



# **Lebanon Middle School**

## **2023-2024**

### **MISSION STATEMENT**

***LMS* helps students achieve academic success and become productive citizens.**

### **GOAL**

**The goal of LMS is for all students to improve their reading comprehension**

### **THE TIGER R.O.A.R.S**

**RESPECT-ORGANIZATION-ATTITUDE-RESPONSIBILITY-SAFETY**

MESSAGE FROM THE PRINCIPAL:

**Welcome to Lebanon Middle School. The staff members and I are pleased to have you here as a student, and we will do our best to make your experience here as productive and successful as you wish to make it.**

Dr. Jon Milleman, Superintendent of Schools, LCSC  
Doyle Dunshee, Principal  
Mark Butler, Assistant Principal  
Jim McCune, Assistant Principal  
Ofc Shawn Apps, School Resource Officer  
Stephanie Smith, Administrative Assistant  
Kim Erdman, Receptionist/Attendance Officer  
Amanda Skobel , Athletic Director  
Nancy Murray, Student Services Counselor  
Jackie Taylor, Student Services Counselor  
Laura Romack, Student Services Secretary

**Lebanon Middle School**

1800 North Grant St.  
Lebanon, Indiana 46052  
765-482-3400  
Fax 765-483-3049  
[www.leb.k12.in.us](http://www.leb.k12.in.us)



**LMS SCHOOL SONG**

**Rah, Rah, Rah!!**

**Oh, when the Lebanon Tigers fall in line,  
We're gonna win this game in Tiger Time,  
And for the dear ol' team we love so well,  
And for the black and gold we'll yell and yell and yell  
And we will fight, fight, fight for victory  
And we will win this game just wait and see.  
And we will put ol' \_\_\_\_\_ on the ground Knock 'em down, rah, rah, rah!!  
L-E-B-A-N-O-N GOOOOOOOOO LEBANON!!!!!**

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## **LCSC POLICIES AND PROCEDURES**

### **EQUAL EDUCATION OPPORTUNITY**

It is the policy of this corporation 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, disability, religion, gender, ancestry, national origin, place of residence within the boundaries of the corporation, or social or economic background, has the right to file a complaint. A formal complaint can be made in writing to the School Corporation's Compliance Officer, Dr. Robert Taylor at the Office of the Superintendent, 765- 482-0380. The complaint will be investigated and a written response will be given to the concerned person in a timely manner. The Superintendent of Schools can provide additional information concerning access to equal education opportunity.

"In the event there is a contradiction between a handbook statement and a LCSC school board policy, the LCSC policies will take precedence over all handbook rules."

### **ADMISSION TO THE CORPORATION**

Students who qualify for admission to Corporation schools, in accordance with School Board Policy 5111, shall be accepted when the following documents have been submitted:

- A. a birth certificate or other appropriate documentary evidence,
- B. court orders or placement papers, if applicable,
- C. proof of residency consisting of a deed, building permit, rental agreement, tax statement, voter registration card, or completion of Form 5111 F2b

If a birth certificate is not available, the parent is to complete Form 5111 F1 and submit the documentary evidence called for therein. If custody has been established by the courts, a copy of the court order must be submitted. If such verification is not received within thirty (30) days or the document appears to be inaccurate or suspicious, the Principal shall notify the Lebanon Police Department.

Students without appropriate records will be admitted under temporary enrollment for a period of ten (10) days unless extended by the principal. Parents are to be so informed at the time of admission. The sending school shall be contacted within twenty-four (24) hours of the student's entry into the school and requested to send all appropriate records. If the school indicates no record of the student's attendance, or the records are not received within fourteen (14) days of the date of request, or if the student does not present a certification of birth or other documentary evidence, the Principal shall immediately notify the law enforcement agency where the student resided and the local law enforcement agency that s/he may be a missing child.

Immunization requirements are to be in accordance with AG 5320.

### **Determination of Legal Settlement**

- Criterion #1 If the student lives with parents and is under eighteen (18) or over eighteen (18) but emancipated, the legal settlement is the School Corporation where the student's parents reside as defined in I.C. 20-8.1-6.1-1(b).
- Criterion #2 If the student lives separately from parents and is over eighteen (18) but emancipated, then the legal settlement is the student's address.
- Criterion #3 If the student lives with a divorced or separated parent, the legal settlement is the address of the custodial parent unless the custodial and noncustodial parent have completed the form from the Department of Education which allows the student to attend school in the Corporation in which the noncustodial parent has legal settlement. (See I.C. 20-8.1-6.1-2(c))
- Criterion #4 If the student lives with a person because the parents are residing outside the United States due to educational or business pursuits and maintain no permanent home in the United States and have officially placed the student in the home of the person, the legal

settlement is the address of the person with whom the student lives.

If legal settlement cannot be determined by using any of the above criteria and the student is being supported by, cared for by, and living with another person, the student's legal settlement is the address of the person with whom the student lives, except where the parent is able to support the child but has placed him/her with the other person primarily for the purpose of attending school in this Corporation.

If the legal settlement is in dispute, the person with whom the student lives must be appointed the student's legal guardian before s/he will be accepted for enrollment in the Corporation. If the assignment of legal guardianship is solely for the purpose of making it possible for the student to go to school in this Corporation, the student's legal settlement will still be considered to be outside this Corporation.

If there is a dispute concerning residency or legal guardianship, the student will be enrolled pending settlement of the dispute.

### **PROOF OF RESIDENCY**

*If proof of residency is requested by your school you have ten (10) school days to provide the requested proof of residency. After ten (10) days the student will be un-enrolled and cannot attend school until proof of residency is provided.*

### **MCKINNEY VENTO ACT**

The McKinney Vento Act which was reauthorized in January 2002 ensures educational rights and protections for children and youth experiencing homelessness. The act is a part of the Federal Legislation called No Child Left Behind. The McKinney Vento Act provides school districts guidelines to services which are available to children that would be classified as homeless. The Lebanon Community School Corporation Administration Center will work with each school in the district and will provide a residency form to be completed twice a year by each family of the children attending and enrolling in our schools. The data collected from these forms will be used for data reporting purposes and to offer assistance when and where needed. The complete McKinney Vento Act can be found under The McKinney Vento Act homeless Assistance (42u.s.c.11431 et Seq). The representative for the Lebanon Community School Corporation is Diane Scott and can be contacted at 765-482-0380.

### **AMERICANS WITH DISABILITIES ACT – SECTION 504**

The American's with disabilities act (A.D.A.) and Section 504 of the rehabilitation Act requires the school to ensure that no individual be discriminated against on the basis of a disability. This protection applies not just to the student, but all individuals who have access to the Corporation's programs and facilities. Students with Disabilities who do not qualify for IDEA may be served within the regular education program with an accommodation plan developed by the school staff. Parents who believe their child may have a disability that interferes substantially with the child's ability to function properly in school should contact the Guidance Department.

## **NOTIFICATION OF RIGHTS UNDER THE PROTECTION OF PUPIL RIGHTS AMENDMENTS (PPRA)**

PPRA affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

- Consent before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED)
  1. Political affiliations or beliefs of the student or student's parents;
  2. Mental or psychological problems of the student or student's family';
  3. Sex behavior or attitudes;
  4. Illegal, anti-social, self-incriminating, or demeaning behavior;
  5. Critical appraisals of others with whom respondents have close family relationships;
  6. Legally recognized privileged relationships, such as with lawyers, doctors or ministers;
  7. Religious practices, affiliations, or beliefs of the student or parents; or
  8. Income, other than as required by law to determine program eligibility.

- Receive notice and an opportunity to opt a student out of –
  1. Any other protected information survey, regardless of funding;
  2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
  3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.
- Inspect, upon request and before administration or use –
  1. Protected information surveys of students;
  2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
  3. Instructional material used as part of the educational curriculum.

These rights transfer to from the parents to a student who is 18 years old or an emancipated minor under State Law.

School district will/has develop(ed) and adopt(ed) policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. (School District) will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. (School District) will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. (School District) will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at the time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and are provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement:

- Collection, disclosure, or use of personal information for marketing, sales or other distribution.
- Administration of any protected information survey not funded in whole or in part by ED.
- Any non-emergency, invasive physical examination or screening as described above.

Parents who believe their rights have been violated may file a complaint with:

*Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20202-8520*

## **PEST CONTROL**

The School Corporation is committed to providing students a safe environment. 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 may 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 pesticides exposure to children. The corporation will:

1. Inform annually parents and staff members of the Corporation's pest control policy at the time of the student registration by a separate memorandum or as a provision in the student handbook.
2. Provide the name and phone number of the person to contact for information regarding pest control.
3. Establish a registry of parents and staff members who want to receive advance notice of all pesticide use and provide such notice.

4. Provide notice of planned pesticide applications to parents and employees who have requested advanced notice.
5. Provide notice of all pesticide applications to school nurses.
6. Maintain written record for at least 90 days of any pesticide applications.

