

# Lanesville Jr/Sr High School



## **Student Handbook 2024-2025**

2725 Crestview Ave NE  
Lanesville, IN 47136  
Phone - 812-952-2555  
Fax - 812-952-3762

School Website: [www.lanesville.k12.in.us](http://www.lanesville.k12.in.us)

# **Lanesville Eagles**

# Lanesville Community School Corporation 2024-2025 Calendar

Jul						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

23-24 **Teachers Only**  
25 **1<sup>st</sup> Student Day**

Jan						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

1-3 **Winter Break**  
6 **Start Qtr 3**  
20 **MLK Day No School**

Aug						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Feb						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

Sep						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

02 **Labor Day No School**  
13 **No School**  
16 **Parent/Teacher Conf**  
27 **End of 1<sup>st</sup> Qtr \*44**  
30 **FB (Intercession)**

Mar						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

7 **End of 3<sup>rd</sup> Qtr \*44**  
10 **1<sup>st</sup> Day of 4<sup>th</sup> Qtr**  
17-21 **SB (Intercession)**  
24-28 **Spring Break**

Oct						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

1-4 **FB (Intercession)**  
7-11 **Fall Break**  
14 **1<sup>st</sup> Day of 2<sup>nd</sup> Qtr**

Apr						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

Nov						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

5 **No School**  
27-29 **Thanksgiving Brk**

May						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

2 **Snow Makeup**  
23 **H.S. Graduation**  
26 **Memorial Day (NS)**  
28 **End of 4<sup>th</sup> Qtr \*46**  
29 **Teachers Only**

Dec						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

20 **End of 2<sup>nd</sup> Qtr \*46**  
23-31 **Winter Break**

Jun						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

# **Lanesville Jr.-Sr. High School Bell Schedule**

**2024-2025**

**Pd. 1) 7:55-8:37 (42)**

**Pd. 2) 8:40-9:22 (42)**

**Pd. 3) 9:25-10:07 (42)**

**Pd. 4) 10:10-10:52 (42)**

**HR 10:55-11:17 (22)**

**Pd. 5) 11:20-12:02 (42)**

**Pd. 6) Lunch A 12:02-12:30 (28)**

**Lunch A Class 12:33-1:18 (45)**

**Lunch B Class 12:05-12:51 (46)**

**Lunch B 12:51-1:18 (27)**

**Pd. 7) 1:21-2:09 (48) /Fri 1:21-1:54 (33)**

**Pd. 8) 2:12-3:00 (48) /Fri 1:57-2:30 (33)**

*\*Please note that the bell schedule is subject to change*

# **2hr Delay Schedule**

**Period 1: 9:55-10:24 (29)**

**Period 2: 10:27-10:58 (31)**

**Period 3: 11:01-11:30 (29) Seniors Leave for Prosser 11:00**

**Period 4: 11:33-12:02 (29)**

**Period 6: Lunch A 12:02-12:30 (28)**

**Lunch A Class 12:33-1:18 (45)**

**Lunch B Class 12:02-12:55 (46)**

**Lunch B 12:51-1:18 (27)**

**Period 5: 1:21-1:52 (31)**

**Period 7: 1:55-2:26 (31)**

**Period 8: 2:29-3:00 (31)**

*\*Please note that the bell schedule is subject to change*

## TABLE OF CONTENTS

<a href="#">School Corporation Mission Statement</a>	5
<a href="#">Welcome</a>	5
<a href="#">Lanesville Jr/Sr High School Goals</a>	5
<a href="#">School Song</a>	5
<a href="#">Arrival/Dismissal</a>	6
<a href="#">Artificial Intelligence</a>	7
<a href="#">Attendance</a>	7-9
<a href="#">Athletic Eligibility</a>	9
<a href="#">Authority</a>	9-10
<a href="#">Backpacks</a>	10
<a href="#">Bullying</a>	10
<a href="#">Cancellation of School</a>	10
<a href="#">Cheating</a>	10-11
<a href="#">Check-In/Check-Out Procedures</a>	11
<a href="#">Classroom Pass</a>	11
<a href="#">Closed Campus</a>	11
<a href="#">Commons</a>	11
<a href="#">Counseling Services</a>	11-12
<a href="#">Dances</a>	12
<a href="#">Detention</a>	12
<a href="#">Discipline Policy</a>	13
<a href="#">Dress Code</a>	13
<a href="#">Drug Policy</a>	13
<a href="#">Driver's License</a>	13
<a href="#">Driving Policy</a>	14
<a href="#">Emergency Drills</a>	14
<a href="#">Empowered Use Policy</a>	14-15
<a href="#">Enrollment Requirements</a>	15
<a href="#">Field Trips</a>	15
<a href="#">Food Service/Cafeteria</a>	15-16
<a href="#">Fundraisers</a>	16
<a href="#">Homework Policy</a>	16
<a href="#">Library</a>	16
<a href="#">Lockers/Locks</a>	16-17
<a href="#">Locker Searches</a>	17
<a href="#">Low THC Hemp Extract</a>	17
<a href="#">Lost and Found</a>	18
<a href="#">Parent Concerns</a>	18

<a href="#">Pledge of Allegiance</a>	19
<a href="#">Prom</a>	19
<a href="#">Prosser School of Technology</a>	19
<a href="#">Protection of Property</a>	19
<a href="#">School Bus Rules and Information</a>	19-20
<a href="#">School Health Services</a>	20-21
<a href="#">School Records</a>	21-22
<a href="#">School Services</a>	22-23
<a href="#">Telephone Use By Students</a>	23
<a href="#">Textbooks</a>	23
<a href="#">Termination From High School</a>	23
<a href="#">Transfer to Another School</a>	23
<a href="#">LHS Academic Handbook</a>	24
<a href="#">LHS Athletic Handbook</a>	24
<a href="#">LCSC Corporation Handbook</a>	24

## **LANESVILLE COMMUNITY SCHOOL CORPORATION MISSION STATEMENT**

The Lanesville Community School Corporation will dedicate itself to ensuring all students show growth in character, academics and life skills using teaching techniques tailored to meet the needs of each student. Maximizing that ability is the fundamental responsibility of the entire school community. The learning environment should be safe, creative, nurturing, challenging, and also instill in students a desire to become lifelong learners and contributing members of a democratic society.

## **WELCOME TO LANESVILLE JUNIOR/SENIOR HIGH SCHOOL**

The staff, faculty, and administration hope this school year will be an enjoyable educational experience. You should develop a work ethic for grades, attendance, behavior, and skill proficiency. Your record will be the best indicator of your potential for success in college and careers. Take pride in a culture of excellence and academic achievement. Excellence is obtained through consistent patterns of hard work and prompt attendance. We expect all students to do their part to learn the skills and knowledge necessary to compete in the global economy.

## **LANESVILLE JR/SR HIGH SCHOOL GOALS**

All students will graduate with College and Career Ready Skills. Students will graduate with the ability to read, write, solve problems, use technology, work with a group, follow instructions and adapt to learning new skills. We strive to accomplish the following:

--90% passing on ILEARN exams

--60% of Advanced Placement students scoring a 3 or better on the exam

--80% of graduates have college credit upon graduation

--100% graduation rate

We believe every person that works for the corporation plays a role in the success of our students.

## **SCHOOL SONG**

The school song is printed so students can sing it proudly.

*Always stand when it is being played*

(TUNE OF 'INDIANA, OUR INDIANA')

LANESVILLE HIGH SCHOOL,

DEAR LANESVILLE HIGH SCHOOL

LANESVILLE HIGH SCHOOL

WE'RE ALL FOR YOU.

WE WILL FIGHT FOR OUR DEAR OLD HIGH SCHOOL  
AND TO OUR COLORS WE'LL ERE BE TRUE. RAH! RAH!

WE WILL ALTER, WE WILL NOT FALTER  
IN THE BATTLE SO TRIED AND TRUE.

LANESVILLE HIGH SCHOOL,

DEAR LANESVILLE HIGH SCHOOL

LANESVILLE HIGH SCHOOL

WE'RE ALL FOR YOU. GO EAGLES!

## **ARRIVAL/DISMISSAL PROCEDURES**

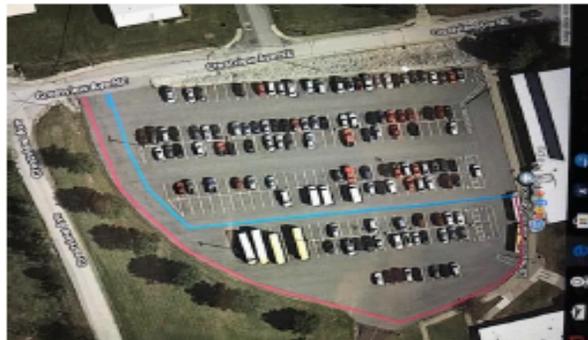
The safety of all of our children is our top priority. As students enter the building they will report to their assigned area in the elementary gym. Students are not permitted in the hallways, restrooms, or classrooms until they are dismissed from morning meeting at 8:00 a.m.

**Car Riders** - ALL car riders are to go through the car rider line. Students should not be dropped off in the parking lot.

### **ATTENTION: CHANGES TO THE CAR RIDER DROP OFF AND PICK**

**EFFECTIVE October 14<sup>th</sup> 2019**, we will start using the front main lot as our pick up and drop off area for students. Please refer to the maps below and familiarize yourself with them to assist us in this transition. There will be signs and staff in place to make this as easy as possible for everyone. There will be no vehicle traffic on the back side of the school. That will now be the bus drop off and pick up area. Remember this change is to assist us in making this as safe as we possibly can for the kids here at Lanesville.

#### **Elementary and Sr & Jr High Drop Off Line**



All car riders will enter in the NE corner of the school parking lot off of Crestview Ave. You will follow the **RED LINE** to the drop off area. To exit, follow the **BLUE LINE** back out to Crestview Ave. Again this will be marked with cones and signs to follow to make the transition easier.

#### **Elementary Pick Up Lines**

**All Jr & Sr High student pick up will park and wait for their students to come to their vehicle.**



The pick up line will enter in the NE corner of the school parking lot off of Crestview Ave. There will be two lines like before, **RED** and **BLUE**. All cars will enter using the **RED LINE**. The **RED LINE** will split into two lines closer to the playground. The **RED LINE** will be for picking up both elementary and Jr/Sr High students. If in the **RED LINE**, after picking up elementary students, cars will proceed to the pick up area for Jr./Sr. High and park to wait for those students to dismiss. The **RED LINE** will then dismiss out the third traffic lane. The **BLUE LINE**, which is for elementary students only, will exit out the second traffic lane once students have been picked up.

The entrance/exit off Crestview Avenue directly accessing the main parking lot is closed to all traffic from 7:20 to 3:15 each day.

## ATTENDANCE

**Reporting Absences to School** - Parents are to notify the office of the student's absence by calling the office at 952-2555 option 1 no later than **8:15a.m.** When reporting the absence please provide complete information as to the child's name, grade, and the reason for the absence. Those students from which we receive no notification will be counted as unexcused and could result in not being able to do makeup work.

Promptness and dependability are important values in our society and it is appropriate that they be stressed in school. All students are expected to attend school regularly and to be on time for classes in order to receive maximum benefit from the instructional program and to develop habits of punctuality, self-discipline, and responsibility.

Some Truths about School Attendance

1. Regular school attendance is a valuable characteristic.
2. There are legitimate reasons for students to miss school.
3. When a student is not in attendance, school does go on.
4. It is legitimate and proper for the school to set time limits of controllable absences from school beyond which students and their parents will be referred to an Attendance Review Committee.

### **Attendance Limits:**

If a student accumulates ten unexcused absences from school during a semester, the student and a parent will be referred to the Attendance Officer for appropriate action. Absences due to a disciplinary suspension will not count toward the ten-day limit.

Absences are classified into two classes: Excused and Unexcused.

### **Excused Absences**

The following absences are excused and do not count toward the ten-day limit:

1. Service as a page in the Indiana Legislature
2. Serving as a poll worker on election day or helper to a political party or candidate
3. Active duty with the Indiana National Guard, the United States Armed Forces, or their reserve components
4. Civil Air Patrol participation
5. Exhibiting at or participating in the Indiana State Fair or member of the student's household (up to five days and if the student is in good academic standing)
6. Court appearances with a subpoena
7. Personal illness with a note from a doctor
8. Personal illness with a note from a parent
9. Death in the immediate family
10. Absences due to a medical or dental appointment (with doctor's office documentation)
11. School-sponsored field trips (student will be considered in attendance at school)

### **Unexcused Absences:**

All absences not designated as Excused shall be considered as Unexcused absences. All Unexcused absences will count toward the ten-day limit.

### **Truant:**

A student will be considered truant when the absence from school is without the knowledge and approval of a school official or parent. A full day's absence will occur when a student is absent for five or more periods in a

day. A half day's absence will be charged if a student is absent one to four periods (jr.-sr. high school and 30 minutes to 3.5 hours (elementary)

**Excused Absences and Written Verification:**

Written verification must be presented for all excused absences. The written excuses must be turned into the attendance officer upon the student's return to school. In the case of an absence due to a doctor's appointment or illness, for which the student is under the care of a physician, the student must present a signed and dated note from the physician's office to verify this absence.

**Make-up Work:**

Students must make up all work missed due to an absence. It is the student's responsibility to arrange for making up the work. As a rule, the student will have the same number of days to make up the work missed as the length of the absence. In the case of a planned absence, the arrangements to determine when the work will be due before the absence. Teachers may assign an attendance grade of up to 5% of the total grade for the grading period. Only unexcused absences will be deducted from the attendance Grade.

**Vacations and other Planned Absences (including College Visits):**

Students who wish to be excused from school for vacations or other planned absences must submit a form, signed by all teachers and the parent or guardian, two full days before the first of such absence to enable schoolwork to be made up for credit. All absences of this nature count toward the ten-day limit. The parent or guardian should contact the school personally to arrange for such absences.

**Intervention Procedure:**

When a student has accumulated five (5) absences, the attendance officer will send a letter to the parent or guardian. When the student has accumulated seven (7) absences, a parent conference will be requested. After a student has reached the ten-day limit, a violation will occur upon the next unexcused absence. This violation will result in a mandatory meeting of the parent and student with the Attendance Officer. The Attendance Officer may recommend the following:

1. Expulsion for the remainder of the semester.
2. Written contract as an individual intervention plan.

The recommendation of the Attendance Officer will be presented to the Principal for final determination.

**Truancy Prevention Procedures:**

The following procedures apply to students enrolled in Kindergarten through Twelfth Grades who have five (5) unexcused absences in a 10 week period:

1. The school shall upon the student's fifth unexcused absence in the ten week period will immediately provide a written notice to the parents. Such written notice shall include:
  - A) the student is an absent student based upon having five unexcused absences within a 10 week period;
  - B) the parent is responsible for monitoring the school attendance of the student and ensuring the student attends school;
  - C) the school will be initiating truancy prevention measures in regards to the absent student;
  - D) the parent is required to attend an attendance conference concerning the truancy measures the school will be implementing and such conference will be held not more than five instructional days after the fifth unexcused absence occurred; and
  - E) the superintendent or the attendance officer are required to report if the student is a habitual truant to juvenile court or the department of child services, wherein the juvenile court may determine the student is committing a delinquent act under state law and the parent may be prosecuted for educational neglect.

2. The school shall hold an attendance conference to discuss the student's absences and establish an attendance plan. The conference will be with the following people:

- A) School Representative
- B) A teacher of the student
- C) The parent of the student
- D) Parent's Representative if parent gives 48 hours' notice of the representative's attendance and the name of the representative

3. The school shall establish an attendance plan that includes

- A) Wraparound services to ensure school attendance for the student.
- B) A description of the behavior required and/or prohibited for the student.
- C) The effective time period for the plan, but not to exceed 45 instructional days.
- D) Disciplinary actions the school will take if the student does not comply with the plan.
- E) A referral to counseling, mentoring or other services for the student as appropriate.
- F) Whether the parent is required or expected to attend the services assigned to the student.
- G) The signature of the student and the parent agreeing to the plan.

**Attendance/Instructional Time:**

**In-Person Instruction:**

Attendance shall mean to be physically present in a school or at another location where the school's educational program is being conducted during regular school hours on a day the educational program in which the student is enrolled is being offered.

**Virtual Instruction:**

Attendance shall mean student engagement in the virtual classroom. Engagement in the virtual classroom shall be measured by daily log-ins and log times, completed daily work, completed weekly work, completed projects, communications with teachers on a daily or weekly basis, and any other requirements as determined by the virtual instruction teacher. Students attending virtual instruction are subject to the same instructional time requirements as students attending in-person, which is 5 hours for students in grades 1 through 6 and 6 hours for grades 7 through 12 per day.

**Blended Instruction:**

Student attendance for blended instruction will be counted for the in-person days as outlined for In-Person Instruction and for the virtual instruction days as outlined for Virtual Instruction.

**Remote Instruction:**

Student attendance for remote learning shall mean evidence of participation in the activities designed by the teacher for remote learning lessons. Documentation of weekly or daily pick-up and return of the assignments will be used as evidence of participation.

All students are expected to attend school whether by in-person, virtual, blended, or remote instruction.

All provisions of this policy apply to all students enrolled and receiving instruction in-person, virtually, or in a blended format.

LEGAL REFERENCE: IC 20-33-2-14

IC 20-33-2.5-4

## TARDIES

A tardy is defined as not being in the classroom or at school when the bell rings. Students arriving at school between 7:55 AM and 8:40 AM should sign in at the front office. That student will be given a pass to their first period class. Teachers should send students back to the office if they do not have a pass and have not signed in. Tardies to all classes will be handled in this manner:

<b>First tardy</b>	Verbal warning from the teacher
<b>Second tardy</b>	Verbal warning from the teacher
<b>Third &amp; Fourth tardy</b>	Teacher sends a Behavioral Referral Form to the office; student assigned Lunch Detention
<b>Fifth &amp; Sixth tardy</b>	Teacher sends a Behavioral Referral Form to the office; student assigned After School Detention.

## **STUDENTS RECEIVING THEIR FOURTH TARDY TO FIRST PERIOD IN ANY GRADING PERIOD WILL LOSE THEIR DRIVING PRIVILEGES.**

<b>Seventh tardy (+)</b>	Teacher sends a Discipline Referral Form to the office; student assigned In School Suspension.
--------------------------	---

*\*Tardies are counted for each nine week period, they are not cumulative. Tardies do not carry over from one nine week grading period to the next.*

**Early Dismissal** - Any student needed to leave school earlier than regular dismissal time must have the following:

- Student must have a note from home stating the reason he/she must leave
- Approval from administration
- Parents picking-up students early must sign the student out at the office

## PERFECT ATTENDANCE

Perfect attendance is defined as having been in school attendance all day, every day. Students who sign out any part of the school day cannot receive a Perfect Attendance Award.

## **ATHLETIC ELIGIBILITY**

Every junior high and high school athlete must have a sports physical signed by a physician and parent/guardian on file with the Athletic Director for the current school year. To remain eligible for school athletics, high school student-athletes must:

1. Earn passing grades in at least five credit-earning classes
2. Abide by rules/policies established by the coach
3. Abide by all athletic policies adopted by both the IHSAA and Lanesville Junior-Senior High School.

*\*All 7th, 8th and 9th grade student-athletes are academically eligible until the first report card of the school year.*

To remain eligible for school athletics, junior high student-athletes must:

1. Earn passing grades in at least six classes
2. Abide by rules/policies established by the coach
3. Abide by athletic policies adopted by Lanesville Junior-Senior High School

All athletes are responsible for any equipment or uniforms issued by the school. Athletes/parents must **PAY THE REPLACEMENT COST** for lost, stolen or damaged items issued to, or used by, student-athletes. Failure to do so will result in loss of eligibility while the school pursues repayment.

## **AUTHORITY**

It should be clearly understood that the school authorities have jurisdiction over the student according to appropriate Indiana Code:

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

### **BOOKBAGS/BACKPACKS**

Students are allowed to bring book bags/backpacks to school. Should this prove to be a problem, the administration reserves the right to change this policy.

### **BULLYING**

#### **Indiana Code defines bullying as:**

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

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

services, activities, and privileges provided by the school.

Lanesville Jr/Sr High School is committed to providing a safe, positive, productive, and nurturing environment for all students. Bullying behavior towards a student, whether by other students, staff, or third parties is strictly prohibited and will not be tolerated.

### **CANCELLATION OF SCHOOL**

The intent of Lanesville Community School Corporation is to conduct school every day. However, there are times when school may close due to weather or other emergencies. In the event of school closing please DO NOT CALL SCHOOL to keep the telephone lines open.

Please use the following procedures/forms of communication:

- Decisions regarding school operation will be made as early as possible.
- Local TV stations will be notified of closings/delays.
- Text notifications will be sent through Parent Square.
- Parents will be required to complete an Emergency Dismissal form each year outlining dismissal procedures should school be canceled during the school day.
- Early dismissal is used only in cases of emergency.

**Two Hour Delay** - When schools are on a two-hour delay, students may be dropped off beginning at 9:30 a.m.

**Important Note** - The first week of spring break/Intersession is used for snow make-up days. Please refrain from scheduling vacations during this time.

### **CHEATING**

Each student is responsible for completing his/her own work. Teachers will require each individual student do their own work unless it has been assigned otherwise. Taking tests is strictly an individual assignment. Anyone caught cheating on a test will be penalized. Parents will be notified when a student is caught cheating.

### **It is cheating if:**

- You copy answers from another student's test, assignment, notes, or homework and turn it in as your own.
- You work in a group on an assignment and were not told you could do that by the teacher.
- You use words, phrases/sections from books, encyclopedias, magazines, or articles on the Internet in written form and do not document where they came from. (You turn them in as your personal work.)
- You submit your work or assignments from previous years as new work.
- You get into someone else's files and print their essay or report and turn it in as your work.
- You have someone else write a paper or assignment for you, which you turn in as your work.
- You copy notes from a website and use them as yours for summaries of novels or other reading material.
- Using computer generated content, like AI, to write or partially write school assignments.
- You pay someone money to complete any assignment.
- You look at another person's paper, copy their answer down and turn it in as yours.
- You knowingly allow another person to copy your answers from a test or quiz.

***These situations do not cover all the kinds of cheating, but are merely a representation of behavior that is not acceptable.***

### **ARTIFICIAL INTELLIGENCE**

1. The purpose of this policy is to establish guidelines for the appropriate and responsible use of artificial intelligence (AI) by students when completing assignments within the Lanesville Community School Corporation.

#### 2. Definition of Artificial Intelligence:

Artificial intelligence refers to computer systems capable of performing tasks that typically require human intelligence. This includes but is not limited to, machine learning algorithms, natural language processing, and computer vision.

#### 3. Permissible Use of AI:

- a. Students are permitted to utilize AI tools and technologies to enhance their learning experience and assist with academic assignments.
- b. AI may be used for tasks such as research, data analysis, language translation, and problem-solving, under the supervision and guidance of teachers.

#### 4. Responsible Use Guidelines:

- a. Students must ensure that any AI tools or software used for assignments are appropriately sourced, licensed, and approved by the school.
- b. All AI-generated content must be clearly identified as such, with proper citations and acknowledgments of the AI's contribution.
- c. Students are responsible for understanding the limitations and biases inherent in AI systems and critically evaluating the results produced.
- d. AI should complement, not replace, students' critical thinking skills and academic efforts. Students are expected to engage actively in the learning process.

#### 5. Prohibited Activities:

- a. Plagiarism: Students may not use AI to directly plagiarize or copy content without proper attribution.
- b. Unauthorized Assistance: Students may not use AI to gain an unfair advantage over their peers or circumvent academic integrity standards.
- c. Misrepresentation: Students may not misrepresent AI-generated content as their original work.

#### 6. Accountability and Consequences:

- a. Violations of this policy will be subject to disciplinary action in accordance with the school's code of conduct.
- b. Consequences may include but are not limited to, academic penalties, loss of privileges, and parental notification.

7. Education and Awareness:

- a. Teachers will provide instruction on the ethical and responsible use of AI, including discussions on bias, privacy, and intellectual property rights.
- b. Students will receive guidance on how to effectively integrate AI into their academic workflow while upholding academic integrity.

8. Review and Revision:

- a. This policy will be reviewed annually by school administrators and faculty to ensure its effectiveness, compliance and relevance.
- b. Updates or revisions to the policy may be made as necessary to address emerging technologies and best practices.

9. Implementation:

- a. This policy will be communicated to all students, parents, teachers, and staff members within the school corporation.
- b. Training and support will be provided to facilitate the implementation of this policy in classrooms and educational activities.

10. Legal Compliance:

- a. This policy shall comply with all relevant laws, regulations, and guidelines governing the use of technology and the protection of student privacy and intellectual property rights.

### **CHECK-IN/CHECK-OUT PROCEDURES FOR VISITORS**

In an effort to maximize the safety of our school community, all exterior school entrances and classroom doors will remain locked for the entire day. We appreciate your cooperation with these important steps to ensure that our schools are safe:

**Entry into Building:** All visitors must enter the building by the main entrance using the intercom system next to the door to request access. They will be asked, through the intercom, to state the reason for their visit and to show identification. The office staff will monitor the visitors and grant entrance into the building. Please be patient as sometimes the office staff is busy answering phones and attending to students. Please do not open doors for others or allow others to enter the building behind you and bypass security measures. This will help ensure the safety of our school community. All visitors are required to comply with this rule.

