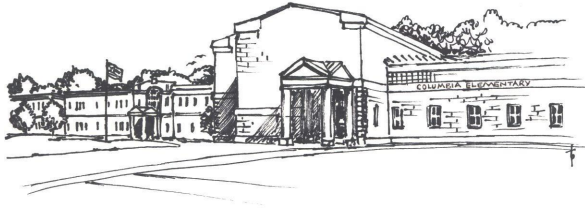
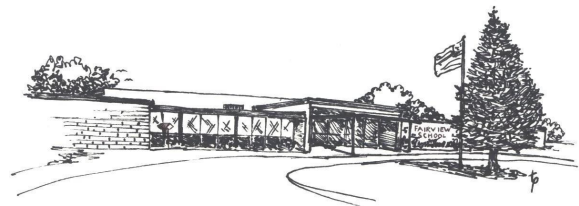


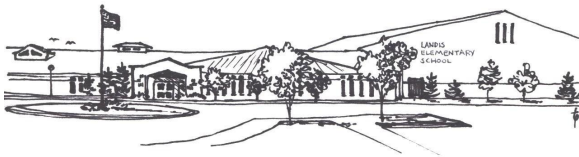
LOGANSPORT COMMUNITY SCHOOL CORPORATION
LOGANSPORT ELEMENTARY SCHOOLS
STUDENT / PARENT HANDBOOK
2023-2024



Columbia Elementary School
20 East Columbia Street
Logansport, Indiana 46947
574.753.3432
574.753.6072-Fax
CES.LCSC.K12.IN.US



Fairview Elementary School
846 South Cicott Street
Logansport, Indiana 46947
574.722.5288
574.753.6318-Fax
FVW.LCSC.K12.IN.US



Landis Elementary School
One Landis Lane
Logansport, Indiana 46947
574.722.5466
574.753.5513-Fax
LES.LCSC.K12.IN.US

LOGANSFORT COMMUNITY SCHOOL CORPORATION

2829 GEORGE STREET

LOGANSFORT, INDIANA 46947

574.722.2911

WWW.LCSC.K12.IN.US

VISION: ONE TEAM. ONE MISSION. STUDENT SUCCESS!

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



Board of School Trustees

Bill Cuppy

Milt Hess

Dave McClure

Mike McCord

Matt Meagher

Superintendent of Schools

Michele Starkey

Core Values

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

LCSC is invested in working creatively with all stakeholders.

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

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

LCSC continually raises the bar while maintaining high expectations.

STUDENT RIGHTS AND RESPONSIBILITIES

The rules and procedures of Logansport Community School Corporation (LCSC) are designed to provide each student with an appropriate education in a safe, orderly, environment. Students can

expect that their rights are protected and they are treated with fairness and respect. Likewise, students are expected to respect the rights of their fellow students and the staff. Disciplinary procedures are designed to ensure due process (a fair hearing) before a student is disciplined from an activity because of his/her behavior.

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

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Please refer to School Board Policy for the following information:

Policy 5611 Due Process Rights

Policy 5710 Student Complaints

Policy 9130 Public Complaints and Concerns

LCSC refers to Logansport Community School Corporation
 “School” refers to the following Elementary Schools in LCSC:

Columbia, Fairview, and Landis

Logansport Community School Corporation 2023-2024 School Calendar

July 2023						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

AUGUST	
8	Teacher Organization Day
9	First Student Day

January 2024						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

August 2023						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

OCTOBER	
12-13	Parent/Teacher Conference
16-20	Fall Vacation

February 2024						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

September 2023						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

NOVEMBER	
22-24	Thanksgiving Vacation

March 2024						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

October 2023						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

JANUARY	
1-2	Christmas Vacation
3	Teacher Records Day
4	Students Return
15	Martin Luther King Day

April 2024						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

November 2023						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

FEBRUARY	
19	President's Day - No School

May 2024						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

December 2023						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

MARCH	
25-29	Spring Break

June 2024						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

JUNE	
2	Commencement

Class of 2024
Graduation Date
June 2, 2024



GRADING PERIODS		
1st -	8/9/23 - 10/6/23	42 days
2nd -	10/9/23 - 12/19/23	44 days
Total Days First Semester		86 days
3rd -	1/4/24 - 3/8/24	45 days
4th -	3/11/24 - 5/23/24	49 days
Total Days Second Semester		94 days

TEACHER CONTRACT DAYS	
1st Semester (ends 12/19/23)	2nd Semester (ends 5/23/24)
86 Student Days	94 Student Days
1 Organization Day	2 Record Days
1 Labor Day	
1 Thanksgiving Day	
89 Paid Days	96 Paid Days
180 Actual Student Days	

Summer Pay Days 7/5, 7/19, 8/2, 8/16

EQUAL OPPORTUNITY EDUCATION

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

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

LCSC Compliance Officer 574.722.2911

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

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

SCHOOL DELAYS OR CANCELLATIONS

Announcements regarding school delays and cancellations are made on television and radio and the Corporation Website.

Cable — channels 6, 7, 12, and 18

Antenna — channels 6, 13, and 18

Radio — WHZR-FM 103.7, WLHM-FM 102.3, and WSAL-AM 1230, WWKI-FM 100.5, WKHY-FM 93.5, WMRS-FM 107.7, WXXB-FM 102.9

LCSC WEBSITE – WWW.LCSC.K12.IN.US *Delays and cancellation will also be posted on individual schools websites and social media accounts.*

Automated Phone messages – LCSC has adopted a school phone system that will be activated by the school to alert you of your student's absences and also school delays and closings. Please contact the school and update your phone number whenever there is a change.

*****ON A 2 HOUR DELAY DAY – BREAKFAST IS NOT SERVED*****

Virtual Learning - eLearning

The loss of instructional time causes many challenges for our school community. As we began to research alternative options to prevent these challenges from recurring, we took notice of a new opportunity provided by the Indiana Department of Education. In the event our facilities are closed virtual learning allows schools to provide learning activities at home on days that school buildings are closed. This should answer any questions you might have about how LCSC

Elementary Schools will conduct its virtual learning days.

We understand that not all families have internet access. It is important for parents to know that we have tried to cover all our bases so that all students will be able to participate in virtual learning days. If your student has any difficulties accessing his or her curriculum from home currently, he or she must communicate this with his or her teacher as soon as possible. The questions listed below should answer any question you might have. If something does come up, however, please don't hesitate to contact your building principal.

WHAT ARE VIRTUAL LEARNING DAYS? Virtual learning will occur on days when school is closed. The work that will be assigned is simply a continuation of what students would typically do if they were at school. Through the student's teacher, our learning management system, and corporation/school websites you will be able to access the online curriculum.

WHAT WILL HAPPEN ON VIRTUAL LEARNING DAYS? On the day of a school closing, students will refer to information provided by the classroom teacher and school to access the curriculum via the learning management system and LCSC/school website. Ideally, students will work on assignments and, if necessary, communicate with their teachers. Students can check in with their teachers via email and our learning management system (Google Classroom).

HOW MANY HOURS IS MY CHILD EXPECTED TO WORK ON VIRTUAL LEARNING DAYS? There is no set schedule. Students should complete the online curriculum as assigned by their classroom teacher.

WHAT HAPPENS IF MY STUDENT NEEDS ASSISTANCE WITH HIS OR HER WORK? Teachers will follow the traditional 2-hour delay schedule on virtual learning days and can be contacted for questions and comments in several ways. They may be reached online through our learning management system (Google Classroom), email, or by calling your child's elementary school office.

WHAT HAPPENS IF I DO NOT HAVE INTERNET ACCESS? Contact the student's teacher and school administration on ways to complete virtual learning. Families without internet access will have access to the use of a corporation provided mobile hotspot to complete assigned activities.

VIRTUAL LEARNING DAYS for the 2023-2024 school year will include:

Parent – Teacher Conferences October 12 & 13

Students will be completing Virtual Learning for these days so they will not be in attendance at school.



Welcome to LCSC

Welcome to the 2023-2024 School Year!

The staff of Logansport Community School Corporation is committed to our mission of Success for All Students. The ultimate success of your child is dependent upon three factors: the School, the parent, and the student.

The elementary staff possesses the professional preparation, personal qualities, and dedication necessary to guide your child's educational progress. We rely on you as the child's parent to see that your child comes to school each day, on time, and ready to learn. The student's responsibility is to pay attention, follow directions, complete and turn in assignments when due, behave properly, follow classroom and school rules, and show respect for LCSC property, school staff and fellow students.

We anticipate a great year filled with a variety of opportunities to provide each and every student with an outstanding educational experience. Thank you for your enthusiasm, encouragement, and cooperation in making the school year a resounding success.

COLUMBIA ELEMENTARY SCHOOL

Mrs. Kellie Pearson, Principal
Mrs. Amy Hayden, Asst. Principal

FAIRVIEW ELEMENTARY SCHOOL

Mrs. Christine Hess, Principal
Mrs. Megan Nicholson, Asst. Principal

LANDIS ELEMENTARY SCHOOL

Mrs. Patti Wolf, Principal
Mrs. Ashley Gangloff, Asst. Principal
Mrs. Mistine Weisenburger, Asst. Principal

This 2023-2024 LCSC Elementary School Handbook contains valuable information about your child's school and its operation. Please keep it available for future reference. Each student and parent is responsible for knowing its contents; please review it with your child.

An updated version of the school handbook is issued each year which supersedes all prior handbooks and other written material on the same subjects. Please contact the school for answers to any questions that are not addressed within.

LCSC Elementary Schools Student Code of Conduct

We believe that our students are responsible for helping to create and maintain a school environment that is conducive to learning. We expect students to conduct themselves at all times in a school appropriate manner.

THE PRIMARY PURPOSE OF OUR DISCIPLINARY POLICY IS TO ENCOURAGE AND REINFORCE POSITIVE STUDENT BEHAVIOR – DISCIPLINARY ACTIONS ARE USED IN THAT SPIRIT AND ARE NOT DESIGNED SIMPLY AS PUNISHMENT FOR INAPPROPRIATE BEHAVIOR.

OBJECTIVES OF THE LCSC ELEMENTARY SCHOOLS DISCIPLINE PROGRAM

- o To maintain a responsible and orderly environment in which learning can be maximized.
- o To encourage the student to accept responsibility for conduct and develop self-discipline.
- o To assist students in making the transition between adolescence and responsible adulthood.
- o To clarify commonly accepted standards of conduct.
- o To involve parents in the process of correcting unacceptable behavior.

By working together, we can accomplish these objectives.

LCSC ELEMENTARY SCHOOLS GENERAL DISCIPLINARY PROCEDURES

Minor disturbances are generally corrected informally. Students failing to adhere to the student expectations may lose privileges or be required to serve a detention.

Occasionally, a student persists in disruptive behavior. When classroom disciplinary measures fail to bring about needed improvement, teachers will contact the parents or arrange a conference. If this conference fails to bring about a change, the teacher will refer the student to the principal for further action.

Consequences for disruptive student behavior will be handled based upon the infraction and the age of the student.

Students involved in severe disruptive behavior can be referred directly to the principal for immediate action. The principal will apply disciplinary action appropriate to the offense as outlined in this handbook.

CLASSROOM BEHAVIOR

An integral part of effective classroom instruction is setting the expectations for class participation and behavior. Our teachers take the initiative for this in the normal course of

teaching. All students are expected to comply with all expectations in the Logansport Elementary Schools Student/Parent Handbook as well as the Code of Conduct.

DISCIPLINE REFERRAL

A teacher may issue a Discipline Referral for repeated violations of a classroom rule or upon the violation of a school rule. A Discipline Referral is a way of communicating to parents the rule broken and the disciplinary action applied.

When a student receives a Discipline Referral he/she is to take it home to their parents. The parents are to review the Discipline Referral, sign it, and have their child return it to school the next school day. In the event a Discipline Referral is lost or destroyed, the parents should send a signed note to school indicating the rule broken and consequence or call the school office. If this is not done by the next school day the principal/assistant principal will determine the disciplinary action. All elementary schools utilize the PBIS Referral and Matrix.

INFORMAL DISCIPLINE

Informal discipline takes place within the school. It includes:

- o Change of seating or location; allow time for a behavior reset
- o After-School detention;
- o In-School restriction;
- o Removal from a class or activity;
- o Community service.

DETENTION

In grades K-4, a teacher may detain a student after school, after giving the student and/or his/her parents one (1) days' notice. The student or his /her parents are responsible for transportation.

FORMAL DISCIPLINE SUSPENSION

The Administration may deny a student the right to attend school or take part in any school function for up to a maximum of five (5) consecutive school days (discretion of the administration). When a student is being considered for a suspension, the administrator in charge will notify the student of the reason. The student will then be given an opportunity to explain his/her side. After that informal hearing, the administrator in charge will make a decision whether or not to suspend. If a student is suspended, he/she and his/her parents will be notified, in writing within one (1) day, of the reason for the length of the suspension.

EXPULSION

An expulsion is a denial of the right of a student to take part in any School function for a period that may extend for more than five (5) consecutive School days.

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

LEVEL	OFFENSE	ADDRESSING THE BEHAVIOR	STEPS	FORMS	ALTERNATIVE PLAN
LEVEL 1	<ul style="list-style-type: none"> *Running *Loud voices/yelling *Off-task behavior *Name Calling *Insubordination *Out of Seat *Disruptive *Breaking Cafeteria Rules *Breaking Playground Rules *Inappropriate behavior in the bathrooms *Chewing gum or eating candy except with teacher permission *Inappropriate Dress 	<p>Teacher-Handled The teacher addresses the behavior using classroom management strategies such as:</p> <ul style="list-style-type: none"> *Redirect the correct behavior *Proximity control *Nonverbal cue to correct behavior *Private conference with student (in classroom or hallway) * In-class modified seating *In-class time out *Review Lesson Plans *Review Teaching Matrix 	<p>1st Level 1 Offense: *Verbal Warning</p> <p>2nd Level 1 Offense: *Student/Teacher Conference *Parent Contact</p> <p>3rd Level 1 Offense: Minor Discipline Report - discipline assigned by teacher using the following: *Loss of privileges (approved by admin) *Detention *Send to office to change clothes</p> <p>Further offenses refer to LEVEL 2</p>	<ul style="list-style-type: none"> *Log entry offenses in PowerSchool and PBIS *Discipline Report 	<ul style="list-style-type: none"> *Reteach the behavior in the setting *Model the correct behavior for the student(s) *Allow an area for student to reset.
LEVEL 2	<ul style="list-style-type: none"> *Lying *Cheating *Inappropriate Language, Gestures, Touch to other students or teachers *Disrespect to adults *Horseplay (rough behavior) *Spitting *Forgery *Harassment/Bullying *Verbal Aggression *Vandalism *Internet/Technology misuse (follow student handbook) *Fourth LEVEL 1 Offense 	<p>Teacher-Handled The teacher addresses the behavior using logical consequences such as:</p> <ul style="list-style-type: none"> *Redirect the correct behavior *Student/Teacher conference *Out of class time with another teacher/team member *Phone call/other correspondence to parent/guardian *Silent Lunch *Loss of privilege (approved by admin) 	<p>1st Level 2 Offense: Discipline Report - discipline assigned by teacher using the following: *Loss of privileges (approved by admin.) *Detention *Send to office to change clothes</p> <p>2nd Level 2 Offense: discipline assigned by teacher using the following: *Detention *ISS *OSS *Behavior Contract *Parent Conference during school hours</p> <p>Further offenses refer to LEVEL 3</p>	<ul style="list-style-type: none"> *Log entry offenses in PowerSchool and PBIS *Discipline Report 	<ul style="list-style-type: none"> *Reteach the behavior in the setting

LEVEL	OFFENSE	ADDRESSING THE BEHAVIOR	STEPS	FORMS	ALTERNATIVE PLAN
LEVEL 3	<ul style="list-style-type: none"> *Direct, inappropriate language or gestures to adults *Fighting/Physical Aggression to cause harm *Horseplay resulting in physical injury *Overt defiance (refusal to leave classroom when told by adult) *Property destruction/misuse *Skipping class/leaving the school grounds *Reference in conversations, writing or pictures to weapons or acts of violence *Severe harassment/bullying *Severe internet, misuse, cyber-bullying (follow student handbook) *Theft *Gang Activity *Weapon or items that resemble weapons use or possession *Damage to property of school personnel, verbally assaulting/harassing, or sending written threats of harassment to school personnel while off school grounds *Sale, attempt to sell, attempt to purchase, attempt to deliver, possession, distribution, or use of alcohol *Extortion *Sale, attempt to sell, attempt to purchase, attempt to deliver, possession, use of drugs or drug paraphernalia or look-alike drugs; sniffing or huffing or attempt to do sniffing or huffing *Fireworks, Fire Alarm Tampering, False Reporting or Calling 911 *Behavior resulting in serious injury to another or endangering another *Truancy *Arson *Extreme Property Damage *Combustibles *Assault/Threats *Battery *Sexual Harassment *Third LEVEL 2 Offense 	<p>Teacher-Handled The teacher should contact the parent as soon as possible to follow up with the office referral</p> <p>Office Referral Send the student to the office immediately with the discipline report</p>	<p>1st Level 3 Offense: Discipline Report - discipline assigned by teacher using the following:</p> <ul style="list-style-type: none"> *ISS *OSS *Behavior Contract *Parent conference during school hours 	<ul style="list-style-type: none"> *Log entry offenses in PowerSchool and PBIS *Discipline Report 	

Elementary Discipline Referral

Logansport Community School Corporation

Parent/Guardian Notification

A report generated from the PBIS System will notify you that your child is having a behavioral problem which requires disciplinary action. Please feel free to request additional information and offer possible solutions to help your child develop in a positive manner.

SCHOOL HOURS

PLEASE REFER TO THE SCHOOL'S OFFICE FOR TIMES WHICH DOORS WILL BE UNLOCKED.

COLUMBIA ELEMENTARY SCHOOL

Breakfast	7:55 – 8:30
Lunch	10:45 – 1:00
School Day	8:30 – 2:45

FAIRVIEW ELEMENTARY SCHOOL

Breakfast	7:55 – 8:30
Lunch	11:00 – 12:40
School Day	8:30 – 2:45

LANDIS ELEMENTARY SCHOOL

Breakfast	8:00 – 8:45
Lunch	10:50 – 1:15
School Day	8:45 – 3:00

ENTERING AND LEAVING SCHOOL

Students are not permitted to leave school unless accompanied by the parent or guardian. Students leaving the building must be signed out in the respective Principal's Office (Main Office).