The corporation will provide notice at least two (school) days prior to the date and time the pesticide application is to occur. The notice will include the date and time of the pesticide, the general area where the pesticide is to be applied and the telephone number to contact the school for more information.

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

### **STUDENT MEDICATION POLICY**

No medication shall be administered to a student without the written and dated consent of the student's parent. The consent of the parent shall be valid only for the period specified on the consent form and in no case longer than the current school or program year. All nonprescription medicine to be administered to a student must be accompanied by a statement describing the medicine, the dosage, and the time for it to be administered to the student. All prescription medicine, including injectable medicine and all blood glucose tests by finger prick to be administered to a student must be accompanied by a physician's prescription, a copy of the original prescription, or the pharmacy label. If the medication is to be terminated prior to the date on the prescription, the written and dated consent or withdrawal of consent of the parent is required. The written consent of the parent and the written order of the physician shall be kept on file.

No student shall be allowed to keep medicine at school except as provided by state law. Any medicine to be administered to a student shall be brought to either the principal's or school nurse's office where it will be kept in a secure place.

Unused medicine by a student may be sent home through the student's parent or an individual who is at least 18 years old and is designated in writing by the student's parent to receive the medication. Unused medicine may be sent home with the student only with the written permission of the student's parent.

Medication shall be administered in accordance with the parent's statement (in the case of nonprescription medicine) or the physician's order (in case of prescription medicine) only by a school nurse or other employee (s) designated in writing by the school principal. All administration of medicine shall be documented in writing. Any designated employee who is responsible for administering injectable insulin or a blood glucose test by finger prick shall receive proper training from a practitioner or a registered nurse and such training shall be documented in writing by the practitioner or registered nurse and kept on file in the school building office.

If a prescription is written for three times a day it may be taken before school, after school and in the evening. This would eliminate the need for the medication to be taken at school. If you have any questions concerning the administration of medication during school hours, please contact the school nurse for clarification.

Legal Reference: IC 20-19-2-8

IC 20-19-2-9

IC 20-35-2-1

IC 34-30-14

IC 20-33-8-13

IC 20-34-3-18

511 IAC 7-21-8

### **INJURY AND ILLNESS**

All injuries must be reported to a teacher and the clinic. If the injury is minor, the student will be treated and may return to class. If medical attention is required, the clinic will follow the school's emergency procedures. The clinic is to be used by students for illness or accidents which occur during school hours or at school activities. It is not an outpatient or diagnostic center.

A student who becomes ill during the school day should request permission from the teacher to go to the clinic. The office will determine whether or not the student should remain in school or go home.

No student will be released from school without proper parental permission. Students will be sent home



from school with a temperature of 100.4 or more. Students must be fever free for 24 hours before returning to school. In an emergency situation, the school will attempt to contact the parent or guardian. If the parent or guardian cannot be located, the person designated as the emergency contact will be called. In the event that none of the above contacts can be made, the school will take appropriate action as deemed necessary. The nurse or secretary must make all telephone calls relating to injury or illness from the clinic.

## **IMMUNIZATIONS**

Each student must have the immunizations required by law or have an authorized waiver. If a student does not have the necessary shots or waivers, the Principal may remove the student or require compliance with a set deadline. This is for the safety of all students and in accordance with State law. Any questions about immunizations or waivers should be directed to the LMS school nurse.

### **Immunization Requirements (20-34-4-2)**

Each student shall provide documentation of the following immunizations that complies with the rules set forth by the Indiana State Board of Health pertaining to adequate dosage and age:

A. Diphtheria, Tetanus, Pertussis	DTAP/DT/Td	-	5 doses
B. Tdap		-	1 dose
C. Hepatitis A		-	2 dose
D. Hepatitis B	Hep B	-	3 doses
E. Measles, Mumps, Rubella	MMR	-	3 doses
F. Poliomyelitis (polio)	IPV/OPV	-	4 Shots
G. Chicken Pox	Varicella	-	2 Shots or documented disease
J. Meningococcal	MCV4	-	1 Shot (1 booster required for students in grade 12)

In accordance with the immunization Statute (IC 20-36-4-1) Lebanon Middle School will enforce the 20 day rule, which says that no student shall be permitted to attend school for more than twenty (20) days beyond the date of his enrollment without current immunization statement on file, or a statement by the local health officer, or a statement that required immunizations have been delayed by extreme circumstances, or a statement of objection in accordance with the law. Failure to comply with this law may result in separation from school in accordance with IC20-33-8 .

## **HEALTH SCREENINGS**

As required by the state of Indiana, health screenings will be conducted with all students in the grade levels shown on the schedule below. The screenings will be conducted during the first semester of each school year. If a parent does not wish for his/her child to be screened, please notify the speech pathologist/health care professional at the beginning of the school year.

Speech & Hearing Screenings: Students in kindergarten, 1st, 4th grade, 7th grade, 10th grade, student who transferred into the school corporation, and students receiving special education services will have their speech &/or hearing screened during the fall semester of the school year by district speech-language pathologists. IN 511 IAC 7-41-8 IC 20-34-3-14

## **COMMUNICABLE DISEASES**

Students will be required to comply with all requirements and recommendations of public health agencies, federal and state department of education, state and federal laws and executive orders related to the Coronavirus or any other communicable diseases.

The local health officer may exclude from school a student who has dangerous communicable disease that is transmissible through normal school contacts and poses a substantial threat to the health and safety of the school community.

If the local health officer subsequently determines that a student has been excluded from school does not have a dangerous communicable disease that is transmissible through normal school contacts and poses a substantial threat to the health and safety of the school community, the local health officer shall issue a certificate of health to admit or readmit the student to school. A person who objects to the determination made by the local health officer under this section may appeal.

If a student is ill, has a communicable disease, or is infested with parasites the school Principal may send

the student home with a note to the student's parent or guardian. The note must describe the nature of the illness or infestation and, if appropriate, recommend that the family physician be consulted.

#### **CONTROL OF CASUAL CONTACT COMMUNICABLE DISEASES AND PESTS**

Because a school has a high concentration of people, it is necessary to take specific measures when the health or safety of the group is at risk.

The school's professional staff has the authority to remove or isolate a student who has been ill or has been exposed to a communicable disease or highly transient pest, such as lice.

Specific diseases include: diphtheria, scarlet fever, strep infections, whooping cough, mumps, measles, rubella, and other conditions indicated by the Local and State Health Departments.

Any removal will be only for the contagious period as specified in the School's administrative guidelines.

#### **CONTROL OF NON-CASUAL CONTACT COMMUNICABLE DISEASES**

In the case of non-casual contact communicable diseases, the School still has the obligation to protect the safety of the staff and students. In these cases, the person in question will have his/her status reviewed by a panel of resource people, including the County Health Department, to insure that the rights of the person affected and those in contact with the person are respected. The School will seek to keep students and staff persons in school unless there is definitive evidence to warrant exclusion.

Non-casual contact communicable diseases include sexually transmitted diseases, AIDS (Acquired Immune Deficiency Syndrome), ARC-AIDS Related Complex, HIV (Human-Immunodeficiency), Hepatitis B and other diseases that may be specified by the State Board of Health.

As required by Federal law, parents will be requested to have their child's blood checked for HIV and HBV when the child has bled at school and students or staff members have been exposed to the blood. Any testing is subject to laws protecting confidentiality.

#### **INSURANCE**

There are no provisions of the Lebanon Community School Corporation to carry general medical insurance on its students.

#### **STUDENT RECORDS**

The teachers, counselors and administrative staff keep many student records. There are two basic kinds of records—directory information and confidential records. Directory information can be given to any person or organization for non-profit purposes when requested, unless the parents of the student restrict the information in writing to the principal. Directory information is determined by and listed in Corporation Policy 8330.

#### **NOTIFICATION OF RIGHTS REGARDING STUDENT RECORDS**

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

**(1) The right to inspect and review the student's education records within 45 days of the day the school receives a request for access.**

Parents or eligible students should submit to the school principal or appropriate school official a written request that identifies the record(s) they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

**(2) The right to request the amendment of the student's education records that the parent or eligible student believes to be inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.**

Parents or eligible students who wish to ask the school to amend a record should write the school principal (or appropriate school official), clearly identify the part of the record they want changed and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of

their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

**(3) The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent**

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer or contractor outside of the school who performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

**(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:**

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, S.W.  
Washington, DC 20202

(NOTE: in addition, a school may want to include its directory information public notice, as required by 99.37 of the regulations, with its annual notification of rights under FERPA.)

**EMERGENCY CLOSINGS AND DELAYS**

In case of adverse weather, changing or canceling the school schedule, the LCSC Alert Now notification system will be utilized and certain media stations will be notified. Students are encouraged to listen for details. Parents and students are responsible for knowing about emergency closings and delays. Please keep your contact information updated. Parents and students are responsible for knowing about emergency closings and delays. Parents should be sure their students know what to do in case of an early closing.

