

The Academy

at

Logansport Community School Corporation

Student/Parent Handbook
2023-2024



410 West Miami Avenue
Logansport, IN 46947
(574) 722-5209
<https://www.lcsc.k12.in.us/o/academy>

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!

Student-Centered-Decision Making

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

Collaboration

LCSC is invested in working creatively with all stakeholders.

Accountability

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

Safe and Nurturing Environment

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

Continuous Improvement

LCSC continually raises the bar while maintaining high expectations.

Academy Program Description

The Academy at Logansport Community School Corporation offers both in-person and online learning opportunities. Classes meet at the Academy building located at 410 West Miami Avenue in Logansport, IN. In-person classes run from 8:30 AM to 3:15 PM. Online students access their classes wirelessly via laptop computers from wherever they may be.

The goal of The Academy is to provide an alternative avenue by which each student attending may pursue excellence in academic knowledge, skills and behavior. The Academy uses Apex Learning, a web-based learning platform which provides a standard public school curriculum based on the Indiana State Standards. Apex is an industry leader in secondary instructional solutions, offering comprehensive libraries of rigorous, interactive courses and assessments.

Students are issued a laptop computer, on which they complete daily modules for a particular subject. Upon completion of each required class, a credit is earned.

The Academy strives to prepare students for life after secondary school by helping them complete the requirements for a High School Diploma.

Eligibility

To be eligible for enrollment, students must meet the following criteria:

- Have the ability to wirelessly access the online curriculum
- Demonstrate a need for a non-traditional educational experience, for example:
 - Students who intend to withdraw or have withdrawn from school prior to graduating.
 - Students who have been expelled from school.
 - Students who have not found success in the traditional learning environment
 - Students exhibiting chronic absenteeism or truancy
 - Students who are parents or expectant parents and are unable to regularly attend a traditional school program
 - Students who must be employed in order to support themselves and/or their families

Application Process

In-District Students:

Logansport High School and Logansport Junior High School administrators may recommend students to The Academy for any of the reasons listed above. Parents or guardians must meet with the Academy Principal prior to acceptance in the program.

Out-of-District Students:

Out-of-District students must register to enroll in the Logansport Community School Corporation via the Academy's online application and then schedule a meeting with the Principal.

Enrollment Process

Upon approval for enrollment, students and their parents/guardians will meet with the Principal, either in person or virtually, where they will receive an introduction to The Academy as well as assistance with acclimating to an online learning environment. At this meeting:

- **All students and parents/guardians** will complete and submit all required LCSC enrollment forms.
- **All students** will be provided with a school Gmail account and will be expected to use it for all communication and engagement with Academy teachers and staff.
- **All Students** will be issued an LCSC laptop.
- **Remote students** receive log-in credentials to get access to the LCSC Network and to Apex Learning. Each remote student will be assigned a Mentor Teacher who will monitor the student's attendance, academic progress, and provide assistance, as needed, during specified hours.
- **In-Person students** will be assigned to a classroom and to a teacher who will provide his or her orientation.
- **All students** may immediately begin Apex Learning coursework and, if applicable, regular communication with his or her Mentor teacher.

Removal from the Academy

Students may be removed from The Academy for the following reasons:

- Lack of adequate progress/attendance
- Lack of compliance with reasonable requests

Curriculum

Online high school courses make it possible to accommodate various learning styles and needs. Students are provided with a standard public-school curriculum based on the Indiana State Standards delivered via the on-line program Apex Learning. Apex is an industry leader in instructional solutions, offering comprehensive libraries of rigorous, interactive courses and assessments. Academy students have the opportunity to pursue Academic Honors, Technical Honors, Core 40, or General Diplomas. Courses and course assignments made based on a student's individual academic needs.

Accountability

The Academy at Logansport Junior/Senior High School is overseen by a veteran school administrator with over thirty years of experience on both High School and Middle School levels. Additionally, fully licensed, highly qualified teachers monitor and facilitate student progress on a daily basis. Students may communicate with school staff throughout the day, evening, and weekend hours in order to receive necessary academic and emotional supports. Additionally, remote students have the benefit of an experienced mentor teacher who is responsible for tracking student progress.

Attendance and Student Engagement

As Indiana public school students, all students enrolled in the Academy must comply with the state-required minimum number of 180 instructional days.

Attendance tracking for students who attend our in-person program is very straightforward. Teachers will take attendance each class period. Aside from simply being present, however, students must meet daily and weekly progress goals.

Students who work from remote locations are more challenging to track given that we do not physically see them every day. They are free to complete coursework at their convenience, but they must also respond to a daily attendance check-in as well as meet progress goals.

For both in-person and remote students, this goal has been set at 10% progress in Apex per day (50% per week). Instructors and Mentors will monitor their progress and students will be kept up to date on their progress.

In-person students are held to the established LCSC policy that states that they will be considered habitually truant if they accrue ten (10) unexcused absences from class or assigned activity in one (1) school year. Remote students must not miss more than

ten (10) daily attendance checks and demonstrate adequate progress by completing at least five (5) credits per semester. Students failing to meet these standards will be considered truant, and further action, described below, will be taken.

Truancy

Truancy is the willful non-attendance of a student during the school day without parent/guardian/custodial permission and school authority's permission. Truancy is considered an unexcused absence. A student who, without the permission of a parent/guardian, and/or designated school official(s), accrues more than ten (10) unexcused absences, will be considered a habitual truant. (This amends IC 20-33-2-11). Students meeting the Habitual Truancy qualification will be withdrawn from The Academy per IC 20-19-9-5.

If a student is withdrawn due to Habitual Truancy, the School will:

- Contact Cass County Probation to conduct a truancy intake
- Report the student to Child Protective Services with concerns of Education Neglect
- Report to the Indiana State Police Clearinghouse for missing children
- Call the local law enforcement agency to confirm child welfare

Excused Absences:

Absences will be considered excused for legitimate reasons, including, but not limited to:

- Illness verified by note from parent/guardian
- Illness (physical, mental, maternity, etc.) verified by note from physician's office or hospital
- Funeral and bereavement
- Religious holiday
- Vacation
- Military connected absences
- Court ordered appearances

Parent/Guardian Responsibilities

Parents, Guardians and other family members must be aware of and agree to the following rights and responsibilities:

- To ensure that their child(ren) enrolled in The Academy attend school regularly in accordance with the laws of the State of Indiana.
- To enroll their child in another school if he/she withdraws from The Academy.
- To respectfully present to the school administration any concerns or complaints.
- To work with their child to ensure that the student is completing assignments.
- To know the rules set forth in this document and to review its contents with their child.
- To ensure that their child complies with all required testing and assessments, including but not limited to required state tests, scheduled by the school.
- To ensure that their child has transportation to and from state mandated test sessions.

- To ensure that their child receives the periodic health examinations required by law.
- To receive regular reports of their child's academic progress.
- To inspect, copy, and challenge, according to the appropriate guidelines and applicable law, any and all information contained in their child's records.
- To receive translations and/or interpretations of any written or verbal communications regarding their child and their child's education.
- To receive reasonable accommodation so that a disabled parent or guardian may have access to participate in his or her child's education, to the extent all parents are permitted to participate, upon request for such accommodation and proof of medical necessity.

Student Records

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

Earning/Issuing of Credits and Diplomas

Once a student has satisfactorily completed all assigned coursework, the teacher or mentor will report the completed course and final grade to the Supervising Teacher who will record the grade in PowerSchool.

Academy students have the opportunity to work toward a General Diploma, Core 40 Diploma, Academic Honors Diploma, or Technical Honors Diploma. Upon enrollment, and during annual Individual Service Plan ((ISP) meetings, each student will work with the Principal to determine the most appropriate diploma option based on the student's post-secondary goals and Career Pathway. Once the student has met the State of Indiana graduation requirements, The Academy at LCSC will present the student with the appropriate earned diploma.

Assessments

State-Mandated Assessments and Attendance Requirements

The Academy, as an Indiana public school, must follow the rules and regulations set by the Indiana Department of Education (IDOE). According to IDOE, all students are required to participate in state testing.

Students in certain grades will participate in the Indiana Learning Evaluation Assessment Readiness Network (ILEARN), the summative accountability assessment for Indiana students in grades 3 through 8, and high school biology. ILEARN measures student achievement and growth according to Indiana Academic Standards for English/Language Arts (grades 6 through 8), Mathematics (grades 6 through 8), and Science (grade 6).

High School students are required to participate in the ILEARN Biology End-of-Course Assessment (ECA) upon completion of the high school biology course to fulfill a federal participation requirement.

All 11th grade students are required to take the SAT, a national achievement test recently adopted as the Indiana End of Course Assessment (ECA), as part of their graduation requirements.

Students identified as English Learners take a language proficiency assessment provided by WIDA, (World Class Instructional Design and Assessment).

It is the responsibility of the parent/guardian and student to ensure that the student is present for all mandatory Corporation and State testing.

Special Education Services

Special Education services are provided for those students who qualify for an Individualized Education Plan (IEP). The Academy has a licensed Special Education Teacher on staff who will serve as Teacher of Record for all students with IEP's. As a general rule, all IEP students will attend in-person unless a circumstances warrant otherwise. The Principal, the teacher, and the parents will determine if the student would benefit from remote learning.

Century Career Center

Century Career Center is located on the campus of Logansport High School. In-Person and local remote students enrolled at the Academy may have the opportunity to also enroll in one of the many career-focused programs offered through CCC.

Social/Emotional Services

Logansport Community School Corporation partners with 4C, formerly Four County Counseling Center, who, by agreement, provides the following supports:

- Home-Based/Skills Trainer: Will work in the home/community with children to meet a variety of needs such as behavioral interventions, emotion management, communication skills, parenting skills, organizational skills, and linkage to community resources, etc. typically in the home one to three times per week, depending on the severity of need.
- School-Based Services: The Academy has a school-based trainer operating out of our building four days per week. She works with our students to meet varying needs, including (but not limited to), behavioral interventions, positive behavior support and intervention, emotion management, executive functioning, and other diagnosis-specific needs. Services provided primarily in the school including coordination with parents, administrators, teachers, other treatment providers, and applicable external entities. The trainer will work closely with school personnel to identify and address needs while assisting with increasing communication between home and school. Intensity of services is determined through collaboration with school personnel. The Provider will also attend IEP meetings, case conferences, and Response To Intervention meetings as deemed necessary.

The Academy Team

The Academy is staffed with an administrator, six licensed on-site teachers, seven mentor teachers, an Instructional Assistant, a bilingual secretary/receptionist, and a Student Information Specialist/Registrar. An academic counselor is available in our building one day per week.

School Calendar

In order to meet the specific needs of our students, the Academy operates as a year-round academic program. The online curriculum allows students 24/7 access to courses. Students have the flexibility to work anytime throughout the calendar year, including evenings, weekends, and during school-designated vacations. We encourage students who are behind in credits to continue working as much as is needed to make adequate progress toward goals.

During designated school break periods, the Academy's Mentor Teachers will continue to monitor progress intermittently and respond to student needs as their personal time allows. Our staff is committed to providing excellent customer service and will respond at our earliest convenience.

Cell Phone Policy

Students have no reason to bring a cell phone to school as they may use school phones to contact parents/guardians during the school day. However, realizing that students can feel real anxiety without the device on their person, we will adopt a common-sense policy that puts the onus on the student. Cell phones may be in a student's possession during school hours, but they may not interfere with the teaching/learning process. The adults in the building will be the sole arbiters of what constitutes interference. If a cell phone or other device is, in the opinion of the supervising adult, actually hindering education, the student will be asked to surrender the device. It will then be released to the student at the end of the day. Should there be any argument about the surrendering of the device, the student will be disciplined for insubordination.

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 10I.C. 35-42-4-11, as of May 2009, require persons convicted of or adjudicated as a juvenile delinquent for violating the Child Exploitation Statute at I.C. 35-42-4-4(b) to register as a sex offender. Because student cell phones have been found in a number of Indiana school districts to have contained evidence of “sexual conduct” as defined above, it is important for parents and students to be aware of the legal consequences should this occur in our school system.

Digital Responsibility: Students should be aware that anything that is sent electronically including pictures and videos can easily be spread to a large number of their peers and/or posted on the Internet.

Before students hit send, they should think about the following: “Is this something I really want to share? How would I feel if I was the one receiving this message? Who will see it? How would my loved ones feel about seeing the post/text/video/picture that I send?” The use of electronic communication inappropriately can cause a disruption to the learning environment.

STUDENT BEHAVIOR

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

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

- Use of profanity
- Violation of fire regulations to include lighting matches or lighters, false fire alarms, or lighting of any flame not part of a classroom instruction, or the use of any form of fireworks
- Violation of any policy of the Board of School Trustees of the Logansport Community School Corporation (Board) or school regulations
- Willful disruption of any classroom or activity at The Academy at LCSC

STANDARDS OF BEHAVIOR

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

(IC 35-44-2-2)

A person who;

Gives a false alarm of fire to the fire department of a governmental entity, knowing the report to be false;

Makes a false request for ambulance service to an ambulance service provider, knowing the request to be false;

Battery

No student shall willfully attack another student or staff member while on Academy premises or while under Academy supervision. **(IC 35-42-2-1)** 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 Academy, its students, or its staff, shall be reported immediately to law enforcement officials and shall be recommended for expulsion.

(IC 35-44-2-2)

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

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 Academy building. No student shall attempt to tamper with or block an exterior door so as to keep it from closing.