Students who arrive late to school must report to the office and sign in. For the safety of students and staff, all doors are locked during regular school hours. All visitors must use the main entrance, press the call button, identify themselves, and a staff member will unlock the door. Visitors must sign in at the office upon entering the building and sign out upon leaving the building. Visitors must present their ID/driver's license or legal name and date of birth at the time of signing in using the school's visitor management system.

STUDENT DISMISSAL

For the safety of all of our students, parents and guardians are asked to remain in their cars as the students are dismissed daily. Students only may walk home, if they are determined by the

school's principal that they are within walking distance. Prior approval must be given.

ENROLLING IN SCHOOL

Students are required to enroll in an LCSC school in which they have legal settlement unless other arrangements have been approved by administration.

Students new to LCSC must be enrolled by their parents or legal guardian who must provide:

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

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

HOMEWORK

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

DEFINITION

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

PURPOSE

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

VALUE

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

TIME GUIDELINES

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

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

Kindergarten: Should more often than not, be an activity related to reading.

Grade 1: 5-10 minutes per day

Grade 2: 10-20 minutes per day
Grade 3: 20-30 minutes per day
Grade 4: 30-40 minutes per day

LCSC Grading Scale

A 100-92%	C 77-72%
A- 91-90%	C- 71-70%
B+ 89-88%	D+ 69-68%
B 87-82%	D 67-62%
B- 81-80%	D- 61-60%
C+ 79-78%	F 59% and below

S-Satisfactory

N-Not Satisfactory

ACCESS AND MAKE-UP WORK

All students are expected to be at school daily.

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

Upon return to school, the teacher will provide the student with all missed assignments. The student will have as many school days to make up the work as the number of school days missed. In the event that missing work has not been completed and turned in by this time, the student will receive a zero for any missing work.

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

Automated Phone messages – LCSC has adopted Swift K-12 phone system that will be activated by the school to alert you of your student’s absences and also school delays and closings. Please contact the school and update your phone number whenever there is a change.

LCSC ELEMENTARY SCHOOLS’ ATTENDANCE PROCEDURE

Regular attendance and punctuality in arrival at school are vital to educational success. The development of good attendance habits is an important learning behavior that will prove beneficial throughout the child’s future.

If a student will be absent, his/her parents should telephone the school to report the absence. This call should be made by 9:00 a.m. each day of absence. A note from the parents should be registered with the school on the first day following the absence. All students are expected to be at school daily. If your child is absent and we do not receive a call concerning the absence, we will call or make a home visit to verify the absence for everyone’s safety and welfare. A phone system will be used to contact parents daily when a parent fails to notify the school. Please keep your phone number current with the school for this daily attendance check.

The school will allow ten (10) unexcused absences per year.

- A. UNEXCUSED ABSENCES – All absences are unexcused unless they fall under the definition of the law as excused absence. These unexcused absences will count toward the ten (10) day limit.
- a. An unexcused absence is when the following conditions exist:
 - i. Student is ill and no medical slip is provided.
 - ii. Emergency exists for student or family
 - iii. Medical and dental appointments without medical verification.
 - iv. Permission asked by parent and student for absence in advance of absence. It is the student’s responsibility to secure assignments from the teachers in advance of absence.
 - v. The parent fails to call the school or send a note.
 - vi. A forged note is presented to the School.
 - B. The following EXCUSED reasons from being absent will NOT be included in the ten (10) day limit:
 - a. Medical and dental appointments or extended illness with doctor verification. Doctor’s notes must be turned into the office upon returning to school.
 - b. Students should have a Doctor’s slip to return to school for the following reasons:
 - i. extended illness
 - ii. Surgery
 - iii. fracture (with cast, crutches, etc.)
 - iv. bathroom privileges
 - v. specific reasons indicated by the nurse
 - c. Death in the immediate family. (mother, father, brother, sister, grandparents, step-mother, step-father, step-brother, step-sister, step-grandparents aunt & uncle).
 - d. Court appointments (must have a written note from court of appearance to be excluded from total days absent).
 - e. All of the above reasons require the student to obtain a slip and present it to the office in order for the days to be excluded from the limit.

Administrative consideration may be given when extenuating circumstances deem it advisable.

NOTIFICATION AND CONSEQUENCES OF UNEXCUSED ABSENCES

A maximum of ten (10) unexcused absences will be allowed per year. All absences will be considered unexcused unless they fall under the definition of the law as an excused absence.

5 (five) unexcused absences: The school will issue a letter to the address it has on record for the student. All documentation will be recorded in PowerSchool.

The letter will indicate for all absences and also remind the parent, guardian, or custodian that a meeting with a school administrator and social worker will be required if the student reaches 7 (seven) unexcused absences.

7 (seven) unexcused absences: The school will schedule a family meeting with the school administrator and social worker.

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

Parents of students with chronically excessive absenteeism may be referred to the Prosecutor's Office or Department of Child Services.

Administrative consideration may be given when extenuating circumstances deem it advisable.

COMPULSORY ATTENDANCE – DUTY OF PARENTS/GUARDIANS

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

TRUANCY

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

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

TARDIES

When a student is tardy to school, he/she must report directly to the office. All tardies accumulate for the entire academic school year. The following are the steps to be taken for ALL TARDIES:

10 (ten) tardies: Parents will be notified by letter to the address it has on record for the student. Documentation will be recorded in PowerSchool

15 (fifteen) tardies: Parent/Guardian will conference with school administrator, social worker, and other staff as appropriate to discuss excessive tardies.

20 (twenty) tardies; The school shall contact the Department of Child Services or additional agencies for excessive tardies.

Administrative consideration may be given when extenuating circumstances deem it advisable.

Student Transfer Guidelines

Students that attend a school other than the one in their designated attendance area and have obtained approval from the superintendent are required to adhere to the attendance guidelines set forth by the LCSC elementary schools of Columbia, Fairview, and Landis. If a family moves during the school year the student may continue to attend the current school as long as the family provides transportation and adheres to attendance guidelines. Students must register at their home school the following school year.

When excessive unexcused absences and tardies become an issue and a disruption to the child's educational process, the parent/guardian may be required to enroll the child in the school for their designated attendance area. The following guidelines will be utilized regarding attendance and a transfer request being terminated:

1. Students reach fifteen (15) tardies.
2. Students reach ten (10) unexcused absences.

Once a child has reached said amount of absences and/or tardies, the school which the child is attending will contact the child's parent with a phone call and a letter stating the child MUST enroll in the school in which their attendance is designated. The superintendent's office, transportation office, and receiving school will be contacted and given any information/records for the child.

Withdrawal From School

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

Grooming, Dress Standards and Health Habits

A reasonable cleanliness of person and clothing is expected as a matter of health and aesthetics. Hair should be kept clean, neat, and not be distracting in style or color. Combing hair in the classroom is inappropriate.

Beach wear, short-shorts, short skirts, strapless dresses or tops, bare midriffs, is not permitted. Shorts and skirts should be no shorter than mid-thigh length. A decent coverage of the body is expected. Appropriate footwear must be worn in the building.

Clothing that is deemed hazardous if worn at school activities such as physical education and art is not permitted. Hats and bandanas are not to be worn in the building. Clothing, buttons, or pins that have vulgar print, sexual connotations, references to alcohol, drugs, tobacco, satanic language or signs, or secret organizations are not permitted. Any other clothing or attire deemed inappropriate by the school administration is not permitted. Shoes that have the rollers in the soles are not allowed.

GANG ACTIVITY/AFFILIATION

Students shall not:

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

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

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

Logansport Community School Corporation Elementary School Lunch/Breakfast Procedures

The district participates in the National School Breakfast and Lunch Program and offers students nutritionally balanced meals daily. Free and reduced-price meals are available based on financial need. Applications are available at the school office, at registration or by contacting the Food Service Office located at the district Administration Building.

General Cafeteria Information:

- Carbonated beverages are NOT to be brought to school for lunch. Please make other choices. Milk may be purchased in the cafeteria.
- Trading, selling or giving food to others is not permissible. Students should eat what they bring or purchase.
- Students will be seated for lunch with their class. Please notify the café if your student will be receiving meals with another student or a different location.
- Outside fast-food is discouraged from being brought into the cafeteria as it poorly reflects our intent to provide nutritious foods that meet the USDA guidelines and falls short with our corporation wellness goals and policies.
- Students may leave the building for lunch if accompanied by a previously designated adult. The student must be signed out in the office and arrive back at school in time for the next class.
- We strongly discourage candy being brought into the café.
- All food must be consumed in the café for the safety of our students.

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

- Cash or Check sent to cafeteria in an envelope marked with student name, amount and teacher
- www.SendMoneytoSchool.com simply log onto the LCSC school website at www.lcsc.k12.in.us, under "LCSC News" click link for check and pay for lunch balances online and follow instructions.
- We are a "No Cash Back" food service department. When students pay for their breakfast or

- lunch while at the Point of Sale. All monies paid will be deposited into the students account.
- Parents/guardians please make meal payments in advance.

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

**Logansport Community School Corporation School Lunch Charge and Refund
Policy/Procedure
Based on Board Policy 8500**

Purpose/Procedure:

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

The goals of this policy are:

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

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

Elementary School (K-4)

- Students are allowed up to two (2) days of charges.
- We provide an alternate meal of peanut butter and milk to a student who pays reduced or full price and who does not provide the required payment for that meal. Please contact the Cafeteria Manager to make arrangements for payment.
- If a student repeatedly comes to school with no lunch and no money, food service employees must report this to the building principal as this may be a sign of abuse or neglect and the proper authorities may be contacted.
- Parents are notified when the student's account balance reaches \$2.00 via email and continues until a deposit is made. Please contact the Food Service Office to be removed from the email list.
- Once the account is in negative, written charge slips go home twice weekly and a call-out is

made at a minimum once weekly.

- Students nearing the maximum charge are sent home a letter and the school Administration is notified.
- Ala-carte items may not be charged at any time this includes the purchase of milk extra or with packed lunches.

Adults

- One day lunch charge allowed for those adults that have established and maintained a good credit history of making payments on their food service accounts.

All Grade Levels

- As of **May 15th** all accounts must be settled:
- Parents/Guardians will be sent a written request for “Payment in Full” a minimum of 10 days prior to the May 15th deadline.”
- Negative balances not paid in full will force the corporation to take action to collect unpaid funds by means of collection agencies, small claims court, or any other legal method deemed necessary by the corporation.
- No ala carte items may be charged at any time.

Refunds and Transfers of Lunch Money

- Money left in a student’s account at the end of the school year will roll over to the next year. Active students with a negative balance less than 2 day meal charges will roll over to the next school year.
- Graduating seniors and withdrawn students will automatically be issued a refund of remaining lunch money in their account if the balance is over \$5.00. Balances **under** \$5.00 require a “Refund/Transfer Request Form.” Requests for refunds must be made within 5 days of moving or graduating. Money under \$5.00 not requested or transferred will be cleared off the student account and forfeited. Those funds will be transferred to a Clearing Account in the POS. The form may be found at www.loganberrycafe.com. Please complete and return to the Food Service Office, 2829 George Street, Logansport, IN 46947.
- For balance inquiries please contact your child’s school cafeteria or Administration Food & Nutrition department at 574-722-2911 X. 10140 or E-Mail at hamiltonl@lcsc.k12.in.us

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

*****ON A 2 HOUR DELAY DAY – BREAKFAST IS NOT SERVED*****

Special Meal Accommodations

MEAL SUBSTITUTIONS FOR MEDICAL OR SPECIAL DIETARY REASONS

Logansport Community Schools Nutrition Department adheres to specific USDA guidelines in providing special diet accommodations for students. In accordance with the criteria set forth in 7 C.F.R Part 15B, and SP 59-2016: Policy Memorandum on

Modifications to Accommodate Disabilities in the School Meal Programs. Students who are unable to eat the school meal due to a disability/medical need/or impairment are accommodated, at no additional charge. Please review the following information if your child requires special diet consideration:

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

The safety of your child comes first. If you have a child with a disability/medical need or impairment, please submit your request for accommodation here by selecting the appropriate forms below. **Please read carefully**, complete the forms and submit to your school nurse.

If the household feels accommodations are not being met, they have the right to contact the 504 Coordinator, Ms. Susan Swartz at swartzs@lcsc.k12.in.us:

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

Disability/Physical Impairment within the Meal Pattern:

- If there is a medical need/disability/impairment and the meal can be accommodated within the meal pattern (Celiac Disease or single food allergy) please complete the Medical Form.
- The Medical Form must include the foods to omit and recommended alternatives.
- An explanation of what must be done to accommodate the child's disability, medical need or impairment and how the Food & Nutrition Department can accommodate.
- **If this description meets your needs:** go to www.loganberrycafe.com under Special Diets.

Disability/Physical Impairment outside the Meal Pattern:

- If a student needs a substitute due to a medical need/disability/impairment outside the meal pattern (multiple food allergies, texture modifications, etc.) the Food & Nutrition Department needs the Medical Form completed and signed by a health care provider with prescriptive authority such as a physician.

- The medical statement must include:
 - Information about the child’s physical or mental impairment that is sufficient to allow the SFA to understand how it restricts the child’s diet,
 - An explanation of what must be done to accommodate the child’s disability, and
 - The food or foods to be omitted and recommended alternatives, in the case of a modified meal.

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

Milk Substitutions within the Meal Pattern:

- If there is a medical need/disability/impairment and a complete meal can be accommodated within the meal pattern such as providing a lactose free milk substitute nutritionally equivalent to cow’s milk, a written request from a parent/guardian is acceptable.
- **If this description meets your needs:** go to www.loganberrycafe.com under Special Diets.

Milk Substitutions outside the Meal Pattern:

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

Religious or Lifestyle Requests:

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

To Discontinue Meal Accommodations:

- Please complete the online form and return to your school nurse. You may find the form at www.loganberrycafe.com.

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

Non-Discrimination Statement

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

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

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

1. Mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410
2. Fax: (202)690-7442 or
3. Email: program.intake@usda.gov

This institution is an equal opportunity provider.

EXTRACURRICULAR/ATHLETIC ELIGIBILITY

Students who are in good standing academically and maintain school standards are eligible to participate in robotics, academic teams, clubs, basketball, cheerleading, or volleyball. From time to time, eligibility may be temporarily suspended pending student improvement.

EXTRACURRICULAR ATTENDANCE POLICY

Students are not permitted to participate in extracurricular activities if absent during the school day due to illness, truancy or suspension (ISS or OSS).

Students who are absent from school in the morning and return to school before the scheduled lunch period may participate in extracurricular activities that day.

Students may participate if the absence is due to an appointment with either a doctor or dentist or due to attendance at a funeral. The student must submit a note from the appropriate medical professional or the parent if the student attended a funeral.

Suspension or removal of a student for an extracurricular activity or team will be at the discretion of or determined by the administration and the coach of the team after a discussion and prior to a suspension. Data and information about academics and behavior will be shared with the administration by the classroom teacher. Suspension will be at the discretion of the administration. In the event of a suspension or removal from a team or activity, parent notice will be given by the coach or administration prior to the removal of the event.

AUTOMATED PHONE MESSAGES

LCSC has adopted the LCSC School phone system that will be activated by the school to alert you of your student's absences, also school delays and closings and a negative balance in lunch accounts. Please contact the school and update your phone number whenever there is a change.

VANDALISM

Students are expected to respect the property of the school and others. When vandalism occurs to LCSC property, LPD will be notified.

VISITORS TO SCHOOL

General Procedures

1. All front office staff will receive training on visitor check-in procedures to ensure that all persons who are not assigned to the school have a visitor's badge.
2. At each school, signs will be placed at doors and potential entry points directing visitors to the front office to sign in.
3. When the visitor arrives, they will be greeted and asked for photo identification.
4. All visitors to LCSC school offices must remain in the front office areas unless authorized by the principal.
5. The designated staff member will scan the visitor's identification and issue a badge with the visitor's destination if there is no alert indicated on the database. The staff member will keep the individual's driver's license in plain view, to reduce concerns that anyone might be copying personal information. The identification card will immediately be returned to the visitor when the badge is handed to them. At no time will a visitor's identification card be kept by the attendant.
6. If the visitor does not have acceptable photo identification available, the school administrator may be called to assess the situation. If he or she determines the visitor is known, the visitor's information can be manually entered.
7. The visitor will return to the office to check-out when they are leaving the school. The visitor will be instructed to give the badge back to designated office personnel to check them out of the system. Once the visitor has been signed out of the system, the badge should be torn thoroughly so it cannot be reused. If a visitor forgets to check out by the end of the day, the visitor will be checked out automatically and reminded the next time he/she checks in to be sure and return the badge upon leaving.

8. Visitors will not be allowed to eat with the students. Students may leave the building to eat lunch with their parents/guardian.

MULTI-TIERED SYSTEMS OF SUPPORTS (MTSS) – LOGANSPORT SCHOOLS

The purpose of the RtI program is to provide assistance to any student who is troubled by academics, physical, emotional, social, or family problems. A student may be referred to the RtI program by any faculty member, staff member, or other concerned person including parent/guardian, peer, or community representative.

SPECIAL TESTING AND DIAGNOSTIC SERVICES

School psychologists visit assigned schools for testing children. Special testing is done by referral of the teacher and/or principal with parent consent. After such testing is completed, a conference will be set up by the school involving the parent, psychologist, classroom teacher, the principal, and others deemed necessary.

DYSLEXIA UNIVERSAL SCREENER

Per state guidelines, Logansport Community School Corporation will annually hold dyslexia universal screening for all students in kindergarten, first and second grade. Teachers in grades 3-4 may also recommend students for the screener who struggle with foundational reading skills. Parents may "opt out" of the dyslexia universal screener. After the universal screener is completed, students that are identified as needing additional instruction in foundational reading skills will be given instruction by the Title I reading teacher, with parent permission.

BICYCLE RULES

Bicycles must be parked in the racks provided. Bicycle riders take responsibility for the protection of their bikes by providing their own choice of anti-theft device. Walkers have the right of way on the sidewalks. Cyclists may not ride in the driveway.

SCHOOL PICTURES AND YEARBOOK

School pictures and class pictures are taken yearly. A school yearbook is published each school year and is distributed in May.

STUDENT INSURANCE

Student insurance is available this year. Application forms are available at registration or in the office. Students who participate in school athletics are encouraged to have some form of insurance. Students may receive coverage through existing parent insurance or through this student policy being offered here at school. Parents may purchase student insurance at a reasonable rate.