**CONTRABAND DETECTION ON SCHOOL PROPERTY**

Lebanon Community School Corporation policy allows for the use of law enforcement agencies to assist school personnel in the detection of contraband, which could include, but is not limited to, explosive devices, weapons, bio-chemical materials, and illegal drugs or narcotics. In addition to the use of local, county, and state police officers, law enforcement canine police units may be used in the detection process.

When a student is suspected of being in possession of any form of contraband on school property, the student will be placed in the custody of the school administrator.

**SEARCH AND SEIZURE**

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

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

## **SECLUSION AND RESTRAINT PLAN**

As part of emergency procedures in place in our schools, no student will be restrained and/or placed in seclusion by school staff unless the student's behavior poses an imminent risk of injury to him/herself or others. However, significant violations of the law including assaults on students and staff will be reported to the police. As soon as possible after any such use of restraint and/or seclusion, the parents or guardian will be informed when any of these actions have occurred and will be provided with a detailed account of the incident including the circumstances that led to the use of restraint and or seclusion. The Seclusion and Restraint Plan is located in its entirety on the Joint Services webpage on the LCSC website.

## **GROUND FORS FOR SUSPENSION OR EXPULSION IC 20-33-8-14**

### **SEC. 8 GROUND FORS FOR EXPULSION OR SUSPENSION**

Recognizing that the behavior of some students may be so disruptive that it interferes with school purposes or the educational function of the school corporation, school officials may find it necessary to remove a student from the school. In this event and in accordance with the provisions of IC 20-8.1-5.1, the Board of Trustees authorizes administrators and staff members to take the following actions:

- 1. REMOVAL FROM CLASS OR ACTIVITY—TEACHER:** 1) middle school, junior high or high school teacher will have the right to remove a student from his/her class or activity for a period of up to five (5) school days if the student is assigned regular or additional work to be completed in another school setting.
- 2. SUSPENSION FROM SCHOOL—PRINCIPAL:** A school principal (or designee) may deny a student the right to attend school or take part in any school function for a period of up to ten (10) school days.
- 3. EXPULSION:** In accordance with due process procedures defined in this policy, a student may be expelled from school for a period no longer than the remainder of the current semester plus the following semester, with the exception of a violation of rule 13 listed under the ground for suspension and expulsion in this policy. Possession of a firearm will result in expulsion for one calendar year subject to modification by the superintendent.

Grounds for suspension or expulsion are for student misconduct or substantial disobedience. The following include examples of student misconduct or substantial disobedience, but are not limited to:

- (1) 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, or possessing any firearm, explosive, or other weapon. The following enumeration is illustrative of type of conduct prohibited by this subdivision.
  - (A) Occupying any school building, school grounds, or part thereof with the intent to deprive others of its use.
  - (B) Blocking the entrance or exits of any school building or corridor or room therein with the intent to deprive others of lawful access to or from the use of the school building or property.
  - (C) Setting fire to or substantially damaging any school building or property.
  - (D) Prevention of or attempting to prevent by physical acts the convening or continued function of any school or educational function, or of any lawful meeting or assembly on school property.
  - (E) 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 educational function under his/her supervision.

This subdivision shall not, however, be construed to make any particular student conduct a ground for expulsion where such conduct is constitutionally protected as an exercise of free speech or assembly or other right under the Constitutions of Indiana or the United States.

- (2) Causing or attempting to cause substantial damage to school property, stealing or attempting to steal school property of substantial value, or repeatedly damaging or stealing school property.
- (3) Intentionally causing or attempting to cause substantial damage to valuable private property, stealing or attempting to steal valuable private property, or repeatedly damaging or stealing private property.
- (4) Intentionally causing or attempting to cause physical injury or intentionally behaving in such a way as could reasonably cause physical injury to any person. Self-defense or reasonable action undertaken on the reasonable belief that it was necessary to protect some other person does not, however, constitute a violation of this provision.

- (5) Threatening or intimidating any student for the purpose of, or with the intent of, obtaining money or anything of value from the student.
- (6) Knowingly possessing, handling, or transmitting a knife or any other object that can be reasonably considered a weapon.
- (7) 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. Use of a drug authorized by a medical prescription from a physician is not a violation of this subdivision.
- (8) Engaging in the unlawful selling of a controlled substance or engaging in a criminal law violation that constitutes a danger to other students or constitutes an interference with school purposes or an educational function.
- (9) Failing in a substantial number of instances to comply with direction of teachers or other school personnel during any period of time when the student is properly under their supervision, where the failure constitutes an interference with school purposes or an educational function.
- (10) Engaging in any activity forbidden by the laws of Indiana that constitutes an interference with school purposes or an educational function.
- (11) Violating or repeatedly violating any rules that are reasonably necessary in carrying out school purposes or an educational function and are validly adopted under sections 2 and 3 of this chapter.
- (12) Knowingly possessing or using on school grounds during school hours an electronic device or a handheld portable telephone in a situation not related to a school purpose or an educational function.
- (13) Possession of a firearm.
  - a. No student shall possess, handle, or transmit any firearm on school property.
  - b. The following devices are considered to be a firearm as defined in Section 921 of Title 18 of 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, any similar device, or mine.
    - 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.

The grounds for suspension or expulsion listed above apply when a student is:

- a. On school grounds immediately before, during, and immediately after school hours and at any other time when a school group is using the 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.

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

## **SUSPENSION PROCEDURES**

When an administrator determines that a student should be suspended, the following procedures will be followed:

1. A meeting will be held prior to the suspension of any student. At this meeting the student will be entitled to:
  - (a) a written or oral statement of the charges;
  - (b) if the student denies the charges, a summary of the evidence against the student will be presented; and
  - (c) the student will be provided an opportunity to explain his or her conduct.
2. The meeting shall precede suspension of the student except where the nature of the misconduct requires immediate removal. In such situation, the meeting will follow the suspension as soon as reasonably possible following the date of the suspension.
3. Following the suspension, the parents or guardians of suspended student will be notified in writing. The notification will include the dates of the suspension; and will describe the student's misconduct and the action taken by the principal.

## **EXPULSION PROCEEDINGS**

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

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

The student or parent has the right to appeal to the school board the decision of the person conducting the expulsion meeting within ten (10) days of the receipt of notice of the action taken. The student or parent appeal to the board must be in writing. If an appeal is properly made, the board must consider the appeal unless the board votes not to hear the appeal. If the board hears the appeal, it will consider the written summary of the expulsion meeting and the arguments of the school administration and the student and/or the student's parent. The board will then take any action deemed appropriate.

LEGAL REFERENCE: 20 U.S.C. 8001  
20 U.S.C. 8002  
I.C. 20-33-8-14 et.seq.

## **LCSC INTERNET ACCEPTABLE USE POLICY**

Internet access is now Approved by the School Board May 9, 2000 available to the educational community of Lebanon Community Schools. Our goal in providing this service is to promote educational excellence in our schools by facilitating resource sharing, innovation, and communication. The Internet is an electronic highway connecting thousands of computers all over the world and millions of individual users. The purpose of the backbone network to the Internet is to support research and education in and among academic institutions by providing access to unique resources and the opportunity for collaborative work. With access to computers and people all over the world also comes the availability of material that may not be considered of educational value in the context of the school setting. On a global network it is impossible to control access to offensive material and a user may discover controversial information. The School Corporation believes that the valuable information and interaction available on this worldwide network far outweighs the possibility that users may procure material that is not consistent with the educational goals of the Corporation. The terms and conditions presented in this document are meant to educate and guide our educational community in the use of the Internet. These policies and procedures are available for review by all members of the community, including students, parents, guardians, and employees of the Corporation.

### **ACCEPTABLE USE**

The use of your Internet account must be in support of education and research consistent with the educational objectives of the Corporation. Use of the Internet shall be limited to professional development and collaboration, and to educational and instructional purposes related to class curriculum. These activities may include but are not limited to:

- A. electronic mail communication with people around the world to exchange research data, debate educational issues, and share instructional strategies;
- B. accessing university libraries, ERIC, and other informational databases;
- C. downloading lesson plans and other curriculum-related materials;
- D. receiving information and news from government institutions such as NASA, the U.S. Weather Service, or the U.S. Geographical Survey.

All persons who access the Internet must conduct themselves in a responsible, ethical, and polite manner while using the network. Use of other organizations' networks or computing resources must comply with the rules appropriate for that network.

- A. Diligent effort must be made to delete mail daily from all personal mail directories.
- B. Downloading of software may only be done by a request to your system administrator.
- C. Be polite.

