

Student/Parent Handbook

Logansport Jr. High School

2020 – 2021



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Mission

Logansport Community School Corporation, in partnership with our community, is dedicated to providing a safe, inclusive environment where all students are supported in exploring multiple pathways to ensure their success.

Vision

ONE TEAM. ONE MISSION. STUDENT SUCCESS!



Board of School Trustees

Mr. Milt Hess
Mr. Scott Kraud
Mr. Dave McClure
Mr. Michael McCord
Mr. Bill Cuppy

Superintendent of Schools

Mrs. Michele Starkey

Primary Goals

Maintain Safe Schools
Advance Student Achievement
Sustain a High Degree of Parent and Community Involvement
Support Focused, Relevant Professional Development
Support Exemplary Customer Service/Public Relations
Value and Celebrate Diversity

Core Values

Alignment ~ Teamwork ~ Continuous Improvement ~ Accountability
High Expectations ~ Data-Driven Decision Making

EQUAL OPPORTUNITY EDUCATION

Logansport Community School Corporation (LCSC) is compliant with all state and federal laws providing for an equal opportunity education for each of its students.

Any person who believes that the LCSC 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 compliance officer noted below:

Attn: Compliance Officer
LCSC Administration Building
2829 George Street
Logansport, IN 46947

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 in the Appendix to this handbook.

The complaint will be thoroughly investigated and a written response will be given to the complainant 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.

STUDENT RIGHTS AND RESPONSIBILITIES

The rules and procedures of LCSC are designed to provide each student with an appropriate education in a safe, orderly, environment. Students can expect that their rights are protected and they are treated with fairness and respect. Likewise, students are expected to respect the rights of their fellow students and the staff. Disciplinary procedures are designed to ensure due process (a fair hearing) before a student is disciplined from an activity because of his or her behavior.

Parents have the right to know how their child is succeeding in LCSC and will be provided information on a regular basis and as needed, when concerns arise. Parents are encouraged to establish constructive communication channels with their child's teachers and support staff of suggestions or concerns that may help their child better accomplish his or her educational goals.

The information within this handbook supersedes all previous handbooks.

PART I

GENERAL INFORMATION

BACKPACKS/BAGS

Students will only be permitted to carry backpacks and bags in the school building for the following reasons:

- 1.) Going to and from PE classes
- 2.) Going to last class period of the day at the teacher's discretion
- 3.) Entering the building
- 4.) Leaving the building
- 5.) A medical condition requires use of a backpack during the day

All backpacks or bags must remain in lockers during the rest of the day. Students may not bring backpacks or bags into classrooms. This includes a standard backpack, messenger bag, cinch bag, or purse. Laptops may be carried in a protective sleeve, not in a bag (to and from classes). Students are expected to respond with honesty and integrity when discussing backpack use with any teacher. Failure to comply will result in insubordination and will be dealt with as such.

BUILDING SECURITY

In order to provide a safe and orderly environment, access to the building will be restricted during school hours. Entrance can be gained only through the front entrance on Usher Street after 8:30 AM. All visitors to the school must check in at the main office.

Any students out of class must have a pass. Students tardy or late to school must get a pass from the main office prior to reporting to class.

BUILDING GENERAL RULES

Logansport Junior High School is well-maintained facility. It is important that the entire student body cooperate in caring for and maintaining this building. By following a few simple rules, students will help in maintaining pride in the care of the facility:

- 1.) Waste materials should be properly disposed of both inside and outside of the building.
- 2.) No food or drink is to be carried from the dining area into the halls. Food and beverage must be consumed in the cafeteria before going to your class or locker.
- 3.) No open beverage containers are to be left in lockers.
- 4.) Food, drink, and/or candy are not allowed in any classrooms, labs, or study hall without the permission of administration.
- 5.) All signs/notices must have the office approval before posting. Signs may only be posted on wall tile. Only masking tape should be used when placing signs up for display. The person, organization, or club is also responsible for the prompt removal of the signs after the event.

BUS STUDENT SAFETY

Riding a school bus in Indiana is a privilege and not a right. When a student violates a safety rule or misbehaves on the bus, he/she may be denied bus transportation to and from school. Students who are riding to and from school on transportation provided by the school are required to follow some basic safety rules. Bus students must remember that riding the bus is a privilege not a right. This applies to LCSC-owned buses as well as any contracted transportation that may be provided.

School bus drivers have control over all students traveling between their homes and school. The driver shall maintain order on the bus or along the route, shall be respectful of the students, and shall insure that no child is imposed upon or mistreated while in his/her charge. He/she shall take every precaution for the safety of the student's in his/her charge. Bus drivers may assign seating or direct the student in any reasonable manner to maintain safety. All student passengers must observe the following regulations. In addition, all disciplinary policies included in the student handbook apply to this area.

1. The student should be waiting at his/her bus stop when the bus arrives.
2. Each student will take a seat as soon as he/she boards the bus. The driver may assign seats to the students.
3. Each student must remain seated during the trip.
4. Loud, boisterous, or profane language or indecent conduct shall not be tolerated.
5. Each student must be respectful of all other riders. Pupils shall not be allowed to threaten, tease, scuffle, trip, hold, hit or use their hands, feet or body in any objectionable manner.
6. Weapons of any kind are not permitted.
7. The use of tobacco, alcohol, or any other drug is prohibited.
8. Windows and doors are to remain closed unless the driver instructs otherwise.
9. Any student who refuses to conduct him/herself in a respectful manner will be denied the privilege of riding on the school bus.
10. Students will not be permitted to leave the bus en route to school or home without prior arrangements being made between parents and driver. Bus passes must be obtained in the main office prior to the start of third period.
11. Students must remain in the bus and seated until it has come to a full stop and the driver has opened the door.
12. Students riding the bus will either enter the building or remain on school grounds upon arrival. Once students have left school grounds without permission (even prior to the start of school), they may be considered truant.
13. Students shall not get off the bus at an unauthorized stop.
14. Possession of a match or lighter will result in immediate suspension of the bus riding privilege

BUS MISCONDUCT CONSEQUENCES

- The student may have bus transportation privileges suspended for 1 (day) for bus misbehavior. The second offense will result in being suspended from bus transportation for 3 (three) days. Parents will be contacted with each offense.
- 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.
- A third offense will automatically take away the privilege of riding the bus until the parent meets with the Director of Support Services, or his designate, and the school Principal.

BUS STUDENT POLICY AND RULES TO SCHOOL SPONSORED EVENTS

The following rules are given for the guidance of students, bus drivers, and adult chaperones riding school buses to school sponsored events, such as athletic events and field trips. Bus drivers and adult chaperones are asked to inform the junior high school office of violations of these rules, and violators will lose the privilege of riding the buses. In addition, all disciplinary policies included in the student handbook apply to this area.

1. There will be no use or possession of tobacco, and/or use of alcoholic beverages or drugs.
2. There will be no use of vulgar language.
3. Passengers will remain seated.
4. Excessive noise will not be tolerated.
5. Public display of affection is not in good taste and will not take place on any bus trip.
6. No bus windows are to be raised or lowered without direct orders from the bus driver. No part of any student's body is to be extended through a window at any time.
7. Students are to clean up the bus after eating.
8. The bus driver's and the adult supervisor's instructions are to be followed at all times.

CAFETERIA SERVICES

BREAKFAST AND LUNCH

Breakfast is served in the cafeteria from 8:00 a.m. until 8:25 a.m. Breakfast is not served on days when the start of school is delayed due to inclement weather. Deposits will be accepted in the mornings during breakfast, at lunch, or in the locked dropbox on the wall outside the cafeteria. Lunches will be served in the school cafeteria. Should students choose to bring their lunch to school, they will also be expected to eat in the cafeteria. No food is to be carried out of the cafeteria without permission from the administration.

The cafeteria serves lunch during the fourth period of each day and provides each student with a minimum lunch period of 30 minutes. Food from outside vendors may not be brought into the school or cafeteria.

Students should:

1. Enter cafeteria from student entrance doors.
2. Bring your lunch if so desired.
3. Remove the debris in your area and return the serving tray to the return window and plan to:
 - a. Put paper cartons and paper in proper containers.
 - b. Deposit plastic ware in proper containers.

Note: Failure to clean up one's tray or lunch area will result in "lunch clean-up duty" and/or lunch detention for a specified time.

Miscellaneous notes about the lunch period:

1. A pass will be necessary to gain access to any other location other than the cafeteria or gym during lunch.
2. Teachers and visitors will go to the head of the serving line on arrival.
3. No food can be carried in from any outside source by a parent/friend unless authorized by the administration.
4. Running to the lunch line and cutting in lunch lines will not be allowed. The consequence will be lunch detention.
5. Students are to stand quietly without talking once in the hallway at the end of the lunch period.

Charge and Refund Procedures

Purpose/Policy: Per Board Policy 8500

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, 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.

Meal payments need to be made 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.

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

JUNIOR HIGH (7-8)

- Students are allowed up to one (1) days of charges. After a charge we refer the student to the Building Administrator.
- We provide an alternate meal of peanut butter and milk once the charge max has been met for an additional two (2) days. After two days we request you bring a lunch from home until the charges can be paid or contact the Cafeteria Manager to make arrangements for payment.
- Parents are notified when students account balance reaches \$2.00 via email and continues until a deposit is made. Please contact the Food Service Office to be removed from the email list.
- If a student repeatedly comes to school with no lunch and no money, food service employees must report this to the building principal as this may be a sign of abuse or neglect and the proper authorities may be contacted.
- Once the account is in negative, daily emails will be sent notifying parents of the negative balance.
- Ala-carte items may not be charged at any time this includes the purchase of milk while the account is in the negative.

ADULTS

- One (1) day charge allowed when accounts have been in good standing.

ALL GRADE LEVELS

As of **May 15th**, all accounts must be settled:

- Parents/Guardians will be sent a written request for "Payment in Full" a minimum of 10 days prior to the May 15th deadline."
- Significant negative balances (2 day charges) not paid in full will force the Corporation to take action to collect unpaid funds by means of collection agencies, small claims court, or any other legal method deemed necessary by the Corporation.
- No ala carte items may be charged at any time.

REFUNDS AND TRANSFER OF LUNCH MONEY

- Money left in a student's account at the end of the school year will roll over to the next year. Active students with a negative balance less than 2 day meal charges will roll over to the next school 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 5 days of moving or graduating. Money under \$5.00 not requested or transferred will be cleared off the student account and forfeited. Those funds will be transferred to a Clearing Account in the POS. The form may be found at www.loganberrycafe.com. Please complete and return to the Food Service Office, 2829 George Street, Logansport, IN 46947.
- We will gladly transfer funds please complete the "Refund/Transfer Request Form." The form may be found at www.loganberrycafe.com. Please complete and return to the Food Service Office, 2829 George Street, Logansport, IN 46947.
- For balance inquiries please contact your child's school cafeteria or Administration Food & Nutrition department at 574-722-2911 X. 3140 or E-Mail at hamiltonl@lcsc.k12.in.us

**Go to LCSC Website for the complete policy.*

Special Meal Accommodations

MEAL SUBSTITUTIONS FOR MEDICAL OR SPECIAL DIETARY REASONS

Logansport Community Schools Nutrition Department adheres to specific USDA guidelines in providing special diet accommodations for students. In accordance with the criteria set forth in 7 C.F.R Part 15B, and SP 59-2016: Policy Memorandum on Modifications to Accommodate Disabilities in the School Meal Programs. Students who are unable to eat the school meal due to a disability/medical need/or impairment are accommodated, without delay, and at no additional charge. Please review the following information if your child requires special diet considerations:

Per Section 504 of the Rehabilitation Act of 1973, parents have a right to an evaluation of your child if the District has reason to believe that your child has a mental or physical impairment that substantially limits a major life activity (which can involve eating/digestion). You have the right to this evaluation before any plan for accommodation.

The safety of your child comes first. If you have a child with a disability/medical need or impairment, please submit your request for accommodation here by selecting the appropriate forms below. **Please read carefully**, select the appropriate form that meets your accommodation. Medical forms must be returned as soon as possible. Completed medical forms stay in effect until a new form is received or notification from the adult student or parent. Completed forms need to be submitted to your school nurse.

If the household feels accommodations are not being met, they have the right to contact the 504 Coordinator, Ms. Susan Swartz at (574) 722-5288:

- File a grievance if they believe a violation has occurred regarding the request for a reasonable modification;
- Receive a prompt and equitable resolution of the grievance;
- Request and participate in an impartial hearing to resolve their grievances;
- Be represented by counsel at the hearing;
- Examine the record; and
- Receive notice of the final decision and a procedure for review, i.e., right to appeal the hearing's decision.

Disability/Physical Impairment within the Meal Pattern:

- If there is a medical need/disability/impairment and the meal can be accommodated within the meal pattern (Celiac Disease or single food allergy) please complete the top **3** lines of the Medical Form which does not require a signature from an authorized provider.
- The Medical Form must include the foods to omit and recommended alternatives.
- An explanation of what must be done to accommodate the child's disability, medical need or impairment and how the Food & Nutrition Department can accommodate.
- **If this description meets your needs:** go to www.loganberrycafe.com under Special Diets.

Disability/Physical Impairment outside the Meal Pattern:

- If a student needs a substitute due to a medical need/disability/impairment and the modifications required do not meet the USDA meal pattern (strict food avoidance, multiple food allergies or texture modifications, etc.) the Food & Nutrition Department needs the **ENTIRE** Medical Form completed and signed by a health care provider with prescriptive authority in Indiana such as a Physician or Nurse Practitioner.
- The medical statement must include:
 - Information about the child's physical or mental impairment that is sufficient to allow the SFA to understand how it restricts the child's diet,
 - An explanation of what must be done to accommodate the child's disability, and
 - The food or foods to be omitted and recommended alternatives, in the case of a modified meal.

- **If this description meets your needs:** go to www.loganberrycafe.com under Special Diets.

Milk Substitutions within the Meal Pattern:

- If there is a medical need/disability/impairment and a complete meal can be accommodated within the meal pattern including the substitution of a lactose free milk that is nutritionally equivalent to cow's milk, a written request from a parent/guardian is acceptable. Only part **1** needs to be completed.
- **If this description meets your needs:** go to www.loganberrycafe.com under Special Diets.

Milk Substitutions outside the Meal Pattern:

- If a student needs juice, water, or a milk substitute not nutritionally equivalent to cow's milk due to a medical need/disability/impairment, the Food & Nutrition Department will need a medical statement signed by a healthcare provider with prescriptive authority such as a physician.
- When the medical statement is required, it must include:
 - Information about the child's physical or mental impairment that is sufficient to allow the SFA to understand how it restricts the child's diet,
 - Information about the child's physical or mental impairment that is sufficient to allow the SFA to understand how it restricts the child's diet,
 - An explanation of what must be done to accommodate the child's disability, and
 - The food or foods to be omitted and recommended alternatives, in the case of a modified meal.
- Milk Substitute Nutrition Standards Nutrient Per Cup (8 Fl. Oz.) Calcium - 276 mg Protein - 8 g Vitamin A - 500 IU Vitamin D - 100 IU Magnesium - 24 mg Phosphorus - 222 mg Potassium - 349 mg Riboflavin - .44 mg Vitamin B 12 - 1.1 mcg
- **If this description meets your needs:** go to www.loganberrycafe.com under Special Diets.

Religious or Lifestyle Requests:

- Food & Nutrition Department are not required to accommodate students for religious or lifestyle choices, however, all schools have Offer vs. Serve, students can decline certain food components/items due to a religious or lifestyle choice.

If you have questions, please <https://www.doe.in.gov/nutrition>, to visit the Department of Education website.

Non-Discrimination Statement

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](http://www.ascr.usda.gov/complaint_filing_cust.html), (AD-3027) found online at: 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.

This institution is an equal opportunity provider.

May 10, 2019

CHANGE OF ADDRESS OR PHONE NUMBER

Parents/Guardians should inform the office immediately of any change in home address or telephone number.

CLUBS/NATIONAL ORGANIZATIONS

Student organizations sponsor a variety of activities throughout the school year. Dances, convocations, and certain field trips are just a few examples. Any activity sponsored by a group is for members only (unless otherwise advertised) and is only recognized as an official activity if supervised by school personnel and approved by the administration. The assistant principal has overall responsibility for student activities. All clubs will meet during or after school. Any student or students wishing to start a new club should see the assistant principal. At least 15 students must be involved to create and/or maintain a club.

Most club membership is voluntary; however, some organizations may have specific requirements for admittance. Membership into any club or national organization may be denied, revoked, or activities limited based upon academic and/or discipline issues. The school administration will make the final determination. Club Membership is closed after September 1.

The following are clubs/organizations recognized at Logansport Junior High School:

Art Club

Battle of the Books

Drama Club

Fellowship of Christian Athletes

National Junior Honor Society

Sources of Strength

CO-CURRICULAR ACTIVITIES

Due to the academic nature of some out-of-class activities, which are linked to the student's classroom grade, it is recommended that such performances, which are extensions of the classroom, be classified as co-curricular activities.

Co-curricular activities will be those performance activities for which the instructor requires attendance and will significantly influence the student's overall grade for the class.

The following programs will be classified as co-curricular:

* All instrumental music and vocal music where performances will have an impact on the student's grade. Participation in non-required activities (trips/special performances, etc.) or leadership roles can be revoked if a student violates the established policies of the co-curricular programs.

CONVOICATIONS

Any staff member or student organization may make a proposal for an all-school assembly or convocation. Proposals should be made directly to school administration.

Convocations and assemblies (pep sessions, orientation meetings, election campaigns, class meetings, etc.) are held for your enjoyment and educational benefit. LJHS students are expected to behave appropriately, according to the format of the program. Match your actions with the mood of the program (i.e., serious when the theme is of this nature, enthusiastic when this is warranted).

CARE OF PROPERTY

Students are responsible for the care of their own personal property. The school will not be responsible for personal property. Valuables such as jewelry or irreplaceable items should not be brought to school. The school may confiscate such items and return them to the student's parents.

Damage to or loss of school equipment and facilities wastes taxpayers' money and undermines the school program. Therefore, if a student does damage to or loses LCSC property, the student or his or her parents will be required to pay for the replacement or damage. If the damage or loss was intentional, the student will also be subject to discipline according to the Student Behavior Standards.

CHARACTER COUNTS

A person of character is a good person, is someone to look up to and to admire, knows the difference between right and wrong and always tries to do what is right, sets a good example for everyone, makes the world a better place, lives according to the Six Pillars of Character, as follows: Trustworthiness, Respect, Responsibility, Fairness, Caring, and Citizenship.

DAILY ROUTINE

The school doors open at 8:00 AM. Students are to remain in the gym until the first bell rings at 8:25 AM, signifying that students may proceed to their lockers and then the first class of the day. First period begins at 8:30 AM, and the last period of the day ends at 3:15 PM. Unless students are involved in a scheduled activity after school, they should be out of the building by 3:30 PM.

Logansport Junior High School has a closed campus, which simply means that students cannot come and go as they please during school hours. When students arrive in the morning, they should come directly inside the building and stay in the main gym. Food or drinks brought into the building must be consumed in the cafeteria and all waste thrown in the trash containers provided.

Always keep in mind YOU CAN NOT LEAVE SCHOOL without properly clearing/checking out in the main office. Any time students leave school grounds without permission, it is considered truancy and students will be disciplined according to the truancy policy.