VOLUNTEERS

Refer to the LCSC website for information on completing a volunteer background check if interested in helping at school as a volunteer aide, librarian, room mother, etc. Our parent groups (PTC / PTF / PTG / PTO) welcome volunteers in a variety of roles.

HANDICAPPED PARKING

Handicapped parking is marked and available to those who need special consideration due to a handicap, poor health, etc. See the school principal if you have a particular problem.

CONFERENCES

Parent-Teacher Conferences are held annually in the fall, scheduled at back to school night or parent night and confirmed early in the school year. The importance of good communication between parents and teachers cannot be overstressed. Please feel free to call for additional conferences whenever necessary.

NEWSLETTERS

School newsletters are published periodically and sent home with the student or published school website. You will be receiving an updated bulletin from time to time concerning announcements. Encourage your child to bring home any letters or notes given to him/her by the teacher.

CHANGE OF ADDRESS OR PHONE NUMBER

Please notify the office if you change your address or phone number during the school year. A move outside the school district will require LCSC Office approval for a student to continue to attend.

TRANSFER AND WITHDRAWAL PROCEDURES

When a pupil transfers to another school, records and other materials must be prepared for the other school. Please notify the school office as soon as possible to assure that all required information is submitted in a timely fashion.

SCHOOL NURSE

The school nurse helps children who have health problems and/or injuries. The school nurse refers parents to physicians for their children as necessary, conducts vision screenings, dispenses medication, and provides education to classrooms on topics such as puberty, dental health, nutrition, and hand washing.

Medication Policies

In order to promote a safe and healthy environment, medications should be given at home whenever possible. Refer to the Medication Administration Guidelines.

Emergency Medications

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

Physicians Orders (including any restrictions) Required by Nurse:

- Students returning to school after surgery or hospitalization
- After extended illness
- For significant injuries, concussions, crutches, elevator or wheelchair use

- Communicable diseases identified by nurse
- Other medical conditions identified by nurse (chronic conditions, bathroom accommodations, etc.)

Medication Administration Guidelines

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

Immunization Requirements

Immunization requirements are determined by the Indiana State Health Department, for specific grade/age requirements see:

<https://www.in.gov/isdh/files/2021-2022%20Immunization%20Requirements.pdf>

Medical Conditions, Special Diets or Allergies

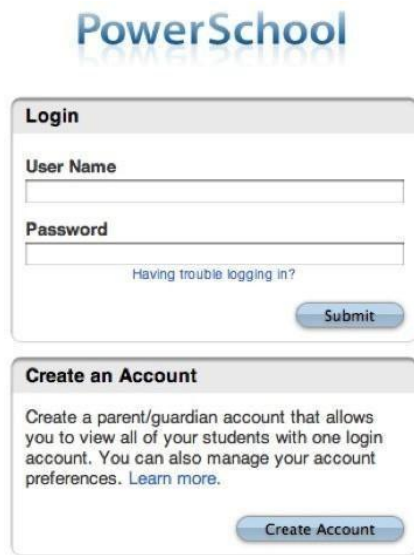
Parents should notify or update the school nurse if your child has or develops any health related

Issues.

Student Illness or Health Issue During School

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

Connect with Your Child's Education!



The image shows a screenshot of the PowerSchool Parent Portal interface. At the top, the 'PowerSchool' logo is displayed in blue. Below the logo, there are two main sections: 'Login' and 'Create an Account'. The 'Login' section contains a 'User Name' input field, a 'Password' input field, a link for 'Having trouble logging in?', and a 'Submit' button. The 'Create an Account' section contains a paragraph of text explaining the benefits of a parent/guardian account and a 'Create Account' button.

PowerSchool Parent Portal

Whether you want to view your child's attendance and grades or simply email a teacher, open your web browser to our school's PowerSchool website. Then, enter your Username and Password and you are set to view your child's information.

This school year we have the Parent Portal single sign on. You can now create your own account for the Parent Portal and track all your children under one account regardless of what LCSC school they are attending.

Instructions on how to sign up with the new Parent Portal single sign-on can be found by going to <https://lcsc.powerschool.com/> or through the LCSC main website and clicking on PowerSchool Parent Portal under Menu>For Parents.

What can I do on the website?

- Grades and Attendance: The Grades and Attendance page shows current schedule, attendance for the last two weeks, current grading period tardies and absences.
- Attendance History: Attendance History page shows your child's attendance history for current. grading period.
- Email Notification: The Email Notification page allows a parent to receive information

on their child via email. Summary of current grades and attendance, detailed reports showing assignment scores, detailed report of attendance, and school announcements may be selected and sent every week, bi-weekly, monthly, or daily.

Register Your Student: Each year you can register your student through the Parent Portal and filling out the appropriate forms.

Connect, Communicate and Commit

Logansport Community Schools knows you're as committed to your child's education as we are and that's why we have invested our time to make things better for you. PowerSchool is a great way for parents and teachers to communicate together on the status of your child

Logansport Community School

Corporation Policy

Appendix A

CARE OF PROPERTY

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

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

STUDENT BEHAVIOR STANDARDS

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

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

CONDUCT VIEWED AS JUST CAUSE FOR DISCIPLINARY ACTION INCLUDES, BUT IS NOT LIMITED TO, ANY ONE OF THE FOLLOWING VIOLATIONS:

- Academic dishonesty, including cheating, plagiarism, or forgery
- Any threat to bomb, to burn, or destroy in any manner a School building or other LCSC property
- Assault/Battery
- Conduct dangerous to the physical well-being of others
- Disrespect, insubordination and/or disobedience to teachers or any staff member
- Extortion, harassment, or intimidation
- Failure to comply with LCSC bus rules
- Falsely reporting a fire or setting off a fire alarm

- Fighting
- Gambling
- Indecent exposure
- Leaving LCSC grounds or building without permission
- Physical or verbal abuse
- Possession of weapons, such as firearms, knives, explosives, fireworks, etc.
- Possession, distribution, under the influence, use and/or sale of alcohol, illegal drugs, intoxicants, and/or paraphernalia (or anything represented as such)
- Tardiness and/or truancy
- Theft
- Trespassing
- Unauthorized sales and distributions
- Use of and/or possession of any tobacco products
- Use of profanity
- Violation of fire regulations to include lighting matches or lighters, false fire alarms, or lighting of any flame not part of a classroom instruction, or the use of any form of fireworks
- Violation Board Policy or regulations

WILLFUL DISRUPTION OF ANY CLASSROOM OR SCHOOL ACTIVITY

STANDARDS OF BEHAVIOR

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

ARSON/FIREWORKS/FIRE ALARM TAMPERING/FALSE REPORTING

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

ASSAULT/BATTERY

No student shall willfully attack another student or staff member while on LCSC premises or while under LCSC supervision.

BOMB THREAT

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

BUILDING SECURITY

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

CELLULAR (CELL) TELEPHONES AND ELECTRONIC COMMUNICATIONS DEVICES

Cell phones of any type must be turned off and secured out of sight during the school day and during school events and athletic practices.

Electronic devices (including but not limited to CD players, digital cameras, electronic games, radios, "boom-boxes", mp3 players, i-Pods, portable TV's, beepers or other paging devices, or laser pens) are not permitted to be used anywhere in the school during the school day.

The school day is defined as once the student enters the building and school is dismissed at the elementary.

The above requirements for cellular phone use will not apply when the student has a special medical circumstance (e.g., an ill family member or his/her own special medical treatment) when the student obtains prior written approval from the building principal or the requirement is a part of his/her I.E.P.

If a student violates this policy, the electronic device shall be confiscated and secured in the office at the school. Any electronic devices other than cell phones may be picked up by the student at the end of the school day. Cell phones must be picked up by a parent or guardian on the day it was confiscated by 4:00 pm or during regular business hours thereafter. Cell phones shall not be released to students. All unclaimed devices will be disposed of at the end of the semester. If a student has his or her device confiscated a second time, he or she shall be cited for insubordination and will face the consequences outlined in the school's student handbook. Appropriate use of these technology items is a privilege, which may be forfeited by any student who fails to abide by the terms of the policy above, or otherwise engages in misuse of this privilege.

The student who possesses a cellular telephone or ECD is responsible for its care. The board is not responsible for preventing theft, loss, damage, or vandalism to cellular telephones or ECDs brought onto its property.

Students may use school phones to contact parents/guardians during the school day. Parents/guardians are to be advised that the best way to get in touch with their child during the school day is by calling the school office. (Policy 5136)

CHEATING AND PLAGIARISM

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

Plagiarism is the presentation, as one's own ideas, wording, image, or information created by another person. According to the MLA Style Manual and Guide to Scholarly Publishing, forms of plagiarism include the failure to give appropriate acknowledgement when repeating another's wording or particularly apt phrase, paraphrasing another's argument, and presenting another's line of thinking.

CONSPIRACY

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

DISRESPECT

Students are responsible for their own behavior and are expected to show respect for all

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

DRUGS AND ALCOHOL

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

The use and/or possession of tobacco or tobacco products in or on LCSC property are forbidden. This includes vapes or other similar devices, cigarettes, pipe tobacco, cigars, chewing tobacco, snuff, any other type of tobacco products, or tobacco paraphernalia such as cigarette lighters and matches.

EXTORTION

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

FAILURE TO COMPLY

Failing in a substantial number of instances to comply with directions of teachers or other School personnel during any period of time when the student is properly under their supervision, where the failure constitutes an interference with School purposes or an educational function is prohibited.

FIGHTING

Any form of violence and/or harassment such as combative acts and/or gestures, argumentative, aggressive behavior, or actions which may reasonably lead to a fighting situation, directed toward another individual on School premises or during a School activity, is prohibited. Intentionally causing or attempting to cause physical injury or intentionally behaving in such a way as could reasonably cause physical injury to any person is prohibited.

In cases of fighting where the combatants are mutually involved in fighting, the discipline matrix will be followed for both or all parties. If evidence clearly indicates a student was not the aggressor and in fact was under an unprovoked attack, acting strictly in self-defense, the victim may not be suspended or may receive fewer days of suspension than other parties. For our purposes, self-defense means the student tries to evade the attack, but cannot, and must use force for self-protection.

FORGERY

Students are prohibited from falsely and/or fraudulently marking, altering, or using a

document or statement. These include, but are not limited to, physician's notices, parent note, or student passes.

GAMBLING

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

GANG ACTIVITY

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

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

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

Membership in a gang in and of itself is not a violation of any law in Indiana. However, it is a violation to be involved in "criminal gang" activity.

HARASSMENT, (ETHNIC, RACIAL, SEXUAL, RELIGIOUS, DISABILITY) THREATS, BULLYING AND INTIMIDATION (School Board Policy 5517)

The harassment or threatening of other students or members of the staff, or any other individuals is not permitted. This includes any speech or action that creates a hostile, intimidating, or offensive learning environment. Students shall not be subjected to verbal or physical harassment, mental or physical discomfort, intimidation, embarrassment, ridicule, bullying, or demeaning activities by any other individual student or group of students.

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

BULLYING

This rule applies when a student is:

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

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

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

personnel will investigate all reports of bullying.

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

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

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

SEXUAL HARASSMENT

Verbal:

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

Nonverbal:

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

Physical Contact:

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

GENDER/ETHNIC/RELIGIOUS/DISABILITY HARASSMENT

Verbal:

Written or verbal innuendos, comments, jokes, insults, threats, or disparaging remarks concerning a person's gender, national origin, religious beliefs, etc. toward a fellow student, staff member, or other person associated with LCSC.

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

Nonverbal:

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

HARASSMENT COMPLAINT PROCEDURE

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

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

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

To protect the confidentiality of the student who files a complaint, encourage the reporting of any incidents of sexual or other forms of harassment and protect the reputation of any party wrongfully charged with harassment, no one involved may discuss the subject outside of the investigation.

HAZING

Forcing or requiring another person with or without the consent of the other person and as a condition of association with a group or organization to perform an act that creates a substantial risk of bodily injury is prohibited.

ILLEGAL ACTIVITY

Engaging in any activity forbidden by the laws of Indiana that constitutes an interference with school purposes or an educational function is prohibited.

INSUBORDINATION

All school personnel, including administrators, teachers, substitute teachers, instructional assistants, custodians, and hall monitors are responsible for the supervision and direction of students during all school and school-related activities. All students are expected to comply with directions given by all school personnel.

PROFANITY/ABUSIVE LANGUAGE

The use by students of profanity, vulgarity, obscene gestures, sexual innuendo, or verbal abuse is prohibited.

SCHOOL DISTURBANCE

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

- Occupying any school building, school grounds, or part thereof with intent to deprive others of its use.
- Blocking the entrance or exits of any school building or corridor or room

therein with intent to deprive others of lawful access to or from, or use of the building, corridor, or room.

- Setting fire to or damaging any school building or property.
- Prevention of or attempting to prevent by physical act the convening or continued functioning of any school or education function, or of any meeting or assembly on LCSC property.
- Continuously and intentionally making noise or acting in any manner so as to interfere seriously with the ability of any teacher or any of the other school personnel to conduct the education function under this supervision.

THEFT

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

TOBACCO

The use and/or possession of tobacco or tobacco products in or on the property of LCSC are prohibited. This includes vapes, cigarettes, pipe tobacco, cigars, chewing tobacco, snuff, any other type of tobacco products, or tobacco paraphernalia such as cigarette lighters and matches.

VANDALISM

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

WEAPONS

POSSESSION OF A WEAPON

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

USE OF AN OBJECT AS A WEAPON

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

A DEADLY OR DANGEROUS WEAPON IS DEFINED AS

- a loaded or unloaded firearm, including any antique firearm, which is defined as any weapon that is capable of or designed to, or that may readily be converted to, expel a projectile by means of an explosion, or,
- a weapon, device, taser or electronic stun weapon, equipment, chemical substance, or

other material that in the manner it is used, or could ordinarily be used, or is intended to be used, is readily capable of causing serious bodily injury.

KNOWLEDGE OF DEADLY OR DANGEROUS WEAPONS OR THREATS OF VIOLENCE

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

FIREARMS POSSESSION

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

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

UNLAWFUL ACTIVITY

In addition to the grounds listed above, a student may be suspended or expelled for engaging in unlawful activity on or off school grounds if the unlawful activity may reasonably be considered to be an interference with school purposes or an educational function, or the student's removal is necessary to restore order or protect persons on LCSC property. This includes any unlawful activity meeting the above criteria which takes place during weekends, holidays, other school breaks, and the summer period when a student may not be attending classes or other school functions.

ENFORCEMENT OF STANDARDS

The standards will be enforced by school administrators, teachers, instructional assistants, custodians, hall monitors, cafeteria workers, bus drivers, and any other adult authorized by the school to supervise students.

The objectives of the enforcement of these standards are:

- to protect the physical safety of all persons and prevent damage to property;
- to maintain an environment in which the educational objectives of the school can be achieved;
- to enforce and instill the core values of LCSC and its school community.

The nature and extent of any discipline utilized to enforce student behavior standards will be determined by:

- the nature and extent of any potential or actual injury, property damage, or disruption;
- the student's prior disciplinary history and the relative success of any prior corrective efforts;
- the willingness and ability of the student and the student's parent/guardian to participate in any corrective action;
- the interest of other students in the school in a school environment free from behavior that violates the school's behavior standards;
- any other aggravating or mitigating factor or circumstance that should be considered.

Disabled students under IDEA or Section 504 shall be expelled only in accordance with Board policy 2461 and federal due process rights appropriate to disabled students.

The parent/guardian, the referring teacher, and the student's guidance counselor will be notified of violations of school policy. After each infraction, the Guidance Department will schedule a mandatory meeting with the student. Violations of the academic environment may require immediate action and possible consequences including the following:

- Parent conferences
- Guidance Counselor Intervention
- Counseling and admonition by verbal and/or written reprimand
- School/Community Service (cafeteria or grounds cleanup)
- Contracting for appropriate behavior
- Family support referral
- Detention (Includes after-School and lunch)
- In-School Suspension
- 4 C Health Six – to – Six Program
- Out of School Suspension
- Alternative Education Opportunity
- Exclusion
- Short-Term and Long-Term Expulsion

DUE PROCESS - SUSPENSIONS AND EXPULSIONS

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

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

school breaks including summer recess.

SUSPENSION FROM SCHOOL

The principal may deny a student the right to attend school or take part in any school function for up to a maximum of five (5) consecutive school days (discretion of principal).

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

When a student is suspended, he/she may make-up work missed during the suspension or after returning to school.

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

DISCIPLINE

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

Ultimately, it is the Principal's responsibility to keep things orderly. In all cases, the school shall attempt to make discipline prompt and equitable and to have the punishment match the severity of the incident.

Two types of discipline are possible, informal and formal.

INFORMAL DISCIPLINE

Informal discipline takes place within the school. It includes:

- Change of seating or location
- After-School detention;
- In-School restriction;
- Removal from a class or activity;
- Community service.

DETENTION

In grade K-4 a teacher may detain a student after school, after giving the student and/or his/her parents one (1) days' notice. The student or his/her parents are responsible for transportation.

FORMAL DISCIPLINE

Formal discipline removes the student from school. It includes suspension for up to five

(5) school days and expulsion for the remainder of a semester or longer.

SUSPENSION

The Principal may deny a student the right to attend school or take part in any school function for up to a maximum of five (5) consecutive school days.

EXPULSION

An expulsion is a denial of the right of a student to take part in any school function for a period that may extend for more than five (5) consecutive school days.

EXPULSION FOR FIREARMS POSSESSION

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

DUE PROCESS RIGHTS

Before a decision is made as to whether or not to suspend or expel a student from school, the school will follow specific procedures.

SUSPENSION FROM SCHOOL

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

When a student is suspended, he/she may make-up work missed during the suspension or after returning to School.

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

Two (2) suspensions for truancy or an expulsion may result in the revocation of the student's driver's license.

EXPULSION FROM SCHOOL

An expulsion is a denial of the right of a student to take part in any school function for a period that may extend for more than five (5) consecutive school days or longer. Before a decision is made as to whether or not to suspend or expel a student from school, the school will follow specific procedures.

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

PROCEDURE FOR THE EXPULSION OF A STUDENT

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

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

The student or his/her parents may appeal the Expulsion Examiner's decision only to the Board within ten (10) days of receipt of the notice of action taken.