**Raptor Security System:** When visiting a Lanesville Community Schools, visitors must present their driver's license to a designated staff member. The Raptor system will perform a quick background check on the visitor and print a badge. The office staff will then issue a visitor's ID badge that must be worn while in the building.

**Office Hours:** Please remember the office closes at 3:45 p.m. and there will be no one to answer the door or phone after this time.

### **CLASSROOM PASS**

No student is permitted in the halls or restrooms during a class period without a classroom pass. The pass will have the teacher's name and must be visibly worn around the student's neck. A written pass to a certain area does not permit a student to go to another area, such as to use the telephone or restrooms.

### **CLOSED CAMPUS**

Lanesville Community Schools operates a closed campus, therefore, students are not to leave the grounds or be allowed in the parking lot during school hours without consent of the office. Students must sign out in the office to make necessary trips to their automobiles in the parking lot.

### **COMMONS**

These areas are provided for students to use during 'free time.' Students are expected to share these facilities with their classmates and to help maintain these facilities. Students should show respect for the adjoining classrooms that are in session. No trash is to be left.

### **COUNSELING SERVICES**

Students are encouraged to utilize the services of the school counselor for personal, social, career and educational counseling. The school counselor will contact students to discuss a wide range of topics related to school or other needs of students. Parents are encouraged to maintain contact with the school counselor when extra support or resources are necessary for the success or well-being of their child. The school counselor will attempt to meet the needs of all students. However, it is common for the school counselor to offer students and parents information about resources outside of the school which may better address social or emotional concerns. Contact the School Counseling Office with any questions related to course selection, scheduling, academic concerns, post-secondary school planning, or social, emotional, and behavioral concerns.

*\*Students should have a hallway pass signed by their classroom teacher before going to the school counseling office.*

### **DANCES**

Student participation is dependent upon maintaining good discipline and attendance. Guests must be registered for all dances by 12:30 PM on the Wednesday before a dance, unless expressly stated otherwise. Students are allowed ONE guest and must accompany their guest to and from the dance. A confirming telephone number for the guest is required. If a guest is not properly registered, they will NOT be admitted to the dance. Student safety is of the utmost concern. Students are responsible for the behavior of the guest. Students not passing 70%+ of their enrolled classes at the time of the dance will not be eligible to attend the dance. Students who have discipline issues involving drugs, alcohol, fighting, tobacco, vaping, sexual encounters, or other suspendable offenses during the semester of the dance will not be eligible to attend the dance. Students must maintain, at minimum, 90% attendance during the semester in which the dance is being held in order to attend the dance.

The Lanesville Junior/Senior High School Handbook governs student behavior during a dance. No sexually explicit dancing or conduct is allowed. Certain activities such as bodysurfing, moshing, grinding, and body slamming are strictly prohibited. Dancing must be appropriate and in good taste. Students are not allowed to re-enter the dance once they leave.

***The administration of Lanesville High School reserves the right to determine the admittance or removal for dances.***

### **DETENTION**

School Administration will assign students to detention as needed to enforce school policies. Detention will be held on school grounds. Students and their parents are responsible for transportation from detention. Failure to report promptly or refusing to follow detention guidelines will result in out-of-school suspension or another consequence at the discretion of school administration. After-school detention will be held from 3:05-4:05. This disciplinary action will be utilized for various infractions of the student behavior code OR for the purpose of making up absences. Detentions will be given to students who, after verbal warnings and various other teacher initiated behavior management actions, continue to misbehave.

For student misbehavior, the consequences will be up to the discretion of the administration and could result in In-school suspension (ISS) out of school suspension (OSS) or placement in the alternative school.

Rules for behavior in Detention: (Students will be given one warning)

- Students should come prepared to work on schoolwork and to remain on task.
- No eating or drinking will be permitted.
- No talking will be permitted.

- No radios or personal electronic items will be permitted.
- No sleeping is permitted.
- Students are expected to be on time to Detention.

FAILURE TO ABIDE BY THESE RULES OF CONDUCT WILL RESULT IN THE STUDENT BEING DISMISSED FROM THE DETENTION WITH NO CREDIT FOR TIME SERVED. A DETENTION MAY BE REQUESTED TO BE RESCHEDULED ONLY ONCE.

Missed Thursday Afternoon Detention = Assigned a Saturday Detention

Missed Saturday Morning Detention = Assigned two days of In School Suspension

### **Reduced-Price Lunches and/or Textbooks**

Information and applications concerning eligibility requirements for free/reduced-price lunches and community assistance for textbooks will be given to families at registration held prior to the first day of school. All forms need to be returned to the Office as soon as possible. **Please note: Approval for free and reduced lunches applies to school breakfast and lunch only. A school lunch includes one milk.**

Any changes in your financial situation during a school year, that would also change your eligibility, needs to be reported to the Office as soon as possible.

### **Disciplinary Policy**

Maintaining discipline is an important aspect of a successful school. Working with students to take responsibility for their actions and developing respect for other students, teachers, and adults are primary components of our disciplinary policy. It is essential that students understand our expectations and have an opportunity to discuss them with their classroom teacher and parents. Take time to carefully discuss the following policies concerning expected behavior while at school. Only through parental support can the students and discipline policy be successful.

Teachers will present and implement a classroom discipline plan. Students will be expected to comply with these rules. Teachers will handle day-to-day discipline. Teachers will contact parents in an effort to jointly work toward solutions. It becomes necessary at times to refer students to the principal for further disciplinary action. In the event that happens, a phone call and/or discipline form will be mailed or sent home with your child.

The following are major violations of school rules and will result in a principal referral:

- |   |   |
|---|---|
| <ul style="list-style-type: none"> <li>● Disruption of school or school events</li> <li>● Damage or destruction of personal or school property</li> <li>● Physical abuse of a school employee</li> <li>● Verbal abuse of a school employee</li> <li>● Physical abuse of a student</li> <li>● Verbal abuse of a student</li> <li>● Possession of a weapon or a dangerous instrument</li> <li>● Possession, use, or sale of any substance which is represented as, or believed by the student to be tobacco, a Narcotic, alcoholic beverage,</li> </ul> | <ul style="list-style-type: none"> <li>● depressant, or stimulant drug regardless of whether the substance is in fact one of the above</li> <li>● Disrespect for school property, toward a school employee, or any adult</li> <li>● Immorality or theft</li> <li>● Repeated failure to comply with direction of school personnel</li> <li>● Inappropriate language</li> <li>● Gang related activity or possession of gang related paraphernalia</li> <li>● Bullying or threatening</li> </ul> |
|---|---|

### **Consequences**

As with any violation, there are consequences for such actions. The consequences for violations are determined by the facts obtained from an investigation of the incident conducted by the principal.

The following is a list of possible consequences:

- |   |  |
|---|--|
| <ul style="list-style-type: none"> <li>● Warning</li> <li>● Loss of Recess</li> <li>● Time Out</li> </ul> | <ul style="list-style-type: none"> <li>● Loss of Privilege such as convocation, field trip, activity, etc.</li> <li>● Parent Conference</li> </ul> |
|---|--|

- After School Detention
- Suspension (in-school or out-of-school)
- Expulsion
- Other (at the discretion of the principal)
- Notification of law enforcement officials
- Due process will be followed

In the event a student is sent to the office, documentation of the visit will be made. Depending on the circumstances, a note may be sent or a phone call may be made to notify the parent of the nature of the visit and any disciplinary action that was taken. When noted, a signature of the parents may be required on a return form. This keeps communication open between home and school. The principal will attempt to contact parents by phone. Due to work schedules or school day events this may not always be possible. It is vital that disciplinary action be supported in order to assure each child a positive experience while at school.

The disciplinary policy for Lanesville Community School Corporation will be used to develop good citizenship and promote responsibility. We strive to teach children to be responsible for their actions; this also means to take responsibility for the positive things the children do while at school. Each classroom has positive and negative consequences. The principal recognizes the importance of acknowledging those students who show self-discipline throughout the school year. Privileges are given throughout the year through the PBIS program to students who strive to create a school environment that celebrates effort, positive attitude, good citizenship, desire for learning, and excellence. . Lanesville recognizes positive behaviors and improvements in behavior throughout the year. Each child is important to us!

**Discipline Due Process Procedure**

School officials may find it necessary to discipline students when their behavior interferes with school purposes or educational functions of the school corporation. In accordance with the provisions of I.C. 20-33-8, administrators and staff members may take the following actions:

- 1) REMOVAL FROM CLASS OR ACTIVITY - TEACHER:
  - a) A middle, junior high, or high school teacher may remove a student from the teacher’s class or activity for a period of up to 5 school days if the student is assigned regular or additional work to be completed in another school setting.
  - b) An elementary teacher may remove a student from the teacher’s classroom or activity for a period of up to one (1) school day if the student is assigned regular or additional work to be completed in another school setting.
  - c) If a teacher removes a student from class under a) or b) above, the principal may place the student in one of the following settings: another appropriate class, another appropriate setting, or in-school suspension. The student may not be placed back into the original class until the principal has a meeting with the teacher, the student, and the student’s parents to determine an appropriate behavior plan for the student. If the parents do not attend this meeting within a reasonable time, the principal may place the student in another class or educational setting.
- 2) SUSPENSION FROM SCHOOL - PRINCIPAL: A school principal (or designee) may deny a student the right to attend school and/or take part in any school function for a period of up to 10 school days.
- 3) EXPULSION: A student may be expelled from school for a period no longer than the remainder of the current semester plus the following semester. In cases where the student is being expelled for possession of a firearm, a destructive device, or a deadly weapon, the maximum length of the expulsion period is listed under the Grounds for Suspension and Expulsion, Section C and Section D.

**GROUND S FOR SUSPENSION OR EXPULSION:**

- A. The grounds for suspension or expulsion listed in Section A below apply when a student is:
  - B. On school grounds immediately before, during, and immediately after school hours and at any other time when the school is being used by a school group (including summer school)
  - C. Off school grounds at a school activity, function, or event; or
  - D. Traveling to or from school or a school activity, function, or event.
- E. A violation by a student of a rule listed in Sections A and B is subject to a range of disciplinary consequences imposed by teachers or administrators intended to be progressive in nature and move to a more serious consequence with each violation of the same or similar rule. In recognizing that violations of certain rules and the resulting consequences will be dependent upon the age of the student, the number of prior violations and the severity of the violation, the principal of each building level shall develop the minimum and maximum consequences for each rule for their building that is to be approved by the board annually and published in the student handbook for each building. The appropriate consequence should be the least severe that will adequately address any danger to the student and other persons, prevent further disruption of activities, and promote student achievement.

**Student Misconduct and/or Substantial Disobedience**

Grounds for suspension or expulsion are student misconduct and/or substantial disobedience. The following rules define student misconduct and/or substantial disobedience for which a student may be suspended or expelled:

- 1) Using violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or other conduct constituting an interference with school purposes, or urging other students to engage in such conduct. The following enumeration is only illustrative and not limited to the type of conduct prohibited by this rule:
  - a) Occupying any school building, school grounds, or part thereof with intent to deprive others of its use.
  - b) Blocking the entrance or exits of any school building or corridor or room therein with intent to deprive others of lawful access to or from, or use of the building, corridor, or room.
  - c) Setting fire to or damaging any school building or school property.
  - d) 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.
  - e) Intentionally making noise or acting in any manner so as to interfere with the ability of any teacher or any other person to conduct or participate in an education function.
- 2) Engaging in any kind of aggressive behavior that does physical or psychological harm to another person or urging of other students to engage in such conduct. Prohibited conduct includes coercion, harassment, hazing, or other comparable conduct.
- 3) Engaging in violence and/or threat of violence against any student, staff member, and/or other persons. Prohibited violent or threatening conduct includes threatening, planning, or conspiring with others to engage in a violent activity.
- 4) Causing or attempting to cause damage to school property, stealing or attempting to steal school property.
- 5) Causing or attempting to cause damage to private property, stealing or attempting to steal private property.
- 6) Causing or attempting to cause physical injury or behaving in such a way as could reasonably cause physical injury to any person. Self-defense or reasonable action undertaken on the reasonable belief that it was necessary to protect oneself and/or another person is not a violation of this rule.
- 7) Threatening or intimidating any person for any purpose, including obtaining money or anything of value.
- 8) Threatening (whether specific or general in nature) injury to persons or damage to property, regardless of whether there is a present ability to commit the act.
- 9) Failing to report the actions or plans of another person to a teacher or administrator where those actions or plans, if carried out, could result in harm to another person or persons or damage property when the student has information about such actions or plans.
- 10) Possessing, handling, or transmitting a knife or any object that can reasonably be considered a weapon, is represented to be a weapon, or looks like a weapon.
- 11) Possessing, using, transmitting, or being affected by any controlled substance, prescription drug, narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, intoxicant or depressant of any kind, or any paraphernalia used in connection with the listed substances. Also prohibited is the consumption of any of the stated substances immediately before attending school or a school function or event. ***Low THC Extract as defined by state law is excluded from this rule.***

Exception to Rule 11: a student with a chronic disease or medical condition may possess and self-administer prescribed medication for the disease or condition if the student's parent has filed a written authorization with the building principal. The written authorization must be filed annually. The written authorization must be done by a physician and must include the following information:

- That the student has an acute or chronic disease or medical condition for which the physician has prescribed medication.
  - The nature of the disease or medical condition requires emergency administration of the prescribed medication.
  - The student has been instructed in how to self-administer the prescribed medication.
  - The student is authorized to possess and self-administer the prescribed medication.
- 12) 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.
  - 13) Possessing, using, transmitting, or being affected by caffeine-based substances other than beverages, substances containing phenylpropanolamine (PPA), stimulants of any kind, or any other similar over-the-counter products.
  - 14) Possessing, using, distributing, purchasing, or selling tobacco or nicotine-containing products of any kind or in any form. These products include e-cigarettes, vaping devices, any type of look-alike products or other related products or devices associated with tobacco or nicotine use or electronic nicotine delivery systems.
  - 15) Offering to sell or agreeing to purchase a controlled substance or alcoholic beverages.
  - 16) Failing to comply with directions of teachers or other school personnel during any period of time when the student is properly under their supervision, where the failure constitutes an interference with school purposes or an educational function.

- 17) Failing to completely and truthfully respond to questions from a staff member regarding school-related matters including potential violations of the student conduct rules or state or federal law.
- 18) Falsely accusing any person of sexual harassment, or of violating a school rule, and/or a state or federal law.
- 19) Engaging in any activity forbidden by the laws of Indiana that constitutes an interference with school purposes or an educational function.
- 20) Aiding, assisting, agreeing or conspiring with another person to violate these student conduct rules or state or federal law.
- 21) Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, and wrongfully obtaining test copies or scores.
- 22) Taking, recording, displaying and/or distributing pictures (digital or otherwise), video or audio recordings without the consent of the student or staff member in a situation not related to a school purpose or educational function.
- 23) Possessing sexually-related materials which include images displaying uncovered breasts, genitals, or buttocks.
- 24) "Sexting" or using a cell phone or other personal communication device to possess or send text or email messages containing images reasonably interpreted as indecent or sexual in nature. In addition to taking any disciplinary action, phones will be confiscated and any images suspected to violate criminal laws will be referred to law enforcement authorities.
- 25) Engaging in pranks or other similar activity that could result in harm to another person.
- 26) Using or possessing gunpowder, ammunition, or an inflammable substance.
- 27) Violating any board policy or administrative rules that are reasonably necessary in carrying out school purposes or an educational function, including, but not limited to:
  - a) engaging in sexual behavior on school property;
  - b) engaging in sexual harassment of a student or staff member;
  - c) disobedience of administrative authority;
  - d) willful absence or tardiness of students;
  - e) engaging in speech or conduct, including clothing, jewelry or hair style, that is profane, indecent, lewd, vulgar, or refers to drugs, tobacco, alcohol, sex, or illegal activity;
  - f) violation of the school corporation's acceptable use of technology policy or rules;
  - g) violation of the school corporation's administration of medication policy or rules;
  - h) possessing or using a laser pointer or similar device.
- 28) Possessing or using an electronic device (e.g. cellular phone, tablet computer, pager, digital camera, electronic equipment) in a manner which constitutes an interference with a school purpose or educational function, an invasion of privacy, or an act of academic dishonesty, or is profane, indecent, or obscene. In addition to being disciplined, students who use an electronic device in a manner which is inconsistent with this rule may have the device confiscated by school administration. Such devices will be returned to the parent.
- 29) Possessing or using on school grounds during school hours an electronic device, a cellular telephone, or any other telecommunication device, including a look-a-like device, in a situation not related to a school purpose or educational function or using such device to engage in an activity that violates school rules. This rule is not violated when the student has been given clear permission from a school administrator or a designated staff member to possess or use one of the devices listed in this rule. In addition to being disciplined, students who use an electronic device in a manner which is inconsistent with this rule may have the device confiscated by school administration. Such devices will be returned to the parent.
- 30) Any student conduct rule the school building principal establishes and gives notice to students and parents.

### **Bullying**

1. Bullying committed by students toward other students is strictly prohibited. Engaging in bullying conduct described in this rule by use of data or computer software that is accessed through **any computer, computer system, computer network, or cellular telephone or other wireless or cellular communication device**, is also prohibited.
2. For purposes of this rule, bullying is defined as overt, unwanted, repeated acts or gestures, including verbal or written communications or images transmitted in any manner including electronically or digitally, physical acts committed, aggression, or any other similar behaviors that are committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the targeted student and create for the targeted student an objectively hostile school environment that:
  - o places the targeted student in reasonable fear of harm to the targeted student's person or property;
  - o has a substantially detrimental effect on the targeted student's physical or mental health;
  - o has the effect of substantially interfering with the targeted student's academic performance; or
  - o has the effect of substantially interfering with the targeted student's ability to participate in or benefit from the services, activities, and privileges provided by the school.
3. This rule may be applied regardless of the physical location of the bullying behavior when a student committed bullying behavior and the targeted student attends a school within the school corporation and disciplinary action is reasonably necessary to avoid substantial interference with school discipline or prevent an unreasonable threat to the rights of other students to a safe and peaceful learning environment.

4. Any student or parent who has knowledge of conduct in violation of this rule or any student who feels he/she has been bullied in violation of this rule should immediately report the conduct to the *[school administrator]* who has responsibility for all investigations of student misconduct including bullying. A student or parent may also report the conduct to a teacher or counselor who will be responsible for notifying the *[school administrator]*. This report may be made anonymously.
5. The *[school administrator]* shall investigate immediately all reports of bullying made pursuant to the provisions of this rule. Such investigation must include any action or appropriate responses that may be taken immediately to address the bullying conduct wherever it takes place. The parents of the bully and the targeted student(s) shall be notified on a regular, periodic basis of the progress and the findings of the investigation and of any remedial action that has been taken.
6. The *[school administrator]* will be responsible for working with the school counselors and other community resources to provide information and/or follow-up services to support the targeted student and to educate the student engaging in bullying behavior on the effects of bullying and the prevention of bullying. In addition, the school administrator and school counselors will be responsible for determining if the bullying behavior is a violation of law required to be reported to law enforcement under Indiana law based upon their reasonable belief. Such determination should be made as soon as possible and once this determination is made, the report should be made immediately to law enforcement.
7. False reporting of bullying conduct as defined in this rule by a student shall be considered a violation of this rule and will result in any appropriate disciplinary action or sanctions if the investigation of the report finds it to be false.
8. A violation of this rule prohibiting bullying may result in any appropriate disciplinary action or sanction, including suspension and/or expulsion.
9. Failure by a school employee who has a responsibility to report bullying or investigate bullying or any other duty under this rule to carry out such responsibility or duty will be subject to appropriate disciplinary action, up to and including dismissal from employment with the school corporation.
10. 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 bullying.
11. Educational outreach and training will be provided to school personnel, parents, and students concerning the identification, prevention, and intervention in bullying.
12. All schools in the corporation are encouraged to engage students, staff and parents in meaningful discussions about the negative aspects of bullying. The parent involvement may be through parent organizations already in place in each school.
13. The superintendent or designee will be responsible for developing detailed administrative procedures consistent with the Indiana Department of Education guidelines for the implementation of the provisions of this rule.

#### **Possessing a Firearm or A Destructive Device**

1. No student shall possess, handle or transmit any firearm or a destructive device on school property.
2. The following devices are considered to be a firearm under this rule:
  - any weapon that is capable of expelling, designed to expel, or may readily be converted to expel a projectile by means of an explosion.
3. For purposes of this rule, a destructive device is:
  - an explosive, incendiary, or overpressure device that is configured as a bomb, a grenade, a rocket with a propellant charge of more than four ounces, a missile having an explosive or incendiary charge of more than one-quarter ounce, a mine, a Molotov cocktail or a device that is substantially similar to an item described above,
  - a type of weapon that may be readily converted to expel a projectile by the action of an explosive or other propellant through a barrel that has a bore diameter of more than one-half inch, or
  - a combination of parts designed or intended for use in the conversion of a device into a destructive device.

A destructive device is **NOT** a device that although originally designed for use as a weapon, is redesigned for use as a signaling, pyrotechnic, line throwing, safety, or similar device.

4. The penalty for possession of a firearm or a destructive device: suspension up to 10 days and expulsion from school for at least one calendar year with the return of the student to be at the beginning of the first semester after the one year period. The superintendent may reduce the length of the expulsion if the circumstances warrant such reduction.
5. The superintendent shall immediately notify the appropriate law enforcement agency when a student engages in behavior described in this rule.

#### **Possessing A Deadly Weapon**

1. No student shall possess, handle or transmit any deadly weapon on school property.
2. The following devices are considered to be deadly weapons for purposes of this rule:

- a weapon, taser or electronic stun weapon, equipment, chemical substance, or other material that in the manner it is used, or could ordinarily be used, or is intended to be used, is readily capable of causing serious bodily injury;

an animal readily capable of causing serious bodily injury and used in the commission or attempted commission of a crime; or

a biological disease, virus, or organism that is capable of causing serious bodily injury.

3. The penalty for possession of a deadly weapon: up to 10 days suspension and expulsion from school for a period of up to one calendar year.
4. The superintendent (*shall immediately*)(*may*) notify the appropriate law enforcement agency when a student engages in behavior described in this rule.

#### E. Unlawful Activity

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. This includes any unlawful activity meeting the above criteria that takes place during weekends, holidays, other school breaks, and the summer period when a student may not be attending classes or other school functions.

#### F. Legal Settlement

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

LEGAL REFERENCES: I.C. 20-33-8 :I.C. 35-31.5-2-86  
I.C. 35-47.5-2-4: I.C. 35-47-1-5

#### Smoking/Tobacco/Vaping/Electronic Cigarette Products

Smoking of any kind, either through tobacco or vaping products is not permitted on the school grounds or at any school function. This rule applies to all forms of tobacco, tobacco paraphernalia (matches, lighters, etc). All such products will be confiscated and not returned. Offenses are concurrent over the high school career. This policy includes students in cars in the school parking lot. Each infraction will also result in a ticket (fine) and attendance at a tobacco awareness class. Violations of the tobacco policy will result in the following:

- First offense: 1 day ISS, referral to Probation, ticket, 45 day loss of driving privileges
- Second offense: 1 day ISS, referral to Probation, ticket, 45 day loss of driving privileges
- Third offense: 2 days OSS, referral to Probation, ticket, 45 day loss of driving privileges
- Fourth offense: 5 days OSS, referral to Probation, ticket, 45 day loss of driving privileges

#### Suspension or Expulsion of a Student

Suspension, expulsion, or any other means of discipline can be utilized for improper conduct of students in route to school, during the school day, in route home, at any school related activity at school or away from school, or at any time on or off school grounds if it is determined that the action is school related, interferes with school purpose or educational functions. All discipline situations that warrant action from the principal or administrative assistant will be documented in writing. This documentation will be placed in the students discipline file for future reference if needed.

The disciplinary options available to the principal and his/her designee are not limited to, but will include the following:

- **In-School Suspension:** This can be assigned for a portion of the day, a whole day or a combination *of days*. The student assigned to ISS will report to the office at the designated time (by the principal). They will spend the time in the office and assignments will be sent by the teacher for the student to complete. There may be added assignments given by the principal. Credit will be given for the schoolwork that is done while in ISS. The student is not counted as absent on the day *or* days in ISS. The child will be monitored by the principal and the secretary. Students who are in ISS give up participation in field trips (if it falls on the day *or* days in ISS) and extra-curricular activities including practices *of any kind* (if it is more than one day).
- **Out of School Suspension :** This type of suspension prohibits a student from attending school, or school function and/or participation in activities during the dates *of* the suspension. OSS is for more serious matters and the number of days out of school is determined by the principal. Strict contact with parents will be maintained during the

suspension. All class work will be completed upon returning to school. **Out of school suspension absences will be counted against the student.** Students who are suspended on a Friday *or* before a vacation are not allowed on school grounds *or* at school functions for the weekend *or* vacation period. An out of school suspension option for **sixth grade students** may be the Harrison County Alternative School and if used students will not be considered absent.

