

Information contained in this handbook supersedes that in all previous handbooks.

Welcome to Logansport High School!

It is my honor to welcome you to Logansport High School—home of the Berries! With a proud tradition that spans more than 150 years, LHS continues to stand as a beacon of excellence in academics, athletics, the arts, and career preparation. From our first graduating class in 1871 to our current students, Logansport High School has always been about growth, pride, and community.

As a 2004 graduate of LHS, I take great pride in leading the school that shaped me and so many others. From our unique mascot, Felix the Cat, to our beloved nickname, the Berries, there is something truly special about being part of the LHS family. That spirit lives on through every student, staff member, and alum.

We believe in the potential of every student, and we are guided by a clear vision and mission that reflects who we are and what we stand for:

- **At LHS, every student is known and valued.**
We will make every student feel seen, heard, appreciated, and connected.
- **At LHS, there is a culture of high expectations and high support.**
We will push students to achieve more and stand beside them with support to get there.
- **At LHS, we empower student voice and leadership.**
We will give you space to lead, to speak, and to shape this school into something remarkable.
- **At LHS, we embrace diversity and inclusion.**
We will be a model of equity, respect, and collaboration across every background and identity.
- **At LHS, there is innovation through collaboration.**
We will partner with stakeholders to create opportunities for learning, growth, and transformation.

In partnership with the Century Career Center and Graduation Pathways, LHS students have unmatched opportunities to tailor their education to their goals. With over 90% of our students taking courses through the Career Center and numerous dual credit options, our students graduate with a powerful advantage in both college and career readiness to be enrolled, enlisted, or employed.

I am excited to work alongside our outstanding staff and dedicated families to ensure that every Berry has the tools, support, and opportunities they need to thrive. I am confident the Class of 2026—and all of our students—will lead with loyalty, honor, and service well beyond the halls of LHS.

Let's make it an amazing year.

Go Berries!

Sincerely,



Michael Miller
Principal, Logansport High School



LOGANSPORT HIGH SCHOOL

WORDS AND MUSIC BY:
PEGGY WHITNEY TOWNSEND

LO-GAN-SPORT HIGH SCHOOL MARCH-ING A LONG, FALL IN-TO LINE AND YOU CAN'T GO WRONG;

The first system of the musical score is in 2/4 time with a key signature of two flats (Bb and Eb). It features a vocal melody on a single staff and a piano accompaniment on a grand staff (treble and bass staves). The lyrics are: "LO-GAN-SPORT HIGH SCHOOL MARCH-ING A LONG, FALL IN-TO LINE AND YOU CAN'T GO WRONG;"

FLY-ING OUR COL-ORS, WE'LL NEV-ER LACK LOY-AL-TY AND HON-OR TO THE RED AND BLACK; ON

The second system continues the melody and accompaniment. The lyrics are: "FLY-ING OUR COL-ORS, WE'LL NEV-ER LACK LOY-AL-TY AND HON-OR TO THE RED AND BLACK; ON"

AN-Y AS-SIGN-MENT WE'LL MAKE THE GRADE LO-GAN-SPORT HIGH SCHOOL LEADS THE PA-RADE.

The third system continues the melody and accompaniment. The lyrics are: "AN-Y AS-SIGN-MENT WE'LL MAKE THE GRADE LO-GAN-SPORT HIGH SCHOOL LEADS THE PA-RADE."

NEV-ER CON-TENT WITH AN-Y LESS, WE'RE PROUD OF YOU L. H. S.

The fourth system concludes the melody and accompaniment. The lyrics are: "NEV-ER CON-TENT WITH AN-Y LESS, WE'RE PROUD OF YOU L. H. S."

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LOGANSPORT, INDIANA

Note: All students at Logansport High School and the Century Career Center are held to the statements and directives found in this document.

ACCREDITATION

Logansport High School is fully accredited by the Indiana State Board of Education and is an accredited member of AdvancED (formerly North Central Association-NCA) and is a charter member that dates back to 1907. High academic standards assure students entrance opportunities to universities and colleges throughout the United States and give non-college bound students a healthy start along a career path.

MISSION

LOGANSPORT COMMUNITY SCHOOL CORPORATION, IN PARTNERSHIP WITH OUR COMMUNITY, IS DEDICATED TO PROVIDING A SAFE, INCLUSIVE ENVIRONMENT WHERE ALL STUDENTS ARE SUPPORTED IN EXPLORING MULTIPLE PATHWAYS TO ENSURE THEIR SUCCESS.

VISION

ONE TEAM. ONE MISSION. STUDENT SUCCESS!

Student-Centered-Decision Making

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

Collaboration

LCSC is invested in working creatively with all stakeholders.

Accountability

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

Safe and Nurturing Environment

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

Continuous Improvement

LCSC continually raises the bar while maintaining high expectations.

STUDENT CODE OF ETHICS

As a student of LHS, I must always remember that my actions bring credit or discredit not only to my family and myself but also to LHS and my community. With this in mind, I will hereby strive to uphold the following code of ethics:

- I will develop school loyalty and spirit.
- I will do my best to further and better the condition of LHS and my community.
- I will be honorable, trustworthy, and capable of accepting responsibility.
- I will use all opportunities to receive an education that I may become better fit to serve society.
- I will take no unfair advantage of my classmates.
- I will practice good citizenship.
- I will work in order to promote the welfare of LHS, my community, and my nation.
- I will at all times maintain high standards of speech, sportsmanship, scholarship, and living.

REPORTING AN ABSENCE

Verification of student absences is the responsibility of the parents (IC 20-8.1-3). Parents/guardians are requested to call the Dean's Office at 753-0441. ext. 20509 by 9:30 a.m. if a student will be absent, tardy, or plans to leave school for an appointment. Parents/guardians who are unable to call on the day of the absence MUST call the Dean's Office by 9:30 a.m. of the following school day. All doctors' and/or medical excuses are to be turned in to the Dean's Office immediately upon the student's return to class. Failure to do so shall result in an unexcused absence.

SCHOOL TIME SCHEDULE

The school day at LHS begins at 8:35 A.M. and ends at 3:25 P.M. School business hours are from 8:00 A.M. to 4:15 P.M.

WEATHER-RELATED SCHOOL CLOSINGS

Decisions concerning delays and school closings will normally be reported to area radio stations prior to 6:30 a.m. Delays will normally be for a one or two-hour period. Early dismissals will normally occur at the end of lunch periods if weather conditions permit. In the event of an early dismissal, area radio stations will be contacted as soon as possible. If LHS must be closed or the opening delayed because of inclement weather or other conditions, the LCSC will notify the following:

Radio stations:

WSAL, WLHM, WHZR

Television stations:

Channel 6, 18 (local cable channel 7) and 13 (local cable channel 12)

School Closings are posted on LCSC Social Media accounts and through Powerschool Communicate. School closing information is provided in both English and Spanish. Parents and students are responsible for knowing about emergency closings and delays.

CHANGE OF ADDRESS OR PHONE NUMBER

Please notify the Registrar at 753-0441, extension 20508 if your address or phone number changes during the school year. Central Office approval is required for a student to continue to attend LCSC if the student moves outside the school district.

Regular Day (Class periods are 48 minutes) M-T-W-TH

1st Period 8:35am - 9:25am
2nd Period 9:31am - 10:19am
3rd Period 10:25am - 11:13am
4th Period 11:19am - 12:43pm
5th Period 12:49pm - 1:37pm
6th Period 1:43pm - 2:31pm
7th Period 2:37pm - 3:25pm

**Lunchtimes:*

A- 11:13 - 11:43
B- 11:43 - 12:13
C- 12:13 - 12:43

Impact Period (Class periods are 42 minutes) Non Fast Friday, Fridays

1st Period 8:35am - 9:19am
2nd Period 9:25am - 10:07am
Felix Period 10:13am - 10:43am
3rd Period 10:49am - 11:31am
4th Period 11:37am - 1:01pm
5th Period 1:07pm - 1:49pm
6th Period 1:55pm - 2:37pm
7th Period 2:43pm - 3:25pm

**Lunchtimes:*

A- 11:31 - 12:01
B- 12:01 - 12:31
C- 12:31 - 1:01

Two-Hour Delay

1st Period 10:35am - 11:04am
2nd Period 11:10am - 11:38am
4th Period 11:44am - 1:08pm
3rd Period 1:14pm - 1:42pm
5th Period 1:48pm - 2:16pm
6th Period 2:22pm - 2:50pm
7th Period 2:56pm - 3:25pm

**Lunchtimes:*

A- 11:38 - 12:08
B- 12:08 - 12:38
C- 12:38 - 1:08

LOGANSPOUT HIGH SCHOOL
F.A.S.T FRIDAY
(FOSTER ACADEMIC SUCCESS TODAY)

LOGANSPOUT HIGH SCHOOL IS INITIATING A POSITIVE ACADEMIC SUCCESS PROGRAM. THIS PROGRAM IS INTENDED TO REWARD AND REINFORCE STUDENTS WHO ALREADY EXHIBIT GOOD GRADES AS WELL AS MOTIVATE STUDENTS TO IMPROVE ACADEMICALLY. ADDITIONALLY, FAST FRIDAYS WILL PROVIDE STUDENTS WITH ACADEMIC INTERVENTIONS AND TEACHER SUPPORTS DURING THE REGULAR SCHOOL DAY INSTEAD OF REQUIRING STUDENTS TO MAKE ARRANGEMENTS BEFORE OR AFTER SCHOOL.

ON FAST FRIDAYS, LHS WILL OPERATE ON THE EARLY DISMISSAL (1:52PM) BELL SCHEDULE. AT 1:42PM, STUDENTS WILL REPORT TO THEIR IMPACT CLASS. STUDENTS WHO HAVE ALL GRADES OF C- (70%) OR HIGHER IN THE SEMESTER GRADE WILL BE EXCUSED FROM THEIR IMPACT CLASS AFTER ATTENDANCE HAS BEEN TAKEN. ALL BUSES WILL STILL RUN ON THE REGULAR DISMISSAL SCHEDULE. IF STUDENTS RIDE THE BUS AND DO NOT HAVE A RIDE AT 1:52PM, THEY WILL BE ABLE TO STAY AND STUDY UNTIL BUSES ARRIVE AT 3:25PM. IF STUDENTS DO NOT RIDE THE BUS OR HAVE A RIDE, THEY ARE FREE TO LEAVE. ONCE STUDENTS LEAVE, THEY ARE NOT TO RETURN UNTIL AFTER SCHOOL FOR EXTRACURRICULAR ACTIVITIES.

STUDENTS WITH A GRADE OF D+ (69%) OR BELOW IN ANY CLASS (EVEN IF WEIGHTED) FOR THE SEMESTER GRADE WILL BE REQUIRED TO STAY UNTIL THE NORMAL 3:25PM DISMISSAL TIME. FROM 1:58 TO 3:25 PM, STUDENTS WILL MEET WITH THEIR TEACHERS (SEE TIERS BELOW) IN ORDER TO IMPROVE THEIR GRADES. THIS INTERVENTION TIME WILL PROVIDE STUDENTS WITH THE OPPORTUNITY TO WORK ON MISSING ASSIGNMENTS, MAKE TEST CORRECTIONS, MAKEUP WORK, TEST PREP, AND EXTRA PRACTICE.

STUDENTS WITH NO TRANSPORTATION

STUDENTS WHO QUALIFY FOR FAST FRIDAYS AND DO NOT HAVE TRANSPORTATION WILL HAVE DESIGNATED AREAS ON CAMPUS TO STUDY

- CAFETERIA
- LIBRARY
- COFFEE SHOP (BERRY BEAN)
- LECTURE HALLS
- D007

POSSIBLE FAST FRIDAY DATES:

AUGUST 22	MARCH 6
AUGUST 29	MARCH 13
SEPTEMBER 19	MARCH 20
SEPTEMBER 26	APRIL 3
OCTOBER 3	APRIL 10
OCTOBER 24	APRIL 17
OCTOBER 31	APRIL 24
NOVEMBER 21	MAY 1
DECEMBER 5	MAY 8
DECEMBER 12	MAY 15
FEBRUARY 13	

EACH IMPACT TEACHER WILL HAVE A LIST OF STUDENTS WHO MUST STAY FOR FAST FRIDAY. THE IMPACT TEACHER FILLS OUT A FORM THAT TELLS THE STUDENT WHERE THEY MUST GO FIRST. THE STUDENT HAS HIS/HER FIRST TEACHER SIGN THE FORM AND RETURN TO THEIR IMPACT. IF HE/SHE NEEDS TO MAKE UP WORK FOR ANOTHER TEACHER, THEY PROCEED TO THAT TEACHER'S ROOM. AT 3:20, ALL STUDENTS WHO STAYED FOR FAST FRIDAY MUST RETURN TO THEIR IMPACT FOR ATTENDANCE AND TURN IN THEIR FORMS. EVERY TUESDAY, GRADES WILL BE PULLED AT THE END OF THE DAY.

IF A STUDENT FAILS TO RETURN TO THEIR IMPACT AT 3:20PM, THEY AUTOMATICALLY ARE CONSIDERED TRUANT. THE ATTENDANCE POLICY CONTINUES DURING THE INTERVENTION PERIODS.

STUDENT'S FAST FRIDAY ATTENDANCE WILL AFFECT THE CLASSROOM ATTENDANCE FOR THE PERIOD THEY ARE REQUIRED TO STAY FOR. FOR EXAPMLE, IF YOU HAVE INTERVENTION FOR PERIOD 1, AND YOU DO NOT STAY FOR PERIOD 1 INTERVENTION, THEN YOU WILL ACCUMULATE AN ABSENCE FOR PERIOD 1. ALSO, IF YOU ARE IN EXTRACURRICUALR ACTIVITES AND DO NOT STAY FOR YOUR INTERVENTIONS, YOU WILL BE CONSIDERED TO BE ABSENT THE LAST 4 PERIODS OF THE DAY, WHICH WOULD RESULT IN BEING INELEGIBLE FOR THAT NIGHT'S EVENT. THIS IS BASED ON THE LHS ATTENDANCE POLICY.

INTERVENTION ASSIGNMENT HIERARCHY

TIER 1 (CORE CONTENT CLASSES, INCLUDES CREDIT RECOVERY AND EXTENDED SEMESTER)- STUDENTS WILL ATTEND CORE CONTENT CLASSES (MATH, ENGLISH, SCIENCE, SOCIAL STUDIES) FIRST. IF THE STUDENT HAS MORE THAN ONE D/F, THAT STUDENT WILL ATTEND THE CLASS WITH THE LOWEST GRADE FIRST AND WILL REPORT TO THE NEXT LOWEST GRADE FOR INTERVENTION PERIOD 2.

TIER 2 (GRADUATION REQUIRED CLASSES)- IF A STUDENT HAS ONE OR FEWER D/F IN TIER 1, THEY WILL REPORT TO THE NEXT LOWEST GRADE IN TIER 2 CLASS. TIER 2 CLASSES: WORLD LANGUAGE, PE, CCC GRADUATION PATHWAYS RELATED COURSES.

TIER 3 (ELECTIVE CLASSES)- IF A STUDENT HAS ONE OR FEWER D/F IN TIER 1 OR TIER 2 CLASSES, THEY ATTEND THE LOWEST GRADE IN TIER 3. TIER 3 CLASSES: CCC NON-PATHWAY CLASSES, ART, CHOIR, BAND, ADVANCED PHYSICAL CONDITIONING, ETC.

INTERVENTION STUDY HALL- G113 (SUPERVISED BY STAFF WITH NO INTERVENTION PERIODS)

IF THE TEACHER HAS A STUDENT AND THEY JUST NEED TO MAKE-UP WORK, THEY CAN SEND A STUDENT TO THE STUDY HALL. STUDENTS WHO NEED RE-TEACHING WILL REMAIN IN THE TEACHER'S CLASS DURING THE INTERVENTION PERIOD.

TESTING ADMIN SITE- E238 (SUPERVISED BY STAFF WITH NO INTERVENTION PERIODS)
STUDENTS MAY BE SENT TO THE TESTING SITE TO TAKE TESTS, QUIZZES.

FAST FRIDAY BELL SCHEDULE

PERIOD 1	8:35 - 9:06
PERIOD 2	9:12 - 9:42
IMPACT	9:48 - 10:18
PERIOD 3	10:24 - 10:54
PERIOD 4	10:54- 12:24
LUNCH	1ST- 10:54 - 11:24 2ND- 11:24 - 11:54 3RD- 11:54 - 12:24
PERIOD 5	12:30 - 1:00

PERIOD 6	1:06 - 1:36
PERIOD 7	1:42 – 2:13
	A, B, C STUDENTS RELEASED
INTERVENTION 1	2:17 - 2:47
INTERVENTION 2	2:51 - 3:22
IMPACT PERIOD	3:22 - 3:25

I. GENERAL INFORMATION

ANNOUNCEMENTS

An announcement sheet is published each day and these announcements shall be read (time permitting) over the intercom to the students. These announcement sheets will also be posted on the bulletin boards in the main hall and on our website so that all persons may be well informed.

Students are not permitted to write announcements unless they have the appropriate teacher's or sponsor's signature on the announcement.

Announcements that are to be included in the daily bulletin must be turned in at the Main Office prior to 12:00 noon on the day the announcement is to be made.

AUTOMOBILE DRIVING, PARKING AND VEHICLE REGISTRATION

In order to provide a safe and orderly environment, the following guidelines must be followed. Students must:

- have a valid driver's license, car registration, and current insurance.
- park in the Berry Bowl Parking Lot or in the McHale P.A.C. lot (student parking is marked in yellow, staff parking is marked in white)
- Register their vehicle with the Dean's Office. A one time \$25.00 fee shall be collected and this pass will be valid throughout the student's high school career. The registration tag must be visibly hung from the rear-view mirror. All students will be issued the same registration tag.
- **Failure to comply with parking procedures shall result in the following:**
 - **1st Violation: Warning issued and student moves vehicle to proper space.**
 - **2nd Violation: Shall be considered an act of insubordination and Consequence Matrix shall be implemented.**
 - **3rd Violation and beyond: Shall be considered an act of insubordination and Consequence Matrix shall be implemented. Vehicle shall be towed at the owner's expense.**

Please note that driving to LHS is a privilege. Failure to obey all traffic laws and/or parking procedures shall result in the revocation of that privilege. Students who are provided the opportunity to ride school transportation are encouraged to do so. It is expected that student drivers will operate their vehicles in a safe manner at all times. **The speed limit on LHS property is 10 MPH!** In addition, students are advised that school buses and pedestrians have the right of way at all times. All students are to report to the Berry Bowl or cafeteria upon arrival to LHS. Loitering in the parking lot is not permitted. This includes during school hours, before and after school, and on weekends. Student vehicles shall be searched if there is reasonable suspicion of inappropriate behavior or illegal items.

When the school provides transportation, students shall not drive to school-sponsored activities unless written permission is granted by their parents and approved by the Principal.

No other students are allowed to be driven to a school-sponsored activity by the approved student driver without a note from parents of passenger students granting permission and approval by the Principal.

Students and their parents assume full responsibility for any transportation to and from school not officially provided by the school.

CAFETERIA

It is the student's responsibility to keep the cafeteria clean and neat. Trays must be returned to the dish-washing area immediately after the student has finished eating. Students who leave trash and trays on tables shall be asked once to properly dispose of them. Refusal to do so will result in a discipline referral for insubordination.

Students must remain seated as much as possible while in the cafeteria. Standing and loitering in stairwells, entrances, restrooms, and hallways is not permitted.

PIN numbers are used in order to eat in any cafeteria line. Charging is not permitted. **Sharing of PIN cards is not permitted!** Students attempting to use another's ~~card~~ PIN number shall be turned over to the school counselor. Students are responsible for replacement of lost or mutilated cards and must eat in the main lunch line until the card is replaced. Replacement cards may be obtained in the Library at a cost of \$5.

Students who take items without paying for them commit theft. Students who commit theft of food items twice shall be prohibited from using the a la carte line for a semester. Backpacks are not allowed in serving line areas.

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

Log on to <https://logansport.familyportal.cloud> with your assigned login information.

- 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

CELLULAR TELEPHONES/ELECTRONIC COMMUNICATION DEVICES/IPODS/RADIOS/MP3/CD PLAYERS

"Personal communication devices" (PCDs)

Students may use PCDs before and after school, during their lunch break, as long as they do not create a distraction, disruption or otherwise interfere with the educational environment, during after school activities (e.g., extra-curricular activities), or at school-related functions. Use of PCDs, except those approved by a teacher or administrator, at any other time is prohibited, and they must be powered completely off (i.e., not just placed into vibrate or silent mode) and stored out of sight in the student's locker. Also, all earbuds, headphones, or listening devices must also be stored in the student's locker during the school day, except for their 30 minute lunch period.

Students may not use PCDs on school property or at a school-sponsored activity to access and/or view Internet websites that are otherwise blocked to students at school.

Except as authorized by a teacher, administrator, nurse for medical purposes, or IEP team/case conference committee ("CCC"), students are prohibited from using PCDs during the school day, including while off-campus on a field trip, to capture, record and/or transmit the words or sounds (i.e., audio) and/or images (i.e., pictures/video) of any student, staff member or other person. Using a PCD to capture, record and/or transmit audio and/or pictures/video of an individual without proper consent is considered an invasion of

privacy and is not permitted. Students who violate this provision and/or use a PCD to violate the privacy rights of another person may have their PCD confiscated and held until the end of the school day. If the violation involves potentially illegal activity, the confiscated-PCD may be turned over to law enforcement.

The use of PCDs in gymnasiums, locker rooms, shower facilities, rest/bathrooms and/or swimming pool is prohibited.

Students shall have no expectation of confidentiality with respect to their use of PCDs on school premises/property.

Students may not use a PCD in any way that reasonably might create in the mind of another person an impression of being threatened, humiliated, harassed, embarrassed or intimidated.

Bullying and Other Forms of Aggressive Behavior.

In particular, students are prohibited from using PCDs to: (1) transmit material that is threatening, obscene, disruptive, or sexually explicit or that can be construed as harassment or disparagement of others based upon their race, color, national origin, sex (including sexual orientation/transgender identity), disability, age, religion, ancestry, or political beliefs; and (2) engage in "sexting" - i.e., sending, receiving, sharing, viewing, or possessing pictures, text messages, e-mails or other materials of a sexual nature in electronic or any other form. Violation of these prohibitions shall result in disciplinary action. Furthermore, such actions will be reported to local law enforcement and child protection services as required by law.

Students also are prohibited from using a PCD to capture, record, and/or transmit test information or any other information in a manner constituting fraud, theft, cheating, or academic dishonesty. Likewise, students are prohibited from using PCDs to receive such information.

Possession of a PCD by a student at school during school hours and during extra-curricular activities is a privilege that may be forfeited by any student who fails to abide by the terms of this policy, or otherwise abuses this privilege.

Violations of this policy may result in disciplinary action and/or confiscation of the PCD. The building principal also will refer the matter to law enforcement or child protection services if the violation involves an illegal activity (e.g., child pornography, sexting). Discipline will be imposed on an escalating scale ranging from a warning to an expulsion based on the number of previous violations and/or the nature of or circumstances surrounding a particular violation. If the PCD is confiscated, it will be released/returned to the student's parent/guardian after the student complies with any other disciplinary consequences that are imposed unless the violation involves potentially illegal activity, in which case the PCD may be turned over to law enforcement. A confiscated device will be marked in a removable manner with the student's name and held in a secure location in the building's Dean's office until it is retrieved by the parent/guardian or turned over to law enforcement. School officials will not search or otherwise tamper with PCDs in Corporation custody unless they reasonably suspect that the search is required to discover evidence of a violation of the law or other school rules. Any search will be conducted in accordance with Policy. Search and Seizure. If multiple offenses occur, a student may lose his/her privilege to bring a PCD to school for a designated length of time or on a permanent basis.

A person who discovers a student using a PCD in violation of this policy is required to report the violation to the building principal.

Students are personally and solely responsible for the care and security of their PCDs. The Board assumes no responsibility for theft, loss, or damage to, or misuse or unauthorized use of, PCDs brought onto its property.

Parents/Guardians are advised that the best way to get in touch with their child during the school day is by calling the school office.

Students may use school phones to contact parents/guardians during the school day.

The Logansport Community School Corporation along with Logansport High School shall not be responsible for the theft, loss or damage to personal electronic devices brought to school by a student.

Cell Phone Discipline Policy

1st violation: Teacher confiscates the phone/PCD and returns to the student at the end of the day. Teacher contacts home.

2nd violation: Teacher confiscates the phone/PCD, turns it into the office, and the student may pick-up the phone/PCD at the end of the day. Teacher contacts home.

3rd violation: Teacher confiscates the phone/PCD, turns it into the office, and the student may pick-up the phone/PCD at the end of the day. The student will be assigned 1 day of ISS.

4th violation: Teacher confiscates the phone/PCD, turns it into the office, and the student may pick-up the phone/PCD at the end of the day. The student will be assigned 1 day of OSS.

5th+ violation: Teacher confiscates the cell phone, turns it into the office, and parents can pick-up the phone/PCD at the end of the day. The student will be assigned 2-10 days OSS as progressive discipline.

VIDEO/AUDIO RECORDINGS AND PHOTOGRAPHY

Students are forbidden from recording audio, video, or taking pictures with personal devices or school-issued devices during the school day without permission from a teacher or administrator. Students who are found to be violating this policy will be required to delete their recordings or photography and are subject to school discipline. Any violation of this rule that constitutes an illegal activity (ex. capturing nude images or video) will be referred to law enforcement.

Important notice to students and parents regarding cell phone content and display

- The Child Abuse/Neglect Law requires school personnel to report to law enforcement or child protective services whenever there is reason to believe that any person/student is involved with “child exploitation” or “child pornography” as defined by Indiana Criminal Statutes.
- It is “child exploitation,” a Class C felony under I.C. 35-42-4-4(b), for any person/student (1) to exhibit, photograph or create a digitalized image of any incident that includes “sexual conduct” by a child under the age of 18; or (2) to disseminate, exhibit to another person, or offer to so disseminate or exhibit, matter that depicts or describes “sexual conduct” by a child under the age of 18.
- It is “child pornography,” a Class D felony under I.C. 35-42-4-4(c), for any person/student to *possess* a photograph, motion picture, digitalized image, or any pictorial representation that depicts or describes “sexual conduct” by a child who the person knows is less than 16 years of age or who appears less than age 16.
- “Sexual conduct” is defined by I.C. 35-42-4-4(a) to include sexual intercourse, exhibition of the

uncovered genitals intended to satisfy or arouse the sexual desires of any person, or any fondling or touching of a child by another person or of another person by a child intended to arouse or satisfy the sexual desires of the child or other person.