EXTENSION OF AN EXPULSION

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

An expulsion that takes effect more than three (3) weeks before the beginning of the second semester or that will remain in effect into the first semester of the next school year shall be reviewed by the Expulsion Examiner to determine if there has been newly discovered evidence or a change in the student's circumstances since the expulsion meeting. If so, the Expulsion Examiner may recommend to the Superintendent that the student be readmitted for the second semester or at the beginning of the new school year.

WAIVER OF RIGHTS

The student and his/her parents may waive any of the rights described in this section of the handbook if the waiver is submitted, in writing, and signed by both student and parents. The signatures must be witnessed. The waiver must be made with knowledge of

the due process procedure described in the student/parent handbook and the consequences of the waiver.

SEARCH AND SEIZURE

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

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

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

SECLUSION AND RESTRAINT

Every effort should be made to prevent the need to restrain or place students in seclusion. However, Logansport Community Schools recognize that at times it may become necessary for employees to use reasonable restraints and/or seclusion when there is an imminent risk of serious physical harm to the student or others. Restraint or seclusion should not be used as a means of punishment or convenience. All behavioral interventions used must ensure the right of all students to be treated with dignity and respect. After each instance of restraint or seclusion, parents or guardians will be informed of these actions and will be provided with a detailed account of the incident, including the circumstances that led to the action. See corporation policy 5630.01 for a full explanation of the Restraint and Seclusion policy.

USE OF DOGS

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

USE OF BREATH-TEST INSTRUMENTS

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

- The student will be taken to a private administrative or instructional area on LCSC property with school personnel trained and/or qualified to administer the test present to witness administration of the test.
- The purpose of the test is to determine whether or not the student has consumed

an alcoholic beverage. The amount of consumption is not relevant, except where the student may need medical attention.

- There is the possibility that a “false-positive” result could be obtained. If the student believes that the test is inaccurate he/she may request an immediate retest be administered
- LPD or other law enforcement agencies.

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

STUDENT RIGHTS OF EXPRESSION

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

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

A material cannot be displayed if it:

- is obscene, libelous, indecent, or vulgar,
- advertises any product or service not permitted to minors by law,
- intends to be insulting or harassing,
- intends to incite fighting or presents a likelihood of disrupting school or a school event.

Materials may not be displayed or distributed during passing times between classes.

Permission may be granted for display or distribution during lunch periods and after School in designated locations, as long as exits are not blocked and there is proper access and egress to the building.

STUDENT SUGGESTIONS AND COMPLAINTS

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

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

Logansport Community School Corporation
Technology Acceptable Use Policy
For Elementary Students

Computer, laptop, digital device, and online use is a privilege, not a right. Logansport Community School Corporation reserves the right to review all computer and network files and to monitor student use of computers, laptops, digital devices and online resources.

1. I understand that I am to use computer equipment, digital devices, and online resources for instructional purposes always.
2. I will not do anything to the computer, laptop, mouse, headphones, keyboard, cables, software, media, printers, tablets or other digital devices that would cause them to break or to not work.
3. I will not have food or drink when using digital/electronic devices.
4. I will not give my username and/or password to anyone else. I will not use anyone else's username and/or password to access their information, files or folders, send emails or messages, or change data in any online resources such as Google Apps, etc.
5. I will not draw, send, or display pictures or write words that will make someone else angry or upset. I will not use obscene or threatening language. I will not harass, attack, bully or insult others.
6. I will not give out personal information about myself or others, such as complete name, address, phone number or identifiable picture.
7. I will not copy information from the Internet, online resources or other students and turn it in as my work. If I use information from the Internet or others, I will get permission and I will give them credit for it.
8. I will not misuse, damage, write on, remove keys, toss, etc. the laptop that is given to me to use. My parents and I are responsible for damages to the laptop while I am using it.
9. I will not place anything such as paper, pencils, pens, paperclips, etc. into the slots of the laptop or computer. I will get permission from the teacher before using an approved storage device such as a USB storage device.
10. I will not use the computer or digital device to buy or sell anything unless it is part of a school project and under the supervision of my teacher.
11. I will not download or copy files, pictures, software, or streaming media that is inappropriate or against district policies. I will always ask my teacher for permission to download or copy information.
12. I will not open, copy, change, delete, or damage files or folders on the computer, digital device, network or other storage devices that are not mine. I will not share any unauthorized files or media with others.
13. I will not try to get around the school district's Internet filtering system to access apps or Internet sites that might be inappropriate. I will not explore areas of the Internet that are not school related. I will report any inappropriate websites that I access by mistake or that come up on the computer or digital device to my teacher.
14. I will not access chat rooms, games, instant messaging, social networking sites, blogs, and email except for designated classroom activities and under the supervision of my teacher and with the permission of the LCSC's technology department.
15. I will not send inappropriate messages, chats, posts or emails.

16. I will not attempt to gain unauthorized access to resources, files or devices on the network, such as the use of spyware tools or hacking.
17. I will follow the above guidelines for all online resources such as Discovery Ed,, iPod/iPad Apps, LCSC Google Apps for Education, etc.

Personal Electronic/Digital Devices

(Personal devices include but are not limited to laptops, cell phones, iPods, iPads, mp3players, nooks, e-readers, Kindles)

1. I understand that the sole purpose for use of the personal device during the school day is for educational purposes.
2. I understand that all personal devices can only be used during the instructional class period with the express permission of the classroom teacher. This might mean that the device is used for some instructional activities and not others.
3. I understand the personal device may not be connected to the school network.
4. I understand that the personal device may not contain any inappropriate content.
5. I understand that LCSC will not provide any support for the personal device at any time.
6. I understand that personal devices are brought to school at the owner’s risk. Neither LCSC nor the school is responsible for theft or damage to the device.

<u>Behaviors</u>	1st Offense	2ndOffense	3rd Offense
Computer/Technology Misuse (Any violation of the LCSC Acceptable Use Policy for Technology)	Verbal Warning	Verbal Warning	Parent Conference
	Parent Conference	Parent Conference	Detention
	Detention	Detention	ISS
	ISS	ISS	OSS
	OSS	OSS	Loss of Computer Privileges
	Restitution (Pay Costs)	Loss of Computer Privileges Restitution (Pay Costs)	Restitution (Pay Costs)

LCSC Laptop Information

Students receive a laptop device, stylus, and charger to use as part of their education while at

LCSC. Students are expected to follow the Technology Acceptable Use Policy for the use and care of their laptop. The device assigned to the student has an Accidental Protection Plan that does cover the device for accidental damages, however intentional damages are not covered under this plan. The deductibles for this plan are as follows and **does not** reset each year:

- \$0 - First Incident
- \$25 - Second Incident
- \$50 - Third Incident
- \$100 - Fourth Incident and after

Lost items such as a charger or stylus is not covered and the student/guardian will be charged to replace the missing items. The student will not receive a replacement until the fine has been paid.

CELL PHONE/TELEPHONE

A student may use the telephone at the reception desk or in his/her classroom with permission from the teacher or Office staff. Cell phones must be turned off and put away if brought into the School building. (See Board Policy 5136).

VALUABLES AND ELECTRONIC EQUIPMENT

Students may not bring electronic equipment or other valuables from home without permission from the teacher. Items such as toys, balls, trading cards, radios, tape players, CD players, other electronic equipment, or any recording devices are ~~is~~ prohibited. **Lost, stolen, or broken items are not the responsibility of the School.** (Personal devices include but are not limited to laptops, cell phones, smartwatches, iPods, iPads, mp3players, nooks, e-readers, Kindles)

Use of Recording Devices

Use of personally owned devices in classrooms (unless authorized by the administration and/or teacher), locker rooms, restrooms, or on school grounds is prohibited. Students are not permitted to use any electronic device to record audio or video media or take pictures of any student or staff member without their permission.

FIELD TRIPS

Field trips are academic activities that are held off School grounds. There are also other trips that are part of the School's extra-curricular program. No student may participate in any School- sponsored trip without parental/guardian consent.

GRADES

Each School has a standard grading procedure, as well as additional notations that may indicate work in progress or incomplete work. The purpose of a grade is to indicate the extent to which the student has acquired the necessary learning. In general, students are assigned grades based upon test results, homework, projects, and classroom participation. Each teacher may place a different emphasis on these areas in determining a grade and will so inform the students at the beginning of the course work. If a student is not sure how his/her grade will be determined, he/she should ask the teacher.

GRADING PERIODS

Report cards will be issued at end of each nine weeks for Elementary Schools.

When a student appears to be at risk of failure, notification will be provided to the parents so they may talk with the teacher about what actions can be taken to improve poor grades.

Mid-terms will be issued during the nine (9) week grading term at four and one-half (4 ½) weeks.

GUIDELINES FOR HEARING CONSERVATION PROGRAM

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

- All students in grades 1, 4, 7 and 10 are screened.
- Students new to LCSC are screened.
- Students with known hearing losses and/or with history of ear problems are monitored and tested during the year.
- Any student will be tested upon request by parents and/or School staff. The School Speech/Language Pathologist will also screen all five year olds in kindergarten in addition to the above required by law.
- Note: Two types of tests are given:
- Audiometer - (Audiogram) - A Pure Tone Test - Tells How Well a person hears various sounds
- Tympanometry - (Tympanograph) - Gives information relative to possible medical problems involving the middle ear

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

ALLERGIES

Parents should notify the School Nurse of any specific allergies for their child so that the School staff can be aware of special needs for those students.

IMMUNIZATIONS

Each student should have the immunizations required by law or have an authorized waiver. **If a student does not have the necessary shots or waivers, the Principal may remove the student or require compliance with the statute on student immunization.** Any questions about immunizations or waivers should be directed to the School Nurse.

Indiana 2022-2023 Required and Recommended School Immunizations

GRADE	REQUIRED		RECOMMENDED
Pre-K 3	3 Hepatitis B 4 DTaP (Diphtheria, Tetanus & Pertussis) 3 Polio	1 Varicella (Chickenpox) 1 MMR (Measles, Mumps & Rubella) 2 Hepatitis A	Annual influenza
K-5th grade	3 Hepatitis B 5 DTaP 4 Polio	2 Varicella 2 MMR 2 Hepatitis A	Annual influenza COVID-19
6 th-11th grade	3 Hepatitis B 5 DTaP 4 Polio 2 Varicella	1 MCV4 (Meningococcal) Tdap (Tetanus, Diphtheria & Pertussis) 2 MMR Hepatitis A	Annual influenza 2/3 HPV (Human papillomavirus) COVID-19
12th 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) COVID-19

HepB: The minimum age for the 3rd dose of Hepatitis B is 24 weeks of age.

Hepatitis A: The minimum interval between 1st and 2nd dose is 6 calendar months. 2 doses are required for all grades.

DTaP: 4 doses of DTaP/DTP/DT are acceptable if 4th dose was administered on or after the child's 4th birthday.

Polio*: 3 doses of Polio are acceptable for all grade levels if the 3rd dose was given on or after the 4th birthday and at least 6 months after the previous dose. *For all students, the final dose must be administered on or after the 4th birthday and be administered at least 6 months after the previous dose.

Varicella: Physician documentation of disease history, including month and year, is proof of immunity for children entering preschool through 12th grade. Parent report of disease history is not acceptable.

Tdap: There is no minimum interval from the last Td dose.

MCV4: Individuals who receive dose 1 on or after the 16th birthday only need 1 dose of MCV4.

MenB - **Two doses of Meningococcal Serogroup B Vaccine are recommended for Grade 12.

COVID-19: COVID-19 vaccine is recommended for all students five years of age and older per CDC and FDA's Emergency Use Authorization.

STUDENT TRANSFER WITHIN SCHOOL CORPORATION

It is the intent of the LCSC to provide adequate educational facilities for the student

population of the Logansport community so that, whenever possible, students may attend a school within the near vicinity of their domestic residence. Realizing that LCSC serves both urban and rural population areas, the true neighborhood school concept is not adaptable to LCSC since it is necessary to transport many students to educational facilities within LCSC. Because of shifting populations and other demands, it may be necessary that some students transfer from one educational facility to another within LCSC during their educational experience.

Keeping in mind that schools are provided for the convenience of the student population, the following guidelines will be followed in assigning students to the various educational facilities:

The Board will adopt school district boundary lines for elementary and middle school students. All students living within those boundary lines will attend their respective schools.

Because of shifting population patterns, it is anticipated that certain educational facilities can become overpopulated while others can become under populated with students. When this condition exists, LCSC should inform the Board of the conditions, with optional recommendations for solutions to the then current problems.

Because of individual and personal reasons, parents might request that their child attend a school other than the one in which they are assigned. The following guidelines will be used in consideration of such requests:

- The convenience of the individual student.
- The convenience of the classes of the students involved. Transfers of this nature are to be made by the Superintendent of Schools, or another administrator designated by the Superintendent.
- Transfers made are to be reported to the Board at its first regular meeting in October.
- Transfers are to be for one (1) year only.

USE OF SCHOOL EQUIPMENT AND FACILITIES

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

SPECIAL EDUCATION

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

STUDENT RECORDS

The teachers, counselors, and administrative staff keep many student records. There are

two (2) basic kinds of records—directory information and confidential records.

Directory information can be given to any person or organization for nonprofit making purposes when requested, unless the parents of the student restrict the information, in writing, to the Principal. Directory information includes: a student's name; address; telephone number; date and place of birth; photograph; major field of study; participation in officially recognized activities and sports; height and weight, if a member of an athletic team; starting and ending dates of attendance; date of graduation; awards received; listing on an honor roll; scholarships; or any other information which would not generally be considered harmful or an invasion of privacy, if disclosed.

Confidential records contain educational and behavioral information that has restricted access based on the Family Education Rights and Privacy Act (FERPA). This information can only be released with the written consent of the parents, the adult student, or a surrogate. The only exception to this is to comply with state and federal laws that may require release without consent.

Included in the confidential records may be test scores, psychological reports, behavioral data, disciplinary actions, and communications with the family and outside service providers. LCSC must have the parents' written consent to obtain records from an outside professional or agency. Confidential information that is in a student's record that originates from an outside professional or agency may be released to the parent through the originator and parents should keep copies of such records for their home file. Parents may also provide the School with copies of records made by non-School professional agencies or individuals.

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

BUS TRANSPORTATION TO SCHOOL

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

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

BUS CONDUCT

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

School bus drivers have a most difficult job in maintaining discipline and order while safely driving children to and from school. The driver may assign seating or direct the student in any reasonable manner to maintain that safety. Good student behavior on the

school bus is important for the safety and well-being of the entire passenger load.

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

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

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

ELEMENTARY STUDENT PLEDGE

- I shall locate immediately upon entering the bus in the place assigned by the driver.
- I shall not stand or move from place to place while the bus is in motion.
- I shall not talk in a loud or boisterous voice nor shall I be guilty of using improper language while on the bus.
- I shall conduct myself in a decent manner.
- I shall not tease, scuffle, trip, hold, hit, threaten, or use my hands, feet, or body in an objectionable manner.
- I shall not open or close the windows or doors of the bus unless told to do so by the driver.
- I shall not attempt to enter or leave the bus until it has come to a full stop and the door has been opened by the driver.
- If I am a town student, I shall remain on the curb until the door has been opened by the driver.
- I shall help the bus driver keep the bus time schedule by arriving at the bus stop in the morning before the bus arrives.
- I shall not ask to get off the bus at an unauthorized stop.
- I shall not take animals or weapons on the bus.
- I shall not use tobacco, alcohol, or any other drug because it is not permitted.
- I shall not light a match or lighter because it will result in immediate suspension of the bus riding privileges.
- I shall share these rules with my parents or have them read to me.

PENALTIES FOR INFRACTIONS

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

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

Repeated abuse of the above rules may warrant a Notice to Parent of Misconduct on

School Bus. A second offense will automatically take away the privilege of riding the bus until the parent meets with the Director of Support Services, or his designate, and the School Principal.

SELF-TRANSPORTATION TO SCHOOL

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

8510 - WELLNESS

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

The Board recognizes that good nutrition and regular physical activity affect the health and well-being of the Corporation's students. Furthermore, research suggests that there is a positive correlation between a student's health and well-being and his/her ability to learn. Moreover, schools can play an important role in the developmental process by which students establish their health and nutrition habits by providing nutritious meals and snacks through the schools' meal programs, by supporting the development of good eating habits, social/emotional learning, and by promoting increased physical activity both in and out of school.

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

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

- A. With regard to nutrition education/promotion:
 - a. Nutrition education shall be included in the health curriculum so that instruction is sequential and standards-based and provides students with the knowledge, attitudes, and skills necessary to lead healthy lives.
 - b. Nutrition education shall be integrated into other subject areas of the curriculum, when appropriate, to complement, but not replace, the standards and benchmarks for health education.
 - c. Nutrition education shall extend beyond the classroom by engaging and involving the school's food service staff.
 - d. Nutrition education posters, such as the MyPlate will be displayed in the cafeteria.
 - e. Instruction related to the standards and benchmarks for nutrition education shall be provided by highly qualified teachers.
- B. With regard to physical activity/physical education, the Corporation shall:
 - a. Physical Education
 - i. A sequential, comprehensive physical education program shall be

provided for students in K-12 in accordance with the physical education academic content standards and benchmarks adopted by the State.

- ii. Planned instruction in physical education shall promote participation in physical activity outside the regular school day.
 - iii. Physical education classes shall provide students with opportunities to learn, practice, and be assessed on developmentally appropriate motor skills and social skills, as well as knowledge.
 - iv. The K-12 program shall include instruction in physical education as well as opportunities to participate in competitive and non-competitive team sports to encourage lifelong physical activity.
 - v. Planned instruction in physical education shall teach cooperation, fair play, and responsible participation.
- b. Physical Activity
- i. Physical activity shall not be employed as a form of discipline or punishment.
 - ii. Physical activity and movement shall be integrated, when possible, across the curricula and throughout the school day.
 - iii. All students in grades K-5/6 shall be provided with a daily recess period at least one (1), fifteen (15) minutes in duration.
 - iv. In addition to planned physical education, the school shall provide age- appropriate physical activities (e.g., recess during the school day, intramurals and clubs before and after school, and interscholastic sports) that meet the needs of all students, including males, females, students with disabilities, and students with special health care needs.
- c. Social/Emotional Learning
- d. All school staff (principal, assistant principal, counselor, teachers, support staff) are committed to aligning initiatives and allocating resources to developing students' cognitive, physical, and social and emotional skills to promote and improve learning, health and wellness, employability and positive life outcomes.
- C. With regard to Social/Emotional Wellness:
- a. School wellness teams are responsible for implementing systems, practices, and products associated with social/emotional wellness.
 - b. Collaborate with mental community partners.
- D. With regard to other school-based activities:
- a. The schools shall schedule mealtimes so there is minimum disruption by bus schedules, recess, and other special programs or events.
 - b. The school shall provide attractive, clean environments in which the students eat.
 - c. Schools in our system utilize electronic identification and payment systems, therefore, eliminating any stigma or identification of students eligible to receive free and/or reduced meals.