### **UNACCEPTABLE USE**

Those accessing the Internet through the School Corporation must also abide by the following usage prohibitions:

- A. Do not be abusive in messages to others. Do not swear; use vulgarities or any other inappropriate language.
- B. Do not access, upload, download, or distribute pornographic, obscene, or sexually explicit material.
- C. Do not violate local, State, or Federal statute.
- D. Do not use the network in such a way that would disrupt the use of the network by other users; this includes sending "chain letters".
- E. Do not vandalize, damage, or disable the property of another person or organization. Vandalism is defined as any malicious attempt to harm or destroy data of another user or any of the networks connected to the Internet backbone. This includes, but is not limited to, the uploading or creation of computer viruses.
- F. Do not access another person's materials, information, or files without the implied or direct permission of the person.
- G. Do not violate copyright or otherwise use another person's intellectual property without their prior approval or proper citation.

- H. Do not reveal your personal address or phone number, or those of your colleagues or students.
- I. Do not use the network for commercial activities, product advertisement, or political lobbying.
- J. Do not commit the School Corporation to any unauthorized financial obligation.
  
- K. Do not respond to unsolicited on-line contact. If such contact persists report it to your system administrator.
- L. Do not send non-LCSC communication to any LCSC e-mail distribution list. This type of information is more appropriate for posting on the LCSC electronic bulletin board.

### **PRIVILEGES**

The use of the Internet is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. All users are expected to exercise common sense and good judgment. In the absence of either, the system administrators or other appropriate personnel will deem what is inappropriate use and their decision is final. The system administrators may also close an account at any time as required for administrative or technical reasons. With just cause, any member of the Corporation's educational community may request the system administrator to deny, revoke, or suspend specific user accounts.

The educational value and adherence to acceptable use of the Internet by students shall be the joint responsibility of the students, parents, and employees of the Corporation. Students must have an Internet Use Agreement, signed by the student, sponsoring teacher, and the student's parent or guardian, on file with the system administrator before accessing the Internet. A parent or guardian may request alternative activities not requiring Internet access. This request shall not impact the child's instruction or assessment in any negative manner.

Users should not expect that files stored on school-based computers will always be private. Electronic messages and files stored on school-based computers may be treated like school lockers. Administrators and faculty may review files and messages to maintain system integrity and insure that users are acting responsibly.

### **RISKS**

The School Corporation makes no warranties of any kind, whether expressed or implied, for the service it is providing and is not responsible for any damages the user may suffer. This includes loss of data, non-deliveries, mis-deliveries, or service interruptions. The user is responsible for evaluating any information obtained from the Internet. The Corporation specifically denies any responsibility for the accuracy or quality of information obtained through its services.

### **SECURITY**

Security on our computers and networks is always a priority by especially so now that we are using them to link to the Internet. Anyone identifying a security problem should notify a system administrator. Do not demonstrate the problem to other users. Do not use another individual's account. Do not seek information on, obtain copies, or modify files, or other data, or passwords belonging to other users, or misrepresent other users on the network. Unauthorized attempts to login as a system administrator will result in cancellation of user privileges. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the Internet.

### **USER ACCEPTANCE**

All terms and conditions as stated in this document are applicable to any user accessing the Internet through any resources provided by the School Corporation. I understand and will abide by the above Terms and Conditions for Internet use. I further understand that any violation of the regulations above is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked, school disciplinary action, and/or appropriate legal action may be taken.



## **AHERA ANNUAL NOTICE**

In accordance with the US EPA's AHERA Standard (ref: 40 CFR 763.80), all information concerning asbestos-containing material in the schools of the Lebanon Community School Corporation is available for review and copying by students, staff and guardians during normal business hours.

## **LEBANON COMMUNITY SCHOOLS RANDOM DRUG TESTING POLICY**

**PASSED BY THE LEBANON COMMUNITY SCHOOLS BOARD OF TRUSTEES  
AUGUST 13, 1998; REINSTATED DECEMBER 21, 2002**

### **MISSION STATEMENT**

We believe it is the desire of the Community that the overall mission of the Lebanon Community Schools is to promote a well-rounded quality education for our children. As a part of this, a substance-abuse free environment should be a stated goal of the school district. Without such an environment, appropriate amounts and rates of learning will not occur for the student under the influence or for the students they impact by their behavior. Our failure to act to achieve this environment essentially renders the overall mission of LCS unattainable. Safety is a necessity any time students are involved in or enroute to a school sponsored activity, and drug free students are necessities for a positive learning environment—whether that environment be the classroom, athletic field or other educational arenas.

### **ACHIEVABLE GOALS, BOUNDARIES AND LIMITS OF THE PROGRAM**

This program will not affect the policies, practices or rights of the School Corporation in dealing with drug and/or alcohol possession or use. This education and testing program is intended as a helpful part of the overall physical and mental educational and conditioning programs of Lebanon Community Schools. Its purpose is not disciplinary in nature, but rather is intended as a medical diagnostic and in disclosing possible drug-related problems and as an extension of our educational substance abuse programs. Continuing substance abuse obviously is inconsistent with participation in school, and the program includes appropriate procedures for dealing with any such problems. Additionally, students can voluntarily and confidentially report personally observed drug transactions. A revised curriculum covering all grade levels will teach and reinforce the substance abuse free schools message.

### **Obligation to Govern the Medical Condition of Students**

Indiana Code 20-34-3 sets out health measures to be governed by school officials. Most specifically, I.C. 20-34-3-2 establishes the responsibility of schools to assist children found to be ill or in need of treatment.

### **PROCEDURE**

The following activities require that a student be at his/her best and chemical-free in order to provide a safe environment, not only for him, but also for other students and adults who potentially could be affected. Any student in grades 6-12 and his/her custodial parents/guardian, must sign a drug testing consent form for the student to be eligible to participate in any of these activities:

#### **Extra-curricular Activities**

#### **Drive a Vehicle to School and Park on School Property**

#### **Driver Education**

#### **Open Lunch**

A urine specimen will be given on site and will involve supervision by the Principal (or designee). The student to be tested will be escorted from class to the nurse's office/testing site. The test result will remain confidential. The student and his/her custodial parents/guardian will be notified if the test results are negative.

Students will be tested randomly as they are drawn (possibly weekly) from a pool of those agreeing to be

tested. Each week testing may occur on a different day, Monday through Saturday. This will keep students conscious of the possibility of being tested at any time during the year. Each student will be assigned a number and that number will be placed in a weekly drawing.

A strict chain of custody will be enforced to eliminate invalid tests or outside influence. Each student will remain under school supervision until he/she has produced an adequate specimen. If he/she cannot produce a specimen, the student will be given one eight-ounce glass of water. If he/she is unable to produce a specimen within two hours, he/she will be asked to produce a specimen the next day. If that specimen is dilute (creatinine < .2), a subsequent drug screen will be collected at the parent's/guardian's expense. If a subsequent drug screen is necessary due to dilution, the student will be suspended from activities until a non-dilute screen is collected. In addition, parents/guardians will be informed the student is unable to provide a specimen in the testing procedure, as well as the necessity to re-test and the conditions regarding the re-test.

All specimens registering below 90.5 or above 99.8 degrees Fahrenheit will be invalid. There is a temperature strip on each of the specimen bottles indicating the validity of the urine sample by temperature. If this occurs, another sample must be given by the student. If it is proven that tampering or cheating has occurred during the testing, the student will become ineligible for all the items previously listed for the remainder of the school year. This will be reported to the parents. The student may then be escorted back to class by an administrator or designee.

Any student who is placed in a testing pool will remain in that pool until he/she notifies the Lebanon Community Schools in writing. A "Withdrawal of Consent" form must be signed by the student and custodial parents/guardians before the student's name is removed from the pool. Once the form is signed and the name is removed, all corresponding privileges will no longer be available to the student for 365 days. After the 365 days has elapsed, he/she may re-enter the testing pool with a "Consent Form".

Any student, who enters the testing pool for the first time after the initial sign-up period expired, is required to take a drug test. This drug test would be at the parent's/guardian's expense. New students who enter the testing pool for the first time after the initial sign-up period are also required to take a drug test, but at the school's expense.

When a student transfers to the Lebanon Community Schools, he/she would be eligible for activities/privileges upon completion of transfer forms, Lebanon Community School Drivers Form (if applicable), and "Consent Form."

The following is a list of the various substances for which the Lebanon Community Schools may choose to screen:

- Amphetamines
- Barbiturates
- Benzodiazepines
- Cocaine
- Opiates
- Phencyclidine (PCP)
- Canabinoids (Marijuana)
- Ethanol (Alcohol)
- Cotinine (Nicotine Metabolite)
- LSD
- Anabolic Steroid
- Any other potential drug of abuse

#### **CHAIN OF CUSTODY**

1. The student will be escorted to the testing site by an administrator/designee. All students will not be sent to the testing site simultaneously. Testing four to five students at a time allows the testing to be carried out quickly and will not cause students to wait a long time, thereby creating a loss of important time from class.
2. Once at the nurse's office (testing area), the student must sign in and, as soon as called by the nurse (or designee), provide a urine specimen.