- The Indiana Sex Offender Registration Statute at I.C. 11-8-8-7 and the Sex Offender Registry Offense Statute at I.C. 35-42-4-11, as of May 2009, require persons convicted of or adjudicated as a juvenile delinquent for violating the Child Exploitation Statute at I.C. 35-42-4-4(b) to register as a sex offender.

Because student cell phones have been found in a number of Indiana school districts to have contained evidence of “sexual conduct” as defined above, it is important for parents and students to be aware of the legal consequences should this occur in our school system.

Digital Responsibility: Students should be aware that anything that is sent electronically including pictures and videos can easily be spread to a large number of their peers and/or posted on the Internet. Before students hit send, they should think about the following: “Is this something I really want to share? How would I feel if I was the one receiving this message? Who will see it? How would my loved ones feel about seeing the post/text/video/picture that I send?” The use of electronic communication inappropriately can cause a disruption to the learning environment, which is a violation of school rules. This may result in disciplinary action such as losing the privilege of cell phone use at school.

DANCES

The principal will determine dates of dances prior to the beginning of the school year. Dances are sponsored each year by specific LHS organizations. These are:

- Homecoming: Student Council (September)
- Prom: Junior Class (April)

REGULATIONS FOR DANCES

Students attending dances are not permitted to leave and re-enter. Students may be required to pass a Portable Breath Test (PBT) for entrance to a school dance.

Dance sponsors and chaperons are ultimately responsible for maintaining discipline at the dance. If, in the opinion of a sponsor or chaperone, a student’s behavior does not meet LHS standards, the student shall be denied entrance to the dance or shall be asked to leave. Any such situation shall be reported to the Administration and possibly the local law enforcement authorities. Parents/guardians shall be properly notified as soon as possible.

As with all LHS supported functions, students who violate rules regarding smoking, tobacco, alcohol, and drug use or possession shall be subject to LHS rules regarding these violations. Students violating such rules shall be asked to leave or denied admission. Any such situations shall be reported to the Administration and possibly the local legal authorities. Parents/guardians shall be notified as soon as possible.

All appropriate LHS policies and regulations shall be enforced. In addition to possible disciplinary action being taken, violators of such policies are subject to the loss of privileges regarding participation and/or attendance at any or all extra-curricular activities for length of time as determined by the LHS Administration.

Violations of public laws shall be handled by LHS officials in cooperation with the appropriate legal authorities. Parents/guardians shall be notified as soon as possible.

Sponsoring groups are responsible for attaining proper supervision and chaperones to include: the sponsor(s) of the group requesting to have the dance, four parent/guardian couples, and two teachers. A teacher and his or her spouse may be utilized in lieu of a parent/guardian couple. At least one

administrator is also to be in attendance at the dance activity.

Sponsoring groups are also responsible for setting up the area for the dance and restoring the area to its proper form at the conclusion of the dance. If a custodian is not present to remain until the band or DJ has left the facility, the sponsor(s) are to remain until all have left the facility and the facility has been secured.

Dances after home basketball and football games are subject to all guidelines as stated above and are also subject to the following requirements:

- Only currently enrolled LHS students shall be permitted to attend the dance, and all students must present their student ID card in order to enter the dance.
- These dances will be held only on Friday nights, and the dance will conclude at 11:30 p.m. regardless of the time it began.

Discipline Dance Guidelines

A student cannot purchase a ticket to a dance for the remainder of the school year if they have the following discipline offenses:

1. Arrested (on or off school grounds)
2. Habitual Truant

A student cannot purchase a ticket to a dance if they have the following discipline offenses:
The following discipline offenses are in effect from one dance time period to the next dance.

1. 10 or more cumulative tardies
2. Suspended 3 days from school
3. ISS for 3 days
4. Involved in a fight
5. Ask to leave a prior dance
6. You are a student who is not in good standing.

DISTRIBUTION OF PRINTED MATERIALS

- Places--On the sidewalk in front of Door 1 and the walk-in front of the Berry Bowl lobby. (In case of bad weather, two pupils only would be permitted each in the front main lobby and in the gym lobby. Specific approval to distribute material inside would be required each time.)
- Time--8:15 a.m. to 8:30 a.m. and 3:25 p.m. to 3:35 p.m.
- Approval--The previous day or earlier by the Principal or Assistant Principal. For materials not readily classifiable or approvable please allow for more time (several days) for administrator to classify the materials.
- Littering--all distributed items which are dropped in the immediate area (on the front sidewalk and lawn to the street, for example, or the inside lobbies and adjacent corridors for 50-75 feet) must be removed by persons distributing material. Wastebaskets shall be provided.
- Unacceptable items:
 - So-called hate literature which scurrilously attacks ethnic, religious, and racial groups, other irresponsible publications aimed at creating hostility and violence, pornography, and similar materials are not suitable for distribution in LHS and on LHS grounds.
 - Materials denigrating to specific individuals in or out of LHS.

- Materials which are designed to solicit funds, unless approved by the Superintendent or his assistant.
- Acceptable materials--Materials not mentioned above unless the Principal or Assistant Principal must be convinced that the item would materially disrupt class work or involve substantial disorder or invasion of the rights of others.
- Appeal--Any petitioner denied approval may appeal to the Superintendent, then to the Board of Education.

EMERGENCY DRILLS

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

FIELD TRIPS

The following guidelines are designed to ensure the safety of all LHS students participating in LCSC-sponsored field trips.

- All field trips must comply with LCSC policy guidelines set forth in the LCSC policy manual.
- Only field trips of an educational nature may be taken. Arrangements are made by the classroom teacher and approved by the building administrator.
- School trips should be pre-planned and careful supervision is to be provided.
- A certified staff member must be on bus transporting students.
- Buses are to be requested from the Director of Transportation at least five school days prior to departure.
- The building administrator is responsible for assigning a teacher and adequate supervision to each group.
- LHS-chaperone/student ratio will be no more than 1:10. Middle and elementary ratios are to be determined by the building administrator.
- No less than four (4) students should be in a group at one time.
- All teacher/adult chaperones must have a student roster listing names, addresses and phone numbers.
- Bus drivers on all out of town field trips will be assigned a cell phone when the trip requires travel outside the LCSC's radio range. This phone must be on and carried at all times by the bus driver.
- The bus driver's cell phone number will be provided to students when appropriate – i.e. field trips in downtown Chicago or other large cities where students may get separated from the group.
- A trip itinerary of the day/days' events and a listing of the bus driver's cell phone number, the teacher/adult chaperone's cell phone number (if available) and the school number will be provided to each student.
- All teacher/adult chaperones must take a roll call of students when going from one location to another.
- All students must have trip insurance for field trips outside of Cass County.
- The Emergency Medical Authorization Permit must be signed by parent/guardian and on file in the school's office for all out of state and overnight field trips.
- Parents/guardians, who wish to have their child released to them prior to the students' return to school, must notify the teacher prior to the child being released. The teacher will document the notification.
- The above guidelines will be reviewed by teachers and chaperones prior to each field trip.

- We are unable to refund field trip reservation fees in the event that a student is unable to attend a trip.

HOMEWORK AND MAKEUP POLICY

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

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

Value

Evaluation of student progress should be based on authentic assessment, and homework should be an integral part of authentic assessment. Homework should not 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:

- Grade 9, 10: 6-10 hours per week
- Grade 11, 12: 8-12 hours per week

Access and Make-up Work

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

Late Homework

Late homework may or may not be accepted. Late homework is accepted at the discretion of the teacher and will be addressed in the teacher's classroom rules. The student's best practice is to submit homework on or before the due date.

Repeating Assignments

Assignments that are assigned at the beginning of the semester that would repeat every week, and due on a certain day, are not exempted from school activity or sickness.

IDENTIFICATION CARDS

All students shall be issued a student identification card when they enroll. These ID cards are to be carried with the student at all times in LHS or at LHS activities. If a staff member asks for the ID card, it must be presented to them. If you lose your ID card you must report it to the office immediately. The cost of replacing the card is the responsibility of the student. If you withdraw from LHS this ID card must be turned in to the Deans' Office.

INSURANCE

Parents may purchase student insurance at a reasonable rate. Application forms are available at registration or Athletic office. Students who participate in athletics are encouraged to have some form of insurance.

LIBRARY

One of the most important rooms in LHS is the library. You may obtain a student handbook explaining the materials available and the regulations governing the use of the library from the head librarian.

LOCKERS

Each student shall be issued a locker and combination at the beginning of the school year. Lockers are LHS property and must be treated as such. Any problems with lockers shall be referred to the Dean's Office immediately. **Students should never reveal his or her locker combination to anyone. Students shall not share lockers with other students.** Any theft from a locker must be reported to the Dean's Office immediately. Administrative staff and/or his or her designee may search lockers if there is reasonable suspicion to believe that it contains inappropriate or illegal items. All backpacks, bags, athletic bags, duffle bags, and purses should be kept in the student's lockers. No bags, of any nature, will be permitted in the classroom.

LOCKDOWN / SEVERE WEATHER SITUATIONS

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

LOST AND FOUND

The Lost and Found is located in the Deans' Office.

NURSE'S OFFICE

Students must report to the Nurse's Office during passing periods when ill. If while the student is in the classroom, he or she becomes ill and is unable to wait until the end of the class; the teacher will call the nurse and send student with a pass to the Nurse's Office.

After nursing assessment, the nurse and/or the student will call parents/guardians from the Nurse's Office. Students may not call parents/guardians outside of the Nurse's Office. Students are not permitted to go home without the permission of the nurse. Failure to report to the nurse before leaving school ill will result in truancy.

Medication Policies

The purpose of administering medication during school is to help each student maintain an optimal state of health. Due to safety issues, medication should be given at home whenever possible.

The following rules apply:

Medication 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:
 - 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.

Emergency Medications

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

Physicians Orders (including any restrictions) required by Nurse

- Students returning to school after surgery or hospitalization
- After extended illness
- For significant injuries, concussions, crutches, elevator or wheelchair use
- Communicable diseases identified by nurse
- Other medical conditions identified by nurse (pregnancy, chronic conditions, etc.)

Immunization Requirements

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

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 passing period, as to not interrupt class or instruction time. If necessary, the nurse will contact parents or guardians. Students may only go home for illness or health related issues, with permission and appropriate documentation from the nurse's office.

Emergency Drug/Alcohol Assessment

If a teacher or staff identifies a student exhibiting abnormal/suspicious behavior or odor; the student will be referred to Nurse's Office for assessment.

- The nurse will contact the Dean's Office and/or Assistant Principal for Student Services.
- If the assessment is abnormal, the Dean's Office or the Assistant Principal for Student Services will notify Logansport Police Department (LPD) and Superintendent's Office and appropriate discipline will be determined (see Alcohol/Drug Possession or Abuse). The principal or his designee may arrange for a breath test for blood-alcohol or a chemical test of urine to be conducted if there is reasonable suspicion that a student is using or under the influence of alcohol, marijuana, or a controlled substance.
- The nurse will notify parents/guardians of the results of the assessment (regardless of findings).
- Students who require repeated assessments (more than 2) will be referred for medical evaluation (at the parent/guardian's expense).

Medication in Student Vehicles

Special pre-arrangements can be made for LHS students who have a legitimate need (determined by nurse) to keep and self-administer medication in personal vehicles (for use after normal school hours, 8am to 3:10pm). Under special circumstances and with special permission, LHS students may possess in personal vehicles the following OTC medications (in original containers-clearly

labeled): Tylenol, acetaminophen, Motrin, Advil, ibuprofen, Midol, antacids, and cough and throat lozenges. Prescription medications such as certain antibiotics dosed accordingly may qualify for special permission as well (with the same requirements as prescription medication that is kept in Nurse's Office). Written parent/guardian permission is still required and to be kept on file in the nurses office.

All other OTC and prescription medications shall be kept in the Nurse's Office accordingly. Failure to follow medication rules/guidelines will result in discipline (see Alcohol/Drug Possession or Abuse)

PASSES

No student will be permitted outside the classroom without a pass except during passing periods.

Passes may be obtained only from authorized personnel. Passes must be obtained prior to the time they are to be used. Do not ask a teacher to excuse you so that you can get a pass from another teacher.

When a student receives a pass from a teacher or LHS official, they are to present that pass to all appropriate LHS personnel who ask to see it. Only officially written hall passes are to be used. CCC students are not to be in the LHS part of the campus during their break time.

REASONABLE AFFECTION

Hand-holding is the only display of affection permissible on LHS grounds. Sexual activity is not permitted.

STUDENT DIRECTORY INFORMATION

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

- Records are confidential and may be disclosed only as provided in the policy.
- The policy concerns both elementary and secondary student education records.
- Parents/guardians have a right to examine their child's records at reasonable times if the child is less than 18 years of age and not attending a post-secondary institution or if the child is a dependent student as defined by Section 152 of the Internal Revenue Code.
- Students have a right to examine their records at reasonable times.
- Before education records are disclosed to third-parties, LHS requires a signed and dated written consent of (a) a parent/guardian of a student who is less than 18 years of age and not attending a post-secondary educational institution, or (b) a student who is at least 18 years of age or attending a post-secondary institution.
- Certain persons may examine education records without a parent's/guardian's or student's consent as provided in the above paragraph. These include school officials (who have legitimate educational interests) and officials of another school, school system, or institution of post-secondary education where the student seeks or intends to enroll.
- Directory information shall be released to media organizations (including radio, television, and newspapers), colleges, civic or school related organizations, and state or local government agencies without the consent of parent/guardian or student as provided in paragraph 5 above. Directory information includes the student's name, address, parent/guardian home and work telephone number, major field of study, participation in official recognized activities and sports, height and weight of members of athletic teams, dates of attendance, awards received, motor vehicle description (including license plate number), hair and eye color, race, sex, date of birth, height, weight, grade level, and other similar information which would not generally be considered harmful or an invasion of privacy if disclosed. A parent/guardian of a student less than 18 years of age or a student who is at least 18 years of age may object to disclosure of any of the categories of directory information by filing form FERPA-1 (Denial of Permission to Release Certain Directory Information Without Prior Written Consent) from the principal's office no later than 14 calendar days from the beginning of each school year.
- Each student, former student, or graduate shall be permitted 10 free transcripts. There will be a \$2.00 charge for each additional transcript requested for former students or graduates.

STUDENT RECORDS

According to the Family Educational Rights and Privacy Act of 1974, school personnel may permit access to student records to any person for whom the parent/guardian has provided written consent.

Should you transfer from LHS to another school, a copy of your official permanent record shall be sent by mail to the school where you enroll. The student and/or parent/guardian may examine the record if they choose. This service shall be performed without a charge to the student or parent/guardian.

RESPECT FOR PROPERTY

Students are fortunate to have the use of excellent facilities. We should applaud the extensive effort put forth by the citizens of our community to provide these facilities. Everyone using the building should show genuine respect for that effort by doing his or her part to keep the building in A-1 condition.

Students who exhibit disrespect to, damage, or destroy LHS property, shall be dealt with as outlined in the Consequence Matrix. LHS Administration shall recommend, when appropriate, that restitution be paid in cases where a student's actions cause damage to LCSC property or the person or property of staff and students.

SALE OF PRODUCTS, SERVICES, ETC.

No one is permitted to make private sales of products, services, etc. within LHS or on LHS grounds, on buses, or at LHS activities without approval of the Board, Superintendent or Principal.

BEVERAGES

Students may purchase beverages from the machines located in designated areas and at designated times. The consumption of beverages in classrooms is at the discretion of the teacher. We encourage students to drink water. Drinks with sugar are strongly discouraged.

SPECIAL STUDENT STATUS

Special student status may be granted to a student at the discretion of the principal. Special student status is generally reserved for unusual circumstances that create a hardship for the student to attend LHS on a regular basis. Some situations that may qualify for this status might include but are not limited to the following:

- A student who has been withdrawn from the regular school program for an extended period of time.
- A student who is pregnant and complications make it difficult for the student to attend a full day of classes, or a student has had a child and childcare needs make regular attendance difficult.
- A fifth-year senior may be granted special status in order to complete only those classes needed for graduation.
- Special student status may be assigned for a student due to extreme hardship circumstances.
- A student may be granted special student status in order to audit a particular class.

Students who are given special student status are subject to the following guidelines:

- Special students may not be classified as a participating member of any class.
- Special students may not be eligible to participate in certain school activities due to the nature of the activity or condition causing him to be classified as a special student.

Loss of special student classification shall be determined by the Principal if sufficient reasons exist to warrant the loss of this status; some reasons that might cause this action to be taken are but not limited to:

- Failure to maintain satisfactory progress during any grading period as determined by the Principal and teachers involved
- Failure to attend classes on a regular basis or excessive tardiness
- A change in the circumstances that provided the justification for the need of special student status
- Any abuse of the privileges or conditions that were granted the student

STUDENTS IN THE BUILDING BEFORE AND AFTER SCHOOL

Students are not to be in the building during non-school hours unless for an approved LHS activity supervised by a staff member.

On regular school days, students are encouraged to arrive at LHS no earlier than 8:00 a.m. unless they have a scheduled meeting, practice, or activity that is to be supervised by LHS personnel. For those students who have other reasons to arrive prior to 7:35 or for those students who arrive prior to 8:00 due to bus transportation, general supervision is provided in the cafeteria and the Berry Bowl from 8:00 until 8:25. **Students shall report to these areas and shall remain seated. Students are not permitted to stand or loiter in hallways, restrooms, stairwells, or entranceways before or after school.**

TELEPHONE

Students requiring the use of a telephone during the school day shall make that request in the main Office.

VISITORS

Visitors with valid business purposes are permitted in the building but must first report to the Main Office. All visitors are asked to park in the visitor spaces provided and enter the building through the main entrance. Visitors must obtain a visitor's badge and sign-in at the office. **NO EXCEPTIONS.**

II. ATTENDANCE POLICY

Attendance and punctuality are important to all of our students at LHS. Students with poor attendance often lose interest in school, feel alienated from school activities, and have a lesser chance of graduating. Research indicates that there is a direct correlation between attendance and academic success.

LHS is also concerned that students develop a high standard of work ethic, which will be a significant factor when working with future employers. Dependability and punctuality are qualities that all employers look for in retaining or promoting future employees.

ABSENCE DEFINED

Absence is defined as missing the entire school day or any part (period) of a day for any reason. If a student is tardy to class beyond 10 minutes, this is considered an unexcused absence.

Chronic absenteeism due to health-related symptoms complicates the provision of educational services and the ability of a student to learn in an organized manner. Schools report that chronic absenteeism due to alleged health problems is a significant issue for administrators and teachers. In addition, both federal and state law require schools to have written procedures for the identification, location, and evaluation of students with disabilities as defined by the various statutes (See Section 504 of the Rehabilitation Act of 1973 (34 CFR & 104.32)), the Individuals with Disabilities Education Act (20 USCA & 1412 (a) (3)) and 511 IAC 7-25-2 (Indiana Administrative Code).

E-LEARNING

On days when students are not in school, referred to as E-Learning days, students are required to participate in the Google Meet, check Schoology for assignments and attendance, and make sure they are checking in with their teacher by the assigned time to get credit for the day. If WIFI isn't available, the student must call the main office at school by noon to get credit for the day.

All teachers must take attendance on E-Learning days unless otherwise notified by building administrators.

Grades 5-12

Students will be marked absent under these conditions:

Student does not join google meet

Or

Student does not check in with teachers each period

Attendance will be changed to present under these conditions:

- Parent or student contacts teacher or school to let them know they had no internet.
- Parent or student contracts teacher or school to let them know there were other issues keeping student from joining Google Meet or checking in with teachers each period.

LIMIT ON ABSENCES

LHS policy allows each student to have ten (10) absences per semester/per class. ALL absences **must be verified** by the parent/guardian, so students are not counted as truant. Unexcused absences count toward this maximum of ten days. After the tenth absence in a single class period, the student will be removed from class and placed in a study hall. Continuation of school attendance after the tenth absence may be subject to the student complying with conditions (e.g. a doctor's note will be required) regarding any additional absences.

The Board considers the following for excused absences:

- illness verified by a note from a physician
- required court attendance
- professional appointments – Parents are encouraged to schedule medical, dental, legal, and other necessary appointments other than during school hours. When appointments are necessary during the school day, the student shall report back to school immediately after the appointment with a signed statement from the doctor, dentist, lawyer, counselor, etc.
- death in the immediate family or of a relative
- observation or celebration of a bona-fide religious holiday in accordance with Policy [5223](#)
- maternity
- military connected families' absences related to deployment and return
- Students are permitted days during which they may visit colleges or universities. Juniors are permitted one such day, while seniors are permitted two.
- such other good cause as may be acceptable to the Superintendent or permitted by law

EXCEPTIONS TO THE COMPULSORY ATTENDANCE LAW

Only the following absences authorized by the state of Indiana will be considered exempt from the Compulsory Attendance Law. Absences requiring documentation and/or verification must be on file, within two (2) school days after the student returns, in the Dean's Office to receive the exemption:

- service as a page or honoree of the general assembly (I.C. 20-33-2-14)
- service on a precinct election board or helper to a political candidate on the date of an election (I.C. 20-33-2-15)
- subpoena to appear in court as a witness in a judicial proceeding (I.C. 20-33-2-16)

- service in active duty with the National Guard for not more than ten (10) days (I.C. 20-33-2-17)
- participating as a member of the Indiana wing of the civil air patrol for not more than five (5) days (I.C. 20-33-2-17.2)
- the student or a member of the student's household exhibits or participates in the Indiana State Fair for educational purposes (IC 20-33-2-17.7).
- participating in an educationally related non-classroom activity which is consistent with and promotes educational philosophy and goals of the school corporation, facilitates the attainment of specific educational objectives, is part of the goals and objectives of an approved course or curriculum, represents a unique educational opportunity, cannot reasonably occur without interrupting the school day, and is approved in advance by the school principal (I.C. 20-33-2-17.5)

In these cases, class work may be completed for full-credit. It is the student's responsibility to obtain missed assignments and complete all of the work on the due date established by the teacher.

Unexcused Absences

Any absence that is not an excused absence or an exception to compulsory attendance contained in Policy **5200** is an unexcused absence.

ATTENDANCE PROCEDURE

Verification of student absences is the responsibility of the parents (IC 20-8.1-3). Parents/guardians are requested to call the Dean's Office at 753-0441. ext. 20509 by 9:30 A.M. if a student will be absent, tardy, or plans to leave school for an appointment. Parents/guardians who are unable to call on the day of the absence **MUST** call the Dean's Office by 8:30 A.M. of the following school day or it will result in an unverified/unexcused absence. All doctors' and/or medical excuses are to be turned in to the Dean's Office immediately upon the student's return to class. Failure to provide doctors' and/or medical excuses shall result in an unexcused absence.

Extenuating circumstances, such as but not limited to family emergencies, death in the immediate family, may be resolved simply by calling the Attendance Officer at 753-0441, ext. 20509 to discuss the situation.

Written documentation by the student's physician is required to confirm a contagious, chronic, or debilitating condition that would cause them to exceed five (5) unexcused days.

Attendance is taken each period of the day. Absences are defined as missing the entire school day or any part (period) of a day for any reason. If a student is tardy to class beyond 10 minutes, this is considered an unexcused absence. ALL unexcused absences count toward the total allowed per class period. Any student reaching the eleventh (11th) absence in any class will be removed from the class and placed in credit recovery.

LHS firmly believes that with a combined focus by both home and school, our students are capable of good daily attendance and punctuality. The following interventions will be in place so that parents/guardians are aware of the attendance record(s) of their children:

Unexcused Attendance at Logansport High School

LHS policy allows each student to have ten (10) unexcused absences per semester/per class. Unexcused Labels: A, AV, L, TR

Note: Students will receive an unexcused absence if the parent/guardian doesn't: • Call by 8:30 AM the following school day of the absence.

- Provide a doctor's and/or medical excuse upon returning to class.

Attendance Thresholds:

Three Unexcused absences

Parent Contacted by automated phone call, text, and/or email.

Five unexcused absences

Parent Contacted by automated phone call, text, and/or email.

Parent Contacted by automated phone call, text, email, and/or a letter is mailed home.

Seven unexcused absences

Attendance Officer attempts to meet with the parent(s) in person/phone.

Ten unexcused absences

Parent Contacted by automated phone call, text, email, and/or a letter is mailed home.

Attendance Officer attempts to meet with the parent(s) in person/phone.

On the 11th unexcused absence:

Regardless of grade in the class, the student shall be **automatically removed** from class for habitual truancy and have the option to:

- Be assigned to a study hall. -or-
- Apply to The Academy (Logansport Alternative School).

LHS ATTENDANCE/BEHAVIOR INCENTIVE PROGRAM

Qualifying Categories (Students must meet all of the following below to exempt from Final Exams)

3 days or less Absent and have at least a 70% or better in class

Must not have received more than 3 tardies in the class

Must not have received a truancy in the class

Must not have received more than 3 periods of ISS for the class anytime during the semester

Must not have received a day of OSS at any time during the semester.

Note:

- When a student receives their 4th absence or has exceeded any of the above, they must take the final exam in the class.
- Students who are exempt from taking final exams, may take the final exam by choice to improve their overall grade for the semester. By taking the exam, it cannot hurt the student's grade.
- Students, who are exempt from taking final exams, will not have to be in class for final exams.
- All other students will be in class for final exams.
- This policy does not pertain to any college level dual credit course. All finals will follow the College or University syllabus.
- AP finals will follow all AP requirements for the class

CCC Attendance Policy

Century Career Center aligns with the Attendance Policy set forth in the Logansport High School Student Handbook, but differs in the interventions mentioned here:

Students will be granted four unexcused absences each semester without penalty. On a student's fifth unexcused absence, their course grade will drop 2%. This professionalism grade deduction of 2% will continue for each additional unexcused absence. On a student's 14th unexcused absence within a semester, the student will be removed from the course and placed in a study hall section. No credit will be earned for the semester or the remainder of the year.