Cheating and Plagiarism

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

Conspiracy

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

Disrespect:

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

Drugs and Alcohol

Knowingly possessing, using, transmitting, or being under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, or intoxicant of any kind, tobacco or tobacco product, sniffing glue or other substances, drug-related paraphernalia or any type of drug-related paraphernalia represented to be a drug or paraphernalia; or knowingly possessing, using, or transmitting any substance which is represented to be or looks like a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, stimulant, depressant, or intoxicant of any kind is

not permitted. Possessing, using, transmitting, or being under the influence of caffeine-based substances, substances containing phenylpropanolamine (PPA), or stimulants of any kind, be they available with or without a prescription is not permitted. Use of drugs authorized by a medical prescription from a physician is not a violation of this subdivision.

The use and/or possession of tobacco or tobacco products inside of Academy 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 Academy, therefore, views smoking inside Academy 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

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

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

Music devices will be allowed with only one ear bud, no headphones. Volume on music devices should be low enough not to be heard by others. **Each teacher will determine if these devices will be used in their classroom. If a teacher chooses to allow communication and/or music devices, the teacher will provide a written policy that all students in the classroom will follow. At any time a teacher or staff member may request electronic devices to be turned off and put away.**

School personnel may take electronic devices from students who violate these guidelines. Confiscated items will not be released to the student. Parents will be allowed to pick up any confiscated item in the office. Repeat offenders will suffer insubordination consequences. It is recommended that students avoid bringing expensive devices to school to prevent loss, damage or theft. It is likely the school will not be able to recover lost property

Failure to Comply

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

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 Academy premises or during a school activity, is not permitted. Intentionally causing or attempting to cause physical injury or intentionally behaving in such a way as could reasonably cause physical injury to any person is not permitted.

In cases of fighting where the combatants are mutually involved in fighting, there will be an immediate five-day suspension of both or all parties. If evidence clearly indicates a student was not the aggressor and in fact was under an unprovoked attack, acting strictly in self-defense, the aggressor will have committed battery (see number 2, above). In these cases, the victim may not be suspended or may receive fewer days of suspension than other parties.

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

Forgery

Students are not permitted from falsely and/or fraudulently marking, altering, or using a document or statement. These include, but are not limited to, physician's notices, parent/guardian notes, or student passes. **(IC 35-43-5-2)**

Horseplay

Rough play that may lead to injury is not permitted.

Gambling

Gambling or wagering on Academy property is not permitted.

Gang Activity

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

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

Wearing clothing or accessories that has been associated with gangs and gang activity is not permitted. NOTE: Membership in a gang in and of itself is not a violation of any law in Indiana. However, it is a violation to be involved in "criminal gang" activity (as defined by I.C. Code 35-45-9.1).

I.C. 35-45-9.1: "Criminal Gang" means a group with at least five (5) members that specifically: either: A- Promotes, sponsors, or assists in; or

B- Participates in; and

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

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

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

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

Students shall not:

Wear, possess, use, distribute, display or sell any clothing, jewelry, emblem, badge, symbol, sign or other things that suggest membership or gang affiliation.

Say or do anything (gestures, handshakes, drawings, graffiti, etc.) that suggests membership or gang affiliation.

Promote gangs or gang activities by soliciting membership, intimidating others, encouraging physical violence, committing illegal acts, etc.

Harassment, (Ethnic, Racial, Sexual, Religious, Disability) Extortion, Threats, Bullying, Intimidation and Hazing

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

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

Bullying

This rule applies when a student is:

On school grounds immediately before or during school hours, immediately after school hours or at any other time when the school is being used by a school group (including summer school);

Off school grounds at a school activity, function, or event;

Traveling to or from school or a school activity, function, or event; or

Using property or equipment provided by the school.

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

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

Counseling, corrective discipline, and/or referral to law enforcement will be used to change the behavior of the perpetrator. This includes appropriate intervention(s), restoration of a positive climate, and support for victims and others impacted by the violation.

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

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

Sexual Harassment

Verbal:

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

Nonverbal:

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

Physical Contact:

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

Gender/Ethnic/Religious/Disability Harassment

Verbal:

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

Nonverbal:

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

Harassment Complaint Procedure

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

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

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

The purpose of this provision is to:

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

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

verbal or written communications transmitted;
physical acts committed; or
any other behaviors committed;

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

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

the other person engage in conduct against his will; or
the other person be placed in fear of retaliation for a prior
lawful act; commits intimidation, a Class A misdemeanor.

However, the offense is a:

Class D felony if:

the threat is to commit a forcible felony;
the person to whom the threat is communicated:
is a law enforcement officer
(iv) is an employee of a school corporation

“Threat” means an expression, by words or action, of an intention to:
Unlawfully injure the person threatened or another person, or damage property;
Unlawfully subject a person to physical confinement or restraint;
Commit a crime;
(6) Expose the person threatened to hatred, contempt, disgrace, or ridicule;

(IC 35-45-32-2). (a) A person who, with intent to harass, annoy, or alarm another person but with no intent of legitimate communication; makes a telephone call, whether or not a conversation ensues; communicates with a person by telegraph, mail, or other form of written communication; uses a computer network (as defined in IC 35-43-2-3 (a) or other form of electronic communication to: communicate with a person;
transmit an obscene message or indecent or profane words to a person; commits harassment, a Class B misdemeanor.

Hazing

Forcing or requiring another person with or without the consent of the other person and as a condition of association with a group or organization to perform an act that creates a substantial risk of bodily injury is not permitted. **(IC 35-42-2-2)**

Illegal Activity

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

School Technology or Device

The technology or device that the student is issued is the property of the Logansport Community School Corporation and misuse of the device may lead to disciplinary action.

Insubordination

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

Out of Assigned Area

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

Profanity/Abusive Language

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

School Disturbance

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

Occupying any school building, school grounds, or part thereof with intent to deprive others of its use.

Blocking the entrance or exits of any school building or corridor or room therein with intent to deprive others of lawful access to or from, or use of the building, corridor, or room.

Setting fire to or damaging any school building or property.

Prevention of or attempting to prevent by physical act the convening or continued functioning of any school or education function, or of any meeting or assembly on school property.

Continuously and intentionally making noise or acting in any manner so as to interfere seriously with the ability of any teacher or any of the other school personnel to conduct the education function under his or her supervision.

Social Media

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

Substantial Disobedience

Repeatedly interfering with the educational process, disrupting the right of students to have the opportunity to learn in an unobstructed environment.

Theft

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

Tobacco

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

Truancy

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

Vandalism

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

Weapons

Possession of a Weapon:

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

Use Of An Object As A Weapon

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

A Deadly Or Dangerous Weapon Is Defined As:

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

Knowledge of Deadly or Dangerous Weapons or Threats of Violence

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

Firearms Possession:

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

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

the frame or receiver of any weapon described above.

any firearm muffler or firearm silencer.

any destructive device which is an explosive, incendiary, or poison gas bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine, or any similar device.

any weapon which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than one-half inch in diameter.

any combination of parts either designed or intended for use in converting any device into any destructive device described in the two immediately preceding examples, and from which a destructive device may be readily assembled.

Unlawful Activity

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

Enforcement of Standards

- The standards will be enforced by Academy administrators, teachers, instructional assistants, custodians, hall monitors, cafeteria workers, bus drivers, and any other adult authorized by Academy 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 Academy can be achieved;
 - to enforce and instill the core values of Academy and its school community.
- The nature and extent of any discipline utilized to enforce student behavior standards will be determined by:
 - the nature and extent of any potential or actual injury, property damage, or disruption;
 - the student's prior disciplinary history and the relative success of any prior corrective efforts;
 - the willingness and ability of the student and the student's parent/guardians to participate in any corrective action;
 - the interest of other students in an educational environment free from behavior that violates Academy 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 Principal must be notified of violations of Academy policy. After each infraction, the Principal 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
- Counseling and admonition by verbal and/or written reprimand
- School/Community Service
- Contracting for appropriate behavior
- Family support referral
- Detention (Includes after-school, lunch)
- Out of School Suspension (OSS)
- Expulsion

Alcohol, Drugs, Tobacco options

If a student is found to be in possession or is partaking in the use of alcohol, drugs, or tobacco on school grounds or at school sponsored events, students will be subjected to the discipline rubric plus the parents' choice of either a rehabilitation educational course or arrested by the SRO. The following consequences and options for each offense are listed below.

Alcohol

First offense: Student is in possession and/or using alcohol on school grounds or at a school sponsored event, the student will serve 10 OSS pending expulsion plus will have one of two options to consider. Student, parent, and administration will collaborate to then decide the best option for the student. Option 1: The student will be required to complete a rehabilitation education course through Logansport Memorial Hospital. Once the course is completed the student would be allowed to sign a Form 16 and enroll in the alternative school. The 10 days of out of school suspension will be upheld even if the student completes the rehabilitation education program. Option 2: the student will be arrested by Logansport High School's SRO and the paperwork will be faxed to the Family Opportunity Center for evaluation and an intake. The student could still be expelled after a hearing and would not receive any educational opportunity.

Second Offense: A diversion program will not be offered, and the student discipline would follow the guidelines of the Logansport Student Handbook.

Drugs

First offense: Student is in possession and/or using illegal drugs on school grounds or at a school sponsored event, the student will serve 10 days OSS pending expulsion plus will have one of two options to consider.

Student, parent, and administration will collaborate to then decide the best option for the student. Option 1: The student will be required to complete a rehabilitation education course through Logansport Memorial Hospital. Once the course is completed the student would be allowed to sign a Form 16 and enroll in the alternative school. The 10 days of out of school suspension will be upheld even if the student completes the rehabilitation education program. Option 2: the student will be arrested by Logansport High School's SRO and the paperwork will be faxed to the Family Opportunity Center for evaluation and an intake. The student could still be expelled after a hearing and would not receive any educational opportunity.

Second Offense: A diversion program will not be offered, and the student discipline would follow the guidelines of the Academy at LCSC Student Handbook.

Tobacco:

First offense: Student is in possession and/or using tobacco, tobacco product or vaping devices on school grounds or at a school sponsored event, the student will serve 3 OSS plus will have one of two options to consider. Student, parent, and administration will collaborate to then decide the best option for the student. Option 1: The student will be required to complete a rehabilitation education course through Logansport Memorial Hospital. Option 2: the student will be cited for illegal possession of tobacco by Logansport High School's SRO and the paperwork will be faxed to the Family Opportunity Center for evaluation and an intake.

Second Offense: Student is in possession and or using tobacco, tobacco product or vaping devices on school grounds or at a school sponsored event, the student will serve 5 OSS plus will have one of two options to consider. Student, parent, and administration will collaborate to then decide the best option for the student.

Option 1: The student will be required to complete a rehabilitation education course through Logansport Memorial Hospital. Option 2: the student will be cited for illegal possession of tobacco by Logansport High School's SRO and the paperwork will be faxed to the Family Opportunity Center for evaluation and an intake.

Third Offense: Student is in possession and or using tobacco, tobacco product or vaping devices on school grounds or at a school sponsored event, the student will serve 10 OSS pending expulsion plus option two. Student, parent, and administration will collaborate to then decide the best option for the student. Option 1: The student will be required to complete a rehabilitation education course through Logansport Memorial Hospital. Once the course is completed the student's expulsion will be rescinded and the student may return to school. The 10 days of out of school suspension will be upheld even if the student completes the rehabilitation education program. Option 2: the student will be cited for illegal possession of tobacco by Logansport High School's SRO and the paperwork will be faxed to the Family Opportunity Center for evaluation and an intake. The student's pending expulsion from school may be upheld.

Due Process - Suspensions and Expulsions:

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

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

IC 20-33-8-14. Grounds for suspension or expulsion.

(a) The following are the grounds for student suspension or expulsion, subject to the procedural requirements of this chapter and as stated by school corporation rules:

- (1) Student misconduct.
- (2) Substantial disobedience.
- (b) The grounds for suspension or expulsion listed in subsection (a) apply when a student is:
 - (1) on school grounds immediately before or during school hours, or immediately after school hours, or at any other time when the

school is being used by a school group;

- (2) off school grounds at a school activity, function, or event; or
- (3) traveling to or from school or a school activity, function, or event.

IC 20-33-8-15. Unlawful activity by student.

In addition to the grounds specified in section 14 of this chapter, a student may be suspended or expelled for engaging in unlawful activity on or off school grounds if: (1) the unlawful activity may reasonably be considered to be an interference with school purposes or an educational function; or (2) the student's removal is necessary to restore order or protect persons on school property; including an unlawful activity during weekends, holidays, other school breaks, and the summer period when a student may not be attending classes or other school functions.

Procedure for the Expulsion of a Student

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

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

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

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

Any learning that cannot be made up such as labs, field trips, skill-practices, and any learning that the student chooses not to make-up may be reflected in the grades earned. An alternative assignment will be provided for any lab work that cannot be replicated and made up.

