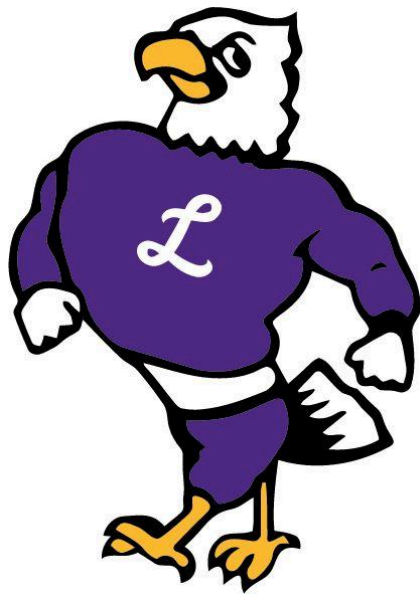


Lanesville Jr/Sr High School



Student Handbook 2026-2027

2725 Crestview Ave NE
Lanesville, IN 47136
Phone - 812-952-2555
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School Website: www.lanesville.k12.in.us

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Lanesville Community School Corporation



2026-2027

DATE	EVENT/HOLIDAY	TYPE	NOTES
07/28/26	Teachers Only	In-Service	
07/29/26	Teachers Only	In-Service	
07/30/26	First Day of School	Start of Qtr 1	
09/07/26	Labor Day	Holiday	No School
09/10/26	Parent/Teacher Conf	Teachers Only	No Students
09/11/26	Heritage Weekend	No School	Closed
10/02/26	End of Quarter 1		44 days
10/05-10/16	Fall Break	No School	
10/19/26	Start of Quarter 2		
11/03/26	Election Day	Asynchronous Day	
11/25/26-11/27/26	Holiday	No School	Closed
12/18/26	End of Quarter 2		42 days
12/21/26-01/01/27	Winter Break	No School	Closed
01/18/27	MLK	No School	Closed
03/12/27	End of Quarter 3		49 days
03/22/27-04/02/27	Spring Break	No School	Wk 1 Rem
05/28/27	Last Day of School		45 days
06/01/27	Teachers Only	In-Service	

July 2026						
Su	M	Tu	W	Th	F	Sa
			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	

January 2027						
Su	M	Tu	W	Th	F	Sa
					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						

August 2026						
Su	M	Tu	W	Th	F	Sa
						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					

February 2027						
Su	M	Tu	W	Th	F	Sa
	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						

September 2026						
Su	M	Tu	W	Th	F	Sa
		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			

March 2027						
Su	M	Tu	W	Th	F	Sa
	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			

October 2026						
Su	M	Tu	W	Th	F	Sa
				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

April 2027						
Su	M	Tu	W	Th	F	Sa
				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	

November 2026						
Su	M	Tu	W	Th	F	Sa
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					

May 2027						
Su	M	Tu	W	Th	F	Sa
						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					

December 2026						
Su	M	Tu	W	Th	F	Sa
		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		

June 2027						
Su	M	Tu	W	Th	F	Sa
		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

2026-2027

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*

BLOCK SCHEDULE 3:00 Dismissal

Day 1

1 Period-7:55-9:30

3 Period- 9:33-11:11

5 Period- 11:14-1:18

7 Period- 1:21-3:00

Lunch A Upper hall & PE during period 5 12:02-12:30

Lunch B Lower hall & AG during period 5 12:51-1:18

Day 2

2 Period- 7:55-9:30

4 Period- 9:33-11:11

6 Period- 11:14-1:18

8 Period- 1:21-3:00

Normal Lunch times

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

BLOCK SCHEDULE 2:30 Dismissal

Day 1

1 Period-7:55-9:30

3 Period- 9:33-11:11

5 Period- 11:14-1:18

7 Period- 1:21-2:30

Lunch A Upper hall & PE during period 5 12:02-12:30

Lunch B Lower hall & AG during period 5 12:51-1:18

Day 2

2 Period- 7:55-9:30

4 Period- 9:33-11:11

6 Period- 11:14-1:18

8 Period- 1:21-2:30

Normal Lunch times

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

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 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 main hallway/commons area. Once a student is on campus they are not permitted to leave.