DAILY SCHEDULE

Period 1	8:30 AM	9:18 AM	
Period 2	9:22 AM	10:06 AM	
Period 3	10:10 AM	10:54 AM	
Period 4a	10:54 AM	11:24 AM	1/2 for Impact
Period 4b	11:24 AM	11:54 AM	1/2 for Lunch
Period 4c	11:54 AM	12:24 PM	1 hour for class
Period 4d	12:24 PM	12:54 PM	
Period 5	12:57 PM	1:41 PM	

Period 6	1:44 PM	2:28 PM
Period 7	2:31 PM	3:15 PM

2 HR DELAY SCHEDULE

Period 1	10:30 AM	11:00 AM	
Period 4a	11:00 AM	11:30 AM	1/2 for Impact
Period 4b	11:30 AM	12:00 PM	1/2 for Lunch
Period 4c	12:00 PM	12:30 PM	1 hour for class
Period 4d	12:30 PM	1:00 PM	
Period 2	1:03 PM	1:27 PM	
Period 3	1:30 PM	1:54 PM	
Period 5	1:57 PM	2:21 PM	
Period 6	2:24 PM	2:48 PM	
Period 7	2:51 PM	3:15 PM	

DANCES

Dances are provided for student entertainment.

1. Only Logansport Junior High School students may attend the dances.
2. Students attending dances are not permitted to leave and re-enter - (Not even if they re-pay the admission price).
3. Dance sponsors and chaperones are ultimately responsible for maintaining discipline at the dance. If, in the opinion of a sponsor/chaperone, a student's/guest's behavior does not meet school standards, the student/guest will be asked to leave the dance or will be denied entrance to the dance. Any such situation will be reported to the administration and possibly to the legal authorities.
4. As with all school supported functions, students who violate rules regarding smoking, tobacco, alcohol, and drug use will be subject to school rules regarding these violations. Students violating such rules will be denied entrance to the dance and will be turned over to the legal authorities.
5. The following rules will be enforced at all dances with regard to dance behavior. The rules apply to individual, partner, group and large circle dancing.
 - A. No sandwiching
 - B. No lifting legs above the waist
 - C. No pelvic thrusting resulting in contact with or directed towards another person.
 - D. Hands must be appropriately placed.
 - E. No lifting a person in the air.

The administration will use its discretion in determining what type of dancing is inappropriate and will dismiss students violating these rules from the dance.

6. All appropriate school policies and regulations will be enforced. In addition to possible school suspension, violators of such policies are subject to the loss of privileges regarding participation and/or attendance in any or all extra-curricular activities for a length of time as determined by the school administration.
7. School officials will handle violations of public laws in cooperation with the appropriate law officials. Parents will be notified immediately if it is deemed necessary by these officials.

DANCE DRESS CODE

The administration believes that Logansport Junior High School students have the maturity to determine the appropriateness of their personal dress and appearance at a school dance. However, when a student's dress and appearance is disruptive, distracting, or in poor taste, such dress shall be prohibited. Most

dances are semi-formal and should be treated as such, unless instructed the dress is casual (jeans allowed). The following is a list of guidelines for determining appropriate attire for the semi-formal dances at LJHS

Ladies:

1. Two piece dresses may be worn if they cover the entire stomach and navel area. Any dress exposing the stomach or navel area is unacceptable.
2. Cleavage should be kept at a minimum.
3. Dresses with slits may be worn as long as the slit is not higher than six inches above the knee.
4. Backless and strapless dresses may be worn as long as only the shoulders and back are exposed.
5. No jeans are allowed – except with permission from the administration.
6. Skirts may be worn as long as they are considered by administrators to be an appropriate length.
7. Sheer or “see through” panels on dresses are not acceptable for covering up stomach, chest, or navel area.

Gentlemen:

Suits dress shirts and ties with dress pants or khakis are considered appropriate attire. Jeans are not acceptable.

During the dance, shirts must be worn at all times. You may remove your jacket, vest, and tie during the evening. However, the shirt must be buttoned up to an acceptable level at all times. All students need to be wearing foot attire at all times. Any violations of the above dress code will result in removal from the dance.

DELAYS AND CANCELLATIONS

School delays and cancellations are displayed as follows: Cable – channels 7, 12, and the LCSC channel 18. Antenna – channels 6, 13, and 18. Delays and cancellations are announced on radio stations: WHZR – FM 103.7, WLHM – FM 102.3, WSAL – AM 1230, WWKI – FM 100.5, WKHY – FM 93.5, WMRS – FM 107.7, WXXB – FM 102.9

DRESS CODE

If a teacher or staff member determines a student is dressed inappropriately for school, he or she will refer the student to the office immediately. The following will be strictly adhered to:

- No form-fitting exercise pants (e.g. yoga pants, leggings, or sweatpants) may be worn without a top that extends to mid-thigh length all around.
- No tank tops are permitted.
- No sleeveless or strapless tops are permitted.
- No visible cleavage or midriffs.
- 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.
- Skirts and shorts must be at least mid-thigh length. Running shorts are prohibited.
- No excessively torn or ripped jeans. Rips or tears above the knee through which bare skin can be seen are prohibited.
- Belts must be fastened and worn through the belt loops on the pants/slacks.
- No hats, caps, sunglasses, and any other head coverings 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 school property or cause personal injury to others (such as chains, buckles, or studded items) is permitted.
- Outerwear such as coats, jackets, etc. must be stored in the student's locker and not worn during the school day.

- No clothing or accessory that advertises, promotes, or glorifies the use of alcohol, tobacco, drugs, or other illegal substances, is permitted.
- No clothing or accessory that is suggestive, has a double meaning or innuendo suggests inappropriate ideas, or contains profanity is permitted.
- Students are required to keep in-home detention bracelets 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.

PLEASE NOTE: Students who are cited for violating the dress code policy will be required to call a parent/guardian to bring in a clothing replacement to school. If calling fails, the school will provide a clothing replacement for the remainder of the school day. Violations of the dress and appearance code will result in the following consequences:

- 1st violation-office referral/warning
- 2nd violation-30 minute after-school detention or morning detention
- 3rd violation-60 minute after-school detention
- 4th violation-subsequent violations will result in Saturday School

E-LEARNING

An E-Learning Day may be used to replace a traditional day of instruction. On an E-Learning Day students will be required to work individually outside of the school building using technology.

Corporation Policies and Procedures:

- All students are expected to participate in E-Learning Days used for school snow make up days or professional development days for LCSC staff.
- Students must show proof of participation on E-Learning days upon emailing their Impact teacher via school email or Schoology.
- Parents are reminded to contact the school in the event of an illness on an E-Learning Day.

Logansport Junior High School Student E-Learning Guidelines

1. All assignments will be posted by 8:30AM for students to view on Schoology.
2. Download assignments in advance, when possible. Check accessibility to Schoology and each teacher's assignments on a daily basis when we are in school.
3. Do NOT just log-on and log-off of Schoology. Go to each teacher's class page to view assignments, then complete and submit assignments each E-Learning day. Some assignments are time sensitive and require you to actually do the work on the E-Learning day. If you do not have internet, you need to speak with your teacher ASAP when you return regarding time sensitive assignments.
4. Do the work for the day we are out of school.
5. If you need assistance with course content, please email or send your teacher a message through Schoology. Teachers are available to assist students from 8:30 AM-3:15PM on E-Learning days. If you do not see an assignment from your teacher, contact your teacher via email.
6. If you have a course content question it is always best to email the teacher. However, if you are unable to access the internet during the E-learning day, students should call the school's main office to report this and also ask to leave a message for the teacher.

10. Students are only counted absent if they did not email their Impact teacher during the E-learning day (8-3PM). Students who do NOT have internet access at home should call the LJHS Main Office by 10AM on the E-Learning Day.

ELEVATOR

Elevator use is for school personnel and for those students granted permission by the school administration. Should a student need to use the elevator for a medical reason, the parent must contact the school administration and school nurse.

ENROLLING IN SCHOOL

Students are required to enroll in the LCSC in which they have legal settlement unless other arrangements have been approved.

Students new to the LCSC must enroll with their parents or legal guardian. When enrolling, parents must provide:

- a birth certificate or similar document;
- 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.

FIELD TRIPS

Field trips are important components used to enhance classroom instruction and are considered academic activities that are held off school grounds. There are also other trips that are part of the school's extra-curricular program. Field trips are considered a privilege and not a right given to students. Students have to be responsible for maintaining passing grades in all classes and have regular attendance to justify their absence from any class. Student will not be permitted to go on a field trip if they do not have written parental/guardian consent submitted prior to the trip.

Students may not be permitted to go on a field trip if:

1. The student is currently failing any one course.
2. The student has not completed missing assignments.
3. The student does not have a good attendance record (already exceeded the number of allowable days).
5. The student has been a discipline problem.

School administration has the right to deny a student the opportunity to be involved in a field trip.

FIRE DRILLS

Every student must be aware of his or her location. Everyone should listen for changes that may be made over the PA. You must evacuate the building quickly and quietly. Everyone must move away from the entrances and remain on the sidewalks until they reach their designated grassy area. Teachers are responsible for moving students in a safe manner and taking attendance once they have reached their outdoor designated area.

FLOWERS, BALLOONS, GIFTS, ETC.

Logansport Junior High School prohibits the delivery of balloons, flowers, gifts and etc. to students during the regular school day. It has been determined that this practice disrupts the educational function of Logansport Junior High School.

FOOD AND DRINK

No food, candy, or drinks are allowed in the hallways or classrooms. Energy drinks with increased caffeine content are not permitted. A student who brings his or her lunch to school should keep it in his or her locker until lunchtime. Students will be permitted to chew gum at the discretion of the classroom teacher if they do so responsibly without creating noise or mess. Gum will not be permitted in the Media Center, gymnasium, band room, or computer labs at any time. Students who violate this rule on food, candy, gum, and drinks will be subject to documentation of the infraction and one point on the Honor Level System.

INTERNET, LAPTOP, AND DESKTOP COMPUTER USAGE POLICY

All Logansport Junior High School students must have on file the acceptable usage agreement between the school corporation and the parents/guardian of each student. Violations of the acceptable usage agreement will result in a student being denied network usage. See Part IV, the Technology Section, of handbook.

LOCKER POLICY

Students have been provided a locker of ample size for books, school materials, and clothing. Students should memorize their locker combination and tell it to no one else. Lockers should be kept locked at all times and be kept clean and neat. Lockers that are found unlocked or in poor condition will be reported to the guidance office. Students who have any trouble with lockers should contact main office.

All lockers made available for student use on the school premises, including lockers located in the hallways, physical education locker room, athletic dressing rooms, and band/choir rooms are the property of the school corporation.

The student's use of the locker does not diminish the School Corporation ownership or control of the locker. Logansport Junior High School administration retains the right to inspect the locker and its contents to insure that the locker is being used in accordance with its intended purpose at any time.

LOCKER RULES AND REGULATIONS

All students will be issued a locker and there shall be no locker switching without the permission of administration. The following locker rules and regulations shall apply:

Students will not be permitted to share lockers. Students found to be sharing lockers will receive the following consequences:

1st Offense: Warning and student must remove their items and return to using their own locker

2nd Offense: One 30 minute detention for all students involved and removal of items to student's own locker

3rd Offense: 1 day ISS for all involved and removal of items to student's own locker

LOCKS

Logansport Junior High will retain access to the student lockers by keeping a master list of combinations. Students may not use their own locks. Any unauthorized locks may be removed without notice and destroyed. It is important that students do not "set" the combination lock for easy opening. Students should turn the tumbler after each use.

LOCKER USAGE

Lockers are to be used to store school supplies and personal items necessary for use at school. Valuable possessions are not to be kept in student lockers. The student who has been assigned the locker must

assume any damage or vandalism to a locker. In order to keep our lockers looking nice, the student's help and cooperation is needed. Students should follow these rules regarding the use of lockers:

1. No open food containers, such as pop cans, fast food containers are to be kept in the lockers.
2. No partially eaten candies, sandwiches, or other food may be kept in the locker longer than one day.
3. No writing on the interior or exterior of the locker.
4. No saving of "used gum" on the locker doors.
5. Do not use locker as a trash depository.
6. Only authorized items by the administration are to be placed on the exterior of a locker.

AUTHORITY TO INSPECT

The School Corporation retains the right to ensure lockers are being maintained in accordance with the conditions of the locker usage policy. The principal (or a member of the administrative staff designated in writing here in after referred to as "designee" by the principal) shall conduct all inspections of student lockers.

INSPECTION OF INDIVIDUAL STUDENT LOCKERS

- a. The inspections of a particular student's locker will not be conducted unless the principal or his designee has a reasonable suspicion to believe that the locker to be inspected contains contraband.
- b. Before a particular student's locker is inspected, the student, if present on the school premises, shall, where possible, be contacted and given the opportunity to be present during the conduction of the inspection unless circumstances require that the inspection be conducted without delay in order to protect the health and safety of others present on school premises.

INSPECTION OF ALL LOCKERS

- a. An inspection of all lockers in the school, or all lockers in a particular area of the school, may be conducted if the principal, superintendent or administrative assistant reasonably believe that such an inspection is necessary to prevent, impede or substantially reduce the risk of (1) an interference with school purposes or an educational function, (2) a physical injury or illness to any person, (3) damage to personal or school property, or (4) a violation of state law or school rules.
- b. If a general inspection of a number of lockers is necessary, then all lockers in the defined inspection area will be examined. Students will not necessarily be given the opportunity to be present while a general inspection is being conducted.

INVOLVEMENT OF LAW ENFORCEMENT OFFICIALS

- a. The principal, superintendent, or administrative assistant may request the assistance of law enforcement officials to assist the school administrators in inspecting lockers or their contents for purposes of enforcing school policies only if such assistance is required:
 1. To identify substances which may be found in the lockers or to protect the health and safety of persons or property.
 2. To conduct periodic searches of lockers and other school facilities using trained canines and law enforcement officers.

LOST AND FOUND

Students who find lost articles are asked to bring them to the main office. Students who have lost articles are requested to claim them in the main office or cafeteria.

MEDIA CENTER

1. If students want to use the Media Center during a class, he/she must have a pass from the teacher.
2. If students want to use the Media Center during study hall, they must have a Media Center pass issued by the Media Center staff.

3. All books, except reference books, may be borrowed for two weeks and, if desired, renewed for another two weeks. Magazines may not be taken out of the library.

5. If students checkout material, they are responsible for it. If it gets lost, stolen, or damaged, they will pay for it.

MOPEDS

Students are not permitted to ride mopeds to school.

NOTICES

All posters must advertise school sponsored or student related events and must be approved by the administration. No "for profit" announcements for an outside of school event will be approved for display.

NURSE

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:

1. No medication shall be given without written parent/guardian permission (no verbal orders accepted).
2. 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).
3. Prescription medication must be brought to the nurse's office and:
 - a. Original container labeled with pharmacy label, student name, and correct dosage, and specific, accurate instructions, including specific time. Certain conditions/situations will require written doctor's orders.
4. Changes in medication must be documented by the pharmacy label and the parent/guardian.
5. Students may take medication home with written parental permission.
6. No medication shall be given that exceeds the Physician's Desk Reference recommended dosage.
7. The Nurse must be informed of the purpose of the medication (Prescription and OTC).
8. No medications shall be given for the first time by the nurse's office.
9. No herbal products or vitamin supplements shall be dispensed.
10. All medication shall be kept locked in the nurse's office.
11. No student shall have medication on person or property without following appropriate school guidelines.
12. No medication shall be kept in the nurse's office over the summer. If not picked up, it will be destroyed.
13. Permission for medication must be renewed each year.
14. 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

MEDICAL CONDITIONS, SPECIAL DIETS, ALLERGIES

Parents should notify or update the school nurse if your child has or develops any health-related issues such as allergies or medically requires a special diet.

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).

FEVER

- If fever is 100 degrees or more, the student is to be sent home.
- If fever lasts more than two days, even without other symptoms, refer to a physician.
- Student must be fever free for 24 hours without fever reducing medication prior to returning to school.

GUIDELINES FOR HEARING CONSERVATION PROGRAM

Indiana Law 20.8.1-7.17 states that every school corporation shall annually conduct hearing tests as follows:

- All students in grades 1, 4, 7 and 10 are screened.
- Students new to LCSC are screened.
- Students with known hearing losses and/or with history of ear problems are monitored and tested during the year.
- Any student will be tested upon request by parents and/or school staff.

- The School Speech/Language Pathologist will also screen all five-year olds in kindergarten in addition to the above required by law.

Note: Two types of tests are given:

- Audiometer - (Audiogram) - A Pure Tone Test - Tells how well a person hears various sounds
- Tympanometry - (Tympanograph) - Gives information relative to possible medical problems involving the middle ear.

Individual comprehensive hearing tests will be given to students as deemed necessary throughout the school year. Parents will be notified of the test results and recommendations.

PHYSICIAN'S SLIPS

Students should have physician's slips to return to school for the following:

- Extended illness (more than five days)
- Surgery
- Significant Injury (fractures, sprains)
- Pregnancy (need due date)

Please make sure the doctor includes any restrictions and length of time restricted.

PESTICIDE APPLICATION NOTICE

Periodically throughout the year, it may be necessary that pesticides be applied to external and internal areas of the school building and grounds. If a student or patron wishes to be given notice of the dates of such pesticide applications, please notify the principal of the building. Pesticides will not be applied when children, staff members, or any other people are present in the area that is to be sprayed.

RESPECT FOR PROPERTY

Anyone who intentionally or through gross negligence defaces destroys, or causes harm to school property or someone's personal property will be dealt with swiftly and severely. Students will be expected to make financial restitution for damage and may be given some type of discipline according to the matrix.

Skateboards and roller blades are not allowed to be ridden in the junior high school or on school property. This is due to the damaging effects that result on sidewalks, hallways, and other surfaces. If students bring a skateboard or roller blades to school, they should place those items in his/her locker. Any disruption or violation of skateboard or roller blade usage by students will result in not being allowed to bring those items inside the building.

SCHOOL SPONSORED ACTIVITIES

School sponsored activities are those programs sanctioned by Logansport Junior High School. These activities include athletics, co-curricular programs, and extra-curricular programs.

The policies of each school-sponsored activity are in effect year around and apply to school and non-school activities. Nothing in any policy shall be construed to require the LJHS or the School Corporation to follow the provisions of the Due Process and Pupil Discipline in removing a student from participation in any school sponsored activity.

SECLUSION AND RESTRAINTS

As a part of the emergency procedures in place in our schools, no student will be restrained and/or placed in seclusion by school staff unless the student's behavior poses an imminent risk of injury to him/herself or others. However, significant violations of the law including assaults on students and staff will be reported to the police. As soon as possible after any such use of restraint and/or seclusion, the parents or guardian

will be informed when any of these actions have occurred and will be provided with a detailed account of the incident including the circumstances that led to the use of restraint and or seclusion.

SECTION 504 OF THE REHABILITATION ACTS OF 1973

Section 504 of the Rehabilitation Acts of 1973 serves students, parents, employees, applicants for employment and programs within the Logansport School Corporation. Logansport School Corporation assures students, parents, applicants for employment, and employees that it will not discriminate against any individual. Parents of students who may need the assistance of a 504 Plan are encouraged to contact the school guidance department to schedule a meeting at the beginning of each school year. See the Appendix for more information.

SELF-TRANSPORTATION TO SCHOOL

Students who are provided the opportunity to ride school transportation are encouraged to do so. Students and their parents assume full responsibility for any transportation to and from school not officially provided by the school.

SERVICES- WHO CAN HELP

The principal and assistant principal can help with concerns about curriculum, attendance, dress and grooming, and general rules and policies. School counselors are available for questions concerning personal counseling, grades, attendance, testing, course offerings, scheduling, 21st Century Scholars, etc. Teachers are always available to assist with academic performance. The athletic director can help with questions about the athletic programs.

SPECIAL EDUCATION

LCSC provides a variety of special education programs for students identified as having a disability as defined by the Individuals with Disabilities Education Act (IDEA). A student can access special education services only through the proper evaluation and placement procedure. Parent involvement in this procedure is required. More importantly, the school encourages the parent to be an active participant. To inquire about the procedure, contact the Logansport Area Joint Special Services Cooperative at 574.753.3515.

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. 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 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.

STUDY HALL

1. Students may talk if, and only if, they have permission from the supervisor.
2. Students must bring something to do (study, read, etc.).
3. Students must keep their feet on the floor.
4. Students may leave their seat if they have permission.
5. Students may leave the study hall only if they have a pass after attendance is taken and the supervisor signs them out.
6. Students won't be counted tardy if they are in their seat when the bell rings.
7. At the end of the period, please make sure the area around your seat is clean and orderly.
8. No sleeping in study hall.