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

Expulsion

An expulsion is a denial of the right of a student to take part in any Academy function for a period that may extend for more than ten (10) consecutive school days. Before a decision is made as to whether or not to suspend or expel a student, specific procedures shall be followed:

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

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

Extension of an Expulsion:

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

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

- (1) Student misconduct.
- (2) Substantial disobedience.
- (b) The grounds for suspension or expulsion listed in subsection (a) apply when a student is:
 - (1) on school grounds immediately before or during school hours, or immediately after school hours, or at any other time when the school is being used by a school group;
 - (2) off school grounds at a school activity, function, or event; or
 - (3) traveling to or from school or a school activity, function, or event. [Formerly IC 20-8.1-5.1-8]

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

- (1) the unlawful activity may reasonably be considered to be an interference with school purposes or an educational function; or
 - (2) the student's removal is necessary to restore order or protect persons on school property;
- including an unlawful activity during weekends, holidays, other school breaks, and the summer period when a student may not be attending classes or other school functions. [Formerly IC 20-8.1-5.1-9]

Search and Seizure

Search of a student and his or her possessions, including vehicles, may be conducted at any time the student is under the jurisdiction of the Board, if there is a **reasonable suspicion** that the student is in violation of law or Academy 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.

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

Student Rights of Expression

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

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

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

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Use of Dogs

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

Use of Breath-Test Instruments/Chemical Urine Test

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

Reasonable suspicion may arise from the following:

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

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

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

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

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

Use of Surveillance Cameras

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

Waiver of Rights

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

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Consequence Matrix –

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

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

13. Fighting	2-10-day OSS; Police notified, possible recommendation for expulsion	10-day OSS; Police notified, possible recommendation for expulsion	10-day OSS; Police notified, recommendation for expulsion
14. Horseplay	Immediate removal from class or situation, 1 day OSS	2-3 day OSS	10-day OSS & recommend for expulsion
15. Gang Activity	5-10 day OSS, Police notified & possible recommendation for expulsion	10-day OSS; Police notified, recommendation for expulsion	*****
16. Harassment/Threats/ Bullying/Extortion/ Intimidation/Hazing	Immediate removal from Academy; parent notified; 2-10 day OSS; Police notified & possible recommendation for expulsion	Immediate removal from Academy; parent notified; 10-day OSS & possible recommend for expulsion; Police notified	*****
17. Illegal Activity	Police notified & possible recommendation for expulsion	*****	*****
18. Inappropriate use of School Technology/Device	Written Warning	1 day OSS	Loss of computer privilege; 2-10 day OSS; and or recommendation for expulsion
19. Insubordination	Immediate removal to ISS from class or situation, 1-3 day ISS	1-3 day OSS	10-day OSS & recommend for expulsion
20. Out Of Assigned Area	Verbal Warning	1 day OSS	2-3 days OSS
21. Profanity	Immediate removal to ISS from class or situation, 1-3 day ISS	1-3 day OSS	10-day OSS & recommend for expulsion
22. School Disturbance	10-day OSS and recommend for expulsion, Police notified	*****	*****
23. Substantial Disobedience	10-day OSS & recommend for expulsion	*****	*****
24. Theft	1-3 day OSS, Police notified	3-day OSS, Police notified&possible recommendation for expulsion	10-day OSS & recommend for expulsion, Police notified
25. Tobacco	3-day OSS	5-day OSS	10-day OSS & recommend for expulsion
26. Truancy	Contact Cass County Probation to conduct a truancy intake	Recommend for expulsion	*****

27. Vandalism	1-10 day OSS, Police notified & possible recommendation for expulsion	3-10 day OSS, Police notified & possible recommendation for expulsion	10-day OSS & recommend for expulsion
28. Weapons	10-day OSS & recommend for expulsion; Police notified	*****	*****

EMERGENCY DRILLS

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

LOCKDOWN / SEVERE WEATHER SITUATIONS

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

Appendix

STUDENT DIRECTORY INFORMATION

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

- Records are confidential and may be disclosed only as provided in the policy.
- The policy concerns both elementary and secondary student education records.
- Parents/guardians have a right to examine their child's records at reasonable times if the child is less than 18 years of age and not attending a post-secondary institution or if the child is a dependent student as defined by Section 152 of the Internal Revenue Code.
- Students have a right to examine their records at reasonable times.
- Before education records are disclosed to third-parties, LHS requires a signed and dated written consent of (a) a parent/guardian of a student who is less than 18 years of age and not attending a post-secondary educational institution, or (b) a student who is at least 18 years of age or attending a post-secondary institution.
- Certain persons may examine education records without a parent's/guardian's or student's consent as provided in the above paragraph. These include school officials (who have legitimate educational interests) and officials of another school, school system, or institution of post-secondary education where the student seeks or intends to enroll.
- Directory information shall be released to media organizations (including radio, television, and newspapers), colleges, civic or school related organizations, and state or local government agencies without the consent of parent/guardian or student as provided in paragraph 5 above. Directory information includes the student's name, address, parent/guardian home and work telephone number, major field of study, participation in official recognized activities and sports, height and weight of members of athletic teams, dates of attendance, awards received, motor vehicle description (including license plate number), hair and eye color, race, sex, date

of birth, height, weight, grade level, and other similar information which would not generally be considered harmful or an invasion of privacy if disclosed. A parent/guardian of a student less than 18 years of age or a student who is at least 18 years of age may object to disclosure of any of the categories of directory information by filing form FERPA-1 (Denial of Permission to Release Certain Directory Information Without Prior Written Consent) from the principal's office no later than 14 calendar days from the beginning of each school year.

• Each student, former student, or graduate shall be permitted 10 free transcripts. There will be a \$2.00 charge for each additional transcript requested for former students or graduates. STUDENT RECORDS According to the Family Educational Rights and Privacy Act of 1974, school personnel may permit access to student records to any person for whom the parent/guardian has provided written consent. Should you transfer from LHS to another school, a copy of your official permanent record shall be sent by mail to the school where you enroll. The student and/or parent/guardian may examine the record if they choose. This service shall be performed without a charge to the student or parent/guardian.

PARENT/STUDENT ACKNOWLEDGEMENT OF STUDENT HANDBOOK

We, _____ and _____
Parent/Guardian Signature Date Student's Printed Name Student's Signature Date

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

PARENT/STUDENT ACKNOWLEDGEMENT OF INTERNET USAGE

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

Yes No I give permission for my student to access the Corporations Network, including the Internet, and understand the Corporation has the right to monitor, review or inspect my student's activities according to Federal Law, State Law and/or School Board Policy.

Yes No I give permission for my student to have a Corporation student email account and understand the Corporation has the right to monitor, review or inspect my student's activities according to Federal Law, State Law and/or School Board Policy.

Yes No I give permission for my child's image (photograph) to be published in public media or any school based media which includes the Internet and other forms of school publications.

Yes No I give permission for the Corporation to transmit "live" images of my child (as part of a group) over the Internet via a webcam.

Yes No I authorize and license the Corporation to post my child's class work on the Internet without infringing upon any copyright my child may own with respect to such class work.

Parent/Guardian Signature/Date

Student Signature for grades 6-12 only/Date

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

LOGANSPORT COMMUNITY SCHOOL CORPORATION STUDENT ACCEPTABLE USE POLICY GRADES 6-12

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 by Board Policy 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) 95For 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, or a student over the age of 18 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 the Student Handbook for the discipline 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.

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

LOGANSPORT COMMUNITY SCHOOL CORPORATION 1-TO-1 LAPTOP AGREEMENT GRADES 6 - 12

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 a signed AUP and 1-to-1 Laptop Agreement by a parent, guardian or 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 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 that remains at school 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, lost, or stolen equipment.

Parent/Guardian's Signature _____ Date _____

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, social/emotional learning, 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:

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.

With regard to physical activity/physical education, the Corporation shall:

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 (1), fifteen (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.

3. 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 community partners.

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.

With regard to nutrition promotion:

1. 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 (2) 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 (1) 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 (1) time per month and monitored by building principals for compliance. Teachers shall be encouraged to have at least one (1) 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 well-being of our staff by creating and promoting policy and environmental supports to provide physical activity and healthy eating opportunities, and social/emotional wellness.

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, and mindfulness activities.

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

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

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

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

The wellness committee shall meet at least two (2) 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 food service, administration, nurse, PE. student, teacher, and school counselor 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

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

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

NONDISCRIMINATION

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

COMPLAINT PROCEDURE

Section I

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

The individual may also, at any time, contact the U. S. Department of Education, Office of Civil Rights, 401 South State Street, Room 87700, Chicago, Illinois, 60605-1202.

Section II

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

Step 1

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

Step 2

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

Step 3

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

Step 4

If at this point the grievance has not been satisfactorily settled, further appeal may be made to the U.S. Department of Education, Office of Civil Rights, 401 South State, Room 700, Chicago, Illinois 60605-1202. Inquiries concerning the nondiscriminatory policy may be directed to Director, Office for Civil Rights, Department of Education, Washington, D.C. 20201. The LCSC's Coordinator will investigate all complaints in accordance with this procedure. A copy of each of the Acts and the regulations, on which this notice is based, may be found in the LCSC Coordinator's office.

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

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

5530

NOTIFICATION TO PARENTS REGARDING STUDENT RECORDS

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

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

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

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

Each year the LCSC will provide public notice to students and their parents of its intent to make available, upon request, certain information known as "directory information". The Board designates as student "directory information": a student's name; address; telephone number; date and place of birth; photograph; major field of study; participation in officially-recognized activities and sports; height and weight, if a member of an athletic team; beginning and ending dates of attendance; date of graduation; awards received; honor rolls; scholarships; telephone numbers only for inclusion in school or PTO directories. The LCSC will make the above information available upon a legitimate request unless a parent, guardian, or adult student notifies the School in writing within ten (10) days from the date of this notification that he or she will not permit distribution of any or all such information.

8330

NOTIFICATION TO PARENTS ON BLOOD-BORNE PATHOGENS

Dear Parent,

The LCSC is subject to Federal and State regulations to restrict the spread of hepatitis B virus (HBV) and human immunodeficiency virus (HIV) in the workplace. These regulations are designed to protect employees of the LCSC who are, or could be, exposed to blood or other contaminated bodily fluids while performing their job duties. Because of the very serious consequences of contracting HBV or HIV, the LCSC is committed to taking the necessary precautions to protect both students and staff from its spread in the school environment. Part of the mandated procedures includes a requirement that the LCSC request the person who was bleeding to consent to be tested for HBV and HIV. The law does not require parents or guardians to grant permission for the examination of their child's blood, but it does require the LCSC to request that consent. Although we expect that incidents of exposure will be few, we wanted to notify parents of these requirements ahead of time. That way if the situation does develop you will understand the reason for our request and will have had an opportunity to consider it in advance. These are serious diseases, and we sincerely hope that through proper precautions and cooperation we can prevent them from spreading. If you have any questions or concerns, please contact your school nurse.

8453.01

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

Dear Parent: The LCSC is committed to providing a safe environment for students. It seeks to prevent children from being exposed to pests and pesticides. While pesticides protect children from pests that may be found in the school and its surrounding grounds, under some circumstances they pose a hazard to children. Therefore, pest control practices may involve a variety of chemical and non-chemical methods that are designed to control pests effectively while minimizing potential pesticide exposure. The policy does not apply to the use of the following pesticides: 1) germ killers, disinfectants, sanitizing agents, water purifiers and swimming pool chemicals; 2) manufactured enclosed insecticides and 3) self-applied insect repellants. Pesticides will be applied by certified pesticide applicators. Pesticides will not be applied during normal instructional hours when school is in session with the following exceptions: 1) there is a pest present that poses an immediate health threat to the students (*i.e. stinging wasps or bees*); 2) the

application is to an area not immediately adjacent to a student occupied building and the students are kept out of that area for at least 4 hours; or 3) the application is a rodenticide bait applied in areas that are totally inaccessible to the students.

The LCSC will:

- Annually inform parents and staff members of the LCSC's pest control policy at the time of student registration by a separate memorandum or as a provision in the staff and/or student handbook;
- Provide the name and phone number of the person to contact for information regarding pest control. Call the Custodial Supervisor at 722-2911;
- Establish a registry of parents and staff members who want to receive advance notice of all pesticide use and provide such notice. Parents who want to be placed on the registry should contact the Custodial Supervisor at 722-2911
- Provide notice of the planned insecticide applications to parents and employees who have requested advance notice;
- Maintain written/printed/electronic record for 2 years of any pesticide applications. The LCSC will provide notice to those in the registry at least 48 hours prior to the application of the pesticide unless an emergency is declared. The notice will include: 1) name and address of the school; 2) name, license number and phone number of the certified applicator; 3) designee for information about the application (if different from the applicator); 4) anticipated date and time of application; 5) pests being targeted (*i.e. weeds, roaches, ants, flies, etc.*); 6) description of the application area (*i.e. football field, fence lines, kitchen, etc.*); 7) pesticide(s) to be used (*brand name, manufacturer and EPA registration number*); 8) explanation if 48 hour advance notice is not provided as required. In case of emergency pesticide applications due to immediate threat to public health, the school shall give written notice as soon as possible. The LCSC may provide for training of school employees to become certified pest control applicators.

NOTIFICATION TO PARENTS CONCERNING PREPAREDNESS FOR TOXIC HAZARD AND ASBESTOS HAZARD

Dear Parent,

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

TOXIC HAZARDS: These hazards exist in chemicals and other substances used in the school setting such as in laboratories, science classrooms, kitchens, in the cleaning of school buildings, buses, and equipment and the maintaining of school grounds. The Superintendent will appoint an employee to serve as the Toxic Hazard Preparedness (THP) Officer. Call the Director of Support Services, LCSC, 2829 George Street, Logansport, Indiana, 574-722-2911.