Car Riders - ALL car riders are to go through the car rider line. Students should not be dropped off in the parking lot. Only students that have a Period 0 class are allowed on campus before 7:30am. AM Prosser students are allowed on campus at 7:15am to be at the Prosser dismissal bus stop at 7:20am (bus departs at 7:23am). All other students are allowed on campus after 7:30AM.

Elementary & Jr./Sr. 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.



Elementary & Jr./Sr. High Pick Up

All Jr. & Sr. High student pick up will park and wait for their student 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 from the street either using the RED LINE or the BLUE LINE. Drivers are encouraged to be in the correct line from the time they enter the parking lot. The BLUE will be for picking up both elementary students 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.



All entrances/exits are off Crestview Ave. The exit at the top of the hill is closed from 7:20 to 3:15 each day.

ATTENDANCE

Students are expected to attend school at least 98% of the time. Since businesses and industries expect a high level of attendance, the education of our students must reflect these expectations and responsibilities. Through our combined efforts, the goals of punctuality, self-discipline, and responsibility can be developed as we build the work ethic in our students for entry into the adult world.

Reporting Absences to School - Parents are to notify the office of the student's absence by calling the High School 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.

Categories of Absences

Absences from school will fall into one of three categories:

1. Excused*
2. Unexcused
3. Exempt*

The school reserves the right to determine if the absence is excused or unexcused.

Excused Absences:

1. Illness of the student verified by a note or communication from parent/guardian (up to 5 days without a doctor's statement as long as contact is made with the school office). This will be recorded as an undocumented excused absence. *See special note below about dances and extracurricular activities.

2. Illness verified by a note from Physician
3. Family funeral attendance - Other cases handled individually
4. Medical and Legal appointments: appointments should be scheduled after school hours whenever possible. Written verification from the doctor or dentist must be presented to the office within three days of the student's return. Otherwise, the absence will be counted unexcused.
5. Required religious activities: Notification, in writing, by a parent or guardian and a church official is needed prior to the religious holiday.
6. Travel for a limited time period (up to 5 days) involving new educational experiences for a student, which is requested on an infrequent basis by parents or guardians at least one week in advance of the possible absence. A prearranged travel form must be completed, submitted to the office, and approved to count as an excused absence.
Prearranged travel forms can be found in the office or on the [student resource page](#).
7. College visits, if proper verification procedures are followed. See [Travel](#) policy below.
8. Court-ordered absences
9. Other unusual circumstances when approved by the school administration and requested in advance of the event

***Special Note about Prom/Dances/Extracurricular Events:**

Students who accumulate 10 or more unexcused or undocumented excused absences may not be permitted to attend.

Unexcused Absences:

1. Absences where the parent or guardian does not call in and/or notify the office and any absence not covered under excused/exempt.

2. Any "skip day" or similar absence.
3. Truancy. See "Truancy".

Exempt Absences: (Do not count in TOTAL absences)

1. School authorized field trips, curricular and extracurricular. (includes job shadow experiences as approved by administration)
2. Subpoenaed to testify in court.*
3. Serving in the National Guard (10 days) or Civil Air Patrol (5 days).
4. Service as a page in the Indiana General Assembly.*
5. Participating in an election as a poll worker.*
6. Attendance at the Indiana State Fair on Education Day.

****Under Senate Enrolled Act 1**, the Superintendent or attendance officer **shall** report a child who is habitually absent from school to an intake officer of the **juvenile court or the department of child services**.

Chronic Absenteeism: Chronic absenteeism is defined as being absent from school for ten percent or more (18 days) of a school year for any reason. (I.C. 20-18-2-2.4) This definition includes excused and unexcused absences. We are required to report any student who has more than 10 unexcused absences.

We will also report any student who has more than 10 excused absences without documentation accumulated per year to juvenile probation in accordance with IC 20-33-2-25.

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:

First tardy	Verbal warning from the teacher
Second tardy	Verbal warning from the teacher
Third & Fourth tardy	Teacher-assigned Lunch Detention
Fifth & Sixth tardy	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 MAY LOSE THEIR DRIVING PRIVILEGES.