The unexcused absence tracker and professionalism grade deduction will reset at the beginning of a new semester. However, if a student accumulates a total of 22 unexcused absences during the school year (includes both semesters) that student will be removed from the course and placed in a study hall section. No credit will be earned for the semester.

Students who miss more than 10 minutes of class time will receive an unexcused absence. Examples include, but are not limited to: out of assigned area, dress code, or late arrival to class.

Students absent (unexcused) from study hall shall receive the following consequences:

- 6 – 3 days of Lunch Detention
- 9 – 3-day OSS

CERTIFICATE OF A CHILD’S INCAPACITY

Whenever a student, for medical reasons, misses any one class more than three (3) times during any semester, the school can request the parent/guardian to provide the school with a Certificate of Incapacity (I.C. 20-8.1-3-20). A licensed physician must complete the certificate. Forms will be provided by LHS and must be returned following the scheduled conference with the student and parent/guardian.

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. (IC 20-8.1-3)**

EXCEPTIONS TO THE COMPULSORY ATTENDANCE LAW

Only the following absences authorized by the state of Indiana will be considered exempt from the Compulsory Attendance Law. Absences requiring documentation and/or verification must be on file, within two (2) school days after the student returns, in the Dean’s Office to receive the exemption:

- Serving as a page in the Indiana General Assembly.
- Appearance in court pursuant to a judge’s order.
- Serving active duty for the Indiana National Guard for not more than ten (10) days in a school year pursuant to orders.
- Working at the polls on Election Day with prior approval of the Principal and written verification from poll official.
- Religious holidays or observances; request must be made in writing by the parent/guardian prior to the absence.
- Such other good cause as maybe permitted by law.

In these cases, class work may be completed for full-credit. It is the student’s responsibility to obtain missed assignments and complete all of the work on the due date established by the teacher.

EXIT INTERVIEW

According to State law (IC 20-33-2-28.5, Section B), students between the ages of 16 and 18 must have the approval of parents and Principal to withdraw from school and can only withdraw for these reasons:

- financial hardship and the individual must be employed to support the individual’s family or a dependent; or
- illness; or
- by an order by a court that has jurisdiction over the child

The student, the student’s parent/guardian, and the Principal are required to be present at an exit interview. All must agree to the withdrawal or the student will remain in school.

At least five (5) days before holding an exit interview LCSC shall give notice that the exit interview will include a hearing to determine if the reason for the student’s withdrawal is due to one of the reasons listed above. If the Principal determines that the reason for the student’s withdrawal is not due to one of the above reasons, both the student and the parent/guardian will receive a copy of the determination. State law requires principals to “deliver” by certified mail or personal delivery to the Bureau of Child Labor a record of the individual’s failure to return to school so that the Bureau of Child Labor revokes any employment certificates issued to the individual and does not issue any additional employment certificates to the individual. Students who drop out before age 18 without parent’s and/or school’s permission also risk losing their driver’s licenses.

LEAVING SCHOOL PRIOR TO DISMISSAL TIME

No student will be allowed to leave school prior to dismissal time without a written request signed by the parent, a phone call to the dean’s office, or without the parent coming to the Dean’s Office to request the release. No student will be released to a person other than a custodial parent without a phone call or permission note signed by the custodial parent or other legal authorization. Students on attendance probation and/or county probation who, at the Nurse’s discretion, present

a measurable, objective symptom of illness (e.g. elevated temperature), shall be sent home only through the Nurse's Office.

RE-ENROLLMENT

A student who wishes to enroll at LHS and has a prior pattern of not completing the semester is subject to an administrative decision prior to allowing enrollment. The student and/or parent/guardian will receive a written determination of the administrative decision. The parent/guardian or student in accordance with the provisions set out in IC 20-8 may make an appeal of the administrative decision. 1-5-14. Factors to be considered in the determination will include but not be limited by the following:

- Academic Progress
- Attendance
- Behavioral Expectations
- The number of credits the student needs to obtain a diploma from LHS

There will be a formal meeting with an administrator, parent, student, and potential others to determine whether the student will return and be successful at Logansport High School.

REMOVAL FROM CLASS

Students removed from four (4) or more classes in any semester or students with four (4) study halls, will be considered chronic absentees. Expulsion procedures may be initiated at this point. The eleventh (11th) unexcused absence and/or fifteenth (15th) tardy will result in the student being removed from class and placed in study hall for the remainder of the semester. Students removed from class due to absenteeism or tardiness shall not receive credit in that class.

LHS (as issuing officer of Employment Certificates) may deny an Employment Certificate to a student:

- whose attendance is not in good standing; or
- whose academic performance does not meet LCSC standards.

A student may appeal the denial of the certificate under subsection (a) to the school Principal.

(As amended by Acts 1977, P.L. 244, SEC.&; P.L.37-1985, SEC.7; P.L.106-1992, SEC.3.)

An Employment Certificate issued under this chapter may be revoked by the LHS (as issuing officer) if there has been a significant decrease in any of the following since the issuance of the permit:

- The student's grade point average (below 1.7).
- The student's attendance at LHS.

A student whose employment certificate is revoked under subsection (a) is entitled to a periodic review of the student's grade and attendance record, or both, to determine whether the revocation should continue. A periodic review may not be conducted less than one (1) time each school year.

If upon review the issuing officer determines that the student's grade point average or attendance, or both, have improved substantially, the issuing officer may reissue an employment certificate to the student.

A student may appeal the revocation of an employment certificate under subsection (a) or the refusal to reissue an employment certificate under subsection (c) to the Principal.

An issuing officer who revokes an employment certificate shall immediately send written notice of the revocation to the child's employer.

(As added by P.L.126-1990, SEC.9. Amended by P.L.106-1992, SEC.9.)

TARDY POLICY

Tardiness is considered a serious disruption of the educational process. A student will be considered tardy whenever he or she appears unauthorized or unexcused beyond the scheduled time that class or assigned activity is scheduled to convene and/or not being prepared for class at the designated start time.

Teachers will record all tardies at the beginning of each period.

Tardies accumulate each semester. Students will start each new semester with a “clean slate”.

School begins promptly at 8:35 A.M. Students must plan to arrive at LHS early enough to get to their class and be seated before the bell rings. Students arriving after 8:35 must sign in at the Main Office. Students arriving more than ten minutes late for first period will be counted as an unexcused absence unless legal or medical documentation is presented to the Attendance Office

Logansport High School

Tardy Policy



Previously, each teacher recorded individual student tardies for each of their class periods. Now, the LHS administrative team will be using an automated tracking system, which will record student tardies.

The Tardy Process will include the following:

- After each tardy bell has rung, teachers will close their doors and students will not be allowed to enter. Students who are not allowed to enter after the tardy bell are counted as tardy.
- Tardy students will then be required to report to the Dean's Office to check in and receive a pass in order to be admitted into their class. Students must have their ID's in order to receive the required pass.
- Please note that tardies are recorded by individual tardy to class. Therefore, it is important that students arrive to class on time in order to avoid any consequences. (Please see chart below.)
- Finally, student tardies are documented per semester. At the beginning of the 2nd semester, all students will begin with zero tardies, eliminating any previous infractions.

Logansport High School Tardy Policy and Consequence Chart

Students tardy to study hall shall receive the following consequences:

Offense	Consequence	Additional Information
1 st , 2 nd , and 3 rd Tardy	Warning	Attendance and Tardies can be checked on the PowerSchool app.
4 th , 5 th , and 6 th Tardy	3 Lunch Detentions	Attendance and Tardies can be checked on the PowerSchool app.
7 th , 8 th , and 9 th Tardy	Full day of in School Detention	Parent notified via email
10 th Tardy	1 Day Out of School Suspension	Parent notified via phone call
11 th Tardy	2 Days Out of School Suspension	Parent notified via phone call
12 th , 13 th , 14 th , and 15 th Tardy	3 Days Out of School Suspension	Parent notified via phone call
15 or more Tardies	May include, removal from class, transfer to the alternative school, or Expulsion.	Determination will be made to whether the student stays in class and is assigned more discipline, or whether the student is removed from class

- 3 – (3) Three Lunch Detentions.
- 6 – (3) Three Lunch Detentions.
- 9 – (3) Three Lunch Detentions.
- 12 – (3) Three Lunch Detentions.

A student shall NOT be counted tardy or absent if detained by another teacher, an administrator, or a counselor and presents a pass to his or her teacher. Students who present a medical slip to the Main Office upon arrival at LHS shall not be counted tardy. The student is expected to secure a pass in order to be admitted to class without penalty.

TRANSFERS AND WITHDRAWALS

All students who are withdrawing from LHS are required to complete the following procedures:

- Advise counselor of plan to withdraw from LHS.
- Complete all proper withdrawal procedures.
- Return all LHS materials to appropriate personnel.
- Participate in an exit interview with the Principal if under the age of 18.

TRUANCY AND HABITUAL TRUANCY

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

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

Truancy will be disciplined. The following disciplinary action will be followed:

First Offense: One (1) day OSS/ISS and a copy of the discipline referral mailed to parent/guardian explaining that next truancy will result in Three (3) days of OSS.

Second Offense: Three (3) days OSS/ISS and a copy of the discipline referral mailed to parent/guardian explaining that next truancy will result in Ten (10) days of OSS and a possible expulsion.

Third Offense: Ten (10) days of OSS with the recommendation for expulsion from LHS will be requested. (If under Compulsory Attendance Law, appropriate legal authorities will be contacted). A referral will also be sent to the Family Support Center. Students age 15-17 may also have driver's permits and licenses revoked.

III. GUIDANCE AND CURRICULUM

ACADEMIC HONORS DIPLOMA

- The purpose of the Academic Honors diploma is to encourage and reward students who pursue a rigorous, advanced course of study. Earning this diploma requires students to complete a curriculum of specific courses that will prepare students for the rigor of college coursework. It encompasses a wide variety of study and is intended to be available to a broad range of students. The awarding of the Academic Honors Diploma must be noted on the student's transcript.
- Additional state money is available for students who qualify for state financial aid. Students who complete the Academic Honors Diploma, attend an eligible Indiana college on a full-time basis, and who are eligible for state financial aid, may receive 100% of the previous year's tuition and fees for public colleges and universities and up to 100% of the state's approved tuition limit set for the private colleges and universities. Award amounts will vary upon each student's demonstrated financial need based on the FAFSA. You must maintain satisfactory academic progress at your college and demonstrate financial need to remain eligible for this state award.
- Correspondence courses for LHS students who are working toward the Academic Honors Diploma can only be sanctioned for use with prior approval by the Principal of LHS.

ADVANCED PLACEMENT COURSES

Public post-secondary institutions will award credit to students who score "3" or higher on The College Board Advanced Placement Tests. Students electing an Advanced Placement course are required to take the national exam at the end of the second semester. Failure to take this exam will result in failure to receive credit for the second semester. Students must register for the AP Exam by November 1. Any student who cancels after that date will be charged a cancellation fee by CollegeBoard.

ALTERNATIVE EDUCATION AND CREDIT RECOVERY

LCSC does offer an alternative education option at the academy. This is a separate high school and requires a withdraw from LHS and enrollment into the academy, if interested contact either the assistant principal or your counselor. The goal of The Academy (offsite Alternative School) is to provide an alternative avenue by which each student attending may pursue excellence in academic knowledge, skills and behavior. The curriculum is standards-based and web-delivered. Each student has his or her own computer that they use to complete daily modules for a particular subject. Upon completion of the required course work, a credit will be given. The Academy strives to prepare students for life after school by helping them finish their academic studies and teaching them to be productive members of the community.

Edmentum will be offered to students in summer school to recover credits that were lost during the regular school year. The course grade will be determined by the grade on the final exam. The final must be taken in front of a teacher, cell phone must be turned into the teacher, prior to the start of the exam. The student will be given two opportunities to pass the final exam for course credit before being required to restart the course.

ADVANCED PLACEMENT AND DUAL CREDIT COURSES

Should a student elect an Advanced Placement or Dual Credit Course and determine that the course exceeds his or her academic needs, he or she may drop the course within the **WITHIN THE FIRST 10 SCHOOL DAYS OF THE YEAR**. No audits shall be permitted for Advanced Placement or Dual Credit Courses.

AUDITS

Situations regarding the auditing of a course will be reviewed as necessary. A conference will be held with parents/guardians, students, teachers, and the student's counselor to determine if the audit is appropriate. A student athlete who elects to audit a class must understand that he or she still must be passing in five solid subjects, and the "audit" does not count towards his or her eligibility. Audits will not replace the former grade or credit.

AUDITS FOR ACADEMIC HONORS DIPLOMA

Audits will apply only to required courses in the Academic Honors Diploma (not Advanced Placement or Dual Credit Courses) in which a student earns a letter grade of D. The student must re-take the course and show a minimum grade of C-. Grade replacement exists for AHD Audits only.

CERTIFICATE OF COMPLETION

The Board shall award a certificate of completion to a student who is on a non-diploma track as determined by that student's Individualized Education Program (IEP). Students will need to meet the required units in order to graduate.

COLLEGE AND CAREER SITE

Naviance is a comprehensive college, career and life readiness solution that LHS students align student strengths and interests to postsecondary goals, improving student outcomes and connecting learning to life.

CAREER EXPLORATION

Naviance connects students' interests to their potential career paths early ensures active participation in their own academic success and opens their eyes to the wide world of career opportunities. The career planning tools in Naviance allow students to understand how their strengths, goals, skills, and interests can lead to exciting careers.

COLLEGE AND CAREER PREPARATION

Each student's path is unique. Naviance can help all students reach their unique goals by connecting their passion to their future. Naviance allows students to create a personalized plan that helps them make the right decisions throughout their academic journey.

COLLEGE VISITATION

Juniors and seniors who wish to visit colleges during the school day may do so by completing the necessary form available in the Dean's Office. Juniors and Seniors are allowed two college days each year. These absences are validated with documentation from the college visited.

COMMENCEMENT

Diplomas shall be awarded at Commencement Exercises to all students who have met graduation requirements as prescribed by the Board of Education of the LCSC and the General Commission of the State Board of Education. These graduation requirements must have been completed within the twelve-month period immediately preceding the Commencement Exercises. Beginning with the class of 2001, a student must have completed all requirements for graduation in order to participate in the commencement exercises.

OTHER REQUIREMENTS AND CONDITIONS FOR GRADUATION:

- Diplomas shall be awarded only at the conclusion of the school year.
- Students, who complete graduation requirements after their eighth semester by correspondence or summer school, will receive their diploma upon successful completion of these requirements and proper notification of the completion of these requirements. Students who have not completed all requirements will not be eligible to walk at graduation.
- Foreign exchange students shall be permitted to participate in the Commencement exercises; however, they will receive only an Honorarium Diploma.

A student may be denied participation in Commencement Exercises when personal conduct so warrants.

CORE 40 DIPLOMA

Beginning with the graduating Class of 2011, all incoming students will be expected to complete one of the CORE 40 diplomas. (See full requirements for Core 40 Diplomas in the chart later in this section).

CORE TRANSFER LIBRARY

The Indiana Core Transfer Library (CTL) was developed in Indiana to enable students to transfer college credits. A list of courses that will transfer among all Indiana public college and university campuses is within this website. Please access this website, <http://www.transferin.net/> and become familiar with this process. All students are encouraged to contact their post-secondary institution to see how the course transfers.

DROP/ADD PERIOD

Ordinarily, no changes shall be made **after the end of the spring semester**. All random course changes shall be denied. Second semester class changes may be discussed with your counselor and appropriate changes made by Christmas vacation if alternative classes are available. A student's class schedule will not be changed for the purpose of changing teachers. Student requests may not be granted due to the unavailability of certain classes or other scheduling problems.

SCHEDULE CHANGES

Logansport High School students are encouraged to invest quality time in planning their schedules for the coming school year. Such planning should consist of consultation with parents, school personnel, fellow students, college personnel, and anyone who might provide insight in helping students make wise decisions in planning their academic programs.

The administration and counseling staff of Logansport High School allow ample time for students and parents to make a firm decision regarding the student's program plan for the following year. Each student is given the time from the initial scheduling meeting until **the end of the school year** to make revisions to the schedule as desired.

IF A STUDENT MEETS ONE OF THE REQUIREMENTS BELOW TO CHANGE THEIR SCHEDULE A FORM MUST BE COMPLETED BY STUDENTS. THE FORM INCLUDES PARENT AND COUNSELOR SIGNATURE AND IS REQUIRED TO BE COMPLETED PRIOR TO SCHEDULE CHANGE.

After the end of the school year, changes in a student's schedule will be made for either semester for the following reasons only:

- Errors made by the school in developing the schedule.
- The school's need to balance class sizes.
- Medical reasons with documentation.
- Change in program placement for students with learning problems, such as adjustments in or assignments to special services or resource classes.
- Request to take courses to qualify for the Academic Honors Diploma or Core 40.
- Failure of a course required for graduation.
- Failure of a prerequisite; i.e., anything that would prevent a student from going on to a requisite course as published in the Program of Studies.
- Failure of a course required for entrance into post-secondary education.
- Request to add a course required for college (with documentation from the college).
- Adding a seventh course to replace a study hall.
- A student has failed with a teacher previously in a course, and he/she gets the same teacher for exactly the same course.
- A student requests to attend the full year rather than be a mid-year graduate.
- Move-in students who may need a second or third study hall because we are unable to match courses.
- Adding a class to continue the sequence of a year-long course.
- Adding a required course in lieu of an elective class.

The rationale for adhering to only the above stated reasons for a schedule change is based upon: i) maintaining the academic rigor of the student's schedule; ii) the expectation that the parent and student carefully studied the Program of Studies in choosing the best curricular preparation; iii) the imbalance that occurs in the elective departments' enrollments;

iv) the fact that staffing decisions are based upon student course selections and course changes could affect the balance of our staffing efforts.

Occasionally, there will be individual situations that will be reviewed by school personnel to determine whether or not a schedule change is needed. These situations will be considered by the student's teacher, parents, counselor, etc., and a recommendation will be made to the principal who will make the final decision.

Students have two weeks at the beginning of the semester to adjust their schedule, per schedule change policy, and receive a refund. Students who make schedule adjustments after the second week of school are not entitled to any refund of textbook or fees associated with the dropped course.

COURSE WITHDRAWALS

1. A withdrawal after 10 school days in a semester course: • Becomes a "WF"-if a student withdraws after the 10 day limit." A "WF" counts the same as an "F" when computing the grade point average.

Loss of credits will accrue to the student who has withdrawn from school due to dropping out completely or expulsion. No grades will be marked on the student's permanent record.

It is the school's position that schedule changes after the school year begins disrupts instructional time. Since staffing and the master schedule are determined by student course selection, students are expected to honor the commitment they make when selecting courses and the spring deadline for making schedule changes.

Graduation Pathways Waiver

To qualify for a waiver from the post-secondary readiness competencies, as student will have been unsuccessful in completing a postsecondary-readiness competency requirement by the conclusion of his/her senior year. This includes:

1. A student who was in the process of completing a competency at one school that was not offered by the school to which the student transferred; and
2. A student who has attempted to achieve at least three separate postsecondary-readiness competencies. Each attempt must be done in good faith and as a true potential demonstration of achievement. If a student transfers from a non-accredited public school, a school out of state, or a school out of the country during his/her senior year, that student must demonstrate at least one unsuccessful attempt of a Postsecondary-Readiness Competency to qualify for a waiver.

For a student to receive a waiver, the student must: (1) Maintain at least a "C" average, or its equivalent, throughout the student's high school career in courses comprising credits required for the student to graduate; (2) Maintain a school attendance rate of at least 95% with excused absences not counting against the student's attendance; (3) Satisfy all other state and local graduation requirements beyond the postsecondary-readiness competency requirements, including all diploma and employability skills requirements; and (4) Demonstrate postsecondary planning, including: (A) College acceptance; (B)

Acceptance in an occupational training program; (C) Workforce entry; or (D) Military enlistment. Satisfying the waiver conditions will be approved by the principal of the student's school.

DUAL CREDIT COURSES

Courses taught in high school, at local colleges, and through distance education (online classes), that meet both high school and college requirements often provide both high school and college credit. These courses are available to students at Logansport High School and Century Career Center. All Dual Credit Courses are weighted with a full honor point. Juniors and seniors who meet each of the colleges' criteria may earn college credit from the following institutions:

Ivy Tech Community College—no tuition

- | | |
|-----------------------------------|--------------------------------|
| • LHS | |
| • Pre-Calculus H M136/137 | 3 college credits per year |
| • EngL111 Freshman Comp. | 3 credits per semester |
| • COM 101 Speech | 3 college credits per semester |
| • Intro to Lit 12 ENGL 206 | 3 credits per semester |
| • English 215 Rhetoric and Debate | 3 credits per semester |
| • Spanish III | 4 credits per semester |
| • Spanish IV | 3 credits per semester |
| • Astronomy | 3 credits per year |
| • Psychology 101 | 3 credits per semester |
| • Sociology 101 | 2 credits per semester |
| • Economics | 3 credits per semester |

Ball State – \$25 per credit

- | | |
|---------------|----------------------------|
| • Chinese 101 | 4 college credits per year |
| • Chinese 102 | 4 college credits per year |

Indiana University --\$25 per credit

- | | |
|---------------------|--------------------------------|
| • U.S. History H105 | 3 college credits per semester |
| • U.S. History H106 | 3 college credits per semester |

****Please Note: Some dual credit classes have the flexibility to not be in session five days a week by following the post-secondary seat time requirement. Each individual dual credit teacher will work that out per class. Students who meet fewer than five days are given flexibility to study in supervised areas on campus or may leave campus with parental permission.*

Dual credit office hours, if held, will occur every Fridays.

All students are required to attend office hours if they do not have a C- or higher

All students must sign in to their Dual Credit course within the first 10 minutes of the class, indicating they will be in class for office hours, or off campus (including their location), or they will be marked absent.

DUAL CREDIT TECHNICAL COURSES AT THE CAREER CENTER

The Dual Credit technical courses at CCC are unweighted and will count toward the Core 40 with Technical Honors Diploma.

CCC Course Name:	DOE #	College:	College Course Name:	Course	Dual Cr.
Intro to Precision Machine	5782	IVY Tech	Introduction to Machining	MTTC 101	3
Precision Machine Tech. I & II	5782/5784	IVY Tech	Turning Processes I	MTTC 102	3
Precision Machine Tech. I & II	5782/5784	IVY Tech	Milling Processes I	MTTC 103	3
Precision Machine Tech. I & II	5782/5784	IVY Tech	Abrasive Processes I	MTTC 105	3
Precision Machine Tech. I & II	5782/5784	IVY Tech	CNC Set Up and Operations	MTTC 107	3
Precision Machine Tech. I & II	5782/5784	IVY Tech	Key Principles of Advanced Mfg.	ADMF 101	3
Precision Machine Tech. I & II	5782/5784	IVY Tech	Technology in Advanced Mfg.	ADMF 102	3
Introduction to Auto Service	5510	IVY Tech	Introduction to Automotive	AUTC 100	3
Automotive Service Tech. I & II	5510/5546	IVY Tech	Electrical Systems I	AUTC 111	3
Automotive Service Tech. I & II	5510/5546	IVY Tech	Brake Systems	AUTC 121	3
Automotive Service Tech. I & II	5510/5546	IVY Tech	Steering and Suspensions Sys.	AUTC 122	3

Automotive Service Tech. I & II	5510/5546	IVY Tech	Engine Performance Systems I	AUTC 131	3
Automotive Service Tech. I & II	5510/5546	IVY Tech	Engine Fundamentals & Repair	AUTC 141	3
Early Childhood Education I & II	5412/5406	IVY Tech	Intro to Early Childhood Ed.	ECED 100	3
Early Childhood Education I & II	5412/5406	IVY Tech	Health Safety and Nutrition	ECED 101	3
Curriculum in Childhood Ed.	5412/5406	IVY Tech	Curriculum in Early Childhood	ECED 103	3
Intro to Health Science I	5282	IVY Tech	Intro. to Health Careers	HLHS 100	3
Medical Terminology	5274	IVY Tech	Medical Terminology	HLHS 101	3
Health Science II - C.N.A.	5284	IVY Tech	C.N.A. Preparation	HLHS 107	5
Commercial & Digital Photography	5570	IVY Tech	Basic Photography	PHOT 104	3
Commercial Art & Graphic Design	5550	IVY Tech	Fundamentals of Design	VISC101	3
Commercial Art & Graphic Design	5550	IVY Tech	Intro to Computer Graphics	VISC 115	3

CCC Course Name:	Course #	College:	College Course Name:	Course	Dual Credits:
Introduction to Welding	5776	IVY Tech	Welding Processes	WELD 100	3
Welding Technology I & II	5776/5778	IVY Tech	Shielded Metal Arc Welding I	WELD 108	3
Welding Technology I & II	5776/5778	IVY Tech	Gas Metal Arc (MIG) Welding	WELD 207	3
Welding Technology I & II	5776/5778	IVY Tech	Gas Tungsten Arc Welding	WELD 208	3
Construction Technology I & II	5580/5578	IVY Tech	Intro to Construction Tech.	BCTI 100	3
Construction Technology I & II	5580/5578	IVY Tech	Intro to Carpentry Pt 1	BCTI101	3
Construction Technology I & II	5580/5578	IVY Tech	Intro to Carpentry Pt 2	BCTI 102	3
Construction Technology I & II	5580/5578	IVY Tech	Carpentry Framing and Finishing Pt	BCTI	3

	8		1	103	
Construction Technology I & II	5580/5578	IVY Tech	Carpentry Framing and Finishing Pt 2	BCTI 104	3
Automotive Repair I & II	5514/5544	IVY Tech	Body Repair	AUBR 101	3
Automotive Repair I & II	5514/5544	IVY Tech	Automotive Paint Fundamentals	AUBR 103	3
Introduction to Engineering Design	4812	IVY Tech	Intro to Design Technology	DESN 101	3
Computer Aided Design I	4836	IVY Tech	Intro to Design Technology	DESN 101	3
Computer Aided Design II	4838	IVY Tech	Computer Aided Design	DESN 113	3
Principles of Engineering	4814	IVY Tech	Mechanical Graphics	DESN 104	3
Introduction to Business	4518	Vincennes	Introduction to Business	MGMT 100	3
Entrepreneurship & New Ventures	5966	Vincennes	Creating a Small Business	ENTR 221	3
Accounting and Financial Services I	5258	Vincennes	Basic College Accounting	ACCT 100	3
Criminal Justice I	5822	Vincennes	Survey of Criminal Justice	LAW 100	3
Criminal Justice I	5822	Vincennes	Criminal Minds & Deviant Behavior	LAW 150	3
Criminal Justice II	5824	Vincennes	Criminal Investigations	LAW 160	3
Criminal Justice II	5824	Vincennes	Current Trends, Issues and Topics	LAW 201	3

EARLY COLLEGE AT LOGANSPOUT HIGH SCHOOL

IN PARTNERSHIP WITH IVY TECH COMMUNITY COLLEGE, THE EARLY COLLEGE HIGH SCHOOL MODEL GIVES STUDENTS A HEAD START ON THE REST OF THEIR LIVES. THESE SMALL SCHOOLS ALLOW STUDENTS TO EARN BOTH A HIGH SCHOOL DIPLOMA AND UP TO TWO YEARS OF CREDIT TOWARD A BACHELOR'S DEGREE, OR AN ASSOCIATE DEGREE. WHILE OPEN TO ALL STUDENTS, THE MODEL SPECIFICALLY SERVES LOW-INCOME YOUNG PEOPLE, FIRST-GENERATION COLLEGE STUDENTS, ENGLISH LANGUAGE LEARNERS, AND STUDENTS OF COLOR, ALL OF WHOM ARE STATISTICALLY UNDERREPRESENTED IN HIGHER EDUCATION AND FOR WHOM SOCIETY OFTEN HAS LOW EXPECTATIONS FOR ACADEMIC ACHIEVEMENT. ANNUALLY, IN-COMING 8TH GRADERS APPLY FOR EARLY COLLEGE AND EACH GRADE LEVEL IN HIGH SCHOOL HAS AN EARLY COLLEGE COHORT.