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

- inspect all LCSC buildings for the existence of asbestos or asbestos-containing materials; • take appropriate actions based on the inspections;
- establish a program for dealing with friable asbestos, if found;
- maintain a program of periodic surveillance and inspection of facilities or equipment containing asbestos;
- comply with EPA regulations governing the transportation and disposal of asbestos and asbestos-containing materials. The Superintendent shall appoint a person to develop and implement the LCSC's Asbestos-Management Program which will ensure proper compliance with Federal and State laws and the appropriate instruction of staff and students. Director of Support Services, LCSC, 2829 George Street, Logansport, Indiana, 574/722-2911.

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

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

2260 - NONDISCRIMINATION AND ACCESS TO EQUAL EDUCATIONAL OPPORTUNITY

Any form of discrimination or harassment can be devastating to an individual's academic progress, social relationship, and/or personal sense of self-worth.

As such, the School Board of the Logansport School Corporation does not discriminate on the basis of race, color, national origin, sex (including gender status, sexual orientation or gender identity), disability, age (except as authorized by law), religion, military status, ancestry, or genetic information (collectively, "Protected Classes") in its educational programs or activities.

The Board also does not discriminate on the basis of Protected Classes in its employment policies and practices as they relate to students and does not tolerate harassment of any kind.

The Corporation will identify, evaluate, and provide a free appropriate public education to students with disabilities who are determined eligible for special education and related services under the Individuals with Disabilities Education Act (IDEA) or Section 504 of the Rehabilitation Act of 1973 (Section 504).

Equal educational opportunities shall be available to all students, without regard to the Protected Classes, including age (unless age is a factor necessary to the normal operation or the achievement of any legitimate objective of the program/activity), place of residence within the boundaries of the Corporation, or social or economic background, to learn through the curriculum offered in this Corporation. Educational programs shall be designed to meet the varying needs of all students.

The Corporation's educational programs include the academic and nonacademic setting. Each qualified student with a disability shall be educated with students without disabilities to the maximum extent appropriate. In the nonacademic setting, a student with a disability shall participate with students without disabilities to the maximum extent appropriate.

Notice of the Board's policy on nondiscrimination and the identity of the Corporation's Compliance Officer(s) (see below) will be published on the Corporation's website, posted throughout the Corporation, and included in the Corporation's recruitment statements or general information publications.

Principal's Responsibilities

Each Principal shall verify that the procedures used with students and parents for selection of and participation in any part of the Corporation's academic, co-curricular, or extra-curricular programs do not discriminate on the basis of the Protected Classes.

Superintendent's Responsibilities

In order to achieve the aforesaid goal, the Superintendent shall:

A. Curriculum Content

review current and proposed courses of study and textbooks to detect any bias based upon the Protected Classes;

ascertaining whether or not supplemental materials, singly or taken as a whole, fairly depict the contribution of both genders, various races, ethnic groups, etc. toward the development of human society;

B. Staff Training

develop an ongoing program of in-service training for school personnel designed to identify and solve problems of bias based upon the Protected Classes in all aspects of the program;

C. Student Access

1. review current and proposed programs, activities, facilities, and practices to verify that all students have equal access thereto and are not segregated on the basis of the Protected Classes in any duty, work, play, classroom, or school practice, except as may be permitted under State and Federal laws and regulations;
2. verify that facilities are made available, in accordance with Board Policy 7510 – Use of School Facilities, for non- curricular student activities that are initiated by parents or other members of the community, including but not limited to any group officially affiliated with the Boy Scouts of America or any other youth group listed in Title 36 of the United States Code as a patriotic society;
3. verify that the educational programs of this Corporation are accessible to all students. All programs need to be designed and scheduled so the location or nature of the facility or area will not deny an otherwise qualified student with a disability the opportunity to participate in the academic or other school programs on the same basis as students without disabilities;
4. require that service animals for students who require this type of assistance shall be permitted access to all facilities, programs, and events of the Corporation.

D. Corporation Support

verify that like aspects of the Corporation program receive like support as to staff size and compensation, purchase and maintenance of facilities and equipment, access to such facilities and equipment, and related matters;

E. Student Evaluation

verify that tests, procedures, and guidance and counseling materials, which are designed to evaluate student progress, rate aptitudes, analyze personality, or in any manner establish or tend to establish a category by which a student may be judged, are not differentiated or stereotyped on the basis of the Protected Classes.

Definitions

Words used in this policy shall have those meanings defined herein; words not defined herein shall be construed according to their plain and ordinary meanings.

Complainant is the individual who alleges or is alleged to have been subjected to unlawful discrimination/retaliation, regardless of whether the person files a formal complaint or is pursuing an informal resolution to the alleged discrimination/retaliation.

Respondent is the individual who is alleged to have engaged in unlawful discrimination/retaliation, regardless of whether the Reporting Party files a formal complaint or is seeking an informal resolution to the alleged discrimination/retaliation.

Corporation community means students, Corporation employees (i.e., administrators and professional and classified staff), and Board members, agents, volunteers, contractors, or other persons subject to the control and supervision of the Board.

Third Parties include but are not limited to guests and/or visitors on Corporation property (e.g., visiting speakers, participants on opposing athletic teams, parents), vendors doing business with or seeking to do business with the Board, and other individuals who come in contact with members of the Corporation community at school-related events/activities (whether on or off Corporation property).

Day(s): Unless expressly stated otherwise, the term “day” or “days” as used in this policy means business day(s) (i.e., a day(s) that the Corporation office is open for normal operating hours, Monday – Friday, excluding State-recognized holidays).

"Military status" refers to a person's status in the uniformed services, which includes the performance of duty on a voluntary or involuntary basis in a uniformed service, including active duty, active duty for training, initial active duty for training, inactive duty for training, and full-time National Guard duty. It also includes the period of time for which a person is absent from school for the purpose of an examination to determine the fitness of the person to perform any duty listed above.

Corporation Compliance Officer(s)

The Board designates the following individuals to serve as the Corporation's "Compliance Officers" (also known as "Civil Rights Coordinators") (hereinafter referred to as the "COs").

Human Resource Specialist 2829 George Street
Logansport, IN 46947
574-722-2911
adairj@lcsc.k12.in.us

JD Dubes
1 Berry lane
Logansport, IN 46947
574-753-0441
dubesj@lcsc.k12.in.us

The names, titles, and contact information of these individuals will be published annually on the Corporation's website and in the parent/student and staff handbooks.

The COs are responsible for coordinating the Corporation's efforts to comply with applicable Federal and State laws and regulations, including the Corporation's duty to address in a prompt and equitable manner any inquiries or complaints regarding discrimination, retaliation, or denial of equal access. The COs also shall verify that proper notice of nondiscrimination for Title II of the Americans with Disabilities Act (as amended), Title VI and VII of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973 (as amended), and the Age Discrimination Act of 1975 is provided to students, their parents, staff members, and the general public. A copy of each of the Acts and regulations on which this notice is based may be found in the CO's office.

The Superintendent shall annually attempt to identify children with disabilities, ages 3-22, who reside in the Corporation but do not receive public education.

The Board is committed to educating (or providing for the education of) each qualified individual with a disability with individuals without disabilities to the maximum extent appropriate. Generally, the Corporation will place an individual with a disability in the general education environment unless it is demonstrated that the education of the individual in the general education environment, even with the use of supplementary aids and services, cannot be achieved satisfactorily. If the Board operates a separate class or facility that is identified as being provided for individuals with disabilities, the facility, program, and activities and services must be comparable to the facilities, programs, and activities and services offered to students without disabilities.

In addition, the Superintendent shall establish procedures to identify English Learner (EL) students, including immigrant children and youth, to assess their ability to participate in Corporation programs and develop and administer a program that meets the English language and academic needs of these students. This program shall include procedures for student placement, services, evaluation, and exit guidelines and shall be designed to provide students with effective instruction that leads to academic achievement and timely acquisition of proficiency in English. As a part of this program, the Corporation will evaluate the progress of students in achieving English language proficiency in the areas of listening, speaking, reading, and writing on an annual basis (see AG 2260F).

Reports and Complaints of Unlawful Discrimination and Retaliation

Students and Corporation employees are required, and all other members of the Corporation community and Third Parties are encouraged, to promptly report incidents of unlawful discrimination and/or retaliation to an administrator, supervisor, or other Corporation official so that the Board may address the conduct. Any teacher, administrator, supervisor, or other Corporation employee or official who receives such a complaint shall file it with the CO within two (2) business days.

Members of the Corporation community, which includes students or Third Parties, who believe they have been unlawfully discriminated/retaliated against are entitled to utilize the complaint process set forth below. Initiating a complaint, whether formally or informally, will not adversely affect the Complainant's employment or participation in educational or extra-curricular programs. While there are no time limits for initiating complaints under this policy, individuals should make every effort to file a complaint as soon as possible after the conduct occurs while the facts are known and potential witnesses are available.

If during an investigation of alleged bullying, aggressive behavior and/or harassment in accordance with Policy 5517.01 - Bullying, the Principal believes that the reported misconduct may constitute unlawful discrimination based on a Protected Class, the Principal shall report the act to one of the COs, who shall investigate the allegation in accordance with this policy. While the CO investigates the allegation, the Principal shall suspend the Policy 5517.01 investigation to await the CO's written report. The CO shall keep the principal informed of the status of the Policy 2260 investigation and provide the Principal with a copy of the resulting written report.

The COs will be available during regular school/work hours to discuss concerns related to unlawful discrimination/retaliation. COs shall accept reports of unlawful discrimination/retaliation directly from any member of the Corporation community or a Third Party

and reports that initially are made to another Corporation employee. Upon receipt of a report of alleged discrimination/retaliation, the CO will contact the Complainant and begin either an informal or formal complaint process (depending on the Complainant's request and the nature of the alleged discrimination/retaliation) or designate a specific individual to conduct such a process.

The CO will provide a copy of this policy to the Complainant and the Respondent. In the case of a formal complaint, the CO will prepare recommendations for the Superintendent or oversee the preparation of such recommendations by a designee. All members of the Corporation community must report incidents of discrimination/retaliation that are reported to them to the CO within two (2) business days of learning of the incident/conduct.

Any Corporation employee who directly observes unlawful discrimination/retaliation of a student is obligated, in accordance with this policy, to report such observations to one of the COs within two (2) business days. Additionally, any Corporation employee who observes an act of unlawful discrimination/retaliation is expected to intervene to stop the misconduct unless circumstances make such an intervention dangerous, in which case the staff member should immediately notify other Corporation employees and/or local law enforcement officials, as necessary, to stop the misconduct. Thereafter, the CO/designee must contact the Complainant if age eighteen (18) or older or the Complainant's parents/guardians if the student is under the age of eighteen (18) within two (2) school days to advise of the Board's intent to investigate the alleged wrongdoing.

Investigation and Complaint Procedures (see Form 2260 F2)

Except for sex discrimination and/or Sexual Harassment that is covered by Policy 2266 - Nondiscrimination on the Basis of Sex in Education Programs or Activities, any student who alleges to have been subjected to unlawful discrimination or retaliation may seek resolution of the complaint through the procedures described below. The formal complaint procedures involve an investigation of the individual's claims of discrimination/retaliation and a process for rendering a decision regarding whether the charges are substantiated.

Due to the sensitivity surrounding complaints of unlawful discrimination or retaliation, timelines are flexible for initiating the complaint process; however, individuals are encouraged to file a complaint within thirty (30) calendar days after the conduct occurs. Once the formal complaint process is begun, the investigation will be completed in a timely manner (ordinarily within fifteen (15) business days of the complaint being received).

The procedures set forth below are not intended to interfere with the rights of a student to pursue a complaint of unlawful discrimination or retaliation with the United States Department of Education Office for Civil Rights ("OCR") or the Indiana Civil Rights Commission ("ICRC"). The Chicago Office of the OCR can be reached at John C. Kluczynski Federal Building, 230 S. Dearborn Street, 37th Floor Chicago, IL 60604; Telephone: 312-730-1560; FAX: 312-730-1576; TDD: 800-877-8339; Email: OCR.Chicago@ed.gov; Web: <http://www.ed.gov/ocr>.

Informal Complaint Procedure

The goal of the informal complaint procedure is to stop inappropriate behavior promptly and facilitate resolution through informal means, if possible. The informal complaint procedure is provided as a less formal option for a student who alleges unlawful discrimination or retaliation. This informal procedure is not required as a precursor to the filing of a formal complaint. The informal process is available only when the Complainant and the Respondent mutually agree to participate in it.

The Complainant may proceed immediately to the formal complaint process, and individuals who participate in the informal procedure may request that the informal process be terminated at any time to move to the formal complaint process.

All complaints involving a Corporation employee or any other adult member of the Corporation community and a student will be investigated formally.

As an initial course of action, if a Complainant feels comfortable and safe doing so, the individual should tell or otherwise inform the Respondent that the allegedly discriminatory/retaliatory conduct that it is inappropriate and must stop. The Complainant should address the alleged misconduct as soon after it occurs as possible. The COs are available to support and counsel the Complainant when taking this initial step or to intervene on behalf of the individual if requested to do so. A Complainant who is uncomfortable or unwilling to approach the Respondent directly about the inappropriate conduct may file an informal or a formal complaint.

In addition, with regard to certain types of unlawful discrimination (e.g., sex discrimination), the CO may advise against the use of the informal complaint process.

A Complainant who alleges unlawful discrimination/retaliation may make an informal complaint, either orally or in writing: 1) to a building administrator in the school the student attends; 2) directly to one of the COs; or 3) to the Superintendent or other Corporation-level employee.