TEACHER- STUDENT-PARENT CONFERENCES

Teachers are available to discuss academic and personal development at various times throughout the school day. If a parent and/or student has a need to talk to teachers regarding such matters, he/she should make arrangements with teachers for such conferences, via phone call, email, or face-to-face.

If it becomes necessary to call a conference between students, their parent(s), their teachers, administrators, and/or their counselor, such arrangements will be made through the guidance office. These meetings will be made so as not to interrupt the normal school day. Typically, these meetings can occur before school or immediately after school. Students are encouraged to discuss their progress and/or problems that might be confronting them with teachers.

TELEPHONES

School telephones are for school business and are generally used by students only in emergencies and with the permission of the office personnel or a teacher. Students are responsible for any deliveries made to them during the school day, i.e. homework, gym clothes, lunch money, and other items. "Prank" 911 calls and false fire alarms are punishable by local, state and federal laws. Students are to keep their cell phones off and in their locker during the school day.

TEXTBOOK RENTAL AND FEES

The first semester textbook rental and fees are due two weeks upon receipt of the statement. If necessary, payment plans can be made with the balance due May 15. Payments may be paid online with a credit/debit card, or by cash or check in the main office. Enrollment and withdrawal after the first grading period is prorated.

TORNADO DRILLS/ SEVERE WEATHER EMERGENCIES

Tornadoes are unique in that they are not restricted in their paths of destruction. They do not respect schools or children. Therefore, it is considered essential that procedures be developed and included in the school disaster plans to minimize the effects of a tornado and provide the maximum protection for all school personnel. A "Tornado Watch" is a forecast of the possibility of one or more tornadoes in a large area. One might continue normal activities, but "watch" for tornadoes. Upon receiving notification of a tornado watch - all staff members will be notified of the situation so they can remain on alert should the watch be upgraded to a "Tornado Warning". Should a "Tornado Warning" be issued, the tornado-warning signal, the ringing of a special emergency bell OR an announcement, will go over the PA.

The following procedure will be used:

1. Students will listen for instructions from the PA and staff.
2. Students will walk quietly and quickly to their designated areas. Students should not be running or talking. Lines should move quickly and in single file.
3. Classroom doors and outside doors are to be closed. Lights should be turned off.
4. All faculty members will move their classes and assist in keeping students in designated areas. Once to the designated location, students will sit in the correct safety position along the wall. The correct position if a tornado is about to hit is on one's knees with hands overhead and covering their neck while situated as close to a wall as possible.
5. This procedure is to be discussed in all classes. Everyone must make certain that he/she knows where to go at any time during the school day.
6. If school officials need to activate this plan during the lunch hour students in the cafeteria will move immediately to the designated shelter areas.

USE OF SCHOOL EQUIPMENT AND FACILITIES

Students must receive the permission of the teacher before using any equipment or materials in the classroom and the permission of the Principal to use any other school equipment or facility. Students will be held responsible for the proper use and safekeeping of any equipment or facility they are allowed to use.

VISITORS

Parents or guardians are always welcome to visit the school. Conferences with teachers, principals, and counselors should be made by appointment. Visitors must report to the main office where they will sign in, have their driver's license scanned, and receive a visitor's pass. Visitor passes will be worn and visible at all times. Visitors may be denied entrance to the building based upon information obtained from their scanned driver's license. No person other than a student of this school building, teacher, support staff, administrator or other school employee shall be permitted to enter any classroom or circulate in the building without receiving the permission from school administration. All visitors must sign-out in the main office before leaving the building.

WELLNESS POLICY

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. Social/Emotional Learning

All school staff (principal, assistant principal, counselor, teachers, support staff) are committed to aligning initiatives and allocating resources to developing students' cognitive, physical, and social and emotional skills to promote and improve learning, health and wellness, employability and positive life outcomes.

With regard to Social/Emotional Wellness:

- 1. School wellness teams are responsible for implementing systems, practices, and products associated with social/emotional wellness.

2. Collaborate with mental health community partners.

D. 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.
- E. 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.

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

H. 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 dieticians, 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

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

Revised 8/11/14
Revised 7/13/15
Revised 11/14/16
Revised 2/12/18
Revised 5/14/18
Revised 4/13/19

PART II

ATTENDANCE POLICIES AND PROCEDURES

A child is required to attend school beginning with the school year in which the child becomes 7 years of age (I.C. 20-33-2-6). A child who will attend a non-accredited, nonpublic school is required to attend school no later than the date on which the child becomes 7 years of age (I.C. 20-33-2-8). Note that the starting age for kindergarten does not affect the starting age for First Grade. There is no requirement that a child must be 6 years old by August 1 in order to attend First Grade.

Research indicates a positive correlation between attendance and grades. Parents are encouraged to maintain close contact with the school so that a joint effort may be made to prevent the development of attendance and discipline problems. Regular school attendance improves learning, establishes dependable work habits, and allows students to take full advantage of the educational opportunities necessary for their development as students and responsible adults.

A student's attendance is essential to learning—learning that includes not only factual subject matter, but also positive attendance habits, work habits, attitude, and ideals. Poor attendance interrupts the process of education. It also impedes the continuity of the lessons presented, the ability of the students to understand and gain insight from the classroom experiences, and the students' ability to establish proper work habits. Whether the goal is the work force or post-secondary education, students need to come to school every day and benefit from interaction, discussion, and teacher support available during class time. Every absence, whether excused or not, interrupts the student's understanding of the material presented and weakens his/her interest in the continuing program.

Students who have good attendance records generally achieve higher grades, enjoy school more, and are much more employable after leaving high school. At the end of the semester, each student's daily attendance data is transferred to his/her permanent records/transcript.

The State of Indiana places education at the top of its priorities. Accordingly, it is incumbent upon LJHS to use every reasonable measure to assist students in developing positive attendance habits. The Indiana Compulsory Attendance Law requires students to attend school regularly. The responsibility for a student being present in school rests with the student and his/her parent. The school will assist the parents and students in this responsibility. The cooperation of the student, parents, and the school is essential in providing a firm framework for the student to achieve the fundamental foundation of regular school attendance. In preparation for life-long learning, students and parents or guardians must assume responsibility for achieving excellent attendance.

ATTENDANCE

School hours for students are 8:30 a.m. to 3:15 p.m. All students arriving before 8:25 a.m. must report to the gymnasium. Students must be out of the building by 3:30 p.m. unless they are with a teacher. If a group stays after school or uses the school building, a teacher (or an adult who has been approved by the Principal's Office) must be present. If a student will be absent from school, a parent or guardian must telephone the Office **by 9:00 a.m.** the morning of the absence. Verification of student absences is the responsibility of the parents (IC 20-8.1-3).

If a student is absent and the school does not receive a call concerning the absence, the school will call or make a home visit to verify the absence. When the student returns to school, he or she must bring a written note explaining the absence. All doctors' and/or medical excuses are to be turned in to the Main Office immediately upon the student's return to school/class. Failure to provide doctors' and/or medical excuse shall result in an unexcused absence.

A student who has a medical or other excused appointment and needs to leave during the day must bring a note to the Office on the morning of the appointment day. The parent must come to the Office to sign out the student.

LJHS Policy allows each student to have a maximum of ten (10) unexcused absences from school per year. All absences will be considered unexcused unless they fall under the definition of the law as an excused absence. Parents will be contacted by letter at the third (3rd) and seventh (7th) unexcused absence. At a student's seventh (7th) unexcused absence a conference will also be held between parent, student, and LJHS representatives in person or by phone. At the eighth (8th) and ninth (9th) unexcused absence from school, LJHS administration or a designee will conference with the student. After ten (10) unexcused absences, the case may be referred to the Family Opportunity Center. Parents of students with chronically excessive absenteeism may be referred to the Prosecutor's Office. Expulsion procedures may be initiated at this point. **ALL absences must be verified** by the parent/guardian so students are not counted as truant. Excused absences do not count toward this maximum of ten (10) days. Continuation of school attendance after the tenth absence shall be subject to the student complying with conditions (e.g. a doctor's note shall be required) regarding any additional absences.

After the tenth absence in any core class(es) within a single semester, a student shall be assigned to credit recovery in place of an elective course for the following semester. If a student is assigned to credit recovery during the second semester, the student will be assigned to summer school to recover his/her credit to allow him/her to move on to the next grade level.

UNEXCUSED ABSENCES

All absences are unexcused unless they fall under the definition of the law as excused. An unexcused absence is when the following conditions exist:

1. Student is ill
2. Emergency exits for student or family
3. Medical and dental appointments without medical verification

4. Permission asked by parent for absence in advance of absence. It is the student's responsibility to secure assignments from the teachers in advance of the absence.
5. The parent fails to call the school or send a note
6. A forged note is presented to the school

EXCUSED ABSENCES

The following excused reasons from being absent will NOT be included in the ten (10) day limit:

1. Medical and dental appointments or extended illness with doctor verification. Doctor's notes must be turned in to the office upon returning to school.
2. Death in the immediate family (mother, father, brother, sister, grandparents, step-mother, step-father, step-brother, step-sister, step-grandparents).
3. Court appointments (must have written note from court of appearance to be excluded from the total number of days absent).

Extenuating circumstances, such as, but not limited to family emergencies and deaths in the immediate family may be resolved simply by calling the Office to discuss the situation.

Students should have a physician slip to return to school for the following:

- A. extended illness
- B. surgery
- C. fracture (with cast, crutches, etc.)
- D. bathroom privileges
- E. specific reasons indicated by the nurse

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.**

EXEMPTIONS 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 main office to receive the exemption:

- Serving as a page in the Indiana General Assembly.
- Exhibiting at the State Fair, if personal involvement is required for the project.
- Appearance in court pursuant to a judge's order. Order must be presented to the school for confirmation.
- Religious holidays or observances; request must be made in writing by the parent/guardian prior to the absence.
- Participating in school sponsored activities (i.e. field trips). If required, proper forms must be submitted.
- Serving In-School suspensions
- Serving Out-of-School suspensions.
- Being absent due to circumstances regarding the death of an immediate family member. Immediate family member is defined as parent/guardian, brother, sister, grandparents, children, and corresponding step-relatives.
- Such other good causes as may be 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.

A student who is not to class on time is tardy. A student who is absent without parent consent or prior approval is truant. Tardiness and truancy are documented, and interventions to change those behaviors will be put in place.

TARDIES

Students must be at school on time. Tardies to school will be documented in the office. For our purposes, a tardy occurs when a student does not arrive to school or class on time. The following consequences will be put into place when tardies occur: 3 tardies - a letter sent home; 5 tardies – 30 minutes detention after school; 7 tardies – 60 minutes detention after school; 9 tardies - 1 day Saturday School; 11 tardies - 1 day ISS; every 2 tardies after 11 will result in 2 days ISS up until the 15th tardy. Upon reaching fifteen (15) tardies to school, a student will be assigned to credit recovery for the class(es) during the next semester. If the tardies occur during the second semester, summer school will be assigned to allow for the student to recover his/her credit and move on to the next grade level. If a student is tardy to class beyond ten (10) minutes, this is considered an unexcused absence.

TRUANCY

A student will be considered truant whenever he is not present in school, class or assigned area without permission of parents/guardians, and/or designated school official. A student will also be considered truant if he leaves a class, a school sponsored activity and/or the building without permission of school authorities. Students must sign out at the Office before leaving the building.

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

Cass County Circuit Court/Cass County Juvenile Probation Truancy Policies and Procedures

The following is intended only as a guideline for the Cass County Circuit Court's response to the issue of truancy. This policy of the Court offers guidance only about the circumstances under which the Court and its officers may become involved.

In no way, shape, or form are these policies intended as, nor should they be interpreted as, an effort by the Court to impose any policies on any school or school corporation. The Cass County Circuit Court, as an office of the Judicial Branch of the Indiana State Government, has no opinion about the policies of any school or school corporation, which are members of the Executive Branch of the Indiana State Government.

Beyond the explicitly stated statutory obligations regarding referrals of the matter, how a school or school corporation intends to respond to truancy remains entirely a matter of its own discretion.

The response to truancy by either the Department of Child Services and/or the Prosecutor's Office remains entirely a matter of their discretion.

The purpose of the policy will be to inform the community when, and under what terms, the Court may agree to address the issue of specific juveniles who are having school attendance issues. How the Cass County Circuit Court and the Cass County Juvenile Probation Department will respond is a matter of the Court's discretion.

The purpose of this policy is to establish a response from the Court that is consistent and understood by all affected parties, in the hope that it will offer guidance about expectations of the Court.

STATUTORY BACKGROUND:

Because the Court's obligations, and restrictions, are a product of the statutory constructions with respect to truancy, the Court recognizes the following as the general framework for identifying and addressing this problem.

Indiana Code 20-33-2 requires that all children attend school until they are sixteen, and until they are eighteen unless they fulfill the requirements for withdrawal after the age of sixteen as specified in IC 20-33-2-9.

Failure to comply with this requirement is more commonly referred to as "truancy."

A student is excused from school per statutes and shall not be recorded as absent or penalized for any of the following:

Serving as a page or honoree of the General Assembly; Serving as an aid to the election board or a political campaign or a political party on the day of a municipal, primary, or general election; Answering a subpoena; Serving with the National Guard for no more than 10 (ten) days; Serving with the Civil Air Patrol for up to 5 (five) days; Field trips or other school-sponsored activities; Participation in the Indiana State Fair for educational purposes.

The following circumstances shall be recorded as absent and excused: A Certificate of Incapacity form has been provided to the school with necessary medical documentation; funeral or bereavement; inclement weather; the school nurse has requested the child be taken home from school by the parent, guardian, or custodian; Other reasons not specifically indicated by statute.

If the Certificate of Incapacity indicates that the student will be absent for more than 20 (twenty) days, the school is required to provide homebound instruction for those days. If the instruction is provided by a licensed teacher, the student is counted as present.

Students subject to Out of School Suspension or Expulsion are reported through the Suspension and Expulsion data collection process and not reported as present or absent.

Parents, guardians, or custodians may excuse no more than 5 (five) absences per year by phone call, without medical documentation; absences of 6 (six) or more require medical documentation.

The failure of a child who is 13 (thirteen) years of age or older to attend school may ultimately result in the child being charged with the delinquent act of violation of compulsory school attendance law, pursuant to IC 31-37-2-3.

Also, parents, guardians, or custodians of students who have been charged with truancy as a delinquent act may be subject to a Parental Participation Order issued by the Court, pursuant to the juvenile's delinquency action.

A parent, guardian, or custodian who knowingly fails to ensure that their child of any age attend school may be charged with the violation of IC 20-33-2 as a Class B Misdemeanor.

LIMITATIONS OF THE CASS COUNTY CIRCUIT COURT POLICY

The Court recognizes the parameters of addressing truancy as established by the Statutes, and reiterates that the following policy only refers to the circumstances under which the Court will respond to truancy. It is clear when a school has a statutory obligation to make a referral to appropriate authorities regarding truancy. The question of how to respond to truancy prior to the imposition of the statutory obligation remains within the discretion of the school or school corporation. However, the decision to file a formal Petition remains within the discretion of the agency that has received the referral, either the Department of Child Services or the Prosecutor's Office. Regardless of who files a formal Petition, the Petition itself requires authorization from the Court to proceed.

It is the position of the Court that all administrative remedies should be exhausted before proceeding with a formal petition, and that the exhaustion of those remedies should be memorialized and submitted with all other reports that constitute probable cause for authorizing the petition.

The Court offers the following policies as the minimum standards for the exhaustion of administrative remedies, upon which the Court would consider authorizing a formal petition. In other words, a particular school may or may not follow these procedures in response to absenteeism for a particular student, based on the given school's knowledge of the circumstances of that particular student. The specific response is within the school's discretion. However, the Court will not be inclined to intervene until minimum standards for responding to circumstances have failed, regardless of the number of unexcused absences.

TRUANCY POLICIES AND PROCEDURES

Kindergarten – Grade 6

3 (three) unexcused absences: The school will attempt to contact the parent, guardian, or custodian by phone. If phone contact fails, the school will issue a letter to the address it has on record for the student. All attempts to contact the family will be recorded in Power School. When contact is made, review the dates and reasons for all absences with the parent, guardian, or custodian. Remind the parent, guardian, or custodian of the limit on absences being excused. Determine whether a Certificate of Incapacity is indicated, and review those requirements. Remind the parent, guardian, or custodian that a meeting with a school administrator and social worker will be required if the student reaches 5 (five) unexcused absences.

5 (five) unexcused absences: The school will schedule the family meeting with the school administrator and social worker.

10 (ten) unexcused absences: The school shall contact the Department of Child Services, pursuant to IC 20-33-2-25.

Grades 7 - 12

3 (three) unexcused absences: The school will attempt to contact the parent, guardian, or custodian by phone. If phone contact fails, the school will issue a letter to the address it has on record for the student. All attempts to contact

the family will be recorded in Power School. When contact is made, review the dates and reasons for all absences with the parent, guardian, or custodian. Remind the parent, guardian, or custodian of the limit on absences being excused by phone. Determine whether a Certificate of Incapacity is indicated, and review those requirements. Remind the parent, guardian, or custodian that a meeting with a school administrator, social worker, and juvenile probation officer will be required if the student reaches 5 (five) unexcused absences.

5 (five) unexcused absences: The school will schedule the family meeting with the school administrator, social worker, and Cass County Juvenile Probation. The school will attempt to contact the parent, guardian, or custodian by phone. If phone contact fails, the school will issue a letter to the address it has on record for the student. All attempts to contact the family will be recorded in Power School. During the meeting, the parent, guardian, or custodian will be reminded that further absences require medical documentation. During the meeting, the school administrator, social worker, juvenile probation officer, and parents, guardians, or custodians will develop a written plan for addressing the attendance issue, and will include any referrals to family services for further assistance and support. The juvenile probation officer will complete an initiate report based on the content of the meeting. This may also include a recommendation for an Informal Adjustment, if indicated. A juvenile subject to an Informal Adjustment will be expected to participate in the Cass County Juvenile Probation Department's truancy supervision, separate and apart from any further involvement by the school or any service provider. Parents, guardians, or custodians will also be notified that if the student accumulates 8 (eight) or more unexcused absences, the school may make a referral for the filing of a delinquency petition.

8 (eight) unexcused absences: The school may refer the student to Cass County Juvenile Probation for a delinquency petition. This referral will include a recommendation for a Parental Participation Order, if indicated. Cass County Juvenile Probation will submit the referral to the Prosecutor's Office, including any recommendation for a Parental Participation Order. The Court may hold an expedited Initial hearing within 2 (two) business days of the filing of a formal petition upon request. The Cass County Circuit Court will notify all parties of the date and time of the Initial Hearing. A juvenile subject to Formal Probation for the delinquent act of truancy will be expected to participate in the Cass County Juvenile Probation Department's truancy supervision, separate and apart from any further involvement by the school or any service provider.

10 (ten) unexcused absences: Once the child has accumulated 10 (ten) or more unexcused absences, the school shall refer the matter to Cass County Juvenile Probation for a delinquency petition, or to the Department of Child Services, pursuant to IC 20-33-2-25. A juvenile subject to Formal Probation who has been expelled may nonetheless be expected to continue with supervision by the Cass County Juvenile Probation with respect to further unexcused absences from school, separate and apart from any further involvement by the school or any service provider. A juvenile who has been expelled from school but remains on probation may be enrolled in the Family Opportunity Center Education Center.