- **Expulsion:** This is a separation from school attendance for a period in excess of 10 days, a separation from school attendance for the balance of the current semester or current year, or a separation from school attendance for an assignment to an alternative educational program, or homebound education program. If the student's conduct occurs at the end of the semester or school year, the principal has the right to request the expulsion be granted for portions of the next school year. Students who are expelled from school are not allowed on school grounds for any reason during the expulsion period and are not allowed to participate in school activities. In addition to the grounds specified above, 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 educational function, or (2) the student's removal is necessary to restore order or protect persons or school property, including unlawful activity during weekends, holidays other school breaks, and the summer period when a student may not be attending classes or other school functions. (According to appropriate Indiana Code)

#### **Examples of student misconduct and/or substantial disobedience that could result in suspension or expulsion:**

Listed below are some examples *of* student misconduct or substantial disobedience for which a student may be suspended or expelled. These are examples and are not limited solely to the ones listed below:

- Using violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or other conduct constituting and interference with school purposes, or urging others to engage in such conduct
- Sexual harassment (reporting form on file in office)
- Causing or attempting to cause damage to school property or private property, stealing or attempting to steal school or private property
- Threatening or intimidating any person for any purpose, including obtaining money or anything *of* value from a student. Senate Enrolled Act 285 amends the student due process law to require that a school's discipline rules prohibit bullying and include provisions for education, parental involvement, reporting, investigation, and intervention. Bullying is defined by the Act as "overt, repeated acts or gestures, including verbal or written communications transmitted; physical act 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." The bullying rule must apply 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; 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.
- Possessing, handling or transmitting a knife or any object that can reasonably be considered a weapon, is represented to be a weapon, or looks like a weapon
- 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
- Possessing, handling or transmitting any firearm on school property
- No student shall possess, handle or transmit any deadly weapon on school property (taser or stun gun, chemical substance, any animal readily capable *of* serious bodily injury toward others are just a few examples)
- Setting fire to or damaging any school building or school property (examples: pipe bombs, Molotov cocktails, or other explosive or incendiary devices)
- Prevention of, or attempting to prevent by physical act, the functioning of any school or educational function, or any meeting or assembly on school property (i.e. making of a bomb threat, false fire alarm)
- Intentionally making noise or acting in any manner so as to interfere with the ability of any teacher or any other person to conduct or participate in an educational function (examples include but are not limited to:
  - Using gestures, symbols or signals to threaten a teachers or students life or property or family member
  - Threatening "to get" or creating a "hit list" of persons who are to be put in fear or harmed.
  - Warning the person that a family member could get hurt or one's car could be damaged.

The examples listed above are just a few that fall into the category of student misbehavior that warrant suspensions or expulsions.

#### **SUSPENSION PROCEDURE**

When a principal (or designee) determines that a student should be suspended, the following procedures will be followed:

- 1) A meeting will be held prior to the suspension of any student. At this meeting the student will be entitled to:
  - a) a written or oral statement of the charges;
  - b) if the student denies the charges, a summary of the evidence against the student will be presented;

- c) and, the student will be provided an opportunity to explain his or her conduct.
- 2) The meeting shall precede suspension of the student except where the nature of the misconduct requires immediate removal. In such situations, the meeting will follow the suspension as soon as reasonably possible following the date of the suspension.
- 3) Following the suspension, the parent or guardian of a suspended student will be notified in writing. The notification will include the dates of the suspension, describe the student's misconduct, and the action taken by the principal.

### **EXPULSION PROCEDURE**

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

- 1) The superintendent (or designee) may conduct an expulsion meeting, or may appoint one of the following persons to conduct the expulsion meeting:
  - a) legal counsel
  - b) a member of the administrative staff who did not expel the student during the current school year and was not involved in the events giving rise to the expulsion.
- 2) An expulsion will not take place until the student and the student's parents are given notice of their right to appear at an expulsion meeting conducted by the superintendent or the person designated above. Failure to request and to appear at this meeting will be deemed a waiver of rights administratively to contest the expulsion or to appeal it to the school board.
- 3) The notice of the right to an expulsion meeting will be in writing, delivered by certified mail or by personal delivery, and contain the reasons for the expulsion and the procedure for requesting the meeting.
- 4) At the expulsion meeting, the principal (or designee), will present evidence to support the charges against the student. The student or parent will have the opportunity to answer the charges against the student, and to present evidence to support the student's position. *An attorney may not represent the student at the expulsion meeting, but the attorney may be available for consultation outside the meeting room during the course of the expulsion meeting.*
- 5) If an expulsion meeting is held, the person conducting the expulsion meeting will make a written summary of the evidence heard at the meeting, take any action found to be appropriate, and give notice of the action taken to the student and the student's parents.

### **NO RIGHT TO APPEAL**

The student or parent has no right to appeal an expulsion decision to the school board as the school board has voted not to hear student expulsion appeals.

LEGAL REFERENCE: I.C. 20-33-8-18 I.C. 20-33-8-19

### **Statement of Philosophy on Substance Abuse**

The Lanesville Community School Board supports the concept that a drug free school promotes positive self-esteem and attitudes, better health, higher achievement scores, and improved coping skills for the student. The Board believes that fair and equitable procedures are necessary to assess violations of the disciplinary code concerning tobacco, alcohol, or illicit drugs at school or school related functions.

The Board believes that it is necessary to provide guidelines to develop recommendations for an appropriate solution, which may include penalty or disposition and recommendations of a counselor. Students, employees, and parents will be urged to seek professional assistance.

Therefore, the Board mandates that any students or employees under the influence or possession of illicit drugs shall meet with appropriate school personnel to determine the course of action.

### **Disciplinary Code Concerning Substance Abuse**

It is a violation of the disciplinary code of Lanesville Community Schools to:

- A. Possess, provide to another person, or be under the influence of any substance which is or contains: Alcohol, tobacco, narcotics, marijuana, depressants, stimulants, or a hallucinogen, whether prescription or sold over the counter without a prescription, or any substance represented by the provider to be any of the listed substances:
  - \*On school grounds at any time.
  - \*At any school sponsored activity, at any location, including the school bus. Use of medication by a student prescribed by a doctor, a dentist, or other health care provider authorized by law to prescribe medication for that student, does not violate this rule. Any student who is unsure of possession or providing another person with any particular medication or substance that would violate this rule should contact the principal before possessing, using, or providing the medication or substance.
- B. Possess or provide to any person anything used or designed to be used primarily for the storage or processing, delivery, or consumption of: alcohol, tobacco, marijuana, stimulants, intoxicants, narcotics, depressants, or

hallucinogens on school premises at any time or at any school sponsored activity at any location. Examples of things which are not to be possessed or provided to another person are: Pipes, rolling papers, clips, or other devices that would be used for consumption. Violation of this code will result in any of the listed consequences described below.

## **DRUG POLICY**

### **Statement of Philosophy on Substance Abuse**

The Lanesville Community School Board supports the concept that a drug-free school promotes positive self-esteem and attitudes, better health, higher achievement scores, and improved coping skills for the students. The Board believes that fair and equitable procedures are necessary to assess violations of the discipline code concerning tobacco, alcohol, or illicit drugs on school grounds or school related functions. When violations occur, students and parents will be urged to seek professional assistance. Therefore, the Board mandates that any student under the influence or possession of illicit drugs or drug paraphernalia shall meet with appropriate school personnel to determine the course of action. **Lanesville Community Schools will operate a random drug testing policy program for athletes, student drivers and anyone participating in extracurricular activities in grades 7-12. See separate drug-testing policy located on the LCSC website.**

<http://www.lanesville.k12.in.us/wp-content/uploads/2016/07/LanesvilleRandomDrugTestingProgram.pdf>

### **Suicide Awareness and Prevention**

The purpose of this policy is to protect the health and well-being of all students by having procedures in place to prevent, assess the risk of, intervene in, and respond to suicide. The corporation recognizes that physical, behavioral, and emotional health is an integral component of a student's educational outcomes, and that suicide is a leading cause of death among young people. The corporation has a responsibility to take a proactive approach in preventing deaths by suicide and acknowledges the school's role in providing an environment which is sensitive to the factors that place youth at greater risk for suicide and helps to foster positive youth development.

This policy covers actions that take place in the school, on school property, at school-sponsored functions and activities, on school buses or vehicles, at bus stops, and at school-sponsored out-of-school events where school employees are present. This policy applies to the entire school community, including teachers, administrators, corporation staff, students, parents/guardians, and volunteers.

### **Suicide Prevention Programming**

Developmentally-appropriate, student-centered education materials will be integrated into the curriculum of all K-12 health classes. The content of these age-appropriate materials will include: 1) the importance of safe and healthy choices and coping strategies, 2) how to recognize risk factors and warning signs of mental disorders and suicide in oneself and others, 3) help-seeking strategies for oneself or others, including how to engage school resources and community-based suicide prevention services. In addition, schools may provide supplemental small group suicide prevention programming for students.

The school corporation will work in cooperation with community-based suicide prevention services to provide educational and referral information about crisis intervention to at-risk students, their parents, and school employees. Referral information and the availability of suicide prevention services in the local community will be made available by the school corporation through its employee training and student education programs to its employees, its students, and their parents.

### **Assessment and Referral**

When a student is identified by a staff person as potentially suicidal or a student self-refers, the student will be seen by a mental health professional within the same school day to assess risk and facilitate referral. If there is no mental health professional available, a school nurse or administrator will fill this role until a mental health professional can be brought in.

### **For students at risk:**

1. School staff will continuously supervise the student to ensure their safety.
2. The principal and school suicide prevention coordinator will be made aware of the situation as soon as reasonably possible.
3. The mental health professional or principal will contact the student's parent or guardian and will assist the family with an urgent referral. When appropriate, this may include calling emergency services or bringing the student to the local Emergency Department, but in most cases will involve setting up an outpatient mental health or primary care appointment and communicating the reason for referral to the healthcare provider.
4. Staff will ask the student's parent or guardian for written permission to discuss the student's health with outside care, if appropriate.

### **Search and Seizure**

The principal, a member of the administrative staff, or a teacher may search a desk or any other storage area on school premises when the person conducting the search has reasonable cause for a search.

The principal, or other member of the administrative staff designated in writing by the principal and acting at the direction of the principal, **may search the person of a student** during a school activity if the principal has reasonable cause for a search of that student. **Searches of the person of a student** shall be limited to:

- \* Searches of pockets of the student.
- \* Any object in the possession of the student such as a purse, school bag, etc.
- \* A "pat-down" of the exterior of the student's clothing.

#### **Use of Metal Detectors (Reasonable Suspicion)**

When the school administration has reasonable suspicion to believe that weapons 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 on 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.

#### **Use of Metal Detectors (Administrative Search)**

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, non-discriminatory 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 posted on the websites of the school corporation and 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 each middle and high school 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 handbook for each middle and high school. Notice of the Board policy and procedures on the use of metal detectors will be sent to parents and students of each middle and high school before the beginning of school and at selected intervals 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 or law enforcement officer ("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.

### **Theft, Vandalism, and Possession of Weapons**

Students involved in the theft of personal property or school property during school hours or at school-sponsored activities will face disciplinary action. Students in possession of knives, firearms, or other weapons will be in violation of disciplinary codes and will face disciplinary action. Students participating in calling in threats or in the sounding of alarms to cause disruption will face disciplinary action. Students involved in the vandalism of personal property or school property will be given disciplinary action. The student or students involved will be expected to return the damaged item to its original condition or to pay just compensation to the owner.

Possible Disciplinary action for the above stated offenses:

- \* Parent Conference
- \* Report Filed with Proper Authorities
- \* Suspension
- \* Expulsion
- \* Other at the Discretion of the Principal

### **Possessing a Firearm or A Destructive Device**

No student shall possess, handle or transmit any firearm or a destructive device on school property.

- 1) The following devices are considered to be a firearm under this rule:
- 2) any weapon that is capable of expelling, designed to expel, or may readily be converted to expel a projectile by means of an explosion.
- 3) For purposes of this rule, a destructive device is:
  - a) an explosive, incendiary, or overpressure device that is configured as a bomb, a grenade, a rocket with a propellant charge of more than four ounces, a missile having an explosive or incendiary charge of more than one-quarter ounce, a mine, a Molotov cocktail or a device that is substantially similar to an item described above
  - b) a type of weapon that may be readily converted to expel a projectile by the action of an explosive or other propellant through a barrel that has a bore diameter of more than one-half inch
  - c) a combination of parts designed or intended for use in the conversion of a device into a destructive device.

A destructive device is NOT a device that although originally designed for use as a weapon, is redesigned for use as a signaling, pyrotechnic, line throwing, safety, or similar device.

- 4) The penalty for possession of a firearm or a destructive device: suspension up to 10 days and expulsion from school for at least one calendar year with the return of the student to be at the beginning of the first semester after the one year period. The superintendent may reduce the length of the expulsion if the circumstances warrant such reduction
- 5) The superintendent shall immediately notify the appropriate law enforcement agency when a student engages in behavior described in this rule.

### **D. Possessing A Deadly Weapon**

1. No student shall possess, handle or transmit any deadly weapon on school property.
2. The following devices are considered to be deadly weapons for purposes of this rule:

a weapon, taser or electronic stun weapon, equipment, chemical substance, or other material that in the manner it is used, or could ordinarily be used, or is intended to be used, is readily capable of causing serious bodily injury;

an animal readily capable of causing serious bodily injury and used in the commission or attempted commission of a crime; or

a biological disease, virus, or organism that is capable of causing serious bodily injury.

3. The penalty for possession of a deadly weapon: up to 10 days suspension and expulsion from school for a period of up to one calendar year.
4. The superintendent (*shall immediately*)(*may*) notify the appropriate law enforcement agency when a student engages in behavior described in this rule.

#### E. Unlawful Activity

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. This includes any unlawful activity meeting the above criteria that takes place during weekends, holidays, other school breaks, and the summer period when a student may not be attending classes or other school functions.

#### F. Legal Settlement

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

LEGAL REFERENCES: I.C. 20-33-8 I.C. 35-31.5-2-86 I.C. 35-47.5-2-4 I.C. 35-47-1-5

### **DISCRIMINATION POLICY**

Lanesville Community School Corporation is committed to providing a safe and inclusive learning environment for all students, staff and community members. Discrimination based on sex, race, disability, religion or any other protected characteristic is strictly prohibited within Lanesville Community School Corporation.

This policy applies to all students, staff, volunteers, contractors, and visitors within Lanesville Community School Corporation premises, including all school-sponsored activities, events and programs. Lanesville Community School Corporation prohibits discrimination against any individual on the basis of sex, race, disability, religion, or any other protected characteristic as defined by federal, state, or local laws.

All students shall have equal access to educational programs, activities, and services offered by the school corporation, regardless of their sex, race, disability, religion or any other protected characteristic. Reasonable accommodations shall be provided to ensure accessibility for students with disabilities.

Harassment, including but not limited to sexual harassment, racial harassment, disability harassment and religious harassment, is prohibited within Lanesville Community School Corporation. All forms of harassment, whether verbal, physical, or electronic, are unacceptable and will not be tolerated.

Any student, staff member, or individual who believes they have been subjected to discrimination or harassment, or who has witnessed such behavior, is encouraged to report the incident to a teacher, counselor, administrator, or other designated personnel. Reports can be made verbally or in writing, and all complaints will be promptly and thoroughly investigated. Upon receiving a report of discrimination or harassment, Lanesville Community School Corporation administration or designated individuals will conduct a prompt, impartial, and thorough investigation. Appropriate disciplinary action will be taken against individuals found to have engaged

in prohibited conduct, up to and including suspension, termination, or expulsion, in accordance with applicable policies and procedures.

This policy is consistent with all applicable federal, state and local laws regarding non-discrimination and equal opportunity, including but not limited to Title IX of the Education Amendments of 1972, Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act (ADA).

Violation of this policy may result in disciplinary action, up to and including expulsion for students. Any retaliation against individuals who report discrimination or harassment is strictly prohibited and will result in disciplinary action.

### **DRESS CODE**

Dress and appearance must not be disruptive to the educational process and must not pose a threat to the health, welfare, or safety of the individual or of other students. Students should be clean and neat at all times. They should dress using good judgment. All policies are in effect for field trips.

1. Footwear must be worn by everyone at all times.
2. Headgear, such as caps, hats, sweatbands will not be permitted. Exceptions will be given for medical reasons and 'spirit' days.
3. Any item of apparel containing or displaying inappropriate pictures, messages, or slogans is prohibited. This includes, but is not limited to tobacco products, alcoholic beverages, drugs, sexually explicit or implied messages, and racial slurs or symbols.
4. No apparel that is full of huge holes and/or mutilated to the point it creates a distraction is permitted.
5. Tank tops of any kind are not allowed for boys or girls. Shirts or blouses, which expose the midriff, are not permitted. This includes halter-tops and tops with large sleeve openings. These items can be worn only if a T-shirt or turtleneck is worn underneath. Take care to check tops with arms up before wearing them to school.
6. Shorts must be no shorter than 6 inches from the knee, or no shorter than mid thigh, for both males and females. Skirt length should also be the same length.
7. Clothes or shoes, which may mar furniture or damage floors, creating additional maintenance, are prohibited.
8. Sunglasses are not permitted unless prescribed by a doctor.
9. Clothing that reveals underwear, sagging pants, bellies, buttocks, chests (breasts) and bra straps is not allowed. Pant length can touch the floor, but torn hems, pants underneath the feet, and/or ragged pant legs are not allowed.
10. Sunglasses and hats MAY be allowed on certain field trips for safety purposes and sunburn precautions. Teachers and sponsors will seek approval from the administration, prior to the trip.
11. Students are not to attend school or school events shirtless with body paint. This includes pep or spirit activities and all athletic events. Form-fitting or revealing clothing is also inappropriate for these activities. Examples could be, but are not limited to: sports bras, workout tops that expose midriffs, and leggings that are extremely tight.
12. Heavy and/or long coats are to be left in the student's locker upon arrival to school.

The determination about objectionable items or styles is left to the judgment of school officials. Dress for success to create a positive, non-distracting, learning environment.

### **DRUG POLICY**

**Please see the LCSC Policies Handbook for detailed information. Lanesville Community Schools will operate a random drug testing policy program for athletes, student drivers and anyone participating in extracurricular activities in grades 7-12. See the drug-testing policy located on the LCSC website.**

### **THE RANDOM DRUG TESTING PROGRAM-RDT**

#### **1. VISION STATEMENT**

The Lanesville Community School Board supports the concept that a drug-free school promotes positive self-esteem and attitudes, better health, higher achievement scores, and improved coping skills for the students. The Board believes that fair and equitable procedures are necessary to assess violations of the discipline code concerning tobacco, alcohol, or illicit drugs on school grounds or school related functions. When violations occur, students and parents will be urged to seek professional assistance. Therefore, the Board mandates that any student under the influence or possession of illicit drugs or drug paraphernalia shall meet with appropriate school personnel to determine the course of action. **Lanesville Community Schools will implement a random drug testing policy program for athletes, students driving to school and anyone participating in extracurricular activities.**

## **2. INTRODUCTION**

Students expecting to drive, park on school grounds, or participate in any extracurricular or co-curricular activities throughout the school year must enroll in the Random Drug Testing Program.

This program does not affect the current policies, practices, or rights of Lanesville Community School Corporation with drug and/or alcohol possession or use, where reasonable suspicion is obtained by means other than drug testing through this policy. Lanesville Community School Corporation reserves the right to test any student who at times exhibits cause for reasonable suspicion of drug and/or alcohol usage..

## **3. PURPOSE**

The purpose of this program is twofold:

- A. To deter the use of drugs, alcohol, tobacco and illegal substances at Lanesville JrSr High School and,
- B. To enhance the health and safety of all students participating in extracurricular and cocurricular activities as well as those who enjoy the privilege of driving to school and parking on school grounds.

**It is also the aim of this program to educate, help, and direct students away from drug and alcohol use and toward a healthy and drug free participation.** Students involved in extracurricular and co-curricular activities need to be exemplary in the eyes of the community and other students. No student will be disciplined by a school official as a result of any verified "positive" test conducted by his/her school under this program other than stated herein.

## **4. SCOPE**

Participation in extracurricular and co-curricular activities, as well as in driving to school and parking on school grounds is a privilege. This policy applies to all Lanesville Community School Corporation students in grades 7-12 who wish to participate in extracurricular and co-curricular activities that are listed in the current student handbook and any other school sponsored extracurricular activities not listed. It also includes any student who wishes to drive to and from school, to and from Prosser, or park on school grounds. Any student not driving or participating in an extracurricular or co-curricular activity who would like to enroll in the program or any custodial parent/guardian wishing to enroll their student for the random testing program is welcome to do so by completing the consent form.

## **5. LEGAL OBLIGATION**

- The extensive Congressional findings in the Safe and DrugFree Schools and Communities Act of 1994 [20 United States Code §7101 et seq. and specifically § 7102.]
- Indiana Code 2010.149.2 that directs this School District to plan and maintain drug free schools.
- Indiana Code 201049.1 directs that this School District provide instruction concerning the harmful effects of illegal drugs.

## **6. CONSENT FORM**

It is **MANDATORY** that each student who participates in extracurricular or co-curricular activities, as well as those who drive to or from school activities or park on school grounds, check the "Extracurricular Activities Student Driver Drug Testing Consent" section on student enrollment. To withdraw from the program, the parent/guardian must sign a withdrawal form and have a personal interview with an administrator or designee.

## **7. TESTING PROCEDURES**

- A. A table of random numbers will be used to assign numbers to the participants with selections made from time to time throughout the school year. Numbers will be drawn from one large pool of those agreeing to be tested. Testing may occur on a different day, Monday through Friday. This variable schedule will keep students conscious of the possibility of being tested at any time during the school year. Each student will be assigned a number that will be placed in the drawing.
- B. A custodial parent/guardian may request testing of his/her student at the school's cost one time per year. Any other requests must be paid for by the parent/guardian.
- C. No student will be given advance notice or early warning of the testing. In addition, a strict chain of custody will be enforced to eliminate invalid tests or outside influences.

- D. Upon being selected for a urinalysis test under this policy, either by random draw, reasonable suspicion, request of a parent/guardian, or a “follow up” test, a student will be required to provide a sample of “fresh” urine according to the quality control standards and policy of the laboratory conducting the urinalysis.
- E. All students will remain under school supervision until they have produced an adequate urine specimen. If unable to produce a specimen, the student will be given up to 24 ounces of fluid. If still unable to produce a specimen within one hour, the student will be taken to the principal’s office and told he/she is no longer eligible for any extracurricular or co-curricular activity, or be allowed to drive to or from school. The failure or refusal to provide a sample will be treated as a “positive” test result. In addition, the parents/guardian will be telephoned and informed the student is unable to produce a sample for the testing procedure and that he/she may be tested at a later date to be reinstated for eligibility.
- F. All specimens registering below 90.5 degrees or above 99.8 degrees Fahrenheit will be invalid. There is a heat strip on each of the specimen bottles indicating the validity of the urine specimen by temperature. If this occurs, the student must give another specimen.
- G. If it is proven that tampering or cheating has occurred during the collection, the student will become ineligible for all the extracurricular activities, co-curricular activities, or drive to and from school for the remainder of the school year. This will be reported to the parent/guardian.
- H. Immediately after the specimen is taken, the student may return to class with an admit slip or pass with the time he/she left the collection site. The principal or designee must time and sign the pass.
- I. The specimens will then be turned over to the testing laboratory, and each specimen will be tested for alcohol and “street drugs” (which may include all drugs listed as controlled substances under the laws of the state of Indiana). Also, “performance enhancing” drugs such as steroids may be tested.
- J. The laboratory selected must follow the standards set by the Department of Health and Human Services. It must be certified under the auspices of the Clinical Laboratory Improvement Act (CLIA) and the Joint Commission of Accreditation of Healthcare Organizations (JCAHO).

**8. CHAIN OF CUSTODY**

- A. The certified laboratory will provide training and direction to those who supervise the testing program, set up the collection environment, guarantee specimens and supervise the chain of custody. To maintain anonymity, the student’s number, not name, will be used.
- B. The principal or designee will be responsible for escorting students to the collection site. The student should bring all materials with him/her to the collection site and should not be allowed to go to his/her locker.
- C. Before the student’s urine is tested by the laboratory, the student will agree to fill out, sign and date any form which may be required by the testing laboratory. If a student chooses, he/she may notify the administrator that he/she is taking a prescription medication.
- D. A sanitized kit containing a specimen bottle will be given to each student. The bottle will remain in the student’s possession until a seal is placed upon the bottle. The student will initial that the specimen has been sealed. Only the lab testing the specimen may break the seal.
- E. If the seal is tampered with or broken, after leaving the student’s possession and prior to arriving at the lab, the specimen is invalid. The student will be called again as soon as possible. The student will remain eligible for all activities subsequent to a retest.
- F. Students will be instructed to remove all coats in the presence of the supervisor prior to entering the restroom. The door will be closed so that the student is by himself/herself in the restroom to provide a urine specimen. The supervisor will wait outside the restroom. The student will have two minutes to produce a urine specimen. The commode will contain a blue dye so the water cannot be used to dilute the sample. The faucets in the restrooms will be shut off.
- G. After it has been sealed, lab personnel will transport the specimen to the testing laboratory. The testing laboratory will report the results back to the principal or designee.
- H. In order to maintain confidentiality, the container that contains the urine specimen to be tested will not have the name of the student on the container. Instead, the student’s random identification number will appear on the container. Also, the result sheet for the urinalysis will be mailed back to the principal or designee with no name attached; only the student’s random identification number will appear on the result sheet.