3. The nurse (or designee) will give each student being tested a specimen bottle. At that time the student will sign a verification form indicating the bottle is untainted. The bottle will remain in the student's possession until a seal is placed upon the bottle by the nurse (or designee). The student and nurse (or designee) will sign that the specimen has been sealed. The seal may be broken or opened only by the lab testing the specimen.
4. If the seal is tampered with or broken after leaving the student's possession and prior to arriving at the lab, the specimen is invalid, and will be discarded without being tested.
5. The students will enter the restroom provided by the nurse (or designee). A female nurse (or designee) will supervise the entrance for the girls' restroom and the male administrator will supervise the entrance for the boys' restroom. Students will be instructed to remove all coats and wash their hands in the presence of the supervisor. The door will be closed with the student by himself/herself in the restroom to provide a urine specimen. The supervisor will wait outside the restroom. The commode will contain a blue dye so the water cannot be used to dilute the sample.
6. The specimen will be transported to the testing laboratory by the lab personnel. The testing laboratory will report the results to the principal (or designee).

### **POSITIVE TEST RESULTS AND APPEAL**

In the event a student tests positive by the laboratory, that result will be sent to a Medical Review Officer. The Medical Review Officer shall be a licensed physician with knowledge of substance abuse disorders. The role of the Medical Review Officer is to review and interpret positive test results. The Medical Review Officer is a physician knowledgeable in the medical use of prescription drugs and pharmacology and toxicology of illicit drugs. It will be the Medical Review Officer's role to determine any valid medical reason for the positive test. The Medical Review Officer will talk with the custodial parents/guardians and the student about these results. If an acceptable reason for the positive test is not established, the test will be considered "failed" and then the principal/designee will be contacted regarding the results.

In the event of a failed test, the student and custodial parents/guardians will be told that a restriction from participating in any of the listed activities and/or driving to school will be implemented for at least 30 days. The student or his/her custodial parents/guardians may appeal by requesting that the urine sample (kept by the lab for a year) be tested again by the lab (or another accredited lab) at a cost to the student or his/her custodial parents/guardians.

If the student fails a test a second time, the student will be restricted from activities and/or driving to school for one calendar year. This restriction begins from the time the student or custodial parents/guardians are notified. Multiple failed tests are indicative of continued substance use and will mean that the student will be referred for professional evaluation paid by the custodial parents/guardians.

### **TEST RESULTS REPORTING PROCEDURE**

This drug testing program seeks to provide needed help for students who failed a drug screen. The administrator will encourage the parents/guardians to seek professional for help for the student. The administrator will provide the parents/guardians with the names of agencies that can be of help to the student. The student, the medical review officer, the parents/guardians and the principal/designee will be the only persons aware of the failed drug screen.

### **LCSC SECONDARY SCHOOLS DRUG TESTING POLICY – BEHAVIORAL COMPONENT**

There has been a significant amount of research generated on the topic of adolescent substance abuse, both in and out of school. Tobacco products are considered to be the leading gateway drug to other controlled substances. Also, there is within the research a general consensus that there are certain behaviors, easily identified in the school setting, which may be indicators of regular use of alcohol and drugs by adolescents. These behaviors include chronic truancy and tardiness, verbal and/or physical abuse toward staff and/or classmates, vandalism, excessive absenteeism without specific cause, and a sudden drop in grades. Further, studies conducted over the last five years suggest a strong correlation between adolescent substance abuse and presence of weapons on school grounds. In a study released in June, 1998, Dr. Thomas Gleaton indicated that there is 64% correlation between students who bring weapons to school and drug use. There is a 30% correlation between weapons and cocaine use. Cocaine use by

students who have not brought weapons to school is 1.8%. The study further suggests that those students who bring weapons to school are somewhat paranoid, and feel threatened. Of those who have brought weapons to school, 56.1% have threatened a teacher, and also have threatened their parents. The purpose of this policy is to make every attempt to identify those students who are using drugs and intervene as soon as possible, involving the parents/guardians immediately, so that all students may learn in a safe and drug-free environment.

The school administration will require a drug/alcohol screen be administered immediately if the student:

1. Violates the schools' tobacco policy
2. Is suspended for fighting
3. Violates any other school rule which results in suspension for three or more days
4. Seeks enrollment after a prior expulsion

The initial screen will be done at the school corporation's expense. If the test is positive, the process of medical review described in the random component of this policy will be implemented, and all future drug tests will be done at the parents'/guardians' or student's expense. Refusal to submit to a drug screen will be treated as a failed drug screen under this policy.

The school administration will make a reasonable attempt to apprise the parent/guardian of the situation necessitating the drug screen when it occurs.

The process of notification and verification of a positive test will be the same as in the random component of this policy. In the event of a failed drug screen, the principal/designee will proceed as follows:

**First Failed Test:** The principal will work with the parents/guardians to provide guidance in seeking assessment and subsequent treatment, if warranted by the assessment and subsequent treatment, if warranted by the assessment. Failure to participate in any recommended program for assistance may result in an immediate recommendation for expulsion. A failed drug screen under the behavioral component will be considered a failed drug screen under the random component.

**Second Failed Test:** If any student fails a second time, the student will be suspended and the school may recommend expulsion for up to one year.

Results of tests and paperwork related to the program will be maintained separately from the permanent record.

### **REASONABLE SUSPICION**

Student behavior which leads school authorities to have reasonable suspicion that the student is under the influence of drugs and/or alcohol will be subject to this component of the drug testing policy. Further, the school may test items in a suspected student's possession to determine if those items contain drugs or alcohol. The school administration may require a drug/alcohol screen to be immediately administered at the school corporation's expense. The exhibited behaviors may include but are not limited to:

1. Odor of alcohol/marijuana
2. Glassy, dilated, bloodshot eyes, or dark circles under eyes
3. Dazed and/or giddy appearance
4. Staggering walk
5. Slurred or rapid speech
6. Incoherent thought processes
7. Disruptive, aggressive, physically threatening, out of control or unusual behavior
8. Bragging or talking to other students about alcohol or drug use
9. Noticeable withdrawal from favorite activities and friends
- 10 Physical indicators from an objective assessment by the school nurse
- 11 Accumulation of eight or more absences in one semester (exceptional circumstance may be exempt)

Refusal to submit to a drug test will be considered an admission of being under the influence of alcohol or other drugs. This is a violation of school discipline policy and will be dealt with accordingly.

The administration will make a reasonable attempt to apprise the parents/guardians of the situation necessitating the drug screen when it occurs.

Possession or consumption/use of alcohol or drugs by a student is an expellable offense. The recommended expulsion will be for the balance of the current semester, plus the following semester at the discretion of the principal.

Results of tests and paperwork related to the program will be maintained separately from the permanent record.

## GENERAL INFORMATION

### INTRODUCTION

This student handbook was developed to answer many of the commonly asked questions that you may have during the school year. This handbook contains information about student rights and responsibilities; each student is responsible for knowing its contents. Please take time to become familiar with the following information and keep the handbook available for your use. It can be a valuable reference during the school year and a means to avoid confusion and misunderstanding when questions arise. Should you have any questions that are not addressed in this handbook, contact your Guidance Counselor, listed in the Staff Directory. This handbook supersedes all prior handbooks and other written material on the same subjects. All students are to abide by and obey the laws and regulations of the State of Indiana.

### MISSION OF LMS

The Lebanon Middle School is a safe and caring learning environment, which allows all students to learn to the best of their abilities. The staff, working together with family and community, helps students become active lifelong learners as we:

- Provide a SAFE learning environment.
- Focus on PREVENTION, not punishment.
- Prevent disruptions to allow teachers to TEACH and students to LEARN.
- CHANGE inappropriate behavior.
- Promote a COOPERATIVE school community focusing on appropriate behavior.
- Implement discipline consistently throughout the school.

### STUDENT RIGHTS AND RESPONSIBILITIES

The rules and procedures for Lebanon Middle School are designed to allow each student to obtain a safe, orderly, and appropriate education. Students can expect their rights to freedom of expression and to fair treatment to be honored, and they will respect those rights of their fellow students and the staff. **Students will be expected to follow teachers' directions and obey all school rules.** Disciplinary procedures are designed to ensure due process (a fair hearing) before a student is removed because of his/her behavior.

The staff expects students to arrive at school prepared to learn. It is the student's responsibility to arrive on time and be prepared to participate. If for some reason this is not possible, the student should seek help from his/her counselor.