LEAVING FOR PROFESSIONAL APPOINTMENTS

Students will not be allowed to leave school grounds without the knowledge and permission of a parent or guardian and permission from the principal or his/her designee. A signed note or phone call from the parent or guardian must verify this permission. For a student to leave school before the end of the school day, the following steps must be taken:

1. The parent or guardian should either call the main office at 574-753-7115 or send a note to be given to the attendance secretary.
2. The secretary will call the student to the office upon parent/guardian arrival.
3. All students leaving the building without permission or without signing out without permission will be subject to the same consequences for truancy.
4. A parent or guardian must come into the main office to sign the student out for the appointment,

5. When a student leaves for a professional appointment, written verification from doctors, dentists, and other professionals should be presented on the day of the student's return to school. The absence will be an excused absence. Students and parents are encouraged to schedule professional appointments outside of the school day. However, we understand that is not always possible. Please note that appointments requiring students to leave a few minutes early from class will count as an absence for that class and all missed classes.

6. Students sent home from the Nurse's Office will sign out in the main office. Before a student who is ill or injured is sent home, the school will notify the parent or guardian to arrange for transportation. In case of an injury that needs medical attention; an attempt will be made to consult with the parent or guardian for advice. If a medical emergency has occurred and the parent or legal guardian cannot be reached, the student will be transported to the emergency room. The school does not assume responsibility for payment of such bills.

6. Students will not be allowed to leave school or miss class to return home for books, materials, or school appropriate clothing.

SIGNING IN AND OUT SHEET

A form will be maintained in the main office for the purpose of allowing a student to sign in or out of school. Upon returning from an absence of any type, full day or partial day, which includes doctor/dental appointment, funeral, etc., and for which prior approval has been granted by the administration, a student must sign in and provide required information on the form. Students may not leave the school building/grounds during the day without signing out and obtaining permission from the office personnel allowing him/her the right to leave the school building/grounds.

STUDENT SUGGESTIONS AND COMPLAINTS

The school is here 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.

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.

WITHDRAWAL FROM SCHOOL

Parents must notify the office as soon as they are aware that a student will be withdrawn from school. On the morning of the student's last day, the student must report to the office to return all textbooks, laptop, library books, and other materials, and to take care of any outstanding fees or responsibilities. Permanent records will be sent upon request of the new school.

PART III STUDENT CONDUCT AND DISCIPLINE

Students who attend school must behave appropriately in school, at school activities, on the school bus, and on the way to and from school. Students must take responsibility for their own behavior, to come to school on time every day, to bring study materials to class, to follow directions, to complete all assignments, and to cooperate with other students and with school staff. No student will be allowed to keep a teacher from teaching or to keep other students from learning.

The entire foundation and success of public school education depends on the basic concept of self-discipline. Certain standards of student conduct are necessary to assure that students seeking to express their own individual rights do not at the same time infringe upon the rights of others. The responsibility for

the development and maintenance of self-discipline falls to the cooperative efforts of students, parents, teachers, administrators and community.

The purpose of discipline control is to help create an atmosphere that promotes the best possible learning environment for all involved in the educational process. School staff members (school administrators, teachers, instructional assistants, custodians, hall monitors, cafeteria workers, bus drivers, and any other adult authorized by the school to supervise students) will make every effort---individually, collectively and cooperatively---to help each student to gain acceptable self-discipline standards.

The rules and regulations for student behavior are based upon the following goals and objectives as identified by the staff of Logansport Junior High School:

- A. Students must behave responsibly.
- B. The best possible atmosphere and learning environment will be created for the students.
- C. Staff will encourage and invite parental involvement.
- D. Students and staff will strive to maintain a positive attitude.
- E. It is the student's responsibility to relay school communication to parents and home. Fail to do so may result in insubordination.
- F. Staff will show respect to the students. Students also will show respect in the following ways:
 1. respect the right of other students to learn;
 2. respect the right of teachers to teach;
 3. respect the property of others; and,
 4. respect the right of others to be treated with courtesy and consideration.

Each principal may take action concerning his/her school or any school activity within his/her jurisdiction, which is reasonably necessary to carry out or prevent interference with an educational function

or school purpose. Such action may include establishing written rules and standards to govern student

conduct. Such action may also include delegating authority to a school designee(s). Ultimately, it is the Principal's responsibility to keep things orderly. In all cases, the school shall attempt to make discipline prompt and equitable and to have the punishment match the severity of the incident.

BEHAVIOR CODE

1. Students will be respectful and courteous to all adults as well as other students.
2. Students will refrain from pushing, hitting, kicking, tripping, fighting, or coming into physical contact with other students.
3. No tobacco products/lighters/matches are to be possessed or used at school.
4. Acceptable language, both written and oral, is to be used at all times; profanity or suggestive comments are inappropriate.
5. Students will obey directions given to them by any school personnel.
6. Students will refrain from harassing, intimidating, or threatening any other students.
7. Students will not engage in harassment of another person, which includes sexually related verbal or written statements, gestures, or physical contact.
8. Engaging in voluntary or consensual sexually-related contact with another person will not be allowed.
9. Students will refrain from displaying physical forms of affection (kissing, hugging, holding hands, etc.) at school or during school functions.
10. All cell phones and electronic devices, other school issued laptops, must remain turned off and out-of-sight during class time unless requested by a faculty member. Electronic devices, other than cell phones, may be used during lunch only.

11. Students will not bring written materials to school (e.g. magazines, books), which contain inappropriate language or pictures.
12. Any gestures, which are suggestive or deemed inappropriate, are not acceptable at school or school related events.
13. Students are to treat school property with care and respect.
14. Students are not to bring drinks of any kind in open containers during school hours or to school events.
15. No objects such as pens, pencils, erasers, etc., are to be thrown on school grounds at any time.
16. Students should not engage in speech or conduct, including clothing, jewelry, or hairstyle, which is profane, indecent, lewd, vulgar, or offensive to school purposes.
17. All backpacks, duffel bags, and book bags must be placed in students' lockers at the beginning of the day.
18. Students may not possess, handle, or transmit a weapon of any kind on school property.

DISCIPLINE

The following are types of discipline that an administrator may utilize to correct behavior. For clearer

understanding of the terms of this policy, the following terms are defined:

INFORMAL DISCIPLINE

Informal discipline takes place within the school. It includes:

- Change of seating or location;
- After-school detention; before-school detention
- In-school restriction;
- Saturday School;
- Removal from a class or activity;
- Corporal punishment (with parental permission); or
- Community service.

REPRIMAND

Staff member informs the student that a type of behavior is unacceptable.

PARENT/TEACHER CONFERENCE

A meeting held between parents, student, and teachers to discuss a student's behavior.

PARENT/ADMINISTRATOR CONFERENCE

A meeting held between parents, teachers, student, and administrator to discuss a student's behavior.

DETENTION

The student is required to make up time in the school building immediately before school from 8:00AM-8:30AM or immediately after school from 3:15PM-3:45PM or 4:00PM. Parents/Guardians are responsible for transportation to or from assigned detention.

SATURDAY SCHOOL

A parent must notify the Principal or Assistant Principal on or before 4:00 p.m. the Friday before Saturday School if the student cannot attend. Failure to attend without proper notification will result in an additional Saturday School for the student.

FORMAL DISCIPLINE

Formal discipline removes the student from the classroom setting and/or school. It includes suspension

for up to ten (10) school days, and may include expulsion for the remainder of a semester or longer.

ISS (IN-SCHOOL SUSPENSION)

The student is isolated from their peers while in school for an assigned period of time. Students receive and complete assignments during the suspension time and earn credit on all work completed.

OSS (OUT-OF-SCHOOL SUSPENSION)

The student is not permitted to be at school or on school property for an assigned period of time.

EXPULSION

A student is separated from school attendance for a period exceeding ten (10) school days.

Discipline Consequence Matrix

The following are guidelines to be used by school administrators in determining consequences for student misbehavior. Penalties may vary depending on the severity of the misbehavior. Each case will be fairly and consistently in keeping with past practice.

Infraction	1 st Consequence	2 nd Consequence	3 rd Consequence	
1. Arson: The willful & malicious burning of, or attempting to burn any part of any LCSC building or any property of LCSC	10 Day Suspension and recommendation for Expulsion; police notified			
2. Assault/Battery	3 day OSS; police notified, possible expulsion	5 – 10 day OSS; police notified, possible expulsion	10 day OSS; police notified & recommend for expulsion	
3. Bomb Threat	10-day OSS; police notified recommend expulsion	*****	*****	
4. Building Security	Saturday School	Repeat Offender		
5. Bus Misbehavior	Loss of bus privileges 1 day, parents contacted	Loss of bus privileges 3 days, parents contacted	Loss of bus privileges remainder of semester or school year, parents contacted	
6. Cafeteria Misbehavior	3 day ISS	1 day OSS	3 day OSS	
7. Cheating/Plagiarism	“0” on assignment, point given & parents contacted	“0” on assignment, parents contacted, office referral, 1-day ISS	Failure for the nine weeks in the course the plagiarism/cheating occurred. Parent, student, administrator, and counselor meeting will be held.	
8. Classroom Disruption: Involved in behavior which disrupts the educational process of the classroom	1 day ISS	2 days ISS	3 day ISS	Repeat Offender
9. Conspiracy: By words, acts, or deeds giving encouragement to go against the standards of behavior which disrupt the normal educational process of the school	Immediate removal to ISS from class or situation, 1-3 day OSS	3 day OSS	10 day OSS & recommend for expulsion	

11. Disrespect	1-3 day ISS	1-3 day OSS	3-5 day OSS	
12. Disruption of the School Day or School Activity	3-10 day OSS & possible expulsion			
13. Dress Code Violation	Change Clothes, Written Warning	Change Clothes 30-minute detention	Change Clothes, 60-minute detention	
14. Failure to Serve Detention	Reassign Detention	2 Detentions	1 Saturday School	2 Saturday Schools
15. Failure to Serve Saturday School	Reassign Sat. School	2 Saturday Schools	1 day OSS	2 days OSS
16. False Reports: The act of falsely reporting incidents, or making false accusations, or giving false testimony, to school personnel which would affect the welfare of others.	1 Saturday School	3 Day OSS	10 Day Suspension and recommendation for Expulsion	
17. Fighting: The act of involving hostile bodily contact on school property, or going to or from school, including any activity under school sponsorship(i.e. dance, athletic event, etc) Student goes home immediately if possible, not to return to class.	10 day OSS; police notified & recommend for expulsion			
18. Fireworks/Fire Alarm Tampering/False 911 Report: The act of possession, using or threatening to use any fireworks, or other such instruments capable of inflicting bodily injury, tampering with fire alarms, calling 911 with false report.	5 – 10 day OSS, possible expulsion	10-day OSS, recommend for expulsion		
19. Forgery: The act of falsely using, in writing, the name of another person, or falsifying times, dates, grades, addresses, etc.	Saturday School	2 Saturday Schools	3 Saturday Schools	
20. Gang Activity	5 day OSS, police notified	10 day OSS, police notified recommend for expulsion		
21. Harassment/Threats/ Bullying / Extortion/ Intimidation/Hazing	3 day OSS	5 day OSS	10 day OSS & recommend for expulsion, police notified	
22. Horseplay	1 day ISS or 1 Saturday School	2 days ISS or 2 Saturday Schools	3 days ISS, repeat offender	
23. Inappropriate use of cell phone/electronic device	Item confiscated;parent pick-up between 3:15-4:15 pm	Item confiscated; parent pick-up between 3:15-4:15 pm, 1-day Saturday School	Item confiscated; parent pick-up between 3:15-4:15pm. See Insubordination	
24. Inappropriate use of school technology/device	Written warning	3- 30 min detentions before and/ or after school	Loss of computer privileges; possible 2-10 day ISS/OSS; and/or	

			recommendation for expulsion	
25. Unlawful Drugs, Behavior Altering Substances, Alcohol, Medication, Paraphernalia	10-day OSS; police notified & recommend for expulsion			
26. Illegal Activity	Police notified & assigned ISS, OSS, or possible expulsion dependent upon the infraction			
27. Indecency in Behavior: The act of offending against commonly recognized standards of propriety, health, or safety.	3 day OSS	5 day OSS; recommend for expulsion		
28. Insubordination	Immediate removal to ISS from class or situation, 1-3 day ISS	1-3 day OSS	Repeat Offender	
29. Littering – The act of willfully littering on school property or private property enroot to and from school.	Pick up litter	Pick up litter; 1 Saturday School	Pick up litter; 1 day ISS	
30. Misbehavior at Extracurricular Events	Removal from Event	Suspension from ECA for remainder of semester	Suspension form ECA for remainder of school year	
31. Out of Assigned Area	Saturday School	2 Saturday Schools	1 – 3 days ISS	
32. Physical Aggression	2 days of ISS	2 days of OSS	5 days of OSS	
33. Profanity/Abusive Language: The act of using obscene or profane language in verbal or written form or in pictures, caricatures or obscene gestures while on any school property or school event.	1 day ISS	3 day ISS	3 day OSS	
34. Public Display of Affection: The act of displaying physical affection towards another person	Written Warning	1 day ISS	Saturday School	
35. Repeat Offender	1 day OSS	3 day OSS	5 day OSS; possible expulsion	
36. Theft/Possession of Stolen Goods: The act of taking or acquiring the property of others without their consent.	Restitution & 3 day OSS; police notified	Restitution & 3-5 day OSS; police notified	Restitution & 5 -10 days OSS; police notified, possible expulsion	
37. Tobacco Product Possession/Use: The act of possessing or using tobacco products or paraphernalia of any kind (Indiana Code No. 35-46-1-10.5)	3 day OSS	5 day OSS	10 day OSS & recommend for expulsion	
38. Truancy	1 day ISS	3 day ISS	6 to 6 / Case referred to Prosecutor or Family Opportunity Center	

39. Vandalism: The willful or accidental act of destruction of property belonging to others.	Restitution & 1 day OSS or working consequence	Restitution & 3 – 10 day OSS, possible expulsion	Restitution & 10, day OSS, recommend for expulsion	
40. Weapons	10 day OSS & recommend for expulsion; police notified			

Note: This listing of misconduct and consequences is not intended to be an all-inclusive list. The school reserves the right to address any other forms of misconduct and to apply any reasonable consequence in response to misconduct. Moreover, students whose behavior results in continued referral to the office for discipline, during the school year, will be subject to any level of discipline as school officials may determine appropriate.

Substantial disobedience to the educational process and policies of Logansport Junior High School may result in expulsion proceedings towards the student.

Note: A student may be suspended or expelled for unlawful conduct off school property that can reasonably be considered an interference with school purposes or an educational function (I.C. 20-8.1-5.1-9).

ANTI-BULLYING POLICY

What is Bullying?

"Bullying" (per IC 20-33-8-.2) means overt, unwanted, repeated acts or gestures, including verbal or written communications or images transmitted in any manner (including digitally or electronically), physical acts committed, aggression, or any other behaviors, that are committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the other targeted student and create for the targeted student an objectively hostile school environment that:

- (1) places the targeted student in reasonable fear of harm to the targeted student's person or property;
- (2) has a substantially detrimental effect on the targeted student's physical or mental health;
- (3) has the effect of substantially interfering with the targeted student's academic performance; or
- (4) has the effect of substantially interfering with the targeted student's ability to participate in or benefit

from the services, activities, and privileges provided by the school.

Bullying fosters a climate of fear and disrespect that can seriously impair the physical and psychological

health of its victims and create conditions that negatively affect learning. Bullying includes unwanted,

aggressive behavior that involves a real or perceived power imbalance. The behavior is repeated, or has

the potential to be repeated, over time. The imbalance of power involves the use of physical strength, or

popularity to access embarrassing information to control or harm others. Bullying can occur anywhere

(in-school or outside of school) and at any time – both during and after school hours. Bullying can include

physical bullying, verbal bullying, social/relational bullying, and electronic/written communication.

Physical bullying involves hurting a person's body or possessions. It includes hitting/kicking/punching,

spitting, tripping or pushing, taking or breaking someone's things, and making mean or rude hand gestures.

Verbal bullying involves saying mean things. It can include teasing, name-calling, inappropriate sexual comments, taunting, or threatening to cause harm.

Social/relational bullying involves hurting someone's reputation or relationships. Social bullying involves telling other children not to be friends with someone, leaving someone out on purpose, spreading rumors about someone, or embarrassing someone in public.

Electronic/written communication involves cyber-bullying, collective or group note writing, any bullying undertaken through the use of electronic devices (computer, cell phones). This includes bullying via Social Media (Facebook, Twitter, Instagram, etc.) that may disrupt the learning environment for the targeted student.

Considerations in determining if the behavior meets the definition of bullying:

- The history between the individuals. Have there been past conflicts? Have these individuals had a dating relationship? (This may not be considered bullying)
- Power differential. Is there an imbalance of power? (Power imbalance is not limited to physical strength.)
- Repetition. Has this or a similar incident happened before? Is the individual worried that it may happen again?
- Are any of the individuals involved with a gang? (This may result in interventions different from bullying.)

Bullying reports will be investigated using the aforementioned criteria on a case by case basis.

CELL PHONES AND ELECTRONIC DEVICES

Cell phones of any type must be turned off and secured out of sight during the school day during school events and athletic practices. The school day is defined as once the student enters the building until 3:15pm. 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 cell phone shall be confiscated and secured in the office. Cell phones must be picked up by a parent or guardian between the hours of 3:00pm and 4:00 pm as outlined in the Discipline Matrix. Cell phones shall not be released to students. All unclaimed devices will be disposed of at the end of the semester. If a student has his or her device confiscated a second time, he or she shall be cited for insubordination and will face the consequences outlined in the student handbook. 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.

The student who possesses a cellular telephone is responsible for its care. The Board is not responsible for preventing theft, loss, damage, or vandalism to cellular telephones or other electronic devices 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.

Sending, sharing, viewing, or possessing pictures, text messages, emails, or other material of a sexual nature in electronic or any other form, including the contents of a cell phone or other electronic device, is prohibited.

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.

ELECTRONIC DEVICES

Electronic items such as digital cameras and laser pens are prohibited; however, in recent years, certain devices, such as iPods, iPads, and E-readers (Kindles, Nooks, etc.), have emerged as highly effective educational tools. Other electronic game devices, such as Sony PSP’s and Nintendo DS’s can also be valuable as student motivators. **Use of these devices at school may be permitted at the discretion of the Principal or classroom teacher.** If they are misused, they will be subject to confiscation. Confiscated electronic devices **other than cell phones** may be picked up by the student at the end of the school day.

CHEATING/PLAGIARISM

“Plagiarism,” as defined by the Random House Dictionary, is “to steal (the language, ideas, or thoughts) from (another) representing them as one’s own original work. Intentional or not, when a student fails to acknowledge the source of words and ideas that are not his or her own, the result is plagiarism; that is,

theft. Plagiarism is not tolerated at Logansport Junior High School. There are several kinds of plagiarism:

1. Copying word for word or incompletely paraphrasing a phrase, sentence, group or phrases, group of sentences, or whole paragraphs from another source without crediting that source. This kind of plagiarism can be quantified as the copying, at a minimum, of six words or more in a row, including a, an, and the, from another source without citing the source.
2. Giving a speech or submitting a paper, poster, project, or any other assignment that has been written completely or partially by someone else.
3. Cutting and pasting material found on the Internet or in other electronic databases into one's own paper, speech, poster, project, or other assignment without crediting the source.
4. Downloading entire texts and presenting them as one's own work.
5. Presenting ideas from another source as one's own original thoughts. These can be ideas taken from textual sources or from speeches, lectures, television programs, or other forms of oral language.
6. Improperly citing sources with the intent of misleading the reader (ex: making up citations) as to the source of the information presented. A student who is unsure of how to cite (credit) the source of material he or she has used has the responsibility to check with a teacher.

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.

Consequences for Cheating/Plagiarism:

Plagiarism is theft. It is also cheating. Thus, the penalties for plagiarism are both disciplinary and academic. The classroom teacher will impose an academic penalty for plagiarism. This is usually zero credit for the assignment and a class period ISS. Regardless of the kind or degree of plagiarism or the severity of the academic penalty imposed by the teacher, offenses will be reported to the Assistant Principal. Multiple referrals may result in an 'F' for the nine weeks.