EARLY GRADUATION

Students may elect to graduate from LHS before the end of the 8th semester provided the following conditions and requirements for graduation are met:

- The student has met the school requirements for the Core 40 diploma and has earned the total number of minimum credits **and Completed THE GRADUATION PATHWAY REQUIREMENTS**. In doing so, the student has met all graduation requirements as prescribed by the Board and the General Commission of the State Board of Education.
- The student must be enrolled as a full-time student.
- The student has completed all correspondence or other sources of credit before the end of the 8th semester.
- The student will receive a diploma during Commencement Exercises at the conclusion of the Spring Semester.

ENROLLMENT PROCESS

Students new to LHS are required to enroll with their parents or legal guardian and shall make an appointment at the Logansport High School Guidance Office. When enrolling, parents must provide:

- a birth certificate or similar document and social security number;
- 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.

Final Exams

Requests by parents to the school to give students final exams early for jobs, vacations, and a variety other reasons are unfair when weighed against the priorities of students' attendance at school and the important business of finishing the grading period. The school calendar is published early to help parents and students schedule around final exam time. Final exams may not be given early.

The student, parent or legal guardian, and the school must cooperate to achieve the school's philosophy of education where school attendance is concerned; however, students must be encouraged to exercise self-discipline within the framework of the stated policy. The framework itself must be flexible enough for educationally sound exceptions.

It is the student's responsibility to request make-up work or schedule tests missed with each teacher either prior to the absence or upon returning to school. A student may NOT BE EXCUSED from school for a pre-arranged absence due to a planned family vacation if the absence occurs during the administration of final exams.

In order to qualify for extended semester, all requirements for the course must be met, and this includes taking the Final Exam for the course.

Grade Replacement

Grade Replacement (Retaking a required class for graduation that a student already failed): At Logansport High School our policy allows a student who failed a core graduation requirement to retake that course that they failed. Therefore, when a student takes a course again and receives a higher grade – it is **the higher grade** that will be calculated into the student's Grade Point Average (GPA) while the previous F is not calculated in the GPA. The original F remains on the student's transcript but does not calculate into the GPA.

GRADE LEVEL CLASSIFICATION

Beginning with the Class of 2011, the following credit requirements are utilized to determine grade level classification and ensure a graduation in 4 years:

Year	Credits needed	Total Possible
Sophomore	10 Credits	14 Credits
Junior	20 Credits	28 Credits
Seniors	30 Credits	42 Credits
Graduation	40 Credits	56 Credits

GRADES - WEIGHTED

The grade weighting policy for Logansport High School is intended to provide an incentive for students to accept the challenge of advanced course work. **Beginning with the class of 2011** our policy for weighted grades will be to assign a “weighted grade” for classes labeled as “Advanced Placement (A.P.) or Dual Credit College courses in the disciplines of English, Math, Science, and Social Studies. Weighted grade points are assigned to letter grades of A, B, C, or D only in the approved subjects. Advanced Placement classes taken at other high schools and given extra grade points will only be given if those same classes receive extra points at Logansport High School. **Beginning with the Class of 2017**, honors courses in core academic areas will receive partial weight (.5). **Beginning with the class of 2017** school year, in order to earn the weighted (4.5 or 5 point conversion) grade assigned to the course, the student must complete the entire course. Any student dropping the course, prior to completion, will not receive a weighted grade for any portion of the course. The grade will be adjusted to reflect a 4 point conversion, rather than a 4.5 or 5 point conversion.

The following classes shall be weighted on a 4.5 scale (Beginning with the Class of 2017):

- English 9 Honors
- English 10 Honors
- Geometry Honors
- Biology 1 Honors
- World History Honors

Cumulative Grade Point Average (GPA): Students and parents should **not** assume that colleges and universities recognize Logansport’s weighted grades in their GPA calculation or admissions formulas. Depending on who is reviewing a student’s Grade Point Average (GPA), it can vary widely. High Schools, colleges, scholarships, and grant programs all make their own decisions about how they calculate a student’s GPA. At Logansport High School, the CGPA is calculated by assigning each letter grade a numeric value. The sum of all semester grade points is then divided by the sum of all classes taken. Again, beginning with the Class of 2011 only AP and Dual Credit High School college courses will be on a 5-pt. conversation scale.

THIS PRACTICE RESULTS IN WHAT IS KNOWN AS A "WEIGHTED" GPA. THE TOTAL OR CUMULATIVE GPA IS RE-CALCULATED EVERY SEMESTER STARTING IN THE NINTH GRADE AND IS REFLECTED ON A STUDENT’S TRANSCRIPT. THE CUMULATIVE GPA IS DIFFERENT FROM THE “SEMESTER” GPA THAT IS PRINTED ON OUR REPORT CARDS. LOGANSPORT LETTER GRADES ARE ASSIGNED ACCORDING TO THE FOLLOWING RATIONALE.

GRADING SCALE

Percentage	Letter Grade	4-pt Conversion	4.5 Conversion	5-pt conversion
100-92%	A	4.0	4.5	5.0
91-90%	A-	3.7	4.2	4.7
89-88%	B+	3.3	3.8	4.3
87-82%	B	3.0	3.5	4.0

81-80%	B-	2.7	3.2	3.7
79-78%	C+	2.3	2.8	3.3
77-72%	C	2.0	2.5	3.0
71-70%	C-	1.7	2.2	2.7
69-68%	D+	1.3	1.8	2.3
67-62%	D	1.0	1.5	2.0
61-60%	D-	0.7	1.2	1.7
59-0%	F	0.0	0.0	0.0

2025-2026 ACT Test Dates

****ACT Test administered at LHS

Test Date	Registration Deadline	(Late Fee Required)
****September 14, 2024	August 9, 2024	August 25, 2024
October 26, 2024	September 20, 2024	October 7, 2024
December 14, 2024	November 8, 2024	November 22, 2024
February 8, 2025	January 3, 2025	January 20, 2025
****April 5, 2025	February 28, 2025	March 16, 2025
June 14, 2025	May 9, 2025	May 26, 2025
July 12, 2025	June 6, 2025	June 20, 2025

2024-2025 SAT Test Dates

****SAT Test Administered at LHS

Test Date	Registration Deadline	(Deadline For Changes)
August 24, 2024	August 9, 2024	August 13, 2024
***October 5, 2024	September 20, 2024	September 24, 2024
November 2, 2024	October 18, 2024	October 22, 2024
December 7, 2024	November 22, 2024	November 26, 2024
March 8, 2025	February 21, 2025	February 25, 2025
***May 3, 2025	April 18, 2025	April 22, 2025
June 7, 2025	May 22, 2025	May 27, 2025

GUIDANCE DEPARTMENT HOURS

Guidance Counselors are available from 8:25 A.M - 3:25 P.M. Monday through Friday. Guidance Office hours are 7:30 A.M. – 4:00 P.M. Monday through Friday. Parents are welcome to call 753-0441 ext. 20508 to schedule an appointment.

STUDENTS WITH DISABILITIES

In the case of a student with a disability (as defined in IC 20-35-1-2, Appendix E), the student's case conference committee may determine that the student is eligible to graduate if it determines that all of the following have occurred:

- The student's teacher of record, in consultation with a teacher in each subject area in which the student has not achieved a passing score, makes a written recommendation to the case conference committee. The recommendation must be supported by the principal of the student's school, as well as by documentation that the student has attained the academic standard in the subject area based upon tests other than the ECA or classroom work.
- The student meets all of the following requirements:
 - a) Retakes the graduation examination in each subject area in which the student did not achieve a passing score as often as required by the student's Individualized Education Program.
 - b) Completes remediation opportunities provided to the student by the student's school to the extent required by the student's Individualized Education Program.
 - c) Maintains a school attendance rate of at least ninety-five percent (95% to the extent required by the student's Individualized Education Program with excused absences not counting against the student's attendance.)
 - d) Maintains at least a "C" average or the equivalent in the courses comprising the 24 credits specifically required for graduation by the State board.
 - e) Otherwise satisfies all state and local graduation requirements.

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. The 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 the 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.

BEGINNING WITH THE CLASS OF 2020

THE CLASS OF 2020 WILL BE THE FIRST CLASS TO RECOGNIZE SENIORS IN THE DISTINGUISHED GRADUATE PROGRAM. THIS RECOGNITION PROGRAM WILL BE GIVEN TO THE TOP 10% (APPROXIMATELY 30 STUDENTS) OF SENIORS ON THE ACADEMIC HONORS DIPLOMA WHO SCORE THE HIGHEST NUMBER OF POINTS IN A RUBRIC MADE UP OF: ACADEMICS, SERVICE AND LEADERSHIP, AND EXTRACURRICULAR ACTIVITIES. THOSE SENIORS ACHIEVING DISTINGUISHED (3%) AND COMMENDED (7%) GRADUATE WILL RECEIVE SPECIAL RECOGNITION AT GRADUATION.

WITHDRAWAL FROM SCHOOL

LHS is dedicated to helping our students achieve academic success and believes that no student should be withdrawn from school without first attempting all appropriate academic options and interventions. In the event that withdrawal from school is deemed appropriate, an exit interview will be conducted by the Principal and attended by the student, parents/guardians (in the event that the student is not emancipated), and the student's guidance counselor.

IV. EXTRA-CURRICULAR AND CO-CURRICULAR INFORMATION

Experiences in the student activity program are designed to help meet the leisure, recreational, social and emotional interests and needs of students. The experiences also provide opportunities for self-directed specialization in areas of the curriculum of particular interest to individual students.

The student activity program attempts to develop desirable social traits in situations providing opportunity for individual, small group and entire school participation. Under competent guidance, students share responsibility for selecting, organizing, and evaluating the activities and outcomes.

Students engaged in the activity program are expected to make positive contributions and to maintain high citizenship standards at all times. Students who manifest poor judgment standards in and/or out of school will be denied the privilege to represent LHS in public programs and may be denied the privilege to participate in all or part of the activity program for a period of time not to exceed one calendar year. Continued manifestations of poor judgment result in activity privileges being denied on a permanent basis.

ATHLETICS

ATHLETIC STATEMENT

This section is designed to inform athletes and their parents or guardians of the rules, regulations and information that helped develop the rich tradition of competition at LHS.

Participation in high school athletics is a privilege, which carries with it varying degrees of honor, responsibility, and sacrifice. Since athletic competition at the high school level **is a privilege and not a right**, those who choose to participate will be expected to follow the Code of Conduct established by the Administration and other specific coaches' rules for their sport. Athletes represent their school and student body. Athletes are to conduct themselves in a manner that does not create a substantial disruption to their teams or school environment.

ATHLETIC PHILOSOPHY

The LHS Athletic Department recognizes that interested students should have the opportunity to develop their potential as athletes in activities appropriate to their level of ability. In this spirit, LHS provides a program of interscholastic athletics, which promotes participation for qualified students within the rules and regulations of the Indiana High School Athletic Association (IHSAA) and the LHS Athletic Department. It is the goal of our school to provide such opportunity as a further means of developing the intellectual, emotional and social maturity of our students, while at the same time teaching the importance and worth of teamwork and sportsmanship. LHS athletics also provide a unifying influence upon our student body and between our school and community. Finally, as is true in all aspects of education at LHS, our athletic program is committed to the pursuit of excellence, acknowledging that the quest itself is the most significant aspect of achievement.

ATHLETIC PROFILE

LHS supports twenty-two (22) sports that offer 50 different teams to over 600 students in grades 9-12. Student-athletes are coached by over 50 men and women and participate in over 600 contests per year. Logansport is a member of the North Central Conference (NCC). Members are Anderson, Indianapolis Arsenal Tech., Kokomo, Lafayette Jefferson, Lafayette Harrison, Logansport, Marion, McCutcheon, Muncie Central, and Richmond. A conference All Sports Plaque is awarded to the girls' and boys' team that has accumulated the most points at the end of the year. There is also an NCC All Sports Award presented to the school with the highest point total of both the boys and girls sports.

ATHLETE DEFINED

Athlete are those young men and women who represent a team that engages in interscholastic competition and further includes cheerleaders, mat maids, mascots, student managers, student trainers, and student statisticians.

RESIDENCY REQUIREMENTS

To participate in athletics at LHS, a student must be properly enrolled and meet the LCSC and IHSAA participation requirements.

ACADEMIC ELIGIBILITY AT LOGANSPORT HIGH SCHOOL

To be eligible for athletics a student must:

- Have passed five (5) credits or the equivalent during the previous grading period, with the semester grades taking precedence.
- Be enrolled and remain enrolled in five (5) full classes or the equivalent.
(Audits and Incompletes CANNOT be counted towards meeting these requirements.)
- Students who are home schooled may participate in athletics provided they have enrolled in at least 1 full credit course at LHS and have completed all other IHSAA requirements.
- Students who have questions concerning eligibility should contact their coach, the athletic director, or principal **BEFORE** they endanger their athletic eligibility.

LHS ACADEMIC ELIGIBILITY REQUIREMENT

LHS has implemented a GPA requirement for extra-curricular participation to emphasize the relationship of academic achievement to extra-curricular participation. In other words, you must achieve academically to qualify for extra-curricular participation. Participation in extra-curricular activities at LHS is contingent on students maintaining a 1.7 GPA average each nine weeks. Students not meeting that standard shall participate on a probationary status the following nine weeks. Students, who have less than a 1.7 GPA average for two successive nine weeks, are ineligible for participation in any extra-curricular activity until they raise a succeeding nine weeks grade average to a 1.7 GPA average. When a student falls below a 1.7 GPA average, staff members shall review the individual student's course of study to determine if appropriate services are being provided that student.

PHYSICAL EXAMINATIONS

Every student-athlete is required by LHS and the IHSAA to have a physical examination completed and on file with the LHS Athletic Office before participating in any sport. This includes practices, open gyms, weight training, and conditioning programs. Physical exams are the responsibility of the athlete and his or her parents/guardians.

WHAT MUST BE DONE BEFORE YOUR FIRST PRACTICE

Before participating in a practice/open gym/weight training program for any team, an athlete and his or her parent/guardian must have all forms required by LHS and the IHSAA completed, signed and on file in the Athletic Office:

- Physical examination form
- Insurance information
- If a transfer student-forms beginning the athletic transfer process

Transfer students new to LHS **CANNOT** compete in interscholastic contests until an athletic transfer is complete.

LEADERSHIP

The Athletic Program is an integral part of LHS. As such, the responsibility of supervision lies with that of the LHS Athletic Director, Principal, the Superintendent, and the Board.

As a member of the IHSAA, the LHS Athletic Program accepts the practices, rules, regulations, and policies as set forth by the IHSAA; and finally, belonging to the NCC contributes to the advancement of competitive athletics with a wholesome interschool attitude.

LHS believes strongly in the educational value of athletics when properly administered. One of the most important outcomes is the mental and physical development of the men and women who represent LHS athletics. To achieve these values Athletes participating on school teams are required to abide by the **Expected Standards of Conduct** listed below. These are in effect the **ENTIRE year (365 days)**.

Poor Conduct Penalties

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

Violation of these rules will result in the following minimal disciplinary action and all violations are cumulative for the athlete's high school career. All inappropriate behavior of athletes will be thoroughly investigated, and appropriate consequences will be issued by the Principal, Athletic Director, or designee. All decisions will be final, and subject to the athletes due process rights contained herein.

I. Possession or use of alcohol, tobacco products, or controlled substances will result in the following:

- *Tobacco Products are defined as:* cigarettes, e-cigarettes, vaping devices, pipe tobacco, cigars, chewing tobacco, snuff, or any other type of tobacco products. **(IC 35-46-1-10.5)**
- *Drugs and Alcohol are defined as:* Knowingly possessing, using, transmitting, or being under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, or intoxicant of any kind, tobacco or tobacco product, sniffing glue or other substances, drug-related paraphernalia or any type of drug-related paraphernalia represented to be a drug or paraphernalia; or knowingly possessing, using, or transmitting any substance which is represented to be or looks like a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, stimulant, depressant, or intoxicant of any kind is not permitted. Possessing, using, transmitting, or being under the influence of caffeine-based substances, substances containing phenylpropanolamine (PPA), or stimulants of any kind, be they available with or without a prescription is not permitted. Use of drugs authorized by a medical prescription from a physician is not a violation of this subdivision.

The use and/or possession of tobacco or tobacco products inside of LHS and on the property of the LCSC is not permitted. This includes cigarettes, e-cigarettes, vaping devices, pipe tobacco, cigars, chewing tobacco, snuff, any other type of tobacco products. Smoke from these products is hazardous and injurious to the user and the non-user alike. The Administration of LHS, therefore, views smoking inside LHS property as a serious hazard and creates a high risk of having a fire start within the confines of the building.

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

First Violation:

In the event of possession or use of alcohol, tobacco products, or controlled substances, the athlete shall be suspended, based on a minimum of 30% of the IHSAA permitted regular season contests in the sport he or she is currently involved with or the next sport in which he or she has participated in the previous season. The suspension will begin the day after the Principal or designee has determined a rules violation has occurred.

- a) Any athlete suspended from LHS for alcohol or substance abuse will be referred to the RTI program to continue athletic participation in the future.

Second Violation:

The athlete shall be suspended from all athletic participation for one calendar year beginning on the day after the principal or designee has determined a rules violation has occurred.

- a) The athlete shall be required to undergo a complete substance abuse evaluation administered at a licensed substance agency/facility by a licensed substance abuse counselor.
- b) The substance abuse evaluation will be conducted at the athlete's expense and the athlete will secure documentation from the substance abuse agency where the evaluation was performed to validate attendance. The athlete or his or her parent/guardian is responsible for submitting such documentation to the LHS Athletic Director.
- c) Should the evaluation indicate that treatment is recommended, it is the hope of LHS that the athlete will seek such treatment for the sake of their own health and well-being.
- d) Should the athlete not undergo the substance abuse evaluation prior to the end of the 30% suspension from athletic competition, the athlete will remain suspended from athletic competition until the evaluation is completed.

Third Violation:

The athlete shall be permanently suspended from participation in athletics at LHS the day after the Principal or designee has determined that a rules violation has occurred.

Substance Abuse Cessation Program

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

LCSC has partnered with 4C to provide student athletes a cessation program to help anyone to stop using addictive substances. A decision by the student athlete and his/her parents/guardians to enroll in the cessation program offered by 4C will be monitored by the athletic director. Defined benchmarks with incentives will be put in place prior to starting the program. Upon completion of the benchmarks, the incentives will begin immediately. If at any point the student athlete misses an appointment, or fails to complete a benchmark, he/she will not be allowed to compete in athletic contest. Reinstatement for athletic competition can take place when the student athlete once again completes the benchmarks previously defined. This is a voluntary program provided at no cost to the student athlete.

1st offense: After enrolling in the program the student athlete will be suspended 10 percent of the IHSAA permitted regular season contests in the sport he or she is currently involved with or the next sport in which he or she has participated in the previous season. The suspension will begin the day after the principal or designee has determined a rules violation has occurred.

The student athlete will be reinstated for athletic competitions. If the student athlete continues to meet the program expectations, he/she will remain athletically eligible.

2nd offense: After enrolling in the program the student athlete will be suspended 50 percent of the IHSAA permitted regular season contests in the sport he or she is currently involved with or the next sport in which he or she has participated in the previous season. The suspension will begin the day after the principal or designee has determined a rules violation has occurred.

The student athlete will be reinstated for athletic competitions. If the student athlete continues to meet the program expectations, he/she will remain athletically eligible.

3rd + offense: In the rare event a student athlete reaches a 3rd or more offense, it is clear there is a much more serious problem. The athlete shall be suspended from all athletic participation for one calendar year beginning on the day after the principal or designee has determined a rules violation has occurred.

II. Acting in a manner that creates a substantial disruption to the team or school environment.

Examples of such conduct include but are not limited to:

1. any illegal activity not mentioned above with alcohol, tobacco, and controlled substances.
2. any activity that is lewd, vulgar, obscene, indecent, or that portrays inappropriate sexual conduct;
3. any activity that degrades, or disparages any coach, activity sponsor, school official, or student.
4. **Social Media** – any inappropriate use of social media by a student
5. **Responsibility at Social Events** - Attendance at social events (parties, dances, etc.) is up to the athlete and his or her parents/guardians. However, athletes are expected to leave social events immediately where there is illegal use of controlled substances and/or alcohol.

When the Athletic Director has determined that an act has created a substantial disruption, the athlete may be suspended temporarily or permanently from participation on the first or any subsequent violations. A committee consisting of the Athletic Director, and two additional administrative staff members will determine the punishment of any student-athlete in violation of this section.

III. Practice Attendance

An athlete will not be able to participate in an interscholastic contest while under suspension. The athlete will not be able to practice while suspended from LHS for any such violation. Whether an athlete may practice with the team while under athletic suspension after the LHS suspension has been served is at the discretion of the individual coach. Any athlete that is suspended from some or all of a season may forfeit points and/or awards accumulated from the season.

IV. Unexcused absences on the day of a contest.

The athlete is ineligible to participate in the contest on that day.

Each Head Coach reserves the right to adopt reasonable additional rules and regulations for his/her own sport that will be provided to Administration.

Honesty Clause

It is our intent to assist students with developing responsibility for their actions and encourage honesty. Any athlete who violates the Code of Conduct and self-reports will begin the suspension immediately. It is the hope of the Administration that the athlete will take advantage of the programs provided by LHS. By taking this course of action the athlete will be able to begin intervention programs and return to interscholastic competition much sooner than if the violation is not brought to the attention of school officials until a later date.

The “Honesty Clause” only applies to a first offense. ***In order to qualify, the athlete must notify the Athletic Director or Principal by 4:00 PM on the next school day*** after a violation has occurred. ***If the violation occurs during the weekend,***

over the summer or any other vacation period, the violation must be reported to a School Administrator within 48 hours. The student will receive a 50 percent reduction in contests missed.

Right to Appeal

Each student-athlete will be given due process concerning disciplinary action, upon request. Each student-athlete will have seven (7) days to notify the athletic office, in writing, of their intent to appeal a second or third athletic code of conduct violation (Note: This Right to Appeal does not apply to first offenses). The students due process rights consist of the following:

- The parents and student will meet with the Athletic Appeals Committee. The AAC will consist of a LCSC head coach appointed by the Athletic Director, the Principal (or designee) and one non-coaching LHS staff member appointed by the Principal.
- The decision will be based upon a simple majority. The Principal is the presiding officer of the AAC. The decision of the AAC is final and binding.

The Responsibility of the Athletic Appeals Committee is to determine whether or not the discipline handed down is consistent with the code of conduct.

The AAC has the absolute discretion to determine the manner of presentation of facts/evidence to the committee.

MULTIPLE SPORT PARTICIPATION

The LHS Athletic Department supports the concept of participating in more than one sport. LHS Head Coaches will not establish expectations “out of season” which would prohibit or restrict a student’s participation in another sport which is “in season”.

A student athlete who wishes to participate in more than one sport in the same season (fall, winter, spring) must have prior approval of the Head Coaches and Athletic Director. A schedule resolving all practice and competition conflicts must be established prior to the season and the student will be asked to designate a “primary” sport if necessary.

PARTICIPATION ON TEAMS OUTSIDE OF SCHOOL ATHLETICS

Athletes who participate as members of any similar teams in the same sport season, not under the direct supervision and management of their school, shall not be eligible for participation on the school team. Participation in other sports while participating on a school team should only be done with the knowledge of the Head Coach.

CHANGING A SPORT

If an athlete is cut from a team, he / she may join another team or program in that sport season with the receiving coaches’ discretion. An athlete cannot quit one sport to join another sport *until that team is no longer competing*. For example; an athlete cannot quit football to try out for basketball until football season is completed. (Athletes may transfer from one sport to another during a season only upon mutual agreement of both coaches and the Athletic Director.) If an athlete is removed from a team for any reason (i.e. quitting, rule violation, grades, etc.), that athlete will not be allowed to participate in any practice or conditioning program *until completion of competition* for the team from which the athlete was removed. If the athlete wishes to appeal, a written appeal must be submitted to the Athletic Director.

CONFLICTS IN EXTRA-CURRICULAR ACTIVITIES

LHS recognizes that every student should have the opportunity for a broad range of experiences in the area of extra-curricular activities. Students are also urged to use caution in attempting to “specialize” too much, thereby denying themselves a well-rounded high school career. Students, however, should be cautious about participating in too many activities. Interscholastic sports at the high school level require a substantial time commitment, which usually extends Monday through Saturday from the first official day of practice until the end of the tournament series. A commitment to an LHS athletic team indicates that all non-school conflicts shall be resolved in favor of the high school team. This would not include such things as significant religious holidays, participating in a relative’s wedding, a family member’s funeral, etc.