**9. TEST RESULTS**

- A. This program seeks to provide needed help for students who have a verified “positive” test. The student’s health, welfare, and safety will be the reason for preventing students from participating in extracurricular and cocurricular activities.
- B. The principal or designee will be notified of a student testing “positive” (that is, if the test shows that drug residues are in the student’s system after using at least two different types of analyses). The principal or designee will notify the student and his/her parent/guardian. The student or his/her parent/guardian may submit any documented prescription, explanation, or information which will be considered in determining whether a “positive” test has been satisfactorily explained.
- C. If the test is verified “positive”, the principal or designee will meet with the student and his/her parent/guardian at a school corporation facility. The student and parent/guardian will be given the names of counseling and assistance agencies that the family may want to contact for help. The student must enroll in an approved counseling program and actively participate until successfully completing the program. A student involved in athletics that tests positive will be subject to disciplinary consequences outlined in the Athletic Department Code of Conduct. A student driver that tests positive will have his/her driving privileges suspended for 45 days, which could carry over to the following year. Students involved in co-curricular activities (band, clubs, academic teams) will be suspended immediately until a negative followup test is produced.
- D. A “follow up” test will be requested by the principal or designee after such an interval of time that the substance previously found would normally have been eliminated from the body as determined by the Medical Review Officer of the laboratory. If this “follow up” test is negative, and the student is in compliance with the counseling requirement the student will be allowed to resume extracurricular or co-curricular activities or driving to or from school. If a second “positive” result is obtained from the “follow up” test, or any later test of that participant, the same previous procedure shall be followed. In addition, the Lanesville Community School Corporation reserves the right to test for the next 365 days while enrolled in Lanesville any participating student who tested “positive” and did not make satisfactory explanation.
- E. Information on a verified “positive” test will be shared on a “need to know” basis with the student’s coach or sponsor. The results of “negative” tests will be kept confidential to protect the identity of all students being tested.
- F. Drug testing result sheets will be returned to the principal or designee identifying students by number and not by name. Names of students tested will not be kept in open files or on any computer. Result sheets will be locked and secured in a location to which only the principal or designee will have access.

**10. FINANCIAL RESPONSIBILITY**

- A. Under this policy, the Lanesville Community School Corporation will pay for all initial random drug tests, all initial reasonable suspicion drug tests, and all initial “follow up” drug tests.
- B. A request on appeal for another test of a “positive” urine specimen is the financial responsibility of the student or his/her parent/guardian.
- C. Counseling and subsequent treatment by non-school agencies is the financial responsibility of the student or his/her parent/guardian.

**11. CONFIDENTIALITY**

Under this drug testing program, any staff, coach, or sponsor of Lanesville Community School Corporation who may have knowledge of the results of a drug test will not divulge to anyone the results of the test or disposition of the student involved, other than in the case of a legal subpoena being made upon that person in the course of a legal investigation. Once again, this will underscore the Lanesville Community School Corporation’s commitment to confidentiality with regards to the program.



## **DRIVER'S LICENSE**

Student behavior and attendance impact eligibility for driving permits/licenses. Student expulsions, suspensions, and trancies are reported to the Indiana Bureau of Motor Vehicles as mandated by Public Law. This law prohibits the Bureau from issuing a driver's license or permit (If license or permit is already held, it will be invalidated) to a student less than 18 who:

1. has at least a second suspension from school during a school year
2. has an expulsion from school
3. is habitually truant (three truancy violations in a semester)
4. has withdrawn from school for reasons other than financial hardship.

Students or parents needing more information concerning this policy should contact the principal's office.

## **DRIVING POLICY**

Driving to school and parking at Lanesville High School are privileges granted by the school Corporation; they are not rights. Specific driving behavior and responsibilities are expected and outlined below:

- Speeding, peeling out, excessively noisy cars or car radio systems or careless driving on the streets bordering the school or in the school parking lot will not be tolerated.
- Once students enter the parking lot, the car is to be parked in the designated area. Students are not allowed to drive in and out of the lot or circle the school continually on the roads bordering the school.
- Students are not to re-enter the parking lot during the day unless they have permission from the office.
- **Student drivers must always yield right of way to the buses and pedestrians.**
- Students are to enter in the main entrance of the school parking lot and park in the main parking lot only. They will then move directly to the sidewalk nearest them.
- At the end of the school day, student drivers are to wait until the buses have left the parking lot and the teachers on duty dismiss them individually before they move their vehicles. Students leaving early may have their driving privileges revoked.
- Students are not to smoke upon entering or exiting the parking lot.
- As drivers, you are responsible for all riders' behavior.
- Student cars may be searched if suspected of harboring illegal contraband, weapons, or other illicit material.
- The school provides a student parking lot, but assumes no responsibility for theft or damage.
- Students who receive four tardies to first period in one grading period will lose their driving privileges to school for that grading period.
- Violation of these guidelines will result in suspension of driving privileges.
- Students are subject to other penalties if the infraction breaks other code rules (i.e. smoking, drugs, alcohol, etc.).
- Cameras monitor the parking lot. These were installed to help ensure the safety of our student population.

### **Vehicle Searches**

Any vehicle brought on Corporation premises by a student may be searched when the administration has reasonable suspicion to justify the search.

Electronic Device Usage Policy in K-12 Classrooms

## **ELECTRONIC DEVICES**

In accordance with Indiana law, Lanesville Community School Corporation Board of Education limits the use of electronic devices in classrooms to only times/instances designated by the educational leader (teacher, administrator, instructional assistant, substitute, etc). To assist with Lanesville Community School Corporation's compliance with Indiana State Law, the following policy outlines guidelines for electronic device usage in K-12 classrooms.

**This policy applies to all students within Lanesville Community School Corporation.**

**Policy Statement:**

Electronic devices, including but not limited to smartphones, tablets, Chromebooks and laptops are prohibited in classrooms unless explicitly approved by the teacher, or other designated educational leader, for educational purposes.

Teachers may permit the use of electronic devices for specific educational activities such as research, presentations, note-taking, or accessing educational apps and platforms.

Students found using electronic devices in the classroom without teacher approval shall be subject to disciplinary action as outlined in the student's school's code of conduct.

Exceptions to this policy may be granted for students with documented disabilities or special needs, in which case alternative arrangements shall be made in consultation with relevant school personnel and parents/guardians.

In instances where electronic devices are permitted, students are expected to use them responsibly and in accordance with the teacher's instructions. This includes adhering to guidelines regarding internet usage, app selection, and respectful communication with peers and teachers. Teachers reserve the right to confiscate electronic devices that are being used inappropriately or causing disruptions to the learning environment. Confiscated devices will be returned to students in accordance with the student's school's policy.

**EMERGENCY DRILLS**

All schools are required by state law to conduct the following drills:

- monthly fire drill
- one take cover (manmade occurrence) drill per semester
- one take shelter (tornado) drill per semester

The purpose of these drills is to teach children how to respond in a rapid, orderly, and safe manner in emergency situations.

**EMPOWERED USE POLICY**

Lanesville Jr/Sr High is very proud to offer our students a wide variety of technology including Wi-Fi availability. Students in grades 7-12 are issued Chromebooks for educational use. Students should take devices home nightly in the event of a canceled school day that would result in utilization of an eLearning day. Devices are to return to school each day fully charged. Please refer to the Resource tab on our school's website in order to view in-depth technology information and policies.

I understand that using school owned digital devices (both at school and at home) and the Lanesville network is a privilege, and when I use them according to the Responsible Use Guidelines I will keep that privilege. Specifically, I will...

- Take care of my device (Return my device in the same condition as it was issued to me)
- Come prepared to class everyday (device is charged and working, homework is completed)
- Use digital devices, networks, and software in school for educational purposes and activities
- Keep my personal information (including home/mobile phone number, mailing address, and user password) and that of others private
- Show respect for myself and others when using technology including social media

- Give acknowledgement to others for their ideas and work
- Report devices that are not working properly (including those that are damaged or broken) to technology staff immediately
- Report inappropriate use of technology immediately

**The following types of information have been designated by the school corporation as directory information and will be disclosed without consent except as set out below:**

Student's name, address, e-mail address, telephone listing, photograph or video not used in a disciplinary manner, date of birth, field of study, student work displayed at the discretion of the teacher, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, diplomas and awards received, grade level or year (such as freshman or junior), Student ID number, teacher name

If a parent/guardian or eligible student does not wish to have some of the above listed Directory Information items released without prior parent's or eligible student's consent, such parent or eligible student must submit a written signed statement indicating that consent must be secured to: High School Principal, 2725 Crestview Ave NE, Lanesville, Indiana 47136. Such statements must be submitted no later than August 15 of a school year or within thirty (30) days of the student's initial enrollment for the school year.

### **ENROLLMENT REQUIREMENTS**

Lanesville Community Schools operates under an open enrollment policy for resident and non-resident students. Non-resident students may enroll via the internet and school website. New students wishing to enroll need to:

1. Call the school for information or complete pre-enrollment via the web
2. Be accompanied by a legal guardian with proof of guardianship
  - a. Divorced/separated Parents Custody Statements/Agreements
  - b. Third Party Custodial Statements/Agreements
  - c. Affidavits Supporting Emancipation Claim  
(appropriate Indiana Code(s) and LCS Board Policy 302.1)
3. Show proof of residency of the guardian. (Rental agreements, utility bills, etc., may serve.)
4. Complete an online enrollment application
5. Provide current immunization records.
6. Provide school records from the student's previous school. (Maybe a copy of a transcript, withdrawal papers, etc.)

Placement into special programs will not be made until proper documentation of prior placement is provided.

### **FIELD TRIPS**

Permission from parents is necessary for students to take field trips. A form is provided for a parent's signature during online registration. If the parents do not sign this online form a separate permission slip for each field trip will have to be signed. Students who choose to misbehave and are assigned ISS or OSS on the day of a field trip will not participate. All dress code and discipline policies are in effect during a field trip. Students who participate in a field trip will be responsible for making up all work missed, including tests.

### **FOOD SERVICE/CAFETERIA**

**The Lanesville Community School Corporation serves nutritious meals each day.**

**[Menus are posted monthly on our school website](#) to keep parents and students informed.**

	<b>Breakfast Per Day</b>	<b>Breakfast Per Week</b>	<b>Lunch Per Day</b>	<b>Lunch Per Week</b>	<b>Extra Milk</b>
<b>Student Full</b>	<b>\$1.80</b>	<b>\$9.00</b>	<b>\$2.80</b>	<b>\$14.00</b>	<b>\$0.75</b>

<b>Price</b>					
<b>Student Reduced Price</b>	<b>\$0.30</b>	<b>\$1.50</b>	<b>\$0.40</b>	<b>\$2.00</b>	<b>\$0.75</b>

- Students may bring their own lunch from home, although **food from any restaurant (fast food or sit down), glass containers, and soft drinks are prohibited in the school cafeteria**
- Students may purchase milk for their sack lunch for .55 cents.
- Adult supervision is provided at lunchtime and proper conduct by each student is required.
- As much as we love having our families in our building, we currently do not have any extra room in our cafeteria for family members to eat lunch with us. We hope this will change in the future and we will be able to have visitors once again. Thank you for your patience!

**Student Accounts:**

- Parents are encouraged to make an initial deposit into their child’s/children’s account at the beginning of the year. It is the parents’ responsibility to make sure that the account stays current.
- The Cafeteria Manager will send home a notice to inform you that a negative balance remains in your account and that additional money needs to be sent into the cafeteria. Lunches must be paid for in advance, not arrears.
- Once a “Negative Balance” reminder is sent home with the student, absolutely no extra items will be allowed to be purchased until the account is no longer in arrears.
- If you have questions about your child’s meal account, please contact the school cafeteria at 812-952-3000, ext. 248.

**Sending Money to School:**

- Money can be sent directly to school.
- **All lunch money sent to school should be sent in an envelope with the student’s name and teacher’s name on the outside.**
- For your convenience, online payment is available through your student’s Harmony account.

**Cafeteria Rules:**

- Depositing all lunch litter in wastebaskets.
- Returning all trays and utensils to the dishwashing area.
- Leaving the table and floor around your place in a clean condition.
- Throwing food will result in a suspension.
- Cutting in line will not be tolerated and will be subject to discipline.
- No student is allowed to walk home or leave school for lunch.

**FREE/REDUCED-PRICE LUNCHES**

Information and applications concerning eligibility requirements for free/reduced-price lunches and community assistance for textbooks will be given to families at the beginning of the school year. **Please note: Approval for free and reduced lunches applies to school breakfast and lunch only. A school lunch includes one milk.**

Any changes in your financial situation during a school year, that would also change your eligibility, needs to be reported to the Office as soon as possible.

**FUNDRAISERS**

**ALL** fundraisers must be approved by the principal. Proper application forms are available from the office.

**Habitual Truant Policy**

[ISBA Code: 4322]

- A. A "Habitual Truant" is defined as a student who has ten (10) or more days of unexcused absences.

B. All students who are at least thirteen (13) years of age but less than the age of fifteen (15) years, and who are determined to be a habitual truant per the definition above, are subject to Indiana law, which provides that any person who is determined to be a habitual truant as defined by school board policy cannot be issued an operator's license or learner's permit until the age of 18 years, or until the student's attendance record has improved as determined by the principal upon review of the student's record of at least once per school year.

C. Procedures developed for the administration of this policy shall include provisions for periodic review of all students determined to be habitual truants and their reclassification, when warranted. These procedures will be developed by the Superintendent or designee.

D. The student's principal may report to the Indiana Bureau of Motor Vehicles of the student's status as a habitual truant.

E. The student upon initial designation of being a habitual truant is entitled to the same statutory procedures as a student who is being expelled.

F. A student who has been designated as a Habitual Truant will not be allowed to participate or continue to participate in extracurricular activities and/or co-curricular activities.

Legal Reference: IC 20-33-2-11  
IC 20-33-2-14(c)

### **Release for Religious Instruction Policy**

The purpose of this policy is to provide students with the opportunity to receive religious instruction outside of regular school hours while maintaining compliance with state regulations and respecting the diversity of beliefs within our community.

This policy applies to all students within Lanesville Community School Corporation.

Students enrolled in Lanesville Community School Corporation shall have the opportunity to participate in religious instruction programs conducted by a church, an association of churches, or an association organized for religious instruction and incorporated under Indiana law. This policy ensures that students have access to religious education while respecting the rights and beliefs of all individuals.

#### 1. Implementation Guidelines:

##### a. Written Notice:

- (1) Guardians must provide written notice to the school indicating their desire for their child to participate in religious instruction programs. This notice should include the name of the organization conducting the instruction.
- (2) Upon receipt of the written notice, the school will provide the necessary forms for enrollment in the religious instruction program.

##### b. Duration and Frequency:

- (1) Religious instruction sessions shall not exceed 120 minutes per week.
- (2) The frequency and scheduling of religious instruction sessions shall be determined by the organization providing the instruction.

c. Transportation:

- (1) Transportation to and from the religious instruction program is the responsibility of the guardians or the organization providing the instruction.
- (2) The school district shall not provide transportation to religious instruction sessions.

d. Facilities:

- (1) The school district shall not provide facilities for religious instruction sessions.
- (2) Religious instruction sessions shall be conducted off school premises at a location designated by the organization providing the instruction.

e. Attendance and Academic Requirements:

- (1) Students participating in religious instruction programs shall remain subject to the attendance and academic requirements of the school district.
- (2) Participation in religious instruction shall not exempt students from their regular academic responsibilities or affect their academic standing within the school.

f. Non-Discrimination:

- (1) Participation in religious instruction programs shall be voluntary and open to all students regardless of their religious beliefs.
- (2) The school district shall not discriminate against any student based on their participation or non-participation in religious instruction programs.

g. Supervision:

- (1) The organization providing the religious instruction shall be responsible for the supervision of students during instruction sessions.
- (2) School district personnel shall not be responsible for the supervision of students during religious instruction sessions.

h. Legal Compliance:

- (1) This policy shall comply with all relevant laws, regulations, and guidelines governing the use of technology and the protection of student privacy and intellectual property rights.

Review and Revision:

- a. This policy shall be reviewed annually by the Lanesville Community School Corporation Superintendent and the Lanesville Community School Corporation School Board to ensure its effectiveness and compliance with state regulations. Amendments may be made to this policy as necessary.

**HOMEWORK POLICY**

### **Make-up Work for Absent Students:**

Students who are absent due to illness may request their work from their teacher via email or check for assignments online. If a student needs books, etc from their locker or items from the teacher requests can be made before 12:00 NOON. Those items will be gathered throughout the day and will be available to the parent at the end of the school day. The parent can then pick up the homework from the office. The easiest way to request homework is to email the teacher directly, using their last name, first initial, followed by the school address: for example: [millerar@lanesville.k12.in.us](mailto:millerar@lanesville.k12.in.us)

### **LIBRARY**

The Media Center consists of the library and audio-visual department. The library houses over 6,000 books. Books may be checked out for two (2) weeks. Most reference books, such as encyclopedias and almanacs do not circulate and must be used in the library. The library provides an area for study or reading for enjoyment. Students are expected to respect the rights of others to have a quiet environment. Students are encouraged to ask the librarian for help in locating materials when needed. Computers are available to assist students with class work.

### **LOCKERS/LOCKS**

**Locker Inspection Policy and Rules:** Lockers are made available for student use on the school premises, including lockers located in the hallways, physical education and athletic dressing rooms. The lockers are made available for student use in storing school supplies and personal items necessary for use at school. The student's use of a locker does not diminish the school corporation's ownership or control of the locker. The school corporation retains the right to inspect the locker and its contents to insure that the locker is being used in accordance with its intended purposes and to eliminate fire and other hazards, maintain sanitary conditions, attempt to locate lost or stolen items, or materials such as weapons, illegal drugs, or alcohol.

### **LOCKER SEARCHES (Board Policy 305.1)**

No school official shall inspect a student's locker unless there is a reasonable (and/or probable) cause to believe that prohibited articles such as guns, knives, drugs, etc. are kept in the locker. If an inspection takes place, the student, or a third party, shall be present. Students are cautioned against leaving valuables or money in their lockers. Students should not give their lock combinations to other students.

### **Low THC Hemp Extract**

**Low THC Hemp Indiana law defines "low THC hemp extract" as a product:**

1. derived from Cannabis sativa L., that meets the definition of industrial hemp;
2. that contains not more than three-tenths percent (0.3%) delta-9-THC (including precursors); and
3. that contains no other controlled substances

**Prior to school personnel administering a low THC hemp extract substance, in addition to the above requirements, the following criteria must be met:**

1. Parent/Guardian has provided the school with written permission to administer the product to his/her child and has verified that the product was acquired from a retailer that meets the requirements of state law;
2. Product is in the original packaging and is UNOPENED;
3. Student's health care provider has provided the school with a prescription to administer the substance which includes the dose, route and time of administration; and
4. Product has been approved by: (1) the federal Food and Drug administration or the federal Drug Enforcement

**Agency as a prescription or over the counter drug or (2) meets the packaging requirements of state law.**

Low THC hemp extract substance must be in packaging that contains the information required by state law. A school nurse or other trained school personnel will determine if the packaging complies with the law prior to the low THC hemp extract being distributed.

Legal Reference: IC 34-30-14: IC 20-33-8-13: IC 20-34-3-1

### **LOST AND FOUND**

A lost and found box is located in the High School Office. Students may check the box for lost items. Any items left in the storage area after each nine weeks will be donated to charity.

## PARENT CONCERNS

We gladly seek input from parents and community on a continual basis. Feel free to contribute as we consider you a partner in the student's education. In order to expediently address your concerns, please follow this chain of command:

1. First, go to the teacher involved. Our staff is willing and wishes to hear from you.
2. If that outcome is not satisfactory, bring your concern to the counselor or Building Administrator.
3. Should the matter not be resolved at the first two levels, contact the Superintendent.
4. If previous efforts have not resulted in an acceptable solution, parents have the right to bring their concerns to the school board.

Every possible effort should be made to resolve these situations expediently and effectively. Each party involved is requested to approach the concern with a fair and open attitude, showing willingness to work with the other party toward an effective solution. See Board Policy 104.3.

Parents are encouraged to attend parent/teacher conferences or make contact with teachers. The Harmony system makes student achievement information available daily. Report cards cannot reflect all aspects of your child's growth and progress. Conferences provide an excellent opportunity to discuss many details about your child's experiences at school. Parents have the opportunity to request a conference at any time.

## PLEDGE OF ALLEGIANCE

In compliance with Indiana Law, the Pledge of Allegiance will be recited and a moment of silence will be observed each school day.

## PROM

Attendance at the Junior-Senior Prom is open to juniors and seniors who are enrolled at Lanesville High School and their guests. All guests must be enrolled in the 10th grade or above. Seniors who graduated mid-year may also attend. Final approval of guest participation is at the principal's discretion. No guest may be older than 20 years old. All guests are to conduct themselves in an orderly fashion, and to be respectful of all school rules and personnel. All 'hosting' students are directly responsible for their guest's actions. Students and their guests will not be allowed to leave and re-enter the prom. Refer to the "dances" section earlier in the handbook. The Junior class is responsible for fund-raising for the prom. The amount raised will determine the cost of prom tickets for juniors, seniors and their guests. All regular dance qualification rules apply to prom.

## PROSSER SCHOOL OF TECHNOLOGY

The opportunity to attend Prosser School of Technology by junior and senior students is a very important asset at Lanesville High School. This affords student-training opportunities that an individual high school could not possibly offer. However, attending Prosser is a privilege that is possible only by meeting certain requirements.

All students will be given an opportunity to make an application during the last part of their sophomore year (junior year in certain cases). The counselor will provide needed information to all eligible students each year. Prosser is an extension of Lanesville High School. Disciplinary actions are reciprocal with both Lanesville High and Prosser.

Upon returning from Prosser, students are to report directly to class. **NO PROSSER STUDENT IS TO GO TO THEIR CAR WITHOUT EXPRESS PERMISSION FROM THE OFFICE.** A bus is provided by the school corporation to furnish transportation to and from Prosser for all students, except those enrolled in Cosmetology or those senior students who are on work release. **STUDENTS ARE NOT ALLOWED TO DRIVE TO THE VOCATIONAL SCHOOL WITHOUT PRIOR CONSENT FROM THE OFFICE.**

Failure to comply with this requirement will result in the following:

<b>First offense:</b>	After School Detention
<b>Second offense:</b>	ISS
<b>Third offense:</b>	2 Days ISS
<b>Four or more offenses:</b>	OSS/Alt School Suspension

## PROTECTION OF PROPERTY

This school is public property, and as such it is in the best interest of all residents to maintain it in excellent condition. We need the cooperation of all children who attend to respect and care for the building.

Care of personal property is an ever-present problem as it is lost, damaged, or stolen. Students should not bring items to school that are not necessary for classroom activities. Each child is to be responsible for his or her own belongings. Clothing (especially coats) should be marked with the child's name. A child should never carry amounts of money, greater than necessary for the school day. The school is not responsible for lost or stolen items. Please leave money, Ipods, phones, and other electronics at home.

## SCHOOL BUS RULES AND INFORMATION

Lanesville Community School Corporation will provide busing for students that live an appropriate distance from school. Riding the bus is a privilege not a right. Misconduct will result in the loss of this privilege.

All students are under the supervision, direction and control of the bus driver while being transported on a school bus. The bus driver has the right to suspend a student from riding the bus for one day at a time. The building principal may add additional days as they feel the incident warrants. Parents will be notified by phone when possible.

"All school children, while being transported on a school bus, shall be under the supervision, direction, and control of the school bus driver, and shall be subject to the discipline of the school bus driver and the governing body of the school corporation." (1965 Acts of the General Assembly, Chapter 260)

### **Safety Rules**

1. Be at your bus pick-up ON TIME. An early start will assure this.
2. Wait your turn to load the bus.
3. Avoid standing or playing on the road while waiting for the bus.
4. Obey the bus driver promptly and cheerfully. Realize that they have a big responsibility and that it is your job to help.
5. Watch your step going to and from your stop, and getting on and off the bus. Where there are no sidewalks, walk on the edge of the road FACING oncoming traffic.
6. Show consideration for the property where your bus stop is located.
7. Damage and destruction at the stops results in discontinuance of these stops.
8. Horseplay, littering, loud and boisterous conduct on the bus will not be allowed. This type of conduct distracts a driver and may result in a serious accident endangering everyone on the bus. Students are expected to stay seated at all times unless they are unloading at a stop.
9. Musical instruments that can be carried on a bus without taking up room of another student or blocking exits, may be carried on the bus.
10. Misconduct such as profanity, boisterousness, throwing things, destruction of school property, fighting, loading or unloading improperly, lighting matches, smoking, changing seats when the bus is in motion, eating on the bus, insolence, or obscene gestures shall be cause for dismissal of the student from the bus. A formal complaint form or bus conduct report will be given to the Principal and a school official will make contact with the parent.
11. Students under suspension from one bus **MAY NOT** ride another bus for the period of suspension. Permanent suspension may be made for flagrant violations of school transportation rules.
12. Drivers are **NOT** permitted to allow passengers to load or unload at any point other than those specifically assigned to each student except by **WRITTEN** request from parent and **APPROVAL** by a designated school official.
13. Students who have to cross a road at a loading point or after unloading shall do so on a driver signal at a point 10 feet in **FRONT** of the bus. This allows the driver and the student to make eye contact. Students refusing to cross in front of the bus will be denied use of transportation.
14. Where it seems advisable and appropriate, a driver may assign a student a specific seat on the bus and the student shall occupy that seat. Changes in seat assignments may be necessary and will be made by the driver in charge of the bus.