DISPLAYS OF AFFECTION

It is acceptable and expected behavior for all students to be friendly with others. It is important, though, for students to realize that public displays of affection that go beyond the friendly stage are unacceptable (kissing, embracing, hand holding, arms around each other, etc.). Any incident of this type may be referred to the administration for necessary action.

DRESS CODE & GROOMING – DRESS FOR SUCCESS

LJHS School officials recognize that the right to be an individual is an important right to each person.

School officials are also aware that it is extremely important for students to be able to express their individuality, so long as it doesn't interfere with anyone else's right to an education, for which we are here.

The clothes students wear can be a form of self-expression and are viewed as a symbol of their character. The school recognizes and appreciates the students' right to express their individuality through school attire.

Student dress should reflect the prevailing expectations of Logansport Junior High where health and safety, common decency, and proper maintenance of the school facility are major considerations.

Health and Safety: Students should not wear clothing or hairstyles that can be hazardous to them in school activities such as lab work, shop, physical education, and art. Grooming and dress which prevents students from doing their best work because of blocked vision or restricted movement will not be allowed. Furthermore, dress styles that create a disruption of teaching and classroom order will not be permitted.

Common Decency: Clothing with wording or pictures that, in the opinion of school personnel, tend to undermine the educational atmosphere and purpose is in violation of this guideline. Clothing with wording that is in bad taste; clothing with wording that lists negative ethnic, political, or sexual comments, or clothing with wording that promotes alcoholic establishments or tobacco products will not be worn.

A. The school officials have determined that the following specifics are offensive and/or disruptive to our purpose:

- No form-fitting exercise pants (e.g. yoga pants, leggings, or sweatpants) may be worn without a top that extends to mid-thigh length all around.
- No tank tops are permitted.
- No sleeveless or strapless tops are permitted.
- No visible cleavage or midriffs.
- 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.
- Skirts and shorts must be at least mid-thigh length. Running shorts are prohibited.
- No excessively torn or ripped jeans. Rips or tears above the knee through which bare skin can be seen are prohibited.
- Belts must be fastened and worn through the belt loops on the pants/slacks.
- No hats, caps, sunglasses, and any other head coverings 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 school property or cause personal injury to others (such as chains, buckles, or studded items) is permitted.
- Outerwear such as coats, jackets, etc. must be stored in the student's locker and not worn during the school day.
- No clothing or accessory that advertises, promotes, or glorifies the use of alcohol, tobacco, drugs, or other illegal substances, is permitted.
- No clothing or accessory that is suggestive, has a double meaning or innuendo suggests inappropriate ideas, or contains profanity is permitted.
- Students are required to keep in-home detention bracelets 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.

PLEASE NOTE: Students who are cited for violating the dress code policy will be required to call a parent/guardian to bring in a clothing replacement to school. If calling fails, the school will provide a clothing replacement for the remainder of the school day. Violations of the dress and appearance code will result in the following consequences:

- 1st violation-office referral/warning
- 2nd violation-30 minute after-school detention or morning detention
- 3rd violation- 45 minute after-school detention
- 4th violation-subsequent violations will result in Saturday School

STUDENT PROBATIONARY BEHAVIOR CONTRACT

A student behavior contract may be used at the discretion of the administration. The contract will be

tailored to the specific situation and will require the signature of the student, parent, and administrator.

Violation of the behavior contract may result in suspension, or expulsion.

INDIANA SCHOOL DISCIPLINE CODE

The grounds for expulsion or suspension listed below apply at the following times and places:

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 school activity, function, or event.

GROUND FOR SUSPENSION OR EXPULSION

A. Student Misconduct and/or Substantial Disobedience

Grounds for suspension or expulsion are student misconduct and/or substantial disobedience. Examples of student misconduct and/or substantial disobedience for which a student may be suspended or expelled include, but are not limited to the following:

1. Using violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or other conduct constituting an interference with school purposes, or urging other students to engage in such conduct. The following enumeration is only illustrative and not limited to the types of conduct prohibited by this rule:
 - a. Occupying any school building, school grounds, or part thereof with intent to deprive others of its use.
 - b. Blocking the entrance or exits of any school building or corridor or room therein with intent to deprive others of lawful access to or from, or use of the building, corridor, or room.
 - c. Setting fire to or substantially damaging any school building or property.
 - d. Prevention of or attempting to prevent by physical act the convening or continued functioning of any school or educational function, or have any lawful meeting or assembly on school property.

- e. Intentionally making noise or acting in any manner so as to interfere with the ability of any teacher to conduct or participate in an educational function.
- f. Forgery-misrepresentation of staff/faculty names on any pass or other school document constitutes forgery. This is also applicable to medical statements, parental signatures, or other similar documents that require signatures.

Note: This subdivision shall not, however, be construed to make any particular student conduct a ground for expulsion where such conduct is constitutionally protected as an exercise of free speech or assembly or other right under the Constitution of Indiana or the United States.

1. Engaging in any kind of aggressive behavior that does physical or psychological harm to another person or urging of other students to engage in such conduct. Prohibited conduct includes coercion, harassment, bullying, hazing, or other comparable conduct.
2. Causing or attempting to cause physical injury or intentionally behaving in such a way as could reasonably cause physical injury to any person. Self-defense or reasonable action undertaken on the reasonable belief that it was necessary to protect some other person does not, however, constitute a violation of this provision.
3. Engaging in violence and/or threat of violence against any student, staff member, and/or other persons. Prohibited violent or threatening conduct includes threatening, planning, or conspiring with others to engage in a violent activity.
4. Causing or attempting to cause damage to school property, stealing or attempting to steal school property.
5. Causing or attempting to cause damage to private property, stealing or attempting to steal private property.
6. Threatening or intimidating any student for the purpose of, or with the intent of, obtaining money or anything of value.
7. Threatening (whether specific or general in nature) damage or injury to persons or property, regardless of whether there is a present ability to commit the act.
8. Failing to report the actions or plans of another person to a teacher or administrator where those actions or plans, if carried out, could result in harm to another person or persons or damage property when the student has information about such actions or plans.
9. Possessing, handling, or transmitting a knife or any other object that can reasonably be considered a weapon, is represented to be a weapon, or looks like a weapon.
 - a. As used in this section, "knife" means an instrument that:
 - (1) Consists of a sharp edged or sharp pointed blade capable of inflicting cutting, stabbing, or tearing wounds; and
 - (2) Is intended to be used as a weapon.
 - b. The term includes a dagger, dirk, poniard, stiletto, switchblade knife, or gravity knife.
 - c. A person who recklessly, knowingly, or intentionally possesses a knife on:
 - (1) School property
 - (2) A school bus
 - (3) A special purpose bus; commits a Class B misdemeanor. However, the offense is a Class A misdemeanor if the person has a previous unrelated conviction under this section and a Class D felony if the offense results in bodily injury or serious bodily injury to another person.
 - d. This section does not apply to a person who possesses a knife:
 - (1) If:
 - (a) The knife is provided to the person by the school corporation or possession of the knife is authorized by the school corporation; and

(b) The person uses the knife for a purpose authorized by the school corporation;

or

(2) The knife is secured in a motor vehicle.

10. Possessing, using, selling, transmitting, or being affected by any controlled substance, prescription drug, narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, intoxicant or depressant of any kind, or any paraphernalia used in connection with the listed above.

Also prohibited is the consumption of any of the stated substances immediately before attending school, during school, or a school function.

Exception to Rule #10: a student with a chronic disease or medical condition may possess

and

self-administer prescribed medication for the disease or condition if the student's parent has filed a written authorization with the building principal. The written authorization must be filed annually. The written authorization must be done by a physician and must include the following information:

1. That the student has an acute or chronic disease or medical condition for which the physician has prescribed medication.
 2. The nature of the disease or medical condition requires emergency administration of the prescribed medication.
 3. The student has been instructed in how to self-administer the prescribed medication.
 4. The student is authorized to possess and self-administer the prescribed medication.
11. 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.
 12. Possessing, using, transmitting, or being under the influence of caffeine-based substances, substances containing phenylpropanolamine (PPA), or stimulants of any kind, or any over-the-counter products.
 13. Possessing, using, distributing, purchasing, or selling tobacco products of any kind or in any form.
 14. Offering to sell or agreeing to purchase a controlled substance or alcoholic beverage.
 15. Failing to comply with directions of teachers or other school 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 education function.
 16. Failing to completely and truthfully respond to questions from a staff member regarding school-related matters including potential violations of the student conduct rules or state or federal law.
 17. Falsely accusing any person of sexual harassment, or of violating a school rule, and/or a state or federal law.
 18. Engaging in any activity forbidden by the laws of Indiana that constitutes an interference with school purposes or an educational function.
 19. Aiding, assisting, or conspiring with, another person to violate these student conduct rules or state or federal law.
 20. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, and wrongfully obtaining test copies or scores.
 21. Taking or displaying pictures (digital or otherwise) without the consent of the student or staff member in a situation not related to a school purpose or educational function.
 22. Engaging in pranks that could result in harm to another person.
 23. Use or possession of gunpowder, ammunition, or an inflammable substance.
 24. Violating any rules that are reasonably necessary in carrying out school purposes or an educational function, including, but not limited to:

- a. Engaging in sexual behavior on school property;
 - b. Engaging in sexual harassment of a student or staff member;
 - c. Disobedience of administrative authority;
 - d. Willful absence or tardiness of students;
 - e. Engaging in speech or conduct, including clothing, jewelry or hairstyle, that is profane, indecent, lewd, vulgar, or refers to drugs, tobacco, alcohol, sex, or illegal activity, or plainly offensive to school purposes;
 - f. Violation of the school corporation's acceptable use of technology policy or rules;
 - g. Violation of the school corporation's administration of medication policy or rules;
 - h. Possessing or using a laser pointer or similar device.
25. Possessing or using on school grounds during school hours an electronic paging device or a hand held portable telephone in a situation not related to a school purpose or an educational function.
26. Any student conduct rule the school building principal establishes and gives publication of it to all students and parents in the principal's school building.

B. Possession of a Firearm or a Destructive Device

- 1. No student shall possess, handle, or transmit any firearm or destructive device on school property.
- 2. The following devices are considered to be a firearm under this rule:
 - a. any weapon, which will or is designed to or may readily be converted to expel a projectile by the action of an explosive;
 - b. the frame or receiver of any weapon described above;
 - c. any destructive device which is an explosive, incendiary, or poison gas bomb, grenade, rockets 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;
 - d. 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 or more than one-half inch in diameter;
 - e. 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;
 - f. an antique firearm;
 - g. a rifle or a shotgun that the owner intends to use solely for sporting, recreational, or cultural purposes.
- 3. For purposes of this rule, a destructive device is:
 - a. an explosive, incendiary, or overpressure device that is configured as a bomb, a grenade, a rocket with a propellant charge of more than four ounces, a missile having an explosive or incendiary charge of more than one-quarter ounce, a mine, a Molotov Cocktail or a device that is substantially similar to an item described above;
 - b. a combination of parts designed or intended for use in the conversion of a device into a destructive device. A destructive device is NOT a device that although originally designed for use as a weapon, is redesigned for use as a signaling, pyrotechnic, line throwing, safety, or similar device.
- 4. The penalty for possession of a firearm or a destructive device: Suspension up to 10 days and expulsion from school for at least one calendar year with the return of the student to be at the beginning of the first semester after the one year period. The superintendent may reduce the length of the expulsion if the circumstances warrant such reduction.
- 5. The superintendent shall immediately notify the appropriate law enforcement agency when a student engages in behavior described in this rule.

C. Possessing a Deadly Weapon

1. No student shall possess, handle or transmit any deadly weapon on school property.
2. The following devices are considered to be deadly weapons as defined in I.C. 35-41-1-8:
 - a. a weapon, 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;
 - b. an animal readily capable of causing serious bodily injury and used in the commission or attempted commission of a crime.
3. The penalty for possession of a deadly weapon: Up to 10 days suspension and expulsion from school for a period of one calendar year.
 4. The superintendent shall immediately notify the appropriate law enforcement agency when a student engages in behavior described in this rule.

D. Unlawful Activity

A student may be suspended or expelled from engaging in unlawful activity on or off school 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 school property. This includes any unlawful activity meeting the above criteria that takes place during weekends, holidays, other school breaks, and the summer period when a student may not be attending classes or other school functions.

27. Receiving two (2) all day suspensions in the same school year and subsequently committing another violation of school rules resulting in a third (3rd) all day suspension.

a. In addition to the grounds for expulsion or suspension under subsection (b), a student may be expelled or suspended for engaging in unlawful activity on or off school grounds if the unlawful activity may reasonably be considered to be an interference with school purposes or an educational function.

28. Student harassment-harassment of students, staff, or guests on or in school property by other students or any member of the staff is unacceptable.

Harassment in any form, physical, psychological, verbal, or sexual is in violation of both Federal and State law. In addition to sexual harassment, which includes unwelcome sexual advances or any form of improper physical contact or sexual remarks, harassment shall also include speech or action that creates a hostile, intimidating, or offensive learning environment.

Any use of racial or ethnic verbal harassment towards students, staff, or guest of the school is also unacceptable.

Students, staff, or guest to our school need to report such incidents to the principal, assistant principal, or assistant superintendent. Each incident will be investigated and the Superintendent notified. Any violation of the harassment policy will be subject to disciplinary action that could result in suspension or expulsion from the School Corporation.

29. Any involvement in "criminal gang" activity including: promoting, sponsoring or participating in gang activities on or in school property, threatening or intimidating any student or school employee, "flashing" gang signs or marking school property with gang symbols, wearing clothing that identifies gangs, or soliciting membership into gangs or gang activities.

30. When a third (3rd) instance of a full-day suspension occurs within the school year, expulsion proceedings may be initiated for the remainder of the semester or school year.

STUDENT DUE PROCESS

Procedure for Handling Suspensions, Expulsions, and Exclusions from School

The following will be the procedure for the handling of student suspensions, expulsions, and exclusions from school. The basic premise of this plan is fairness, and the following is a summary of that procedure:

1. Suspension - Any principal may suspend a student for a period of no more than ten (10) school days for conduct constituting grounds for expulsion or suspension. Such suspension shall be made only after the principal has made an investigation thereof and has determined that such suspension

is necessary to help any student or to prevent interference within educational functions or school purposes.

- a. A meeting will be held prior to the suspension of any student. At this meeting the student will be entitled to:
 1. A written or oral statement of the charges;
 2. If the student denies the charges, a summary of the evidence against the student will be presented; and
 3. The student will be provided an opportunity to explain his/her conduct.
- b. The meeting shall precede suspension of the student except where the nature of the misconduct requires immediate removal. In such a situation, the meeting will follow the suspension as soon as reasonably possible following the date of the suspension.
- c. Following the suspension, the parents or guardians of suspended students will be notified in writing. The notification will include the dates of the suspension, describe the student's misconduct, and outline the action taken by the principal.

2. Other Disciplinary Actions

- a. The superintendent, principal, an administrative personnel, or any teacher of the school corporation shall be authorized to take any action in connection with student behavior, in addition to the actions specifically provided in this chapter, which is considered reasonable, desirable, or necessary to help any student, to further school purposes, or to prevent an interference therewith, such action including such matters as:
 1. Counseling with a student or group of students;
 2. Conferences with a parent or group of parents;
 3. Assigning students additional work;
 4. Rearranging class schedule;
 5. Requiring students to remain in school after regular school hours to do additional school work or for counseling; or
 6. Restriction of extracurricular activity.
- b. The governing body of a school corporation may adopt rules that require a person having care of a dependent student to participate in any action taken under this chapter in connection with a student's behavior. The rules must include:
 1. Procedures for giving actual notice to the person having care of the dependent student;
 2. Description of the steps that the person must take to participate in the school corporation's actions; and
 3. A description of the additional actions in connection with student's behavior that are justified in part or in full if the person does not participate.

3. Expulsion and Exclusion Procedures

When a principal (or designee) recommends to the superintendent (or designee) that a student be expelled from school, the following procedures will be followed:

- a. The superintendent (or designee) may conduct an expulsion meeting or may appoint one of the following persons to conduct the expulsion meeting: 1.) Legal counsel or 2.) A member of the administrative staff who did not expel the student and was not involved in the events giving rise to the expulsion.
- b. An expulsion will not take place until the student and the student's parent are asked to appear at an expulsion meeting conducted by the superintendent or the person designated above. Failure by a student or a student's parent to appear at this meeting will be deemed a waiver of rights administratively to contest the expulsion or to appeal it to the school board.
- c. The request to appear at the expulsion meeting will be in writing, delivered by certified mail or by personal delivery, and contain the reasons for the expulsion, the date, time, place, and purpose of the meeting.
- d. At the expulsion meeting, the principal (or designee) will present evidence to support the charges against the student. The student or parent will have the opportunity to answer the charges against the student and to present evidence to support the student's position.

- e. If an expulsion meeting is held, the person conducting the expulsion meeting will make a written summary of the evidence heard at the meeting, take any action found to be appropriate, and give notice of the action taken to the student and the student's parent.

The student or parent has the right to appeal the decision of the person conducting the expulsion meeting to the student affairs committee within ten (10) days of the receipt of notice of the action taken. The student or parent appeal request must be in writing. If the committee hears the appeal, it will consider the written summary of the expulsion meeting and the arguments of the school administration and the student and/or the student's parent. The committee will then take any action deemed appropriate.

PARENT PARTICIPATION

A parent (including a guardian and custodian) of a dependent student at the discretion of and upon proper notice by a school official shall be required to participate in any disciplinary action involving the student's behavior which is authorized under the Student Due Process Code, as well as the student discipline handbook of this school corporation.

Parent participation includes, but is not limited to, meetings, conferences, hearings, supervising after school home-study time, reviewing homework, and assuring regular school attendance and attendance after school if necessary.

When a school official deems it necessary to require parent participation to resolve behavioral problems of a student, the parent shall be notified in one of the following ways:

- (1) Telephone contact by a school official at least five (5) days in advance of the meeting, conference, or hearing, followed by a letter of confirmation by regular or certified mail; or
- (2) Personal delivery of written notice of the required attendance at the meeting, conference, or hearing by a school official at least three (3) days beforehand.

The superintendent, principal, or other administrative official shall be authorized upon receipt of parental consent to require the student to participate in behavioral testing, counseling, or drug or alcohol abuse evaluation by a licensed agency if such testing, counseling, or evaluation is reasonably necessary to help any student, to further school purposes, or to prevent an interference with school purposes, or to prevent an interference with school purposes. The cost of these services shall be the responsibility of the parent.

Upon receipt of proper notice, any parent, guardian, or custodian who fails to comply with the requirements of a school official to participate in the resolution of behavioral problems of a student whose conduct is repeatedly disruptive to the student's own educational progress or to the progress of others may be referred to the Child Protective Services Division of Public Welfare, and the child may be considered to be a "child in need of services."

EXPULSION FOR FIREARMS POSSESSION

Any student who is found to possess a firearm on LCSC property shall be reported immediately to the LPD. In addition, he or she shall be subject to expulsion for a period of one (1) year.

We recognize that students in the process of developing self-discipline will need to have external discipline at times. We also recognize that there is a wide range of misbehavior--some much more serious than others. Because of this, different disciplinary approaches must be used. These may include, but are not limited to, reprimand, probation, referral to special personnel in the school, rearrangement of the student's class schedule, parent conferences, before- or after-school detention, Saturday School, In-School Suspension, assignment of additional work, restriction of extra-curricular activity, suspension or expulsion. Any or all of these techniques will be used as deemed most appropriate.