If a conflict between activities arises, the student should notify the coach and/or sponsors involved and attempt to resolve

the conflict as equitably as possible. If the conflict persists, the athlete may contact the Athletic Director or Principal or designee for assistance.

AWARDS

In granting awards, the following items shall be taken into consideration:

- Value to the team and school.
- Cooperate with and have the good will of team members.
- Have ability as an individual performer and show improvement.
- Observe training rules.
- Display good sportsmanship.
- Attend practice regularly.
- Demonstrate true Logansport spirit and good judgment.
- Be scholastically eligible at the end of the season.
- Be recommended by coach, approved by the Principal, and accepted by athletic board.

ATHLETIC POINT SYSTEM

Points shall be earned in the following manner:

- L award50 points
- Junior Varsity award50 points
- First varsity award..... 150 points
- Second varsity award in same sport...200 points
- Third or more varsity award/same sport 300 points

An athlete who participates in two sports in the same season shall be awarded 100 percent of the first sport and 50 percent of the second sport.

TYPES OF AWARDS:

- **Non-varsity medal:** The first athletic award an athlete receives that is not a varsity award. Only one medal will be given to each athlete who qualifies.
- **Non-varsity certificate:** An athlete who is not awarded a varsity award and has already received his medal award will be given a certificate award.
- **Honor Letter-Certificate Award:** For fulfilling the general requirements of the individual sport, a six-inch chenille “L” is awarded to the athlete for the first major letter award. For additional honor letters a certificate shall be awarded.
- **Jacket Award:** A garment with a chenille letter shall be awarded to the athlete who has earned 650 points.
- **Senior Award:** A certificate shall be awarded to the senior who has won a jacket and earns additional letters as a senior. This certificate shall be awarded at the end of the recipient’s senior year.
- **Harrison Smith Award:** An athlete who wins six letters in three sports shall be presented a plaque at the end of the athlete’s senior year. The athlete must be participating in three sports his or her senior year to be eligible for this award.
- **Blanket Award:** An athlete who has received varsity awards in at least two sports and accumulated 1200 points will receive a Blanket Award in the spring of the recipient’s senior year. The athlete must be participating in at least two sports during his or her Senior year.

SPECIAL RULES AND CONSIDERATIONS:

- A participation letter shall be awarded to an athlete earning 150 points in one sport. However, an additional 150 points

will not be counted toward a jacket because this is a participation letter and not an Honor Letter Award. The coach must recommend this award.

- An athlete who drops out of a sport after receiving points, shall forfeit all points accrued in that sport unless cut or they join another sport that participates in that same season.
- Athletic letter awards may be worn only by those students who have been awarded the letter by the athletic board.
- The position of the letter award must be on the upper part of the left side of the jacket or cardigan sweater or placed on the center front of a slipover sweater.
- An individual who is injured and is unable to complete the requirements for an award may be awarded a letter or whatever award is due when recommended by the coach and with the approval of the Athletic Director.
- Additional awards may be presented for conference and/or state championships. This award will consist of a special patch and will include "All Conference", "All State First Team", or "State Finalist".
- One jacket award is the maximum any one athlete may be awarded.
- Any head coach can recommend any athlete for an award subject to approval of the athletic board.
- There shall be no distinction between an athletic letter and a manager's letter.

SPECIAL AWARDS

JACOB GRAF AWARD:

This award is presented to an individual who had to overcome physical obstacles to continue participation in athletics. This award was formerly presented by the FCA. The individual must be nominated by a coach and then selected by a vote of the Athletic Board. This award may not be presented every year, but only when the Athletic Board feels there is a worthwhile candidate. It will be presented at the Berry Bowl Awards before the entire student body.

JOHN PRICE / SUE JONES AWARD:

This award is presented to the most outstanding Senior athlete of the year based on participation, scholarship, and citizenship. The individual is selected by a vote of the Head Coaches, Dean, Assistant Principal(s), Principal, and Athletic Director. This award will be presented at the Senior Awards program

CLUBS AND ORGANIZATIONS

NATIONAL HONOR SOCIETY (NHS), STUDENT COUNCIL, CLASS OFFICER CODE OF CONDUCT AND PENALTIES

LHS believes strongly in the educational value of National Honor Society (NHS), Student Council, Class Officers, and all other clubs when properly administered. One of the most important outcomes is the mental and leadership development of the men and women who represent LHS. To achieve these values NHS Members, Student Council Members, Class Officers, and all other club members in leadership roles participating are required to abide by the **Expected Standards of Conduct** listed below. These are in effect the **ENTIRE year (365 days)**. **It is to be noted that NHS Members also abide by *Article X of the Discipline and Dismissal* section of the NHS Constitution.**

EXPECTED STANDARDS OF CONDUCT

- The good of the organization is first and foremost.
- NHS Members, Student Council Members, Class Officers, and other club leaders must not engage in negative activities. Possession of or drinking alcohol, possession of or taking controlled drug substances, possession of or using tobacco products, using profanity and being disobedient are harmful to NHS Members, Student Council Members, Class Officers, and other club leaders and their organization. Maximum effort and performance cannot be attained by participation in these activities.
- All NHS Members, Student Council Members, Class Officers, and other club leaders shall manifest good judgment in and out of school.
- All NHS Members, Student Council Members, Class Officers, and other club leaders shall attend the meetings/events of the organization unless excused by the sponsor.

- All NHS Members, Student Council Members, Class Officers, and other club leaders are required to be in school a minimum of one-half day in order to participate in activities unless the absence is verified by a parent or guardian.
- All NHS Members, Student Council Members, Class Officers, and other club leaders are expected to adhere to all other LHS policies as stated within the LHS Student Handbook or be subject to disciplinary action or dismissal from an organization as determined by the rules, sponsor and/or Principal or designee of LHS.

Poor Conduct Penalties

The following rules are specific examples of conduct that would violate the Code of Conduct set forth above. Conduct that is not covered by these specific examples, but that violates the principles is subject to disciplinary measures. Violation of these rules will result in the following minimal disciplinary action and all violations are accumulative for the NHS Members, Student Council Members, Class Officer's, and other club leaders high school career. All discipline of NHS Members, Student Council Members, Class Officers, and other club leaders will be thoroughly investigated, and appropriate consequences will be issued by the principal or designee. Those decisions will be final.

I. Possession or use of alcohol, tobacco products, illegal drugs will result in the following:

First Violation:

In the event of possession or use of alcohol, tobacco products, or illegal drugs, the NHS Member, Student Council Member, Class Officer, and other club leaders shall be removed from the organization. The removal will begin the day after the Principal or designee has determined a rules violation has occurred.

- a) The NHS Member, Student Council Member, Class Officer, and other club leaders shall be required to undergo a complete substance abuse evaluation administered at a licensed substance abuse agency/facility by a licensed substance abuse counselor.
- b) The substance abuse evaluation will be conducted at the NHS Members, Student Council Members, Class Officer's, and other club leaders' expense and the NHS Members, Student Council Members, Class Officers will secure documentation from the substance abuse agency where the evaluation was performed. The NHS Member, Student Council Member, Class Officer or his or her parent/guardian is responsible for submitting such documentation to the Principal or designee.
- c) Should the evaluation indicate that treatment is recommended, it is the hope of LHS that the NHS Member, Student Council Member, Class Officer, and other club leaders will seek such treatment for the sake of their own health and well-being.
- d) Should the NHS Member, Student Council Member, Class Officer, and other club leaders not undergo the substance abuse evaluation prior to the end their suspension from the organization the NHS Member, Student Council Member, Class Officer will remain suspended from the organization until the evaluation is completed.
- e) Any NHS Member, Student Council Member, Class Officer, and other club leaders suspended from LHS for alcohol or substance abuse shall be mandated to enroll in the RTI program to eligible for participation in the future.

Second Violation:

The NHS Member, Student Council Member, Class Officer, and other club leaders shall be suspended from participation in these organizations for the following school year after the Principal or designee has determined a rules violation has occurred. The NHS Member, Student Council Member, Class Officer, and other club leader shall be required to undergo a complete substance abuse evaluation, at his or her expense, administered by a licensed substance abuse counselor, before he or she shall be eligible for participation in the future.

Third Violation:

The NHS Member, Student Council Member, Class Officer, and other club leaders shall be permanently suspended from participation in these organizations at LHS the day after the Principal or designee has determined that a rules violation has occurred.

II. Acts of Poor Judgment That Would Bring Discredit to LHS

First Violation:

When the Principal or designee has determined that an act of poor judgment, which includes but is not limited to theft, vandalism, disorderly conduct has occurred, the NHS Member, Student Council Member, Class Officer, and other club leader shall be removed from the organization on the first violation. The Principal or designee will render the decision.

Second Violation:

The NHS Member, Student Council Member, Class Officer, and other club leader shall be suspended from participation in these organizations for the following school year after the Principal or designee has determined a rules violation has occurred.

Third Violation:

The NHS Member, Student Council Member, Class Officer, and other club leader shall be permanently suspended from participation in these organizations at LHS the day after the Principal or designee has determined that a rules violation has occurred.

III. Law Violation Other Than Traffic

The penalty may be either temporary or permanent suspension from NHS, Student Council, Class Officer, and other club leader representation. The Principal or designee will render the decision.

RESPONSIBILITY AT SOCIAL EVENTS

Attendance at social events (parties, dances, etc.) is up to the NHS Member, Student Council Member, Class Officer, and his or her parents/guardians. However, NHS Members, Student Council Members, Class Officers, and other club leaders are expected to leave social events immediately where there is illegal use of chemical substances and/or alcohol. All NHS Members, Student Council Members, Class Officers, and other club leaders must understand that failure to leave such events could result in disciplinary action or dismissal from an organization as determined by the rules, sponsor, and/or Principal or designee of LHS.

Self-Reporting Clause

It is our intent to assist students with developing responsibility for their actions and encourage honesty. Any NHS Member, Student Council Member, Class Officer who violates the Code of Conduct and reports on him or herself will begin the suspension immediately. It is the hope of the Principal or designee that the NHS Member, Student Council Member, Class Officer, and other club leaders will take advantage of the programs provided by LHS. By taking this course of action the NHS Member, Student Council Member, Class Officer will be able to begin intervention programs and return to an organization much sooner than if the violation is not brought to the attention of school officials until a later date.

ACADEMIC COMPETITIONS

The Academic Competition program aims to reinforce what is learned in the classroom and enhance student achievement in an accelerated environment. LHS participates in two academic competitions. In the fall, students may compete in Hoosier Academic Spell Bowl, and in the spring, students may join any of the five Hoosier Academic Super Bowl teams. Super Bowl teams include Math, Fine Arts, Science, Social Studies and English. Any student interested in participating may contact the Director of Academic Competition and listen to student announcements for opportunities to sign up.

ART/PHOTOGRAPHY CLUB

The mission of the Art & Photo Club is to participate in LHS and community events while promoting goodwill throughout the Logansport area. The Art & Photo Club allows students to use their artistic skills in an extra curricular environment and encourages students to study art beyond high school through the Opal Lehnus Scholarship. Art & Photo Club is open to all LHS students. Dues are \$4.00 annually.

DRAMA

- **Winter Fantasy** - A faculty-produced musical production given each year. Auditions for this production are in September and the production is in November. Casting is open to all LHS students.
- **Thespian Play** - A production presented by Troupe # 1577 of The International Thespian Society

- **All-School Production** - The Spring Play is a non-musical that is open to all students. Auditions are usually held in December. The performance is in February.
- **Drama Club** - Drama Club is open to all students. Its purpose is to support all LHS productions. The club also produces the annual Saturday Night Live production. Typically, it meets once a month.
- **Thespian Society** - Troupe # 1577 of The International Thespian Society is an organization dedicated to furthering of dramatic excellence at L.H.S. Members must have earned ten points, representing ten hours for each point, by working on some phase of the dramatic arts. The society works on all LHS productions throughout the year. It meets once a month.
- **Technical Theater Crew** (the Techies) - This group is comprised of an indispensable group of students who learn the workings of a theater from a “back stage” point of view. Techies learn to be proficient in stage lighting, rigging, sound, set construction, and pyrotechnics.

DIVERSITY CLUB

- The Diversity Club is a service organization that was founded in 2008 and seeks to promote awareness of the benefits of a diverse school community. The club promotes and celebrates diversity by volunteering their time, experience, and expertise to a wide variety of school and community projects. Students in grades 9-12 from all backgrounds are eligible and encouraged to join this very active school group.

FOREIGN LANGUAGE CLUBS

- **Chinese Club** - Membership is open to all Chinese students, plus L.H.S. students who have interest in Chinese language and culture. The purpose of the club is to give students additional contacts with Chinese culture in ways which are not readily suitable to classroom use. The club meets once each month.
- **Spanish Club** - Spanish Club membership is open to any student interested in the culture and customs of the different Hispanic countries. The club meets monthly after school.

KEY CLUB

The Key Club is a service club for all students. The club operates under LHS regulations and draws its membership from the student body. It is sponsored in cooperation with LHS officials by the local Kiwanis Club composed of the leading business and professional men of the community. Through this sponsorship and association, the members learn more about the community and how it functions. They also learn what responsible citizens banded together in service clubs can do to make theirs a better community. Key Club also sponsors the following events:

- **Good Government Day** – Good Government Day is sponsored by Key Club in conjunction with LHS and the City of Logansport. It is routinely held on the first Monday in April and allows students to elect city officials for a day. The elected officials and appointed officials then job shadow their respective office holders on this day.
- **Ridenour Leadership Banquet** – The Ridenour Leadership Banquet is sponsored by Key Club in conjunction with the Administration of LHS. Named in honor of former long-time Berry coach Jim Ridenour, the program is routinely held on a Monday in early May and honors the top ten juniors and top ten seniors at LHS, as well as retiring teachers, foreign exchange students, and club presidents.

LHS S.A.F.E. CLUB

The LHS S.A.F.E. Club (Student Association for the Environment) is intended to offer students opportunities and activities to promote and encourage environmental interest and awareness in their school and community. Examples of club activities are to explore careers, to help maintain the Berry Patch, to take fieldtrips, and to work with younger students. Any student enrolled in LHS is eligible to become a SAFE Club member.

MUSIC

- **Band-Instrumental Music**

The goals of the Logansport Music Program are to promote musicianship, pride of accomplishments, and self-discipline. Public performances including concerts, contests, and parades, will serve as a culmination of daily rehearsal and musical goals. The nature of this course can allow for successive semesters of instruction at an advanced level.

- **Pit Band**

The Pit Band is a group of from 12 to 20 instrumental musicians who are chosen to play for musicals put on in cooperation with the drama department. The show itself dictates the instrumentation, but the music staff determines the players who will participate. The ability to sight read and dependability are the prime requisites for membership.

- **Jazz Band**

Jazz Band is an organization of musicians who are chosen from the L.H.S. Band. Tryouts for membership are conducted in the fall of the year. The Stage Band plays for various LHS, civic, and benefit functions.

- **LHS Dance Team - Dance Performance**

Dance Performance is a club team where students will develop the ability to express their thoughts, feelings and images through movement. Activities shall be designed to teach the techniques used in all styles of dance for performances at concerts, competitions, parades, football/basketball games and community service projects. The nature of this course can allow for successive semesters of instruction.

- **Freshman Choir (Beginning Choir)**

The Freshman Choir is a non-auditioned group, open to all 9th grade students. It will focus on basic vocal production, music reading, and on sharing with its members the joy of making music together. In performances, the group will perform both alone and with the other LHS choirs. All freshmen participating in choral music will be assigned to this choir. (If an especially musical freshman is interested in trying out for Swing Choir, and is accepted, his or her schedule would need to allow for participation in both groups.)

- **Concert Choir (Intermediate Choir)**

The LHS Concert Choir is a diverse group, with students ranging from beginning vocalists to those with tremendous amounts of experience. This group, which can be a fairly large group, is the cornerstone of the LHS choral music program. Real excellence in choral singing will be the goal for this choir, along with more advanced music reading and an amount of basic music theory. The group will perform both alone and with the other LHS chorus. All who wish to take this course must do a simple tryout, and these are generally scheduled in the spring of each year for the next fall's participants.

Swing Choir (Vocal Jazz)

The LHS Swing Choir is the most advanced ensemble in the choir program. It represents years of excellence and commands respect throughout our community. Swing Choir membership is a privilege, and members are required to maintain outstanding citizenship and academic records as students of Logansport High School. It will remain a smaller ensemble, with balanced numbers of men and women a goal. Some of the music performed by this group will involve choreography and movement. Jazz, swing, and the best of American Popular Music will be the core of the group's repertoire, along with other music suitable for a small ("Chamber") ensemble. Members of this group will be expected to:

- Audition for a spot in the ensemble,
- Attend more performances than the other LHS choirs,
- Participate in Concert Choir if their schedule allows,
- Maintain passing grades in academic classes and seek assistance as needed,
- Maintain outstanding citizenship that embodies what it means to be a Berry. The following infractions will not be tolerated and may be grounds for dismissal from the ensemble:
 - Fighting, frequent use of disrespectful language, vulgarity, and/or profanity,

- Repeated detentions or any suspensions (ISS/OSS),
- Chemical or substance abuse, including alcohol, drugs, or tobacco products of any kind.

When these behaviors are verified, consequences may include suspension from concerts, community performances, field trips, and community events and/or removal from the LHS Swing Choir.

NATIONAL HONOR SOCIETY

The Logansport High School Chapter of National Honor Society began in 1935 by then principal Baird F. Cox. He was the LHS principal from 1931-1940. The NHS constitution provides eligibility for sophomores, juniors, and seniors (10th, 11th, 12th grades). However, local chapters may decide to limit eligibility to one or a combination of these grade levels, in its bylaws. Freshmen and sophomores are not eligible for NHS membership at LHS.

The constitution provides clear guidelines for selecting members. Selection is based on four criteria: scholarship, leadership, service, and character. To fulfill the scholarship requirement, students must have a cumulative GPA of, 3.5 or above. ~~This will begin with the class of 2017.~~

Qualified students are selected for NHS membership by majority vote of the faculty council on the basis of scholarship, leadership, service, and character. Students may not apply for membership; Membership is an honor bestowed upon a select group of students by the faculty council on behalf of the LHS faculty.

PEP CLUB

Its purpose is found in its name, PEP CLUB, an organization that supports all athletic teams representing LHS.

PROM

The Logansport Prom is for LHS juniors and seniors, and their guests. A student may bring a guest from another school as long as that student is at least a junior. A LHS junior or senior may bring an outsider (not attending high school) who has not yet reached the age of 21 by the date of the Prom.

PUBLICATIONS

- The monthly LHS newspaper, *The Magpie*, has enjoyed a proud tradition since 1920. The purpose of the paper is to serve LHS by informing and entertaining the school community, in addition to providing an open forum for student expression. Admission to *The Magpie* staff is by application only, with applicants to have completed successfully the prerequisite one semester course of Journalism. Students wishing to join the staff must also exhibit qualities of reliability, trustworthiness and journalistic aptitude.

The Magpie is created exclusively by the student staff under the direction of a faculty adviser, with duties of production including selling and designing advertisements to offset printing expenses, writing, photography, and computer design.

The Magpie is a member of the Quill and Scroll International Journalism Society and the Indiana High School Press Association.

- *The Tattler* is LHS' yearbook. The staff is selected from applications submitted at the end of each semester to the Editorial Board. After the proof pages are sent to the printer in late June, the *Tattler* Staff starts on the next year's book. Staff members are expected to devote time after school, on weekends, and during the summer in order to meet deadlines. Being on the *Tattler* staff helps students to be more aware of journalistic skills, layout and design, graphic art work, computer skills, and photographic techniques. Most importantly, involvement in these areas teaches the student to be organized and responsible.

S.A.D.D.

Students Against Destructive Decisions (SADD) is a student run organization designed to give all students the opportunity to meet and socialize with other teens who recognize the importance of positive decision making. As a community service, SADD works to advertise the dangers of drug (including alcohol) use and other behaviors that threaten our lives.

SOURCES OF STRENGTH

Sources of Strength is a research-based peer leadership program that focuses on suicide prevention. SOS is a group of diverse students and adults from many different corners and cultures of our school and community. Our mission is to spread hope, help and strength into every corner of our community. Peer leaders have attended training and host campaigns that connect our mission to our student population. The program focuses on areas such as: Family Support, Positive Friends, Mentors, Healthy Activities, Generosity, Spirituality, Medical Access, Mental Health, Family Support. Meetings will be held once a month.

SPEECH AND DEBATE / NATIONAL FORENSIC LEAGUE

Open to any student interested in participating in public speaking competition. N.F.L. offers the student the opportunity to debate or to participate in solo competitions in any of fourteen individual events.

The student must have a real interest in speech, including current events, drama, humor, literature and/or debate, and maintain a high standard of contest ethics. LHS also belongs to the Indiana High School Forensic Association. The season begins in October and ends in March. All events are held on Saturdays. Individual schedules are arranged for students to practice after school.

STUDENT COUNCIL

Student Council is that organization which represents students at Logansport High School. Student Council promotes leadership development, citizenship training, school spirit, and democratic values to the students of L.H.S. Serving on the Student Council is an important responsibility and should be taken seriously.

Student Council shall be composed of 10 students from each class. Eight of these ten students shall be elected by their class members at the start of each school year. Two shall be appointed by the president of each class.

The President and Vice President of the Student Council will be elected by the entire student body in the Spring prior to holding office. All Student Council officers must be seniors. A student will not be allowed to serve as both the Student Council President and his or her Senior Class President.

Each class representative also then becomes a member of his or her Class Council. The Class Council will meet once each month under the supervision of one of that class's faculty sponsors.

The class officers will determine class meeting agendas and the Class President will preside at each meeting.

Each Class Council and their faculty sponsors shall be responsible for planning and "hosting" one of the following traditional Student Council events:

- Homecoming
- Challenge Bowl
- Senior Scholars
- Spring Sports Fest
- Citizenship Award
- Best of the Berries Lunch

In addition, each Class Council shall be responsible for one fund-raising activity and one service project during the school year.

- **Class Elections** - Class elections shall be conducted during the first week in May on dates designated by the Principal. Students will have the opportunity to submit a written letter of interest to their faculty class sponsors for a period of time leading up to the election. Faculty class sponsors will conduct the election under the guidelines listed below (without student assistance) and submit the results and ballots to the Principal immediately.

Offices: President, Vice President, Secretary, Treasurer, Principal's Advisor.

Transfer students wishing to run for office must have a transcript from their former school on file at LHS prior to the day of the primary election.

No person may hold office more than three (3) times in grades 9, 10, 11, & 12.

A student must be in good standing with the school in order to be eligible for election.

All eligible candidates are to be voted upon in a general election.
The top candidates after the general election, wins that office.

- **Senior Scholars** - An honors organization designed to recognize scholastic excellence. To qualify, a graduating senior, at the conclusion of his or her seventh semester, must have a cumulative GPA of 3.75 or above and be enrolled in his or her eighth semester of high school at the time of selection. This begins with the class of 2016.
- **Homecoming Queen & King** - The annual homecoming is conducted during the football season and sponsored by the Student Council. The candidates for homecoming queen and king are nominated by the clubs and organizations of LHS under the following guidelines:
 - Any potential candidate wishing to be considered for homecoming king or queen must have been a member of their sponsoring organization during the prior school year. An exception will be permitted in the case of foreign exchange students.
 - Candidates must have paid their organization's dues in full before being permitted to represent their organization.
 - When voting in the organization takes place, it must be done by paper ballot. Ballots are to be counted by the adult sponsor with no assistance from students.
 - Candidates may vote.
 - Time must be allotted for some brief campaigning within the organization.

STUDENT ROTARIAN PROGRAM

The Student Rotarian Program is designed to promote civic-LHS relations, and to give several seniors the opportunity to learn more about Rotary.

V. STUDENT BEHAVIOR

RIGHTS, RESPONSIBILITIES, AND REGULATIONS

LHS PHILOSOPHY OF STUDENT BEHAVIOR

The philosophy of the LCSC is directed toward a preventive approach to irresponsible behavior. If students are denied their opportunities to learn as a result of irresponsible behavior, the teacher, Dean and /or other appropriate education staff member shall determine the proper corrective measure.

In order to maintain an educational climate conducive to effective teaching and learning and to maintain a safe and secure school, certain rules and regulations have been established. Although most of our students understand what safe and responsible conduct is, the following definitions and consequences have been adopted and published here so there can be no misunderstanding. It will be the responsibility of the Administration to ascertain the severity of the student misconduct and apply the most suitable corrective measure.

At Logansport High School, we follow The Five R's Of Discipline. They are as follows:

- **Recognize**
 - What happened?
 - Who was involved?
 - What are the **facts**?
- **Responsibility**
 - Who is responsible?
- **Restitution**
 - What should happen to make things right again?
- **Remorse**
 - For many students this is the most difficult R of them all.
 - Does the student feel sorry for their actions and will they strive to avoid doing the behavior again?
- **Repeat**
 - Is the student going to work at not repeating the problem/offense?

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

- **Academic dishonesty, including cheating, plagiarism, or forgery**
- **Any threat to bomb, to burn, or destroy in any manner a building owned by the LCSC**
- **Battery**
- **Conduct dangerous to the physical or mental well-being of others**
- **Disrespect, insubordination and/or disobedience to teachers or any staff member**
- **Bullying, harassment, intimidation, or extortion**
- **Failure to comply with LHS bus rules**
- **Falsely reporting a fire or setting off a fire alarm**
- **Fighting**
- **Gambling**
- **Indecent exposure**
- **Leaving LHS grounds or building without permission**

- Physical or verbal abuse
- Possession of weapons, such as firearms, knives explosives, fireworks, etc.
- Possession, distribution, under the influence, use and/or sale of alcohol, illegal drugs, intoxicants, and/or paraphernalia (or anything represented as such)
- Sexual Misconduct
- Tardiness and/or truancy
- Theft
- Trespassing
- Unauthorized sales and distributions
- Use of and/or possession of any tobacco products
- Use of profanity
- Violation of fire regulations to include lighting matches or lighters, false fire alarms, or lighting of any flame not part of a classroom instruction, or the use of any form of fireworks
- Violation of any policy of the Board of School Trustees of the Logansport Community School Corporation (Board) or LHS regulations

Willful disruption of any classroom or activity at LHS

STANDARDS OF BEHAVIOR

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

1. Arson/Fireworks/Fire Alarm Tampering/False Reporting

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

(IC 35-44-2-2)

- c) A person who;
- (1) Gives a false alarm of fire to the fire department of a governmental entity, knowing the report to be false;
 - (2) Makes a false request for ambulance service to an ambulance service provider, knowing the request to be false;

2. Battery

No student shall willfully attack another student or staff member while on LHS premises or while under LHS supervision. (IC 35-42-2-1) Knowingly or intentionally touching another person in a rude, insolent, or angry manner.