### STUDENT WELL-BEING AND REPORTING OF THREATS

Student safety is a responsibility of the staff. All staff members are familiar with emergency procedures such as fire and tornado drills and the reporting of accidents. Should a student be aware of any dangerous situation or accident, s/he **must** notify any staff member immediately. All students **must report** any threats of violence, possession of drugs, weapons, or explosives to a staff member immediately after becoming aware of it. **Failure to do so will result in disciplinary action.**

Students who make threats of violence or death to anyone or to any group of people at LMS will be investigated immediately and reported to the local law enforcement agencies, and will receive consequences in accordance with handbook policies and procedures.

### DAILY SCHEDULE

School is open	7:15 a.m. - 3:30 p.m.
Student day is	7:55 a.m. - 2:45 p.m.
Bus Entry	7:30 a.m.

### **SCHEDULING AND ASSIGNMENT**

Schedules are provided to each student at the beginning of each semester or upon enrolling. The schedule is based upon the student's needs and most appropriate educational program. Any changes in a student's schedule should be handled through the guidance office, within 10 days of the start of each semester. It is important to note that some courses may be denied because of available space or the need to take prerequisites. Students are expected to follow their schedules. Any variation should be approved with a pass or an approved schedule change.

### **STUDENT FEES, FINES, AND CHARGES**

Lebanon Middle School charges specific fees for its courses and activities. Such fees or charges are determined by the cost of materials, freight/handling fees, clothing fees for PE, and add-on fees for loss or damage to school property. The school and staff do not make a profit.

Students using school property and equipment can be fined for excessive wear and abuse of the property and equipment. The fine is used to pay for the damage, not to make a profit.

### **MEAL SERVICE**

The school participates in the National School Lunch Program and makes lunches available to students at the current approved rate. Students may also bring their lunches to school to be eaten in the school's cafeteria. No student shall be allowed to leave school premises during the lunch period without specific written permission granted by the principal. No fast food may be brought in during lunch. Teachers may reward students with fast food meals if it meets an educational objective. Any exceptions must be approved by the Administration.

Lebanon Middle School is now on-line with the computerized lunch system that makes paying for lunch much easier. There is no need to worry about sending money every day and worrying about it getting lost.

Each student has his or her own personal meal number, which is his or her PIN (Personal Identification Number). Entering the ID number on a numeric keypad at the cash station will access the account. This will make an automatic withdrawal from the school meal account. Money can be deposited in minimum increments of \$5.00 at any time, as often as needed. No student is allowed to use another's pin number. Doing so may result in disciplinary consequences.

LMS students may choose from a wide variety of food offerings. All students are encouraged to eat a complete and nutritious lunch. No student may purchase snack food (chips, ice cream, cookies, snack cakes, etc.) unless they have purchased a main entree item.

Lebanon Community School Corporation has a No Charging Policy for school meals. Please make sure your student has the correct amount of money for breakfast and lunch each day. Schools will regularly send home account balances to the parent listed as Family 1/Parent 1 on Skyward. PARENTS are responsible for seeing that there is money in the account for their child otherwise an alternate National School Lunch Program approved lunch will be provided. There is no alternate breakfast option.

Applications for the school's Free and Reduced-Priced Meal program are distributed to all students. If a student does not receive one and believes that s/he is eligible, contact the Food Service Director at 483-3142.

### **EMERGENCY PROCEDURE DRILLS**

The school complies with all fire safety laws and will conduct fire drills in accordance with state law. Specific instructions on how to proceed will be provided to students by their teachers who will be responsible for safe, prompt, and orderly evacuation of the building.

Tornado drills will be conducted during the tornado season using the procedures prescribed by the state. The alarm system for tornadoes is different from the alarm system for fires and consists of an oral announcement over the school or portable public address systems and the sounding of an alarm.

Emergency procedure drills will be conducted throughout the school year in accordance to the LCSC emergency procedure manual and flipcharts. Flipcharts are provided to all staff members.

## **VISITORS**

Visitors are welcome at the school. For proper monitoring of the safety of students and staff, each visitor must register upon entering the school to sign in and receive a visitor's badge. **A state issued ID will be required to obtain a visitor's badge.** Any visitor found in the building without a visitor's badge shall be reported to the principal. If a person wishes to confer with a member of the staff, he/she should call for an appointment prior to coming to the school, in order to prevent any inconvenience.

Students may not bring visitors to school without first obtaining written permission from the principal. This includes events for LMS students only such as dances, etc.

## **USE OF THE MEDIA CENTER**

The media center is available to students throughout the school day. Passes may be obtained from a student's teacher or from the librarian. Books on the shelves may be checked out for a period of two weeks. To check out any other materials, contact the librarian.

In order to avoid late fees, all materials checked out of the library must be returned to the library within two weeks.

## **USE OF SCHOOL EQUIPMENT AND FACILITIES**

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

## **DELIVERIES TO SCHOOL (FLOWERS, BALLOONS, ETC.)**

Flowers, candy, balloons and any other non-school related deliveries are not the responsibility of the school to deliver. We will not deliver and would appreciate your help in keeping school a place for learning and academic success. We offer your child a safe environment in which we celebrate them and their commitment to academics on a daily basis.

## **LOST AND FOUND**

The lost and found area is in Guidance and the cafeteria. Students who have lost items should check there and may retrieve their items. Unclaimed items will be periodically given to charity.

## **STUDENT SALES**

No student is permitted to sell any item or service in school without the approval of Administration. Violation of this may lead to disciplinary action.

## **STUDENT SUPPLIES**

Supplies may be purchased outside of school. LMS has a paper, pencil, pen and eraser machine.

## **TELEPHONES**

Students are **not** to use office and classroom telephones for personal calls. Except in an emergency, students **will not** be called to the office to receive a telephone call. **Students are not to use ANY telephone to call parents to receive permission to leave school.**

**Lebanon Middle School will follow School Board policy on the use of wireless communication devices.**

## **SOCIAL EVENTS**

During the school year there are many dances, meetings, field trips, etc. which take place. **Only current Lebanon Middle School students** are permitted to attend these events. The exception to this rule is if a parent/guardian is chaperoning the event, the parent/guardian may bring a younger child with him/her but that child must stay with the parent/guardian at all times during the event. High school students may not be in the gym during a school dance. Chaperones are required to register prior to the event. **The criminal background form and bullying video with signature page must be completed before volunteers will be allowed to chaperone.**

# ACADEMICS

## GRADES

The purpose of a grade is to indicate the academic performance of the student. In general, students are assigned grades based upon test results, homework, projects, and classroom participation. Each teacher may place a different emphasis on these areas in determining a grade and will so inform the students at the beginning of the course work. If a student is not sure how his/her grade will be determined, s/he should ask the teacher. Parents are always **encouraged** to contact the teacher to discuss the status or academic progress of their student.

## COURSES FOR HIGH SCHOOL CREDIT

The following courses are for high school credit:

- Intro to Agriculture, Food and Natural Resources
- Algebra 1 (Honors)      Preparing for College and Careers (PCC)

**IMPORTANT: THE COURSES LISTED ABOVE ARE OFFERED TO THE MIDDLE SCHOOL STUDENTS AND ARE CONSIDERED HIGH SCHOOL COURSES. THESE COURSES WILL FACTOR INTO THE STUDENT'S HIGH SCHOOL CLASS RANK, GRADE POINT AVERAGE AND IT WILL BE RECORDED ON THEIR HIGH SCHOOL TRANSCRIPT.**

## DROPPING HIGH SCHOOL CREDITED COURSES

Withdrawal from a class after the first 10 days of either semester may result in a withdrawal/failure for that class. This withdrawal/failure will appear on the student's high school transcript and be a part of their GPA.

## COURSE CHANGES

Any request for a schedule change made after the 10 day cut off will be allowed under the following circumstances:

- Master schedule course conflicts
- Teacher Recommendation to drop a class, or
- Scheduling error

**Students may not select specific teachers.** The principal or his designee must approve changes not meeting the conditions listed above. The change must not adversely affect class size.

## SKYWARD ID AND PASSWORD NUMBERS

Parents may obtain their son/daughter's number from the school office. Using this number you can track your student's grades, attendance and discipline via the internet.

## GRADING SYSTEM

The middle school and the high school use the same grading scale as follows:

A+	=	99-100%
A	=	92-98%
A-	=	90-91%
B+	=	88-89%
B	=	82-87%
B-	=	80-81%
C+	=	78-79%
C	=	72-77%
C-	=	70-71%
D+	=	68-69%
D	=	62-67%
D-	=	60-61%
F	=	Below 60



I	=	Incomplete – Failed to submit required work
P	=	Passed - Acceptable achievement

## GRADING PERIODS

Students shall receive a report card at the end of each 9-week period indicating their grades for each course of study for that portion of the academic term. Lebanon middle school nine week letter grades will be averaged to determine the semester grade. All classes taken for high school credit will have their semester grade figured by averaging percentage points.

