes, pipe tobacco, cigars, chewing tobacco, snuff, or any other type of tobacco products. Violators will be subject to disciplinary procedures. The student will:

- Return to school after a three (3) day suspension.
- Be referred to RTI Team
- Face the following consequences in regard to extra and co-curricular activities (**If a student is also an athlete, established athletic policies shall also apply**):
- The student shall relinquish any leadership position.
  - The student shall be ineligible to participate in any voluntary trips activities, functions, events, etc.
  - The student shall be ineligible to participate in any all-state or honor activities.
  - The student shall be ineligible to audition for any solos, parts in musicals, drama productions, etc.

**FIRST OFFENSE** - Suspension from extra and co-curricular activities for a period of time equal to 30% of a semester.

**SECOND OFFENSE** - Suspension from extra and co-curricular activities for a period of time equal to one calendar year beginning on the day after LHS Administration has determined a rules violation has occurred.

### **DRUG TESTING OF ATHLETES, CHEERLEADERS, AND STUDENT DRIVERS**

For the safety, welfare and best interests of the students of LHS, and to promote drug-free lives both during and following high school, the LCSC has adopted a drug education and testing program for use by all high school interscholastic athletic and cheerleading teams and student drivers. Drug usage is incompatible with participation in inter-scholastic athletics and driving. Such usage is forbidden by training rules, and increases the risk of injury to the user as well as others. Consent to testing is a condition of practice for and participation in all inter-scholastic athletics, cheerleading activities and driving privileges.

The purposes of the program are to prevent drug and alcohol usage; to educate students as to the serious physical, mental and emotional harm caused by drug and alcohol abuse; to prevent injury, illness and harm as a result of drug and alcohol abuse; and to maintain an environment free of alcohol and drug use.

Students will receive instruction in the dangers of drug and alcohol use as a part of the health program. The elimination of drug and alcohol use shall be part of this program.

This education and testing program is intended to be a helpful part of the overall physical and social education and conditioning programs at LHS. Its purpose is not strictly disciplinary in nature, but is intended as a medical diagnostic tool to disclose possible drug related problems, and as an extension of our drug education programs.

The drug testing policy shall be distributed to all students and parents. Selection of persons to be tested shall be done in a confidential manner to protect the identity of those being tested. Collection of urine samples shall be done in an inoffensive way that insures the integrity and identity of the sample. The school official who supervises the sample collection will not physically observe giving of the sample.

Samples shall be tested by a reliable laboratory and reliable tests shall be performed before any sample is labeled "positive" for any particular drug. Confidentiality shall be maintained so that the identity of anyone testing positive is made known only to the student, his or

her parents or guardian, and those persons in the athletic department that need to know.

If there is a suspension from practice or team participation, team members shall not be told the reason unless the student chooses to do so. This program shall not affect other LCSC policies, practices or rights in dealing with drug or alcohol use or possession where there is reasonable suspicion of use or possession obtained by means other than the random sampling provided for in this program.

A "positive" test under this program shall not be cause for automatic suspension or expulsion from regular school activities.

### **DRIVER'S LICENSE DENIAL/SUSPENSION**

Under Indiana Code, a student who: is declared an habitual truant, has been suspended twice in the same school year, is expelled from school, or who has withdrawn from school for any reason other than financial hardship and who is under the age of 18 may have his or her driver's license suspended for 120 days or until the end of the semester during which the student returns to school, whichever period of time is longer (see IC 9-24-2-4 (a), below). In addition, students who fall into the above categories can be denied a driver's license (See IC 9-24-2-1(a), below).

#### **IC 9-24-2-4(a)**

##### **Invalidation... of licenses; suspended, expelled, and withdrawn students**

Sec. 4. (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

#### **IC 9-24-2-1(a)**

##### **Suspended, expelled, and withdrawn students**

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 20-8.1-3-17.2.
- (2) Is under at least a second suspension from school for the school year under IC 20-8.1-5.1-8 or IC 20-8.1-5.1-9.
- (3) Is under an expulsion from school under IC 20-8.1-5.1-8, IC 20-8.1-5.1-9, or IC 20-8.1-5.1-10.
- (4) Has withdrawn from school, for a reason other than financial hardship and the withdrawal was reported under IC 20-8.1-3-24(a) before graduating.

## **VI. TRANSPORTATION**

Students will ride only assigned school buses and will board and depart from the bus at assigned bus stops. Students will not be permitted to ride unassigned buses for any reason other than an emergency, except as approved by the Principal.

A change in a student's regular assigned bus stop may be granted for a special need, if a note from a parent is submitted to the building Principal stating the reason for the request and the duration of the change and the Principal approves.

### **BUS CONDUCT**

Students who are riding to and from school on transportation provided by the school are required to follow some basic safety rules. Bus students should remember that riding the bus is a privilege not a right. This applies to school-owned buses as well as any contracted transportation that may be provided.