3. Bomb Threat

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

(IC 35-44-2-2)

- b) A person who reports, by telephone, telegraph, mail, or other written or oral communication, that:
- (1) the person or another person has placed or intends to place an explosive or other destructive substance in a building or transportation facility; or knowing the report to be false, commits false reporting, a Class D felony.

4. Building Security

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

5. 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.

Submitting work generated in whole or in part by artificial intelligence (AI) tools as one's own original work. This includes, but is not limited to, using AI to generate entire essays, reports, presentations, or significant portions thereof without proper attribution (which, in the context of complete AI generation, is generally not acceptable as it misrepresents the origin of the work).

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. **Submitting essays, documents, or other academic work that have been generated in whole or in part by artificial intelligence (AI) as if they were the student's own original work. This act of misrepresenting AI-generated content as original authorship constitutes plagiarism.**

Teachers reserve the right to readminister any assignment in a supervised setting if a submitted assignment does not appear to be the student's original work. This may be used as a method to assess a student's understanding of the material and the authenticity of their submitted work.

Students are expected to produce original work that reflects their own understanding and effort.

Violations of this policy will be treated in accordance with the school's policy on academic dishonesty, which may include consequences such as a failing grade on the assignment, disciplinary probation, or other measures as outlined in the student code of conduct.

6. Conspiracy

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

7. Disrespect:

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

8. Dress Code

If a teacher or staff member determines a student is dressed inappropriately for LHS, he or she will refer the student to the Dean's Office immediately. Dress Code violators will receive consequences as outlined in the Consequence Matrix. The following will be strictly adhered to:

- Students are to dress in a professional manner, reasonably modest clothing that covers the body would be school appropriate. (Note: school appropriate is determined by school staff.)
- No tank tops or spaghetti straps are permitted.
- Fabric covering all private parts must not be see through
- No sagging pants are permitted.
- No hats, caps, beanies, skull caps, hoods, sunglasses, any other head coverings or gloves are permitted. However, at the discretion of teacher, coach, administrator, or other school official, students may be required to wear hairnets and/or other hair restraints in technology classes, laboratory, swimming, and comparable activities.

- No attire that may damage LHS property or cause personal injury to others (such as chains or studded items) is permitted.
- No clothing that advertises, promotes, or glorifies the use of alcohol, tobacco, drugs, or other illegal substances, is permitted.
- No clothing that is suggestive, has a double meaning or innuendo, or suggests inappropriate ideas, is permitted.
- Students on in-home detention who wear ankle-bracelets shall keep them covered at all times.
- No apparel, jewelry, cosmetic, make-up accessory, notebook, or manner of grooming which, by virtue of its color arrangement, trademark, or any other attribute denoting membership in a gang or advocating drug use, violence or clothing bearing racially or sexually offensive messages is permitted.
- No bandanas of any sort are permitted, whether this be a solid bandana or a bandana with a pattern. Bandana defined: a large handkerchief, typically having a colorful pattern, worn tied around the head or neck.

CCC Dress Code Policy

Century Career Center is committed to providing high quality, workplace education and training within our programs. Students attending CCC should come to school dressed in a manner that does not disrupt the educational/workplace atmosphere. The CCC aligns with the Dress Code Policy set forth in the Logansport High School Handbook, but also recognizes that specific programs might have additional dress regulations within their occupational area. For example, Health Science students may be required to wear scrubs. Students should refer to the course syllabus provided for any specific program dress regulations.

If a teacher or staff member determines a student is dressed inappropriately for CCC, he or she will confer with the student to remedy the situation. If the situation cannot be remedied immediately, the student will be referred to the CCC Office. Dress Code violations will receive consequences as outlined in the LHS Consequence Matrix.

9. Driving and Parking

Driving to LHS is a privilege. Failure to obey all traffic laws will result in the revocation of that privilege. Students who are provided the opportunity to ride school transportation are encouraged to do so. It is expected that student drivers will operate their vehicles in a safe manner at all times. **The speed limit on LHS property is 10 MPH!** In addition, students are advised that school buses and pedestrians have the right of way at all times. All students are to report to the Berry Bowl or cafeteria upon arrival to LHS. Loitering in the parking lot is not permitted. This includes during school hours, before and after school, and on weekends. Student vehicles shall be searched if there is reasonable suspicion of inappropriate behavior or illegal items. Students may not park in the front row of either the Berry Bowl or Main parking lot.

10. Drugs and Alcohol

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

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

The use and/or possession of tobacco or tobacco products inside of LHS and on the property of the LCSC is not permitted. This includes cigarettes, e-cigarettes, vaping devices, pipe tobacco, cigars, chewing tobacco, snuff, any other type of tobacco products. Smoke from these products is hazardous and injurious to the user and the non-user alike. The Administration of LHS, therefore, views smoking inside LHS property as a serious hazard and creates a high risk of having a fire start within the confines of the building.

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

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

Personal electronic devices, including but not limited to radios, cell phones, jam boxes, CD players, game boys, DVD players, MP3's, I-Pods, I-Pads, laptops, etc., are **not to be used during instructional time unless approval has been given**. Use of these devices outside of the classroom in common areas is permitted provided it does not interfere with the school purpose or disrupt the learning environment.

Electronic recording devices are not to be used in a manner that is inappropriate or a situation not related to a school purpose or educational function. Using electronic devices to take pictures and record audio or video without permission could result in disciplinary action. Music devices will be allowed with only one ear bud, no headphones. Volume on music devices should be low enough not to be heard by others. **Each teacher will determine if these devices will be used in their classroom. If a teacher chooses to allow communication and/or music devices, the teacher will provide a written policy that all students in the classroom will follow. At any time a teacher or staff member may request electronic devices to be turned off and put away. School personnel may take electronic devices from students who violate these guidelines and deliver them to the Dean's Office.** Confiscated items will not be released to the student. Parents will be allowed to pick up any confiscated item in the office. Repeat offenders will suffer insubordination consequences. It is recommended that students avoid bringing expensive devices to school to prevent loss, damage or theft. It is likely the school will not be able to recover lost property

12. Failure to Comply

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

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

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

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

14. Forgery

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

15. Horseplay

Rough play that may lead to injury is not permitted.

16. Gambling

Gambling or wagering on LHS property is not permitted.

17. Gang Activity

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

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

Wearing clothing or accessories that has been associated with gangs and gang activity is not permitted.

NOTE: Membership in a gang in and of itself is not a violation of any law in Indiana. However, it is a violation to be involved in "criminal gang" activity (as defined by I.C. Code 35-45-9.1).

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

B- Participates in; and

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

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

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

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

Students shall not:

- Wear, possess, use, distribute, display or sell any clothing, jewelry, emblem, badge, symbol, sign or other things that suggest membership or gang affiliation.
- Say or do anything (gestures, handshakes, drawings, graffiti, etc.) that suggests membership or gang affiliation.
- Promote gangs or gang activities by soliciting membership, intimidating others, encouraging physical violence, committing illegal acts, etc.

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

The harassment or threatening of other students or members of the staff, or any other individuals is not permitted. This includes any speech or action that creates a hostile, intimidating, or offensive learning environment. Students shall not be subjected to verbal or physical harassment, mental or physical

discomfort, intimidation, embarrassment, ridicule, bullying, hazing, or demeaning activities by any other individual student or group of students. Extortion is defined as threatening, intimidating, or coercing any student for the purpose of, or with the intent of, obtaining money or anything of value from the student. This includes engaging in such activity on school grounds immediately before or during school hours; immediately after school hours or at any other time when the school is being used by a school group; off grounds at a school activity, function or event; traveling to or from school or school activity, function or event; or using school property or equipment provided by the school.

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

Bullying

This rule applies when a student is:

- a. 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);
- b. Off school grounds at a school activity, function, or event;
- c. Traveling to or from school or a school activity, function, or event; or
- d. Using property or equipment provided by the school.

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

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

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

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

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

Sexual Harassment

Verbal:

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

Nonverbal:

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

Physical Contact:

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

Gender/Ethnic/Religious/Disability Harassment

Verbal:

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

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

Nonverbal:

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

Harassment Complaint Procedure

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

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

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

The purpose of this provision is to:

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

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

- (1) verbal or written communications transmitted;
- (2) physical acts committed; or
- (3) any other behaviors committed;

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

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

- (1) the other person engage in conduct against his will; or
 - (2) the other person be placed in fear of retaliation for a prior lawful act; commits intimidation, a Class A misdemeanor.
- (b) However, the offense is a:
- (1) Class D felony if:
 - (A) the threat is to commit a forcible felony;
 - (B) the person to whom the threat is communicated:
 - (i) is a law enforcement officer
 - (ii) (iv) is an employee of a school corporation
 - (c) "Threat" means an expression, by words or action, of an intention to:
 - (1) Unlawfully injure the person threatened or another person, or damage property;
 - (2) Unlawfully subject a person to physical confinement or restraint;
 - (3) Commit a crime;

(6) Expose the person threatened to hatred, contempt, disgrace, or ridicule;

(IC 35-45-32-2). (a) A person who, with intent to harass, annoy, or alarm another person but with no intent of legitimate communication;

- (1) makes a telephone call, whether or not a conversation ensues;
- (2) communicates with a person by telegraph, mail, or other form of written communication;
- (3) uses a computer network (as defined in IC 35-43-2-3 (a) or other form of electronic communication to:
 - a. communicate with a person;
 - b. transmit an obscene message or indecent or profane words to a person; commits harassment, a Class B misdemeanor.

Hazing

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

(IC 35-42-2-2)

19. Illegal Activity

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

20. School Technology or Device

The technology or device that the student is issued is the property of the Logansport Community School Corporation. Accidental or intentional damage to the device or misuse of the device may lead to disciplinary action as well as repair fees charged to the student and/or parent/guardian

21. Indecent Behavior:

The act of offending against commonly recognized norms of society

22. Insubordination

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

23. Out of Assigned Area

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

24. Profanity/Abusive Language

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

25. School Disturbance

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

- Occupying any school building, school grounds, or part thereof with intent to deprive others of its use.
- Blocking the entrance or exits of any school building or corridor or room therein with intent to deprive others of lawful access to or from, or use of the building, corridor, or room.
- Setting fire to or damaging any school building or property.
- Prevention of or attempting to prevent by physical act the convening or continued functioning of any school or education function, or of any meeting or assembly on school property.
- Continuously and intentionally making noise or acting in any manner so as to interfere seriously with the ability of any teacher or any of the other school personnel to conduct the education function under his or her supervision.

26. Social Media

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

27. Substantial Disobedience

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

28. Theft

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

29. Tobacco

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

30. Truancy

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

31. Vandalism

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

32. Weapons

Possession of a Weapon:

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

Use Of An Object As A Weapon

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

A Deadly Or Dangerous Weapon Is Defined As:

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

Knowledge of Deadly or Dangerous Weapons or Threats of Violence

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

Firearms Possession:

No student shall possess, handle or transmit any firearm on LHS 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.

33. Willful Disruption of a Classroom or School Activity

Inhibiting the ability of the teacher or person in charge of the school activity to be able to teach without disruption or lead the activity without interference from a student.

Unlawful Activity

In addition to the grounds listed above, a student may be suspended or expelled for engaging in unlawful activity on or off LHS 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 LHS 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 LHS functions

Enforcement of Standards

- The standards will be enforced by LHS administrators, teachers, instructional assistants, custodians, hall monitors, cafeteria workers, bus drivers, and any other adult authorized by LHS 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 LHS can be achieved;
 - to enforce and instill the core values of LHS and its school community.

- The nature and extent of any discipline utilized to enforce student behavior standards will be determined by:
 - the nature and extent of any potential or actual injury, property damage, or disruption;
 - the student's prior disciplinary history and the relative success of any prior corrective efforts;
 - the willingness and ability of the student and the student's parent/guardians to participate in any corrective action;
 - the interest of other students in an educational environment free from behavior that violates LHS'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 must be notified of violations of LHS 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
- Contracting for appropriate behavior
- Family support referral
- Detention (Includes after-school, lunch)
- In-School Suspension (ISS)
- Out of School Suspension (OSS)
- Alternative School
- Exclusion
- Short-Term and Long-Term Expulsion

Alcohol, Drugs, Tobacco options

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

Alcohol

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

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

Drugs

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

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

Tobacco:

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

Second Offense: Student is in possession and or using tobacco, tobacco product or vaping devices on school grounds or at a school sponsored event, the student will serve 5 OSS plus will have one of two options to consider. Student, parent, and administration will collaborate to then decide the best option for the student. Option 1: The student will be required to complete a rehabilitation education course through Logansport Memorial Hospital. Option 2: the student will be cited for illegal possession of tobacco by Logansport High School's SRO and the paperwork will be faxed to the Family Opportunity Center for evaluation and an intake.

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

Detention

Detention is generally used as a consequence for tardiness or truancy, but students may be assigned detention for other less serious infractions such as violation of the dress code, etc. Teachers may assign detentions for classroom infractions such as not bringing homework or materials to class. Teacher assigned detentions will be supervised by the teacher and held in their room after school.

Lunch Detention

Lunch Detention is located in room, D007, off of the cafeteria. Students may be assigned to lunch detention for failing to abide by the school code of conduct rules. Students who are assigned to Lunch Detention will do so during their normal lunchtime.

LUNCH DETENTION RULES:

1. Students must report on time, and sign in to the designated room for all days detention has been assigned.

2. Students will be directed to purchase a main lunch tray from the cafeteria.

No candy, carbonated drinks, or snack foods may be eaten in detention.

No talking during detention.

Students must remain seated.

Students are encouraged to bring work or independent reading book.

Students are not allowed to use any cell phone and/or electronic device including school issued 1:1 device. Devices will be confiscated for failing to comply.

Failure to abide by these rules shall result in further disciplinary action.

In-School Suspension (ISS)

ISS is a quiet study environment where students who are insubordinate, disrespectful, or who use profanity, may be immediately sent from the classroom in order to maintain the learning environment. Students may spend from a single period to three days in ISS. Teachers provide work and credit will be given for students who are assigned ISS.

Due Process - Suspensions and Expulsions:

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

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.

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

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

(1) Student misconduct.

(2) Substantial disobedience.

(b) The grounds for suspension or expulsion listed in subsection (a) apply when a student is:

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

(2) off school grounds at a school activity, function, or event; or

(3) traveling to or from school or a school activity, function, or event.

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

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

Suspension from LHS

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

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

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

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

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

Expulsion from LHS

An expulsion is a denial of the right of a student to take part in any LHS function for a period that may extend for more than ten (10) consecutive school days.

Before a decision is made as to whether or not to suspend or expel a student from LHS, specific procedures shall be followed

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

Students recommended for expulsion in regard to the inappropriate use of computers/internet will not be eligible for the Alternative

School as this program is an internet/computer-based program.

Procedure for the Expulsion of a Student

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

- The appointment of an Expulsion Examiner.
- The issuance of the right to appear at an expulsion meeting. This notice must be delivered in person or by certified mail to the student and the student's parent/guardian and must include the reasons for the expulsion and the procedure for requesting an expulsion meeting.
- An expulsion meeting if one is requested.
- The preparation of a written summary of the evidence presented at the expulsion meeting, including the disciplinary action determined to be appropriate.

- The issuance of notice of the action taken to the student and the student's parent/guardian.
- The right to request an appeal before the Board (unless the right to contest the expulsion has been previously waived or forfeited). A request for an appeal must be submitted by the student or the student's parent/guardian, in writing, to the Board within ten calendar days of receiving the notice of the action taken.
- A review of the expulsion by the Board.

Extension of an Expulsion:

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

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

(1) Student misconduct.

(2) Substantial disobedience.

(b) The grounds for suspension or expulsion listed in subsection (a) apply when a student is:

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

(2) off school grounds at a school activity, function, or event; or

(3) traveling to or from school or a school activity, function, or event.

[Formerly IC 20-8.1-5.1-8]

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

(1) the unlawful activity may reasonably be considered to be an interference with school purposes or an educational function; or

(2) the student's removal is necessary to restore order or protect persons on school property;

including an unlawful activity during weekends, holidays, other school breaks, and the summer period when a student may not be attending classes or other school functions. [Formerly IC 20-8.1-5.1-9]

Search and Seizure

Search of a student and his or her possessions, including vehicles, may be conducted at any time the student is under the jurisdiction of the Board, if there is a **reasonable suspicion** that the student is in violation of law or LHS 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 must be clearly understood that this equipment is the property of LHS and may be searched at any time if there is reasonable suspicion that a student has violated the law or LHS 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 LHS rules or the law may be taken and held or turned over to the LPD. LHS reserves the right to not return items that have been confiscated.

Student Rights of Expression

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

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

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

LCSC Metal Detector Usage Policy

Reasonable Suspicion for use of Metal Detector

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

Administrative search / use of metal detectors

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

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

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

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

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

Use of Metal Detectors - Procedures

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

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

Metal Detector Random Checks

A. A principal may decide to conduct a random metal detector check on all students before entering the school at the beginning of the school day, or he or she may select a group of students to be checked at random on a neutral, nondiscriminatory basis. The group selected for a random check may be a classroom(s) , a bus(es), or any other group of students determined by the principal in accordance with these procedures and board policy. Metal detector checks of groups of individuals may not be used to single out a particular individual or category of individuals.

- B. Before conducting the metal detector checks, the participating administrator, SRO or law enforcement officer, will explain the scanning process to students, emphasizing that the checks are intended to maintain safe schools.
- C. An administrator or officer will escort each student with his or her personal effects into a designated area to proceed with the metal detector check. An adult will closely observe students to make sure no objects are removed from pockets or personal effects.
- D. The administrator or officer will ask the student to remove all metal-containing objects from his or her clothing and personal effects. The administrator or officer will then scan the student without touching his or her body and scan the outside of the student's personal effects. The metal detector scan of the student's person will be done by an adult who is the same sex as the student. If the student refuses to cooperate, the administrator or officer may proceed with the check in the presence of another adult.
- E. If the metal detector is activated during the scanning of the student's effects, the administrator or officer will ask the student to open the bag, purse, etc., and the officer will proceed to look for weapons. If the metal detector is activated during the scanning of the student's person, the student will be given a second opportunity to remove any metal-containing object from his person. A second scan will be conducted and if the metal detector is activated again, an administrator or officer of the same sex will conduct a pat-down search of the student's outer clothing in the area where the metal detector was activated. The pat-down search will be done in a private room or area and in the presence of an adult witness, when feasible. If the administrator or officer feels an object on the student's person, the student will be given an opportunity to remove the object. If he or she refuses, the administrator or officer will remove the object from the student in the presence of an adult witness of the same sex.

Metal Detector Checks of Individual Students

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

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

Student Suggestions and Complaints

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

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.

Use of Dogs

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

Use of Breath-Test Instruments/Chemical Urine Test

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

Reasonable suspicion may arise from the following:

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

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

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

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

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

Use of Surveillance Cameras

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

Waiver of Rights

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

ARS Statement 2025-26

Logansport Community School Corporation is deeply committed to the safety and well-being of our students and staff. We prioritize creating safe, secure, and supportive learning environments where everyone can thrive. Through proactive measures and continuous improvement, we strive to maintain a school community where safety remains at the forefront of everything we do.

You can now submit anonymous safety tips to the Logansport Community School Corporation. If you see something suspicious in our schools or community or have specific information about a situation that could bring harm to others (this could include mental health issues, threats of violence in or out of the school setting, threats of suicide, self-harm, drug overdoses, etc.), please go to your school's website. You will see a link titled Student Safety Link in the black banner at the top of the home page. Click to submit a report.

Tips will be reviewed by appropriate personnel only, who may respond to ask for more details and continue the anonymous conversation with you. Tips are entirely anonymous, and your contact information (if you choose to include that information when filling out the form) will not be shared.

Please do not use this form to report emergencies or requests that require immediate law enforcement response. In an emergency, always call 911..

Knowingly making a false report is a criminal offense and may be subject to prosecution under applicable laws.

Consequence Matrix

Behavior	1st Intervention (includes Guidance Counselor intervention)	2nd Intervention (includes Guidance Counselor intervention)	3rd Intervention (includes Guidance Counselor intervention)
1. Arson/Fireworks/Fire Alarm Tampering/False Reporting	10-day OSS & recommend for expulsion	*****	*****
2. Assault/ Battery	10-day OSS, Police notified, immediate removal from LHS & possible recommendation for expulsion	10-day OSS, Police notified, immediate removal from LHS, recommend for expulsion	*****
3. Bomb Threat	10-day OSS & recommend for expulsion, immediate removal from LHS, Police notified	*****	*****
4. Building Security	1-day OSS	3 day OSS	5 day OSS
5. Cheating/Plagiarism	Zero for assignment	50% credit for grading period in that class	Zero credit for semester in that class
6. Conspiracy	Immediate removal to ISS from class or situation, 1-3 day ISS	3 day OSS	10-day OSS & recommend for expulsion
7. Disrespect	Immediate removal to ISS from class or situation, 1-3 day ISS	1-3 day OSS	10-day OSS & recommend for expulsion
8. Dress Code Violations	Opportunity to change or cover up offensive clothing, or, ISS	3 Lunch Detentions	2-10-day OSS
9. Driving/Parking Violations	Verbal Warning	Loss of driving/parking privileges for grading period	Loss of driving/parking privileges for semester
10. Drugs/Alcohol	10-day OSS & recommendation for expulsion; Police notified	*****	*****
11. Electronic Equipment/Cell Phones/ECDs/iPods/Radios/mp3/CD players	Teacher returns at the end of the day	Dean's Office returns at the end of the day	Dean's Office returns at the end of the day ; 1- day ISS

12. Failure to Comply with LHS Rules	School/Community Service, 3 Lunch Detention, ISS	1-3 day OSS	10-day OSS, possible recommendation for expulsion
13. Fighting	2-10-day OSS; Police notified, possible recommendation for expulsion	5-10-day OSS; Police notified, possible recommendation for expulsion	10-day OSS; Police notified, recommendation for expulsion
14. Forgery (passes, etc.)	3 Lunch Detentions	Truant/3-day OSS	10-day OSS; possible recommendation for expulsion
15. Horseplay/Physical Aggression	Immediate removal to ISS from class or situation, 1-3 day ISS	1-3 day OSS	10-day OSS & recommend for expulsion
16. Gambling	Immediate removal to ISS from class or situation, 1-3 day OSS	3-day OSS	10-day OSS & recommend for expulsion
17. Gang Activity	5-10 day OSS, Police notified & possible recommendation for expulsion	10-day OSS; Police notified, recommendation for expulsion	*****
18. Harassment/Threats/ Bullying/Extortion/ Intimidation/Hazing	Immediate removal from LHS; parent notified; 2-10 day OSS; Police notified & possible recommendation for expulsion	Immediate removal from LHS; parent notified; 10-day OSS & possible recommend for expulsion; Police notified	*****
19. Illegal Activity	Police notified & possible recommendation for expulsion	*****	***** \\
20. Inappropriate use of School Technology/Device	Written Warning	3 Lunch Detentions	Loss of computer privilege; possible 2–10-day ISS/OSS; and or recommendation for expulsion
21. Indecent Behavior: The act of offending against commonly recognized norms of society	Immediate Removal; 2-10 days OSS; police notified; possible recommendation for expulsion	Immediate Removal; 10 days OSS; police notified; recommendation for expulsion	*****

22. Insubordination	Immediate removal to ISS from class or situation, 1-3 day ISS	1-3 day OSS	10-day OSS & recommend for expulsion
23. Out Of Assigned Area	3 Lunch Detentions	1-3 days ISS	1-3 days OSS
24. Profanity	Immediate removal to ISS from class or situation, 1-3 day ISS	1-3 day OSS	10-day OSS & recommend for expulsion
25. School Disturbance	10-day OSS and recommend for expulsion, Police notified	*****	*****
26. Social Media: Causing a disruption to the school purpose	1-3 days ISS/OSS	3-5 days ISS/OSS	5-10 days OSS, recommended for expulsion, police notified
27. Substantial Disobedience	10-day OSS & recommend for expulsion	*****	*****
28. Theft	1-3 day OSS, Police notified	3-day OSS, Police notified & possible recommendation for expulsion	10-day OSS & recommend for expulsion, Police notified
29. Tobacco	3-day OSS/Police Notified	5-day OSS/Police Notified	10-day OSS & recommend for expulsion/Police Notified
30. Truancy	1 day OSS / ISS	3 day OSS / ISS	10-day OSS & recommend for expulsion
31. Vandalism	1-10 day OSS, Police notified & possible recommendation for expulsion	3-10 day OSS, Police notified & possible recommendation for expulsion	10-day OSS & recommend for expulsion
32. Weapons	10-day OSS & recommend for expulsion; Police notified	*****	*****
33. Willful Disruption of a Classroom or School Activity	3-10 days OSS; possible expulsion	*****	*****

RTI – RESPONSE TO INTERVENTION

PHILOSOPHY

The LCSC believes that the school environment should be a place that maximizes learning and minimizes harmful influences that interfere with learning. Sometimes students face problems in their lives which limit their own learning and in the extreme, may damage or destroy a young person's life. The effects of these serious problems often spread beyond the individual person and can also negatively affect others around them as well as the instructional climate of the classroom.

Research indicates that personal problems in a student's life can have a detrimental impact upon their school performance, attendance, and/or school conduct. It is, therefore, deemed advisable that LHS take an active role in guiding and supporting students to good physical and emotional health, to insure a successful transition from childhood to adolescence to young adulthood.

POLICY

The purpose of the program is to provide assistance to any student (grade 9-12) who is troubled by physical, emotional, social, legal, or family problems or disabilities. Within each school, a RTI Team, organized by the principal or his or her designee, assists students in a systematic and professional manner. The involvement and support of all staff members will be enlisted to insure a successful program.