- d. Students are discouraged from sharing their foods or beverages with one another during meal times, given concerns about allergies and other restrictions on some students' diets.
- E. With regard to nutrition promotion, any foods and beverages marketed or promoted to students on the school campus, during the school day, will meet or exceed the USDA Smart Snacks in School nutrition standards.

Additionally, the Corporation shall:

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

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

- A. In accordance with Policy 8500, entitled Food Service, the food service program shall comply with Federal and State regulations pertaining to the selection, preparation, consumption, and disposal of food and beverages as well as to the fiscal management of the program.
- B. The sale of foods of minimal nutritional value in the food service area during the lunch period is prohibited.
- C. As set forth in Policy 8531 entitled Free and Reduced Price Meals, the guidelines for reimbursable school meals are not less restrictive than the guidelines issued by the U.S. Department of Agriculture (USDA).
- D. The sale to students of foods and beverages that do not meet the USDA Dietary Guidelines for Americans and the USDA Smart Snacks in School nutrition standards to be consumed on the school campus during the school day is prohibited. Competitive foods available for purchase by students a la carte in the dining area and foods or beverages sold from vending machines and school stores are subject to this prohibition.
- E. With regard to specific fundraisers in accordance with the Healthy Hunger-Free Act of 2010, 7CFR 210.11(b)(4) and as established by state policy, schools are allowed two (2) exempted fundraisers per school building, per school year, for fundraisers involving the sale of foods and/or

beverages not meeting the nutrition standards for Smart Snacks and occurring during the school day. These exempted fundraisers may not be sold in competition with school meals in the food serving area during the meal service. The maximum duration of an exempted fundraiser is one (1) day.

F. Foods provided, not sold, on the school campus during the school day, for classroom parties, birthday celebrations or holiday celebrations will be exempt from the USDA Smart Snack standards providing they are limited to one (1) time per month and monitored by building principals for compliance. Teachers shall be encouraged to have at least one (1) Smart Snack item available at each celebration.

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

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

With regard to Staff Wellness, the Corporation shall:

A. Support the health and well-being of our staff by creating and promoting policy and environmental support to provide physical activity and healthy eating opportunities, and social/emotional wellness.

B. The School Corporation will promote programs to increase knowledge of physical activity and healthy eating for faculty and staff.

C. School will allow staff to use school facilities outside of school hours for activities such as group fitness classes, walking programs, and individual use.

D. Staff will be encouraged to participate in community walking, bicycling or running events, and mindfulness activities.

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

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

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

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

The wellness committee shall meet at least two (2) times per year and shall:

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

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

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

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

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

The Corporation shall assess the Wellness Policy at least once every three (3) years on the extent to which schools in the Corporation are in compliance with the Corporation policy, the extent to which the Corporation policy compares to model

wellness policies, and the progress made in attaining the goals of the Corporation Wellness Policy. To ensure continuing progress, the Corporation will evaluate implementation efforts and their impact on students and staff using the DOE Wellness Policy Checklist at

http://www.doe.in.gov/sites/default/files/Nutrition/evaluation-checklist_0.pdf

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

Last revisited April 13, 2020

Logansport Community School Corporation
Wellness Policy Guidelines for
Classroom Parties and Celebrations

With regard to classroom parties at the elementary level:

- As a school, we will have 2 all-school parties: Winter and Spring Parties
- For ANY birthday celebration: Classrooms will designate one day per month for birthday celebrations/parties.
- Each school will determine what day the birthday parties will be scheduled.
- Parents or relatives will NOT be permitted to drop off food for consumption during school hours on days not designated as the celebration day.
- Birthday treats in take-home bags to be eaten outside of school are always welcome.
- If you choose to contribute any food item for a class party:
 - Foods must be commercially prepared and packaged in the original container with food/nutrition labels listing all product ingredients.
 - We recommend at least one or more Smart Snack item/s be available at each celebration.

What is a Smart Snack?

Be a “whole grain-rich” grain product; or have as the first ingredient a fruit, a vegetable, a dairy product, or a protein food; or be a combination food that contains at least ¼ cup of fruit and /or vegetable; or foods must also meet these additional requirements:

- Calorie Limits: <200 calories
- Sodium Limits: <200 mg
- Fat Limits: < 35% Total Fat
- < 10% Saturated Fat
- < Zero Trans Fat
- Sugar Limits: <35% of weight from total sugars in foods

<https://foodplanner.healthiergeneration.org/products/>

***Parents, if you have questions regarding Smart Snacks, here is a link to the Smart

Snack calculator- <https://foodplanner.healthiergeneration.org/calculator/>

***Feel free to call your school cafeteria manager for any assistance. (The link below has contact information.)

In a hurry? Let your school's Food Service Department cater your student's birthday celebration. Items on the menu include iced cupcakes, fresh fruit tray, cookies and more. For a complete menu and order form, please see the link provided.

<http://www.loganberrycafe.com/index.php?sid=0705131710066588&page=staff>

APPENDIX B

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

NONDISCRIMINATION

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

COMPLAINT PROCEDURE

Section I

Any person that believes that s/he has been discriminated against or denied equal opportunity or access to programs or services may file a complaint, which shall be referred to as a grievance, with LCSC's Civil Rights Compliance Officer, (Michele Starkey, Logansport Community School Corporation, 2829 George Street, Logansport, IN 46947, 574.722.2911.)

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

Section II

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

Step 1

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

Step 2

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

Step 3

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

Step 4

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

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

LCSC's Coordinator will investigate all complaints in accordance with this procedure. A copy of each of the Acts and the regulations, on which this notice is based, may be found in LCSC Coordinator's office.

TITLE VI, IX, 504 GRIEVANCE FORM

Building _____ Date _____ Time _____

STEP 1- STATEMENT OF GRIEVANCE

Reported to: _____, Principal or Supervisor

Grievant Date

DISPOSITION

Grievance Satisfied Satisfactorily: Yes _____ No _____

Grievant Date

If "No", grievance is referred to Superintendent or Coordinator of Titles VI and IX and 504

Compliance Officer Date

STEP 2– DISPOSITION

Grievance Satisfied Satisfactorily: Yes _____ No _____

Grievant Date

If “No”, grievance is referred to the Board of School Trustees

Superintendent Date

STEP 3– DISPOSITION

Grievance Satisfied Satisfactorily: Yes _____ No _____

Grievant Date

If “No”, grievance is referred to the Court.

President, Board of School Trustees Date

STEP 4- Appealed To:

-

Compliance Officer

Date

Memorandum To Parents Regarding School Board Policy On Drug Free Schools

2260f2

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

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

NOTIFICATION TO PARENTS REGARDING STUDENT RECORDS

Each student’s records are kept in a confidential file located at the student’s Office. The information in a student’s record file is available for review only by the parents or legal guardian of a student, adult student (eighteen (18) years of age or older), and those authorized by Federal law and Corporation regulations.

A parent or adult student has the right to:

- o inspect and review the student’s education records within forty-five (45) days after receipt of the request. The School has a form, which can be used to submit a request. The Custodian of Records will notify the parent or adult student of the time and place where the records can be inspected.
- o request amendments if the parent or adult student believes the record is inaccurate, misleading, or otherwise in violation of the student’s rights. The School has a form, which may be used to identify which information in the record that the parent or adult student believes is inaccurate or misleading and to specify why it is inaccurate or misleading.
- o consent to disclosures of personally identifiable information contained in the student’s education records, except to those disclosures allowed by the law.
- o challenge Corporation noncompliance with a parent’s request to amend the records through a hearing. If the Custodian of Records decides not to amend the record, the parent or adult student will be so notified and provided the opportunity for a hearing. Additional information concerning the hearing will be provided when notified of the opportunity for a hearing.
- o file a complaint with the U.S. Department of Education, 600 Independence Avenue, Washington, D.C. 20202.
- o obtain a copy of LCSC’s policy and administrative guideline on student records.

LCSC has established the following information about each student as “directory information”:

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

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

LCSC will make the above information available upon a legitimate request unless a parent, guardian, or adult student notifies the School in writing within ten (10) days (refer to policy 8330) from the date of this notification that s/he will not permit distribution of any or all such information.

NOTIFICATION TO PARENTS ON BLOOD-BORNE PATHOGENS

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

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

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

NOTIFICATION TO PARENTS CONCERNING PEST CONTROL AND THE USE OF PESTICIDES

Dear Parent:

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

chemical and non-chemical methods that are designed to control pests effectively while minimizing potential pesticide exposure.

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

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

LCSC will:

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

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

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

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

NOTIFICATION TO PARENTS CONCERNING
PREPAREDNESS FOR TOXIC HAZARD AND ASBESTOS HAZARD

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

TOXIC HAZARDS

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

The Superintendent will appoint an employee to serve as the Toxic Hazard Preparedness (THP) Officer. The THP Officer is the Ad Building, Logansport Community School Corporation, 2829 George Street, Logansport, Indiana. 574-722-2911.

ASBESTOS

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

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

The Superintendent shall appoint a person to develop and implement LCSC's Asbestos-Management Program which will ensure proper compliance with Federal and State laws and the appropriate instruction of staff and students. Please contact the Ad Building, Logansport Community School Corporation, 2829 George Street, Logansport, Indiana. 574-722-2911.

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

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

Logansport Community School Corporation

Title I Parent Involvement Policy

The Logansport Community School Corporation Board of Trustees intends to follow the parental policy guidelines in accordance with the *Every Student Succeeds Act of 2015* as listed below. The Logansport Community School Corporation School Board will distribute this policy to parent of students participating in the Title I program.

Policy Guidelines

- Involve parents in jointly developing our district's local plan under section 1112 and in the process of school review and improvement under section 1116.
 - Annually, parents will be invited to play an active role in the design, review, and revision of the district's Parent Involvement Plan.
 - Through a variety of print and media sources, parents will be invited and encouraged to get involved and stay involved.
- Provide the coordination, technical assistance, and other support necessary to assist Title I, Part A schools in planning and implementing effective parental involvement activities to improve academic and school performance.
 - Assist in the coordination and planning of programs and activities that promote literacy development.
 - Support provided to each school's Title I staff throughout the school year to assist in planning and discussing parent involvement activities to increase student achievement in the schools.
 - Ensure to the extent possible that information related to schools and parent programs, meetings, and other activities is in a language and format that parents understand. The Corporation provides personnel to work directly with English Language Learners and assist in communication with their families.
- Build the schools' and parents' capacity for strong parental involvement through parent-teacher conferences, grade-level parent nights, family nights, regular newsletters, parent-teacher organizations, and other opportunities as requested.
 - Parents will be provided opportunities to provide feedback to the schools about programs and services such as school improvement plans, parent-teacher organizations, curriculum initiatives, etc. and other reasonable support for parental involvement activities as may be requested.
- Coordinate and integrate parental involvement strategies under title I, Part A with parental involvement programs and activities with other programs as applicable (e.g. Head Start) state run preschool programs, and Title III language instructional programs).

- Conduct, with the involvement of parent, an annual evaluation (at each Title I school and consisting of meetings between staff and parents in April and May) of the content and effectiveness of the parental involvement policy in improving the academic quality of the schools served with Title I, Part A funds including
 - Identifying barriers to greater participation by parents in parental involvement activities, with particular attention to parents who are economically disadvantaged, are disabled, have limited literacy, or are of any racial or ethnic minority background;
 - Using the findings of the evaluation to design strategies for more effective parental involvement and, if necessary, to revise the parent involvement activities;
 - Collecting parent feedback about the District Title I program or plan.
- Encourage and support parents in more fully participating in the education of their children (school websites, Parent Portal, parent teacher organization activities, awards programs, Parent Resource Center)
- Assistance in understanding state’s academic achievement standards and student academic achievement standards (state standards book, Parent-Teacher Conferences, Parent Nights, Parent Portal, 9-weeks report card)
- Provide materials and training on how parents can improve their child’s achievement (family nights, monthly newsletters, Parent Resource Centers, Reading Railroad)
- Coordinating and integrating, as appropriate, parent involvement with Head Start (annual meetings with elementary kindergarten staffs and Head Start staff members, Head Start staff attends annual Kindergarten Round-Up, First Steps)
- Educate school staff on how to build ties between home and school (Ruby Payne training, staff meetings)

Identifying barriers to greater participation by parents in parental involvement activities with particular attention to parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic background;

Using the findings of the evaluation to design strategies for more effective parental involvement;

Revising, if necessary, Logansport schools’ parental involvement policies; and

- Involve parents in the activities of schools served under Title I, Part A. [Section 1118 (a)(2), ESEA]

Expectations for Parent Involvement

The Logansport Community School Corporation Board of Trustees intends that parents of participating students be provided with frequent and convenient opportunities for full and ongoing participation in the Title I program. This shall include opportunities to jointly develop the Title I program plan and suggest modifications in the process for school review and improvement. Each Title I school has a School Parent Policy which explains the available activities at that school.

Any comments indicating parents' dissatisfactions with the district Title I program must be collected and submitted along with the Title I Application for Grant to the Indiana Division of Title Grants and Support.

The Title I program must be designed to assist students to acquire the competencies and achieve the goals established by law, as well as the goals and standards established by the Logansport School Board of Trustees. These goals and standards must be shared with parents in a manner that will enable them to (1) participate in decisions concerning their child's education and (2) monitor and improve the educational achievement of their child.

School Policy

Each school must submit its Title I school parent involvement policy, which must meet all legal requirements. This policy must be developed jointly with and distributed by the school to parents of participating students. The policy must be updated annually.

A copy of each school's parent involvement policy shall be kept on file with the school's Title I program plan in the Central Office.

References

Every Student Succeeds Act (ESSA) Public Law 114-95, Section 1116, Parent and Engagement.
www.ed.gov/documents/essa

LCSC Elementary School Compact

It is important that families and schools work together to help students achieve high academic standards. Through a process that included teachers, families, students and community representatives, the following are agreed upon roles and responsibilities that we as partners will carry out to support student success in school and in life. This School/Parent Compact is in effect during the-2023-2024 school year.

Parent/Guardian Pledge:

As a parent I will:

- Monitor my child's attendance, homework completion, and progress in school
- Volunteer in my child's classroom when possible
- Participate in decisions relating to the education of my child
- Make positive use of my child's extra-curricular time
- Attend parent/teacher conferences and workshops
- Make sure my child gets adequate sleep, regular medical attention, proper nutrition, and attends school every day
- Read with and/or encourage my child to read independently
- Limit my child's exposure to TV and video games until school responsibilities are completed

Student Pledge:

As a student I will:

- Know and obey school/classroom rules
- Come to school every day prepared and ready to learn
- Be a cooperative learner
- Be responsible for my own behavior
- Read to someone or by myself every day

Staff Pledge:

As a teacher I will:

- Set clear goals and high expectations for students' success
- Teach all the necessary concepts to your child before regular homework is assigned
- Strive to address the individual needs of your child
- Communicate regularly with families about student progress through parent/teacher conferences, parent and family nights, Annual Title I meeting, progress reports, 9 week report cards
- Teach classes through high quality and challenging curriculum that promote student achievement
- Conduct annual parent/teacher conferences during which this compact shall be discussed as the compact relates to the individual child's achievement

- Provide reasonable access to the school and staff by inviting parents to visit child's classroom, observe classroom activities, and opportunities to meet with the staff about the child's progress

Student

Teacher

Parent/Guardian

Signatures are not required.

Updated 5/2019

**PARENT/STUDENT ACKNOWLEDGEMENT OF
STUDENT HANDBOOK**

Student/Parent Handbooks are available online on the school website. We understand the rights and responsibilities pertaining to students and agree to support and abide by the rules, guidelines, procedures, and policies of LCSC. A copy of the handbook will be provided if requested. We further understand that this handbook supersedes all prior handbooks and other written material on the same subjects.

**PARENT/STUDENT ACKNOWLEDGEMENT OF
STUDENT EMAIL/NETWORK USAGE**

Use of the Corporation's Network, including the Internet, is a privilege, not a right. The Corporation's Network is provided for educational purposes only. Unauthorized and inappropriate use may result in a cancellation of this privilege. The Corporation has the right to monitor, review and inspect any directories, files and/or messages residing on or sent using the Corporation's computers/networks that are within the Corporation or external to the Corporation.

As the parent/guardian of this student, I have read the Network Acceptable Use Policy and Student Email Acceptable Use Policy. I have discussed both policies with my child. I understand that student access to the Corporation's Network is designed for educational purposes and that the Corporation has taken available precautions to restrict and/or control student access to all objectionable and /or controversial materials that may be found on the Internet. I will not hold the Corporation (or any of its employees) responsible for materials my child may acquire or come in contact with while using the Corporation's Network. Additionally, I accept responsibility for communicating to my child guidance concerning his/her acceptable use of the Corporation Network.

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

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

Parent/Guardian Signature

Date

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

1662 - ANTI-HARASSMENT

General Policy Statement

It is the policy of the School Board to maintain an education and work environment that is free from all forms of unlawful harassment, including sexual harassment. This commitment applies to all School Corporation operations, programs, and activities. All students, administrators, teachers, staff, and all other school personnel share responsibility for avoiding, discouraging, and reporting any form of unlawful harassment. This policy applies to unlawful conduct occurring on school property or at another location if such conduct occurs during an activity sponsored by the Board.

The Board will vigorously enforce its prohibition against discriminatory harassment based on race, color, national origin, sex(including sexual orientation and gender identity), disability, age, religion, ancestry, or genetic information (collectively, "Protected Classes") that are protected by Federal civil rights laws (hereinafter referred to as "unlawful harassment") and encourages those within the Corporation community as well as Third Parties who feel aggrieved to seek assistance to rectify such problems.

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

Individuals who are found to have engaged in unlawful harassment will be subject to appropriate disciplinary action.