School bus drivers have a most difficult job in maintaining discipline and order while safely driving children to and from school. The driver may assign seating or direct the student in any reasonable manner to maintain that safety. Good student behavior on the school bus is important for the safety and well-being of the entire passenger load.

Cooperation, support and the requirement of children to follow all bus rules which have been recommended and approved by the school authorities is needed. Students need to be courteous and friendly to all others on the bus.

Rules and regulations found in the student handbook distributed at your child's school extend to the time your child spends on the bus.

The bus driver will treat all children equally and in a civil manner while seeing that no child is imposed upon or mistreated by others. Insist that all children are courteous and friendly to all others on the bus.

### **SECONDARY STUDENT RULES:**

- Each pupil shall be located immediately upon entering the bus in the place assigned by the driver.

- No pupils shall stand or move from place while the bus is in motion.
- Loud, boisterous, or profane language or indecent conduct shall not be tolerated.
- Pupils shall not be allowed to threaten, tease, scuffle, trip, hold, hit or use their hands, feet or body in any objectionable manner. Weapons of any kind are not permitted.
- The use of tobacco, alcohol, or any other drug is prohibited.
- No windows or doors will be opened or closed except by permission of the bus driver.
- No pupils shall enter or leave the bus until it has come to a full stop and the door has been opened by the driver.
- Students may not get off the bus at an unauthorized stop.
- The student should be waiting at his loading station when the bus arrives.
- Lighting a match or lighter will result in immediate suspension of the bus riding privileges.

#### **PENALTIES FOR INFRACTIONS:**

- The bus driver may suspend a student from riding the bus for the period of one (1) day per occurrence due to behavior problems.
- Upon recommendation of the bus driver, school authorities may deny the PRIVILEGE of riding the school bus to any pupil who refuses to conduct himself/herself in a proper manner.

The driver will not discharge students at places other than their regular stop at home or at school unless he or she has proper authorization from school officials.

Repeated abuse of the above rules may warrant a "NOTICE TO PARENT OF MISCONDUCT ON SCHOOL BUS." A second offense will automatically take away the privilege of riding the bus until the parent meets with the Director of Transportation, or his designate, and the building principal.

## **APPENDIX**

### **Board Policies of Note**

#### **Policy 5611 Due Process Rights**

#### **Policy 5710 Student Complaints**

#### **Policy 9130 Public Complaints and Concerns**

### **WELLNESS POLICY**

## **WELLNESS**

As required by law, the School Board establishes the following wellness policy for the School Corporation as a part of a comprehensive wellness initiative.

The Board recognizes that good nutrition and regular physical activity affect the health and well-being of the Corporation's students. Furthermore, research suggests that there is a positive correlation between a student's health and well-being and his/her ability to learn. Moreover, schools can play an important role in the developmental process by which students establish

their health and nutrition habits by providing nutritious meals and snacks through the schools' meal programs, by supporting the development of good eating habits, and by promoting increased physical activity both in and out of school.

Schools alone, however, cannot develop in student's healthy behaviors and habits with regard to eating and exercise. It will be necessary for not only the staff, but also parents and the public at large to be involved in a community-wide effort to promote, support, and model such healthy behaviors and habits.

The Board sets the following goals in an effort to enable students to establish good health and nutrition habits:

- A. With regard to nutrition education/promotion:
  - 1. Nutrition education shall be included in the health curriculum so that instruction is sequential and standards-based and provides students with the knowledge, attitudes, and skills necessary to lead healthy lives.
  - 2. Nutrition education shall be integrated into other subject areas of the curriculum, when appropriate, to complement, but not replace, the standards and benchmarks for health education.
  - 3. Nutrition education shall extend beyond the classroom by engaging and involving the school's food service staff.
  - 4. Nutrition education posters, such as the MyPlate will be displayed in the cafeteria.
  - 5. Instruction related to the standards and benchmarks for nutrition education shall be provided by highly qualified teachers.
- B. With regard to physical activity:
  - 1. Physical Education
    - a. A sequential, comprehensive physical education program shall be provided for students in K-12 in accordance with the physical education academic content standards and benchmarks adopted by the State.
    - b. Planned instruction in physical education shall promote participation in physical activity outside the regular school day.
    - c. Physical education classes shall provide students with opportunities to learn, practice, and be assessed on developmentally appropriate motor skills and social skills, as well as knowledge.
    - d. The K-12 program shall include instruction in physical education as well as opportunities to participate in competitive and non-competitive team sports to encourage lifelong physical activity.

- e. Planned instruction in physical education shall teach cooperation, fair play, and responsible participation.