All informal complaints must be reported to one of the COs, who either will facilitate an informal resolution as described below or appoint another individual to facilitate an informal resolution.

The Corporation's informal complaint procedure is designed to provide the Complainant with a range of options aimed at bringing about a prompt resolution of Complainant's concerns. Depending upon the nature of the complaint and the Complainant wishes, informal resolution may involve but is not limited to one or more of the following:

- A. Advising the Complainant about how to communicate concerns to the Respondent.
- B. Distributing a copy of Policy 2260 - Nondiscrimination and Access to Equal Educational Opportunity to the individuals in the school building or office where the Respondent works or attends school.
- C. If both parties agree, the Co may arrange and facilitate a meeting or mediation between the Complainant and the Respondent to work out a mutual resolution.

While there are no set time limits within which an informal complaint must be resolved, the CO or designee is directed to attempt to resolve all informal complaints within fifteen (15) business days of receiving the informal complaint.

If the Complainant is dissatisfied with the informal complaint process, the Complainant may proceed to file a formal complaint. And, as stated above, either party may request that the informal process be terminated at any time to move to the formal complaint process.

Formal Complaint Procedure

If a complaint is not resolved through the informal complaint process, if one of the parties requested that the informal complaint process be terminated to move to the formal complaint process, the Complainant elects to file a formal complaint from the outset, or the CO determines the allegations are not appropriate for resolution through the informal process, the formal complaint process shall be implemented.

A Complainant may file a formal complaint, either orally or in writing, with a Principal, the CO, the Superintendent, or other Corporation-level official.

Due to the sensitivity surrounding complaints of unlawful discrimination, timelines are flexible for initiating the complaint process; however, individuals should make every effort to file a formal complaint within thirty (30) calendar days after the conduct occurs while the facts are known and potential witnesses are available. If a Complainant informs a teacher, Principal, or other Corporation official at the student's school, Superintendent, or other Corporation employee, either orally or in writing, about any complaint of discrimination/retaliation, that employee must report such information to the CO within two (2) business days.

Throughout the course of the process, the CO should keep the parties reasonably informed of the status of the investigation and the decision-making process.

All formal complaints must include the following information to the extent known: the identity of the Respondent; a detailed description of the facts upon which the complaint is based (i.e., when, where, and what occurred); a list of potential witnesses; and the resolution sought by the Complainant.

If the Complainant is unwilling or unable to provide a written statement including the information set forth above, the CO shall ask for such details in an oral interview. Thereafter, the CO will prepare a written summary of the oral interview, and the Complainant will be asked to verify the accuracy of the reported charge by signing the document.

Upon receiving a formal complaint, the CO will consider whether any action should be taken in the investigatory phase to protect the Complainant from further discrimination or retaliation, including but not limited to a change of work assignment or schedule for the Complainant and/or the Respondent. In making such a determination, the CO should consult the Complainant to assess whether the individual agrees with the proposed action. If the Complainant is unwilling to consent to the proposed change, the CO still may take whatever actions are deemed appropriate in consultation with the Superintendent.

Within two (2) business days of receiving the complaint, the CO or designee will initiate a formal investigation to determine whether the Complainant has been subjected to unlawful discrimination/retaliation.

Simultaneously, the CO will inform the Respondent that a formal complaint has been received. The Respondent will be informed about the nature of the allegations and provided with a copy of any relevant policies and/or administrative guidelines, including Policy 2260 - Nondiscrimination and Access to Equal Educational Opportunity. The Respondent also must be informed of the opportunity to submit a written response to the formal complaint within five (5) business days.

Although certain cases may require additional time, the CO or designee will attempt to complete an investigation into the allegations of discrimination/retaliation within fifteen (15) business days of receiving the formal complaint.

The investigation will include:

- A. interviews with the Complainant;
 - B. interviews with the Respondent;
 - C. interviews with any other witnesses who reasonably may be expected to have any information relevant to the allegations;
- and,
- D. consideration of any documentation or other information presented by the Complainant, Respondent, or any other witness that is reasonably believed to be relevant to the allegations.

At the conclusion of the investigation, the CO or designee shall prepare and deliver a written report to the Superintendent that summarizes the evidence gathered during the investigation and provides recommendations based on the evidence and the definition of unlawful discrimination/retaliation as provided in Board policy and State and Federal law as to whether the Respondent has engaged in unlawful harassment/retaliation of the Complainant. The CO's recommendations must be based upon the totality of the circumstances, including the ages and maturity levels of those involved. In determining if unlawful discrimination or retaliation occurred, a preponderance of evidence standard will be used.

Absent extenuating circumstances, within five (5) business days of receiving the report of the CO or designee, the Superintendent either must issue a decision regarding whether the charges have been substantiated or request further investigation. A copy of the Superintendent's final decision will be delivered to both the Complainant and the Respondent.

If the Superintendent requests additional investigation, the Superintendent must specify the additional information that is to be gathered, and such additional investigation must be completed within five (5) days. At the conclusion of the additional investigation, the Superintendent must issue a final written decision as described above.

If the Superintendent determines the Respondent engaged in unlawful discrimination/retaliation against the Complainant, the Superintendent must identify what corrective action will be taken to stop, remedy, and prevent the recurrence of the discrimination/retaliation. The corrective action should be reasonable, timely, age-appropriate, effective, and tailored to the specific situation.

A Complainant or Respondent who is dissatisfied with the final decision of the Superintendent may appeal through a signed written statement to the Board within five (5) business days of the party's receipt of the Superintendent's decision. The written statement of appeal must be submitted to the Board President.

In an attempt to resolve the complaint, the Board shall meet with the concerned parties and their representatives 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. The decision of the Board will be final.

The Board reserves the right to investigate and resolve a complaint or report of unlawful discrimination/retaliation regardless of whether the Complainant pursues the complaint. The Board also reserves the right to have the formal complaint investigation conducted by an external person in accordance with this policy or in such other manner as deemed appropriate by the Board or its designee.

The parties may be represented, at their own cost, at any of the above-described interviews/meetings.

The right of a person to a prompt and equitable resolution of the complaint shall not be impaired by the person's pursuit of other remedies, such as the filing of a complaint with the OCR or the ICRC, the filing of charges with local law enforcement, or the filing of a civil action in court. Use of this internal complaint process is not a prerequisite to the pursuit of other remedies.

Privacy/Confidentiality

The Corporation will employ all reasonable efforts to protect the rights of the Complainant, the Respondent(s), and the witnesses as much as possible, consistent with the Corporation's legal obligations to investigate, take appropriate action, and comply with any discovery or disclosure obligations.

All records generated under the terms of this policy shall be maintained as confidential to the extent permitted by law. Confidentiality, however, cannot be guaranteed. Additionally, the Respondent must be provided the Complainant's identity

During the course of a formal investigation, the CO or designee will instruct each person who is interviewed about the importance of maintaining confidentiality. Any individual who is interviewed as part of an investigation is expected not to disclose to third parties any information that is learned or provided during the course of the investigation.

Remedial Action and Monitoring

If warranted, appropriate remedial action shall be determined and implemented on behalf of the Complainant, including but not limited to counseling services, reinstatement of leave taken because of the discrimination, the opportunity to complete assignments missed due to absences related to the discrimination, or other appropriate action.

The Board may appoint an individual, who may be a Corporation employee, to follow up with the Complainant to ensure no further discrimination or retaliation has occurred and to take action to address any reported occurrences promptly.

Sanctions and Disciplinary Action

The Board shall vigorously enforce its prohibitions against unlawful discrimination/retaliation by taking appropriate action reasonably calculated to stop and prevent further misconduct.

While observing the principles of due process, a violation of this policy may result in disciplinary action up to and including the discharge of an employee or the suspension/expulsion of a student. All disciplinary action will be taken in accordance with applicable State law and the terms of any relevant collective bargaining agreement or student code of conduct.

When imposing discipline, the Superintendent shall consider the totality of the circumstances involved in the matter, including the age and maturity level of any student involved. In those cases where unlawful discrimination/retaliation is not substantiated, the Board may consider whether the alleged conduct nevertheless warrants discipline in accordance with other Board policies, consistent with the terms of any relevant collective bargaining agreement or student code of conduct.

Where the Board becomes aware that a prior disciplinary action has been taken against the Respondent, all subsequent sanctions imposed by the Board and/or Superintendent shall be reasonably calculated to end such conduct, prevent its recurrence, and remedy its effect.

Retaliation

Retaliation against a person who makes a report or files a complaint alleging unlawful harassment/retaliation or participates as a witness in an investigation is prohibited. Neither the Board nor any other person may intimidate, threaten, coerce or interfere with any individual because the person opposed any act or practice made unlawful by any Federal or State civil rights law, made a report, formal complaint, testified, assisted or participated or refused to participate in any manner in an investigation, proceeding, or hearing

under those laws or this policy, or exercised, enjoyed, aided or encouraged any other person in the exercise or enjoyment of any right granted or protected by those laws or this policy.

Retaliation against a person for making a report of discrimination, filing a formal complaint, or participating in an investigation or meeting is a serious violation of this policy that can result in the imposition of disciplinary sanctions/consequences and/or other appropriate remedies.

Formal complaints alleging retaliation may be filed according to the internal complaint process set forth above.

The exercise of rights protected under the First Amendment of the United States Constitution does not constitute retaliation prohibited under this policy.

Education and Training

In support of this policy, the Board promotes preventative educational measures to create greater awareness of unlawful discriminatory practices. The Superintendent shall provide appropriate information to all members of the Corporation community related to the implementation of this policy and shall provide training for Corporation students and staff where appropriate. All training and information provided regarding the Board's policy and discrimination in general will be age and content appropriate.

Retention of Investigatory Records and Materials

The CO is responsible for overseeing the retention of all records that must be maintained pursuant to this policy. All individuals charged with conducting investigations under this policy shall retain all documents, electronically stored information ("ESI"), and electronic media (as defined in Policy 8315) created and received as part of an investigation, which may include but are not limited to:

- A. all written reports/allegations/complaints/grievances/statements/responses pertaining to an alleged violation of this policy;
- B. any narratives that memorialize oral reports/allegations/complaints/grievances/statements/responses pertaining to an alleged violation of this policy;
- C. any documentation that memorializes the actions taken by Corporation personnel or individuals contracted or appointed by the Board to fulfill its responsibilities related to the investigation and/or the Corporation's response to the alleged violation of this policy;
- D. written witness statements;
- E. narratives, notes from, and audio, video, or digital recordings of witness interviews/statements;
- F. e-mails, texts, and social media posts that directly relate to or constitute evidence pertaining to an alleged violation of this policy (i.e., not after-the-fact commentary about or media coverage of the incident);
- G. notes and summaries prepared contemporaneously by the investigator in whatever form made (e.g., handwritten, keyed into a computer or tablet, etc.), but not including transitory notes whose content is otherwise memorialized in other documents;
- H. written disciplinary sanctions issued to students or employees and other documentation that memorializes oral disciplinary sanctions issued to students or employees for violations of this policy;
- I. dated written determinations/reports (including summaries of relevant exculpatory and inculpatory evidence) and other documentation that memorializes oral notifications to the parties concerning the outcome of the investigation, including any consequences imposed as a result of a violation of this policy;

- J. documentation of any supportive measures offered and/or provided to the Complainant or the Respondent, including no contact orders issued to both parties, the dates the no contact orders were issued, and the dates the parties acknowledged receipt of the no contact orders;
- K. documentation of all actions taken, both individual and systemic, to stop the discrimination or harassment, prevent its recurrence, eliminate any hostile environment, and remedy its discriminatory effects;
- L. copies of the Board policy and procedures/guidelines used by the Corporation to conduct the investigation and any documents used by the Corporation at the time of the alleged violation to communicate the Board's expectations to students and staff with respect to the subject of this policy (e.g., Student Code of Conduct and/or Employee Handbooks);
- M. copies of any documentation that memorializes any formal or informal resolutions to the alleged discrimination or harassment;
- N. documentation of any training provided to Corporation personnel related to this policy, including but not limited to notification of the prohibitions and expectations of staff set forth in this policy and the role and responsibility of all Corporation personnel involved in enforcing this policy, including their duty to report alleged violations of this policy and/or conduct an investigation of an alleged violation of this policy;
- O. documentation that any rights or opportunities that the Corporation made available to one party during the investigation were made available to the other party on equal terms;
- P. copies of any notices sent to the Respondent of the allegations constituting a potential violation of this policy;
- Q. copies of any notices sent to the Complainant and the Respondent in advance of any interview or meeting;
- R. copies of any documentation or evidence used during informal and formal disciplinary meetings and hearings, including the investigation report, and any written responses submitted by the Complainant or the Respondent.

The information, documents, ESI, and electronic media (as defined in Policy 8315) retained may include public records and records exempt from disclosure under Federal (e.g., FERPA, ADA) and/or State (e.g., I.C. 5-14-3-4) law, such as student records and confidential medical records.

The documents, ESI, and electronic media (as defined in Policy 8315) created or received as part of an investigation shall be retained in accordance with Policy 8310, Policy 8315, Policy 8320, and Policy 8330 for not less than three (3) years and longer if required by the Corporation's records retention schedule.