Seventh tardy (+)	Teacher sends a Discipline Referral Form to the office; student assigned In School Suspension.
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**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.

Truancy:

A student is considered to be truant if he/she stays out of school without permission of the parent or guardian. A student is also considered to be truant if he/she does not attend each class assigned or leaves the classroom without the permission of the teacher. Students absent without parent permission will be considered truant. Habitual truancy is “a student chronically absent, by having unexcused absences from school for more than 10 days of school in one school year.”

First truancy	1 day ISS
Second truancy	1 day OSS/referral to alternative school
Third truancy	3 days OSS or referral for alternative placement for the remainder of the year. In accordance with State law, the Bureau of Motor Vehicles may be notified of ineligibility of a student's license.

Habitual Truant:

1. A "habitual truant" is defined as a student who has ten (10) or more days of unexcused absences or being absent without a parental request filed with the school in one school year.
2. 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 Code 20-33-2-11, 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.
3. The student's principal may report to the Indiana Bureau of Motor Vehicles of the student's status as a habitual truant. Legal Reference: I.C. 20-33-2-11

Attendance Intervention Procedures:

In accordance with Indiana law (Senate Bill 482), the school will communicate with parents/guardians at these points:

Total Days Missed	Action
5 total absences	Letter to parent or guardian
7 total absences	Letter to parent or guardian, Attendance Conference scheduled
10 total absences	Letter to parent or guardian - At this point, all future absences must be documented with a doctor's note or other proper documentation for the absence. If 10 unexcused absences, the school may report the absences to the Bureau of Motor Vehicles, and the attendance officer is required to report the absences to Juvenile Probation and/or Department of Child Services and the prosecuting attorney.

Make-up Work:

Absent students will be given one day for each day of absence to complete all missed work and homework assignments. It is the student's responsibility to return the make-up work ON TIME. Work not completed may be given partial or no credit.

Travel (including College Visits):

Students who wish to be excused from school for travel must submit a [prearranged absence form](#), signed by all teachers and the parent or guardian, at least one week prior to the proposed absence. All absences of this nature count toward the ten-day limit. The parents/guardians should contact the school personally to arrange for such absences.

For college visits, students are required to get written verification from the admissions officer of the college stating that the student did visit the college. 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. See the Academic Handbook for more information.

After School Attendance : All students must be off campus by 3:15 unless supervised by a staff member of Lanesville Community Schools. Any other student who needs to remain on campus must have both parent/guardian and administrative permission prior to staying.

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.

Synchronous Learning days (Live 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.

*Students without internet access may turn in their work up to three school days upon returning to school for evidence of attendance.

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 synchronous learning days.

Asynchronous learning days (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.

*Students without internet access may turn in their work up to three school days upon returning to school for evidence of attendance.

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

ATHLETIC ELIGIBILITY

Every junior high and high school athlete must have a sports physical signed by a physician and parent/guardian uploaded to FinalForms for the current school year as well as all students and parent forms must be signed. To create a FinalForms account please go to <https://lanesville-in.finalforms.com/>. 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. Students will be highly encouraged to keep personal items and backpacks in their lockers. 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. This information will be shared via ParenSquare. This will be the primary source of communication for all delays and closings.
- Local TV stations will be notified of closings/delays.
- 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/Intercession may be used for snow make-up days. Please refrain from scheduling vacations during this time.

CELL PHONE/ WIRELESS COMMUNICATION DEVICE POLICY

Purpose

Effective July 1, 2026, Indiana law requires all public schools to implement a "bell-to-bell" policy limiting student use of personal wireless communication devices during the school day. The purpose of this law is to improve student learning, increase classroom engagement, reduce distractions, strengthen face-to-face interactions, and provide a safer, more focused educational environment.

Lanesville Jr./Sr. High School is committed to creating a learning environment where every student can achieve success without unnecessary distractions. We appreciate the partnership of our students and families as we work together to foster responsibility, respect, and academic excellence.