2. Physical Activity

- a. Physical activity shall not be employed as a form of discipline or punishment.
- b. Physical activity and movement shall be integrated, when possible, across the curricula and throughout the school day.
- c. All students in grades K-5/6 shall be provided with a daily recess period at least one (15) minutes in duration.
- d. In addition to planned physical education, the school shall provide age-appropriate physical activities (e.g., recess during the school day, intramurals and clubs before and after school, and interscholastic sports) that meet the needs of all students, including males, females, students with disabilities, and students with special health care needs.

C. With regard to other school-based activities:

- 1. The schools shall schedule mealtimes so there is minimum disruption by bus schedules, recess, and other special programs or events.
- 2. The school shall provide attractive, clean environments in which the students eat.
- 3. The schools may provide opportunities for staff, parents, and other community members to model healthy eating habits by dining with students in the school dining areas.
- 4. Schools in our system utilize electronic identification and payment systems, therefore, eliminating any stigma or identification of students eligible to receive free and/or reduced meals.
- 5. Students are discouraged from sharing their foods or beverages with one another during meal times, given concerns about allergies and other restrictions on some students' diets.

- D. With regard to nutrition promotion, any foods and beverages marketed or promoted to students on the school campus, during the school day, will meet or exceed the USDA Smart Snacks in School nutrition standards.

Additionally, the Corporation shall:

1. encourage students to increase their consumption of healthful foods during the school day;
2. designate wellness champions at each school that will promote resources for wellness for students, families, and the community;
3. promote and encourage Farm to School efforts through its nutrition department as another way to provide healthy foods.
4. Discourage rewarding children in the classroom with candy and other foods that can undermine children's diets and health and reinforce unhealthy eating habits. Classroom celebrations and rewards should focus on activities (e.g. giving free time, extra recess, music, and reading time) rather than food;

Furthermore, with the objectives of enhancing student health and well-being, and reducing childhood obesity, the following goals are established:

- A. In accordance with Policy 8500, entitled Food Service, the food service program shall comply with Federal and State regulations pertaining to the selection, preparation, consumption, and disposal of food and beverages as well as to the fiscal management of the program.
- B. The sale of foods of minimal nutritional value in the food service area during the lunch period is prohibited.
- C. As set forth in Policy 8531 entitled Free and Reduced Price Meals, the guidelines for reimbursable school meals are not less restrictive than the guidelines issued by the U.S. Department of Agriculture (USDA).
- D. The sale to students of foods and beverages that do not meet the USDA Dietary Guidelines for Americans and the USDA Smart Snacks in School nutrition standards to be consumed on the school campus during the school day is prohibited. Competitive foods available for purchase by students a la carte in the dining area and foods or beverages sold from vending machines and school stores are subject to this prohibition.
- E. With regard to specific fundraisers in accordance with the Healthy Hunger Free Act of 2010, 7CFR 210.11(b)(4) and as established by state policy, schools are allowed two exempted fundraisers per school building, per school year, for fundraisers involving the sale of foods and/or beverages not meeting the nutrition standards for Smart Snacks and occurring during the school day. These exempted fundraisers may not be sold in competition with school meals in the food serving area during the meal service. The maximum duration of an exempted fundraiser is one day.
- F. Foods provided, not sold, on the school campus during the school day, for classroom parties, birthday celebrations or holiday celebrations will be exempt from the USDA Smart Snack standards providing they are limited to one time per month and monitored by building Principals for compliance. Teachers shall be encouraged to have at least one Smart Snack item available at each celebration.

Food being served to students must be commercially prepared and packaged in the original container with food/nutrition labels listing all product ingredients.

Schools shall inform parents/guardians of the classroom celebration guidelines.

With regard to Staff Wellness, the corporation shall:

- A. Support the health and wellbeing of our staff by creating and promoting policy and environmental supports to provide physical activity and healthy eating opportunities.
- B. The school corporation will promote programs to increase knowledge of physical activity and healthy eating for faculty and staff.
- C. School will allow staff to use school facilities outside of school hours for activities such as group fitness classes, walking programs and individual use.
- D. Staff will be encouraged to participate in community walking, bicycling or running events.

The Board designates the Superintendent as the individual charged with operational responsibility for measuring and evaluating the Corporation's implementation and progress under this policy.

The Superintendent shall appoint a Corporation wellness committee that includes parents, students, representatives of the school food authority, nutritionists or certified dietitians, educational staff (including physical education teachers), school health professionals, the School Board, administrators, and members of the public to oversee the development, implementation, evaluation, and periodic update, if necessary, of the wellness policy.

The Superintendent shall be an ex officio member of the committee.

The wellness committee shall be an ad hoc committee of the Board with members recruited and appointed annually.