GUIDELINES FOR THE RTI PROGRAM:

Any student may be referred to the RTI program by any faculty, staff member, or other concerned person including parent/guardian, peer, or community representative. A student may also self-refer to the program.

Reasons for referral may include but are not limited to the following:

- The student manifests signs, symptoms, or indication of the presence of a physical, social, emotional, legal, or family problem or disability which interferes with the student's ability to function at school.
- The student exhibits a pattern of definite and repeated unacceptable or unsatisfactory performance which is not corrected through regular methods of intervention.
- The student violates an LHS rule or state or federal law.

Referrals to the RTI Teams will be evaluated to determine the proper method of assistance. RTI Teams may further refer student problems to the Logansport Area Joint Special Services office as potential Special Services cases, to the coordinator of Section 504 as possible 504 Disability cases, or to the RTI Team for situations which the RTI Teams themselves can address.

The decision to request or accept assistance from the RTI Team will be voluntary on the part of the student. All students, whether participating in the assistance program or not, will be expected to abide by all rules governing student conduct and academic performance.

In the event that intervention/assistance is recommended for a student, the awareness and support of the student's parent/guardian is extremely important.

- Parents of all students participating in the RTI program will be specifically notified of their son's/daughter's involvement prior to participation in any part of the program.
- In such cases where either the student or parent/guardian do not wish to cooperate in making needed assistance available, the student's status in school may have to be re-evaluated taking into account the best interests of the student, the nature of the problem, and the health, safety, welfare, educational opportunity, and rights of other students and staff.
- In cases where students participate in the program through self-referral, parents will be notified as soon as practicable.
 - Self-referral means the student has recognized he or she has a problem and initiates an intervention by going to a faculty or staff member or another member of the RTI Team. This differs from self-reporting,

where a student may have already broken a rule or violated a state statute and therefore would be subject to established consequences (see Self-Reporting Clause in the Athletic Code of Conduct).

No student who self-refers to the assistance program will have any academic or extra/co-curricular opportunities limited or denied solely because of a self-referral to the RTI program or participation therein. **In cases involving athletes who have self-reported, the Self-Reporting Clause of the LHS Athletic Code of Conduct (Poor Conduct Penalties – Drugs, Alcohol, Judgment) supersedes this section.**

Self-referrals by students or their parent or guardian seeking assistance for their child will be conducted in a confidential manner.

- Any records will be maintained in the LHS Guidance Office and will not become part of the student's permanent record. All such records will be accorded the high degree of confidentiality accorded medical records and will not be disclosed to anyone other than the student or student's parent or guardian and other LHS personnel permitted by law, except under a court order compelling disclosure, or a written request signed by the student or the student's parent/guardian if the student is under 18 years of age. Release of any such records shall be in accordance with state and federal law.
- Any services or materials rendered or provided by the RTI Team shall be without charge to the student. Any services or materials rendered or provided by professionals outside the LCSC will be at the student's and his or her parent/guardian's cost. LHS will assume no responsibility for payment of such costs other than those mandated by law through Indiana Administrative Code or the Americans with Disabilities Act.

Upon referral to the RTI Team, the Team Coordinator may consult with the student, and/or other staff members in an attempt to assess the nature and scope of the student's problem. This initial screening will result in one or more of the following recommendations:

- No ongoing personal or performance problem at this time; no further action is necessary.
- Further assessment interviews are recommended with professionals outside the LCSC.
- The student is requested to contract for specific behavioral changes monitored through regular meetings with appropriate designated staff.
- The student may be referred to and be expected to complete an in-school support group, after which additional recommendations will be made.
- The student may be referred to LAJSSC or the Section 504 coordinator.
- The student requires involvement of other community services, e.g. Family Opportunity Center, Four County Counseling Center, etc.

The responsibility for conducting the RTI Team will be handled by the building administrator (or his or her designee) who will interpret LHS procedure to students, staff, parents, and the community.

Evaluation tools will be utilized throughout the school year to determine program effectiveness and provide data for program improvement.

PROCEDURES FOR REFERRALS TO RTI

- A faculty or staff member observes behavior or behavior changes that present a concern.
- The faculty/staff member records the observations in a PowerSchool log entry.
- The faculty/staff member shares their concern with the student.
- If behavior changes in an acceptable/healthy manner, faculty/staff members will continue to monitor student and keep referral form in their own file for future reference.
- If behavior continues to occur, faculty/staff member will indicate it on a Classroom Management Form and send it to the Guidance Office. (Faculty/staff member will continue to handle isolated incidents through standard corrective measures.)

- The RTI Team will review presented data to determine immediacy of concern. Upon that determination, one or more of the following steps will be taken:
 - Collect further data from the student, school staff, school records, parent/guardian, community representatives, significant others, etc.
 - Place student's name on the agenda for a RTI Team meeting and invite referring faculty/staff member to meeting where concerns will be addressed.
- At RTI Team meetings, all collected data will be discussed, evaluated, and a course of action recommended. This may include but not be limited to the following:
 - Need to gather additional information at this time.
 - Parent conference held to discuss concerns and make recommendations.
 - Further assessment may be recommended with professionals outside the LCSC.
 - The student may be requested to contract for specific behavioral changes monitored through regular meetings with appropriate designated staff.
- The student may be referred to LAJSSC or Section 504 coordinator.
- Follow-up is conducted by designated RTI Team members to determine if student and parent/guardian have initiated recommended course of action.

SUBSTANCE ABUSE PROCEDURES FOR LCSC

PHILOSOPHY

LCSC has a responsibility to protect the health and safety of all students by making every effort to insure a drug free environment.

LCSC further recognizes that students often need education, assistance, and support because of their own substance abuse. Since chemical dependency is preceded by the abuse of alcohol and/or other drugs, the LCSC wishes to provide an opportunity for education and/or assistance to any student displaying signs of harmful involvement.

Whenever harmful factors arise such as students using/abusing illegal chemicals that interfere with their school performance, LCSC will utilize its resources to address the problem with as little interruption to the learning environment as possible.

Further, LHS officials expect and encourage positive parental involvement along with other segments of the community that have a role in helping students to remain drug-free.

PROCEDURES FOR ALCOHOL/DRUG VIOLATIONS

The procedure must be equally applied to every student regardless of circumstances. Students will typically respond positively to a procedure that is fair and consistently enforced.

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 (including methamphetamine) barbiturate, marijuana, alcoholic beverage, stimulant, depressant, or intoxicant of any kind is not permitted. Possessing, using, transmitting, or being under the influence of caffeine-based substances, substances containing phenylpropanolamine (PPA), or stimulants of any kind, be they available with or without a prescription, is not permitted.

These procedures shall be implemented when an offense occurs:

- a) on school grounds during and immediately before and after school hours;**
- b) on the school grounds at any other time when the school is being used by any school group;**
- c) off the school grounds at any school-sponsored activity, function, or event.**

Reasonable suspicion that one will find evidence of a violation of law or school rule is cause for school officials to use

appropriate measures as provided by law, including but not limited to: calling the police, searching student lockers, searching the person and personal possessions of the student, and detaining the student.

DISPOSITION PROCEDURES FOR STUDENTS

The following applies to students in grades 9-12 or those who are otherwise served by LCSC while attending school or school related events. Statutory due process will be followed in cases of suspension, expulsion or exclusion from school.

Offense: Student is found to be under influence of or in possession of alcohol/drugs:

- Parent or guardian will be notified.
- Proper legal authorities will be notified.
- Student is suspended from school for ten (10) days with recommendation of expulsion to the superintendent.
- Face the following consequences in regard to extra and co-curricular activities (**If a student is also an athlete, the established athletic policies shall also apply**):
 - The student shall relinquish any leadership position.
 - The student shall be ineligible to participate in any voluntary trips, activities, functions, events, etc.
 - The student shall be ineligible to participate in any all-state or honor activities.
 - The student shall be ineligible to audition for any solos, parts in musicals, drama productions, etc.

FIRST OFFENSE – Suspension from extra and co-curricular activities for a period of time equal to 30% of a semester.

SECOND OFFENSE – Suspension from extra and co-curricular activities for a period of time equal to one calendar year beginning on the day after LHS Administration has determined a rules violation has occurred.

DEFINITIONS:

Co-Curricular - A credited course in which students are required as part of the course work to attend rehearsals, practices, concerts, events, etc. beyond the school day. A student's grade is impacted by the student's attendance and the **student's degree and quality of participation in these activities.**

Non-Athletic Extra-Curricular - A non-athletic school sponsored activity which is not a part of a credited course. There is no grade impact on participation unless through voluntary extra-credit.

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

Dealing: Dealing is defined as selling, transmitting, or manufacturing alcohol or other illegal drugs.

Disposition for dealing offense:

- Parent/guardian will be notified.
- Proper legal authorities will be notified.
- Student is suspended from school with recommendation of expulsion to the superintendent for the remainder of the present semester, and for the subsequent semester.
- If the offense consists of "sharing" unauthorized alcohol/drugs with peers, LHS officials will have the discretion of recommending to the superintendent the waiving of expulsion providing that the various criteria are met as outlined above.

The use and/or possession of tobacco or tobacco products inside of LHS and on the property of the LCSC is not permitted. This includes cigarettes, pipe tobacco, cigars, chewing tobacco, snuff, or any other type of tobacco products. Violators will be subject to disciplinary procedures. The student will:

- Return to school after a three (3) day suspension.
- Be referred to RTI Team
- Face the following consequences in regard to extra and co-curricular activities (**If a student is also an athlete,**

established athletic policies shall also apply):

- The student shall relinquish any leadership position.
 - The student shall be ineligible to participate in any voluntary trips activities, functions, events, etc.
 - The student shall be ineligible to participate in any all-state or honor activities.
 - The student shall be ineligible to audition for any solos, parts in musicals, drama productions, etc.

FIRST OFFENSE - Suspension from extra and co-curricular activities for a period of time equal to 30% of a semester.

SECOND OFFENSE - Suspension from extra and co-curricular activities for a period of time equal to one calendar year beginning on the day after LHS Administration has determined a rules violation has occurred.

DRUG TESTING OF ATHLETES, CHEERLEADERS, AND STUDENT DRIVERS

For the safety, welfare and best interests of the students of LHS, and to promote drug-free lives both during and following high school, the LCSC has adopted a drug education and testing program for use by all high school interscholastic athletic and cheerleading teams and student drivers. Drug usage is incompatible with participation in inter-scholastic athletics and driving. Such usage is forbidden by training rules, and increases the risk of injury to the user as well as others. Consent to testing is a condition of practice for and participation in all inter-scholastic athletics, cheerleading activities and driving privileges.

The purposes of the program are to prevent drug and alcohol usage; to educate students as to the serious physical, mental and emotional harm caused by drug and alcohol abuse; to prevent injury, illness and harm as a result of drug and alcohol abuse; and to maintain an environment free of alcohol and drug use.

Students will receive instruction in the dangers of drug and alcohol use as a part of the health program. The elimination of drug and alcohol use shall be part of this program.

This education and testing program is intended to be a helpful part of the overall physical and social education and conditioning programs at LHS. Its purpose is not strictly disciplinary in nature but is intended as a medical diagnostic tool to disclose possible drug related problems, and as an extension of our drug education programs.

The drug testing policy shall be distributed to all students and parents. Selection of persons to be tested shall be done in a confidential manner to protect the identity of those being tested. Collection of urine samples shall be done in an inoffensive way that insures the integrity and identity of the sample. The school official who supervises the sample collection will not physically observe giving of the sample.

Samples shall be tested by a reliable laboratory and reliable tests shall be performed before any sample is labeled “positive” for any particular drug. Confidentiality shall be maintained so that the identity of anyone testing positive is made known only to the student, his or her parents or guardian, and those persons in the athletic department that need to know.

If there is a suspension from practice or team participation, team members shall not be told the reason unless the student chooses to do so. This program shall not affect other LCSC policies, practices or rights in dealing with drug or alcohol use or possession where there is reasonable suspicion of use or possession obtained by means other than the random sampling provided for in this program.

A “positive” test under this program shall not be cause for automatic suspension or expulsion from regular school activities.

If a student is unable to provide a sample during the two-hour testing window, the student will then need to provide a test result, at a licensed medical facility that provides evidence of a passed drug screen. Until this test result is provided to the school, the driver will not be allowed to drive to school, and the athlete will be deemed temporarily ineligible from participating in the school’s athletics program. The student will provide the drug screen to the school within the next 24 hours.

DRIVER’S LICENSE DENIAL/SUSPENSION

Under Indiana Code, a student who: is declared an habitual truant, has been suspended twice in the same school year, is expelled from school, or who has withdrawn from school for any reason other than financial hardship and who is under the age of 18 may have his or her driver’s license suspended for 120 days or until the end of the semester during which the student returns to school, whichever period of time is longer (see IC 9-24-2-4 (a), below). In addition, students who fall

into the above categories can be denied a driver's license (See IC 9-24-2-1(a), below.

IC 9-24-2-4(a)

Invalidation... of licenses; suspended, expelled, and withdrawn students

Sec. 4. (a) If a person is less than eighteen (18) years of age and is a habitual truant, is under a suspension or an expulsion or has withdrawn from school as described in section 1 of this chapter, the bureau shall, upon notification by the person's Principal, invalidate the person's license or permit

IC 9-24-2-1(a)

Suspended, expelled, and withdrawn students

Sec.1. (a) A driver's license or a learner's permit may not be issued to an individual less than eighteen (18) years of age who meets any of the following conditions:

- (1) Is a habitual truant under IC 20-8.1-3-17.2.
- (2) Is under at least a second suspension from school for the school year under IC 20-8.1-5.1-8 or IC 20-8.1-5.1-9.
- (3) Is under an expulsion from school under IC 20-8.1-5.1-8, IC 20-8.1-5.1-9, or IC 20-8.1-5.1-10.
- (4) Has withdrawn from school, for a reason other than financial hardship and the withdrawal was reported under IC 20-8.1-3-24(a) before graduating.

VI. TRANSPORTATION

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 building 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 should remember that riding the bus is a privilege not a right. This applies to school-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 the requirement 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.

SECONDARY STUDENT RULES:

- Each pupil shall be located immediately upon entering the bus in the place assigned by the driver.
- No pupils shall stand or move from place while the bus is in motion.
- Loud, boisterous, or profane language or indecent conduct shall not be tolerated.
- Pupils shall not be allowed to threaten, tease, scuffle, trip, hold, hit or use their hands, feet or body in any objectionable manner. Weapons of any kind are not permitted.
- The use of tobacco, alcohol, or any other drug is prohibited.

- No windows or doors will be opened or closed except by permission of the bus driver.
- No pupils shall enter or leave the bus until it has come to a full stop and the door has been opened by the driver.
- Students may not get off the bus at an unauthorized stop.
- The student should be waiting at his loading station when the bus arrives.
- Lighting a match or lighter will result in immediate suspension of the bus riding privileges.

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 or 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 Transportation, or his designate, and the building principal.

APPENDIX

Board Policies of Note

Policy 5611 Due Process Rights

Policy 5710 Student Complaints

Policy 9130 Public Complaints and Concerns

WELLNESS POLICY

WELLNESS

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:

1. Nutrition education shall be included in the health curriculum so that instruction is sequential and standards-based and provides students with the knowledge, attitudes, and skills necessary to lead healthy lives.
2. Nutrition education shall be integrated into other subject areas of the curriculum, when appropriate, to complement, but not replace, the standards and benchmarks for health education.
3. Nutrition education shall extend beyond the classroom by engaging and involving the school's food service staff.
4. Nutrition education posters, such as the MyPlate will be displayed in the cafeteria.
5. Instruction related to the standards and benchmarks for nutrition education shall be provided by highly qualified teachers.

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

1. Physical Education
 - a. A sequential, comprehensive physical education program shall be provided for students in K-12 in accordance with the physical education academic content standards and benchmarks adopted by the State.
 - b. Planned instruction in physical education shall promote participation in physical activity outside the regular school day.

- c. Physical education classes shall provide students with opportunities to learn, practice, and be assessed on developmentally appropriate motor skills and social skills, as well as knowledge.
- d. The K-12 program shall include instruction in physical education as well as opportunities to participate in competitive and non-competitive team sports to encourage lifelong physical activity.
- e. Planned instruction in physical education shall teach cooperation, fair play, and responsible participation.

2. Physical Activity

- a. Physical activity shall not be employed as a form of discipline or punishment.
- b. Physical activity and movement shall be integrated, when possible, across the curricula and throughout the school day.
- c. All students in grades K-5/6 shall be provided with a daily recess period at least one (1), fifteen (15) minutes in duration.
- d. In addition to planned physical education, the school shall provide age-appropriate physical activities (e.g., recess during the school day, intramurals and clubs before and after school, and interscholastic sports) that meet the needs of all students, including males, females, students with disabilities, and students with special health care needs.

C. Social/Emotional Learning

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

With regard to Social/Emotional Wellness:

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

D. With regard to other school-based activities:

- 1. The schools shall schedule mealtimes so there is minimum disruption by bus schedules, recess, and other special programs or events.
- 2. The school shall provide attractive, clean environments in which the students eat.
- 3. The schools may provide opportunities for staff, parents, and other community members to model healthy eating habits by dining with students in the school dining areas.
- 4. Schools in our system utilize electronic identification and payment systems, therefore, eliminating any stigma or identification of students eligible to receive free and/or reduced meals.
- 5. Students are discouraged from sharing their foods or beverages with one another during meal times, given concerns about allergies and other restrictions on some students' diets.

E. With regard to nutrition promotion, any foods and beverages marketed or promoted to students on the school campus, during the school day, will meet or exceed the USDA Smart Snacks in School nutrition standards.

Additionally, the Corporation shall:

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

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

- A. In accordance with Policy 8500, entitled Food Service, the food service program shall comply with Federal and State regulations pertaining to the selection, preparation, consumption, and disposal of food and beverages as well as to the fiscal management of the program.

- B. The sale of foods of minimal nutritional value in the food service area during the lunch period is prohibited.
- C. As set forth in Policy 8531 entitled Free and Reduced Price Meals, the guidelines for reimbursable school meals are not less restrictive than the guidelines issued by the U.S. Department of Agriculture (USDA).
- D. The sale to students of foods and beverages that do not meet the USDA Dietary Guidelines for Americans and the USDA Smart Snacks in School nutrition standards to be consumed on the school campus during the school day is prohibited. Competitive foods available for purchase by students a la carte in the dining area and foods or beverages sold from vending machines and school stores are subject to this prohibition.
- E. With regard to specific fundraisers in accordance with the Healthy Hunger-Free Act of 2010, 7CFR 210.11(b)(4) and as established by state policy, schools are allowed two (2) exempted fundraisers per school building, per school year, for fundraisers involving the sale of foods and/or beverages not meeting the nutrition standards for Smart Snacks and occurring during the school day. These exempted fundraisers may not be sold in competition with school meals in the food serving area during the meal service. The maximum duration of an exempted fundraiser is one (1) day.
- F. Foods provided, not sold, on the school campus during the school day, for classroom parties, birthday celebrations or holiday celebrations will be exempt from the USDA Smart Snack standards providing they are limited to one (1) time per month and monitored by building principals for compliance. Teachers shall be encouraged to have at least one (1) Smart Snack item available at each celebration.
- G. Food being served to students must be commercially prepared and packaged in the original container with food/nutrition labels listing all product ingredients.
- H. Schools shall inform parents/guardians of the classroom celebration guidelines.

With regard to Staff Wellness, the Corporation shall:

- A. Support the health and well-being of our staff by creating and promoting policy and environmental supports to provide physical activity and healthy eating opportunities, and social/emotional wellness.
- B. The School Corporation will promote programs to increase knowledge of physical activity and healthy eating for faculty and staff.
- C. School will allow staff to use school facilities outside of school hours for activities such as group fitness classes, walking programs, and individual use.
- D. Staff will be encouraged to participate in community walking, bicycling or running events, and mindfulness activities.

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

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

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

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

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

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

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

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

- A. Wellness Teams -Wellness Committee;

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

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

The Corporation shall assess the Wellness Policy at least once every three (3) years on the extent to which schools in the Corporation are in compliance with the Corporation policy, the extent to which the Corporation policy compares to model wellness policies, and the progress made in attaining the goals of the Corporation Wellness Policy. To ensure continuing progress, the Corporation will evaluate implementation efforts and their impact on students and staff using the DOE Wellness Policy Checklist at <https://www.in.gov/doe/nutrition/wellness-policies/>

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

Special Meal Accommodations

MEAL SUBSTITUTIONS FOR MEDICAL OR SPECIAL DIETARY REASONS

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

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

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

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

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

Disability/Physical Impairment within the Meal Pattern:

- If there is a medical need/disability/impairment and the meal can be accommodated within the meal pattern (Celiac Disease or single food allergy) please complete the top **3** lines of the Medical Form which does not require a signature from an authorized provider.
- The Medical Form must include the foods to omit and recommended alternatives.

- An explanation of what must be done to accommodate the child's disability, medical need or impairment and how the Food & Nutrition Department can accommodate.
- **If this description meets your needs:** go to www.loganberrycafe.com under Special Diets.

Disability/Physical Impairment outside the Meal Pattern:

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

Milk Substitutions within the Meal Pattern:

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

Milk Substitutions outside the Meal Pattern:

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

Religious or Lifestyle Requests:

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

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

To Discontinue Meal Accommodations:

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

Non-Discrimination Statement

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

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

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

(1) mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;

(2) fax: (202) 690-7442; or (3) email: program.intake@usda.gov.

This institution is an equal opportunity provider.

May 10, 2019

EQUAL EDUCATION OPPORTUNITY

It is the policy of the Logansport Community School Corporation (LCSC) to provide an equal education opportunity for all 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 the LCSC, or social or economic background, has the right to file a complaint. A formal complaint may be made in writing to the LCSC's Compliance Officer listed below:

Director of Support Services
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 below.

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

TUITION FOR NON-RESIDENT STUDENTS

- No student whose residence is beyond the corporate limits of the LCSC will be admitted to the schools of the LCSC without tuition fees, unless approved by the Board of School Trustees.
- The LCSC will collect the tuition of each non-resident child in advance of education. To carry out this plan it will be necessary to pay the tuition for each child on or before the first day of each month of school. Tuition will be payable at the Administration Building on a monthly basis.
- Tuition will be charged for each day a child attends school in the LCSC after the child has become a non-resident of the LCSC, except as provided by Indiana Code.
- Students whose parents or legal guardians are not residents of the LCSC may attend the LCSC subject to the following conditions:
 - If the student is eighteen (18) years of age or older and is emancipated.
 - If the student's parents are divorced, or separated, and the student resides with the parent who is a legal resident of the LCSC provided:
 - No court order has established the custody of the student, or
 - Both parents have agreed on the parent or person with whom the student will live, or
 - When the parent granted custody of the student has abandoned the student and the student is being supported by another legal resident of the LCSC. This situation is temporary as defined in Indiana Code.
 - If the student's parents reside outside of the United States because of education or job assignment and maintain no permanent home in the United States but have placed the student in the home of a person who is a legal resident of the LCSC.
 - If the student is granted a transfer from another government agency which attests to its financial responsibility to the LCSC for the tuition costs for such transfer.
 - If the student pays to the LCSC cash transfer, as provided by Indiana Code.
- The tuition charge for transferees into the LCSC from outside the State of Indiana shall be the gross tuition charge per capita of resident students.

TITLE VI, IX, 504 GRIEVANCE FORM

Building _____ Date _____ Time _____

Step 1- Statement of Grievance

Signed - Grievant

Reported to: _____ Principal or Supervisor

DISPOSITION

Signed _____ Date _____

GRIEVANCE SATISFACTORILY SETTLED:

Yes _____ No _____

If not, referred to Superintendent or Coordinator of Titles VI and IX and 504

Signed _____ Date _____

Step 2 – Disposition

DISPOSITION

Signed _____ Date _____

GRIEVANCE SATISFACTORILY SETTLED:

Yes _____ No _____

If not, referred to the Board of School Trustees

Signed

Date

Step 3 – Disposition

DISPOSITION

Signed

Date

GRIEVANCE SATISFACTORILY SETTLED:

Yes _____ No _____

Step 4 - Appealed to:

Signed

Date

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

NONDISCRIMINATION

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

COMPLAINT PROCEDURE

Section I

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

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

Section II

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

Step 1

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

Step 2

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

Step 3

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

Step 4

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

Inquiries concerning the nondiscriminatory policy may be directed to Director, Office for Civil Rights, Department of

Education, Washington, D.C. 20201.

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

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

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

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

5530

DRUG TESTING PROGRAM **CONSENT FORM**

I have read and understand the "LHS Drug Testing Program." I desire that _____ participate in this program and in the interscholastic athletic programs offered at Logansport High School. I also understand that in order to drive to and from school or during school I hereby voluntarily agree to be subject to its terms. I accept the method of obtaining urine samples, testing, and analyses of such specimen, and all other aspects of the program. I agree to cooperate in furnishing urine specimens that may be required from time to time.

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

The consent form will be in effect for the duration of the student's enrollment at LHS.

Student Signature

Custodial Parent or Guardian Signature

Date

WITHDRAWAL OF DRUG-TESTING CONSENT

I hereby withdraw my consent to the drug testing of _____

and understand this withdrawal will be made known to all other persons who consented for the above person to be tested in accordance with the "LCSC Drug Testing Program." I further understand that by withdrawing my consent to the drug testing program I will become ineligible for a minimum of 30% in the sport I am currently involved with or the next sport I participated in the previous season, 1 year, or total suspension of athletic participation or driving privileges depending upon any previous violations. I also understand that to return to participation in interscholastic athletic activities and/or

drive to and from school or during school, I will be required to submit a Drug Testing Consent Form.

Date

Student

Custodial Parent or Guardian

NOTIFICATION TO PARENTS REGARDING STUDENT RECORDS

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

A parent or adult student has the right to:

- inspect and review the student's education records within forty-five (45) days after receipt of the request. The school has a form, which can be used to submit a request. The Custodian of Records will notify the parent or adult student of the time and place where the records can be inspected.
- request amendments if the parent or adult student believes the record is inaccurate, misleading, or otherwise in violation of the student's rights. The school has a form, which may be used to identify which information in the record that the parent or adult student believes is inaccurate or misleading and to specify why it is inaccurate or misleading.
- consent to disclosures of personally identifiable information contained in the student's education records, except to those disclosures allowed by the law.
- Challenge LCSC noncompliance with a parent's request to amend the records through a hearing. If the Custodian of Records decides not to amend the record, the parent or adult student will be so notified and provided the opportunity for a hearing. Additional information concerning the hearing will be provided when notified of the opportunity for a hearing.
- file a complaint with the U.S. Department of Education, 600 Independence Avenue, Washington, D.C. 20202.
- obtain a copy of the LCSC policy and administrative guideline on student records (#8330).