When a student appears to be at risk of failure, notification may be provided to the parents so they can talk with the teacher about what actions can be taken to improve poor grades. **It is the responsibility of students and parents to monitor academic progress and contact teachers or guidance department with any concerns.**

## HOMEWORK

The assignment of homework can be expected. Student grades will reflect the completion of all work, including outside assignments. Homework is also part of the student's preparation for the proficiency tests and graduation. Homework will not be used for disciplinary reasons, but only to enhance student learning. The homework policy is determined by the individual teacher and grade level requirements. **It is the responsibility of the student to obtain the homework from the teacher.**

## STUDENT ASSESSMENT

To measure student progress, students will be tested in accordance with state standards and corporation policy.

Classroom tests will be used to assess student progress and assign grades. These are selected or prepared by teachers to assess how well the students have achieved specific objectives.

If necessary, intelligence tests, speech and language evaluations, individually administered achievement tests, and other special testing services are available to students needing these services. Parent consent will be necessary for administering individual intelligence tests.

## CHEATING

Cheating and plagiarizing {practice of claiming or implying original authorship of work belonging to someone else} are not acceptable practices at Lebanon Middle School. Students found to have engaged in either activity will not receive credit on that particular examination, project, or homework assignment. The teacher may notify the parent and the administration immediately of cheating.

## GRADE PLACEMENT POLICY

### Grade Placement Considerations for Lebanon Middle School

Students are awarded one point for each core class they pass per semester. Students are required to earn 6 of these 8 points. Additionally, students must fail no more than 2 classes per semester. A student's ISTEP+ and/or NWEA scores are not used to determine grade level promotion. Those standardized tests will help us identify students that may benefit from remediation services. Any variance from this procedure will be based on the following considerations:

- previous grade level retentions
- student's age
- student's social, emotional, and mental development
- any other consideration deemed relevant by the retention committee evaluation team

A Grade Placement Committee consisting of the school's administrator(s), guidance counselor(s), the student's teacher(s), and the student's parent(s) or guardian(s), will conduct themselves as the evaluation team. The Grade Placement Committee, or evaluation team, will determine the student's placement for the next school year and will make its recommendation to the principal. **The principal is ultimately responsible for the final placement of the student.**

### **PROMOTION AND RETENTION AT GRADE LEVEL**

Determination of grades and decisions of promotion or retention of children is a serious responsibility of teachers and administrators. The Board supports its professional staff in this duty.

The Board feels that the certified staff can be depended upon to make all such decisions in the best interest of the children. However, the Board considers it very important that the parents be consulted and informed at an early date when retention is advisable.

A student will not be retained in a grade level for the sole purpose of improving a student's ability in extracurricular programs. The child's teacher(s) and the principal will review parental requests for retention.

### **FIELD TRIPS**

Field trips are academic activities, held off school grounds. All behavioral and dress codes apply to field trips. There are also other trips that are part of the school's co-curricular and extra-curricular program. No student may participate in any school-sponsored trip without parental consent. Attendance rules apply to all field trips. Parents attending field trips must have a Criminal Background check thru LCSC.

### **RECOGNITION OF STUDENT ACHIEVEMENT**

Students who have displayed significant achievements during the course of the year are recognized for their accomplishments. Areas that merit recognition may include, but are not limited to, academics, athletics, performing arts, citizenship, and volunteerism. Recognition for such activities is initiated by the staff and coordinated by the Honors Program Committee.

- Honor Roll - Published after each grading period.
- Athletic Awards - Awarded after each season. Each head coach develops requirements for athletic awards with the approval of the Athletic Director. These requirements will be reviewed with interested students by the appropriate coach.

## **LEBANON MIDDLE SCHOOL ATTENDANCE POLICY**

### **ATTENDANCE RATIONALE**

Lebanon Middle School is committed to fostering the academic and personal growth of its student body. Classroom attendance is an integral factor in a student's ability to learn and provides valuable opportunities that can only be fully utilized in the classroom. Students who are absent are unable to derive the benefits from classroom discussion and the interactions among teachers and fellow students that enhance the educational process. The primary goal of the Lebanon Middle School attendance policy is to encourage maximum student attendance that will allow students to attain the educational benefits of school and the fulfillment of academic and career goals. A student and parent must accept responsibility for the student's attendance. The business of school can be considered a person's first job in life. The habits developed and started in school will transfer to the rest of the student's academic and professional life.

Additionally, Indiana Public Law 221 and federal legislation have set a 95% benchmark for a school's minimum attendance rate. Attendance rate is one of the factors that are considered when public schools are placed in performance categories and compared to other public schools. In short, LMS can perform well in academic terms but be placed in a lower achievement category due to insufficient attendance and graduation rate. Indiana attendance law mandates that every student enrolled must be in attendance unless he/she is ill or there is a death in the immediate family. **As a means of emphasizing the importance of school attendance, a student who violates the attendance policy may receive one or more of the following consequences: lunch detention, Tuesday or Thursday school, in-school suspension, out of school suspension, referral to the Prosecutor's Office, or expulsion from school.**

### **PROCEDURES TO REPORT AN ABSENCE**

A parent/guardian call to the school's attendance office is required for each student absence. An absence may be reported on voicemail 24 hours a day by calling **765-482-3400**. **A call is needed each day a student is absent.** Calls prior to 8:00 A.M. are encouraged and appreciated. Should a parent neglect to call the

day of absence, a note or call from the parent must be registered the first day following the absence. Otherwise, the absence will be unexcused. The absence will be considered a truancy if it is not excused by the parent/guardian within 24 hours after the student returns to school. **The final determination of an absence is at the discretion of the administration.**

#### **LATE TO SCHOOL (PER SEMESTER)**

School begins at 7:55 A.M. and students are to be in class at that time. Late to school is defined as coming to school after 8:05 A.M. until 9:30 A.M. Any arrival after 9:30 A.M. will be considered half-day absence.

#### **Consequences for late to school are as follows:**

- 1st time:** Conference with Attendance (phone call or email to parent)
- 2nd time:** **Lunch** Detention
- 3rd time:** Tuesday or Thursday School
- 4th time:** Tuesday or Thursday School
- 5th time:** 1 Tuesday School and 1 Thursday school
- 6th time:** 2 days Out of School Suspension

**Further noncompliance is insubordination.**

#### **EXCUSED ABSENCES**

A maximum of seven (7) absences per semester will be excused. For any absences beyond the seven excused days, LMS administration will be in direct contact with parents/guardians regarding consequences for unexcused absences. Students of parents/guardians serving in active duty of the military shall have additional excused absences at the discretion of the school principal or designee for visitations relative to leave or deployment. Excused absences for an immediate family funeral or a maternity leave must be approved by the administration.

Absences will be excused, but not counted against absence numbers, for the following reasons:

- School-sponsored trips
- Court appearance
- Service as a legislative page
- Religious instruction
- Exhibiting at the Indiana State Fair
- College/Military visits
- Others excused by the principal/designee

**\*Documentation for the above absences must be provided by the student within 24 hours of return to school. Students absent for the above reasons are responsible for making up all school work from such absence. Work is due on the original date unless otherwise specified by the teacher.**

Absences will be excused and counted against absence numbers for the following reasons:

- The student's illness or injury
- Medical appointments
- Bereavement
- Religious observations
- Others excused by the principal/designee

A student who misses more than the allowed number of days per semester but who is excused by a doctor for the same condition the student has been treated for by that doctor during prior absences will be required to provide a **Certificate of Child's Incapacity** which must be filled out by the student's doctor. Medical documentation will be required in order to provide a child a Certificate of Child's Incapacity. Otherwise, any doctor's excused days after the allowed seven (7) days will be considered unexcused.

## VACATIONS / PRE-ARRANGED ABSENCES

While vacation days are permitted as part of the **seven (7)** excusable days, they are strongly discouraged. Vacation days have proven to be a detriment to the school's attendance rate, the student's education, and the educational flow of each individual classroom. Therefore, parents/guardians are encouraged to plan vacations when school is not in session. The following guideline applies for a pre-arranged absence:

- a. In the event of an absence due to parental request, the attendance office must be provided with written notification at least three (3) days in advance.
- b. Students who exceed the seven (7) excused days for the semester as a result of the pre-arranged absence will be required to serve a Tuesday or Thursday School for each day over the seven (7) excused days. These can be served prior to or after the absence takes place.

The advantages to pre-arranging an absence are to allow the student to get assignments prior to the absence, to inform the teachers so they may plan their lessons accordingly, and to ensure the days meet the criteria for an excused absence.

## APPOINTMENTS

**Any student leaving school during the school day must sign out/in with the Front Office.** Permission to leave may be granted after receiving a telephone call from a parent or guardian. A student must have an appointment pass from the attendance secretary to leave a class. Since attendance is calculated per class period, it is important to attend school prior to appointment times and return to school as promptly as possible after the appointment. **If the student arrives at school after 7:55 A.M. because of an appointment or other pre-arranged reason,** the student is to sign in at the front office and will be given a pass to class. Failure to follow this procedure will result in the absence being unexcused. **All students leaving early or coming in late must be signed in/out by a parent or guardian.**

## WEATHER-RELATED ABSENCES

Students are expected to be in school whenever school is in session. Requests to be absent for weather-related problems will be considered on an individual basis when information is submitted by a parent or guardian to the office.