Disruptive behavior will be documented, and interventions to change that behavior will be implemented. The following conduct is not permitted and may normally result in ISS, OSS or expulsion:

- Possession and/or the use of alcoholic beverages

- Possession and/or the use of drugs, narcotics, and related paraphernalia
- Possession and/or the use of over-the-counter nonprescription or prescription medications
- Possession and/or the use of tobacco, matches, lighters, knives, nuisance items, weapons, or explosives
- The use of vulgar language
- Intimidating, hitting, threatening to cause bodily harm, or causing bodily harm to anyone
- False reporting (911 calls, fire alarms, and bomb threats)
- Throwing food in the cafeteria
- Fighting
- Leaving school without permission
- Participating in gang/cult-related behavior
- Vandalizing, damaging, or stealing LCSC property

A student who is suspended or expelled is not permitted on any school property during the time of the suspension/expulsion. Federal legislation requires that out-of-school suspensions and expulsions become a part of the child's permanent school record.

STANDARDS OF BEHAVIOR

The Board has adopted the following standards for student misconduct. These standards are applicable to students:

- on LCSC property at any time;
- during and immediately before and after school activity at any location;
- traveling to and from school or to a school activity.

CONDUCT VIEWED AS JUST CAUSE FOR DISCIPLINARY ACTION INCLUDES, BUT IS NOT 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 school building or other LCSC property
- Assault/Battery
- Conduct dangerous to the physical well-being of others
- Disrespect, insubordination and/or disobedience to teachers or any staff member
- Extortion, harassment, or intimidation
- Failure to comply with LCSC bus rules
- Falsely reporting a fire or setting off a fire alarm
- Fighting
- Gambling
- Indecent exposure
- Leaving LCSC 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)
- 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 Board Policy or regulations.
- Willful disruption of any classroom or school activity

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

ARSON/FIREWORKS/FIRE ALARM TAMPERING/FALSE REPORTING

The setting of any illegal fire in the school building or on LCSC property is prohibited. Students are not to use or be in the possession of any type of fireworks on LCSC property or activity. Any action such as the setting off of fire alarms is false reporting and is 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;

ASSAULT/BATTERY

No student shall willfully attack another student or staff member while on LCSC premises or while under LCSC supervision. **(IC 35-42-2-1)**

We define assault as: Threatened or attempted physical attack against another by a person.

We define battery as: Knowingly or intentionally touching another person in a rude, insolent, or angry manner

BOMB THREAT

Any student who writes, calls in, or otherwise makes a bomb threat toward LCSC, 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.

BUILDING SECURITY

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

CONSPIRACY

Making plans or conspiring to cause harm to any person or LCSC property is prohibited.

DISRESPECT

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

DISRUPTION OF A CLASSROOM OR SCHOOL ACTIVITY

The disruption of any classroom or school activity by a student is prohibited.

DRUGS, ALCOHOL AND MEDICATION

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 prohibited.

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 prohibited. 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 in or on LCSC property is prohibited. This includes cigarettes, pipe tobacco, cigars, chewing tobacco, snuff, any other type of tobacco products, or tobacco paraphernalia such as cigarette lighters and matches.

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

EXTORTION

Threatening or intimidating any student for the purpose of, or with the intent of, obtaining money or anything of value from the student is prohibited.

FAILURE TO COMPLY

Failing in a substantial number of instances to comply with directions of teachers or other school 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 prohibited.

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 school premises or during a school activity, is prohibited. 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 prohibited.

In cases of fighting where the combatants are mutually involved in fighting, there will be an immediate three-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. 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 must use force for self-protection.

FORGERY

Students are prohibited from falsely and/or fraudulently marking, altering, or using a document or statement. These include, but are not limited to, physician's notices, parent note, or student passes.

GAMBLING

Gambling or wagering in school or on LCSC property is prohibited.

GANG ACTIVITY

Un-sponsored, unauthorized outside organizations such as secret societies, clubs, and gangs which draw membership from the students of LCSC are illegal, and therefore, prohibited from schools and school grounds.

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/community. The group/organization is organized, has leadership, and is involved in the commission of criminal acts.

Students are prohibited from wearing clothing or accessories that have been associated with gangs and gang activity.

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 LJHS may be suspended or expelled.

Students shall not:

- Wear, possess, use, distribute, display or sell any clothing, jewelry, emblem, badge, symbol, sign or other items 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.

HARASSMENT, (ETHNIC, RACIAL, SEXUAL, RELIGIOUS, DISABILITY) THREATS, BULLYING, INTIMIDATION AND HAZING, SEXUAL MISCONDUCT

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, or demeaning activities by any other individual student or group of students. Conduct constituting harassment may take different forms, including, but not limited to, the following:

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 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 LCSC is prohibited.

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 LCSC is prohibited.

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 LCSC is prohibited.

Conducting a "campaign of silence" toward a fellow student, staff member, or other person associated with LCSC by refusing to have any form of social interaction with the person is prohibited.

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 LCSC is prohibited.

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 LCSC should make contact with one of two or three persons selected by each school 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 is to be prepared promptly and a copy forwarded to the 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.
- To protect the confidentiality of the student who files a complaint, encourage the reporting of any incidents of sexual or other forms of harassment and protect the reputation of any party wrongfully charged with harassment, no one involved may discuss the subject outside of the investigation.

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 prohibited.

HORSEPLAY

The display of rough, rowdy, or boisterous behavior is considered horseplay and is prohibited.

INSUBORDINATION

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

PROFANITY/ABUSIVE LANGUAGE

The use by students of profanity, vulgarity, obscene gestures, sexual innuendo, or verbal abuse is prohibited. Students directing profanity to any other person shall receive an immediate disciplinary consequence.

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 prohibited. 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 LCSC 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 this supervision.

THEFT/POSSESSION OF STOLEN GOODS

For our purposes, theft is defined as the unlawful taking of LCSC property or property belonging to another person, on LCSC property, during an educational event, or function off school grounds, or when traveling to or from school or such educational event or function.

TOBACCO VIOLATIONS

The use and/or possession of any tobacco product (cigarettes, cigars, chewing tobacco, electronic cigarette, generally known as an “e-cigarette”, hookah pipe, any item that looks like or is represented to

be an electronic cigarette, and snuff - including tobacco free snuff) on school property, at school sponsored events, or within 1,000 feet of school property will not be allowed.

Indiana Code on tobacco laws that apply to middle school age students:

1. A person less than 18 years old commits a Class C Infraction if they purchase, accept or possess tobacco. Students found to be in possession of tobacco that are less than 18 years old may have law enforcement contacted to issue an underage tobacco citation to the offending student.
2. Selling or distributing tobacco to a person less than 18 years old is a Class C Infraction.

Anyone violating these laws, either for usage or possession will be reported to the FOC. Note: Control of a lighted cigarette shall be considered smoking. Students shall not have in their possession any tobacco product. This includes on the person, in student lockers, or book bags.

VANDALISM

Maliciously or willfully damaging, defacing, or destroying LCSC property or the personal belongings of others is prohibited.

ENFORCEMENT OF STANDARDS

The standards will be enforced by school administrators, teachers, instructional assistants, custodians, hall monitors, cafeteria workers, bus drivers, and any other adult authorized by the school 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 the school can be achieved;
- to enforce and instill the core values of LCSC 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/guardian to participate in any corrective action;
- the interest of other students in the school in a school environment free from behavior that violates the school'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 will be notified of violations of school 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 (cafeteria or grounds cleanup)
- Contracting for appropriate behavior
- Family support referral
- Detention (Includes after-school, lunch, and Friday Night School)
- In-School Suspension
- Out of School Suspension
- Six-to-Six Program
- Alternative Education Opportunity
- Exclusion
- Short-Term and Long-Term Expulsion

Logansport Junior High School Positive Behavior Level System

The Behavior Level System is a comprehensive school success system that uses multiple pieces of student data to provide a "total picture" of how that student is performing behaviorally. The goals of the system are to, first, **honor students who consistently make good choices by doing all the "right things"** such as turning in homework, getting to class on time, and being respectful of others. Secondly, it **motivates students who are on the borderline of being successful** to make better choices. Lastly, the system **identifies students who are in need of intervention** in order to be successful in school.

LEVEL SYSTEM OPERATION

At the beginning of the school year, each student starts at a Level 1, which is the top level. The grading periods are divided into two-week periods. During the two weeks, the students accumulate incidents in all their classes from the following:

- Tardies - coming to class late.
- Minor Infractions - minor incidents that occur in the classroom or school that relate to organization, behavior, disruption, etc... (see form).
- Office Referrals - referrals to the office resulting in a Detention, In-School Suspension (ISS), Out-of-School Suspension (OSS), or loss of bus privileges.
- Teacher Detentions - teacher assigned detentions (parent contacted and monitored by assigning teacher).

Teachers and administrators record all the data into a computer software program during the two-week period as the incidents occur. At the end of the two-week period, a level is assigned to each student based on the value of incidents recorded for them. A student can be a level one, level two, level three, or level four. Students remain on this level for the following two-week period while they begin accumulating data for their next level. A colored sticker will be placed in the Behavior Level Chart located inside the student's data binder allow staff to efficiently track each student's level.

VALUES

Each incident is worth a specific numerical value and each level is determined with specific cutoff values.

Student Behavior	Value
Tardy	1
Minor Infraction	1
Discipline Referral	2
Teacher Assigned Detention	1
Detention Assigned by Office	2
ISS Assigned by Office	3
OSS Assigned by Office	4
Bus Removal	3

Level	Range of Values
One	Less than or equal to 1 point
Two	2 – 3 points
Three	4 – 6 points
Four	7 or more points

At the end of each two-week period, the student will receive his or her level notification (a history of incidents and who assigned them is available at parent's request) and a level badge. Each badge is color coded. The badge is assigned in Schoology. Students will check every two weeks for their assigned level.

REWARDS AND/OR CONSEQUENCES FOR EACH LEVEL

Again, each level lasts for two weeks. As a result, any positive or negative consequences last for that period of time. Each student's level will be reassessed at the end of each two-week period. Some students may move up levels, while others may move down.

Level One

- Open Seating at lunch with free time outside cafeteria (when possible).
- May use electronic devices such as iPods and handheld games at lunch only (cell phones and cameras are still prohibited during school hours; use of all other electronic devices is subject to the discretion of the supervising adult).
- Rewards such as special convocations, prizes, drawings, and treats.
- All normal privileges given throughout the school year.
- Students receiving a Level One sticker will receive \$5 Berry Bonus Bucks.

Level Two

- Assigned tables at lunch without free time.
- No electronic devices at lunch.
- May participate in all extracurricular activities and attend all regular convocations.
- Students receiving a Level Two sticker will receive \$2 Berry Bonus Bucks.

Level Three

- Assigned seats at lunch without free time.
- No electronic devices at lunch.
- Can participate in limited extracurricular activities and may be allowed to attend all regular convocations.
- Limited participation in after school activities, including athletics.
- NO participation in: clubs, dances, or after school events such as attending athletic events.
- If student is an athlete, he or she may practice with sports team.
- If student is an athlete, he or she MAY ATTEND but not play in games.

Level Four

- Assigned seats in cafeteria
- No electronic devices at lunch.
- May NOT participate in or attend ANY extracurricular school activities (except tutoring).
- NO athletic practices or contests.

INTERVENTIONS

The level system is designed to reinforce positive student choices and behavior along with motivating students who are at risk of failing at school. We believe that success can only be attained through a partnership between the student, the family, and the school staff. Student levels will be closely monitored. Should a student find him or herself below Level Two on a consistent basis, the staff will enact strategies for those students to help them get on a more successful path. Below are the interventions that will be taken once a student is repeatedly on level 3 or level 4. These steps are based on a semester time frame and will be administered by the grade level teams.

Two times on Level 3 and/or Level 4

- A meeting with the parents and student to discuss concerns.
- An action plan is put together by the participants in the meeting. The team leader or designee will check on the progress of the plan and keep in contact with the parent/guardian.
- The action plan may consist of one of the following:
 1. Monitoring Card/Behavior Contract.
 2. Mandatory after-school tutoring.
 3. Parent Shadowing.
 4. Other agreed-upon interventions.

Four times on Level 3 and/or Level 4

- Meeting with parents, student, and administration.
- Review of the action plan by the group.
- New, more significant interventions may be initiated.

Six times on Level 3 and/or Level 4

- School Modifications will be put in place for the remainder of the semester.

Schedule changes, Alternative School Referral, or other significant behavior modifications will be considered at this time.

Please refer to SCHOOL BOARD POLICY for the following information:

Policy 5611 Due Process Rights

Policy 5710 Student Complaints

Policy 9130 Public Complaints and Concerns

SIX-TO SIX PROGRAM

Six-to-Six is a court-ordered educational program designed for students in grades 7 & 8. Instead of being suspended out of the building for serious misbehavior, students assigned to Six-to Six will attend school in our own In-School Suspension program with the addition of before and after-school sessions to be held at Logansport Jr. High School. Students ordered to participate in the Six-to-Six program will be “in school” from 6:00 A.M. to 6:00 P.M. for the duration of their three or five day suspension. Parents are obligated to appear with the child in Juvenile Court on the appointed date and to see that the student is transported to Logansport Jr. High School by 6 A.M. Parents must also provide transportation home from LJHS at 6 P.M.

Six-to-Six is based on the philosophy that inappropriate student behavior can be modified. The morning sessions will provide an exercise component, a time to set daily goals, and breakfast. The after-school session not only provides students with the opportunity to work on academic, discipline, and social skills, but will also involve parents and guardians. In order for the student to complete the program, parents must attend a Family Education Session for a minimum of one hour on the student's final day. The program respects students and emphasizes personal responsibility as well as the parent's or guardian's responsibility. Six-to-Six does not delve into the student's past failures, instead looking forward to a change of behavior.

Due Process and Procedural Steps

- Offense occurs
- Due process in administrator's office (parent or guardian contacted)
- Court documents served by school administration Student and Parent(s)/Guardian(s) appear in Circuit Court at 8:15 AM the day after the papers are served. (program explained in detail by Four County staff)
- Student returns to home school and spends rest of day in ISS
- Six-to-Six begins the following school day when parents transport student to Logansport Jr. High School – Door 6, Room 144 promptly at 6 AM
- Students report to ISS at approximately 8 AM
- Six-Six resumes – parents pick up students at Door 6 at 6:00 PM
- On student's final day of program, parents report to LJHS Room 144 for exit interview. Students not released from program until parents complete this interview.
- Parents remit \$25 fee payable to LJHS Six-to-Six program/ This payment will be made at LJHS at the end of the exit interview.

Student Responsibilities

- Completion of all assigned work, both at Six-to-Six and in ISS
- NO MISBEHAVIOR in ISS
- Any documentation of misbehavior will result in additional days in the program

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 school 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 should be clearly understood that this equipment is the property of the school and may be searched at any time if there is reasonable suspicion that a student has violated the law or school 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 school rules or the law may be taken and held or turned over to the LPD. The school reserves the right not to return items that have been confiscated during the search.

SURVEILLANCE CAMERAS

For student safety, LJHS has installed surveillance cameras in the hallways throughout the building as well as the cafeteria.

USE OF LAW ENFORCEMENT DOGS

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

USE OF BREATH-TEST INSTRUMENTS

The Principal may arrange for a breath test for blood-alcohol to be conducted on a student whenever he or she has individualized reasonable suspicion to believe that a student has consumed an alcoholic beverage.

- The student will be taken to a private administrative or instructional area on LCSC property with school personnel trained and/or qualified to administer the test present to witness administration of the test.
- The purpose of the test is to determine whether or not the student has consumed an alcoholic beverage. The amount of consumption is not relevant, except where the student may need medical attention.
- There is the possibility that a "false-positive" result could be obtained. If the student believes that the test is inaccurate he or she may request an immediate retest be administered by LPD or other law enforcement agencies.

If the result indicates a violation of school rules as described in this handbook, the student will be disciplined in accordance with disciplinary procedures described in this handbook. If a student refuses to take the test, he or she will be advised that such refusal is a violation of school rules and will subject the student to disciplinary action. The student will then be given a second opportunity to take the test.

STUDENT RIGHTS OF EXPRESSION

The school recognizes a student's right to express him or herself. 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 school guidelines.

Students who are unsure whether or not materials they wish to display meet school 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.

PART IV ACADEMIC-GUIDANCE AND COUNSELING SERVICES

GUIDANCE AND COUNSELING SERVICES

Guidance and counseling services are offered to all students in Logansport Junior Lakes High School. School counselors are professionally trained to assist students with academic, career, personal, and social concerns. Students are encouraged to seek the assistance of school counselors as needed. School counselors also work with parents in helping their students meet their goals.

Guidance is an ongoing process during a student's education that culminates with a student having the knowledge and skills to lead a successful life after school. School counselors assist students in making wise decisions and plans concerning themselves, their education, and their future careers. Counselors and other staff provide students with information that will enable them to make appropriate choices both now and in the future.

One of the most important decisions that a person makes during his/her lifetime is setting educational and future career goals. This decision affects family, friends, hobbies, general satisfaction, emotional well-being, and total life style; therefore, educational and career planning are a vital part of a student's life experience. School counselors help students to identify their goals and take the appropriate steps toward achieving those goals. School counselors aid in career exploration, academic success, course selection, and post-secondary planning and applications.

School counselors may work with students in individual and small group sessions and provide additional information through announcements, displays, school website, and through special programs.

COURSE SELECTION

During the spring semester, counselors meet with students to do preliminary course registrations. It is extremely important that students choose wisely, for the master schedule is generated from these student decisions. The final responsibility for course selection rests with the student and his/her parent. After the student has selected courses for the following school year, the official Schedule Request Form must be approved and signed by the student's parents.

SCHEDULE CHANGES

After the end of the school year, changes in a student's schedule will be made for first 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
- Adding a required course (such as ELA/Math lab or Credit Recovery class) in lieu of an elective class

- If students qualify for advancement into the academic honors courses
- Failure of a required course
- Move-in students who may need a schedule adjustment because we are unable to match courses from previous school
- Minor changes in elective courses for the second semester may be allowed during the month of December prior to Christmas break at the discretion of LJHS counseling staff. Once the second semester starts in January, no changes will be allowed unless they meet the criteria mentioned above.

The rationale for adhering to only the above stated reasons for a schedule change is based upon: 1) maintaining the academic rigor of the student's schedule; 2) the expectation that the parent and student carefully studied the elective course offerings in choosing the best curricular preparation; 3) the imbalance that occurs in the elective departments' enrollments; 4) 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.

LJHS CREDIT POLICY FOR PROMOTION TO NEXT GRADE

To establish academic accountability, Logansport Junior High School will use an academic credit system to advance students from one grade level to the next. Junior high school students will need to earn credits in both academic and elective courses to be promoted to the next grade level. The credit system will enable students to prepare for the rigors of earning credits at the high school, focus on academic goals, and increase participation in their education.

CREDITS

To be promoted to the next grade level students must earn 10 credits per academic year. Students may earn up to 1 credit per class each semester. Students are required to take the following:

CORE ACADEMIC SUBJECTS:

- English Language Arts – 2 semesters
- Mathematics – 2 semesters
- Social Studies – 2 semesters
- Science – 2 semesters

ELECTIVES: 3 per semester – 6 for the academic year

Students must earn a minimum of 6 credits in the core classes (ELA, Math, Science, and Social Studies) and a minimum of 4 credits in the elective courses for a total of 10 credits to move on to the next grade level. Students may earn 1/2 credit each 9-week grading period in each course which equals 1 credit per semester for a total of 2 credits per school year for 2 semester classes. Students do not earn credit in study hall or resource but do earn credit in English Learner (EL) labs, ELA labs, Math labs, and the Unified Physical Education Leadership Class.

Students who do not achieve a passing grade in a 9-week grading period will be placed in the Credit Recovery program.

CREDIT RECOVERY

LJHS has implemented a credit recovery program providing the opportunity for students to earn credits missed each nine week grading period. The credit recovery program is designed as an intervention opportunity for those students who qualify.

- Students who have earned a 59% or lower in 1 or more 9-week grading periods in any core academic course will participate in the Credit Recovery program.

Math and English Language Arts (ELA) Credit Recovery

- If students did not earn credit in either ELA or Math and are not already in a lab (ELA or Math), they will be removed from one of their elective courses and placed in an ELA or Math lab accordingly.
- If credit is not earned, the student will remain in Credit Recovery.