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

Other Violations of the Anti-Harassment Policy

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

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

Notice

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

Definitions

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

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

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

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

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

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

Sexual Harassment

For purposes of this policy and consistent with Title VII of the Civil Rights Act of 1964, "sexual harassment" is defined as:

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, when:

A. Submission to such conduct is made either implicitly or explicitly a term or condition of an individual's employment.

B. Submission or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual.

C. Such conduct has the purpose or effect of interfering with the individual's work performance or of creating an intimidating, hostile, or offensive working environment.

Sexual harassment may involve the behavior of a person of any gender against a person of the same or another gender.

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

Prohibited acts that constitute sexual harassment under this policy may take a variety of forms. Examples of the kinds of conduct that may constitute sexual harassment include but are not limited to:

A. Unwelcome sexual propositions, invitations, solicitations, and flirtations;

B. Unwanted physical and/or sexual contact;

C. Threats or insinuations that a person's employment, wages, promotion, or other conditions of employment may be adversely affected by not submitting to sexual advances;

D. Unwelcome verbal expressions, including graphic sexual commentaries about a person's body, dress, appearance, or sexual activities; the unwelcome use of sexually degrading language, profanity, jokes or innuendoes;

E. Sexually suggestive objects, pictures, graffiti, videos, posters, audio recordings or literature placed in the work environment that reasonably may embarrass or offend individuals;

F. Unwelcome and inappropriate touching, patting, or pinching;

G. Asking or telling about sexual fantasies, sexual preferences, or sexual activities;

H. Speculation about a person's sexual activities or sexual history or remarks about one's own sexual activities or sexual history;

I. Giving unwelcome personal gifts, such as lingerie, that suggest the desire for a romantic relationship;

J. Leering or staring at someone in a sexual way, such as staring at a person's breasts, buttocks, or groin;

K. A pattern of conduct, which can be subtle in nature, that has sexual overtones and is intended to create or has the effect of creating discomfort and/or humiliation to another;

L. In the context of employees, consensual sexual relationships where such relationship leads to favoritism of a subordinate employee with whom the superior is sexually involved and where such favoritism adversely affects other employees or otherwise creates a hostile work environment;

M. Verbal, nonverbal or physical aggression, intimidation, or hostility based on sex or sex-stereotyping that does not involve conduct of a sexual nature.

Not all behavior with sexual connotations constitutes unlawful sexual harassment. Sex-based or gender-based conduct must be sufficiently severe, pervasive, and persistent that it adversely affects, limits, or denies an individual's employment or creates a hostile or abusive employment environment.

Race/Color Harassment

Prohibited racial harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's race or color and when the conduct has the purpose or effect of: interfering with the individual's work or educational performance; creating an intimidating, hostile, or offensive working or learning environment; or interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's race or color, such as racial slurs, nicknames implying stereotypes, epithets, and/or negative references regarding racial customs.

Religious (Creed) Harassment

Prohibited religious harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's religion or creed and when the conduct has the purpose or effect of: interfering with the individual's work or educational performance; creating an intimidating, hostile, or offensive working or learning environment; or interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's religious tradition, clothing, or surnames, and/or involves religious slurs.

National Origin/Ancestry Harassment

Prohibited national origin/ancestry harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's national origin or ancestry and when the conduct has the purpose or effect of: interfering with the individual's work or educational

performance; creating an intimidating, hostile, or offensive working or learning environment; or interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's national origin or ancestry, such as negative comments regarding customs, manner of speaking, language, surnames, or ethnic slurs.

Disability Harassment

Prohibited disability harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's disability and when the conduct has the purpose or effect of: interfering with the individual's work or educational performance; creating an intimidating, hostile, or offensive working or learning environment; or interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's disability, such as negative comments about speech patterns, movement, physical impairments or defects/appearances, or the like. Such harassment further may occur where conduct is directed at or pertains to a person's genetic information.

Corporation Compliance Officers

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

Human Resource Specialist

2829 George Street

Logansport, IN 46947

574-722-2911

adairj@lcsc.k12.in.us

JD Dubes

1 Berry Lane

Logansport, IN 46947

574-753-0441

dubesj@lcsc.k12.in.us

The names, titles, and contact information of these individuals will be published annually on

the Corporation's website and in the student or parent and staff handbooks.

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

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

Reports and Complaints of Unlawful Harassment and Retaliation

Students and Corporation employees are required, and all other members of the Corporation community and Third Parties are encouraged, to promptly report incidents of harassment based on a protected class to an administrator, supervisor, or other Corporation official so that the Board may address the conduct before it becomes severe, pervasive, or persistent. Any teacher, administrator, supervisor, or other Corporation employee or official who receives such a complaint shall file it with the CO within two(2) business days.

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

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

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

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

Investigation and Complaint Procedure (See Form 1662 F1)

Except for Sexual Harassment that is covered by Policy 2266 - Nondiscrimination on the Basis of Sex in Education Program or Activities, any employee or other member of the Corporation community or Third Party (e.g., visitor to the Corporation) who alleges to have been subjected to unlawful harassment or retaliation may seek resolution of the complaint through the procedures described below. The formal complaint procedures involve an investigation of the individual's claims of harassment based on a protected class or retaliation and a process for rendering a decision regarding whether the charges are substantiated.

Due to the sensitivity surrounding complaints of unlawful harassment or retaliation, timelines are flexible for initiating the complaint process; however, individuals are encouraged to file a complaint within thirty (30) calendar days after the conduct occurs while the facts are known and potential witnesses are available.

Once the formal complaint process is begun, the investigation will be completed in a timely manner (ordinarily within fifteen (15) business days of the complaint being received).

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

Informal Complaint Procedure

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

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

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

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

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

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

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

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

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

A. Advising the Complainant about how to communicate the unwelcome nature of the behavior to the Respondent.

B. Distributing a copy of Policy 1662 - Anti-Harassment to the individuals in the school building or office where the Respondent works or attends school.

C. If both parties agree, the CO may arrange and facilitate a meeting or mediation between the Complainant and the Respondent to work out a mutual resolution.

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

business days of receiving the informal complaint.

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

Formal Complaint Procedure

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

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

Due to the sensitivity surrounding complaints of unlawful harassment and retaliation, timelines are flexible for initiating the complaint process; however, individuals should make every effort to file a formal complaint within thirty (30) calendar days after the conduct occurs while the facts are known and potential witnesses are available.

If a Complainant informs a teacher, Principal, Superintendent, or other Corporation official, either orally or in writing, about any complaint of harassment or retaliation, that employee must report such information to the CO within two (2) business days.

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

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

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

Upon receiving a formal complaint, the CO will consider whether any action should be taken in the investigatory phase to protect the Complainant from further harassment or retaliation, including but not limited to a change of work assignment or schedule for the Complainant and/or the Respondent. In making such a determination, the CO should consult the Complainant to assess whether the individual agrees with the proposed action. If the

Complainant is unwilling to consent to the proposed change, the CO still may take whatever actions are deemed appropriate in consultation with the Superintendent.

Within two (2) business days of receiving the complaint, the CO or designee will initiate a formal investigation to determine whether the Complainant has been subjected to unlawful harassment or retaliation. The Principal will not conduct an investigation unless directed to do so by the CO.

Simultaneously, the CO will inform the Respondent that a formal complaint has been received. The Respondent will be informed about the nature of the allegations and provided with a copy of any relevant policies and/or administrative guidelines, including Policy 1662 - Anti-Harassment. The Respondent also must be informed of the opportunity to submit a written response to the formal complaint within five (5) business days.

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

The investigation will include:

A. interviews with the Complainant;

B. interviews with the Respondent;

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

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

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

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

Absent extenuating circumstances, within five (5) business days of receiving the report of the Compliance Officer/designee, the Superintendent either must issue a written decision regarding whether the complaint of harassment has been substantiated or request further

investigation. A copy of the Superintendent's final decision will be delivered to both the Complainant and the Respondent.

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

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

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

In an attempt to resolve the complaint, the Board shall meet with the concerned parties and their representatives within twenty (20) business days of the receipt of such an appeal. A copy of the Board's disposition of the appeal shall be sent to each concerned party within ten (10) business days of this meeting. The decision of the Board will be final.

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

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

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

Privacy/Confidentiality

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

disclosure obligations.

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

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

Remedial Action and Monitoring

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

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

Sanctions and Disciplinary Action

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

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

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

Where the Board becomes aware that a prior disciplinary action has been taken against the Respondent, all subsequent sanctions imposed by the Board and/or Superintendent shall be

reasonably calculated to end such conduct, prevents its recurrence, and remedy its effects.

Retaliation

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

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

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

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

Education and Training

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

Retention of Investigatory Records and Materials

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

A. all written reports/allegations/complaints/grievances/statements/responses pertaining to an alleged violation of this policy;

B. any narratives that memorialize oral reports/allegations/complaints/grievances/statements/responses pertaining to an alleged

violation of this policy;

C. any documentation that memorializes the actions taken by Corporation personnel or individuals contracted or appointed by the Board to fulfill its responsibilities related to the investigation and/or the Corporation's response to the alleged violation of this policy;

D. written witness statements;

E. narratives, notes from, and audio, video, or digital recordings of witness interviews/statements;

F. e-mails, texts, and social media posts that directly relate to or constitute evidence pertaining to an alleged violation of this policy (i.e., not after-the-fact commentary about or media coverage of the incident);

G. notes and summaries prepared contemporaneously by the investigator in whatever form made (e.g., handwritten, keyed into a computer or tablet, etc.), but not including transitory notes whose content is otherwise memorialized in other documents;

H. written disciplinary sanctions issued to students or employees and other documentation that memorializes oral disciplinary sanctions issued to students or employees for violations of this policy;

I. dated written determinations/reports (including summaries of relevant exculpatory and inculpatory evidence) and other documentation that memorializes oral notifications to the parties concerning the outcome of the investigation, including any consequences imposed as a result of a violation of this policy;

J. documentation of any supportive measures offered and/or provided to the Complainant or the Respondent, including no contact orders issued to both parties, the dates the no contact orders were issued, and the dates the parties acknowledged receipt of the no contact orders;

K. documentation of all actions taken, both individual and systemic, to stop the discrimination or harassment, prevent its recurrence, eliminate any hostile environment, and remedy its discriminatory effects;

L. copies of the Board policy and procedures/guidelines used by the Corporation to conduct the investigation and any documents used by the Corporation at the time of the alleged violation to communicate the Board's expectations to students and staff with respect to the subject of this policy (e.g., Student Code of Conduct and/or Employee Handbooks);

M. copies of any documentation that memorializes any formal or informal resolutions to the alleged discrimination or harassment;

N. documentation of any training provided to Corporation personnel related to this policy,

including but not limited to notification of the prohibitions and expectations of staff set forth in this policy and the role and responsibility of all Corporation personnel involved in enforcing this policy, including their duty to report alleged violations of this policy and/or conduct an investigation of an alleged violation of this policy;

O. documentation that any rights or opportunities that the Corporation made available to one party during the investigation were made available to the other party on equal terms;

P. copies of any notices sent to the Respondent of the allegations constituting a potential violation of this policy;

Q. copies of any notices sent to the Complainant and the Respondent in advance of any interview or meeting;

R. copies of any documentation or evidence used during informal and formal disciplinary meetings and hearings, including the investigation report and any written responses submitted by the Complainant or the Respondent.

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

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

Revised 6/13/16

Revised 7/30/18

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Legal

29 U.S.C. 621 et seq., Age Discrimination in Employment Act of 1967

29 U.S.C. 794, Section 504 of the Rehabilitation Act of 1973, as amended

42 U.S.C. 1983

42 U.S.C. 2000d et seq., Title VI of the Civil Rights Act of 1964

42 U.S.C. 2000e et seq., Title VII of the Civil Rights Act of 1964

42 U.S.C. 2000ff et seq., The Genetic Information Nondiscrimination Act

42 U.S.C. 6101 et seq., Age Discrimination Act of 1975

42 U.S.C. 12101 et seq., Americans with Disabilities Act of 1990, as amended

29 C.F.R. Part 1635

National School Boards Association Inquiry and Analysis - May 2008

2260 - NONDISCRIMINATION AND ACCESS TO EQUAL EDUCATIONAL OPPORTUNITY

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

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

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

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

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

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

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

Principal's Responsibilities

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

Superintendent's Responsibilities

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

A. Curriculum Content

review current and proposed courses of study and textbooks to detect any bias based upon the Protected Classes; ascertaining whether or not supplemental materials, singly or taken as a whole, fairly depict the contribution of both genders, various races, ethnic groups, etc. toward the development of human society;

B. Staff Training

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

C. Student Access

1. review current and proposed programs, activities, facilities, and practices to verify that all students have equal access thereto and are not segregated on the basis of the Protected Classes in any duty, work, play, classroom, or school

practice, except as may be permitted under State and Federal laws and regulations;

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

D. Corporation Support

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

E. Student Evaluation

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

Definitions

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

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

pursuing an informal resolution to the alleged discrimination/retaliation.

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

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

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

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

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

Corporation Compliance Officer(s)

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

Human Resource Specialist
2829 George Street
Logansport, IN 46947
574-722-2911

adairj@lcsc.k12.in.us

JD Dubes

1 Berry lane

Logansport, IN 46947 574-753-0441

dubesj@lcsc.k12.in.us

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

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

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

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

In addition, the Superintendent shall establish procedures to identify English Learner (EL) students, including immigrant children and youth, to assess their ability to participate in

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

Reports and Complaints of Unlawful Discrimination and Retaliation

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

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

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

The COs will be available during regular school/work hours to discuss concerns related to

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

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

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

Investigation and Complaint Procedures (see Form 2260 F2)

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

Due to the sensitivity surrounding complaints of unlawful discrimination or retaliation,

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

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

Informal Complaint Procedure

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

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

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

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

unwilling to approach the Respondent directly about the inappropriate conduct may file an informal or a formal complaint.

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

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

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

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

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

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

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

Formal Complaint Procedure

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

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

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

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

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

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

Upon receiving a formal complaint, the CO will consider whether any action should be taken in the investigatory phase to protect the Complainant from further discrimination or

retaliation, including but not limited to a change of work assignment or schedule for the Complainant and/or the Respondent. In making such a determination, the CO should consult the Complainant to assess whether the individual agrees with the proposed action. If the Complainant is unwilling to consent to the proposed change, the CO still may take whatever actions are deemed appropriate in consultation with the Superintendent.

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

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

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

The investigation will include:

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

At the conclusion of the investigation, the CO or designee shall prepare and deliver a written report to the Superintendent that summarizes the evidence gathered during the investigation and provides recommendations based on the evidence and the definition of unlawful

discrimination/retaliation as provided in Board policy and State and Federal law as to whether the Respondent has engaged in unlawful harassment/retaliation of the Complainant. The CO's recommendations must be based upon the totality of the circumstances, including the ages and maturity levels of those involved. In determining if unlawful discrimination or retaliation occurred, a preponderance of evidence standard will be used.

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

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

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

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

In an attempt to resolve the complaint, the Board shall meet with the concerned parties and their representatives within twenty (20) business days of the receipt of such an appeal. A copy of the Board's disposition of the appeal shall be sent to each concerned party within ten (10) business days of this meeting. The decision of the Board will be final.

The Board reserves the right to investigate and resolve a complaint or report of unlawful discrimination/retaliation regardless of whether the Complainant pursues the complaint. The Board also reserves the right to have the formal complaint investigation conducted by an

external person in accordance with this policy or in such other manner as deemed appropriate by the Board or its designee.

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

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

Privacy/Confidentiality

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

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

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

Remedial Action and Monitoring

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

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

action to address any reported occurrences promptly.

Sanctions and Disciplinary Action

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

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

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

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

Retaliation

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

Retaliation against a person for making a report of discrimination, filing a formal complaint,

or participating in an investigation or meeting is a serious violation of this policy that can result in the imposition of disciplinary sanctions/consequences and/or other appropriate remedies.

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

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

Education and Training

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

Retention of Investigatory Records and Materials

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

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

- D. written witness statements;
- E. narratives, notes from, and audio, video, or digital recordings of witness interviews/statements;
- F. e-mails, texts, and social media posts that directly relate to or constitute evidence pertaining to an alleged violation of this policy (i.e., not after-the-fact commentary about or media coverage of the incident);
- G. notes and summaries prepared contemporaneously by the investigator in whatever form made (e.g., handwritten, keyed into a computer or tablet, etc.), but not including transitory notes whose content is otherwise memorialized in other documents;
- H. written disciplinary sanctions issued to students or employees and other documentation that memorializes oral disciplinary sanctions issued to students or employees for violations of this policy;
- I. dated written determinations/reports (including summaries of relevant exculpatory and inculpatory evidence) and other documentation that memorializes oral notifications to the parties concerning the outcome of the investigation, including any consequences imposed as a result of a violation of this policy;
- J. documentation of any supportive measures offered and/or provided to the complainant or the respondent, including no contact orders issued to both parties, the dates the no contact orders were issued, and the dates the parties acknowledged receipt of the no contact orders;
- K. documentation of all actions taken, both individual and systemic, to stop the discrimination or harassment, prevent its recurrence, eliminate any hostile environment, and remedy its discriminatory effects;
- L. copies of the board policy and procedures/guidelines used by the corporation to conduct the investigation and any documents used by the Corporation at the time of the alleged violation to communicate the Board's expectations to students and staff with respect to the subject of this policy (e.g., Student Code of Conduct and/or Employee Handbooks);
- M. copies of any documentation that memorializes any formal or informal resolutions to the alleged discrimination, harassment, or retaliation;
- N. documentation of any training provided to corporation personnel related to this policy,

including but not limited to notification of the prohibitions and expectations of staff set forth in this policy and the role and responsibility of all Corporation personnel involved in enforcing this policy, including their duty to report alleged violations of this policy and/or conduct an investigation of an alleged violation of this policy;

O. documentation that any rights or opportunities that the corporation made available to one party during the investigation were made available to the other party on equal terms;

P. copies of any notices sent to the respondent of the allegations constituting a potential violation of this policy;

Q. copies of any notices sent to the complainant and the respondent in advance of any interview or meeting;

R. copies of any documentation or evidence used during informal and formal disciplinary meetings and hearings, including the investigation report, and any written responses submitted by the Complainant or the Respondent.

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

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

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3362 - ANTI-HARASSMENT

General Policy Statement

It is the policy of the School Board to maintain an education and work environment that is free from all forms of unlawful harassment, including sexual harassment. This commitment applies to all School Corporation operations, programs, and activities. All students, administrators, teachers, staff, and all other school personnel share responsibility for avoiding, discouraging, and reporting any form of unlawful harassment. This policy applies to unlawful conduct occurring on school property or at another location if such conduct occurs during an activity sponsored by the Board.