The wellness committee shall meet at least two times per year and shall:

- A. assess the current environment in each of the Corporation's schools;
- B. measure the implementation of the Corporation's wellness policy in each of the Corporation's schools;
- C. review the Corporation's current wellness policy;
- D. recommend revision of the policy, as appropriate; and
- E. present the wellness policy, with any recommended revisions, to the Board for approval or re-adoption if revisions are recommended;
- F. additionally, each building will have a Wellness Team consisting of foodservice, administration, nurse, PE. student, and teacher in order to assist with the implementation of the Wellness Policy.

Before the end of each school year the wellness committee shall submit to the Superintendent and Board their report in which they describe the environment in each of the Corporation's schools and the implementation and compliance of the wellness policy in each school, and identify any revisions to the policy the committee deems necessary.

The chain of command for monitoring and implementing the Wellness Policy is as follows:

- A. Wellness Teams - Wellness Committee;

- B. Wellness Committee - Superintendent; and
- C. Superintendent - School Board.

The Superintendent also shall be responsible for informing the public, including parents, students and community members, on the content and implementation of this policy. In order to inform the public, the Superintendent shall include information in the student handbook and post the wellness policy on the Corporation's website, including the assessment of the implementation of the policy prepared by the Corporation.

The Corporation shall assess the Wellness Policy at least once every three (3) years on the extent to which schools in the Corporation are in compliance with the Corporation policy, the extent to which the Corporation policy compares to model wellness policies, and the progress made in attaining the goals of the Corporation Wellness Policy. To ensure continuing progress, the Corporation will evaluate implementation efforts and their impact on students and staff using the DOE Wellness Policy Checklist at [http://www.doe.in.gov/sites/default/files/Nutrition/evaluation-checklist\\_0.pdf](http://www.doe.in.gov/sites/default/files/Nutrition/evaluation-checklist_0.pdf)

The marketing or advertising of food or beverages during the school day will meet Smart Snack guidelines.

I.C. 20-26-9-18  
42 U.S.C. 1751 et seq.  
42 U.S.C. 1758b  
42 U.S.C. 1771 et seq.  
7 C.F.R. Parts 210 and 220

Adopted 5/22/06  
Revised 8/11/14  
Revised 7/13/15  
Revised 11/14/16

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## **EQUAL EDUCATION OPPORTUNITY**

It is the policy of the Logansport Community School Corporation (LCSC) to provide an equal education opportunity for all students.

Any person who believes that the school or any staff person has discriminated against a student on the basis of race, color, creed, age, disability, religion, gender, ancestry, national origin, place of residence within the boundaries of the LCSC, or social or economic background, has the right to file a complaint. A formal complaint may be made in writing to the LCSC's Compliance Officer listed below:

Director of Support Services  
574.722.2911

The complaint procedure is described on the form entitled "Notice of Nondiscrimination and Grievance Procedures for Title II, Title VI, Title VII, and Title IX, Section 504, Age Act, and ADA," which appears below.

The complaint will be investigated and a response, in writing, will be given to the concerned person within 45 days. The Compliance Officer may provide additional information concerning access to equal education opportunity. Under no circumstances will the LCSC threaten or retaliate against anyone who raises or files a complaint.

## **TUITION FOR NON-RESIDENT STUDENTS**

- No student whose residence is beyond the corporate limits of the LCSC will be admitted to the schools of the LCSC without tuition fees, unless approved by the Board of School Trustees.
- The LCSC will collect the tuition of each non-resident child in advance of education. To carry out this plan it will be necessary to pay the tuition for each child on or before the first day of each month of school. Tuition will be payable at the Administration Building on a monthly basis.
- Tuition will be charged for each day a child attends school in the LCSC after the child has become a non-resident of the

LCSC, except as provided by Indiana Code.

- Students whose parents or legal guardians are not residents of the LCSC may attend the LCSC subject to the following conditions:
- If the student is eighteen (18) years of age or older and is emancipated.
- If the student's parents are divorced, or separated, and the student resides with the parent who is a legal resident of the LCSC provided:
- No court order has established the custody of the student, or
- Both parents have agreed on the parent or person with whom the student will live, or
- When the parent granted custody of the student has abandoned the student and the student is being supported by another legal resident of the LCSC. This situation is temporary as defined in Indiana Code.
- If the student's parents reside outside of the United States because of education or job assignment and maintain no permanent home in the United States but have placed the student in the home of a person who is a legal resident of the LCSC.
- If the student is granted a transfer from another government agency which attests to its financial responsibility to the LCSC for the tuition costs for such transfer.
- If the student pays to the LCSC cash transfer, as provided by Indiana Code.
- The tuition charge for transferees into the LCSC from outside the State of Indiana shall be the gross tuition charge per capita of resident students.