Student Expectations

Students are prohibited from using personal wireless communication devices during the instructional day unless otherwise permitted by Indiana law or specifically authorized by school administration. Wireless communication devices include, but are not limited to:

- Cell phones
- Smart watches

- Earbuds or wireless headphones
- Tablets
- Gaming devices
- Any other personal electronic device capable of communication

Students are required to have all personal wireless communication devices turned off and stored in their assigned lockers for the duration of the school day. Devices should not be carried on a student's person, in backpacks, or otherwise accessible during the school day unless specifically authorized by school administration or required by an approved educational, medical, or legal exception.

Students are expected to leave their devices in their lockers throughout the school day. Any unauthorized possession or use of a wireless communication device during the school day will be considered a violation of this policy.

Parents and guardians who need to communicate with their student during the school day should contact the school office at 812.952.2555. Likewise, students who need to contact a parent or guardian during the school day may do so through the school office.

Students with documented medical needs, Individualized Education Programs (IEPs), Section 504 Plans, or other exceptions permitted under Indiana law may use wireless communication devices as outlined in those plans or as approved by school administration.

Progressive Discipline

Every violation of the Wireless Communication Device Policy will result in the student being referred to the office. Consequences are cumulative within each nine-week grading period and will be assigned as follows:

1st Offense: (1) Lunch Detention

2nd Offense: (2) Lunch Detentions

3rd Offense: (1) After-School Detention

4th Offense: (2) After-School Detentions

5th Offense: (1) Saturday School

6th Offense: (2) Saturday Schools

Students who continue to violate this policy beyond the sixth offense may be subject to additional disciplinary action as determined by school administration. Additional consequences may include, but are not limited to:

- Loss of eligibility to attend school-sponsored extracurricular activities such as dances, social events, athletic spectator privileges, and other non-academic functions.
- Additional Saturday Schools.
- In-school suspension or out-of-school suspension, when appropriate.

- Other disciplinary consequences consistent with the Student Code of Conduct.

Infractions will reset at the beginning of each nine-week grading period. However, repeated violations across multiple grading periods may be considered when determining appropriate disciplinary action for persistent noncompliance.

The administration reserves the right to address situations involving repeated or egregious violations in a manner deemed appropriate to maintain a safe, orderly, and productive educational environment.

If there is any suspicion concerning the violation of other school rules such as threats or potential criminal activity, the phone may be turned over to law enforcement officials.

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 when allowed by the teacher.

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.

Centegix: When visiting a Lanesville Community Schools, visitors must present their driver's license to a designated staff member. The Centegix 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/digital pass. The digital pass will be to a certain area but does not permit a student to go to another area. Students will also carry a classroom pass from the classroom they are leaving. 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.

COMMONS

These areas are provided for students to use during senior honors study hall and senior lunch. 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 an appointment with the counselor or a digital hall pass approved by their teacher (and counselor).*

DANCES AND PROM

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 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 will not be allowed to attend dances if they have accumulated more than 10 unexcused absences or excused without documentation during the school year.**

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 and faculty 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 to and 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. Saturday detention is held from 8-11. 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 sleeping is permitted.
- Students are expected to be on time to detention.
- No Cell Phones or wireless communication device (see cell phone policy)

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

Information and applications concerning eligibility requirements for free/reduced-price lunches 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 cafeteria manager 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:

- Disruption of school or school events
- Damage or destruction of personal or school property
- Physical abuse of a school employee
- Verbal abuse of a school employee
- Physical abuse of a student
- Verbal abuse/slurs of a student
- Possession of a weapon or a dangerous instrument
- Possession, use, or sale of any substance which is represented as, or believed by the student to be tobacco, a Narcotic, alcoholic beverage,
- depressant, or stimulant drug regardless of whether the substance is in fact one of the above
- Disrespect for school property, toward a school employee, or any adult
- Immorality or theft
- Repeated failure to comply with direction of school personnel
- Inappropriate language
- Gang related activity or possession of gang related paraphernalia
- Bullying or threatening

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:

- Warning
- TTD
- Loss of Privilege such as convocation, field trip, activity, extra curricular events, etc.
- Parent Conference
- After School Detention
- Lunch Detention
- Saturday 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 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 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.

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:

- places the targeted student in reasonable fear of harm to the targeted student's person or property;
 - has a substantially detrimental effect on the targeted student's physical or mental health;
 - has the effect of substantially interfering with the targeted student's academic performance; or
 - 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 commits 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/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

Fifth offense: Recommendation for expulsion for 2 semesters of school.