15. Animals such as snakes, mice, or pets of any type **MAY NOT** be brought to school on the bus. Students desiring to bring such items to school should arrange for parent transportation on those days.

16. **MOVING FROM ONE SEAT TO ANOTHER WHILE THE BUS IS IN MOTION IS NOT PERMITTED.**

**Possible driver/principal consequences for failing to comply with rules:**

- Warning
- Assigned Seat
- File Discipline Report
- Phone Parents
- Parent Conference
- Loss of Riding Privilege
- Other at the discretion of the Principal or Bus driver

### **BUS DRIVER INFORMATION**

<b>BUS #</b>	<b>DRIVER</b>	<b>HOME #</b>	<b>CELL #</b>
2	Ann Shaffer		502-296-6899
3	Anna Stockoff		317-446-0658
4	Jody Jones		812-972-1620
6	Chris Lasley		812-267-2101
7	Sheila Emily		812-736-0177
8	Mike Emily		812-596-0542
13 (formerly Bus 5)	Stephen Shaffer		812-267-8520

### **SCHOOL HEALTH SERVICES**

A school nurse oversees the health services offered at this school. If emergency medical treatment is necessary, the parents will be contacted. If parents are not available, the child will be taken to the hospital by ambulance at the parents' expense. **Remember, an emergency telephone number where parents can be reached must be on file and is vital in reaching parents in the case of an emergency.**

**Lanesville Community School Corporation is required by Indiana State Law to require immunization of all children.**

A written immunization record must be furnished upon the child's enrollment. Students who are entering kindergarten or who will be entering school as a new student should have the following immunizations prior to attending school:

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

### **Medical/Religious Exemptions**

Indiana School Immunization Law provides that students who do not present proof of immunization on or before the first day of school may not attend school without a religious or medical objection on file. Exception to this section of the law will be made upon the receipt of a medical exemption written by a healthcare provider or by a religious objection in writing from the parent/guardian. All exemptions to immunization must be verified annually.

### **Medication Administration Policy**

*Indiana School Laws allow the school nurse or other designated school personnel to assist students who are required to take medication during the school day. The purpose of this service is to help each student maintain or improve his/her potential for education and learning. The intent of this policy is to provide safe, effective administration of medications for those students who require them.*

### **Medications at School**

1. Medication forms may be obtained from the nurse's office or the school website under the Elementary School. A new form must be completed each school year and each medication must be on its own form.
2. ALL medications must be FDA-approved and kept in the original container.
3. All prescription medication must be in the pharmacy labeled bottle or packaging with the following information:

<b>Prescription number</b>	<b>Doctor's name</b>	<b>Dosage</b>
<b>Child's name</b>	<b>Name of medication</b>	<b>Time to be given</b>
4. Any change in medication, dosage, or time to be given, must be in written form with the parent and healthcare provider's signature.
5. All medication brought to school for administration by staff will be kept in a locked container.
6. It is the responsibility of the parent/guardian to make sure the medication is delivered safely to the school nurse or her designee.
7. School nurse will provide instruction/training as needed to those staff members who dispense medication to students.
8. A student with a chronic disease or medical condition may possess and self-administer medication for that disease or condition while at school in accordance with the rules set forth by Indiana Code 20-33-8-13. Physician and guardian permission for self-administration must be on file at school.
9. **Non-prescription medications** must be accompanied by a medication form that is completed and signed by the parent or guardian.
10. All nonprescription medication must be in the original container and be clearly labeled with the child's name.
11. Unused nonprescription medications may be sent home with students in **all grades with a parent/guardian's written consent and at the discretion of the nurse.**
12. If a parent or guardian does not give consent to send the unused medication home with the student, the parent or guardian will schedule a time for pick-up. Medications left at school after this time will be destroyed in the presence of a witness.

### **Illness and Returning to School**

Students should not come to school if they are experiencing any of the conditions mentioned below. If at school, students will be sent home from school for the following reasons and require a doctor's statement for readmission:

1. Reddened eye(s) with possible drainage, matting, or discomfort.
2. Recurrent or persistent skin infections – including scabies.
3. Unexplained or undiagnosed rash.
4. Injury involving documented loss of consciousness.
5. Untreated drainage from skin.

**Students should not come to school if they are experiencing any of the following symptoms.**

**Consequently, students will be sent home from school for the following reasons/symptoms:**

1. Temperature of 100 or over. Students must be fever-free for 24 hours without the aid of fever reducing medication such as Tylenol/Ibuprofen before returning to school.

2. Temperature of 96.5 or lower.
3. Lice (pediculosis) – Students will be sent home if live bugs are found. If a student has nits, he/she may remain at school for the day, but should be treated before returning to school.
4. Vomiting. Student must be free of vomiting for 24 hours before returning to school.
5. Diarrhea. Student must be free of diarrhea for 24 hours before returning to school.

### **Severe Allergies at School**

If your child has a potentially life threatening allergy to food, insect stings, latex, or other allergens, please be sure to have your child's health care provider complete an Allergy Action Plan for your child and provide the school with an EpiPen. A school nurse or other trained school employee may give the EpiPen according to the directions on the Allergy Action Plan. But, what if your child has an allergic reaction for the very first time at school and has never been diagnosed with an allergy? The nurse at Lanesville Elementary School is prepared to handle these potentially life threatening allergic reactions as well. The school nurse may use a lifesaving medication called an EpiPen according to orders from the medical advisor. If you do not want your child to receive the life saving measure of medication from an EpiPen, please contact your school's nurse in writing.

### **SCHOOL RECORDS**

All student records are maintained by the LES staff and administration. These serve as a documented record of your child's educational experience as well as a useful planning tool. Access to this information is controlled by provisions of the Family Education Rights and Privacy Act of 1974 (FERPA). Parents have the right to:

- Inspect and review their child's records
- Seek to amend the record if they believe it to be inaccurate
- Consent (or not) to disclosures of personally identifiable information; and
- File a complaint with the U. S. Department of Education concerning the district's failure to comply with FERPA

It is the policy of Lanesville Elementary to forward all educational and health records upon receipt of a written request from the child's new school, when he/she transfers to a different corporation. Student records are otherwise kept confidential and only viewed by school personnel that work directly with the child.

Any change of guardianship, address, or telephone number should be reported to the office immediately. It is most important that this information be kept current. Parents changing jobs during the school year need to update us as to their new place of employment as well as new telephone numbers.

### **Annual Notice to Parents & Students of Their Rights Concerning Education Records To Parents and Students** **Education records are governed by federal and state laws and regulations.**

The requirements of these laws and regulations are contained in school board policy # 5125, entitled Education Records. Generally this policy provides for the following:

1. Records are confidential and may be disclosed only as provided in the policy. 29
2. The policy concerns both elementary and secondary student education records.
3. Parents and students have a right to examine their student's education records at reasonable times.
4. Before education records are disclosed to third parties, the school requires a signed and dated written consent of either:  
(1) A parent of a student who is less than 18 years of age and not attending a post-secondary educational institution; or (2)  
A student who is at least 18 years of age or attending a post-secondary institution (an eligible student).
5. Certain persons may examine education records without a parent's or eligible student's consent, as provided in the above paragraph. These include school officials who have legitimate educational interests; officials of another school, school corporation, or institution of post-secondary education where the student seeks or intends to enroll; and officials of another school, school corporation, or other educational agency in which the student is enrolled or receiving services. This School Corporation forwards education records to these agencies without prior notification to the parent or eligible student.

6. Directory information will 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 a parent or eligible student. Directory information includes Student's name, address, e-mail address, telephone listing, photograph or video not used in a disciplinary manner, date of birth, field of study, student work displayed at the discretion of the teacher, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, diplomas and awards received, grade level or year (such as freshman or junior), Student ID number, teacher name, and other similar information which will not generally be considered harmful or an invasion of privacy if disclosed. A parent or eligible student may object to disclosure of any of the categories of directory information by filing form (Denial of Permission to Release Certain Directory Information without Prior Written Consent) from the principal's office no later than fourteen (14) calendar days from the date of receipt of this notice.

### **SCHOOL SERVICES**

**Exceptional Learners Education:** Our Corporation is a member of the Harrison County Exceptional Learners Cooperative. As a member, we are entitled to services including consultations, testing, and placement in appropriate programs. Teachers, parents, and special education personnel are involved in the identification and placement of a student in this program.

**In compliance with the procedural requirements of Section 504 of the Rehabilitation Act of 1973, a copy of parent/student rights in identification, evaluation, and placement can be found in the elementary office.**

**High Ability:** Lanesville High Ability Program provides students that qualify the opportunity to work with a curriculum that is stimulating and meets their needs. The focus of the program is conducted within the classroom using differentiated instructional methods and activities. Testing is conducted in the spring and fall. Specific criteria must be met in order to be admitted into the program. Students in the program will be re-evaluated at the end of sixth grade.

**Intersession:** Invitations are extended to students who might benefit from additional days of instruction. The balanced calendar is designed to provide additional days for remediation and limited enrichment activities at the end of each grading period. Intersession is provided for students below passing on ISTEP exams and students with a 50-59% average at the end of the grading period. Students in this range will have an opportunity to earn a passing grade by attending the full week of intersession. Students failing the ECA exam in Algebra I or English 10 are required to attend.

### **TELEPHONE USE BY STUDENTS**

**Students will not be allowed to make calls.** Students will not be permitted to call home to obtain forgotten homework, chromebooks/tablets, lunch boxes, backpacks, band instruments, practice wear/items for sports, etc.. Students are expected to take responsibility for getting items needed to school.

**ANY STUDENT CAUGHT MAKING FALSE EMERGENCY CALLS TO 911 FROM ANY PHONE WILL BE PROSECUTED.**

***Textbook rental fees are now covered by the state of Indiana except in some circumstances such as Advanced Placement (AP) or Dual Credit classes. If a book is lost, stolen, or damaged, the student must pay the replacement cost of the book. If a student receives a book, which she/he feels is damaged, the student should report the condition at once so that a fine will not be assessed upon its return. Only the exact books assigned to a student will be accepted as returned.***

### **TERMINATION FROM HIGH SCHOOL**

Appropriate Indiana Code (IC) requires that an exit interview take place when a student who is at least sixteen (16) and not yet eighteen (18) years old wishes to withdraw from school prior to graduation or turning eighteen years old. The student, the student's parent or guardian and the designated school employee are required to be present at the interview. The Principal is to conduct the interview. Lanesville will not allow students to drop out of school prior to age 18.

## **TRANSFER TO ANOTHER SCHOOL**

A student who finds it necessary to transfer to another school must follow the procedure outlined below:

1. Inform the counselor one (1) week in advance before his/her final attendance day.
  2. Secure a withdrawal form from the office before the last day of his/her attendance at Lanesville High School. This form must be completed and returned to the office before any official transcripts will be sent to his/her new school.
- All financial obligations must be taken care of by the time of departure by the parent/guardian or student if emancipated.

**Please click the following links to see the appropriate handbooks:**

**[Lanesville Jr/Sr High School Academic Handbook](#)**

# **Academic Handbook 2024-2025**

## **ACADEMIC INFORMATION WITH COURSE DESCRIPTIONS**

(All information in this part of the handbook is accurate on the date published and subject to change).

### **Academic Awards**

Students enrolled at Lanesville High School have the opportunity to receive an academic award for each semester a 3.00 GPA is attained. The awards ceremony takes place each spring.

A student must maintain a grade point average of 3.0 or better for at least one semester to receive an award.

A student must be enrolled in at least five (5) classes.

A transfer student must have been enrolled in Lanesville High School for at least one (1) complete nine weeks of the semester to qualify for the award. Students receiving the Academic Awards will have their dinner provided when the achievement banquet is held.

Students who have served on countywide or statewide committees, or have been awarded honors not recognized on Senior Honors/Awards Night will have their meal provided and they will be recognized for their individual honors with a certificate. (Examples of this would include: Youth Philanthropy Council, Student Announcers, etc. Also included would be participants in extracurricular activities that do not receive recognition at any other function.) The following awards are given:

<b>Number of Semesters</b>	<b>Award</b>	<b>Number of Semesters</b>	<b>Award</b>
One	Certificate	Five	Eagle framed picture
Two	Certificate with seal	Six	Medallion
Three	Excellence pin	Seven	Plaque
Four:	Eagle key-chain		

### **Carl Uessler Academic Awards**

The Uessler Academic Awards will be given to the top ten (10) percent of each graduating class. The awards will be presented on Senior Honors Night.

## **ADVANCED PLACEMENT EXAMS**

Students at Lanesville High School may take courses in AP Art History, Calculus, Chemistry, Human Geography, Music Theory, Psychology, and Spanish. Corresponding AP Exams must be taken by all students enrolled in the class. If the AP Exam is not taken, credit toward the Academic Honors Diploma cannot be awarded. Testing fees for the math and science courses may be covered by the State of Indiana. If not, each AP exam cost \$92 dollars. Depending on the

college, students scoring a 3 or above on the exam shall be given college credit. Check with individual colleges to research their policies on AP testing and earning college credit. Many colleges will forego their individual placement exams for students who have taken the AP exam.

### **ASSESSMENT GUIDELINES/RETESTING POLICY**

The philosophy of Lanesville Schools is focused on all students reaching their full potential. The intent of the re-test/re-do policy is to provide support in order for teachers and students attain this goal. As educators, we understand that all students do not learn at the same pace or at the same time. Students need extra-time and extra-help in reaching proficiency. This policy provides flexibility to differentiate assessments based on student needs. Good assessment advances learning and provides information to the teacher to inform instructional practice.

The classroom teacher has the discretion to make a re-do decision for a student. The decision should be based upon work the student has done up to a certain point through various formative assessments. As the teacher observes the student through this learning process, a better decision about a specific student redo can be made. Assessments that are formative in nature (homework, quizzes, assignments, practice) are perfect examples to have students re-do to learn the material. This provides multiple opportunities to learn skills. Assessments that are summative in nature, which typically occur at the end of learned material (grading period) would normally not be eligible for a re-do. Examples include benchmark assessments and final exams. Should a question about the appropriateness of a re-do arise; see number nine in the Guiding Principles.

The rationale for offering a re-do option is to help students develop skills in content knowledge through the learning process prior to the end of the grading period. The teacher's goal should be for a grade to reflect what a student knows at that given point.

#### ***Guiding Principles***

1. Any re-do is based on the discretion of the teacher. Re-do of any work or assessment is not to be taken for granted by students or parents.
2. The type of redo assessment will be at the teacher's discretion and may not be in the same format as the original assessment. It may be an oral test, written test, performance assessment in a different format from the original assessment.
3. The re-do process will require extra effort and time on the part of the student in preparation for the re-do. It should also contain some form of guided and structured re-teaching and review by the teacher of material previously presented. Specific requirements will be defined for the student.
4. The teacher will base the decision of the re-do on teacher observations made during the learning process and the monitoring of student effort to learn the material. If a willingness to learn and sincere effort is observed, the re-do is appropriate for a student.
5. As a general rule, the number of redo opportunities could vary by student, depending on their individual rate of achieving proficiency.
6. Teachers are encouraged to notify parents when a re-do opportunity is presented. This may vary with the grade level and maturity level of the student.
7. Under most circumstances, no re-do assessments should be allowed during the final week of the grading period.
8. The normal protocol for a re-do is that it will take the place of the original grade if it results in an improved grade.
9. Special circumstances may arise when the opportunity to re-do will need to be decided by a team of educators. This could include the teacher, administrator and parent.
10. Each teacher will provide a written description of their expectations and procedures related to the re-do process at the beginning of the school year or semester to be shared with students and parents.
11. Students are allowed to retake exams below 80%. They must participate in corrective instruction and make arrangements with their teachers. Test retakes are at the discretion of the teacher according to the assessment guidelines of the school corporation. The rule of 80% does not apply to Advanced Placement (AP) or dual-credit courses. If the student participates in remediation or corrective instruction and earns a higher score on the retest, the higher score will replace the original grade.

### **CADET PROGRAM**

The Cadet Program is designed to provide assistance to teachers and administration in the form of student helpers. Students must be enrolled in a study hall and must apply to become cadets. Teachers must apply to receive a cadet assignment. There will be training by the counselor and Success Center coordinator during Flex Time.

#### **Guidelines**

- Students must earn a "C" average in all classes per nine weeks.
- No student will be allowed to serve more than one period; exceptions may be made for seniors.

- Students with disciplinary referrals can be pulled from the program.
- Students are to remain in the assigned area the entire period unless sent on errands by adults.
- Applicants for the program need to be honest, hardworking, cooperative, dependable, respectful, punctual, and well disciplined.
- Cadets should not be dismissed early to lunch or afternoon dismissal FOR ANY REASON.
- Cadets will remain with the assigned teacher, even if their duties are completed for that day.

### **COLLEGE VISITS**

Seniors are allowed two (2) college visits during each semester, juniors are allowed two (2) college visits per year and sophomores are allowed one (1) per year. The Guidance Counselor must approve the visits at least TWO days PRIOR to the visit. Students who visit colleges are required to get written verification from the admissions officer of the college stating that the student did visit the college. Colleges listed in the metro area, i.e. University of Louisville, Indiana University Southeast, Ivy Tech, and others shall be visited only for one-half the day. If the student complies with the above regulations, the day will count in the official attendance, but WILL NOT count in the five-day limit of absences per nine weeks. If a student chooses to take placement exams, or college entrance exams on school days, those days will count in the total absences for the nine-weeks. Further college visits will be allowed upon the presentation of an acceptance letter to the Guidance Counselor. The student must then secure a signed document from the college stating the student was present on the date of the visit. Those absences will be excused and will count in the total absences for the nine-weeks.

### **CREDITS EARNED**

Classification of each student by grade level will occur prior to the first student day of each school year. All newly enrolled students will be classified upon entering Lanesville High School. A classification review may occur at the request of the student/parent to the Counselor, at the beginning of second semester. Students classified as freshmen, sophomores, juniors, or seniors may only participate in the activities of the designated class. The credits earned determines the grade classification, not years in high school. See the counselor for details.

<b>Freshman</b>	0 credits
<b>Sophomore</b>	10 credits and 1 or more years of high school completed
<b>Junior</b>	18 credits and 2 or more years of high school completed
<b>Senior</b>	28 credits and 3 or more years of high school completed

### **CREDIT/TRANSCRIPT CHECK**

The "Credit/Transcript Check" form should be used to plan your four years in high school and updated each year to keep record of your progress toward your diploma and academic goals. Grade level transcript meetings will be held each year.

### **DIPLOMA REQUIREMENTS**

Diploma types and requirements are explained in this handbook. Pay careful attention to the information that applies to each diploma type. Local requirements include 2 additional courses for all diplomas for a minimum of 42 credits, or 47 credits for the Academic Honors Diploma (AHD) or the Technical Honors Diploma (THD). For purposes of obtaining an Academic or Technical Honors Diploma the required grade point average of B is equal to a 3.0, with no grade below a C- in a required class toward the diploma.

### **DROPPING/ADDING A CLASS**

Students who find it necessary to drop and/or add a class after course selections are finalized, must request the changes prior to the start of the school year. Drop/adds are at the discretion of the school administration. To drop a class after the start of school each of the following must be completed:

- Counselor/Student Meeting to discuss dropping the class
- Student must meet with the teacher and schedule at least 2 hours of after or before school tutoring in the subject area and develop a plan to improve grade
- Parent, student, teacher, and counselor meeting to discuss whether it is recommended to drop the class after completing the above requirements.

### **DUAL CREDIT (HIGH SCHOOL/COLLEGE) COURSES**

Students may take dual-credit courses (credit from both a university and our high school-not double credit) through post-secondary institutions.

- If the class is taught at the university, it cannot conflict with the student's daily class schedule at Lanesville.

- Parents assume all responsibility of tuition fees and costs for the college course, transportation costs, and liability of the transportation as applicable.
- The principal must give final approval of this request, if the course involves leaving the high school campus. Grades earned for dual credit will count toward the student's cumulative GPA.

### EARLY GRADUATION

Students may elect to graduate from Lanesville High School in three years if they have met all the requirements to earn a diploma. A school corporation may, under procedures adopted by the state, graduate students after six semesters. Please keep in mind the following:

- Students with poor attendance, i.e. those students who consistently have to make up time for absences, will not be allowed to elect this early graduation option.
- Student is not enrolled at Prosser School of Technology.

Students wishing to be approved for early graduation must be enrolled in the college preparation course of study at Lanesville High School. If a student elects and is approved to graduate in three years, they must declare their intentions at the end of their second year of high school. A student who is approved to graduate in three years will not be included in the class standing of either the junior or senior class and will not be eligible to attain valedictorian or salutatorian status. Students must apply for early graduation prior to the end of the sophomore year to develop a plan for course completion.

### FOUR-YEAR PLAN CHART/SCHEDULE REQUEST FORM

The four year plan chart/schedule request form is used by the counseling department to work with students in scheduling classes for the next school year. It is updated each year during scheduling meetings and provides a basis for students and parents to update the academic program for the following year.

### GRADING SCALE

The grading scale at Lanesville Junior/Senior High School with regards to computing the cumulative grade point average is as follows:

	AP/ACP		Others	AP/ACP		Others
A	5.0	4.0	C	3.0	2.0	
A-	4.7	3.7	C-	2.7	1.7	
B+	4.3	3.3	D+	2.3	1.3	
B	4.0	3.0	D	2.0	1.0	
B-	3.7	2.7	D-	1.7	0.7	
C+	3.3	2.3	F	0.0	0.0	

A school wide classroom grading scale is followed at Lanesville Junior-Senior High School.

A+	99.5	C+	77.0	F	59.0<
A	93.0	C	73.0		
A-	90.0	C-	70.0		
B+	87.0	D+	67.0		
B	83.0	D	63.0		
B-	80.0	D-	60.0		

### GRADUATION

Students need a minimum of 42 credits to graduate from Lanesville High School. Students must have attended high school for at least seven (7) semesters to qualify for graduation. Seniors may be allowed to graduate at the end of the first semester of the senior year providing all requirements have been met. A student WILL NOT be allowed to enroll or continue a course unless he/she physically attends class on a daily basis. Permission may be given to take a needed class by correspondence. Students WILL NOT be excused from attending class because of employment.

### GRADUATION/DIPLOMA/CERTIFICATE POLICY

#### Diploma

Shall be granted and awarded during commencement ceremonies to all students who meet all of the following criteria:

1. State minimum graduation course requirements found in state code
2. Local graduation requirements;
3. Passing End of Course Assessments (ECA). See appropriate Indiana Code and Indiana Administrative Code for the four ways to satisfy the ECA requirement.

#### Certificate of Completion

Pursuant to Indiana Administrative Code, this document shall be awarded to students who do not earn a diploma but who complete the public school educational program prescribed in the student's Individualized Educational Program (IEP). The student shall participate in graduation exercises.

### **Certificate of Attendance**

Given, at commencement ceremonies, to Foreign Exchange students who do not qualify for a diploma or Certificate of Achievement.

## **GRADUATION CEREMONIES**

The following requirements are for participation in the graduation ceremonies at Lanesville High School. Those ceremonies include Senior Awards Night and Commencement. Students not wishing to comply with these requirements may pick up their diplomas from the office the week after school is out. Participation in the ceremonies at Lanesville High School is a privilege. Only seniors actually graduating (having passed all required courses) will be allowed to participate in the commencement ceremonies (exception: Foreign Exchange students).

### **What to wear for senior awards night**

Students participating in the senior awards ceremony are expected to dress accordingly. This is a "dress up" occasion. Young women should give consideration to the fact shorter skirts are not appropriate. Young men need to wear a dress shirt, dress pants. Suit coats are optional. Denim jeans (regardless of color), sandals, and casual clothes are not appropriate for this evening.

### **What to wear for Commencement**

Males - white or light colored shirt with a collar and a tie, long dark dress pants (NO JEANS) dress shoes (NO SANDALS, FLIP FLOPS, OR SLIDE-ONS)

Females - white or light colored dress, dress shoes (NO FLIP-FLOPS, SLIDE-ONS, OR CASUAL SHOES)

Mortarboards are to be worn correctly with the top being flat and not on an angle. No writing or decoration on the gown or mortarboard will be allowed.

### **Speeches**

All speeches will be written prior to graduation and approved by the principal or his/her designee. Grammar and content advice will be given to the participants.

Valedictorian (Ranked 1st in class): Commencement

Salutatorian (Ranked 2nd in class): Commencement

Historian (Ranked 3rd in class): Honors Night

Senior Class President: Welcome/Closing for Commencement

### **Graduation Celebrations**

If celebration during graduation creates a mess in the gym, diplomas will not be released until the mess is cleaned up.

### **Valedictorian/Salutatorian/Historian**

Cumulative grade point averages (GPA) will determine the selection of Valedictorian (being the highest), Salutatorian (being the second), and Historian (being the third). The selection for Valedictorian, Salutatorian, and Historian will be determined once semester two grades are final. If a tie exists at this point, at any level, those students will share the honor of that level (e. g. Co-Valedictorians, Co-Salutatorians, or Co-Historian). The next student will then be assigned the title accordingly. Beginning with the class of 2014, ties on GPA will be broken by the student taking the most Advanced Placement classes and most credits attempted.