Science and Social Studies Credit Recovery

- Credit recovery will be assigned by the academic teacher of record (i.e. Moby Max, ALEKS, written work, etc.). Students will work on their own time to recover credit.

*Students who earn recovery credit may receive up to a 70% (C-) for each 9 weeks they failed.

HIGH SCHOOL COURSE CREDIT RECOVERY

Due to the high school credit received in these courses, students will have to follow the credit recovery policy of LHS. Students will follow the curriculum for the grading period they failed. This will include the following courses:

- Earth/ Space Science – GradPoint and/or Summer School
- Algebra 1 – Summer School
- Physical Education – Summer School
- Health – Summer School

SUMMER SCHOOL

Students may be recommended to attend summer school for any of the following reasons: students who have not earned credit in Math, Science, Social Studies, and/or English classes and would otherwise be retained due to insufficient credits; students who did not recover their credit during the school year in credit recovery, students who have not passed ELA/MATH portions of ISTEP/ILEARN, students who have not passed the cut score for NWEA ELA/MATH in Fall, Winter, and/or Spring. High School Credit courses are planned as part of the LHS summer school program and would be used to recover high school credit.

RETENTION

In the event that a student does not successfully meet the requirements of the credit system by the beginning of the next school year, the student may be retained.

GRADES AND REPORT CARDS

Report cards are issued on the Thursday following the end of each grading period. Midway through each nine-week grading period, progress reports will be given to each student. Parents may track student progress on the Parent Portal (<http://powerschool.lcsc.k12.in.us/public/>) or call a teacher, counselor, or an administrator to set up a conference. All “A” Honor Roll requires no grade lower than an “A-”. All “A/B” Honor Roll requires no grade less than a “B-”.

The LCSC grading scale is as follows:

100 – 92%	A	81 – 80%	B-	69 – 68%	D+
91 – 90%	A-	79 – 78%	C+	67 – 62%	D
89 – 88%	B+	77 – 72%	C	61 – 60%	D-

87 – 82%

B

71 – 70%

C-

59 -- 0%

F

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 and should be challenging and meaningful. 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. A cooperative effort among teachers, students, and parents must be maintained for homework to be a positive learning experience.

Students are responsible for obtaining all homework assigned during their absence. Students should also check with their teachers concerning the dates homework is to be completed after returning to school following illness or other excused absences.

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 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 home-work:

Grade 7: 50-70 minutes per day

Grade 8: 50-80 minutes per day

ABSENCES AND MAKE-UP WORK

- When a child is absent for more than one day, homework may be requested through the guidance office. Assignments may then be picked up in the guidance office at the end of the school day. Requests for homework should be made before 9:00AM.
- Upon return to school, the student should ask the teacher for assignments and work passed out during his/her absence. 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.

PERMANENT RECORDS AND TRANSCRIPTS

A permanent record is maintained on each student, which follows the student each year of his/her education. Contained on this record are courses taken and grades earned, standardized test scores, days present and days absent, immunization record, and any other pertinent information. Requests for records must be made to the Guidance Office.

NINE WEEKS GRADES

Grades are issued at the end of each nine-week grading period.

SEMESTER GRADE DETERMINATION

50% Nine Weeks Grade

50% Nine Weeks Grade

GRADE POINT AVERAGE

Grade Point Average (or GPA) is calculated by dividing a student's total number of points by the number of credits that student has attempted.

INCOMPLETES

Incompletes should be resolved within two calendar weeks after the end of a semester of grading period. Special arrangements to extend make-up time for incompletes will be made between teachers and students when extended illness occurs. Non-compliance with this policy will result in the student's failure of the course.

HONOR ROLL

All subjects are used in tabulating the two Honor Roll categories

1. "A" Honor Roll: A's in all subjects
2. "A-B" Honor Roll: A's and B's in all subjects

TRANSFER CREDIT

Students who transfer from another school to Logansport Junior High School will have the transcript from their previous school evaluated and the credits being transferred according to Logansport High School credit requirements.

STUDENT RECORDS

The Family Educational Right and Privacy Act (FERPA), 20 U.S.C. 1232, accomplishes three things concerning student's right to privacy of their school records. It provides to parents access to their children's records. It provides for a hearing in which parents may challenge the contents of such records. It spells out who may have access to records without parental permission and when parental permission is required. During the student's school career, the school system collects and records data concerning the student. The school system recognizes that the collection, maintenance, and limited dissemination of such data is essential in school operations, but also that preserving the rights of privacy of the student and parents, and the student's or parent's right to correct inaccurate data is necessary. The school system has adopted this policy to comply with the provisions of the "Family Educational Rights and Privacy Act of 1974". Right of Access: A parent of a student (a) who is under the age of eighteen (18) years of age, and who (b) is currently enrolled, or (c) whose records are otherwise maintained by the school system, has a right to inspect and review such student's records or any part thereof.

ENROLLMENT PERIOD

All students are expected to enroll prior to the beginning of each semester. Attendance will begin with the first day of each semester. Students transferring from another accredited educational facility will be eligible to receive credits. All students must be enrolled for a minimum of seven classes.

FERPA - The Family Educational Rights and Privacy Act

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that Logansport Junior High School, with certain exceptions, obtain parent/student written consent prior to the disclosure of personally identifiable information from a student's educational records. However, Logansport Junior High School may disclose appropriately designated information without consent. The primary purpose of directory information is to allow Logansport School Corporation to include this type of information in certain publications, such as the yearbook, event programs, sports activity sheets, recognition lists for the newspaper, website, etc. Furthermore, according to the Elementary and Secondary Education Act (ESEA), schools are required to provide students' names, addresses, and telephone numbers to military recruiters or institutions of higher education when requested UNLESS a parent has opted out of providing such information.

Be advised that Logansport Junior High School routinely discloses directory information to the following:

- o *The Pharos Tribune* (Honor Roll, awards, event coverage) – names, photos, activities, achievement, athletic team
- o Contest or performance programs – names, photos, achievement
- o LCSC Corporation Website – names, photos, video or audio clips, achievement
- o Yearbook – names, photos, activities, awards, personal stats

To deny the release of any or all student information, parents must complete the denial of information at the time of registration. Such requests should specify which directory information should not be disclosed and in what context.

Logansport Junior High School PRIDE/Work Ethic Certification Overview

The mission of Logansport Junior High School is to assure that every student graduates high school and is accepted to a post-secondary opportunity, i.e., four-year college, two-year college, military, workforce., etc. In order to meet that goal, students must not only have academic skills, but also the soft skills or process skills necessary to succeed in their chosen post-secondary setting.

In an effort to embed **PRIDE** into classrooms daily, a numerical **PRIDE** score that is based on a district created rubric (following page), is given to all students on each nine-week report card. Every teacher gives every student a score based on the following scale.

- 2 Exceeds Expectations
- 1 Meets Expectations
- 1 Below Expectations

Teachers are not obligated to track daily **PRIDE** grades, but must be able to provide justification to administrators if necessary.

All teachers are expected to teach and positively reinforce **PRIDE** on a daily basis. Being responsible for giving a **PRIDE** score for each student on every report card enhances accountability to this expectation.

In order for an 8th grade student to earn a Junior Work Ethic Certification at the end of the school year they must achieve the following:

1. A final **PRIDE** score of 1 or 2 for their 8th grade year.

2. Attendance in compliance with the Logansport Community School Corporation guidelines. (Ten or fewer unexcused absences for the school year)
3. May not exceed 2 times on Level Three (1 time per semester) of the PBIS Level System.
4. A GPA of 2.0 or higher.
5. 4 Hours of community service.

Pride Rubric

Score	Persistence	Respectfulness	Initiative	Dependability	Efficiency
<p>2-Exceeds Expectations</p> <p>A teacher would say: "Student is a positive role model in this school."</p>	<p>Student consistently demonstrates persistence through challenges and problem solving.</p>	<p>Student consistently demonstrates both respectful and helpful behavior to fellow students and all school staff.</p> <p>Student seeks and accepts the opinions and input of others.</p>	<p>Student initiates curiosity and an interest in learning.</p> <p>Student independently engages in learning activities.</p> <p>Student consistently perseveres; problem solves, and actively seeks assistance when needed.</p>	<p>Student consistently demonstrates academic readiness and reliability.</p> <p>Student acts as a leader or exemplary team member.</p> <p>Student consistently values and encourages all members of teams.</p>	<p>Student is consistently punctual and prepared.</p> <p>Student almost always completes homework and classroom assignments in a timely fashion.</p> <p>Student almost always demonstrates strong personal, time management, and flexibility skills.</p>
<p>1-Meets Expectations</p> <p>A teacher would say: "Students demonstrates this in observable ways."</p>	<p>Student demonstrates persistence through challenges and problem solving.</p>	<p>Student demonstrates both respectful and helpful behavior to fellow students and all school staff.</p> <p>Student listens and accepts the opinions and input of others.</p>	<p>Student demonstrates curiosity and an interest in learning.</p> <p>Student engages in learning activities.</p> <p>Student demonstrates perseverance, seeks assistance when needed.</p>	<p>Student often demonstrates academic readiness and reliability.</p> <p>Student is a strong team member.</p> <p>Student usually values and encourages all members of teams.</p>	<p>Student is often punctual and prepared.</p> <p>Student often completes homework and classroom assignments in a timely fashion.</p> <p>Student often demonstrates strong personal, time, management, and flexibility skills.</p>
<p>0-Below Expectations</p> <p>A teacher would say: "Student could use support here."</p>	<p>Student needs improvement in demonstrating persistence through challenges and problem solving.</p>	<p>Student seldom demonstrates both respectful and helpful behavior to fellow students and all school staff.</p> <p>Students usually ignores the</p>	<p>Student seldom demonstrates curiosity and an interest in learning.</p> <p>Student rarely engages in learning activities.</p>	<p>Student rarely demonstrates academic readiness and reliability.</p> <p>Student rarely participates in team activities.</p>	<p>Student is rarely punctual and prepared.</p> <p>Student rarely completes homework or assignments in a timely manner.</p>

		opinions and input of others.	Student lacks initiative in seeking academic assistance.	Student rarely values and encourages all members of teams.	Student does not demonstrate efficiency skills.
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PART V LOGANSPORT JUNIOR HIGH ATHLETIC HANDBOOK

LJHS invites all students to participate in the interscholastic athletic program. We believe that the mental, physical, and emotional growth of a student can be greatly enhanced by participating in a well-organized sports program. LJHS offers the following sports for student participation in grades 7-8: cheerleading, cross country, soccer, football, tennis, volleyball, basketball, swimming, wrestling, golf, baseball, softball, and track.

Participation in middle level athletic programs is a privilege, which carries with it varying degrees of honor, responsibility, and sacrifice. Since athletic competition at our 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 their school.

To the parents of the students involved in our athletic program, we are counting on your support as we assume the tremendous joint responsibility for the education of your child. We need the support of all parents in reinforcing that academic responsibilities come first and that each student-athlete must learn to manage his or her time, energy, and talents in such a way as to excel in the classroom as well as in athletics. The LJHS Athletic Department is here to serve the students and parents of this community. These athletic guidelines are designed to provide information about interscholastic athletics in LJHS. Please let us know when we can be of service to you.

ATHLETIC PHILOSOPHY

The C6GA/LJHS 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, C6GA/LJHS 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) (where applicable) and the LJHS 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. C6GA/LJHS 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 both C6GA and LJHS, our athletic program is committed to the pursuit of excellence, acknowledging that the quest itself is the most significant aspect of achievement.

ATHLETE DEFINED

Athletes 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.

General Information for Participation in Interscholastic Athletics

Participation in athletics is a privilege earned by meeting the rules and standards set by the school and in conjunction with the Interscholastic Guidelines for Middle Level Schools as established by the Indiana High School Athletic Administrators' Association. Students who have questions concerning eligibility must contact the Athletic Director or Principal **BEFORE** they endanger their athletic eligibility.

ELIGIBILITY

In addition to the guidelines listed in the Behavior Level System, C6GA/LJHS 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 C6GA/LJHS 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 may be expected to attend study tables, study sessions, or get help from teachers outside the school day during this probationary period). 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. A student-athlete must maintain a minimum 1.7 GPA and have passed at least five (5) of his/her courses during the previous grading period, with semester grades taking precedence. Students must be enrolled in and remain enrolled in at least five (5) full classes or the equivalent. (Incompletes cannot be counted towards meeting these requirements.) Students who are home schooled may participate in middle level athletics, if they can show they are meeting an equivalent level of academic success in their current schooling.

Eligibility Defined

Grades will be evaluated by the Athletic Director at the end of the nine-week grading period.

Full Eligibility

An athlete is passing all classes and is at a 1.7 GPA or above.

Academic Probation

An athlete who has fallen below a 1.7 GPA for one grading period and/or is not passing at least five (5) courses.

Academic Ineligibility – An athlete who has fallen below a 1.7 GPA for two successive nine weeks and/or not passed at least five (5) courses for successive nine weeks. Eligibility is effective the date on

which report cards are issued. Grades shall not carry over from year to year. Students will begin each year with a “clean slate”.

This policy is created to afford athletes the opportunity to work themselves back into good standing and be able to participate in their sport.

- **ACADEMICS:** Student athletes must manage their time in order to attend practices, competitions, or school; to participate in athletics; and to achieve in academics. If this cannot be done, students should NOT be involved in athletics. Academics must always be a higher priority than athletics.
- **AGE:** 7th Grade: A student who is or shall be 15 prior to or on the scheduled date of the last contest shall be ineligible for athletic competition in that sport. 8th Grade: A student who is or shall be 16 prior to or on the scheduled date of the last contest shall be ineligible for athletic competition in that sport.
- **AMATEUR STATUS:** Students shall not play under assumed names; accept remuneration directly or indirectly for athletic participation; or participate in athletic activities, tryouts, auditions, practices, and games held or sponsored by professional athletic organizations, clubs, or their representatives.
- **ATTENDANCE:** Student athletes are expected to make school attendance a priority. Students must be in attendance by 11:00 a.m. and attend all afternoon classes to be eligible for extra-curricular activities that day. Exceptions to this would be a pre-arranged absence or an absence resulting from a school-related function. Students with excessive tardies to school or class may be suspended from a team or placed on athletic probation. Excessive tardies is defined as five (5) or more during a semester. An athlete who is unable to participate in physical education class may not participate in athletics or cheerleading.
- **CONDUCT AND CHARACTER:** Students shall not be eligible to participate as athletes who at any time, in or out of school: do not represent our school in a becoming manner, or exhibit habits, conduct, or character which discredits our school as determined by the head coach and/or school administration. All rules regarding behavior and training as outlined by the School Behavioral Contract and the school handbook shall be applied.
- **PENALTY:** A student guilty of a serious disciplinary infraction may be removed from participation in athletics for the remainder of the season; i.e., fall season, winter season, spring season. Any students who receives ISS or OSS is ineligible from participating in any game, practice, or contest during the time of the suspension.
- **PHYSICAL EXAMINATIONS:** Students desiring to participate in interscholastic athletics must undergo a physical examination performed by a licensed medical doctor (M.D.) prior to the first practice tryout session of any sport. The physical form, which must be signed by an M.D., may be obtained from the Office. Physical examinations must be done after April 1. The physical is then in effect for the following school year.

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, death in the family, 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 C6GA/LJHS policies as stated within the 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 C6GA/LJHS.

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 athlete's due process rights contained herein.

- I. **Possession or use of alcohol, tobacco products, or controlled substances will result in the following:**
 - *Tobacco Products are defined as:* cigarettes, e-cigarettes, vaping devices, pipe tobacco, cigars, chewing tobacco, snuff, or any other type of tobacco products. **(IC 35-46-1-10.5)**

- *Drugs and Alcohol are defined as:* 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 C6GA/LJHS 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 C6GA/LJHS, therefore, views smoking inside C6GA/LJHS 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

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% 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) Any athlete suspended from C6GA/LJHS for alcohol or substance abuse will be referred to the RTI 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.

- 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 C6GA/LJHS Athletic Director.
- c) Should the evaluation indicate that treatment is recommended, it is the hope of C6GA/LJHS 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.

Third Violation:

The athlete shall be permanently suspended from participation in athletics at C6GA/LJHS 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.

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 additional administrative staff member(s) will determine the punishment of any student-athlete in violation of this section.

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 C6GA/LJHS for any such violation. Whether an athlete may practice with the team while under athletic suspension after the C6GA/LJHS suspension has been served is at the discretion of the individual coach and school administration. Any athlete that is suspended from some or all of a season may forfeit credits toward 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 C6GA/LJHS. 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 LCSC 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.

Substance Abuse Cessation Program

Purpose: To enable student athletes to plan for and set a quit date, provide encouragement, advice, and motivation to quit harmful addictive substances, and to assist in coping with cravings and withdrawal symptoms

LCSC has partnered with Logansport Memorial Hospital to provide student athletes a cessation program to help anyone to stop using addictive substances. A decision by the student athlete and his/her parents/guardians to enroll in the cessation program offered by LMH will be monitored by the athletic director. Defined benchmarks with incentives will be put in place prior to starting the program. Upon completion of the benchmarks, the incentives will begin immediately. If at any point the student athlete misses an appointment, or fails to complete a benchmark, he/she will not be allowed to compete in athletic contest. Reinstatement for athletic competition can take place when the student athlete once again completes the benchmarks previously defined. This is a voluntary program provided at no cost to the student athlete.

1st offense: After completing their first week of the program, the student athlete will be reinstated for athletic competitions. If the student athlete continues to meet the program expectations, he/she will remain athletically eligible.

2nd offense: After completing their first month of the program, the student athlete will be reinstated for athletic competitions. If the student athlete continues to meet the program expectations, he/she will remain athletically eligible.

3rd + offense: In the rare event a student athlete reaches a 3rd or more offense, it is clear there is a much more serious problem. The athletic director will work in concert with school administrators, parents/guardians, and LMH staff to provide the best program possible for the student athlete. Situations like these will be handled individually and fairly focusing on the primary purpose of not just athletics but the cessation program as well.

ABSENCE DUE TO ILLNESS OR INJURY

An athlete who misses **5** consecutive days of school or athletic participation due to illness or injury must obtain written permission from a physician and present this to the Athletic Director or coach before he or she may again become eligible for participation. Additional practices may be required before regaining eligibility after an extended absence due to illness or injury.

AWARDS

Athletes that complete their season in good standing will be awarded a certificate of participation by the Athletic Department. Individual teams may also present special awards.

Little “L” Award

Logansport has a rich tradition of athletic excellence. Student-athletes work very hard to be successful in the classroom as well as the athletic field or court. In the future all high school athletes will have participated as Vikings or Junior Berries when they were younger. At the high school level, students are able to earn letters in individual sports and eventually their “letter jackets,” and possibly even the LHS “blanket award.” These are very prestigious accomplishments for any athlete.

With the same concept in mind, Logansport Junior High and Columbia 6th grade Academy Athletics have the Logansport, Little “L” award. Student-athletes must participate in multiple sports throughout their time during 6 – 8 grade to be eligible for this award. This is a balancing act, as student-athletes must find a way to keep up in the classroom, while also attending practice or athletic contests nightly. A student-athlete will be eligible for his or her Little “L” award after successfully completing six sport seasons from the time they enter 6th grade until the end of their 8th grade year. The “L” will have a place on the athlete’s letter jacket after he or she earns it at the high school level. The “L” will be placed on the left pocket area, signifying that the athlete participated in sports throughout their school career.

Mr. Herrold, 6th grade academy/LJHS athletic director with the help of coaching staff, will keep track of student participation over the years, and the Little “L” award will be given out at awards programs by the athletic director or coaches. A few seventh graders may earn the award, but typically, this will be an honor reserved for eighth grade athletes.