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)
- Students will not be permitted to attend school reward functions during the school day or school events such as dances if they have served ISS or OSS during that semester.

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 through Harmony. The notification will include the dates of the suspension, describe the student's misconduct, and the action taken by school administration.

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.**

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, 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 sex/sexual innuendo, lewd/vulgar/indecent speech (including profanity), violence, destruction of property, or advocating the use of force, urging violation of the law or school regulations, alcohol/drugs/tobacco/tobacco like products, anything that humiliates others or which may be considered racist, sexist, ethnically derogatory.
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. Clothes or shoes, which may mar furniture or damage floors, creating additional maintenance, are prohibited.
7. Sunglasses are not permitted unless prescribed by a doctor.
8. Clothing that reveals underwear, sagging pants, bellies, buttocks, chests (breasts) and bra straps is not allowed.

9. 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.
10. 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.
11. 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.

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.

**LANESVILLE COMMUNITY SCHOOL CORPORATION EXTRACURRICULAR ACTIVITIES &
STUDENT DRIVER CONSENT FORM**
(Needed in the event that a family can't enroll online)

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 7 –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. Date: _____, 20_____

_____ Student Signature	_____ Parent/Guardian Signature
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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 parent/guardian and I are financially responsible for the urinalysis.**

_____ Student	_____ Signature Date
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_____ Parent/Guardian	_____ Signature Date
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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

Consequences for misuse will be handled with progressive, escalated disciplinary action.

STUDENT INFORMATION DISCLAIMER

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.

	Breakfast Per Day	Breakfast Per Week	Lunch Per Day	Lunch Per Week	Extra Milk
Student Full Price	\$2.10	\$10.50	\$3.10	\$15.50	\$0.75
Student Reduced Price	\$0.30	\$1.50	\$0.40	\$2.00	\$0.75

- 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 and commons.**
- 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. (Payment online does result in a credit card convenience fee. Students and/or parents/guardians may bring in checks.)
- 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. Lunch 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 is unacceptable and will be subject to discipline.
- 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 and the school board. 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

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 attending the prom must complete a Prom Permission Form (those will be available with the prom sponsors). 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 "[dance](#)" 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:

First offense:	After School Detention
Second offense:	ISS
Third offense:	2 Days ISS
Four or more offenses:	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.

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

BUS #	DRIVER	HOME #	CELL #
2	Ann Shaffer		502-296-6899
4	Jody Jones		812-972-1620
6	Chris Lasley		812-267-2101
7	Sheila Emily		812-736-0177
8	Mike Emily		812-596-0542
11	Brook Clayton		812-461-8293
13	Heather Baker		812-653-9981
Transportation Director	Denny Haines		812-596-0026

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:

Grade	Required		Recommended
Pre-K	3 Hepatitis B 4 DTaP (Diphtheria, Tetanus & Pertussis) 3 Polio	1 Varicella (Chickenpox) 1 MMR (Measles, Mumps & Rubella) 2 Hepatitis A	Annual influenza
K-5 th grade	3 Hepatitis B 5 DTaP 4 Polio	2 Varicella 2 MMR 2 Hepatitis A	Annual influenza
6 th -11 th grade	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)
12 th grade	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. Exceptions 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:

Prescription number
Child's name

Doctor's name
Name of medication

Dosage
Time to be given

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 LHS 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 High School 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.

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.

ACADEMIC HANDBOOK 2026-2027

ACADEMIC INFORMATION

(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 3.2 GPA is attained. The awards ceremony takes place each spring.

A student must maintain a grade point average of 3.2 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 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:

Number of Semesters	Award	Number of Semesters	Award
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 Literature and Composition, Calculus AB, Calculus BC, Language and Composition, Environmental Science, Psychology, Statistics, and Spanish Language and Culture. 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. Most testing fees will be covered by the state but those not covered will be paid for by the school. 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.

Students who enroll in AP (Advanced Placement) classes **are required to take the AP test to receive credit. Students may NOT opt out of the AP exam for any reason.** Any student who does not take the AP exam will be charged an unused test fee. (Current price is around \$150.00 in 2026-2027)

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 to 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.