## **END OF COURSE EXAMS REQUIREMENT (ECA)**

### **Meeting the End of Course exams (ECA) requirement**

The graduation requirement can be met in four ways:

1. Pass the Algebra I and English 10 End of Course exams (taken in May when students are taking these classes)

2. Fulfilling the requirement for the Core 40 Waiver; or
3. Fulfilling the requirements for an ECA “Evidence-based” Waiver (see below); or
4. Fulfilling the requirement for an ECA “Work-readiness” Waiver (see below).

**ECA “Evidence-based” Waiver**

- Take the ECA exams at least one time your sophomore, junior, and senior years.
- Complete any extra help sessions offered each year to prepare for the ECA retests (this includes Intercession).
- Maintain a school attendance rate of 95 percent or better (with excused absences not counting against the student), over the course of your high school career.
- Have a "C" average in the courses required for graduation, over the course of your high school career.
- Satisfy any other state and local graduation requirements; and
- Obtain a written recommendation from a teacher of the student in each subject area in which the student has not achieved a passing score on the graduation examination. The written recommendation must be concurred by the principal of the student’s school and be supported by documentation that the student has attained the academic standard in the subject area based on:
  - (A) tests other than the graduation examination; or
  - (B) classroom work.

**ECA “Work-readiness” Waiver:**

- Take the ECA at least one time your sophomore, junior, and senior years.
- Complete any extra help sessions offered each year to prepare for the ECA retests (this includes Intercession).
- Maintain a school attendance rate of 95 percent or better (with excused absences not counting against the student), over the course of your high school career.
- Have a "C" average in the courses required for graduation, over the course of your high school career.
- Satisfy any other state and local graduation requirements.
- Complete the course and credit requirements for a general diploma, including the career academic sequence; a workforce readiness assessment; and, at least one career exploration internship, cooperative education, or workforce credential recommended by the student’s school.

**INCENTIVE PROGRAMS**

**Renaissance Program**

The Renaissance program is a recognition and incentive program with three major goals:

- To focus on and emphasize academic excellence
- To recognize and celebrate student academic achievement
- To recognize and celebrate staff achievement

**INCOMPLETES**

An “I” or incomplete will be given if a predetermined amount of work is not completed during a grading period. After a period of two weeks, the incomplete must be replaced by the grade earned. If a student has not made up the work, and an extenuating circumstance does not exist (such as, but not limited to hospital stay, severe illness, doctor’s statement) the grade will become an “F” for the classes that have incomplete work.

**INDEPENDENT STUDY**

Independent Study is granted only to those students whose schedules cannot accommodate a required subject. Independent Study permission is granted only with the full knowledge and approval of the instructor. If Independent Study is requested, it must be understood that the student must take the responsibility to do work assigned.

**NATIONAL HONOR SOCIETY**

Lanesville High School has a local chapter of the National Honor Society (NHS). The NHS is a national organization based on four ideals: Scholarship, Leadership, Service, and Character. The purpose of the National Honor Society is to create enthusiasm for scholarship, to stimulate a desire to render service, to promote leadership, and to develop character in high school students. The Lanesville Chapter of the National Honor Society strives to recognize students who demonstrate outstanding achievement in the areas of academics, leadership, service, and character within and outside the school.

Membership consideration is open to any sophomore, junior, and senior who has attended Lanesville High School for at least one semester and has maintained a 3.0 GPA on a 4.0 scale. National Honor Society inductions are once each semester. Students who wish to be considered for membership must complete the application process by each deadline. A student who was a member of the National Honor Society at another school automatically becomes a member of the Lanesville chapter of the NHS upon enrollment at Lanesville High School.

### **REPORT CARDS**

Lanesville Junior/Senior High School is on a nine-week grading system. Parents are encouraged to inquire as to grade status at any time during the school year by contacting the teacher or school office. Parents may also access the Harmony online grading program through the school website. Teachers can also be accessed through email with their last name, first initial, followed by the school address. For example: morriss@lanesville.k12.in.us. Progress reports will be emailed to the parent/guardian at midpoint during a grading period for all students. At the end of each nine-week grading period, a link will be emailed to the parent/guardian which will connect to Harmony. The parent will enter the username and password which allows access to the report card.

### **SCHEDULE**

Students are assigned to classes after course sign-ups are held. No subject may be dropped except in the most unusual circumstances and/or the drop/add request is made prior to the start of the school year.

In most cases, only one (1) study hall or cadet/staff aide period is allowed per day. Otherwise, students MUST be enrolled in, attend and study a subject during the assigned period. If a parent insists upon their child dropping a class after completion of the requirements for dropping/adding a class against the advice of the administration and counselor, documentation of that dissenting opinion will be placed in the student's academic file.

### **STUDENT RECORDS: FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT**

The Family Educational Rights and Privacy Act (FERPA) gives parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

- The right to inspect and review the student's education records within 45 days of the day the School receives a request for access. Parents or eligible students should submit to the School Principal or Counselor a written request that identifies the record they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
- The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his/her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his/her professional responsibility. Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.
- The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-4605.

### **STUDY HALL/HONOR STUDY HALL**

Study Hall is provided for students to complete school work during the school day. Students are expected to use this time for school-related activities. Students with academic difficulties will be pulled to the Success Center for additional assistance. Juniors and Seniors with a 3.0 GPA or above, may apply for Honor Study Hall and utilize the commons, library or work with a teacher.

### **TAKING A CLASS OVER**

There may be a time when it is in the best interest of a student to retake a specific course. The guidelines for re-taking a course are:

- Only a course in which a student receives a grade below a C– can be repeated (only for Academic and Technical Honors).
- If you are working toward an Academic or Technical Honors Diploma, you must repeat a class with a grade below C–.
- Additional credit for re-taking the class will not be given.
- Both grades will be counted when calculating the student’s grade point average. Thus, once a student receives a grade less than an A, a grade point average of 4.0 cannot be attained.
- Students failing a required class need to take the class over through online credit recovery or reschedule the same class as part of their daily schedule.

### **TUTORING**

Students have opportunities to receive tutoring during the school day and after school. The Study Hall Supervisor and Success Center/RTI Coordinator direct these programs. The Success Center is available during the school day to provide students with extra help/time and provides tutoring after school every Thursday from 3:00—4:30 pm. Many individual teachers are also available before or after school for tutoring.

### **WEIGHTED GRADES**

Students taking Advanced Placement and ACP courses will receive grades on a weighted scale. AP/ACP courses are considered the most rigorous and challenging offered and considered the best preparation for college. Students competing for Valedictorian, Salutatorian and class ranking should complete the full complement of AP/ACP courses offered by Lanesville High School. Cumulative grade point averages will determine valedictorian, salutatorian and class rank. In case of a tie in GPA, the valedictorian and salutatorian will be determined by the student taking the most courses and most Advanced Placement/ACP courses over their four years of high school.

### **COURSE DESCRIPTIONS**

**\*\*Classes based on availability**

### **AGRICULTURAL EDUCATION**

#### **Introduction to**

**Agriculture**                      **2 semesters/2 credits**

**Grades: 8**                              **Prerequisite: None**

**Counts As: Directed Elective or Elective credit for all diplomas.**

Introduction to Agriculture, Food and Natural Resources is a year-long course that is highly recommended as a prerequisite and foundation for all other agricultural classes. The nature of this course is to provide students with an introduction to the fundamentals of agriculture science and business. Topics covered include: animal science, plant and soil science, food science, horticultural science, farm and agribusiness management, landscape management, natural resources management, agriculture mechanization, and supervised agricultural experience which includes units on career and leadership development. An activity and project based approach is used along with team building to enhance the effectiveness of the student learning activities.

**Horticulture Science**                      **2 semesters/2 credits**

**Grades: 10, 11, 12**                      **Prerequisite: None**

**Counts As: Life Science for or Physical Science for General diploma ONLY or Directed Elective or Elective credit for all diplomas.**

**Dual credit: Through Ivy Tech for qualified students**

Horticulture Science is a year-long course designed to give students a background in the field of horticulture and its many career opportunities. It addresses the biology and technology involved in the production, processing, and marketing of horticultural plants and products. Topics covered include: reproduction and propagation of plants, woody and nursery stock, fruit, nut, and vegetable production, and pest management. Students participate in a variety of activities including extensive laboratory work usually in a school greenhouse.

**Natural Resources** **2 semesters/2 credits**

**Grades: 10, 11, 12** **Prerequisite: None**

**Counts As: Directed Elective or Elective credit for all diplomas**

**Dual credit: Through Ivy Tech for qualified students**

This course is a year long program that provides students with a background in natural resource management. Students are introduced to career opportunities in natural resource management and related industries, the history of the forest industry and forest policy, the importance and uses of forest plants, factors that influence the development of forests, forest improvement and best management practices, proper care and use of forest tools and equipment, effects of management practices on the environment, soil conservation practices, water and its importance to natural resource management, hazardous waste management, native wildlife, waterfowl, fish, wetlands and pond management, surveying and map use, management of recreational areas, outdoor safety, and weather. "Hands-on" learning activities encourage students to investigate areas of environmental concern including: identification and management of ecosystems, management of waste, chemicals and the environment, soil conservation, land uses, regulations, and ordinances, water quality, and air quality.

**Agribusiness Management** **2 semesters/2 credits**

**Grades: 10, 11, 12** **Prerequisite: Fundamentals of Agriculture or teacher permission**

**Counts As: Directed Elective or Elective credit for all diplomas. Qualifies as a Quantitative Reasoning Course for the General Diploma.**

**Dual credit: Through Ivy Tech for qualified students**

Agribusiness Management is a year long course that presents the concepts necessary for managing an agriculture-related business from a local and global perspective. Concepts covered in the course include: exploring careers in agribusiness, global visioning, applying E-commerce, risk management, understanding business management and structures, entrepreneurship, the planning, organizing, financing, and operation of an agribusiness, economic principles, credit, computerized record keeping, budgeting, fundamentals of cash flow, federal, state, property and sales tax, insurance, cooperatives, purchasing, the utilization of information technology in agribusiness, marketing agricultural products, developing a marketing plan, advertising and selling products and services, understanding consumers and buying trends, agricultural law applications and employability skills.

**Advanced Life Science, Plants and Soils** **2 semesters/2 credits**

**Grades: 11, 12** **Prerequisite: Biology I**

**Counts As: Fulfills a Core 40 Science Requirement for all diplomas or a Directed Elective or Elective credit for all diplomas.**

Advanced Life Science, Plants and Soils, is a standards-based, interdisciplinary science course that integrates the study of advanced biology, chemistry, and earth science in an agricultural context. Students enrolled in this course formulate, design, and implement agriculturally-based laboratory and field investigations as an essential course component. These extended laboratory and literature investigations focus on the chemical reactions of matter in living and nonliving materials while stressing the unifying themes of chemistry and the development of physical and mathematical models of matter and its interactions. Using the principles of scientific inquiry, students examine the internal structures, functions, genetics and processes of living plant organisms and their interaction with the environment. Students completing this course will be able to apply the principles of scientific inquiry to solve problems related to both biology and chemistry in the context of highly advanced agricultural applications of plants and soils. After taking Biology I and Chemistry I, junior and senior students may elect to take this class for dual credit through Purdue University.

**Advanced Life Science, Animals** **2 semesters/2 credits**

**Grades: 10, 11, 12** **Prerequisite: Biology I**

**Counts As: Fulfills a Core 40 Science Requirement for all diplomas or as a Directed Elective or Elective credit for all diplomas.**

Advanced Life Science, Animals, is a standards-based, interdisciplinary science course that integrates biology, chemistry, and microbiology in an agricultural context. Students enrolled in this course formulate, design and carry out animal-based laboratory and field investigations as an essential course component. Students investigate key concepts that enable them

to understand animal growth, development and physiology as it pertains to agricultural science. This course stresses the unifying themes of both biology and chemistry as students work with concepts associated with animal taxonomy, life at the cellular level, organ systems, genetics, evolution, ecology, and historical and current issues in animal agriculture. Students completing this course will be able to apply the principles of scientific inquiry to solve problems related to biology and chemistry in highly advanced agricultural applications of animal development. After taking Biology I and Chemistry I, junior and senior students may elect to take this class for dual credit through Purdue University.

**Animal Science**

**2 semesters/2credits**

**Grades: 10, 11, 12 Prerequisite: Fundamentals of Agriculture or teacher permission**

**Counts As: Life Science or Physical Science credit for General Diploma ONLY or Directed Elective or Elective credit for all diplomas.**

Animal Science is a course that provides an overview of the field of animal science. Students participate in a large variety of activities and lab work including real and simulated animal science experiences and projects. Areas that the students study may be applied to large and small animals. Topics include: anatomy and physiology, genetics, reproduction and biotechnology, nutrition, careers in animal science, animal health, environmental requirements and management practices for the care and maintenance of animals.

**BUSINESS EDUCATION**

**Accounting I**

**2 semesters/2 credits**

**Grades: 10, 11, 12**

**Prerequisite: Algebra I**

**Counts as: Quantitative Reasoning credit for General diploma ONLY or Direct Elective or Elective credit for all diplomas;**

Accounting I is a business course that introduces the language of business using Generally Accepted Accounting Principles and procedures using double-entry accounting. Emphasis is placed on accounting principles as they relate to both manual and automated financial systems. This course involves understanding, analyzing and recording business transactions and preparing and analyzing financial reports.

**Digital Citizenship**

**1 semester/1 credit**

**Grades: 9**

**Pre-requisite: Digital Communication**

**Counts As: Elective Credit**

Digital Citizenship is a business course that provides instruction in software concepts using a Windows-based professional suite, which includes word processing, spreadsheet, database, graphics and presentation applications. Instruction in basic computer hardware and operating systems that support software applications is provided.

**Computer Applications/Advanced**

**2 semesters/2 credits**

**Grades: 10, 11, 12**

**Prerequisite: Computer Applications**

**Counts As: Elective Credit**

Computer Applications, Advanced is a business course that integrates computer technology, decision-making and problem-solving skills. Areas of instruction include advanced applications and integration of a professional software suite and the use of emerging technology.

**Middle School Business**

**1-2 semesters/1-2 credits**

**Grades: 7, 8**

**Prerequisite: None**

Middle School Business is a course that prepares students to use computerized devices and other software programs to effectively handle communication related assignments and to develop communication competencies needed for personal and professional activities after graduation. Students will learn the capabilities and operation of high-tech hardware and software and will develop proficiency using a variety of computer input and output technologies.

**Personal Financial Responsibility**

**1 semester/1 credit**

**Grades: 10, 11, 12**

**Prerequisite: None**

**Counts As: Directed Elective or Elective Credit for all diplomas**

Personal Financial Responsibility addresses the identification and management of personal financial resources to meet the financial needs and wants of individuals and families, considering a broad range of economic, social, cultural, technological, environmental, and maintenance factors. This course helps students build skills in financial responsibility and decision making; analyze personal standards, needs, wants, and goals; identify sources of income, saving and investing; understand banking, budgeting, record-keeping and managing risk, insurance and credit card debt. A project based approach and applications through authentic settings such as work based observations and service learning experiences are appropriate. Direct, concrete applications of mathematics proficiencies in projects are encouraged.

**Preparing For College and Careers**                      **1 semester/1 credit**

**Grade: 9**

**Prerequisite: required with Computer Applications for Grade 9**

**Counts As: Directive Elective or Elective Credit for all diplomas**

Preparing for College and Careers addresses the knowledge, skills and behaviors all students need to be prepared for success in college, career and life. The focus of the course is the impact of today's choices on tomorrow's possibilities.

**Principles of Marketing**                                      **2 semesters/2 credits**

**Grades: 10, 11, 12**

**Prerequisite: None**

**Counts As: Directive Elective or Elective Credit for all diplomas**

Principles of Marketing is a business course that provides a basic introduction to the scope and importance of marketing in the global economy. Emphasis is placed on oral and written communications, mathematical applications, problem-solving and critical thinking skills as they relate to advertising/promotion/selling/distribution/financing and pricing products and service management.

**ENGLISH/LANGUAGE ARTS**

**English 9**    **2 semesters/2 credits**

**Grades: 9, 10, 11, 12**

**Prerequisite: None**

**Counts As: Required Language Arts credit**

This course is designed to help students learn a fundamental knowledge of English grammar and accepted English usage. This is achieved by studying traditional grammar and these mechanics of writing: capitalization, punctuation and spelling. Students will also be developing paragraphs by using examples and writing a variety of essay papers. Further work is designed to help the student acquire a foundation for understanding the different genres of literature, i.e. short story, drama, poetry, etc. The study of Romeo and Juliet is required. It provides practice in developing vocabulary, composition and situations to best strengthen listening, reading, writing, thinking and speaking skills. In-class presentations are required.

**English 10**    **2 semester/2 credits**

**Grades: 10, 11, 12**

**Prerequisite: English 9**

**Counts As: Required Language Arts credit**

This is a two-semester course in which students will read a variety of selections and express themselves in many different forms. Students will explore a chosen career with a guided research project. The writing process, effective sentence structure, paragraph development, and peer evaluation are emphasized. Creative and original writings are expected. Effective oral communication is also a part of this class. Students will discover how to use effective delivery techniques, public speaking skills with regards to communicating responsibly, critically, and confidently on topics while speaking in public, and using transitional devices effectively.

Students must pass an end of course assessment (ECA) in English 10 to be eligible for graduation.

**English 11**    **2 semesters/2 credits**

**Grades: 11, 12**

**Prerequisites: English 10**

**Counts As: Required Language Arts credit**

This two-semester course in American Literature is designed to increase and develop basic reading and writing skills through the use of a structural-textual approach to literature. Emphasis will be placed on such skills as reading rate, vocabulary, spelling, reading comprehension, main idea, tone-intent, and significant facts. Quizzes will be given after the student has completed reading the selections to determine short span retention level. This course will employ a variety of genres in short stories, novels, and other literature to give students a well-rounded experience.

**English 12** **2 semesters/2 credits**  
**Grades: 12** **Prerequisites: English 11**

**Counts As: Required Language Arts credit**

This is a two-semester course designed for students entering a post-secondary institution. Students study world literature with an emphasis on Great Britain. Students will practice explaining and defending their readings to others. The literature component will encourage students to respond critically, reflectively, and imaginatively to the literature of outstanding world writers; become acquainted with cultures of other countries; study themes that relate to mankind and outstanding world writers; and analyze literature as it reflects a divergent point of view of all literary periods. Writing assignments will include literary criticism, character analysis, and a research thesis paper. The speech component of English 12 will continue to emphasize carefully researched speeches.

**English 12 Advanced College Project** **2 semesters/2 credits**  
**Grades: 12** **Prerequisites: English 11 and teacher permission**

**Counts As: Required Language Arts credit**

**Dual Credit: Through Indiana University**

This is a two-semester advanced college project course is based on content established by Indiana University. The ACP English course is a college-level course equivalent to English composition and literature. There will be a tuition charge from Indiana University, but a significantly reduced rate from the on-campus tuition rate. The course may be taught through a dual credit partnership.

**Creative Writing** **1 semester/1 credit**  
**Grades 10,11,12**

**Pre-requisites: recommended English 9, 10, or teacher recommendation**

**Counts As: English/Language Arts requirement**

Composition, a course based on Indiana's Academic Standards for English/Language Arts and the Common Core State Standards for English/Language Arts, is a study and application of the rhetorical (effective) writing strategies for prose and poetry. Using the writing process, students demonstrate a command of vocabulary, the nuances of language and vocabulary, English language conventions, an awareness of the audience, the purposes for writing, and the style of their own writing. CREATIVE WRITING PROJECT: Students complete a project, such as a short story, a narrative or epic poem, a persuasive speech or letter, a book review, a script or short play, or other creative compositions, which demonstrates knowledge, application, and writing progress in the Creative Writing course content.

**Journalism** **2 semesters/2 credits**  
**Grades: 9, 10, 11, 12** **Prerequisites: None**

**Counts As: Elective credit**

Journalism, a course based on the High School Journalism Standards along with the Research Standards, is a study of communications history including the legal boundaries and the ethical principles that guide journalistic writing. It includes a comparison study of journalistic writing to other types of writing.

Students prepare for a career path in journalism by working on high school publications or media staff.

**Student Publication/Yearbook** **2 semesters/2 credits**  
**Grades: 9, 10, 11, 12** **Prerequisite: Teacher permission**

**Counts As: Elective credit**

This class consists of producing the High School Yearbook. Students are required to perform in the following areas: Sales, which includes classified ads and completion of the book, design and layout, composition of headlines, data layout,

photography and interaction with the Yearbook publisher. Students are assigned duties to be completed in conjunction with the publisher's deadlines. Grading is based on class participation and production of the final product.

### **FINE ARTS**

**Introduction to 2 and 3 Dimensional Art**                      **2 semesters/2 credits**

**Grades: 9, 10, 11, 12**    **Prerequisite: none**

**Counts As: Fulfills 1 of 2 Fine Arts credits or a Directed or Elective credit for all diplomas**

Students in this course experience basics in 2-D and 3-D projects with an emphasis on sequential learning that covers art history, art criticism, aesthetics and production. Ceramics, crafts, drawing, graphic design, lettering, painting, printmaking and sculpting are examples of project work.

**Advanced 2 and 3 Dimensional Art**                      **2 semesters/2 credits**

**Grades: 10, 11, 12**

**Prerequisite: Intro to 2 and 3 Dimensional Art**

**Counts As: Fulfills 1 of 2 Fine Arts credits or a Directed or Elective credit for all diplomas**

Lessons will include art history, art criticism, aesthetics and production to lead to the creation of a portfolio of quality works. Various artists are introduced, studied and critiqued through an in-depth historical study of their artwork. In the second semester, students will spend a majority of their time developing a portfolio. Seniors are required to have an individual show for their work at the spring art show.

**Art History Advanced Placement**                      **2 semesters/2 credits**

**Grades: 10, 11, 12**    **Prerequisite: None**

**Counts As: Elective credit**

**Dual credit through Ivy Tech for qualified students.**

This course is designed to prepare students for the AP Art History Examination. The first semester covers art from the Paleolithic through the Northern European Renaissance. There are seven course objectives. (1) An emphasis will be placed on visual literacy, that is, the ability to apply art historical methods to the student's visual environment so that students understand how images encode social ideologies. (2) The student will learn to suspend judgment when looking at works of art, developing critical thinking skills by considering the assumptions they bring to an evaluation and learning how to gather evidence before stating opinions. (3) The student will learn a large body of western images and be able to understand the continued flow and change within this body of images.

(4) Students will be encouraged to appreciate works of art not only from other cultures, but also try to understand through the aesthetic criteria of those

cultures. (5) Students will learn how art history is a field of study that makes connections with other academic disciplines.

(6) The students will be encouraged to be a traveler who pursues aesthetic experiences. (7) Students will learn how art plays a part in all types of human experiences. Students will take the advanced placement Art History exam

**Ceramics**    **1 semester/1 credit**

**Grades: 10, 11, 12**    **Prerequisite: Introduction to 2D/3D Art**

**Counts As: Fulfills 1 of 2 Fine Arts credit for AHD. Directed Elective or Elective for all diplomas.**

Ceramics is a course based on the Indiana Academic Standards for Visual Arts. Students engage in sequential learning experiences that encompass art history, art criticism, aesthetics, and production and lead to the creation of portfolio quality works. Students create works of art in clay utilizing the processes of hand building, molds, wheel throwing, slip and glaze techniques, and the firing processes.

**Sculpture**    **1 semester/1 credit**

**Grades: 10, 11, 12**    **Prerequisite: Introduction to 2D/3D Art**

**Counts As: Fulfills 1 of 2 Fine Arts credit for AHD. Directed Elective or Elective for all diplomas.**

Students engage in sequential learning experiences that encompass art history, art criticism, aesthetics and production. Students use various materials to create portfolio quality works. They create sculpture through carving, molding, construction and assembling.

**Drawing** **1 semester/1 credit**

**Grades: 10, 11, 12** **Prerequisite: Introduction to 2D/3D Art**

**Counts As: Fulfills 1 of 2 Fine Arts credit for AHD. Directed Elective or Elective for all diplomas.**

Students create drawings utilizing processes such as sketching, rendering, contour, gesture and perspective using a variety of media such as pencil, chalk, pastels, charcoal, pen and ink.

**Painting** **1 semester/1 credit**

**Grades: 10, 11, 12** **Prerequisite: Introduction to 2D/3D Art**

**Counts As: Fulfills 1 of 2 Fine Arts credit for AHD. Directed Elective or Elective for all diplomas.**

Students create abstract and realistic paintings, using a variety of materials such as mixed media, watercolor, oil, and acrylics with such techniques as stippling, gouache, wash and impasto.

**Applied Music--Choir** **2 semesters/2 credits**

**Grades: 9, 10, 11, 12** **Prerequisites: None**

**Counts As: Fulfills 1 of 2 Fine Arts credit for AHD. Directed Elective or Elective for all diplomas.**

Applied Music is based on the Indiana Academic Standards for High School Choral or Instrumental Music. Applied Music offers high school students the opportunity to receive small group or private instruction designed to develop and refine performance skills. A variety of music methods and repertoire is utilized to refine students' abilities in performing, creating, and responding to music.