## **TITLE VI, IX, 504 GRIEVANCE FORM**

Building \_\_\_\_\_ Date \_\_\_\_\_ Time \_\_\_\_\_

### **Step 1- Statement of Grievance**

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\_\_\_\_\_  
Signed - Grievant

Reported to: \_\_\_\_\_ Principal or Supervisor

### **DISPOSITION**

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\_\_\_\_\_  
Signed

\_\_\_\_\_  
Date

**GRIEVANCE SATISFACTORILY SETTLED:**

Yes \_\_\_\_\_ No \_\_\_\_\_

If not, referred to Superintendent or Coordinator of Titles VI and IX and 504

\_\_\_\_\_  
Signed

\_\_\_\_\_  
Date

### **Step 2 – Disposition**

### **DISPOSITION**

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Signed

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Date

GRIEVANCE SATISFACTORILY SETTLED:

Yes \_\_\_\_\_ No \_\_\_\_\_

If not, referred to the Board of School Trustees

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Signed

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Date

**Step 3 – Disposition**

DISPOSITION

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Signed

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Date

GRIEVANCE SATISFACTORILY SETTLED:

Yes \_\_\_\_\_ No \_\_\_\_\_

**Step 4 - Appealed to:**

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Signed

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Date

## **NOTICE OF NONDISCRIMINATION AND GRIEVANCE PROCEDURES INCLUDING TITLE II, TITLE VI, TITLE VII, AND TITLE IX, SECTION 504, AGE ACT, AND ADA**

### **NONDISCRIMINATION**

The Board does not discriminate on the basis of religion, race, color, national origin, sex, disability, or age in its programs, activities, or employment. Further, it is the policy of the LCSC to provide an equal opportunity for all students, regardless of race, color, creed, age, disability, religion, gender, ancestry, national origin, place of residence within the boundaries of the LCSC, or social or economic background, to learn through the curriculum offered in this LCSC.

### **COMPLAINT PROCEDURE**

#### **Section I**

Any person that believes that he or she has been discriminated against or denied equal opportunity or access to programs or services may file a complaint, which shall be referred to as a grievance, with the LCSC's Civil Rights Coordinator. (LCSC, 2829 George Street, Logansport, IN 46947, 574/722-2911.)

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The individual may also, at any time, contact the U. S. Department of Education, Office of Civil Rights, 401 South State Street, Room 700, Chicago, Illinois, 60605-1202.

#### **Section II**

The person who believes he or she has a valid basis for grievance shall discuss the grievance informally and on a verbal basis with the LCSC's Civil Rights Coordinator, who shall in turn investigate the complaint and reply with an answer to the complainant. He or she may initiate formal procedures according to the following steps:

##### **Step 1**

A written statement of the grievance signed by the complainant shall be submitted to the LCSC's Civil Rights Coordinator within five (5) business days of receipt of answers to the informal complaint. The Coordinator shall further investigate the matters of grievance and reply in writing to the complainant within five (5) business days.

##### **Step 2**

If the complainant wishes to appeal the decision of the LCSC's Civil Rights Coordinator, he or she may submit a signed statement of appeal to the Superintendent of Schools within five (5) business days after receipt of the Coordinator's response. The Superintendent shall meet with all parties involved, formulate a conclusion, and respond in writing to the complainant within ten (10) business days.

##### **Step 3**

If the complainant remains unsatisfied, he or she may appeal through a signed written statement to the School Board within five (5) business days of his or her receipt of the Superintendent's response in step two. In an attempt to resolve the grievance, the School Board shall meet with the concerned parties and their representative within twenty (20) business days of the receipt of such an appeal. A copy of the Board's disposition of the appeal shall be sent to each concerned party within ten (10) business days of this meeting.

##### **Step 4**

If at this point the grievance has not been satisfactorily settled, further appeal may be made to the U.S. Department of Education, Office of Civil Rights, 401 South State, Room 700, Chicago, Illinois 60605-1202.

Inquiries concerning the nondiscriminatory policy may be directed to Director, Office for Civil Rights, Department of Education, Washington, D.C. 20201.

The LCSC's Coordinator, will investigate all complaints in accordance with this procedure. A copy of each of the Acts and the

regulations, on which this notice is based, may be found in the LCSC Coordinator's office.

**MEMORANDUM TO PARENTS REGARDING**  
**SCHOOL BOARD POLICY ON DRUG-FREE SCHOOLS**

In accordance with federal Law, the School Board prohibits the use, possession, concealment, or distribution of drugs by students on school grounds, in school or school-approved vehicles, or at any school-related event. Drugs include any alcoholic beverage, anabolic steroid, dangerous controlled substance as defined by State statute or substance that could be considered a "look-a-like" controlled substance. Compliance with this policy is mandatory for all students. Any student who violates this policy will be subject to disciplinary action, in accordance with due process and as specified in the student handbooks, up to and including expulsion from school. When required by State law, the LCSC will also notify law enforcement officials.

The LCSC is concerned about any student who is a victim of alcohol or drug abuse. Students and their parents should contact the school principal or counseling office whenever such help is needed.