Revised 1/23/06

Revised 5/13/13

Revised 6/13/16

Revised 7/30/18

5517 - ANTI-HARASSMENT

General Policy Statement

It is the policy of the School Board of the Logansport School Corporation to maintain an education and work environment that is free from all forms of unlawful harassment occurring in the Corporation's educational opportunities, programs, or activities, or, if initially occurring off Corporation grounds or outside the Corporation's educational opportunities, programs, and activities, affecting the Corporation environment (hereinafter referred to collectively as "unlawful harassment"). This commitment applies to all Corporation

operations, educational opportunities, programs, and activities. All students, administrators, teachers, staff, and other school personnel share responsibility for avoiding, discouraging, and reporting any form of unlawful harassment occurring in the Corporation's educational opportunities, programs, or activities, or, if initially occurring off Corporation grounds or outside the Corporation's educational opportunities, programs, and activities, affecting the Corporation environment. This policy applies to unlawful conduct occurring on school property, or at another location if such conduct affects the Corporation environment.

The Board will vigorously enforce its prohibition against unlawful harassment that is based on race, color, national origin, sex (including gender status, sexual orientation and/or gender identity), religion, disability, military status, ancestry, or genetic information, which are classes protected by Federal and/or State civil rights laws (hereinafter referred to as "Protected Classes"), and encourages those within the Corporation community as well as Third Parties who feel aggrieved to seek assistance to rectify such problems occurring in the Corporation's educational opportunities, programs or activities, or, if initially occurring off Corporation grounds or outside the Corporation's educational opportunities, programs and activities, affecting the Corporation environment.

The Corporation will offer counseling services to any person found to have been subjected to unlawful harassment and, where appropriate, the person(s) who committed the unlawful harassment.

All Corporation employees, including administrators, professional staff and support staff, shall report any incident of alleged unlawful harassment that the employee observes or which is reported to the employee.

The Corporation will investigate all allegations of unlawful harassment and, in those cases where unlawful harassment is substantiated, take steps immediately to end the harassment, prevent its recurrence, and remedy its effects.

Individuals who are found to have engaged in unlawful harassment will be subject to appropriate disciplinary action, up to and including termination of employment or expulsion from school.

Furthermore, Corporation employees who fail to report any incident of alleged unlawful harassment that the employee observes or which is reported to the employee also are subject to appropriate disciplinary action, up to and including termination of employment.

Other Violations of the Anti-Harassment Policy

The Corporation also will take immediate steps to impose disciplinary action on individuals engaging in any of the following prohibited acts:

- A. Retaliating against a person who has made a report or filed a complaint alleging unlawful harassment or who has participated as a witness in a harassment investigation.
- B. Filing a malicious or knowingly false report or complaint of unlawful harassment.
- C. Disregarding, failing to investigate adequately, or delaying investigation of allegations of unlawful harassment, when responsibility for reporting and/or investigating unlawful harassment charges comprises part of one's duties.

Sexual Harassment covered by Policy/AG 2266 - Nondiscrimination on the Basis of Sex in Education Programs or Activities, i.e., sexual harassment prohibited by Title IX, is not included in this policy. Allegations of such conduct shall be addressed solely by Policy 2266/AG 2266 - Nondiscrimination on the Basis of Sex in Education Programs or Activities.

Notice

Notice of the Board's policy on anti-harassment in the educational environment and the identity of the Corporation's Compliance Officers will be posted throughout the Corporation and published in any Corporation statement regarding the availability of employment, staff handbooks, and general information publications of the Corporation as required by Federal and State law and this policy.

Definitions

Words used in this policy shall have those meanings defined herein; words not defined herein shall be construed according to their plain and ordinary meanings.

Complainant is the individual who alleges or is alleged to have been subjected to unlawful harassment, regardless of whether the person files a formal complaint or is pursuing an informal resolution to the alleged harassment.

Respondent is the individual who is alleged to have engaged in unlawful harassment, regardless of whether the Complainant files a formal complaint or is seeking an informal resolution to the alleged harassment.

Corporation community means students, Corporation employees (i.e., administrators and professional and classified staff), and Board members, agents, volunteers, contractors, or other persons subject to the control and supervision of the Board.

Third Parties include but are not limited to guests and/or visitors on Corporation property (e.g., visiting speakers, participants on opposing athletic teams, parents), vendors doing business with or seeking to do business with the Board, and other individuals who come in contact with members of the Corporation community at school-related events/activities (whether on or off Corporation property).

Day(s): Unless expressly stated otherwise, the term “day” or “days” as used in this policy means business day(s) (i.e., a day(s) that the Corporation office is open for normal operating hours, Monday – Friday, excluding State-recognized holidays).

Bullying

Bullying rises to the level of unlawful harassment when one (1) or more persons systematically and chronically inflict(s) physical hurt or psychological distress on one (1) or more students with the intent to harass, ridicule, humiliate, intimidate or harm that/those student(s) based upon sex, race, color, national origin, religion, or disability, that is, characteristics that are protected by Federal civil rights laws. It is defined as any unwanted and repeated written, verbal, or physical behavior, including any threatening, insulting, or dehumanizing gesture, by an adult or student that is severe or pervasive enough to create an intimidating, hostile, or offensive educational environment, cause discomfort or humiliation, or unreasonably interfere with the individual's school performance or participation and may involve:

- A. teasing;
- B. threats;
- C. intimidation;
- D. stalking;
- E. cyberstalking;
- F. cyberbullying;
- G. physical violence;
- H. sexual violence;

- I. theft;
- J. sexual, religious, or racial harassment;
- K. public humiliation; or
- L. destruction of property.

In the bullying context, “harassment” means any threatening, insulting, or dehumanizing gesture, use of data or computer software, or written, verbal or physical conduct directed against a student that:

- A. places a student in reasonable fear of harm to his/her person or damage to his/her property;
- B. has the effect of substantially interfering with a student’s educational performance, opportunities, or benefits; or
- C. has the effect of substantially disrupting the orderly operation of a school.

Bullying that rises to the level of Sexual Harassment is covered by Policy/AG 2266 - Nondiscrimination on the Basis of Sex in Education Programs or Activities, i.e., sexual harassment prohibited by Title IX, and is not included in this policy. Allegations of such conduct shall be addressed solely by Policy 2266/AG 2266 - Nondiscrimination on the Basis of Sex in Education Programs or Activities.

Race/Color Harassment

Prohibited racial harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's race or color and when the conduct has the purpose or effect of: interfering with the individual's educational performance; creating an intimidating, hostile, or offensive learning environment; or interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may include but is not limited to conduct directed at the characteristics of a person's race or color, such as racial slurs, nicknames implying stereotypes, epithets, and/or negative references regarding racial customs.

Religious (Creed) Harassment

Prohibited religious harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's religion or creed and when the conduct has the purpose or effect of: interfering with the individual's educational performance; creating an intimidating, hostile, or offensive learning environment; or interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may include but is not limited to conduct directed at the characteristics of a person's religious tradition, clothing, or surnames, and/or involving religious slurs.

National Origin Harassment

Prohibited national origin harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's national origin and when the conduct has the purpose or effect of: interfering with the individual's educational performance; creating an intimidating, hostile, or offensive learning environment; or interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may include but is not limited to conduct directed at the characteristics of a person's national origin, such as negative comments regarding customs, manner of speaking, language, surnames, or ethnic slurs.

Disability Harassment

Prohibited disability harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's disability and when the conduct has the purpose or effect of: interfering with the individual's educational performance; creating an

intimidating, hostile, or offensive learning environment; or interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may include but is not limited to conduct directed at the characteristics of a person's disability, such as negative comments about speech patterns, movement, physical impairments or defects/appearances, or the like.

Corporation Compliance Officers

The Board designates the following individuals to serve as the Corporation's Compliance Officers (also known as "Anti-Harassment Compliance Officers") (hereinafter referred to as the "COs").

Human Resource Specialist 2829 George Street

Logansport, IN 46947
574-722-2911
adairj@lcsc.k12.in.us

JD Dubes
1 Berry Lane
Logansport, IN 46947
574-753-0441
dubesj@lcsc.k12.in.us

The names, titles, and contact information for the COs will be published annually on the Corporation's website and in the student or parent and staff handbooks.

The Compliance Officer(s) are responsible for coordinating the District's efforts to comply with applicable Federal and State laws and regulations, including the District's duty to address in a prompt and equitable manner any inquiries or complaints regarding harassment on the basis of a protected class.

The COs will oversee the investigation of any complaints of harassment based on a protected class which may be filed pursuant to the Board's adopted internal complaint procedure (see below) and will attempt to resolve such complaints. The Board will provide for the prompt and equitable resolution of complaints alleging harassment based on a protected class.

Reports and Complaints of Unlawful Harassment and Retaliation

Students and Corporation employees are required, and all other members of the Corporation community and Third Parties are encouraged, to promptly report incidents of harassment based on a protected class to an administrator, supervisor, or other Corporation official so that the Board may address the conduct before it becomes severe, pervasive, or persistent. Any teacher, administrator, supervisor, or other Corporation employee or official who receives such a complaint shall file it with the CO within two business days.

Members of the Corporation community, which includes students, who believe they have been unlawfully harassed by another member of the Corporation community or a Third Party are entitled to utilize the Board's complaint process set forth below. Initiating a complaint, whether formally or informally, will not adversely affect the Complainant's participation in educational or extra-curricular programs. While there are no time limits for initiating complaints under this policy, individuals should make every effort to file a complaint as soon as possible after the conduct occurs while the facts are known and potential witnesses are available.

If during an investigation of alleged bullying, aggressive behavior and/or harassment in accordance with Policy 5517.01 - Bullying, the Principal believes that the reported misconduct may have created a hostile educational environment and may have constituted unlawful harassment based on a Protected Class, the Principal shall report the act of bullying, aggressive behavior and/or harassment to one of the COs, who shall investigate the allegation in accordance with this policy. If the alleged harassment involves

Sexual Harassment as defined by Policy 2266 - Nondiscrimination on the Basis of Sex in Education Programs or Activities, the matter will be handled in accordance with the grievance process and procedures outlined in Policy 2266 - Nondiscrimination on the Basis of Sex in Education Programs or Activities. While the CO investigates the allegation or the matter is being addressed pursuant to Policy 2266 - Nondiscrimination on the Basis of Sex in Education Programs or Activities, the Principal shall suspend the Policy 5517.01 investigation to await the CO's written report or the determination of responsibility pursuant to Policy 2266 - Nondiscrimination on the Basis of Sex in Education Programs or Activities. The CO shall keep the Principal informed of the status of the Policy 5517 - Anti- Harassment investigation and provide the Principal with a copy of the resulting written report. Likewise, the Title IX Coordinator will provide the Principal with the determination of responsibility that results from the Policy 2266 - Nondiscrimination on the Basis of Sex in Education Programs or Activities grievance process.

The COs will be available during regular school/work hours to discuss concerns related to "unlawful harassment" on the basis of a protected class, to assist students who seek support or advice when informing another individual about "unwelcome" conduct, or to intercede informally on behalf of the student. COs shall accept complaints of unlawful harassment directly from any member of the Corporation community or a Third Party and reports that initially are made to another Corporation employee. Upon receipt of a report of alleged harassment, the CO will contact the Complainant and begin either an informal or formal process (depending on the Complainant's request and the nature of the alleged harassment) or designate a specific individual to conduct such a process.

The CO will provide a copy of this policy to the Complainant and Respondent. In the case of a formal complaint, the CO will prepare recommendations for the Superintendent or will oversee the preparation of such recommendations by a designee. All members of the Corporation community must report incidents of harassment based on a Protected Class that are reported to them to the CO within two (2) business days of learning of the incident/conduct.

Any Corporation employee who directly observes unlawful harassment of a student is obligated, in accordance with this policy, to report such observations to a CO within two (2) business days. Additionally, any Corporation employee who observes an act of unlawful harassment is expected to intervene to stop the harassment unless circumstances make such an intervention dangerous, in which case the staff member should immediately notify other Corporation employees and/or local law enforcement officials, as necessary, to stop the harassment. Thereafter, the CO or designee must contact the Complainant if age eighteen (18) or older or the Complainant's parents/guardians if the Complainant is under the age of eighteen (18) within two (2) days to advise of the Board's intent to investigate the alleged harassment. Additionally, if the alleged harasser is a student, the CO or designee must contact the Respondent if age eighteen (18) or older, or the Respondent's parents/guardians if the Respondent is under the age of eighteen (18), within two (2) days to advise of the Board's intent to investigate the alleged harassment.

Investigation and Complaint Procedure (see Form 5517 F1)

Except for Sexual Harassment that is covered by Policy 2266 - Nondiscrimination on the Basis of Sex Education Program or Activities, any student who alleges to have been subjected to unlawful harassment based on a Protected Class may seek resolution of the complaint through the procedures described below. The formal complaint process involves an investigation of the Complainant's claims of harassment or retaliation and a process for rendering a decision regarding whether the charges are substantiated.

Due to the sensitivity surrounding complaints of unlawful harassment or retaliation, time lines are flexible for initiating the complaint process; however, individuals are encouraged to file a complaint within thirty (30) calendar days after the conduct occurs while the facts are known and potential witnesses are available. Once the formal complaint process is begun, the investigation will be completed in a timely manner (ordinarily within fifteen (15) business days of the complaint being received).

The procedures set forth below are not intended to interfere with the rights of a student to pursue a complaint of unlawful harassment or retaliation with the United States Department of Education, Office for Civil Rights ("OCR") or the Indiana Civil Rights Commission ("ICRC"). The Chicago Office of the OCR can be reached at John C. Kluczynski Federal Building, 230 S. Dearborn Street, 37th Floor Chicago, IL 60604; Telephone: 312-730-1560; FAX: 312-730-1576; TDD: 800-877-8339; Email: OCR.Chicago@ed.gov; Web: <http://www.ed.gov/ocr>.