The Board will vigorously enforce its prohibition against discriminatory harassment based on race, color, national origin, sex (including sexual orientation and gender identity), disability, age, religion, ancestry, or genetic information (collectively, "Protected Classes") that are protected by Federal civil rights laws (hereinafter referred to as "unlawful harassment"), and encourages those within the Corporation community as well as Third Parties who feel aggrieved to seek assistance to rectify such problems.

All Corporation employees, including administrators, professional staff and support staff, shall report any incident of alleged unlawful harassment (see definition above) occurring in the Corporation's employment opportunities, programs and/or activities, or, if initially occurring off Corporation grounds or outside the Corporation's employment opportunities, programs and activities, affecting the Corporation environment that the employee observes or which is reported to the employee.

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

Individuals who are found to have engaged in unlawful harassment will be subject to appropriate disciplinary action.

Other Violations of the Anti-Harassment Policy

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

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

harassment charges comprises part of one's supervisory duties.

Notice

Notice of the Board's policy on anti-harassment related to employment practices and the identity of the Corporation's Compliance

Officers will be posted throughout the Corporation and published in any Corporation statement regarding the availability of employment, staff handbooks, and general information publications of the Corporation as required by Federal and State law and this policy.

Definitions

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

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

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

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

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

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

Sexual Harassment

For purposes of this policy and consistent with Title VII of the Civil Rights Act of 1964, "sexual harassment" is defined as:

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, when:

A. Submission to such conduct is made either implicitly or explicitly a term or condition of an individual's employment.

B. Submission or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual.

C. Such conduct has the purpose or effect of interfering with the individual's work performance or of creating an intimidating, hostile, or offensive working environment.

Sexual harassment may involve the behavior of a person of any gender against a person of the same or another gender.

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

Prohibited acts that constitute sexual harassment under this policy may take a variety of forms. Examples of the kinds of conduct that may constitute sexual harassment include but are not limited to:

A. Unwelcome sexual propositions, invitations, solicitations, and flirtations;

B. Unwanted physical and/or sexual contact;

C. Threats or insinuations that a person's employment, wages, promotion, or other conditions of employment may be adversely affected by not submitting to sexual advances;

D. Unwelcome verbal expressions, including graphic sexual commentaries about a person's body, dress, appearance, or sexual activities; the unwelcome use of sexually degrading language, profanity, jokes or innuendoes;

E. Sexually suggestive objects, pictures, graffiti, videos, posters, audio recordings or literature, placed in the work environment, that reasonably may embarrass or offend individuals;

F. Unwelcome and inappropriate touching, patting, or pinching;

G. Asking or telling about sexual fantasies, sexual preferences, or sexual activities;

H. Speculation about a person's sexual activities or sexual history or remarks about one's own sexual activities or sexual history;

I. Giving unwelcome personal gifts, such as lingerie, that suggest the desire for a romantic

relationship;

J. Leering or staring at someone in a sexual way, such as staring at a person's breasts, buttocks, or groin;

K. A pattern of conduct, which can be subtle in nature, that has sexual overtones and is intended to create or has the effect of creating discomfort and/or humiliation to another;

L. In the context of employees, consensual sexual relationships where such relationship leads to favoritism of a subordinate employee with whom the superior is sexually involved and where such favoritism adversely affects other employees or otherwise creates a hostile work environment;

M. Verbal, nonverbal or physical aggression, intimidation, or hostility based on sex or sex-stereotyping that does not involve conduct of a sexual nature.

Not all behavior with sexual connotations constitutes unlawful sexual harassment. Sex-based or gender-based conduct must be sufficiently severe, pervasive, and persistent that it adversely affects, limits, or denies an individual's employment or creates a hostile or abusive employment environment.

Race/Color Harassment

Prohibited racial harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's race or color and when the conduct has the purpose or effect of: interfering with the individual's work or educational performance; creating an intimidating, hostile, or offensive working or learning environment; or interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's race or color, such as racial slurs, nicknames implying stereotypes, epithets, and/or negative references regarding racial customs.

Religious (Creed) Harassment

Prohibited religious harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's religion or creed and when the conduct has the purpose or effect of: interfering with the individual's work or educational performance; creating an intimidating, hostile, or offensive working or learning environment; or interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's religious tradition, clothing, or surnames, and/or involves religious slurs.

National Origin/Ancestry Harassment

Prohibited national origin/ancestry harassment occurs when unwelcome physical, verbal, or

nonverbal conduct is based upon an individual's national origin or ancestry and when the conduct has the purpose or effect of: interfering with the individual's work or educational performance; creating an intimidating, hostile, or offensive working or learning environment; or interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's national origin or ancestry, such as negative comments regarding customs, manner of speaking, language, surnames, or ethnic slurs.

Disability Harassment

Prohibited disability harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's disability and when the conduct has the purpose or effect of: interfering with the individual's work or educational performance; creating an intimidating, hostile, or offensive working or learning environment; or interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment occur when conduct is directed at the characteristics of a person's disability, such as negative comments about speech patterns, movement, physical impairments or defects/appearances, or the like. Such harassment further may occur where conduct is directed at or pertains to a person's genetic information.

Corporation Compliance Officers

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

Human Resource Specialist

2829 George Street

Logansport, IN 46947

574-722-2911

adairj@csc.k12.in.us

JD Dubes

1 Berry Lane

Logansport, IN 46947

574-753-0441

dubesj@lsc.k12.in.us

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

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

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

Reports and Complaints of Unlawful Harassment and Retaliation

Students and Corporation employees are required, and all other members of the Corporation community and Third Parties are encouraged, to promptly report incidents of harassment based on a protected class to an administrator, supervisor, or other Corporation official so that the Board may address the conduct before it becomes severe, pervasive, or persistent. Any teacher, administrator, supervisor, or other Corporation employee or official who receives such a complaint shall file it with the CO within two (2) business days.

Members of the Corporation community and Third Parties who believe they have been unlawfully harassed by another member of the Corporation community or a Third Party are entitled to utilize the Board's complaint process that is set forth below. Initiating a complaint, whether formally or informally, will not adversely affect the Complainant's employment or participation in educational or extracurricular programs. While there are not time limits for initiating complaints of harassment under this policy, individuals should make every effort to file a complaint as soon as possible after the conduct occurs while the facts are known and potential witnesses are available.

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

The CO will provide a copy of this policy to the Complainant and Respondent. In the case of a

formal complaint, the CO will prepare recommendations for the Superintendent or will oversee the preparation of such recommendations by a designee. All members of the Corporation community must report incidents of harassment based on a protected class that are reported to them to the CO within two (2) business days of learning of the incident/conduct.

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

Investigation and Complaint Procedure (See Form 3362 F1)

Except for Sexual Harassment that is covered by Policy 2266 - Nondiscrimination on the Basis of Sex in Education Program or Activities, any employee or other member of the Corporation community or Third Party (e.g., visitor to the Corporation) who alleges to have been subjected to unlawful harassment or retaliation may seek resolution of the complaint through the procedures described below. The formal complaint procedures involve an investigation of the individual's claims of harassment based on a protected class or retaliation and a process for rendering a decision regarding whether the charges are substantiated.

Due to the sensitivity surrounding complaints of unlawful harassment or retaliation, timelines are flexible for initiating the complaint process; however, individuals are encouraged to file a complaint within thirty (30) calendar days after the conduct occurs while the facts are known and potential witnesses are available.

Once the formal complaint process is begun, the investigation will be completed in a timely manner (ordinarily within fifteen (15) business days of the complaint being received).

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

Informal Complaint Procedure

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

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

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

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

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

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

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

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

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

A. Advising the Complainant about how to communicate the unwelcome nature of the behavior to the alleged Respondent.

B. Distributing a copy of Policy 3362 - Anti-Harassment to the individuals in the school building or office where the Respondent works or attends school.

C. If both parties agree, the CO may arrange and facilitate a meeting or mediation between the Complainant and the Respondent to work out a mutual resolution.

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

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

Formal Complaint Procedure

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

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

Due to the sensitivity surrounding complaints of unlawful harassment and retaliation, timelines are flexible for initiating the complaint process; however, individuals should make every effort to file a formal complaint within thirty (30) calendar days after the conduct occurs while the facts are known and potential witnesses are available.

If a Complainant informs a teacher, Principal, Superintendent, or other Corporation official, either orally or in writing, about any complaint of harassment or retaliation, that employee must report such information to the CO within two (2) business days.

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

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

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

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

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

Simultaneously, the CO will inform the Respondent that a formal complaint has been received. The Respondent will be informed about the nature of the allegations and provided with a copy of any relevant policies and/or administrative guidelines, including Policy 3362 - Anti-Harassment. The Respondent also must be informed of the opportunity to submit a written response to the formal complaint within five (5) business days.

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

The investigation will include:

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

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

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

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

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

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

In an attempt to resolve the complaint, the Board shall meet with the concerned parties and their representatives within twenty (20) business days of the receipt of such an appeal. A copy of the Board's disposition of the appeal shall be sent to each concerned party within ten (10) business days of this meeting. The decision of the Board will be final.

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

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

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

Privacy/Confidentiality

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

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

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

Remedial Action and Monitoring

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

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

Sanctions and Disciplinary Action

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

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

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

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

Retaliation

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

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

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

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

Education and Training

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

Retention of Investigatory Records and Materials

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

- A. all written reports/allegations/complaints/grievances/statements/responses pertaining to an alleged violation of this policy;
- B. any narratives that memorialize oral reports/allegations/complaints/grievances/statements/responses pertaining to an alleged violation of this policy;
- C. any documentation that memorializes the actions taken by Corporation personnel or individuals contracted or appointed by the Board to fulfill its responsibilities related to the investigation and/or the Corporation's response to the alleged violation of this policy;
- D. written witness statements;
- E. narratives, notes from, and audio, video, or digital recordings of witness interviews/statements;
- F. e-mails, texts, and social media posts that directly relate to or constitute evidence pertaining to an alleged violation of this policy (i.e., not after-the-fact commentary about or media coverage of the incident);
- G. notes and summaries prepared contemporaneously by the investigator in whatever form made (e.g., handwritten, keyed into a computer or tablet, etc.), but not including transitory notes whose content is otherwise memorialized in other documents;
- H. written disciplinary sanctions issued to students or employees and other documentation that memorializes oral disciplinary sanctions issued to students or employees for violations of this policy;
- I. dated written determinations/reports (including summaries of relevant exculpatory and inculpatory evidence) and other documentation that memorializes oral notifications to the parties concerning the outcome of the investigation, including any consequences imposed as a result of a violation of this policy;
- J. documentation of any supportive measures offered and/or provided to the Complainant or the Respondent, including no contact orders issued to both parties, the dates the no contact orders were issued, and the dates the parties acknowledged receipt of the no contact orders;
- K. documentation of all actions taken, both individual and systemic, to stop the discrimination or harassment, prevent its recurrence, eliminate any hostile environment, and remedy its discriminatory effects;
- L. copies of the Board policy and procedures/guidelines used by the Corporation to conduct the investigation and any documents used by the Corporation at the time of the alleged violation to communicate the Board's expectations to students and staff with respect to the subject of this policy (e.g., Student Code of Conduct and/or Employee Handbooks);

M. copies of any documentation that memorializes any formal or informal resolutions to the alleged discrimination or harassment;

N. documentation of any training provided to Corporation personnel related to this policy, including but not limited to notification of the prohibitions and expectations of staff set forth in this policy and the role and responsibility of all Corporation personnel involved in enforcing this policy, including their duty to report alleged violations of this policy and/or conduct an investigation of an alleged violation of this policy;

O. documentation that any rights or opportunities that the Corporation made available to one party during the investigation were made available to the other party on equal terms;

P. copies of any notices sent to the Respondent of the allegations constituting a potential violation of this policy;

Q. copies of any notices sent to the Complainant and the Respondent in advance of any interview or meeting;

R. copies of any documentation or evidence used during informal and formal disciplinary meetings and hearings, including the investigation report and any written responses submitted by the Complainant or the Respondent.

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

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

Revised 12/10/01

Revised 7/8/02

Revised 4/23/07

Revised 9/13/10

Revised 6/10/14

Revised 6/13/16

Revised 7/30/18

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Legal

29 U.S.C. 621 et seq., Age Discrimination in Employment Act of 1967

29 U.S.C. 794, Section 504 of the Rehabilitation Act of 1973, as amended

42 U.S.C. 1983

42 U.S.C. 2000d et seq., Title VI of the Civil Rights Act of 1964

42 U.S.C. 2000e et seq., Title VII of the Civil Rights Act of 1964

42 U.S.C. 2000ff et seq., The Genetic Information Nondiscrimination Act

42 U.S.C. 6101 et seq., Age Discrimination Act of 1975

42 U.S.C. 12101 et seq., Americans with Disabilities Act of 1990, as amended

29 C.F.R. Part 1635

National School Boards Association Inquiry and Analysis - May 2008

4362 - ANTI-HARASSMENT

General Policy Statement

It is the policy of the School Board to maintain an education and work environment that is free from all forms of unlawful harassment, including sexual harassment. This commitment applies to all School Corporation operations, programs, and activities. All students, administrators, teachers, staff, and all other school personnel share responsibility for avoiding, discouraging, and reporting any form of unlawful harassment. This policy applies to unlawful conduct occurring on school property or at another location if such conduct occurs during an activity sponsored by the Board.

The Board will vigorously enforce its prohibition against discriminatory harassment based on race, color, national origin, sex(including sexual orientation and gender identity), disability, age, religion, ancestry, or genetic information (collectively, "Protected Classes") that are protected by Federal civil rights laws (hereinafter referred to as "unlawful harassment"), and encourages those within the Corporation community as well as Third Parties who feel aggrieved to seek assistance to rectify such problems.

All Corporation employees, including administrators, professional staff and support staff, shall

report any incident of alleged unlawful harassment (see definition above) occurring in the Corporation's employment opportunities, programs and/or activities, or, if initially occurring off Corporation grounds or outside the Corporation's employment opportunities, programs and activities, affecting the Corporation environment that the employee observes or which is reported to the employee.

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

Individuals who are found to have engaged in unlawful harassment will be subject to appropriate disciplinary action.

Other Violations of the Anti-Harassment Policy

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

A. Retaliating against a person who has made a report or filed a complaint alleging unlawful harassment or who has participated as a witness in a harassment investigation.

B. Filing a malicious or knowingly false report or complaint of unlawful harassment.

C. Disregarding, failing to investigate adequately, or delaying investigation of allegations of unlawful harassment, when responsibility for reporting and/or investigating unlawful harassment charges comprises part of one's supervisory duties.

Notice

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

Definitions

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

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

Respondent is the individual who is alleged to have engaged in unlawful harassment,

regardless of whether the Complainant files a formal complaint or is seeking an informal resolution to the alleged harassment.

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

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

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

Sexual Harassment

For purposes of this policy and consistent with Title VII of the Civil Rights Act of 1964, "sexual harassment" is defined as:

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, when:

- A. Submission to such conduct is made either implicitly or explicitly a term or condition of an individual's employment.
- B. Submission or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual.
- C. Such conduct has the purpose or effect of interfering with the individual's work performance or of creating an intimidating, hostile, or offensive working environment.

Sexual harassment may involve the behavior of a person of any gender against a person of the same or another gender.

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

Prohibited acts that constitute sexual harassment under this policy may take a variety of forms. Examples of the kinds of conduct that may constitute sexual harassment include but are

not limited to:

- A. Unwelcome sexual propositions, invitations, solicitations, and flirtations;
- B. Unwanted physical and/or sexual contact;
- C. Threats or insinuations that a person's employment, wages, promotion, or other conditions of employment may be adversely affected by not submitting to sexual advances;
- D. Unwelcome verbal expressions, including graphic sexual commentaries about a person's body, dress, appearance, or sexual activities; the unwelcome use of sexually degrading language, profanity, jokes or innuendoes;
- E. Sexually suggestive objects, pictures, graffiti, videos, posters, audio recordings or literature, placed in the work environment, that reasonably may embarrass or offend individuals;
- F. Unwelcome and inappropriate touching, patting, or pinching;
- G. Asking or telling about sexual fantasies, sexual preferences, or sexual activities;
- H. Speculation about a person's sexual activities or sexual history or remarks about one's own sexual activities or sexual history;
- I. Giving unwelcome personal gifts, such as lingerie, that suggest the desire for a romantic relationship;
- J. Leering or staring at someone in a sexual way, such as staring at a person's breasts, buttocks, or groin;
- K. A pattern of conduct, which can be subtle in nature, that has sexual overtones and is intended to create or has the effect of creating discomfort and/or humiliation to another;
- L. In the context of employees, consensual sexual relationships where such relationship leads to favoritism of a subordinate employee with whom the superior is sexually involved and where such favoritism adversely affects other employees or otherwise creates a hostile work environment;
- M. Verbal, nonverbal or physical aggression, intimidation, or hostility based on sex or sex-stereotyping that does not involve conduct of a sexual nature.

Not all behavior with sexual connotations constitutes unlawful sexual harassment. Sex-based or gender-based conduct must be sufficiently severe, pervasive, and persistent that it adversely affects, limits, or denies an individual's employment or creates a hostile or abusive employment environment.

Race/Color Harassment

Prohibited racial harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's race or color and when the conduct has the purpose or effect of: interfering with the individual's work or educational performance; creating an intimidating, hostile, or offensive working or learning environment; or interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's race or color, such as racial slurs, nicknames implying stereotypes, epithets, and/or negative references regarding racial customs.

Religious (Creed) Harassment

Prohibited religious harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's religion or creed and when the conduct has the purpose or effect of: interfering with the individual's work or educational performance; creating an intimidating, hostile, or offensive working or learning environment; or interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's religious tradition, clothing, or surnames, and/or involves religious slurs.

National Origin/Ancestry Harassment

Prohibited national origin/ancestry harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's national origin or ancestry and when the conduct has the purpose or effect of: interfering with the individual's work or educational performance; creating an intimidating, hostile, or offensive working or learning environment; or interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's national origin or ancestry, such as negative comments regarding customs, manner of speaking, language, surnames, or ethnic slurs.

Disability Harassment

Prohibited disability harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's disability and when the conduct has the purpose or effect of: interfering with the individual's work or educational performance; creating an intimidating, hostile, or offensive working or learning environment; or interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment occurs when conduct is directed at the characteristics of a person's disability, such as negative comments about speech patterns, movement, physical impairments or defects/appearances, or the like. Such harassment further may occur where conduct is directed at or pertains to a person's genetic information.