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

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

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

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

8330

NOTIFICATION TO PARENTS ON BLOOD-BORNE PATHOGENS

Dear Parent,

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

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

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

8453.01

NOTIFICATION TO PARENTS CONCERNING PEST CONTROL AND THE USE OF PESTICIDES

Dear Parent:

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

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

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

The LCSC will:

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

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

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

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

NOTIFICATION TO PARENTS CONCERNING PREPAREDNESS FOR TOXIC HAZARD AND ASBESTOS HAZARD

Dear Parent,

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

TOXIC HAZARDS:

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

The Superintendent will appoint an employee to serve as the Toxic Hazard Preparedness (THP) Officer. Call the Director of Support Services, LCSC, 2829 George Street, Logansport, Indiana, 574/722-2911.

ASBESTOS

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

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

The Superintendent shall appoint a person to develop and implement the LCSC's Asbestos-Management Program which will ensure proper compliance with Federal and State laws and the appropriate instruction of staff and students. Director of Support Services, LCSC, 2829 George Street, Logansport, Indiana, 574/722-2911.

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

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

PARENT/STUDENT ACKNOWLEDGEMENT
OF STUDENT HANDBOOK

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

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

PARENT/STUDENT ACKNOWLEDGEMENT
OF INTERNET USAGE

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

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

Parent/Guardian Signature Date Student Signature for grades 6-12 only Date

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

Logansport Community School Corporation School Lunch Charge and Refund Policy

Purpose/Policy:

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

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

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

- Cash or Check sent to cafeteria in an envelope marked with student name, amount and teacher

Log on to <https://logansport.familyportal.cloud> with your assigned login information.

- 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.

It is strongly encouraged that parents/guardians 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~~ <https://logansport.familyportal.cloud>. We strongly discourage meal charges, but we understand that an occasional emergency may make it necessary. The following policy is as follows:

High School (9-12)

- Students are allowed no charges and are referred to a Building Administrator.
- Parents are notified daily when students account balance reaches \$2.00 via email.
- Student’s may ask a cashier to check their account balance.
- Account balances can be accessed through your <https://logansport.familyportal.cloud> account at any time.

Adults

- No charges allowed.

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 on at www.loganberrycafe.com. Please complete and return to the Food Service Office, 2829 George Street, Logansport, IN 46947.

- For balance inquiries please contact your child's school cafeteria or Administration Food & Nutrition department at 574-722-2911 X. 3140 or E-Mail at hamiltonl@lsc.k12.in.us

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

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

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

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (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.



Logansport Community School Corporation
Student Acceptable Use Policy
Grades 6-12

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

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

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

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

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

Appropriate Uses

- Corporation technology resources are primarily for business and educational uses. (LCSC Board Policy 7540.01).
- Students shall not play games or use technology resources for other non-academic activities during instructional time without the teacher’s authorization.
- Copyright laws must be followed when using information from electronic resources (e.g. online databases, electronic encyclopedias, news services), including appropriate reference citation.
- Plagiarism and copyright violations will not be tolerated. When using other sources, credit must be given to the copyright holder.
- Downloading or using illegal music, games, software, or other files is prohibited. Copyright violations will not be tolerated.
- Procedures concerning the protest of instructional materials and educational media as they are accessed through the Internet are governed by School Board Policy 9130 – Public Complaints and Concerns

Use and Care of Technology Resources

- Students must agree to and follow the LCSC Laptop Agreement that is signed by a parent or guardian, or a student over the age of 18 during registration each year.
- Students must ask for assistance if they do not know how to operate any equipment.

- Appropriate procedures must be followed, including proper startup, shutdown, and sign-in procedures. Resources and peripheral devices (e.g. keyboards, disk drives, mice, cables) must be used with care. Keep food, drink, gum, and magnets away from all equipment.
- Students must use only their assigned equipment or peripheral and are prohibited from using equipment assigned to other students unless they have the permission of the teacher or technician.
- Damaging, marring, or defacing technology resources in any manner is prohibited. Technology resources refer to the monitor, CPU, keyboard and mouse, printer, and any associated equipment. Technology resources also include network systems such as cables, connections, switches, wireless access points or electrical supplies.
- Deleting, altering or modifying software residing on school equipment is strictly prohibited. This includes modifying system setups such as Windows or Google laptop policies or network security settings.

Communications and E-Mail

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

Software and Internet

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

Use of Personal Communication Devices

- Students may use their personal communication device ("PCDs") during school hours under the discretion of the building Principal and/or teacher utilizing the student's own Internet connection.
- During School hours, students may not connect their PCDs to the school network or wireless network in order for ITS to maintain a stable network environment. (LCSC Board Policy 7542).
- Students may be allowed to access the guest wireless network with their PCDs after hours, however appropriate use must be followed based on the LCSC Student AUP, Board Policy, and state and federal laws (LCSC Board Policy 7542).

- Student PCDs or any device will be filtered through the Corporation's Internet filtering system and will be monitored in order to comply with CIPA.
- LCSC is not required to provide support for PCDs.
- Student PCDs that are brought to school is at the owner's risk. Neither LCSC nor the school is responsible for theft or damage to the device.

System Security

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

Controversial Material

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

Enforcement

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

Summary

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

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

Signatures

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

Student Signature

Date

Parent Signature

Date



Logansport Community School Corporation 1-to-1 Laptop Agreement Grades 6 - 12

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

I understand:

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

Repairs

Accidental damage is subject to the discretion of the Technology Department. Repair costs will be subject to a \$30.00 repair fee for each repair and will be charged to the student causing the damage.

Intentional damage The cost of the repair will be charged to the student. If the cost of an individual repair exceeds the replacement cost, the student will be charged the device replacement cost. An itemized price list of parts can be found on the Corporation Website. These prices are subject to change and are updated at the discretion of the Director of Technology.

If a charger or laptop is lost or stolen the student/guardian will be charged the replacement cost of the missing items. If a device is stolen, the parent(s)/guardian must file a police report and a copy must be presented to the school.

Fire/Flood Damage If a device is damaged by fire or flood, the replacement cost of the device will be charged to the student. The parent(s)/guardian is expected, where possible, to include the replacement cost of the device in a homeowners/renters insurance claim. The student will receive an invoice from the school to submit to insurance.

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

Student's Signature _____ Date _____

Parent/Guardian User Agreement:

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

Parent/Guardian's Signature _____ Date _____

Board Policies

1. PO 2260
2. PO 5517
3. PO 7440
4. PO 5771
5. PO 9130
6. PO 2520
7. PO 2520A

Book Policy Manual

Section 2000 Program

Title Code po2260

Status Active

Adopted March 20, 2000

Last Revised March 4, 2025

NONDISCRIMINATION AND ACCESS TO EQUAL EDUCATIONAL OPPORTUNITY

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 ResponsibilitiesIn 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
humanresources@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 three (3) - twenty-two (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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Revised 7/30/18

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Revised 11/14/22

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Legal I.C. 20-33-1-1

Fourteenth Amendment, U.S. Constitution

20 U.S.C. 1701 et seq., Equal Educational Opportunities Act of 1974

20 U.S.C. 7905, Boy Scouts of America Equal Access Act

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

42 U.S.C. 2000 et seq., Civil Rights Act of 1964

42 U.S.C. 2000ff et seq., The Genetic Information Nondiscrimination Act of 1973, as amended

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

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

29 C.F.R. Part 1635

34 C.F.R. Part 110, The Age Discrimination Act Regulations

Guidelines for Vocational Education Programs, Department of Education, Office for Civil Rights, March 21, 1979

Book Policy Manual

Section 5000 Students

Title ANTI-HARASSMENT

Code po5517

Status Active

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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 shall 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 shall 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 shall 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 shall 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 shall 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 shall 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. Bullying that does not rise to the level of unlawful harassment shall be investigated under Policy 5517.01 Bullying.

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

humanresources@lcsc.k12.in.us

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

The names, titles, and contact information for the COs shall 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 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 shall 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 shall attempt to resolve such complaints. The Board shall 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, shall 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 shall 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 shall 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 Bullying 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 shall 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 shall 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 shall provide a copy of this policy to the Complainant and Respondent. In the case of a formal complaint, the CO shall prepare recommendations for the Superintendent or shall oversee the preparation of such recommendations by a designee. All members of the Corporation community shall 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 shall immediately notify other Corporation employees and/or local law enforcement officials, as necessary, to stop the harassment. Thereafter, the CO or designee shall 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 shall 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, 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 shall 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 shall be formally investigated. As an initial course of action, if a Complainant feels comfortable and safe in doing so, the individual shall tell or otherwise

inform the Respondent that the alleged harassing conduct is unwelcome and must stop. The Complainant shall 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 shall be reported to one of the COs who either shall 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 shall 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 shall report such information to the CO within two (2) business days.

Throughout the course of the process, the CO shall keep the parties reasonably informed of the status of the investigation

and the decision-making process.

All formal complaints of unlawful harassment or retaliation shall 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 shall prepare a written summary of the oral interview and the Complainant shall be asked to verify the accuracy of the reported complaint by signing the document. Upon receiving a formal complaint, the CO shall consider whether any action shall 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 shall 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 shall initiate a formal investigation to determine whether the Complainant has been subjected to unlawful harassment or retaliation.

Simultaneously, the CO shall 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 shall 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 shall 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 shall 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 or retaliation against the Complainant. The CO's recommendations shall 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 shall 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 shall either issue a decision regarding whether the complaint of harassment has been substantiated or request further investigation. A copy of the Superintendent's final decision shall be delivered to both the Complainant and the Respondent.

If the Superintendent requests additional investigation, the Superintendent shall specify the additional information that is to be gathered, and such additional investigation shall be completed within five (5) business days. At the conclusion of the

additional investigation, the Superintendent shall issue a written decision as described above.

If the Superintendent determines the Respondent engaged in harassment of or retaliation toward the Complainant, the Superintendent shall identify what corrective action shall be taken to stop, remedy, and prevent the recurrence of the harassment or retaliation. The corrective action shall 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 shall 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 shall 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 shall 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 shall 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 shall 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 shall 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 shall 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 shall 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 shall be age and content appropriate.

Retention of Investigatory Records and Materials

The CO is responsible for overseeing the retention of all records that shall 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 - Information Management) 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 - Information Management) created or received as part of an investigation shall be retained in accordance with Policy 8310 - Public Records, Policy 8315- Information Management, Policy 8320 - Personnel Files, and Policy 8330- Student Records for not less than three (3) years and longer if required by the Corporation's records retention schedule.

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Revised 6/10/14

Revised 6/13/16

Revised 7/30/18

Revised 12/13/21

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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□□□

Book Section
Title
Code
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7000 Property
FACILITY SECURITY PROGRAM po7440
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March 20, 2000
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7440 - **FACILITY SECURITY PROGRAM**

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

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

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

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

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

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

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

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

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

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

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

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

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

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I.C. 20-26-5-4(a)(2), (4) and (5) I.C. 20-33-8

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Policy Manual
5000 Students SEARCH AND SEIZURE po5771
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5771 - **SEARCH AND SEIZURE**

The School Board recognizes its obligation to balance the privacy rights of its students with its responsibility to provide student,

faculty, and authorized visitors with a safe, hygienic, and alcohol/drug-free learning environment.

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

A. School Property

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

B. Student's Person and Possessions

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

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

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

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

C. Breath Test Instruments

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

4. Metal Detectors

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

5. Use of Dogs

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

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

The Superintendent shall promptly record in writing the following information for each search pursuant to this policy: A. the information upon which the search was based
B. the time, date, location, students, or places searched, and persons present
C. a description of any item seized and its disposition

D. the time and date of notice to the parent or guardian in the case of the search of the person of a student The Superintendent shall prepare administrative guidelines to implement this policy.

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Legal

I.C. 20-33-8-32

U.S. Constitution, 4th Amendment

9130 - PUBLIC COMPLAINTS AND CONCERNS

Any person or group having a legitimate interest in the operations of the School Corporation shall have the right to present a request, suggestion, complaint, or concern relating to Corporation personnel, the program, or the operations of the Corporation. At the same time, the School Board has a duty to protect its staff from unnecessary harassment. It is the intent of this policy to provide the means for judging each public complaint and concern in a fair and impartial manner and to seek a remedy where appropriate.

It is the desire of the Board to rectify any misunderstandings between the public and the Corporation by direct discussions of an informal type among the interested parties. It is only when such informal meetings fail to resolve the differences, shall more formal procedures be employed.

Any requests, suggestions, complaints, or concerns regarding the Board, Board members, and the administration shall be referred to the Superintendent for consideration according to the following procedure.

Matters Regarding a Professional Staff Member

A. First Level

If it is a matter specifically directed toward a professional staff member, the matter must be addressed, initially, to the concerned staff member who shall discuss it promptly with the complainant and make every effort to provide a reasonable explanation or take appropriate action within their authority and Corporation administrative guidelines. This level does not apply if the matter involves suspected child abuse, substance abuse, or any other serious allegation that may require investigation or inquiry by school officials prior to approaching the professional staff member.

As appropriate, the staff member shall report the matter and whatever action may have been taken to the principal/director.

B. Second Level

If the matter cannot be satisfactorily resolved at the First Level, it shall be discussed by the complainant with the staff member's supervisor.

C. Third Level

If a satisfactory solution is not achieved by discussion with the principal/director, a written request for a conference shall be submitted to the Superintendent. This request should include:

1. the specific nature of the complaint and a brief statement of the facts giving rise to it;

2. the respect in which it is alleged that the complainant (or child of the complainant) has been affected adversely;

3. steps taken to resolve the issue;

4. the action which the complainant wishes taken and the reasons why it is felt that such action be taken.

Should the matter be resolved in conference with the Superintendent, the Board may be advised of the resolution.

D. Fourth Level

Should the matter still not be resolved, or if it is one beyond the Superintendent's authority and requires a Board decision or action, the complainant may make a written appeal to the Board. The appeal should be made, in writing, to the Superintendent; within five (5) business days of the decision at the Third Level or, where the matter is beyond the Superintendent's authority and requires a Board action or decision, the decision at the Second Level.

The Board, after reviewing all material relating to the case, shall grant a hearing before a committee of the Board. The complainant shall be advised, in writing, of the Board's decision, no more than forty-five (45) business days following the hearing. The Board's decision on the matter shall be final, and it shall not provide a hearing to other complainants on the same issue.

If the complainant contacts an individual Board member to discuss the matter, the Board member shall inform the complainant that they have no authority to act in their individual capacity and that the complainant must follow the procedure described in this policy.

Matters Regarding the Superintendent

Should the matter be a concern regarding the Superintendent that cannot be resolved through discussion with the Superintendent, the complainant may submit a written request for a conference to the Board. This request should include:

- A. the specific nature of the complaint and a brief statement of the facts giving rise to it;
- B. the respect in which it is alleged that the complainant (or child of the complainant) has been affected adversely;
- C. the reason that matter was not able to be resolved with the Superintendent;
- D. the action which the complainant wishes taken and the reasons why it is felt that such action should be taken.

The Board, after reviewing the request, may grant a hearing before the Board in an executive session.

The complainant shall be advised, in writing, of the Board's decision within thirty (30) business days. The Board's decision will be final and not subject to appeal.

Matters Regarding an Administrative Staff Member

Since administrators are considered members of the Corporation's professional staff, the general procedure specified in "Matters Regarding a Professional Staff Member" shall be followed.

Matters Regarding a Support Staff Member

In the case of a support staff member, the complaint is to be directed, initially, toward the person's supervisor, and the matter then brought as required to higher levels in the same matter as prescribed for "Matters Regarding a Professional Staff Member".

Matters Regarding Corporation Services or Operations

If the request, suggestion, complaint, or concern relates to a matter of Corporation procedure or operation, it should be addressed, initially, to the supervisor in charge of that area and then brought in turn, to higher levels of authority in the manner prescribed in "Matters Regarding a Professional Staff Member."

Matters Regarding the Educational Program

If the request, suggestion, complaint, or concern relates to a matter of the Corporation's educational program, it should be addressed, initially, to the principal/director in charge of that program and then brought, in turn, to higher levels of authority in the manner prescribed in "Matters Regarding a Professional Staff Member."

Matters Regarding Instructional Materials

The Superintendent shall prepare administrative guidelines to ensure that students and parents are adequately informed each year regarding their right to inspect instructional materials and the procedure for completing such an inspection. See AG 9130A and Form 9130 F3.

If the request, suggestion, complaint, or concern relates to instructional materials such as textbooks, library books, reference works, and other instructional aids used in the Corporation, the following procedure shall be followed:

- A. The criticism is to be addressed to the building principal/director, in writing, and shall include:

1. author;
2. title;
3. publisher;
4. the complainant's familiarity with the material objected to;
5. sections objected to, by page and item;
6. reasons for objection.

B. Upon receipt of the information, the principal/director may, after advising the Superintendent of the complaint, and upon the Superintendent's approval, appoint a review committee which may consist of:

1. one (1) or more professional staff members including the principal/director;
2. one (1) or more lay persons knowledgeable in the area.

C. the appropriateness of the material for the age and maturity level of the students with whom it is being used

1. the accuracy of the material
2. the objectivity of the material
3. the use being made of the material

D. The committee, in evaluating the questioned material, shall be guided by the following criteria:

E. The material in question may be withdrawn from use pending the committee's recommendation to the Superintendent.

F. The committee's recommendation shall be reported to the Superintendent in writing within twenty (20) business days following the formation of the committee. The Superintendent will advise the complainant, in writing, of the committee's recommendation and advise the Board of the action taken or recommended.

G. The complainant may appeal this decision, within thirty (30) business days, to the Board through a written request to the Superintendent, who shall forward the request and all written material relating to the matter to the Board.

H. The Board shall review the case and advise the complainant, in writing, of its decision within thirty (30) business days.

Matters Regarding School Library Materials If a parent or guardian of a student enrolled in a school in the School Corporation or a community member residing within

the Corporation submits a request to remove material that they contend is obscene or harmful to minors from a school library, the following procedure shall be followed:

A. The request is to be presented to the Superintendent, in writing, and shall include:

1. author;
2. title;
3. publisher;
4. sections objected to, by page and item;
5. reasons for objection.

B. Upon receipt of the information the principal may after advising the principal/director of the request, and upon the Superintendent's approval, appoint a review committee which may consist of:

1. one (1) or more professional staff members including the principal/director;
2. one (1) or more laypersons knowledgeable in the area.

C. The review committee, in evaluating the questioned material, shall be guided by the following criteria:

1. the appropriateness of the material for the age and maturity level of the students with whom it is being used
2. the accuracy of the material
3. the objectivity of the material

4. the use being made of the material

D. The material in question may be withdrawn from use pending the review committee's recommendation to the Superintendent.

E. The review committee's recommendation shall be reported to the Superintendent in writing within thirty (30) business days following the formation of the review committee. The Superintendent will advise the individual making the request, in writing, of the review committee's recommendation and advise the Board of the action taken or recommended.

F. The individual who filed the request may appeal this decision to the Board within thirty (30) business days through a written request to the Superintendent, who shall forward the request and all written material relating to the matter to the Board.

G. The Board shall review the request and decision at the next public meeting after an appeal is submitted. The board shall advise the complainant, in writing, of its decision within forty-five (45) business days.

No challenged material may be removed from the curriculum, school library or from a collection of resource materials except by action of the Board, unless the requester fails to appeal the review committee's decision in a challenge to school library material, and no challenged material may be removed solely because it presents ideas that may be unpopular or offensive to some without it being obscene or harmful to minors. Any Board action to remove material will be accompanied by the Board's statement of its reasons for the removal.

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Book Policy Manual
Section 2000 Program
Title SELECTION OF MATERIALS, LIBRARY MATERIALS AND EQUIPMENT
Code po2520
Status Active
Adopted March 20, 2000

Last Revised December 11, 2023

2520 - **SELECTION OF MATERIALS, LIBRARY MATERIALS AND EQUIPMENT**

The School Board shall provide curricular materials and equipment, within budgetary constraints, to implement the School Corporation's educational goals and objectives and to meet students' needs. The primary objective of such curricular materials and equipment shall be to enrich, support, and implement the educational program of the school. The Superintendent shall establish a procedure for each school to prepare a catalogue of materials available in the school library. The catalogue shall be published on the website of each school. A hard copy of the catalogue shall be made available on request.

The Corporation shall not make available within the school library any materials that contain: (1) obscene matter (as

described in I.C. 35-49-2-1); or (2) matter harmful to minors (as described in I.C. 35-49-2-2). The procedure for a parent of a student enrolled in the school or a community member residing within the Corporation to submit a request to remove material that is obscene or harmful to minors is included in Policy 9130 - Public Complaints and Concerns (Subsection Matters Regarding Library Materials), including the process for response and appeal.

All educational material will be provided in an accessible format such as large print, braille or digital format in accordance with IDEA (Individual with Disabilities Education Act), Sec. 300.172 in 2004 and implemented in 2006 for students with an IEP and a documented print disability. Students will receive their specialized materials at the same time other students receive their instructional material.

The Superintendent shall develop administrative guidelines for the selection and maintenance of all curricular materials and equipment and provide for the assessment of fees for lost or significantly damaged curricular materials.

Cost of materials may be charged for materials used in those activities beyond the basic curriculum in which a student elects to participate, particularly in activities where the product becomes the property of the student.

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I.C. 20-5-2-2(17)

Cross References po9130 - PUBLIC COMPLAINTS AND CONCERNS

Book Administrative Guideline Manual (Active)

Section 2000 Program

Title SELECTION OF INSTRUCTIONAL MATERIALS AND EQUIPMENT

Code ag2520A

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Adopted December 11, 2023

2520A - **SELECTION OF CURRICULAR MATERIALS, SCHOOL LIBRARY MATERIALS, AND EQUIPMENT**

In accordance with the policies of the School Board for selection of resource materials, the following guidelines should be followed:

A. Criteria for Selection of Curricular Materials

1. technical quality of the publication/production
2. readability and appeal to students
3. authoritativeness
4. completeness, accuracy, clarity
5. absence of gender stereotyping and racial or ethnic bias
6. reputation and significance of the author, artist, composer, and/or producer
7. format and price
8. relationship to a course of study
9. extent to which the scope/content of the material makes it possible for students to accomplish the objectives and goals of the program
10. appropriateness of the content and/or presentation relative to the maturity and/or comprehension level of the students
11. needs of an individual school program based on requests from administrators and teachers
12. needs of individual students based on requests by teachers, parents, or students

B. Criteria for Selection of Equipment

The evaluation and selection criteria for instructional equipment should include:

1. relevance to the Corporation's curriculum;
2. needs of staff and/or students;
3. technical quality;
4. cost;
5. reliability;
6. ease of repair and maintenance;
7. compatibility with existing Corporation equipment, when applicable.

C. Procedure for Selection of Instructional Resources

1. Each principal shall select members of the staff who are directly involved in the program for which the materials and/or equipment will be used. Their responsibility is to review and evaluate suggested resources, using the criteria listed on page 1, and make recommendations to the principal.
2. The principal shall review the recommendations and, if necessary the materials and equipment, and submit the recommendations to the Superintendent.
3. The Superintendent will then review the recommendations, and either refer them back to the principal or approve their use.

D. Procedure for Selection of School Library or Media Center Materials

1. The media specialist, in cooperation with the principal, shall be responsible for the selection of all materials

housed in a school library or media center. Upon notification of the availability of funds for the purchase of such resource materials, the principal will prepare a request form which includes the amount of money available to a grade level or subject area for new or additional materials. Instructional staff are to submit a prioritized request list of the materials they would find most useful. Each school library/media center shall contain at least one (1) copy of the following writings, documents, or recordings:

The Constitution of the United States

The National Motto

The National Anthem

The Pledge of Allegiance

The Constitution of the State of Indiana

The Declaration of Independence

The Mayflower Compact

The Federalist Papers

"Common Sense" by Thomas Paine

The writings, speeches, documents, and proclamations of the founding fathers and presidents of the United States

United States Supreme Court decisions

Executive orders of presidents of the United States

Frederick Douglas' Speech at Rochester, New York, on July 5, 1852, entitled "What to a Slave is the Fourth of July?"

Appeal by David Walker

Chief Seattle's letter to the United States government in 1852 in response to the United States government's inquiry regarding the purchase of tribal lands

(I.C. 20-10.1-4-2.5)2. The principal shall then determine which of the requests can be accommodated and proceed to review the selections prior to purchase. The selection criteria are the same as those used for the selection of basic text materials. (See AG 2510.)

3. Any material that contains content or a manner of presentation that could be controversial, as defined in Policy 2240 and criterion #4 in 2520 F1, should be approved by the principal prior to purchase.

4. Materials that contain obscene matter (as described in I.C. 35-49-2-1) or matter harmful to minors (as described in I.C.35-49-2-2) shall not be available within the school library.

E. Procedure for Use of Noncorporation Materials

1. No print, audio, video, or graphic materials which are not part of the Corporation's basic or supplementary materials are to be used with students without prior review and approval. Such review should be done, using Form 2520 F1, first by the teacher(s) or counselor(s) who wish to use the material.

2. The critical criteria by which such materials are to be reviewed are:

a. relationship to the course of study;

b. the uniqueness of the content and/or presentation that is not adequately provided in Corporation materials;

c. the appropriateness of the content and/or presentation for the maturity and comprehension levels of the students;

d. the extent to which the content or presentation could create controversy among students, parents, and community groups.

3. Each of the four criteria are to be rated according to the rating scale on Form 2520 F1. In any situation in which the teacher has rated any of the four criteria 3 or 4, the use of the material must be approved by the principal. If there is any concern on the part of the principal that the material might be inappropriate, s/he should personally review the materials, and if still uncertain, contact the Superintendent.

4. Any material that contains content or a manner of presentation that could be controversial, as defined in Policy 2240 and criterion #4 in 2520 F1, should be approved by the principal prior to purchase.

Each member of the faculty is to receive a copy of 2520 F1 for use as a reference. The form should be submitted to the principal when so directed.

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