Informal Complaint Procedure

The goal of the informal complaint procedure is to stop inappropriate behavior promptly and facilitate resolution through an informal means, if possible. The informal complaint procedure is provided as a less formal option for a student who alleges unlawful harassment or retaliation. This informal procedure is not required as a precursor to the filing of a formal complaint.

The informal process is available only when the Complainant and the Respondent mutually agree to participate in it.

The Complainant may proceed immediately to the formal complaint process, and individuals who seek resolution through the informal procedure may request that the informal process be terminated at any time to move to the formal complaint process.

All complaints involving a Corporation employee, any other adult member of the Corporation community, or a Third Party and a student will be formally investigated.

As an initial course of action, if a Complainant feels comfortable and safe in doing so, the individual should tell or otherwise inform the Respondent that the alleged harassing conduct is unwelcome and must stop. The Complainant should address the allegedly harassing conduct as soon after it occurs as possible. The COs are available to support and counsel individuals when taking this initial step or to intervene on behalf of the Complainant if requested to do so. A Complainant who is uncomfortable or unwilling to approach the Respondent directly about the allegedly inappropriate conduct may file an informal or a formal complaint.

In addition, with regard to certain types of unlawful harassment, such as sexual harassment, the CO may advise against the use of the informal complaint process.

A Complainant who alleges harassment based on a protected class or retaliation may make an informal complaint, either orally or in writing to: 1) a building administrator; 2) one of the COs; or 3) to the Superintendent or other Corporation-level employee.

All informal complaints must be reported to one of the COs who either will facilitate an informal resolution as described below or appoint another individual to facilitate an informal resolution.

The Corporation's informal complaint procedure is designed to provide the Complainant with a range of options designed to bring about a resolution of the Complainant's concerns. Depending upon the nature of the complaint and the wishes of the Complainant, informal resolution may involve but is not limited to one or more of the following:

- A. Advising the Complainant about how to communicate the unwelcome nature of the behavior to the Respondent.
- B. Distributing a copy of Policy 5517 - Anti-Harassment as a reminder to the individuals in the school building or office where the Respondent works or attends school.
- C. If both parties agree, the CO may arrange and facilitate a meeting or mediation between the Complainant and the Respondent to work out a mutual resolution.

While there are no set time limits within which an informal complaint must be resolved, the CO or a designee is directed to attempt to resolve all informal complaints within fifteen (15) business days of receiving the informal complaint.

If the Complainant is dissatisfied with the results of the informal complaint process, the Complainant may proceed to file a formal complaint. And, as stated above, either party may request that the informal process be terminated at any time to move to the formal complaint process.

Formal Complaint Procedure

If a complaint is not resolved through the informal complaint process, one of the parties has requested that the informal complaint process be terminated to move to the formal complaint process, the Complainant elects to file a formal complaint from the outset, or the CO determines the allegations are not appropriate for resolution through the informal process, the formal complaint process as described below shall be implemented.

A Complainant may file a formal complaint either orally or in writing with a Principal, the CO, the Superintendent, or other Corporation official.

Due to the sensitivity surrounding complaints of unlawful harassment and retaliation, timelines are flexible for initiating the complaint process; however, individuals are encouraged to file a formal complaint within thirty (30) calendar days after the conduct occurs while the facts are known and potential witnesses are available. If a Complainant informs a teacher, Principal, Superintendent, or other Corporation official, either orally or in writing, about any complaint of harassment or retaliation, that employee must report such information to the CO within two (2) business days.

Throughout the course of the process, the CO should keep the parties reasonably informed of the status of the investigation and the decision-making process.

All formal complaints of unlawful harassment or retaliation must include the following information to the extent known: the identity of the Respondent; a detailed description of the facts upon which the complaint is based (i.e., when, where, and what occurred); a list of potential witnesses; and the resolution sought by the Complainant.

If the Complainant is unwilling or unable to provide a written statement including the information set forth above, the CO shall ask for such details in an oral interview. Thereafter, the CO will prepare a written summary of the oral interview and the Complainant will be asked to verify the accuracy of the reported complaint by signing the document.

Upon receiving a formal complaint, the CO will consider whether any action should be taken in the investigatory phase to protect the Complainant from further harassment or retaliation, including but not limited to a change of building or class assignment or class schedule for the Complainant and/or the Respondent. In making such a determination, the CO should consult the Complainant to assess whether the individual agrees with the proposed action. If the Complainant is unwilling to consent to the proposed change, the Compliance Officer still may take whatever actions are deemed appropriate in consultation with the Superintendent.

Within two (2) business days of receiving the complaint, the CO or designee will initiate a formal investigation to determine whether the Complainant has been subjected to unlawful harassment or retaliation.

Simultaneously, the CO will inform the Respondent that a formal complaint has been received. The Respondent will be informed about the nature of the allegations and provided with a copy of any relevant policies and/or administrative guidelines, including Policy 5517 - Anti-Harassment. The Respondent also must be informed of the opportunity to submit a written response to the formal complaint within five (5) business days.

Although certain cases may require additional time, the CO or designee will attempt to complete an investigation into the allegations of harassment based on a Protected Class or retaliation within fifteen (15) business days of receiving the formal complaint.

The investigation will include:

- A. interview(s) with the Complainant;
- B. interview(s) with the Respondent;

C. interviews with any other witnesses who reasonably may be expected to have any information relevant to the allegations; and

D. consideration of any documentation or other information, presented by the Complainant, Respondent, or any other witness that is reasonably believed to be relevant to the allegations.

At the conclusion of the investigation, the CO/designee shall prepare and deliver a written report to the Superintendent that summarizes the evidence gathered during the investigation and provides recommendations based on the evidence and the definition of unlawful harassment as provided in Board policy and State and Federal law as to whether the Respondent engaged in unlawful harassment of or retaliation against the Complainant. The CO's recommendations must be based upon the totality of the circumstances, including the age and maturity level of any student involved. In determining if unlawful harassment or retaliation occurred, a preponderance of the evidence standard will be used.

The CO may consult with the Board's legal counsel before finalizing the report to the Superintendent.

Absent extenuating circumstances, within five (5) business days of receiving the report of the CO/designee, the Superintendent either must issue a decision regarding whether the complaint of harassment has been substantiated or request further investigation. A copy of the Superintendent's final decision will be delivered to both the Complainant and the Respondent.

If the Superintendent requests additional investigation, the Superintendent must specify the additional information that is to be gathered, and such additional investigation must be completed within five (5) business days. At the conclusion of the additional investigation, the Superintendent must issue a written decision as described above.

If the Superintendent determines the Respondent engaged in harassment of or retaliation toward the Complainant, the Superintendent must identify what corrective action will be taken to stop, remedy, and prevent the recurrence of the harassment or retaliation. The corrective action should be reasonable, timely, age-appropriate, effective, and tailored to the specific situation.

A Complainant or Respondent who is dissatisfied with the final decision of the Superintendent may appeal through a signed written statement to the Board within five (5) business days of the party's receipt of the Superintendent's decision. The written statement of appeal must be submitted to the Board President.

In an attempt to resolve the Complaint, the Board shall meet with the concerned parties and their representatives 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. The decision of the Board will be final.

The Board reserves the right to investigate and resolve a complaint or report of unlawful harassment or retaliation regardless of whether the Complainant pursues the complaint. The Board also reserves the right to have the formal complaint investigation conducted by an external person in accordance with this policy or in such other manner as deemed appropriate by the Board or its designee.

The parties may be represented, at their own cost, at any of the above-described interviews/meetings.

The right of a person to a prompt and equitable resolution of the complaint shall not be impaired by the person's pursuit of other remedies, such as the filing of a complaint with the OCR or the ICRC, the filing of charges with local law enforcement, or the filing of a civil action in court. Use of the complaint procedures is not a prerequisite to the pursuit of other remedies.

Privacy/Confidentiality

The Corporation will employ all reasonable efforts to protect the rights of the Complainant, the Respondent, and the witnesses to the extent possible, consistent with the Corporation's legal obligations to investigate, take appropriate action, and comply with any discovery or disclosure obligations.

All records generated under the terms of this policy shall be maintained as confidential to the extent permitted by law. Confidentiality, however, cannot be guaranteed. Additionally, the Respondent must be provided the Complainant's identity.

During the course of a formal investigation, the CO or designee will instruct all members of the Corporation community and third parties who are interviewed about the importance of maintaining confidentiality. Any individual who is interviewed as part of a harassment investigation is expected not to disclose any information that is learned or provided during the course of the investigation.

Remedial Action and Monitoring

If warranted, appropriate remedial action shall be determined and implemented on behalf of the Complainant, including but not limited to counseling services, reinstatement of leave taken because of the discrimination, or other appropriate action.

The Board may appoint an individual, who may be a Corporation employee, to follow up with the Complainant to ensure no further discrimination or retaliation has occurred and to take action to address any reported occurrences promptly.

Sanctions and Disciplinary Action

The Board shall vigorously enforce its prohibitions against unlawful harassment/retaliation by taking appropriate action reasonably calculated to stop the harassment and prevent further misconduct.

While observing the principles of due process, a violation of this policy may result in disciplinary action up to and including the discharge of an employee or the suspension/expulsion of a student. All disciplinary action will be taken in accordance with applicable State law and the terms of any relevant collective bargaining agreement or student code of conduct. Any discipline of students with disabilities will be in accordance with the Individuals with Disabilities Education Act ("IDEA") and the Federal and State regulations implementing the IDEA.

When imposing discipline, the Superintendent shall consider the totality of the circumstances involved in the matter, including the age and maturity level of any student involved. In those cases where unlawful harassment is not substantiated, the Board may consider whether the alleged conduct nevertheless warrants discipline in accordance with other Board policies, consistent with the terms of any relevant collective bargaining agreement or student code of conduct.

Where the Board becomes aware that a prior disciplinary action has been taken against the Respondent, all subsequent sanctions imposed by the Board and/or Superintendent shall be reasonably calculated to end such conduct, prevent its recurrence, and remedy its effects.

Retaliation

Retaliation against a person who makes a report or files a complaint alleging unlawful harassment/retaliation or participates as a witness in an investigation is prohibited. Neither the Board nor any other person may intimidate, threaten, coerce or interfere with any individual because the person opposed any act or practice made unlawful by any Federal or State civil rights law, made a report, formal complaint, testified, assisted or participated or refused to participate in any manner in an investigation, proceeding, or hearing under those laws or this policy, or exercised, enjoyed, aided or encouraged any other person in the exercise or enjoyment of any right granted or protected by those laws or this policy.

Retaliation against a person for making a report of discrimination, filing a formal complaint, or participating in an investigation or meeting is a serious violation of this policy that can result in imposition of disciplinary sanctions/consequences and/or other appropriate remedies. Formal complaints alleging retaliation may be filed according to the internal complaint process set forth above.

The exercise of rights protected under the First Amendment of the United States Constitution does not constitute retaliation prohibited under this policy.

Allegations Constituting Child Abuse/Criminal Conduct

State law requires any teacher or school employee who knows or suspects that a child under the age of eighteen (18) is a victim of child abuse or neglect to immediately report that knowledge or suspicion to the Department of Child Services ("DCS"). If, during the course of a harassment investigation, the CO or designee has reason to believe or suspect that the alleged conduct reasonably indicates abuse or neglect of the Complainant, a report must be made in accordance with State law and Board Policy.

If the CO or designee has reason to believe that the Complainant has been the victim of criminal conduct as defined under State law, a report must be made to local law enforcement.

Any reports made to DCS or local law enforcement shall not terminate the CO's or designee's obligation and responsibility to continue to investigate a complaint of harassment. While the CO or designee may work cooperatively with outside agencies to conduct concurrent investigations, in no event shall the harassment investigation be inhibited by the involvement of outside agencies.

Education and Training

In support of this Anti-Harassment Policy, the Board promotes preventative educational measures to create greater awareness of unlawful discriminatory practices. The Superintendent shall provide appropriate information to all members of the Corporation community related to the implementation of this policy and shall provide training for Corporation students and staff where appropriate. All training and information provided regarding the Board's policy and harassment in general will be age and content appropriate.