5530

**DRUG TESTING PROGRAM**  
**CONSENT FORM**

I have read and understand the "LHS Drug Testing Program." I desire that \_\_\_\_\_ participate in this program and in the interscholastic athletic programs offered at Logansport High School. I also understand that in order to drive to and from school or during school I hereby voluntarily agree to be subject to its terms. I accept the method of obtaining urine samples, testing, and analyses of such specimen, and all other aspects of the program. I agree to cooperate in furnishing urine specimens that may be required from time to time.

I further agree and consent to the disclosure of the sampling, testing, and results provided for in this program. The consent is given pursuant to all State and Federal Privacy Statutes and is waiver of rights to non-disclosure of such test records and results only to the extent of the disclosures authorized in this program.

The consent form will be in effect for the duration of the student's enrollment at LHS.

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

\_\_\_\_\_  
Custodial Parent or Guardian Signature

\_\_\_\_\_  
Date

**WITHDRAWAL OF DRUG-TESTING CONSENT**

I hereby withdraw my consent to the drug testing of \_\_\_\_\_

and understand this withdrawal will be made known to all other persons who consented for the above person to be tested in accordance with the "LCSC Drug Testing Program." I further understand that by withdrawing my consent to the drug testing program I will become ineligible for a minimum of 30% in the sport I am currently involved with or the next sport I participated in the previous season, 1 year, or total suspension of athletic participation or driving privileges depending upon any previous violations. I also understand that to return to participation in interscholastic athletic activities and/or drive to and from school or during school, I will be required to submit a Drug Testing Consent Form.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student

\_\_\_\_\_  
Custodial Parent or Guardian

**NOTIFICATION TO PARENTS REGARDING STUDENT RECORDS**

Each student's records will be kept in a confidential file located at the student's school office. The information in a student's record file will be available for review only by the parents or legal guardian of a student, adult student (eighteen (18) years of age or older), and those authorized by Federal law and LCSC regulations.

A parent or adult student has the right to:

- inspect and review the student's education records within forty-five (45) days after receipt of the request. The school has a form, which can be used to submit a request. The Custodian of Records will notify the parent or adult student of the time and

place where the records can be inspected.

- request amendments if the parent or adult student believes the record is inaccurate, misleading, or otherwise in violation of the student's rights. The school has a form, which may be used to identify which information in the record that the parent or adult student believes is inaccurate or misleading and to specify why it is inaccurate or misleading.
- consent to disclosures of personally identifiable information contained in the student's education records, except to those disclosures allowed by the law.
- Challenge LCSC noncompliance with a parent's request to amend the records through a hearing. If the Custodian of Records decides not to amend the record, the parent or adult student will be so notified and provided the opportunity for a hearing. Additional information concerning the hearing will be provided when notified of the opportunity for a hearing.
- file a complaint with the U.S. Department of Education, 600 Independence Avenue, Washington, D.C. 20202.
- obtain a copy of the LCSC policy and administrative guideline on student records (#8330).

The LCSC has established the following information about each student as "directory information":

**(REFER TO POLICY 8330 FOR THE INFORMATION THE LCSC HAS DEFINED AS DIRECTORY INFORMATION.)**

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

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

**8330**

## **NOTIFICATION TO PARENTS ON BLOOD-BORNE PATHOGENS**

Dear Parent,

The LCSC is subject to Federal and State regulations to restrict the spread of hepatitis B virus (HBV) and human immune deficiency virus (HIV) in the workplace. These regulations are designed to protect employees of the LCSC who are, or could be, exposed to blood or other contaminated bodily fluids while performing their job duties.

Because of the very serious consequences of contracting HBV or HIV, the LCSC is committed to taking the necessary precautions to protect both students and staff from its spread in the school environment.

Part of the mandated procedures includes a requirement that the LCSC request the person who was bleeding to consent to be tested for HBV and HIV. The law does not require parents or guardians to grant permission for the examination of their child's blood, but it does require the LCSC to request that consent. Although we expect that incidents of exposure will be few, we wanted to notify parents of these requirements ahead of time. That way if the situation does develop you will understand the reason for our request and will have had an opportunity to consider it in advance. These are serious diseases, and we sincerely hope that through proper precautions and cooperation we can prevent them from spreading. If you have any questions or concerns, please contact your school nurse.

**8453.01**

## **NOTIFICATION TO PARENTS CONCERNING PEST CONTROL AND THE USE OF PESTICIDES**

Dear Parent:

The LCSC is committed to providing a safe environment for students. It seeks to prevent children from being exposed to pests and pesticides. While pesticides protect children from pests that may be found in the school and its surrounding grounds, under some circumstances they pose a hazard to children. Therefore, pest control practices may involve a variety of chemical and non-chemical methods that are designed to control pests effectively while minimizing potential pesticide exposure.