Corporation Compliance Officers

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

Human Resource Specialist

2829 George Street

Logansport, IN 46947

574-722-2911

adairj@lcsc.k12.in.us

JD Dubes

1 Berry Lane

Logansport, IN 4647

574-753-0441

dubesj@lcsc.k12.in.us

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

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

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

Reports and Complaints of Unlawful Harassment and Retaliation

Students and Corporation employees are required, and all other members of the Corporation community and Third Parties are encouraged, to promptly report incidents of harassment based on a protected class to an administrator, supervisor, or other Corporation official so that the Board may address the conduct before it becomes severe, pervasive, or persistent. Any

teacher, administrator, supervisor, or other Corporation employee or official who receives such a complaint shall file it with the CO within two(2) business days.

Members of the Corporation community and Third Parties who believe they have been unlawfully harassed by another member of the Corporation community or a Third Party are entitled to utilize the Board's complaint process that is set forth below. Initiating a complaint, whether formally or informally, will not adversely affect the Complainant's employment or participation in educational or extracurricular programs. While there are not time limits for initiating complaints of harassment under this policy, individuals should make every effort to file a complaint as soon as possible after the conduct occurs while the facts are known and potential witnesses are available.

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

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

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

Investigation and Complaint Procedure (See Form 4362 F1)

Except for Sexual Harassment that is covered by Policy 2266 - Nondiscrimination on the Basis of Sex in Education Program or Activities, any employee or other member of the Corporation community or Third Party (e.g., visitor to the Corporation) who alleges to have been subjected to unlawful harassment or retaliation may seek resolution of the complaint through the procedures described below. The formal complaint procedures involve an

investigation of the individual's claims of harassment based on a protected class or retaliation and a process for rendering a decision regarding whether the charges are substantiated.

Due to the sensitivity surrounding complaints of unlawful harassment or retaliation, timelines are flexible for initiating the complaint process; however, individuals are encouraged to file a complaint within thirty (30) calendar days after the conduct occurs while the facts are known and potential witnesses are available.

Once the formal complaint process is begun, the investigation will be completed in a timely manner (ordinarily within fifteen (15) business days of the complaint being received).

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

Informal Complaint Procedure

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

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

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

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

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

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

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

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

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

- A. Advising the Complainant about how to communicate the unwelcome nature of the behavior to the alleged Respondent.
- B. Distributing a copy of Policy 4362 - Anti-Harassment to the individuals in the school building or office where the Respondent works or attends school.
- C. If both parties agree, the CO may arrange and facilitate a meeting or mediation between the Complainant and the Respondent to work out a mutual resolution.

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

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

Formal Complaint Procedure

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

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

Due to the sensitivity surrounding complaints of unlawful harassment and retaliation, timelines are flexible for initiating the complaint process; however, individuals should make every effort to file a formal complaint within thirty (30) calendar days after the conduct occurs while the facts are known and potential witnesses are available.

If a Complainant informs a teacher, Principal, Superintendent, or other Corporation official, either orally or in writing, about any complaint of harassment or retaliation, that employee must report such information to the CO within two (2) business days.

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

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

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

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

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

Simultaneously, the CO will inform the Respondent that a formal complaint has been received. The Respondent will be informed about the nature of the allegations and provided with a copy of any relevant policies and/or administrative guidelines, including Policy 4362 - Anti-Harassment. The Respondent also must be informed of the opportunity to submit a written response to the formal complaint within five (5) business days.

Although certain cases may require additional time, the CO or designee will attempt to

complete an investigation into the allegations of harassment based on a protected class or retaliation within fifteen (15) business days of receiving the formal complaint.

The investigation will include:

A. interviews with the Complainant;

B. interviews with the Respondent;

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

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

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

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

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

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

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

A Complainant or Respondent who is dissatisfied with the final decision of the Superintendent

may appeal through a signed written Statement to the Board within five (5) business days of the party's receipt of the Superintendent's decision. The written statement of appeal must be submitted to the Board President.

In an attempt to resolve the complaint, the Board shall meet with the concerned parties and their representatives within twenty (20) business days of the receipt of such an appeal. A copy of the Board's disposition of the appeal shall be sent to each concerned party within ten (10) business days of this meeting. The decision of the Board will be final.

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

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

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

Privacy/Confidentiality

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

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

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

Remedial Action and Monitoring

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

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

Sanctions and Disciplinary Action

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

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

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

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

Retaliation

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

Retaliation against a person for making a report of discrimination, filing a formal complaint, or participating in an investigation or meeting is a serious violation of this policy that can

result in imposition of disciplinary sanctions/consequences and/or other appropriate remedies.

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

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

Education and Training

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

Retention of Investigatory Records and Materials

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

A. all written reports/allegations/complaints/grievances/statements/responses pertaining to an alleged violation of this policy;

B. any narratives that memorialize oral reports/allegations/complaints/grievances/statements/responses pertaining to an alleged violation of this policy;

C. any documentation that memorializes the actions taken by Corporation personnel or individuals contracted or appointed by the Board to fulfill its responsibilities related to the investigation and/or the Corporation's response to the alleged violation of this policy;

D. written witness statements;

E. narratives, notes from, and audio, video, or digital recordings of witness interviews/statements;

F. e-mails, texts, and social media posts that directly relate to or constitute evidence pertaining to an alleged violation of this policy (i.e., not after-the-fact commentary about or media coverage of the incident);

G. notes and summaries prepared contemporaneously by the investigator in whatever form made (e.g., handwritten, keyed into a computer or tablet, etc.), but not including transitory notes whose content is otherwise memorialized in other documents;

H. written disciplinary sanctions issued to students or employees and other documentation that memorializes oral disciplinary sanctions issued to students or employees for violations of this policy;

I. dated written determinations/reports (including summaries of relevant exculpatory and inculpatory evidence) and other documentation that memorializes oral notifications to the parties concerning the outcome of the investigation, including any consequences imposed as a result of a violation of this policy;

J. documentation of any supportive measures offered and/or provided to the Complainant or the Respondent, including no contact orders issued to both parties, the dates the no contact orders were issued, and the dates the parties acknowledged receipt of the no contact orders;

K. documentation of all actions taken, both individual and systemic, to stop the discrimination or harassment, prevent its recurrence, eliminate any hostile environment, and remedy its discriminatory effects;

L. copies of the Board policy and procedures/guidelines used by the Corporation to conduct the investigation and any documents used by the Corporation at the time of the alleged violation to communicate the Board's expectations to students and staff with respect to the subject of this policy (e.g., Student Code of Conduct and/or Employee Handbooks);

M. copies of any documentation that memorializes any formal or informal resolutions to the alleged discrimination or harassment;

N. documentation of any training provided to Corporation personnel related to this policy, including but not limited to notification of the prohibitions and expectations of staff set forth in this policy and the role and responsibility of all Corporation personnel involved in enforcing this policy, including their duty to report alleged violations of this policy and/or conduct an investigation of an alleged violation of this policy;

O. documentation that any rights or opportunities that the Corporation made available to one party during the investigation were made available to the other party on equal terms;

P. copies of any notices sent to the Respondent of the allegations constituting a potential violation of this policy;

Q. copies of any notices sent to the Complainant and the Respondent in advance of any interview or meeting;

R. copies of any documentation or evidence used during informal and formal disciplinary meetings and hearings, including the investigation report and any written responses submitted by the Complainant or the Respondent.

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

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

Revised 12/10/01

Revised 7/8/02

Revised 12/16/02

Revised 4/23/07

Revised 9/13/10

Revised 6/10/14

Revised 6/13/16

Revised 3/20/20

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Legal

29 U.S.C. 621 et seq., Age Discrimination in Employment Act of 1967

29 U.S.C. 794, Section 504 of the Rehabilitation Act of 1973, as amended

29 C.F.R. Part 1635

42 U.S.C. 1983

42 U.S.C. 2000d et seq., Title VI of the Civil Rights Act of 1964

42 U.S.C. 2000e et seq., Title VII of the Civil Rights Act of 1964

42 U.S.C. 2000ff et seq., The Genetic Information Nondiscrimination Act

42 U.S.C. 6101 et seq., Age Discrimination Act of 1975

42 U.S.C. 12101 et seq., Americans with Disabilities Act of 1990, as amended

National School Boards Association Inquiry and Analysis - May 2008

5517 - ANTI-HARASSMENT

General Policy Statement

It is the policy of the School Board of the Logansport School Corporation to maintain an education and work environment that is free from all forms of unlawful harassment occurring in the Corporation's educational opportunities, programs, or activities, or, if initially occurring off Corporation grounds or outside the Corporation's educational opportunities, programs, and activities, affecting the Corporation environment (hereinafter referred to collectively as "unlawful harassment"). This commitment applies to all Corporation operations, educational opportunities, programs, and activities. All students, administrators, teachers, staff, and other school personnel share responsibility for avoiding, discouraging, and reporting any form of unlawful harassment occurring in the Corporation's educational opportunities, programs, or activities, or, if initially occurring off Corporation grounds or outside the Corporation's educational opportunities, programs, and activities, affecting the Corporation environment. This policy applies to unlawful conduct occurring on school property, or at another location if such conduct affects the Corporation environment.

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

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

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

The Corporation will investigate all allegations of unlawful harassment and, in those cases

where unlawful harassment is substantiated, take steps immediately to end the harassment, prevent its recurrence, and remedy its effects.

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

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

Other Violations of the Anti-Harassment Policy

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

A. Retaliating against a person who has made a report or filed a complaint alleging unlawful harassment or who has participated as a witness in a harassment investigation.

B. Filing a malicious or knowingly false report or complaint of unlawful harassment.

C. Disregarding, failing to investigate adequately, or delaying investigation of allegations of unlawful harassment, when responsibility for reporting and/or investigating unlawful harassment charges comprises part of one's duties.

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

Notice

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

Definitions

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

Complainant is the individual who alleges or is alleged to have been subjected to unlawful

harassment, regardless of whether the person files a formal complaint or is pursuing an informal resolution to the alleged harassment.

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

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

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

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

Bullying

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

- A. teasing;
- B. threats;
- C. intimidation;
- D. stalking;
- E. cyberstalking;
- F. cyberbullying;

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

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

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

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

Race/Color Harassment

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

Religious (Creed) Harassment

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

intimidating, hostile, or offensive learning environment; or interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may include but is not limited to conduct directed at the characteristics of a person's religious tradition, clothing, or surnames, and/or involving religious slurs.

National Origin Harassment

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

Disability Harassment

Prohibited disability harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's disability and when the conduct has the purpose or effect of: interfering with the individual's educational performance; creating an intimidating, hostile, or offensive learning environment; or interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may include but is not limited to conduct directed at the characteristics of a person's disability, such as negative comments about speech patterns, movement, physical impairments or defects/appearances, or the like.

Corporation Compliance Officers

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

Human Resource Specialist

2829 George Street

Logansport, IN 46947

574-722-2911

adairj@lsc.k12.in.us

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

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

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

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

Reports and Complaints of Unlawful Harassment and Retaliation

Students and Corporation employees are required, and all other members of the Corporation community and Third Parties are encouraged, to promptly report incidents of harassment based on a protected class to an administrator, supervisor, or other Corporation official so that the Board may address the conduct before it becomes severe, pervasive, or persistent. Any teacher, administrator, supervisor, or other Corporation employee or official who receives such a complaint shall file it with the CO within two(2) business days.

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

If during an investigation of alleged bullying, aggressive behavior and/or harassment in accordance with Policy 5517.01 - Bullying, the Principal believes that the reported

misconduct may have created a hostile educational environment and may have constituted unlawful harassment based on a Protected Class, the Principal shall report the act of bullying, aggressive behavior and/or harassment to one of the COs, who shall investigate the allegation in accordance with this policy. If the alleged harassment involves Sexual Harassment as defined by Policy 2266 - Nondiscrimination on the Basis of Sex in Education Programs or Activities, the matter will be handled in accordance with the grievance process and procedures outlined in Policy 2266 - Nondiscrimination on the Basis of Sex in Education Programs or Activities. While the CO investigates the allegation or the matter is being addressed pursuant to Policy 2266 - Nondiscrimination on the Basis of Sex in Education Programs or Activities, the Principal shall suspend the Policy 5517.01 investigation to await the CO's written report or the determination of responsibility pursuant to Policy 2266 - Nondiscrimination on the Basis of Sex in Education Programs or Activities. The CO shall keep the Principal informed of the status of the Policy 5517 - Anti-Harassment investigation and provide the Principal with a copy of the resulting written report. Likewise, the Title IX Coordinator will provide the Principal with the determination of responsibility that results from the Policy 2266 -Nondiscrimination on the Basis of Sex in Education Programs or Activities grievance process.

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

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

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

eighteen (18) within two (2) days to advise of the Board's intent to investigate the alleged harassment. Additionally, if the alleged harasser is a student, the CO or designee must contact the Respondent if age eighteen (18) or older, or the Respondent's parents/guardians if the Respondent is under the age of eighteen (18), within two (2) days to advise of the Board's intent to investigate the alleged harassment.

Investigation and Complaint Procedure (see Form 5517 F1)

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

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

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

Informal Complaint Procedure

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

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

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

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

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

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

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

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

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

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

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

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

Formal Complaint Procedure

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

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

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

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

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

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

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

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

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

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

The investigation will include:

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

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

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

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

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

If the Superintendent determines the Respondent engaged in harassment of or retaliation

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

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

In an attempt to resolve the Complaint, the Board shall meet with the concerned parties and their representatives within twenty (20) business days of the receipt of such an appeal. A copy of the Board's disposition of the appeal shall be sent to each concerned party within ten (10) business days of this meeting. The decision of the Board will be final.

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

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

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

Privacy/Confidentiality

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

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

During the course of a formal investigation, the CO or designee will instruct all members of the Corporation community and third parties who are interviewed about the importance of maintaining confidentiality. Any individual who is interviewed as part of a harassment

investigation is expected not to disclose any information that is learned or provided during the course of the investigation.

Remedial Action and Monitoring

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

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

Sanctions and Disciplinary Action

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

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

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

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

Retaliation

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

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

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

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

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

Allegations Constituting Child Abuse/Criminal Conduct

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

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

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

Education and Training

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

Retention of Investigatory Records and Materials The CO is responsible for overseeing the retention of all records that must be maintained pursuant to this policy. All individuals charged with conducting investigations under this policy shall retain all documents, electronically stored information ("ESI"), and electronic media (as defined in Policy 8315)

created and/or received as part of an investigation, which may include but are not limited to:

A. all written reports/allegations/complaints/grievances/statements/responses pertaining to an alleged violation of this policy;

B. any narratives that memorialize oral reports/allegations/complaints/grievances/statements/responses pertaining to an alleged violation of this policy;

C. any documentation that memorializes the actions taken by Corporation personnel or individuals contracted or appointed by the Board to fulfill its responsibilities related to the investigation and/or the Corporation's response to the alleged violation of this policy;

D. written witness statements;

E. narratives, notes from, and audio, video, or digital recordings of witness interviews/statements;

F. e-mails, texts, and social media posts that directly relate to or constitute evidence pertaining to an alleged violation of this policy (i.e., not after-the-fact commentary about or media coverage of the incident);

G. notes and summaries prepared contemporaneously by the investigator in whatever form made (e.g., handwritten, keyed into a computer or tablet, etc.), but not including transitory notes whose content is otherwise memorialized in other documents;

H. written disciplinary sanctions issued to students or employees and other documentation that memorializes oral disciplinary sanctions issued to students or employees for violations of this policy;

I. dated written determinations/reports (including summaries of relevant exculpatory and inculpatory evidence) and other documentation that memorializes oral notifications to the parties concerning the outcome of the investigation, including any consequences imposed as a result of a violation of this policy;

J. documentation of any supportive measures offered and/or provided to the Complainant or the Respondent, including no contact orders issued to both parties, the dates the no contact orders were issued, and the dates the parties acknowledged receipt of the no contact orders;

K. documentation of all actions taken, both individual and systemic, to stop the discrimination or harassment, prevent its recurrence, eliminate any hostile environment, and remedy its discriminatory effects;

L. copies of the Board policy and procedures/guidelines used by the Corporation to conduct the investigation and any documents used by the Corporation at the time of the alleged

violation to communicate the Board's expectations to students and staff with respect to the subject of this policy (e.g., Student Code of Conduct and/or Employee Handbooks);

M. copies of any documentation that memorializes any formal or informal resolutions to the alleged discrimination or harassment;

N. documentation of any training provided to Corporation personnel related to this policy, including but not limited to notification of the prohibitions and expectations of staff set forth in this policy and the role and responsibility of all Corporation personnel involved in enforcing this policy, including their duty to report alleged violations of this policy and/or conduct an investigation of an alleged violation of this policy;

O. documentation that any rights or opportunities that the Corporation made available to one party during the investigation were made available to the other party on equal terms;

P. copies of any notices sent to the Respondent of the allegations constituting a potential violation of this policy;

Q. copies of any notices sent to the Complainant and the Respondent in advance of any interview or meeting;

R. copies of any documentation or evidence used during informal and formal disciplinary meetings and hearings, including the investigation report and any written responses submitted by the Complainant or the Respondent.

The documents, ESI, and electronic media (as defined in Policy 8315) retained may include public records and records exempt from disclosure under Federal (e.g., FERPA, ADA) and/or State (e.g., I.C. 5-14-3-4) law, such as student records and confidential medical records. The documents, ESI, and electronic media (as defined in Policy 8315) created or received as part of an investigation shall be retained in accordance with Policy 8310, Policy 8315, Policy 8320, and Policy 8330 for not less than three (3) years and longer if required by the Corporation's records retention schedule.

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Legal

I.C. 20-33-8

I.C. 35-42-4

511 IAC 7-32-1 et seq. (Article 7)

20 U.S.C. 1400 et seq., the Individuals with Disabilities Education Act of 2004, as amended (IDEA)

29 U.S.C. 794, Section 504 of the Rehabilitation Act of 1973, as amended

42 U.S.C. 1983

42 U.S.C. 2000d et seq., Title VI of the Civil Rights Act of 1964

42 U.S.C. 12101 et seq., Americans with Disabilities Act of 1990, as amended

34 C.F.R. Part 104, Section 504 Regulations

34 C.F.R. Part 300, IDEA Regulations