Retention of Investigatory Records and Materials

The CO is responsible for overseeing the retention of all records that must be maintained pursuant to this policy. All individuals charged with conducting investigations under this policy shall retain all documents, electronically stored information ("ESI"), and electronic media (as defined in Policy 8315) created and/or received as part of an investigation, which may include but are not limited to:

- A. all written reports/allegations/complaints/grievances/statements/responses pertaining to an alleged violation of this policy;
- B. any narratives that memorialize oral reports/allegations/complaints/grievances/statements/responses pertaining to an alleged violation of this policy;
- C. any documentation that memorializes the actions taken by Corporation personnel or individuals contracted or appointed by the Board to fulfill its responsibilities related to the investigation and/or the Corporation's response to the alleged violation of this policy;
- D. written witness statements;
- E. narratives, notes from, and audio, video, or digital recordings of witness interviews/statements;

- F. e-mails, texts, and social media posts that directly relate to or constitute evidence pertaining to an alleged violation of this policy (i.e., not after-the-fact commentary about or media coverage of the incident);
- G. notes and summaries prepared contemporaneously by the investigator in whatever form made (e.g., handwritten, keyed into a computer or tablet, etc.), but not including transitory notes whose content is otherwise memorialized in other documents;
- H. written disciplinary sanctions issued to students or employees and other documentation that memorializes oral disciplinary sanctions issued to students or employees for violations of this policy;
- I. dated written determinations/reports (including summaries of relevant exculpatory and inculpatory evidence) and other documentation that memorializes oral notifications to the parties concerning the outcome of the investigation, including any consequences imposed as a result of a violation of this policy;
- J. documentation of any supportive measures offered and/or provided to the Complainant or the Respondent, including no contact orders issued to both parties, the dates the no contact orders were issued, and the dates the parties acknowledged receipt of the no contact orders;
- K. documentation of all actions taken, both individual and systemic, to stop the discrimination or harassment, prevent its recurrence, eliminate any hostile environment, and remedy its discriminatory effects;
- L. copies of the Board policy and procedures/guidelines used by the Corporation to conduct the investigation and any documents used by the Corporation at the time of the alleged violation to communicate the Board's expectations to students and staff with respect to the subject of this policy (e.g., Student Code of Conduct and/or Employee Handbooks);
- M. copies of any documentation that memorializes any formal or informal resolutions to the alleged discrimination or harassment;
- N. documentation of any training provided to Corporation personnel related to this policy, including but not limited to notification of the prohibitions and expectations of staff set forth in this policy and the role and responsibility of all Corporation personnel involved in enforcing this policy, including their duty to report alleged violations of this policy and/or conduct an investigation of an alleged violation of this policy;
- O. documentation that any rights or opportunities that the Corporation made available to one party during the investigation were made available to the other party on equal terms;
- P. copies of any notices sent to the Respondent of the allegations constituting a potential violation of this policy;
- Q. copies of any notices sent to the Complainant and the Respondent in advance of any interview or meeting;
- R. copies of any documentation or evidence used during informal and formal disciplinary meetings and hearings, including the investigation report and any written responses submitted by the Complainant or the Respondent.

The documents, ESI, and electronic media (as defined in Policy 8315) retained may include public records and records exempt from disclosure under Federal (e.g., FERPA, ADA) and/or State (e.g., I.C. 5-14-3-4) law, such as student records and confidential medical records.

The documents, ESI, and electronic media (as defined in Policy 8315) created or received as part of an investigation shall be retained in accordance with Policy 8310, Policy 8315, Policy 8320, and Policy 8330 for not less than three (3) years and longer if required by the Corporation's records retention schedule.

Last Revision 7/30/18

LCSC Metal Detector Usage Guidelines

Reasonable Suspicion for use of Metal Detector

When the school administration has a reasonable suspicion to believe that weapons or other illegal metal objects are in the possession of an identified student, the administration is authorized to use a mobile metal detector to search the student. Any search of a student's person as a result of the activation of the detector will be conducted in private and in accordance with the policy of personal searches. Only school personnel who have been trained in the usage of metal detectors, law enforcement officers assigned to the school corporation, or school resource officers shall operate the metal detectors under the direction of the administration.

Administrative search/use of metal detectors

In view of the escalating school violence, the potential presence of weapons in our schools, and the school corporation's duty to maintain a safe learning environment, the Board of School Trustees authorizes the use of metal detectors to check a student's person, or personal effects. Only school personnel who have been trained in the usage of metal detectors, law enforcement officers assigned to the school corporation, or school resource officers shall operate the metal detectors under the direction of the administration.

School officials or law enforcement officers may conduct metal detector checks of groups of individuals if the checks are done in a minimally-intrusive, nondiscriminatory manner. Metal detector checks of groups of individuals may not be used to single out a particular individual or category of individuals.

If a school official or a law enforcement officer has reasonable suspicion to believe that a particular student is in possession of an illegal or unauthorized metal-containing object or weapon, he or she may conduct a metal detector check of the student's person and personal effects.

Notice of the Board policy and procedures on the use of metal detectors will be sent to parents and students and the websites of the school corporation and of each middle and high school.

The Superintendent shall develop procedures for implementing this policy. The metal detector checks will be done only in accordance with the provisions of the Board policy and procedures by school personnel or law enforcement officers under the supervision of the school administrator.

Use of Metal Detectors - Procedures

The following procedures for the use of metal detectors in the schools are developed pursuant to Board policy on the Use of Metal Detectors. The Superintendent may modify or expand these procedures in any manner consistent with the Board's policy.

A notice will be posted in a central location at the Intermediate, Junior, and High schools stating that weapons are not permitted at school and that students may be required to submit to a metal detector check. In addition, the metal detector policy and these procedures will be included in the student handbooks for each Intermediate, Junior, and High schools. Notice of the Board policy and procedures on the use of metal detectors will be sent to parents and students of the Intermediate, Junior, and High school on a regular basis throughout the school year. A notice must be sent out before the beginning of school and at least once per semester during the school year. The superintendent will determine the specific dates when the notice will be sent out throughout the school year.

Metal Detector Random Checks

- A. A principal may decide to conduct a random metal detector check on all students before entering the school at the beginning of the school day, or he or she may select a group of students to be checked at random on a neutral, nondiscriminatory basis. The group selected for a random check may be a classroom(s) , a bus(es), or any other group of students determined by the principal in accordance with these procedures and board policy. Metal detector checks of groups of individuals may not be used to single out a particular individual or category of individuals.
- B. Before conducting the metal detector checks, the participating administrator, SRO or law enforcement officer, will explain the scanning process to students, emphasizing that the checks are intended to maintain safe schools.
- C. An administrator or officer will escort each student with his or her personal effects into a designated area to proceed with the metal detector check. An adult will closely observe students to make sure no objects are removed from pockets or personal effects.
- D. The administrator or officer will ask the student to remove all metal-containing objects from his or her clothing and personal effects. The administrator or officer will then scan the student without touching his or her body and scan the outside of the student's personal effects. The metal detector scan of the student's person will be done by an adult who is the same sex as the student. If the student refuses to cooperate, the administrator or officer may proceed with the check in the presence of another adult.
- E. If the metal detector is activated during the scanning of the student's effects, the administrator or officer will ask the student to open the bag, purse, etc., and the officer will proceed to look for weapons. If the metal detector is activated during the scanning of the student's person, the student will be given a second opportunity to remove any metal-containing object from his person. A second scan will be conducted and if the metal detector is activated again, an administrator or officer of the same sex will conduct a pat-down search of the student's outer clothing in the area where the metal detector was activated. The pat-down search will be done in a private room or area and in the presence

of an adult witness, when feasible. If the administrator or officer feels an object on the student's person, the student will be given an opportunity to remove the object. If he or she refuses, the administrator or officer will remove the object from the student in the presence of an adult witness of the same sex.

Metal Detector Checks of Individual Students

Before conducting a metal detector check of an individual student, the administrator or officer must have individualized reasonable suspicion that the student is in possession of an illegal or unauthorized metal-containing object or weapon. The provisions of the Board Policy regarding personal searches and the use of metal detectors shall be followed under these circumstances.

If a properly conducted search yields a weapon or any other illegal material, it shall be turned over to the proper legal authorities for disposition.



Book	Policy Manual
Section	7000 Property
Title	FACILITY SECURITY PROGRAM
Code	po7440
Status	Active
Adopted	March 20, 2000
Last Revised	April 8, 2019

7440 - **FACILITY SECURITY PROGRAM**

Construction and maintenance of safe and secure facilities to support the instruction of students by the School Corporation's staff involves a substantial investment of public funds. It is therefore in the interest of the school community that the School Board protect its investment in facilities by implementing a security program.

The Superintendent shall develop and supervise a program for the security of the Corporation's students, staff, visitors, buildings, grounds, and equipment. This program may include the use of video and audio monitoring and recording equipment as well as using metal detectors to scan individuals on the Corporation's grounds and in the Corporation's vehicles.

The Board directs the Superintendent to identify persons who knowingly or negligently damage property or expose persons to the risk of harm in the course of Corporation activities. If persons responsible for harm or risk of harm to a person or property damage are identified, the Board directs the Superintendent and staff to cooperate in the prosecution of these persons and to pursue recovery of the cost of repair or replacement of damaged property.

In implementing the security program required by this policy, the Board authorizes the Superintendent to direct a person to not come on Corporation property, leave Corporation property, or that s/he may not attend a Corporation activity when the Superintendent determines that the person's presence may be a danger to others. If a person does not comply with such a directive, the Board authorizes the Superintendent to seek arrest of the person by a law enforcement officer and prosecution of the person for the Class D felony of Criminal Trespass on School Property, as found at I.C. 35-43-2-2(b)(1) or (2). A decision by a designee of the Superintendent may be reviewed and modified by the Superintendent.

The Superintendent is authorized to purchase and install walk-through metal detectors and video and audio monitoring equipment on school property in order to protect the health, welfare, and safety of students, staff, parents and other visitors, and Corporation property.

The Superintendent also is authorized to purchase hand-held metal detectors and permit administrative staff, school resource officers, dean of students, and other personnel trained in the usage of hand-held metal detectors to utilize such metal detectors as a part of a comprehensive program of school security and safety of students, staff, parents and other visitors.

Metal detectors, both walk-through and hand-held wands, will be used only in accordance with the Superintendent's administrative guidelines.

When a school administrator has a reasonable suspicion to believe a weapon is in the possession of a person, walk-through and hand-held metal detectors may be used.

The Board authorizes the search of all persons entering Corporation buildings, boarding or riding Corporation buses/vehicles owned by, or contracted for, the Corporation, entering Corporation property, and attending events on Corporation property. Such searches may be conducted using walk-through or hand-held metal detectors as a part of a comprehensive program of safety and security.

If a person has a medical condition that prohibits them from going through a walk-through metal detector, then only a hand-held metal detector may be used.



Book	Policy Manual
Section	5000 Students
Title	SEARCH AND SEIZURE
Code	po5771
Status	Active
Adopted	March 20, 2000
Last Revised	April 8, 2019

5771 - **SEARCH AND SEIZURE**

The School Board recognizes its obligation to balance the privacy rights of its students with its responsibility to provide student, faculty, and authorized visitors with a safe, hygienic, and alcohol/drug-free learning environment.

In balancing these competing interests, the Board directs the Superintendent to utilize the following principles:

A. School Property

School facilities such as lockers and desks are school property provided for student use subject to the right of the Superintendent and his/her designee to enter the facility as needed and inspect all items in the facility searched. Students shall not have an expectation of privacy in any facility provided by the school and shall not be permitted to deny entry to a Corporation administrator by the use of a lock or other device.

B. Student's Person and Possessions

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

Searches, pursuant to this policy, also shall be permitted in all situations in which the student is under the jurisdiction of the Board as defined by I.C. 20-8.1-5.1-8.

Permission for a student to bring a vehicle on school property shall be conditioned upon consent of the search of the vehicle and all containers inside the vehicle by a school administrator with reasonable suspicion to believe the search will produce evidence of a violation of law, a school rule, or a condition that endangers the safety or health of the student driver or others. The student shall have no expectation of privacy in any vehicle or in the contents of any vehicle operated or parked on school property.

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

C. Breath Test Instruments

Administrators are authorized to arrange for the use of breath-test instruments for the purpose of determining if a student has consumed an alcoholic beverage. It is not necessary for the test to determine blood-alcohol level, since the Board has established a zero tolerance for alcohol use.

D. Metal Detectors

To address the School Corporation's duty to maintain a safe learning environment free of the potential presence of weapons, school officials, school resource officers and other school personnel trained in the usage of metal detectors are authorized to use metal detectors, either hand-held wands or walk through devices, for the purpose of determining if a person is in possession of weapons or other dangerous metal objects. When the school administration has a reasonable suspicion to believe weapons or other dangerous metal objects are in the possession of an identified person, a search of the identified person and/or of his/her possessions shall be conducted in accordance the requirements of this policy's provisions for searching a Student's Person or Possessions (B. above) and administrative guideline 7440B.

E. Use of Dogs

The Board authorizes the use of specially-trained dogs to detect the presence of drugs or devices such as bombs on school property under the conditions established in the Superintendent's administrative guidelines.

Anything found in the course of a search pursuant to this policy which constitutes evidence of a violation of a law or a school rule or which endangers the safety or health of any person shall be seized and utilized as evidence if appropriate. Seized items of value shall be returned to the owner if the items may be lawfully possessed by the owner. Seized items of no value and seized items that may not lawfully be possessed by the owner may be destroyed.

The Superintendent shall promptly record in writing the following information for each search pursuant to this policy:

- A. the information upon which the search was based
- B. the time, date, location, students, or places searched, and persons present
- C. a description of any item seized and its disposition
- D. the time and date of notice to the parent or guardian in the case of the search of the person of a student

The Superintendent shall prepare administrative guidelines to implement this policy.

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Legal	I.C. 20-33-8-32
	U.S. Constitution, 4th Amendment

The Superintendent shall require that notice of the Corporation's intent to conduct such searches is provided at least annually to all Corporation staff members, students and their parents, and visitors, including an outline of the procedure to be utilized during a search.

No person shall be selected to be searched based solely upon his/her gender, race, ethnicity, religion, disability, physical appearance, manner of dress, or association with any particular group of persons.

The Superintendent shall report to the Board, no later than the next Board meeting, any significant incident involving vandalism, theft, personal safety, or other security risk and the measures being taken to address the situation.

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I.C. 20-26-5-4(a)(2), (4) and (5)

I.C. 20-33-8