The policy does not apply to the use of the following pesticides: 1) germ killers, disinfectants, sanitizing agents, water purifiers and swimming pool chemicals; 2) manufactured enclosed insecticides and 3) self-applied insect repellants.

Pesticides will be applied by certified pesticide applicators. Pesticides will not be applied during normal instructional hours when school is in session with the following exceptions: 1) there is a pest present that poses an immediate health threat to the students (*i.e. stinging wasps or bees*); 2) the application is to an area not immediately adjacent to a student occupied building and the students are kept out of that area for at least 4 hours; or 3) the application is a rodenticide bait applied in areas that are totally inaccessible to the students.

The LCSC will:

- Annually inform parents and staff members of the LCSC's pest control policy at the time of student registration by a separate memorandum or as a provision in the staff and/or student handbook;
- Provide the name and phone number of the person to contact for information regarding pest control. Call the Custodial Supervisor at 722.2911;
- Establish a registry of parents and staff members who want to receive advance notice of all pesticide use and provide such notice. Parents who want to be placed on the registry should contact the Custodial Supervisor at 722.2911;
- Provide notice of the planned insecticide applications to parents and employees who have requested advance notice;
- Maintain written/printed/electronic record for 2 years of any pesticide applications.

The LCSC will provide notice to those in the registry at least 48 hours prior to the application of the pesticide unless an emergency is declared. The notice will include: 1) name and address of the school; 2) name, license number and phone number of the certified applicator; 3) designee for information about the application (if different from the applicator); 4) anticipated date and time of application; 5) pests being targeted (*i.e. weeds, roaches, ants, flies, etc.*); 6) description of the application area (*i.e. football field, fence lines, kitchen, etc.*); 7) pesticide(s) to be used (*brand name, manufacturer and EPA registration number*); 8) explanation if 48 hour advance notice is not provided as required.

In case of emergency pesticide applications due to immediate threat to public health, the school shall give written notice as soon as possible.

The LCSC may provide for training of school employees to become certified pest control applicators.

## **NOTIFICATION TO PARENTS CONCERNING PREPAREDNESS FOR TOXIC HAZARD AND ASBESTOS HAZARD**

Dear Parent,

The Board is concerned for the safety of the students and staff members and will attempt to comply with all Federal and State statutes and regulations to protect them from hazards that may result from industrial accidents beyond the control of school officials or from the presence of asbestos materials used in previous construction.

### **TOXIC HAZARDS:**

These hazards exist in chemicals and other substances used in the school setting such as in laboratories, science classrooms, kitchens, in the cleaning of school buildings, buses, and equipment and the maintaining of school grounds.

The Superintendent will appoint an employee to serve as the Toxic Hazard Preparedness (THP) Officer. Call the Director of Support Services, LCSC, 2829 George Street, Logansport, Indiana, 574/722-2911.

### **ASBESTOS**

In its efforts to comply with Asbestos Hazard Emergency Response Act (AHERA), the Board recognizes its responsibility to:

- inspect all LCSC buildings for the existence of asbestos or asbestos-containing materials;
- take appropriate actions based on the inspections;
- establish a program for dealing with friable asbestos, if found;
- maintain a program of periodic surveillance and inspection of facilities or equipment containing asbestos;
- comply with EPA regulations governing the transportation and disposal of asbestos and asbestos-containing materials.

The Superintendent shall appoint a person to develop and implement the LCSC's Asbestos-Management Program which will ensure proper compliance with Federal and State laws and the appropriate instruction of staff and students. Director of Support Services, LCSC, 2829 George Street, Logansport, Indiana, 574/722-2911.

The appropriate inspection has been performed and a management plan is in place and available in each school building in the LCSC and may be seen during business hours Monday through Friday. A copy of the plan will be furnished at a cost of \$ .15 per page within 10 days notice from the date of the request. The plan is updated every six months.

The Superintendent shall also ensure that, when conducting asbestos abatement projects, each contractor employed by the LCSC is licensed pursuant to the Indiana Department of Health Regulations.

**PARENT/STUDENT ACKNOWLEDGEMENT**  
**OF STUDENT HANDBOOK**

We, \_\_\_\_\_ and \_\_\_\_\_  
*Parent/Guardian Signature Date Student's Printed Name Student's Signature Date*

Have received and read the Student (Parent) handbook. We understand the rights and responsibilities pertaining to students and agree to support and abide by the rules, guidelines, procedures, and policies of LCSC. We further understand that this handbook supersedes all prior handbooks and other written material on the same subjects.