**Instrumental Ensemble--Band** **2 semesters/2 credits**

**Grades 8, 9, 10, 11, 12** **Prerequisite: Training in an instrument**

**Counts As: Fulfills 1 of 2 Fine Arts credit for AHD. Directed Elective or Elective for all diplomas.**

This course is designed to bring the student a variety of musical experiences by playing a wide selection of music from classical to pop/rock. This is a co-curricular class in which students march in parades, play at home basketball games, attend solo and ensemble festivals and participate in concert band festivals. Attendance at these activities is required. In band, the students gain self-reliance and a sense of responsibility. Music is an emotional outlet for many people. Here the students will learn to express themselves musically as well as learn skills they will need to become good musicians. Student participation will develop elements of musicianship including, but not limited to: tone productions, technical skills, intonation, music reading skills, listening skills, analyzing music, and studying historically significant styles of literature as pertaining to chamber ensemble and solo literature.

**Musical Theatre** **2 semesters/2 credits**

**Grades: 9, 10, 11, 12** **Prerequisite: None**

**Counts As: Elective for all diplomas.**

This course is designed to instill the desire to sing and enjoy being able to do all kinds of music, perform for people, and do individual and small group work to further the student's ability to perform with groups outside of school. Students will learn to sight-sing, which will enable them to sing any piece of music they desire. This is a co-curricular class, which will require attendance at concerts and festivals. Students will gain self-reliance and a sense of responsibility.

**Music Theory AP/Music Appreciation** **2 semesters/2 credits**

**Grades: 10, 11, 12** **Prerequisite: None**

**Counts As: Fulfills 2 Fine Arts credit for AHD. Directed Elective or Elective for all diplomas. AP or Dual Credit class when available**

This course will integrate aspects of melody, harmony, texture, rhythm, form, musical analysis, elementary composition, history, and style. The student's ability to read and write musical notation is fundamental to this course, and it is also



include the use of variables, positive and negative numbers, and solving equations (most of which would be linear and quadratic). Students must pass an end of course assessment (ECA) in Algebra I to be eligible for graduation.

**Geometry** **2 semesters/2 credits**  
**Grades: 10, 11, 12** **Prerequisite: Algebra I**

**Counts As: Required Geometry credit**

Geometry follows Algebra 1-II in the normal progression of college preparatory math. A general course outline would be an involvement with the various geometric figures i.e. (triangles, trapezoids, parallelograms, rectangles, squares, circles, etc.) areas and volumes of the figures mentioned, as well as congruence and similarity of figures. Also, a very large part of geometry is devoted to proofs. This is an organized thought process, which causes the student to arrive at a conclusion by way of a step-by-step procedure.

**Algebra II** **2 semesters/2 credits**  
**Grades: 10, 11, 12** **Prerequisite: Algebra I**

**Counts As: Required Algebra II credit or quantitative reasoning for all diplomas**

Algebra II is designed to be a continuation of Algebra I. Major topics of consideration are: solving equations of lines, factoring in depth, radicals with various roots and imaginary and complex numbers. The normal progression would be to follow up Algebra II with Pre-Calculus and or Calculus. Algebra II, Geometry and Algebra I are required math credits for a Core 40 diploma.

**Pre-Calculus/Trigonometry** **2 semesters/2 credits**  
**Grades: 11, 12** **Prerequisite: 3 years of math**

**Counts As: Mathematics course for all diploma types**

**Dual Credit: Through IVY Tech for qualified students.**

*Pre-Calculus/Trigonometry* is a two-credit course that combines the material from *Trigonometry* and *Pre-Calculus* into one course. The foundations of algebra and functions developed in previous courses will be extended to new functions, including exponential and logarithmic functions, and to higher-level sequences and series. The course provides students with the skills and understandings that are necessary for advanced manipulation of angles and measurement. Students will also advance their understanding of *imaginary* numbers through an investigation of complex numbers and polar coordinates. The course is designed for students who expect math to be a major component of their future college and career experiences, and as such it is designed to provide students with strong foundations for calculus and other higher-level math course

**Calculus-AB Advanced Placement** **2 semesters/2 credits**  
**Grades: 11, 12** **Prerequisite: 3 years of math**

**Counts As: Mathematics course for all diplomas or Elective credit**

**Dual credit: Through IVY Tech for qualified students**

Calculus is a college-level math course. It is a very beneficial course for anyone planning to go on to college and major in math, engineering, science or any other related fields. The major focus of the course is the two fundamental concepts of calculus-differentiation and integration. The first part of any college calculus class would simply be a review of what is covered in this course. Those topics will include: limits, continuity, derivatives, define integrals and techniques of integration involving rational, trigonometric, logarithmic and exponential functions. Students will take the advanced placement Calculus AB exam.

**AP Statistics** **2 semesters/2 credits**  
**Grade: 12** **Prerequisites: Must qualify**

**Counts As: Mathematics course for all diplomas**

**Dual Credit: Through Ivy Tech for students who qualify**

This course is to introduce students to the major concepts and tools for collecting, analyzing, and drawing conclusions from data. Topics include: (1) exploring data: describing patterns and departures from patterns (2) sampling and

experimentation: planning and conducting a study, (3) anticipating patterns: exploring random phenomena using probability and simulation, and (4) statistical inference: estimating population parameters and testing hypotheses.

## SCIENCE

### **Chemistry I** **2 semesters/2 credits**

**Grades: 10, 11, 12** **Prerequisite: Grade of C in Algebra I**

**Counts As: Fulfills the 2 credit requirement for Chemistry I, Physics I or Integrated Chemistry-Physics towards the General, Core 40, Core 40 with AHD or Core 40 with THD diplomas or a Quantitative reasoning course for all diplomas**

Chemistry I provides a basic introduction to selected topics in physical science. Students should have completed Algebra I (with at least a C average) before attempting Chemistry. They should be disciplined to memorize and retain important information. Students should realize that Chemistry is a cumulative science. Chemistry I includes numerous lab experiences designed to teach scientific skills, science processes, and scientific thought. The language of Chemistry (periodic table, equations, etc.), measurement skills, problem solving strategies, and real life application of Chemistry in everyday situations are all emphasized in this course.

### **Chemistry II AP** **2 semesters/2 credits**

**Grades: 11, 12** **Prerequisite: Chemistry I/Algebra II**

**Counts As: Science credit for the General, Core 40, Core 40 with AHD or Core 40 with THD diplomas or a quantitative reasoning course for all diplomas**

Chemistry II covers many topics not explored in Chemistry I. Students must complete Chemistry I prior to taking Chemistry II. A grade of B in Chemistry I is strongly recommended as a prerequisite. Chemistry II is an excellent class to develop problem solving skills and critical thinking. Topics covered in Chemistry II include, nuclear chemistry, organic chemistry, biochemistry, thermo-chemistry, solution chemistry, acid base chemistry, gas laws, and stoichiometry. Several of the topics we address are covered on the AP exam, however the class is not taught strictly to prepare students for the exam. Chemistry II contains many multi-step math related problems. Several student research projects and student group presentations/demonstrations are required. Students planning careers associated with engineering, medicine, science, or any career that requires critical thinking and problem solving should plan on taking Chemistry II. Students will take the advanced placement Chemistry exam.

### **Biology I** **2 semesters/2 credits**

**Grades: 9, 10, 11, 12** **Prerequisite: None**

**Counts As: Required Biology I credit or life science requirement for General Diploma**

This course will begin with the characteristics of life, the study of cells, the chemistry of life, energy, and genetics. During the second semester, we will focus on the classification and evolution (change) of invertebrates and vertebrates. The class is designed to be a hands-on course with labs. Students will take an end of course assessment (ECA) in Biology I to meet federal testing guidelines.

### **Biology II** **2 semesters/2 credits**

**Grades: 10, 11, 12** **Prerequisite: Grade of C in Biology I**

**Counts As: Life Science credit for all diplomas**

This is a college level Biology class that expands the topics covered in Biology I and covers additional topics that are often included in college Biology. Students should not take Biology II unless they did well in Biology I, (at least a C average). Topics covered in Biology II include classification, animal anatomy and physiology, animal behavior, speciation, microbiology, and botany. Studies in human anatomy and physiology are major components of this class. In addition to some dissections, microscope work, and assorted lab experiences, students will be asked to complete an ongoing project each nine weeks. Several individual and group student presentations are required in Biology II. The language of Biology is an important part of this class. Numerous prefixes, suffixes, and root items will be emphasized throughout this course. This class is designed to help individuals planning on a career in the medical field. Biology II should be excellent preparation for most "general" Biology requirements in college for those individuals that are not majoring in the sciences.

**Physics I** **2 semesters/2 credits**

**Grades: 11, 12** **Prerequisite: Grades of C in Algebra I and Geometry**

**Counts As: Quantitative Reasoning credit for all diplomas. Physical Science credit for General diploma or the 2 credit requirement for Chemistry I, Physics I or integrated Chemistry-Physics toward the General, Core 40, Core 40 with AHD or Core 40 with THD diploma**

This course will be focusing on kinematics and dynamics. Students will study measurement, graphing, motion, velocity, forces, acceleration, conservation of mechanical energy, and conservation of momentum and circular motion. Throughout the year students will be completing a wide variety of labs as well as projects which will unify the concepts studied during that particular nine weeks. Students will also study a wide variety of other concepts through independent research.

**Integrated Chemistry-Physics (ICP)** **2 semesters/2 credits**

**Grades: 10, 11, 12** **Prerequisite: Biology I**

**Counts As: Fulfills the 2 credit requirement for Chemistry I, Physics I or Integrated Chemistry-Physics towards the General, Core 40, Core 40 with AHD or Core 40 with THD diplomas or the Physical Science requirement for the General diploma**

ICP introduces the concepts of scientific inquiry, structure of matter, chemical reactions, the interactions between matter and energy, forces and motion. This course is designed to be a laboratory-based, real world applicable introduction to the basics of chemistry and physics that goes beyond the walls of the classroom. It can provide students with a foundation of basic knowledge that may enable them to take chemistry or physics in the future.

**Advanced Science/Anatomy Physiology** **2 semesters/2 credits**

**Grades: 11, 12** **Prerequisite: Biology I**

**Counts As: Directed or elective credit for all diplomas or fulfills the Core 40 science requirement for all diplomas**

This course will provide students with a sound foundation of the human body. We will focus on the principle concepts of the human body including the function of cells, tissues, and the human organ systems. Upon completion of this course students should be able to identify the structures and functions of the human body.

**AP Environmental Science** **2 semesters/2 credits**

**Grades: 11, 12** **Prerequisite: Teacher**

Counts as Core 40 Science credit for all diplomas.

**SOCIAL STUDIES**

**Psychology AP** **2 semesters/2 credits**

**Grades: 10, 11, 12** **Prerequisite: None**

**Counts As: Elective credit for all diplomas**

**Dual credit through Ivy Tech for qualified students**

The purpose of the AP course in Psychology is to introduce the systematic and scientific study of the behavior and mental processes of human beings and other animals. Included is a consideration of the psychological facts, principles, and phenomena associated with each of the major subfields within psychology. Students also learn about the ethics and methods psychologists use in their science and practice. Students will take the advanced placement Psychology exam.

**World History and Civilization** **2 semesters/2 credits**

**Grades: 9, 10** **Prerequisite: None**

**Counts As: Fulfills a Social Studies requirement for all diplomas or an elective for any diploma**

This course emphasizes key events and developments in the past that influence people and places in subsequent eras. Students are expected to practice skills and processes of historical thinking and inquiry that involve chronological thinking, comprehension, analysis and interpretation, research, issues-analysis, and decision-making. They examine the key concepts of continuity and change, universality and particularity, and unity and diversity among various people and cultures from the past to the present.

**Indiana Studies** **1 semester/1 credit**

**Grades: 9, 10, 11, 12** **Prerequisite: None**

**Counts As: Elective credits for all diplomas**

In the first semester students will focus on Indiana Studies, an integrated course that compares and contrasts state and national developments in the areas of politics, economics, history, and culture. The course uses Indiana history as a basis for understanding current policies, practices, and state legislative procedures. In the second semester students will be provided with an opportunity for in-depth study of a specific topic, theme, or concept in one of the social science disciplines.

**U.S. Government** **1 semester/1 credit**

**Grades: 12** **Prerequisite: None**

**Counts As: Required U.S. Government credit or elective for all diplomas**

This course provides a framework for understanding the purposes, principles, and practices of American government as established by the United States Constitution. Students are expected to understand their rights and responsibilities as citizens and how to exercise these rights and responsibilities in local, state and national government

**Economics** **1 semester/1 credit**

**Grades: 12** **Prerequisite: None**

**Counts As: Required Economics credit or elective for all diplomas. Quantitative reasoning course for General Diploma**

This course examines the allocation of scarce resources and the economic reasoning used by people as consumers, producers, savers, investors, workers, voters, and as government agencies. Key elements include the study of scarcity, supply and demand, market structures, the role of government, national income determination, money and the role of financial institutions, economic stabilization, and trade.

**U.S. History** **2 semesters/2 credits**

**Grades: 11** **Prerequisite: None**

**Counts As: Required U.S. History credit**

This two-semester course builds upon the concepts developed in previous studies of American History and emphasizes national development from the late nineteenth century into the twenty-first century. After review of fundamental themes in the early development of the nation, students study the key events, people, groups, and movements in the late nineteenth, twentieth and twenty-first centuries as they relate to life in Indiana and the United States.

**Geography and History of the World** **2 semesters/2 credits**

**Grade 9, 10** **Prerequisite: None**

**Counts as: Required Social Studies credit or an elective credit for all diplomas**

Students will use maps, globes, atlases, and grid-referenced technologies to acquire and process information about people, places, and environments. They will acquire a framework for thinking geographically, including the location and unique characteristics of places. They will understand how the earth and sun affect the atmosphere, ocean circulation, the seasons, and the climate, as well as global time zones and their relation to longitude. They will analyze ways in which humans affect and are affected by their physical environment

**Current Problems, Issues and Events** **1 semester/1credit**

**Grades: 9, 10, 11, 12** **Prerequisite: None**

**Counts As: Elective credit for all diplomas**

This course gives students the opportunity to apply investigative and inquiry techniques to the study of significant problems or issues. Problems or issues selected will have contemporary historical significance.

**Human Geography, Advanced Placement** **2 semesters/2 credits**

**Grades: 10, 11, 12** **Prerequisite: None**

**Counts As: Elective credit for all diplomas**

Human Geography, Advanced Placement is a course based on the content established by the College Board. The purpose of the AP Human Geography course is to introduce students to the systematic study of patterns and processes that have shaped human understanding, use, and alteration of Earth's surface. Students employ spatial concepts and landscape analysis to examine human social organization and its environmental consequences. They also learn about the methods and tools geographers use in their science and practice. Topics include: (1) Geography: its nature and perspectives, (2) population, (3) cultural patterns and processes, (4) political organization of space, (5) agriculture and rural land use, (6) industrialization and economic development, and (7) cities and urban land use. Students will take the advanced placement Human Geography exam.

**Sociology**

**1 semester/1 Credit**

**Grades 10,11,12**

**Prerequisites: None**

**Counts As: Elective credit for all diplomas**

Sociology allows students to study human social behavior from a group perspective. The sociological perspective is a method of studying recurring patterns in people's attitudes and actions and how these patterns vary across time, cultures, and in social settings and groups. Students will describe the development of sociology as a social science and identify methods of research. Through research methods such as scientific inquiry students will examine society, group behavior, and social structures. The influence of culture on group behavior is addressed through institutions such as the family, religion, education, economics, community organizations, government, and political and social groups. The impact of social groups and institutions on group and individual behavior and the changing nature of society will be examined. Influences on group behavior and social problems are included in the course.

**WORLD LANGUAGES**

**Spanish I**

**2 semesters/2 credits**

**Grades: 9, 10, 11, 12**

**Prerequisite: Grade of A or B in English 8**

**Counts As: Fulfills World Language requirement for AHD/ Directed/ Elective credit for all diplomas**

This is an introductory course in Spanish. It focuses on developing student's capacity to use the language and to appreciate Hispanic cultures. Emphasis is placed on skills of listening, speaking, reading and writing, and on grammar acquisition. Students will be able to understand basic Spanish vocabulary and grammar. They will be able to speak in simple sentences about familiar topics with enough accuracy to be understood by a native speaker of the language. Students will be able to communicate in basic survival situations. They will be able to ask and answer questions on everyday topics, describe people and places, and narrate events in the present. They will be able to write simple fixed expressions, write short messages, take down simple notes, such as telephone messages, read simple paragraphs and articles and discuss reading selection.

**Spanish II**

**2 semesters/2 credits**

**Grades: 10, 11, 12**

**Prerequisite: Grade of C or better in Spanish I**

**Counts as: Fulfills a World Language requirement for AHD/ Directed/Elective credit for all diplomas**

This course is a continuation of Spanish I. This course will continue to build upon the skills that students learned in first year Spanish. Students will continue to develop written, reading, oral and listening skills, focusing on sentence structure and vocabulary expansion. In addition, students will continue to develop an appreciation for different cultures, traditions and aspects of Hispanic cultures around the world.

**Spanish III**

**2 semesters/2 credits**

**Grades: 11, 12**

**Prerequisite: Grade of C or better in Spanish II**

**Counts As: Fulfills a World Language requirement for AHD/ Directed/Elective credit for all diplomas**

**Dual credit: Through IVY Tech for qualified students**

This course is a continuation of Spanish II. This course will continue to build upon the skills that students learned in second year Spanish. Students will continue to develop written, reading, oral and listening skills, focusing on sentence structure and vocabulary expansion. In addition, students will continue to develop an appreciation for different cultures, traditions and aspects of Hispanic cultures around the world

**Spanish IV AP** **2 semesters/2 credits**

**Grades: 12**

**Prerequisite: Grade of high B or better in Spanish III**

**Counts As: Fulfills a World Language requirement for AHD/ Directed/Elective credit for all diplomas**

**Dual credit: Through IVY Tech for qualified students**

This course is a continuation of Spanish III. This course will continue to build upon the skills that students learned in third year Spanish. Students will continue to develop written, reading, oral and listening skills, focusing on sentence structure and vocabulary expansion. In addition, students will continue to develop an appreciation for different cultures, traditions and aspects of Hispanic cultures around the world. Students will take the advanced placement Spanish IV exam.

**MULTIDISCIPLINARY CLASSES**

**Cadet Teaching/Mentoring Experience 1 credit per semester/max-4**

**Grades: 11, 12**

**Prerequisite: Teacher permission**

**Counts As: Elective credit. (Students may cadet teach for two years, up to four credits.)**

This elective course provides students in grades 11-12 organized exploratory teaching experience in grades kindergarten through grade 9. All teaching experiences are planned by the cooperating teacher who is interested in supervising prospective teachers and providing them pre-training experiences. It provides a balance of classroom organization, management, curriculum and instruction and observations of teaching. Training will be provided prior to assignment to the teacher.

**Fundamentals of Public Speaking 1 semester/1 credit**

**Grades: 11, 12**

**Prerequisite: must qualify**

**Counts As: Elective credit**

**Dual Credit: For students that qualify through the placement exam or PSAT, ACT or SAT scores.**

This is a course taught through Ivy Tech or Indiana University Southeast. This is for juniors or seniors only and is taught as a dual credit course. This means that students that take this course will not only receive high school credit but will receive college credit as well. This course introduces the fundamental concepts and skills for effective public speaking, including preparation and delivery of informative and persuasive presentations. This course also includes instruction in the use of visual aids and critical listening.

**JROTC 1 credit per semester up to 8 credits**

**Grades: 9, 10, 11, 12**

**Prerequisite: None**

**Counts As: Elective credit for all diplomas. Fulfills PE requirement.**

The focus of this course is to help your son or daughter be successful during high school and prepare them for whatever they plan to do after high school. This is done by teaching the cadets the life skills of self-discipline, self esteem, self respect, respect for others and respect for authority. Additionally, the cadet corps is arranged in such a way as to teach the cadets both leadership skills as well as teamwork. There is also a great deal of commitment to the community in which they live. The program curriculum incorporates the wearing of the cadet uniform once a week, military drill, and naval science instruction. Physical training is provided once or twice a week and can satisfy the Freshman PE requirement. Depending on the level of interest, formation of a Color Guard Team to perform at special school events may be part of the course. Students will travel to Floyd Central HS for this class and it requires two periods on their schedule.

**Career Information and Exploration: 1 credit per semester/2 total**

**Grades: 11, 12**

**Prerequisite: Teacher approval**

**Counts As: Elective credit for all diplomas. Students may take for one year only.**

This course provides students opportunities to learn about themselves and about various traditional and nontraditional occupations and careers. Students also gain an awareness of the type of occupational preparation or training needed for various occupations and careers. Students develop skills in employability, understanding the economic process, and decision making and planning. Opportunities are provided for students to observe various job situations through field trips, internships, mock interviews, and guest speakers. Resume development experience and career-related testing are also provided to students.

**Peer Tutoring/Mentoring** **1 credit per semester up to 2 credits**

**Grades: 10, 11, 12** **Prerequisite: Teacher permission**

**Counts As: Elective credit for all diplomas. Students may take for one year only to receive credit.**

Peer Tutoring provides high school students with an organized exploratory experience to assist students in kindergarten through grade twelve (K-12), through a helping relationship, with their studies and personal growth and development. The course provides opportunities for the students taking the course to develop a basic understanding of individual differences and to explore career options in related fields. Peer Tutoring experiences are preplanned by the teacher trainer and any cooperating teacher under whom the tutoring is to be provided. The course provides a balance of class work relating to the development of and use of listening skills, communication skills, facilitation skills, decision-making skills, and teaching strategies. Students must be accepted by the peer tutoring coordinator. Training will be provided prior to student assignment

**Success Center Tutoring** **Non-credit**

**Grades: 10, 11, 12**

**Prerequisite: Permission of Success Center Coordinator/Counselor**

Success Center is similar to peer tutoring but is non-credit. Tutoring provides high school students with an organized exploratory experience to assist students in kindergarten through grade twelve (K-12), through a helping relationship, with their studies and personal growth and development. The course provides opportunities for the students taking the course to develop a basic understanding of individual differences and to explore career options in related fields. Tutoring experiences are preplanned by the teacher trainer and any cooperating teacher under whom the tutoring is to be provided. Students must be accepted by the Success Center coordinator. Serving as a Success Center tutor provides volunteer hours to be used for scholarship applications.

**Criminal Justice** **1 semester/1 credit**

**Grades: 11, 12** **Prerequisite: Must qualify**

**Dual Credit: For students who qualify.**

Criminal Justice is a dual-credit course taught through the professor on loan program from IVY Tech. Students must qualify for the course based on a placement exam or qualifying score on the PSAT, ACT or SAT.

### **The random drug testing Program-RDT**

#### **VISION STATEMENT**

The Lanesville Community School Board supports the concept that a drug-free school promotes positive self-esteem and attitudes, better health, higher achievement scores, and improved coping skills for the students. The Board believes that fair and equitable procedures are necessary to assess violations of the discipline code concerning tobacco, alcohol, or illicit drugs on school grounds or school related functions. When violations occur, students and parents will be urged to seek professional assistance. Therefore, the Board mandates that any student under the influence or possession of illicit drugs or drug paraphernalia shall meet with appropriate school personnel to determine the course of action. **Lanesville Community Schools will implement a random drug testing policy program for athletes, students driving to school and anyone participating in extracurricular activities.**

#### **INTRODUCTION**

The effective date of this program is August 1, 2014, after the implementation year, enrollment dates will be as follows:

- Fall sports by 8/31/2019

- Students expecting to drive, park on school grounds, or participate in any extracurricular or co-curricular activities throughout the school year must enroll by 10/30/19.

Any student not meeting these deadlines may be subject to an initial drug screening or refusal to participate based at the discretion of the administrator. This program does not affect the current policies, practices, or rights of Lanesville Community School Corporation with drug and/or alcohol possession or use, where reasonable suspicion is obtained by means other than drug testing through this policy. Lanesville Community School Corporation reserves the right to test any student who at times exhibits cause for reasonable suspicion of drug and/or alcohol usage.

#### PURPOSE

The purpose of this program is two-fold:

1. To deter the use of drugs, alcohol, tobacco and illegal substances at Lanesville Jr-Sr High School and,
2. To enhance the health and safety of all students participating in extracurricular and co-curricular activities as well as those who enjoy the privilege of driving to school and parking on school grounds.

**It is also the aim of this program to educate, help, and direct students away from drug and alcohol use and toward a healthy and drug free participation.** Students involved in extracurricular and co-curricular activities need to be exemplary in the eyes of the community and other students. No student will be disciplined by a school official as a result of any verified “positive” test conducted by his/her school under this program other than stated herein.

#### SCOPE

Participation in extracurricular and co-curricular activities, as well as in driving to school and parking on school grounds is a privilege. This policy applies to all Lanesville Community School Corporation students in grades 9-12 who wish to participate in extracurricular and co-curricular activities that are listed in the current student handbook and any other school sponsored extracurricular activities not listed. It also includes any student who wishes to drive to and from school, to and from Prosser, or park on school grounds. Any student not driving or participating in an extracurricular or co-curricular activity who would like to enroll in the program or any custodial parent/guardian wishing to enroll their student for the random testing program is welcome to do so by completing the consent form.

#### LEGAL OBLIGATION

- The extensive Congressional findings in the Safe and Drug-Free Schools and Communities Act of 1994 [20 United States Code §7101 *et seq.* and specifically § 7102.]
- Indiana Code 20-10.1-4-9.2 that directs this School District to plan and maintain drug free schools.
- Indiana Code 20-10-4-9.1 directs that this School District provide instruction concerning the harmful effects of illegal drugs.