The objective behind this award is to first provide incentive for our students to participate in numerous sports over the course of their early athletic career. This in turn, should help to strengthen high school programs. The fact that the “L” will later have a place on a Varsity letter jacket will hopefully provide additional motivation for students to get involved in more activities at an earlier age, which ideally will lead to increased athletic participation at the high school level. Students will be able to hold that “L” and see over the years that they hold one piece to the puzzle, so to speak, of their letter jacket at an early age. For many, seeing that they earn their jacket will become a goal at an earlier age. This teaches great life-lessons, and can help students to understand the importance of setting goals, and working hard to achieve them.

In order to add additional incentive for student-athletes to get involved and stay involved in multiple sports throughout their school careers, eighth grade students who participate in **three sports**, and have **earned their Little “L”**, will receive **75** points towards his or her Logansport High School letter jacket. The intent of these “Jr. High School points” is to encourage student-athletes to participate in multiple sports and continue to participate over time throughout his or her school career. It may also lead to athletes earning jacket awards earlier or possibly more athletes receiving jacket awards in general, which in turn means more program participation and hopefully better programs due to earlier student involvement.

There will be numerous awards a student-athlete can obtain from 6th – 12th grade. At the academy and Jr. High School level, all students who participate in any sport receive a certificate. After participating in

four school sports in grades 6 -8, athletes will be awarded an “L” pin. Again, after reaching **six** school sports, students will receive their Little “L”. It is a proven fact that students involved in high school sports or other extra-curricular activities are more successful than the average student. With that being said, student-athletes will see that hard work in lower grades will pay off personally for them, and in turn will aid our high school programs by promoting student involvement throughout the time a student is in school. Our ultimate goal with the introduction of the Little “L” award is to get more students involved at an early age and keep them involved throughout their time as Berries.

Criteria	Award
Student-athlete completes 1-3 sports in good standing during grades 6 -8	Student-athlete receives certificate for each sport he/she participates in
Student-athlete completes 4 sports in good standing during grades 6 -8	Student-athlete is awarded a Logansport “ L ” pin
Student-athlete completes 6 sports in good standing during grades 6 -8	Student-athlete is awarded their Little “L” award
Student-athlete who has received their Little “L” award and participates in 3 sports their 8th grade year	Student-athlete is award 75 points towards his/her Logansport High School Varsity letter jacket

CHEERLEADERS

School cheerleaders are representatives and ambassadors for our school. In addition to fostering spirit and good sportsmanship, they serve as positive role models for the youth of our community. Final selections will be determined by the cheerleading coaching staff and the athletic director. Seventh and eighth grade tryouts will be held each spring. Sixth grade tryouts will be held in the fall.

All requirements which apply to athletes (such as physicals, Parent/Student Certification, and adherence to all athletic department guidelines) also apply to cheerleaders.

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

C6GA/LJHS 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 require a substantial time commitment, which usually extends Monday through Friday and some Saturdays from the first official day of practice until the end of the season. A commitment to an athletic team indicates that all non-school conflicts shall be resolved in favor of the 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.

ENTRANCE TO BUILDING AND PICK-UP OF ATHLETES

All student athletes must use the east doors for athletic practices and/or games. Athletes are not to be in any part of the building unless under the direct supervision of a coach. Athletes will not be allowed to return to their academic-area lockers after practice or games. Parents must pick up athletes at the east doors following a game or practice.

INSURANCE

Administrators, coaches and trainers are safety conscious and are trained to instruct athletes in the safe and proper techniques of their individual sports. Due to the nature of athletic activity, however, injuries may occur. While the school provides the opportunity for such participation, the parent retains the right of denial of such participation and must carry the responsibility for providing medical care and insurance coverage for their son or daughter. Parents are encouraged to have an insurance policy to cover athletic injuries and the cost of treatment.

NEITHER LCSC NOR SCHOOLS CARRY MEDICAL INSURANCE FOR ATHLETIC INJURIES.

INJURIES

All injuries should be reported to the coach.

LOCKER ROOMS

Only coaches and team members are allowed in locker rooms prior to a game, during half time and immediately following a game unless permission is specifically granted by the Coach, the Athletic Director or the Principal.

MULTIPLE SPORT PARTICIPATION

The C6GA/LJHS Athletic Department supports the concept of participating in more than one sport. 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 Coaches and Athletic Director. A schedule resolving all practice and competition conflicts must be established prior to the season, and the student athlete will be asked to designate a "primary" sport if necessary.

PRACTICE SESSIONS

Team practice sessions are open to team members and school staff only. Most teams practice each day of the week Monday through Friday. Some teams may practice on Saturday.

SCHEDULES

Every effort is made to provide an accurate printed schedule of all contests. However, since schedules are often printed weeks or even months before the first contest, changes are sometimes necessary. Changes and cancellations due to weather or other circumstances will be announced at school and on local radio stations. Coaches will inform players of schedule changes.

SCHOLAR ATHLETES

Student athletes who maintain a 3.0 grade average or higher during the first three grading periods will be honored as "Scholar-Athletes" at the annual banquet in the spring. All participants in athletics will be recognized at the banquet.

SPORTSMANSHIP

Good sportsmanship is essential. The athletic department of Logansport Junior High School expects all athletes and coaches to display sportsmanship at games and during practice. We also expect the same sense of sportsmanship from our parents and fans. Spectators should not shout at officials, the other team's players or coaches, or other fans. Poor sportsmanship displayed by any of our athletes may result in suspension from a team and/or athletic probation. The athletes from both schools are giving 110%, and they should be applauded for that. Displaying school spirit is great, but be a good sport! Good sports always:

- treat opponents with respect
- play hard, but play hard within the rules
- exercise self-control
- respect officials and accept their decisions without gesture or argument
- win without boasting, and lose without excuses
- remember that it is a privilege to represent the school and community

TICKET INFORMATION

Single admission tickets will be \$4 for adults and \$3 for students and senior citizens. Family admission tickets are \$10. Pre-schoolers are admitted free to school sporting events. Tournament pricing is \$8 for adults, \$6 for students and seniors, and \$20 for a family pass. "All Sports" tickets are NOT able to be used for tournaments.

"All Sports" tickets are also available – All sports tickets provide entry to ALL middle level athletic events grades 6 – 8 at C6GA or LJHS. Cost is as follows:

Family Pass (includes parents, students, and siblings only) - \$150

Student/Senior Pass (Senior pass includes entry for up to two seniors) - \$45

Adult Pass (Includes entry for one adult) - \$60

PART VI TECHNOLOGY

STUDENT ACCEPTABLE USE POLICY

Utilization of the network by users must be in support of and consistent with the educational objectives of the Corporation. When utilizing the network all users must adhere to the provisions of this policy and the standards of conduct established 5500 – Student Ethics; 5513 Care and Use of Equipment; 7540.03 - Student Education Technology and Acceptable Use and Safety.

The Logansport Community School Corporation views the use of technology as a tool for productivity and learning. As such, technology operates as an extension of the classroom and as an integral part of the curriculum. This policy extends to both school and home use of the Corporation network and all Corporation-owned technology (e.g. computers, laptops, printers, handheld devices, digital cameras, digital media players, televisions, digital whiteboards, projectors).

The Logansport Community School Corporation expects responsible behavior from technology users. Technology use is a privilege, not a right, and inappropriate use may result in a loss of those privileges as well as other disciplinary action. Willful damage or vandalism will result in legal or disciplinary action as well as repair or replacement charges.

The Logansport Community School Corporation uses software designed to prevent access to certain sites following Child Internet Protection Act (CIPA) guidelines and will monitor network activity (e.g. email, websites, online resources, etc.) visited by users of the network. (LCSC Board Policy 7540.03)

For students under the age of 13, the Children’s Online Privacy Protection Act (COPPA) requires additional parental permission for educational software tools. Parents wishing to deny access to these educational tools must do so in writing to the building principal indicating their child should be denied access to these tools within 14 days of receiving this AUP. Examples of these tools are MobyMax, blogs, and, Google Drive. These tools can be accessed through LCSC Student Weblinks page or on the student’s issued device. The form is located on the LCSC main website under the FERPA information.

APPROPRIATE USES

- Corporation technology resources are primarily for business and educational uses. (LCSC Board Policy 7540.01).
- Students shall not play games or use technology resources for other non-academic activities during instructional time without the teacher’s authorization.
- Copyright laws must be followed when using information from electronic resources (e.g. online databases, electronic encyclopedias, news services), including appropriate reference citation.
- Plagiarism and copyright violations will not be tolerated. When using other sources, credit must be given to the copyright holder.
- Downloading or using illegal music, games, software, or other files is prohibited. Copyright violations will not be tolerated.

- Procedures concerning the protest of instructional materials and educational media as they are accessed through the Internet are governed by School Board Policy 9130 – Public Complaints and Concerns

USE AND CARE OF TECHNOLOGY RESOURCES

- Students must agree to and follow the LCSC Laptop Agreement that is signed by a parent or guardian during registration each year.
- Students must ask for assistance if they do not know how to operate any equipment.
- Appropriate procedures must be followed, including proper startup, shutdown, and sign-in procedures. Resources and peripheral devices (e.g. keyboards, disk drives, mice, cables) must be used with care. Keep food, drink, gum, and magnets away from all equipment.
- Students must use only their assigned equipment or peripheral and are prohibited from using equipment assigned to other students unless they have the permission of the teacher or technician.
- Damaging, marring, or defacing technology resources in any manner is prohibited. Technology resources refer to the monitor, CPU, keyboard and mouse, printer, and any associated equipment. Technology resources also include network systems such as cables, connections, switches, wireless access points or electrical supplies.
- Deleting, altering or modifying software residing on school equipment is strictly prohibited. This includes modifying system setups such as Windows or Google laptop policies or network security settings.

COMMUNICATIONS AND E-MAIL

- Creation or transmission of material in violation of school Corporation policy or any local, state, or national law is prohibited. This includes, but is not limited to, copyrighted material, threatening or bullying, gang-related activities, obscene material, or material protected by trade secrets.
- Students must use their Gmail assigned account for communication when communicating with their teachers and other LCSC staff. Students at the high school will be allowed to use their personal email accounts on LCSC devices to communicate with colleges, job applications, scholarships, etc. Personal email accounts on LCSC owned devices are still subject to be searched if a violation of there is a violation of the LCSC Student AUP.
- All electronic communications must be conducted in a polite and considerate manner.
- The School Corporation is required by the federal government to archive email for a set period of time.
- For safety purposes, students should not share or post their own or anyone else’s personal data (e.g. full name, address, social security, driver’s license number, personal photograph). Any activity that results in the loss of another person’s privacy is prohibited.

SOFTWARE AND INTERNET

- Only Corporation-approved software may be used on computers. Installing, copying or executing software not approved by the Corporation is prohibited.
- Making illegal copies of software or other copyrighted media (e.g. CDs, DVDs, music, movies, downloaded files) is prohibited.

- All access to the Internet from school or home is protected by filtering software provided by the Corporation and follows the CIPA requirements for filtering. Circumventing any filtering software (e.g. proxy and ghost server websites) is prohibited.
- Computers connected to the network must have security software installed. Any computer brought from home must first be physically checked by Corporation personnel to ensure it has appropriate software and licensing.
- Students shall not access social media for personal use from the Corporation's devices or network, but shall be permitted to access social media for educational use in accordance with their teacher's approved plan for such use. (LCSC Board Policy 7540.03)

USE OF PERSONAL COMMUNICATION DEVICES

- Students may use their personal communication device ("PCDs") during school hours under the discretion of the building Principal and/or teacher utilizing the student's own Internet connection.
- During school hours, students may not connect their PCDs to the school network or wireless network in order for ITS to maintain a stable network environment. (LCSC Board Policy 7542).
- Students may be allowed to access the guest wireless network with their PCDs after hours, however appropriate use must be followed based on the LCSC Student AUP, Board Policy, and state and federal laws (LCSC Board Policy 7542).
- Student PCDs or any device will be filtered through the Corporation's Internet filtering system and will be monitored in order to comply with CIPA.
- LCSC is not required to provide support for PCDs.
- Student PCDs that are brought to school is at the owner's risk. Neither LCSC nor the school is responsible for theft or damage to the device.

SYSTEM SECURITY

- Abuse of network or personal passwords, obtaining the passwords of other users, or circumventing system security measures in any way is prohibited.
- Do not engage in any activity that might be harmful to the computer or network (e.g. create viruses, damage files, disrupt service intentionally, access hacking programs).
- Altering files, changing BIOS settings or hiding directories or files is prohibited.
- Unauthorized remote access or hacking to school resources is prohibited.
- If a user can identify a security problem on the network, the user must notify a teacher, principal, or ITS member. The user must not demonstrate the problem to others.

CONTROVERSIAL MATERIAL

- Students should not attempt to access inappropriate sites such as those that contain obscenity, pornography, advertisements for products or services not permitted to minors by law, hate or gang sites, or other sites which may be harmful to minors or may cause a substantial disruption to the academic environment.
- The Logansport Community School Corporation attempts to filter inappropriate material through a selected list of sites deemed as inappropriate due to content.

ENFORCEMENT

The Logansport Community School Corporation considers any violation of the Acceptable Use Policy to be a serious offense and reserves the right to copy and examine any files or information resident on Corporation systems allegedly related to unacceptable use. Violators are subject to disciplinary action, see Appendix A for Acceptable Use Infraction Matrix. Offenders also may be prosecuted under laws including (but not limited to) the Privacy Protection Act of 1974, The Computer Fraud and Abuse Act of 1986, The Computer Virus Eradication Act of 1989, Interstate Transportation of Stolen Property Act, and the Electronic Communications Privacy Act.

SUMMARY

This Acceptable Use Policy is designed to describe how the Logansport Community School Corporation expects technology resources to be used. Persons violating this policy may have disciplinary action including, but not limited to, the loss of privileges relating to the use of technology in the schools. The Corporation's goal is to provide employees and students with access to technology in a safe environment that encourages and supports instruction. As a user of these technologies, you are expected to read, understand, and acknowledge this policy before using the technology resources.

Please note: Logansport Community School Corporation monitors all computer usage through a security system. Federal law (CIPA) mandates that all computer activity within schools be closely watched in order to ensure the safety of our students.

Signatures

Parents please read through this policy with your child and sign below. Students, I understand and agree to abide by the Logansport Community School Corporation's Acceptable Use Policy. I understand that there are consequences if I don't follow this Acceptable Use Policy.

Student Signature

Date

Parent Signature

Date

STUDENT LAPTOP AGREEMENT

Students in grades 6 - 12 will be issued a school owned device to be used in school every day. Students will use the device following the Logansport Community Schools Corporation's ("LCSC") Student Acceptable Use Policy ("AUP"). Students will not be given a school issued device without the AUP and 1-to-1 Laptop Agreement signed by a parent or guardian during registration. Copies of the 1:1 Laptop Agreement and AUP are located on the school and district websites.

I understand:

- I am expected to bring my fully charged device and charger to school every day.
- I am responsible for my assigned device at all times. The device issued to me is for my use only; information stored and sent from the device is my responsibility. I will not trade my device with another student.

- I will turn in the laptop in the condition that it was issued to me. Students should not add stickers, programs, software, apps, extensions, markings and/or, add-ons. These are not to be installed without permission and may be removed by LCSC at any time.
- The device and its content is the property of LCSC and it may be inspected at any time.
- The device has an asset tag and label which I will not remove. I understand that removing these items is subject to a fine and may result in disciplinary action.
- If my device is damaged or will not operate properly, I will notify my building IT Support Technician immediately. I may be responsible for the cost of repairs.
- I understand that LCSC provides device protection to help cover damages that may be purchased at the beginning of the school year. Information about device protection will be given at the time the device is handed out and can be downloaded from the corporation or school website.
- If the device or adapter is lost, stolen, or damaged beyond repair, I am responsible for the full replacement cost of the item.
- The cost of the Chromebook replacement is \$365 and the cost of the Windows laptop replacement is \$521. The replacement cost of a battery is \$45. The cost of the screen is \$175, and the cost of the charger is \$35.
- If I do not pay the fees associated with the repair or replacement of the device, I understand I will be given a loaner laptop and/or I may not be allowed to participate in the LHS graduation or at LJHS may be denied the privilege of attending incentive award programs such as, but not limited to the Indiana Beach trip the Washington D.C. trip, etc.
- My device must be turned in at the end of the school year in the same condition it was given to me in or if I transfer to another school district. Failure to do so will result in fines.
- I understand if I do not turn in my device, it will be reported as stolen to Law Enforcement.

Student User Agreement:

I agree and understand that the use of technology and the Internet at LCSC is a privilege, not a right, and that inappropriate use may result in loss of privileges. I agree to abide by the corporation's AUP and the terms in this contract.

Student's Signature _____ Date _____

Parent/Guardian User Agreement:

I will encourage my child to abide by the 1:1 contract and the corporation's AUP. I understand that the use of technology and the Internet at LCSC is a privilege, not a right, and that inappropriate use may result in loss of privileges. I understand that I will be responsible for the cost of repairs and lost or stolen equipment.

Parent/Guardian's Signature _____ Date _____

APPENDIX

TITLE VI, IX, 504 GRIEVANCE FORM

Building _____ Date _____ Time _____

Step 1- Statement of Grievance

Signed - Grievant

Reported to: _____ Principal or Supervisor

DISPOSITION

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

Signed

Date

GRIEVANCE SATISFACTORILY SETTLED:

Yes _____ No _____

If not, referred to the Board of School Trustees

Signed

Date

Step 3 – Disposition
DISPOSITION

Signed

Date

GRIEVANCE SATISFACTORILY SETTLED:

Yes _____ No _____

Step 4 - Appealed to:

Signed

Date

2260f2

**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 this Corporation 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 Corporation, or social or economic background, to learn through the curriculum offered in this Corporation.

COMPLAINT PROCEDURE

Section I

Any person that believes that s/he 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 Corporation’s Civil Rights Coordinator, Logansport Community School Corporation, 2829 George Street, Logansport, IN 46947, 574/722-2911.) 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 s/he has a valid basis for grievance shall discuss the grievance informally and on a verbal basis with the Corporation’s Civil Rights Coordinator, who shall in turn investigate the complaint and reply with an answer to the complainant. S/He 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 Corporation'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 Corporation's Civil Rights Coordinator, s/he 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, s/he 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 Corporation'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 Corporation Coordinator's office.

2260f8

**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 Corporation will also notify law enforcement officials.

The Corporation 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

NOTIFICATION TO PARENTS REGARDING STUDENT RECORDS

Each student's records are kept in a confidential file located at the student's school office. The information in a student's record file is 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 Corporation 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 Corporation 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 Corporation's policy and administrative guideline on student records.

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

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

Each year the Corporation will provide public notice to students and their parents of its intent to make available, upon request, certain information known as "directory information". The Board designates as student "directory information": a student's name; address; telephone number; date and place of birth; photograph; major field of study; participation in officially-recognized activities and sports; height and weight, if a member of an athletic team; 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 Corporation 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 (**refer to policy 8330**) from the date of this notification that s/he will not permit distribution of any or all such information.

NOTIFICATION TO PARENTS ON BLOOD-BORNE PATHOGENS

Dear Parent:

The Corporation 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 Corporation 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 Corporation 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 Corporation 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 Corporation 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.

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.

ASBESTOS

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

1. inspect all Corporation buildings for the existence of asbestos or asbestos-containing materials;
2. take appropriate actions based on the inspections;
3. establish a program for dealing with friable asbestos, if found;
4. maintain a program of periodic surveillance and inspection of facilities or equipment containing asbestos;
5. 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 Corporation's Asbestos-Management Program which will ensure proper compliance with Federal and State laws and the appropriate instruction of staff and students.

The appropriate inspection has been performed and a management plan is in place and available in each school building in the Corporation 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 Corporation is licensed pursuant to the Indiana Department of Health Regulations.

**PARENT/STUDENT ACKNOWLEDGEMENT
OF STUDENT HANDBOOK**

We, _____ and _____
Parent/Guardian (please print) Student (please print)

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 STUDENT EMAIL/NETWORK 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 Corporation's 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 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 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.