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. 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. 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.

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.

Freshman 0 credits

Sophomore 10 credits and 1 or more years of high school completed

Junior 18 credits and 2 or more years of high school completed

Senior 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. This will begin in 8th grade.

DIPLOMA REQUIREMENTS

Diploma requirements will be reviewed each year with students. Class of 2026, 2027, 2028 will follow the guidelines for Core 40, Academic Honors, and Technical Honors, which includes the local requirements of 2 additional credits. Class of 2029 and beyond will adhere to the Indiana Diploma Requirements, as well as additional seals. Check with the school counselor for clarification of diploma requirements.

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. Requests are made at the discretion of the school administration and counselor. There are no exceptions after the deadline set each year. 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.

DUAL CREDIT (OFF CAMPUS) COURSES

Students may take dual-credit courses through post-secondary institutions.

- If the class is taught at the university, it cannot conflict with the student's daily class schedule at Lanesville or their scheduled required courses.
- Students are required to remain at Lanesville for a minimum of 5 Lanesville class periods.
- If the course is offered at Lanesville, the student is required to stay on campus.
- Parents assume all responsibility of tuition fees and costs for the college course, transportation costs, and liability of the transportation as applicable.
- Students must provide a completed Off Campus Dual Credit Approval form to the principal for final approval.
- The principal must give final approval of this request, if the course involves leaving the high school campus. Grades earned for dual credit will not count toward the student’s cumulative GPA but can count for credits.

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:

For class of 2026, 2027, 2028:

- 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.
- Students that are enrolled in Prosser will not be allowed to graduate early.

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 and a half years, they must declare their intentions at the end of their sophomore 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 and be approved for early graduation prior to the end of the 2nd semester of the sophomore year to develop a plan for course completion.

For class of 2029 and Beyond:

- 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.
- Students must earn a seal before they are considered for early graduation.
- Students that are enrolled in Prosser will not be allowed to graduate early.

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 freshman 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 2nd semester 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	Others		AP	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. Earning a Diploma, completing a Graduation Pathway, and Employability Skills for Class of 2026 and beyond. Class of 2029 and beyond can also earn a Diploma and Honors seal to meet the requirements.

Alternative Diploma

A state-defined alternate diploma is a diploma available to eligible students with the most significant cognitive disabilities. The diploma must be indicated in the student's IEP and the students must have taken an alternate assessment. The student shall participate in graduation exercises.

The alternative diploma is:

1. Standards-based and;
2. Aligned with the state's requirements for the regular high school diploma.

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.

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): Senior Awards 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

Weighted 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 in the senior year. 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. Ties on GPA will be broken by the student taking the most Advanced Placement classes and most credits attempted.

INCENTIVE PROGRAMS

Renaissance Program

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

- To focus on and emphasize a positive school climate
- To recognize and celebrate student growth and 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, administrators, and counselor. 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: millerar@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 registered for classes each spring. No class may be dropped except in approved extenuating circumstances and/or the drop/add request is made prior to the start of the school year deadline.

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 may be pulled for additional assistance. Seniors with a 3.0 GPA or above, on track for graduation, no grades of a D or F in the previous grading period, no more than 2 tardies or 3 absences total in a grading period, and no more than 1 minor discipline issue may apply for Honor Study Hall.

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–.
- Both grades will be counted when calculating the student's grade point average.
- 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 through math lab, as well as during homeroom time. Many individual teachers are also available before or after school for tutoring. Tutoring with an individual teacher must be scheduled directly with the classroom teacher.

WEIGHTED GRADES

Students taking Advanced Placement courses will receive grades on a weighted scale. AP courses are considered the most rigorous and challenging courses offered and considered the best preparation for college.

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

Lanesville Jr/Sr High School



Athletic Handbook 2025-2026

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

School Website: 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 six (6) full-credit classes if the student is enrolled in 8 credits and five (5) full-credit classes if the student is enrolled in a study hall 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.

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 IHSA 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 uploaded to Final Forms **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, Clarksville, Crothersville, Eastern, 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.