#### CONSENT FORM

It is **MANDATORY** that each student who participates in extracurricular or co-curricular activities, as well as those who drive to or from school activities or park on school grounds, sign and return the “Consent Form” prior to participation in any extracurricular or co-curricular activity, or driving to or from school. Failure to comply will result in non-participation. Each extracurricular and co-curricular participant as well as drivers shall be provided with a “Consent Form,” a copy of which is attached hereto, which shall be dated and signed by the participant and by the parent/guardian. In doing so, the student agrees to participate in the random drug-testing program at Lanesville High School. This form will be kept on file for the length of the student’s high school career. To withdraw from the program, the parent/guardian must sign a withdrawal form and have a personal interview with an administrator or designee.

## TESTING PROCEDURES

1. A table of random numbers will be used to assign numbers to the participants with selections made from time to time throughout the school year. Numbers will be drawn from one large pool of those agreeing to be tested. Testing may occur on a different day, Monday through Friday. This variable schedule will keep students conscious of the possibility of being tested at any time during the school year. Each student will be assigned a number that will be placed in the drawing.
2. A custodial parent/guardian may request testing of his/her student at the school's cost one time per year. Any other requests must be paid for by the parent/guardian.
3. No student will be given advance notice or early warning of the testing. In addition, a strict chain of custody will be enforced to eliminate invalid tests or outside influences.
4. Upon being selected for a urinalysis test under this policy, either by random draw, reasonable suspicion, request of a parent/guardian, or a "follow up" test, a student will be required to provide a sample of "fresh" urine according to the quality control standards and policy of the laboratory conducting the urinalysis.
5. All students will remain under school supervision until they have produced an adequate urine specimen. If unable to produce a specimen, the student will be given up to 24 ounces of fluid. If still unable to produce a specimen within one hour, the student will be taken to the principal's office and produce a sample through hair. The failure or refusal to provide a sample will be treated as a "positive" test result. In addition, the parents/guardian will be telephoned and informed the student is unable to produce a sample for the testing procedure and that he/she may be tested at a later date to maintain eligibility.
6. All specimens registering below 90.5 degrees or above 99.8 degrees Fahrenheit will be invalid. There is a heat strip on each of the specimen bottles indicating the validity of the urine specimen by temperature. If this occurs, the student must give another specimen.
7. If it is proven that tampering or cheating has occurred during the collection, the student will become ineligible for all the extracurricular activities, co-curricular activities, or drive to and from school for the remainder of the school year. This will be reported to the parent/guardian.
8. Immediately after the specimen is taken, the student may return to class with an admit slip or pass with the time he/she left the collection site. The principal or designee must time and sign the pass.
9. The specimens will then be turned over to the testing laboratory, and each specimen will be tested for alcohol and "street drugs" (which may include all drugs listed as controlled substances under the laws of the state of Indiana). Also, "performance enhancing" drugs such as steroids may be tested.
10. The laboratory selected must follow the standards set by the Department of Health and Human Services. It must be certified under the auspices of the Clinical Laboratory Improvement Act (CLIA) and the Joint Commission of Accreditation of Healthcare Organizations (JCAHO).

## CHAIN OF CUSTODY

1. The certified laboratory will provide training and direction to those who supervise the testing program, set up the collection environment, guarantee specimens and supervise the chain of custody. To maintain anonymity, the student's number, not name, will be used.
2. The principal or designee will be responsible for escorting students to the collection site. The student should bring all materials with him/her to the collection site and should not be allowed to go to his/her locker.

3. Before the student's urine is tested by the laboratory, the student will agree to fill out, sign and date any form which may be required by the testing laboratory. If a student chooses, he/she may notify the administrator that he/she is taking a prescription medication.
4. A sanitized kit containing a specimen bottle will be given to each student. The bottle will remain in the student's possession until a seal is placed upon the bottle. The student will initially say that the specimen has been sealed. Only the lab testing the specimen may break the seal.
5. If the seal is tampered with or broken, after leaving the student's possession and prior to arriving at the lab, the specimen is invalid. The student will be called again as soon as possible. The student will remain eligible for all activities subsequent to a retest.
6. Students will be instructed to remove all coats in the presence of the supervisor prior to entering the restroom. The door will be closed so that the student is by himself/herself in the restroom to provide a urine specimen. The supervisor will wait outside the restroom. The student will have two minutes to produce a urine specimen. The commode will contain a blue dye so the water cannot be used to dilute the sample. The faucets in the restrooms will be shut off.
7. After it has been sealed, lab personnel will transport the specimen to the testing laboratory. The testing laboratory will report the results back to the principal or designee.
8. In order to maintain confidentiality, the container that contains the urine specimen to be tested will not have the name of the student on the container. Instead, the student's random identification number will appear on the container. Also, the result sheet for the urinalysis will be mailed back to the principal or designee with no name attached; only the student's random identification number will appear on the result sheet.

#### TEST RESULTS

1. This program seeks to provide needed help for students who have a verified "positive" test. The student's health, welfare, and safety will be the reason for preventing students from participating in extracurricular and co-curricular activities.
2. The principal or designee will be notified of a student testing "positive" (that is, if the test shows that drug residues are in the student's system after using at least two different types of analyses). The principal or designee will notify the student and his/her parent/guardian. The student or his/her parent/guardian may submit any documented prescription, explanation, or information which will be considered in determining whether a "positive" test has been satisfactorily explained.
3. If the test is verified "positive", the principal or designee will meet with the student and his/her parent/guardian at a school corporation facility. The student and parent/guardian will be given the names of counseling and assistance agencies that the family may want to contact for help. The student must enroll in an approved counseling program and actively participate until successfully completing the program. A student involved in athletics that tests positive will be subject to disciplinary consequences outlined in the Athletic Department Code of Conduct. A student driver that tests positive will have his/her driving privileges suspended for 45 days, which could carry over to the following year. Students involved in co-curricular activities (band, clubs, academic teams) will be suspended immediately until a negative follow-up test is produced.
4. Any student with a verified "positive" test will automatically be tested again during the next random period. If a second "positive" result is obtained from the "follow up" test, or any later test of that participant, the same previous procedure shall be followed. In addition, the Lanesville Community School Corporation reserves the right to test for the next 365 days while enrolled in Lanesville any participating student who tested "positive" and did not make satisfactory explanation.

5. Information on a verified "positive" test will be shared on a "need to know" basis with the student's coach or sponsor. The results of "negative" tests will be kept confidential to protect the identity of all students being tested.

6. Drug testing result sheets will be returned to the principal or designee identifying students by number and not by name. Names of students tested will not be kept in open files or on any computer. Result sheets will be locked and secured in a location to which only the principal or designee will have access.

FINANCIAL RESPONSIBILITY

1. Under this policy, the Lanesville Community School Corporation will pay for all initial random drug tests, all initial reasonable suspicion drug tests, and all initial "follow up" drug tests.

2. A request on appeal for another test of a "positive" urine specimen is the financial responsibility of the student or his/her parent/guardian.

3. Counseling and subsequent treatment by non-school agencies is the financial responsibility of the student or his/her parent/guardian.

CONFIDENTIALITY

Under this drug testing program, any staff, coach, or sponsor of Lanesville Community School Corporation who may have knowledge of the results of a drug test will not divulge to anyone the results of the test or disposition of the student involved, other than in the case of a legal subpoena being made upon that person in the course of a legal investigation. Once again, this will underscore the Lanesville Community School Corporation's commitment to confidentiality with regards to the program.

**LANESVILLE COMMUNITY SCHOOL CORPORATION**

**EXTRACURRICULAR ACTIVITIES & STUDENT DRIVER CONSENT FORM**

I have received and have read and understand a copy of the "Lanesville Community School Corporation Extracurricular Activities & Student Driver Drug Testing Program." I desire that \_\_\_\_\_ participate in this program, and in the extracurricular program of Lanesville Community School Corporation, and hereby, voluntarily agree to be subject to its terms for my entire school career (grades 9 –12). I accept the method of obtaining urine specimens, testing, and analyses of such specimens, and all other aspects of the program. I agree to cooperate in furnishing urine specimens that may be required from time to time.

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

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

\_\_\_\_\_  
Parent/Guardian Signature Date

I, \_\_\_\_\_, have decided not to participate in any extracurricular activities sponsored by Lanesville Community School Corporation for the remainder of this school year. In order for me to participate in the

extracurricular activity program at a later date, I understand that I must submit to a urinalysis. ***I understand that my parents/guardian and I are financially responsible for the urinalysis.***

Student Signature

\_\_\_\_\_

Date

Parent/Guardian Signature

\_\_\_\_\_

Date



Effective beginning with students who enter high school in 2012-13 school year (class of 2016).

Course and Credit Requirements	
English/ Language Arts	<b>8 credits</b>
	Including a balance of literature, composition and speech.
Mathematics	<b>6 credits (in grades 9-12)</b>
	2 credits: Algebra I 2 credits: Geometry 2 credits: Algebra II <i>Or complete Integrated Math I, II, and III for 6 credits.</i> <i>Students must take a math or quantitative reasoning course each year in high school</i>
Science	<b>6 credits</b>
	2 credits: Biology I

	2 credits: Chemistry I or Physics I or Integrated Chemistry-Physics 2 credits: any Core 40 science course
<b>Social Studies</b>	<b>6 credits</b>
	2 credits: U.S. History 1 credit: U.S. Government 1 credit: Economics 2 credits: World History/Civilization or Geography/History of the World
<b>Directed Electives</b>	<b>5 credits</b>
	World Languages Fine Arts Career and Technical Education
<b>Physical Education</b>	<b>2 credits</b>
<b>Health and Wellness</b>	<b>1 credit</b>
<b>Electives*</b>	<b>6 credits</b> (College and Career Pathway courses recommended)

Schools may have additional local graduation requirements that apply to all students

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

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

**with Technical Honors**

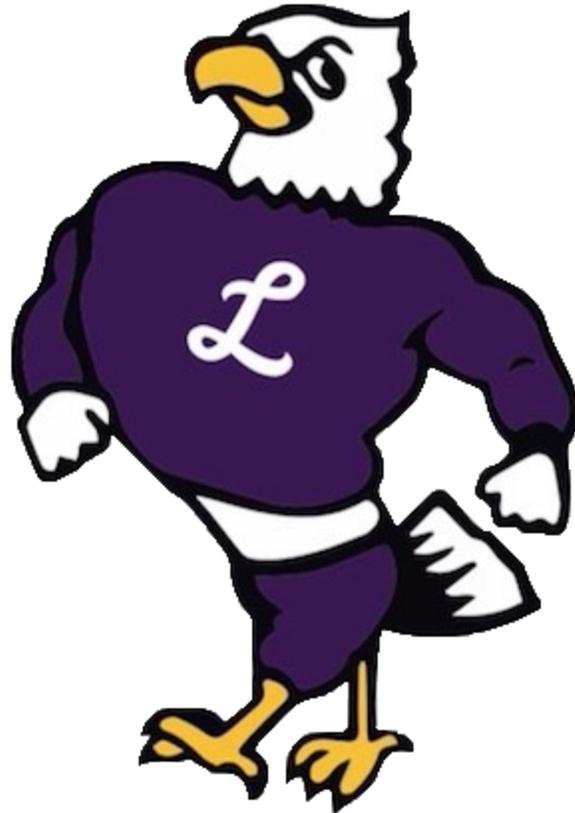
*(minimum 47 credits)*

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

- Complete all requirements for Core 40.
- Earn 6 credits in the college and career preparation courses in a state-approved College & Career Pathway and one of the following:
  1. Pathway designated industry-based certification or credential, or
  2. Pathway dual credits from the lists of priority courses resulting in 6 transcribed college credits
- Earn a grade of “C” or better in courses that will count toward the diploma.
- Have a grade point average of a “B” or better.
- Complete one of the following,
  - A. Any one of the options (A - F) of the Core 40 with Academic Honors
  - B. Earn the following scores or higher on WorkKeys; Reading for Information – Level 6, Applied Mathematics – Level 6, and Locating Information-Level 5.
  - C. Earn the following minimum score(s) on Accuplacer: Writing 80, Reading 90, Math 75.
  - D. Earn the following minimum score(s) on Compass; Algebra 66 , Writing 70, Reading 80.

[Lanesville Jr/Sr High School Athletic Handbook](#)

**Lanesville Jr/Sr High School**



## **Athletic Handbook 2023-2024**

2725 Crestview Ave NE  
Lanesville, IN 47136  
Phone - 812-952-2555  
Fax - 812-952-3762

School Website: [www.lanesville.k12.in.us](http://www.lanesville.k12.in.us)

# **Lanesville Eagles**

# ATHLETIC POLICIES

## CODE OF CONDUCT

### **Athletic Statement**

This athletic information is designed to inform athletes and their parents or guardians of the rules, regulations, and information that helped develop the rich tradition of competition at Lanesville Junior-Senior High School. Participation in athletics is a privilege, which carries with it varying degrees of honor, responsibility, and sacrifice. Since athletic competition on school teams is a privilege and not a right, those who choose to participate will be expected to follow the Code of Conduct established by the administration, and other specific coach's rules for their sport. Athletes represent their school and student body. Athletes are to conduct themselves in a manner that is becoming to their family, Lanesville Junior-Senior High School, and the community.

### **Athletic Philosophy**

The goal of the Lanesville Junior-Senior High School Athletic Department is to provide the best opportunities for student-athletes to excel in teamwork, sportsmanship, self-discipline, and moral character. The purpose is to provide each participant with experiences that will be positive and memorable and that help the athlete develop the capacity for commitment to a cause, acceptance of responsibility, and loyalty towards any chosen endeavor.

### **Athlete Defined**

The Lanesville athlete is defined as and includes all young men and women who represent a team that engages in interscholastic competition and further includes cheerleaders, student managers, student trainers and statisticians.

### **Athletic Program Profile**

Lanesville Junior-Senior High School supports nine (9) sports that offer 35 different teams to students in grades 7-12. Student-athletes are coached by well-qualified men and women and participate in over 300 contests per year.

## **ELIGIBILITY**

### **Academic Eligibility**

Student-athletes must be passing five (5) full-credit classes each grading period (semester grades take precedence) in order to continue to participate as a team member. Coaches may check progress of students by talking to teachers, issuing periodic grade checks, and checking progress reports. It is the policy of the athletic department to work closely with the academic progress of each participant. Athletic eligibility is determined as of 3:00 P.M. on Wednesday following the close of each grading period. Students with failing grades may attend practices during periods of ineligibility at the coach's discretion. Athletic eligibility after high school is determined by the NCAA Clearinghouse, information may be located at [ncaa.org](http://ncaa.org).

## **Statement**

The following Lanesville Junior-Senior High School athletic rules are in accordance with the Indiana High School Athletic Association Constitution.

The conduct of participants in athletics at Lanesville Junior-Senior High School, in or out of school, shall be such as 1) not to reflect discredit upon our school, and 2) not to create a disruptive influence on the discipline, good order, moral or educational environment in our school. Any such misconduct violating these principles shall be subject to disciplinary measures.

## **Enforcement of the Code of Conduct**

The principal shall enforce all rules and regulations as described in the Code of Conduct (hereafter the Code) for athletes. All rules regarding behavior and/or training as outlined in IHSAA regulations apply. The coach of each sport will enforce the Code during the year. Any alleged violation of the Code shall be reported first to the athletic director and then is to be followed by an investigation by any or all of the following people: coach, athletic director, principal or his/her designee.

## **Expected Standards of Conduct for Athletes**

The good of the team is first and foremost.

No player will ever employ illegal tactics to gain an undeserved advantage. All players will devote themselves to exhibiting good sportsmanship.

All athletes will obey the specific training and practice rules of their team as given to them by the coaching staff.

Athletes should not engage in negative behaviors. Drinking alcohol, taking controlled drug substances, using tobacco products, using profanity, and displaying negative attitudes are harmful to athletes and their team. Maximum effort and performance cannot be attained with negative behaviors.

Athletes should be careful in not being in attendance at social events in which illegal activities are occurring such as under-age drinking or use of chemical substances.

Athletes should be a positive influence in all they attempt to do. They are to work for the betterment of Lanesville and set a good example by doing what is right and good.

Officials deserve courteous respect. All must realize that officials do not lose a game or contest. They are there for the purpose of ensuring both teams a fair contest.

Athletes should appreciate that coaches, teachers, and school officials have the best interests of all athletes in mind as they equip, schedule, and conduct the athletic program.

All Lanesville athletes must comply with the standards of our athletic code of conduct and school rules or be subject to disciplinary action or dismissal from a team as determined by the rules, coaching staff, athletic director and/or principal of Lanesville Junior-Senior High School.

## ***THE CODE OF CONDUCT IS IN FORCE EVERY DAY***

### **RULES of the CODE of CONDUCT**

The following rules are specific examples of conduct that would violate the Code of Conduct. Conduct that is not covered by specific examples but that violate the principles of the Code of Conduct is subject to disciplinary measures.

**Rule 1.** Athletes (hereafter student athletic trainers, managers, cheerleaders, statisticians and other student support staff are included in the term “athletes”) shall not knowingly possess, use, transmit, or be under the influence of any narcotic drug, hallucinogenic drug, stimulant, depressant, anabolic steroids, performance-enhancing substances including nutritional supplements, marijuana, or counterfeit caffeine pills nor shall they possess, use, or transmit paraphernalia for use of such substances. (Use of an authorized drug as prescribed by a registered physician shall not constitute a violation of this rule.) Athletes shall not partake in any degree or be in possession of alcoholic beverages. Athletes shall not use or be in possession of tobacco products, including e-cigarettes, cigarettes, dip, or hookah at any time.

**Consequence:** Any athlete knowingly violating any part of the above rule on the **First Offense** will be automatically suspended from participation in athletic contests and from the team or squad in which the student is participating for **25% of the contests** for the season for such team or squad. Penalties may carry over to other sports or to the following season. Practice for an athlete who is under suspension is at the discretion of the coach. The **second or succeeding offense** will result in suspension from participation in athletics for a minimum of **one (1) calendar year (12 months)** from the day the infraction is confirmed with no practice allowed with any squad or team.

**\*\*This includes the Lanesville Random Drug Testing Program.**

**Rule 2.** Athletes shall not commit felonies, misdemeanors, or acts of delinquency.

**Consequence:** Any athlete arrested or detained as a juvenile or adult on such a charge will be suspended from participation pending investigation of the incident. **Conviction** of a **felony** at any time shall exclude the student-athlete from athletic participation for **one full year (12 months)** from the day the violation is confirmed. **Succeeding felony convictions** will disqualify an athlete from any participation for the **remainder** of his/her **high school career**. **Conviction** of a **misdemeanor** shall be subject to athletic suspension for **25% of the contests** for the season on the **first offense** with practice at the discretion of each coach. Penalties may carry over to other sports or to the following season. **Succeeding misdemeanor offenses** will bring an athletic suspension of **one (1) calendar year**.

**Rule 3.** Athletes shall not commit acts of vandalism, and/or theft.

**Consequence:** The **first offense** will result in automatic suspension from participation in athletics and from the athletic squad for **25% of the contests** for such season for such team or squad. Penalties may carry over to other sports or to the following season. Practice for the athlete is at the discretion of the coach. **Succeeding offenses** will result in athletic suspension for a minimum of **one (1) calendar year (12 months)** from the day the violation is confirmed.

**Rule 4.** Violation of school rules such as truancy, suspension, or classroom disruptions.

**Consequence:** Any athlete who is in **violation of school rules** such as truancy, suspension, classroom disruption, or other punishable acts will be disciplined by the already established school rules. The athlete may be further dealt with within the structure of each coach's rules for their sport. If an athlete is suspended out-of-school for any reason they will be ineligible for all contests during the term of his/her suspension. In-school and out-of-school suspended athletes cannot practice during the days of the suspension.

**Rule 5.** The coach of each sport may set specific team rules. These rules and the penalties for breaking them will be given to the athletes by the coach at the first meeting or practice of that sport. These written regulations will be on file and approved by the Athletic Director.

### **Self-Report Clause**

It is the intent of Lanesville Junior-Senior High School Athletic Department to assist students with developing responsibility for their actions and to encourage honesty. Therefore, any student who voluntarily reports him/herself for a violation of the Code of Conduct before being reported by some other means will be permitted leniency. This student will pay a lesser penalty for the infraction than stated: they will serve **one half (½) of the penalty** for the first offense only. In cases of substance abuse, the self-reporting student must participate in substance abuse awareness session(s) with a qualified professional to receive the benefit of this clause. This Self-Report Clause can be used only once during the student's four year career.

### **Forfeiture of Awards**

If the violation of the Code of Conduct occurs in the latter part of a sport season and the athlete is serving a suspension at that time, the athlete will not be considered in good standing and therefore will forfeit all points and awards for that sport season. Any athlete not returning a uniform or equipment will be ineligible to receive any awards.

### **Carry-over of Contest Suspension**

If the violation of the Code of Conduct occurs in the last part of a sport season and the violator cannot fulfill the terms of his/her violation in that sport the suspension does carry-over until the suspension is fulfilled. This includes their next sport or the same sport next year. If a typically one-sport athlete elects to participate in a new sport in order to serve a suspension, he/she will be required to complete this season in good standing.

### **Athletic Appeals Committee**

The Athletic Appeals Committee is composed of the principal, athletic director and a coach not involved with the athlete in question. The coach involved in the exclusion will present his/her reasons for the exclusion, but will not be involved in the Appeals Committee decision. The Athletic Appeals Committee is in existence to hear appeals of athletes from decisions of exclusions by the coach and athletic department. Recommendations, different from the already stated consequence, may or may not be made. Following the hearing the parent(s) or guardian(s) will be notified within five (5) days by the principal or his/her designee of the decision of the panel. The panel's decision may accept, reduce or revoke the exclusion decision for violations, but may not invoke a more severe penalty.

### **Appeals/Hearing**

An athlete and his or her parent or guardian has the right to a hearing on an exclusion by notifying the principal in writing within five (5) school days after the exclusion decision. The right of appeal is forfeited if a hearing is not requested within this five-day limit. The purpose of the appeal hearing is to inquire into the athlete's alleged violation and to allow the athlete and parent(s) or guardian(s) to present evidence on the student's behalf. The appeal is to determine whether or not the accused student has forfeited his/her privilege to be in athletics. The student-athlete remains ineligible to participate while the appeals process is ongoing. This process has no legal implications or requirements.

### **Physical Examinations**

Every student athlete is required by Lanesville Junior-Senior High School and the IHSAA to have a physical examination completed and on file with the athletic office **before** practicing in any sport. This includes any conditioning program for that sport. Physical exams are the responsibility of the athlete and his/her parent(s) or guardian(s).

### **Attendance: School and Game Day**

Daily attendance to school and practice is expected. All student-athletes must be in school for four (4) periods to be eligible to participate in a contest on that date. If an athlete leaves school because of an illness, they may not participate in a contest on that date. Approved field trips or school activities constitute attending school. Any exceptions must be approved through the principal's office and/or athletic office.

### **Conference Affiliation**

Lanesville High School belongs to one of the most prestigious conferences in Southern Indiana. The Southern Athletic Conference is made up of the following schools: Borden, Crothersville, Henryville, Lanesville, New Washington and South Central.

### **Conflicts Between Activities**

Activities at Lanesville Junior-Senior High School share many students. From time to time conflicts may occur between activities. If a conflict occurs, the student-athlete is expected to communicate between coaches and/or sponsors. Consideration should be given to co-curricular and conference activities. Any conflict unable to be resolved by the student-athlete and coaches/sponsors will be referred to the Athletic Director

### **ATHLETIC LETTER SYSTEM**

<u>Sport</u>	<u>Determination</u>
Baseball & Softball	Players, except pitchers, participate in at least 30 innings. Pitchers must pitch in at least 15 innings. Coach/AD discretion
Basketball (Boys & Girls)	Participate in at least ½ of varsity games.
Cheerleader, Student Managers, Statisticians	Complete season in good standing
Cross Country (Boys & Girls)	Average in the top 7 runners during the season; Coach/AD discretion
Golf	Participate in 5 varsity matches Coach/AD discretion
Soccer	Participate in 5 Varsity matches Coach/AD discretion
Tennis (Boys & Girls)	Participate in 5 Varsity matches Coach/AD discretion
Track (Boys & Girls)	Participate in Sectional Track Meet Coach/AD discretion
Volleyball	Participate in a least ½ of varsity matches Coach/AD discretion

### **PATCH POLICY**

The School, through the athletic department or team account, will purchase honor jacket patches for the following Varsity accomplishments:

#### **Individual**

- All-Conference
- Regional, Semi-State, State Qualifier (highest level reached)
- Sectional, Regional, Semi-State, State Champion (highest level reached)

- All-American (Cheerleaders)
- Multiple Sport Athlete: earns at least 8 varsity letters
- Ultimate Athlete Award: earns at least 12 varsity letters

### **Team**

- Conference Champions
- Sectional, Regional, Semi-State, State (highest level reached)

Letter winners or coach's discretion. It is the coach's responsibility to turn in a list of eligible recipients to the A.D. Coach, Players, or Parents may purchase additional letters through the school at their own expense.

**Any athlete refusing to participate in Athletic Fundraisers or Awards Banquet may be ineligible for awards.**

**The Lanesville High School Athletic Department encourages multiple sport participation by all athletes. Student-athletes who participate in more than one sport are valued as important contributors to the school's athletic program.**