**PARENT/STUDENT ACKNOWLEDGEMENT**  
**OF INTERNET USAGE**

Use of the Corporation's Network, including the Internet, is a privilege, not a right. The Corporation's Network is provided for educational purposes only. Unauthorized and inappropriate use may result in a cancellation of this privilege. The Corporation has the right to monitor, review and inspect any directories, files and/or messages residing on or sent using the Corporation's computers/networks that within the Corporation or external to the Corporation. As the parent/guardian of this student, I have read the Network Acceptable Use Policy and Student Email Acceptable Use Policy. I have discussed both policies with my child. I understand that student access to the Corporation's Network is designed for educational purposes and that the Corporation has taken available precautions to restrict and/or control student access to all objectionable and /or controversial materials that may be found on the Internet. I will not hold the Corporation (or any of its employees) responsible for materials my child may acquire or come in contact with while using the Corporation's Network. Additionally, I accept responsibility for communicating to my child guidance concerning his/her acceptable use of the Corporation Network.

- |     |    |                                                                                                                                                                                                                                                                 |
|-----|----|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Yes | No | I give permission for my student to access the Corporations Network, including the Internet, and understand the Corporation has the right to monitor, review or inspect my student's activities according to Federal Law, State Law and/or School Board Policy. |
| Yes | No | I give permission for my student to have a Corporation student email account and understand the Corporation has the right to monitor, review or inspect my student's activities according to Federal Law, State Law and/or School Board Policy.                 |
| Yes | No | I give permission for my child's image (photograph) to be published in public media or any school based media which includes the Internet and other forms of school publications.                                                                               |
| Yes | No | I give permission for the Corporation to transmit "live" images of my child (as part of a group) over the Internet via a web cam.                                                                                                                               |
| Yes | No | I authorize and license the Corporation to post my child's class work on the Internet without infringing upon any copyright my child may own with respect to such class work.                                                                                   |

\_\_\_\_\_  
*Parent/Guardian Signature Date Student Signature for grades 6-12 only Date*

**Failure to sign this form does not signify that non-compliance with the regulations or policies of the Logansport Community School Corporation is permitted.**

# Logansport Community School Corporation School Lunch Charge and Refund Policy

## **Purpose/Policy:**

The State Board of Accounts and USDA regulations state that bad debt is an unallowable expense to the Food Service Account. Therefore, the purpose of this policy is to establish consistent meal account procedures throughout the district. There is a fine balance that needs to be attained between the solvency of the food service program and the nutritional needs of the students. The goals of this policy are:

1. To ensure that all students have a healthy meal and that no child goes hungry.
2. To treat all students with dignity and confidentiality in the serving line regarding meal accounts.
3. To establish fair practices that can be used throughout the school district.
4. To support positive and clear communication among staff, administrators, teachers, students and parent/guardians.
5. To encourage parent/guardian to assume the responsibility of meal payments and to promote self-responsibility of the student.
6. To establish a consistent practice regarding charges and collection of charges.

School breakfast and lunch accounts can be funded through multiple methods:

- Cash or Check sent to cafeteria in an envelope marked with student name, amount and teacher
- SendMoneytoSchool.com simply log onto the LCSC school website at [www.lcsc.k12.in.us](http://www.lcsc.k12.in.us), under "LCSC News" click link for check and pay for lunch balances online and follow instructions.
- We are a "No Cash Back" food service department. When students pay for their breakfast or lunch while at the Point of Sale. All monies paid will be deposited into the students account.

It is strongly encouraged that parents/guardians make meal payments in advance.

If you are unable to pay for school meals due to your economic situation you may apply for Free/Reduced priced meal benefits either at the Food Service Office, 2829 George Street, at the child's school or online at [www.LunchApp.com](http://www.LunchApp.com).

We strongly discourage meal charges, but we understand that an occasional emergency may make it necessary. The following policy is as follows:

## **High School (9-12)**

- Students are allowed no charges and are referred to a Building Administrator.
- Parents are notified daily when students account balance reaches \$2.00 via email.
- Student's may ask a cashier to check their account balance.
- Account balances can be accessed through your [www.sendmoneytoschool.com](http://www.sendmoneytoschool.com) account at any time.

## **Adults**

- No charges allowed.

## **Refunds and Transfers of Lunch Money**

- Money left in a student's account at the end of the school year will roll over to the next year.
- Graduating seniors and withdrawn students will automatically be issued a refund of remaining lunch money in their account if the balance is over \$5.00. Balances **under** \$5.00 require a "Refund/Transfer Request Form." Requests for refunds must be made within 10 days of moving or graduating. Money under \$5.00 not requested or transferred will be cleared off the student account and forfeited. Those funds may be used to assist other LCSC students. The form may be found on at [www.loganberrycafe.com](http://www.loganberrycafe.com). Please complete and return to the Food Service Office, 2829 George Street, Logansport, IN 46947.

*In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.*

*Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.*

*To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:*

- (1) mail: U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410;*
- (2) fax: (202) 690-7442; or*
- (3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov).*

*This institution is an equal opportunity provider.*