## MAKE-UP WORK

Whether a student is excused or unexcused, students are expected and allowed to complete all missed work for credit. Students who are excused, receive full credit. Unexcused students may receive full credit for the assignment based upon the classroom management plan. The student has the same number of days missed to complete the makeup work. A student who has been absent at least four (4) consecutive days is required to contact his/her guidance counselor upon their return. The guidance counselor will help coordinate the make-up work process.

## CONSEQUENCES FOR UNEXCUSED ABSENCES

1 <sup>st</sup> Unexcused Absence	Email, phone call, or letter to parent.
2 <sup>nd</sup> Unexcused Absence	Student assigned to Tuesday or Thursday School.
3 <sup>rd</sup> Unexcused Absence	Student is assigned Tuesday or Thursday School and 1 day of ISS.
4 <sup>th</sup> Unexcused Absence	Student is assigned Tuesday School and Thursday School. Deputy Prosecutor will be notified upon 4 <sup>th</sup> unexcused absence.
5 <sup>th</sup> Unexcused Absence	Student will be suspended out of school (OSS) for 3 days.
6 <sup>th</sup> Unexcused Absence	Refer student/parent to the Prosecutor's Office (Juvenile) – Student will be suspended out of school (OSS) for 4 days.
7 <sup>th</sup> Unexcused Absence	Expulsion. Juveniles will be referred to the Prosecutor's Office.

## SUMMARY OF ATTENDANCE INFORMATION

1. A parent/guardian must call the school by 9:30AM each day the student is absent or if the student will be arriving to school late. There is a 24-hour voice mailbox available.

2. A maximum of seven (7) absences per semester will be excused.
3. Any student who arrives after 9:30am will be considered absent for a half-day. A half-day of attendance is required for participation, or attendance at, extracurricular activities.

### **PERFECT ATTENDANCE**

A student that arrives by 10:30 a.m. and completes the day or the student who arrives at 7:55 a.m. and leaves after 12:00 p.m. will remain eligible for perfect attendance. The time missed must meet the requirements for approved absences listed above. If any part of the absence is unexcused, eligibility for perfect attendance is nullified. The building principal or his/her designee must approve any exception to this policy.

### **PHYSICAL EDUCATION – EXCUSED FROM PARTICIPATION**

A note from home is required for a student to be excused from participating in P.E. class due to sickness or injury. If an extended leave from class beyond three days is necessary, a note of explanation is required from a medical doctor. The doctor should state the length of absent from class. Partial restriction of activity should also be stated if it pertains to the sickness or injury.

## **STUDENT ACTIVITIES**

### **SCHOOL SPONSORED CLUBS AND ACTIVITIES**

Lebanon Middle School provides students the opportunity to broaden their learning through curricular-related activities. A curricular-related activity may be for credit, may be required for a particular course, and/or may contain school subject matter. There are many student groups authorized by the school. It is the corporation's policy that the only authorized groups are those approved by the Board of School Trustees and sponsored by a staff member. Authorized groups include:

Builders Club	Student Council	Chess Club
Sunbeam for Girls	Hi-Y for Boys	
FCA	FFA	
Year book	Newspaper	

Extra-curricular activities do not reflect the school curriculum, but are made available to students to allow them to pursue additional worthwhile activities such as recreational sports, drama, etc. All students are permitted to participate in the activities of their choosing as long as they meet the eligibility requirements. Students attending school-sponsored activities must make transportation arrangements before the day of the activity. All students must be picked up from LMS within 15 minutes of the ending of the activity. Failure to comply with this procedure will be cause for the student to forfeit attendance to the next LMS activity. Repeat offenders will lose all privileges to attend extra-curricular activities.

### **NON SCHOOL-SPONSORED CLUBS AND ACTIVITIES**

Non-school-sponsored student groups organized for religious, political, or philosophical reasons may meet during non-instructional hours. The application for permission can be obtained from the principal. The application must verify that students are initiating the activity, attendance is voluntary, that no school staff person is actively involved in the event, that the event will not interfere with school activities, and that non-school members do not play a regular role in the event. School rules will still apply regarding behavior and equal opportunity to participate.

Membership in any fraternity, sorority, or any other secret society prohibited by law is not permitted. All groups must comply with school rules and must provide equal opportunity to participate. No non-district-sponsored organization may use the name of the school or school mascot.

### **STUDENT EMPLOYMENT**

Lebanon Middle School does not encourage students to take jobs outside of school that could interfere with their success in school. If a student believes he/she must maintain a job in addition to attending school, he/she must first contact his/her counselor to discuss any legal requirements and obtain any

needed documents. Indiana law requires a work permit for employment of children below age 18. The permit may be obtained in the front office of Lebanon High School.

## **STUDENT BEHAVIOR STANDARDS**

### **BULLYING**

A. Indiana Code 20-33-8-0.2 defines Bullying as:

1. Overt—repeated acts or gestures, including:
  - Verbal or Written communications transmitted;
  - Physical acts committed; or
  - Any other behaviors committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate or harm the other student.

2. Bullying is abuse.

Bullying is aggressive behavior that is intentional and involves an imbalance of power or strength that is typically repeated over time. Bullying may take many forms such as hitting or punching, teasing or name calling, intimidation or social exclusion, and sending insulting or threatening messages by email or other electronic means.

B. Bullying is prohibited from Lebanon Community Schools and applies when:

1. A student is on school grounds 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).
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: or
4. Using property or equipment provided by the school; or
5. Using data or computer software that is accessed through a computer, computer system, or computer network of the school corporation

C. Bullying by parent(s) or student(s) or group of students with the intent to harass, ridicule, humiliate, intimidate, or harm the other student including verbal, written, physical or electronic means is prohibited.

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

### **LCSC CRIMINAL GANG ACTIVITY**

The Lebanon Community School Corporation prohibits criminal gang activity and similar destructive or illegal group behavior on all school property, or school buses, or at school-sponsored functions.

The Lebanon Community School Corporation prohibits reprisal or retaliation against individuals who report criminal gang activity and similar destructive or illegal group behavior or who are victims, witnesses, bystanders, or others with reliable information about criminal gang activity and similar destructive or illegal group behavior.

## **SCHOOL BUS CONDUCT AND SAFETY RULES**

The LCSC bus conduct and safety rules are designed to promote student safety. Each student is expected to obey the rules and the bus driver. The authority of the driver is recognized and supported by Indiana State law. In the state of Indiana, bus transportation is a privilege and no student is guaranteed this service. If a student violates a safety or conduct rule, transportation may be denied. Transportation will not be provided to students for social events (dates, sleepovers, birthday parties, studying together, etc.).

### **AT THE BUS STOP**

Students must:

- Maintain safe behavior and proper conduct.
- Be on time.
- Board and leave the bus only at the regularly assigned stop.
- Stay out of the street and away from the road. Help protect the surrounding property while waiting for

the bus.

- Wait until the bus has come to a full stop and the driver has opened the door before entering. Take turns and do not push when entering and exiting the bus.

#### **ON THE BUS**

Students must:

- Always obey the driver and his/her bus rules.
- Promptly be seated facing the front of the bus and stay in your seat.
- Keep all books and materials on your lap or contained in a backpack or sack.
- Be courteous and not use profane language. Speak in low tones.
- Never push, shove, scuffle, or engage in horseplay. This is unacceptable and is considered to be a serious safety hazard.
- Keep your head, hair, hands, feet, and all belongings inside the bus and to yourself.
- NOT bring tobacco products or other contraband that are unacceptable on the bus.
- NOT FIGHT, roughhouse, or engage in any rowdy behavior.
- Never throw objects inside or outside the bus.
- NOT eat or drink on the bus.
- Respect everyone while riding on the bus.
- Keep the bus clean and orderly.
- Report any bus violations to the driver at the time of the incident, before departing from the bus.
- Also report an incident to a principal upon entering the building.

#### **LEAVING THE BUS**

Students must:

- Take turns and do not push.
- Clear the area immediately once they are off the bus. If crossing the street, wait for a signal from the driver.

#### **BUS CONSEQUENCES**

When a student's behavior becomes unacceptable to the point where the bus driver or Transportation Department personnel must refer the behavior to school administration, the following consequences will be imposed:

1st Referral	----	Warning
2nd Referral	----	5-day loss of riding privilege
3rd Referral	----	10-day loss of riding privilege
4th Referral	----	Loss of riding privilege for remainder of current semester

The Administration and/or Director of Transportation reserve the right to impose a consequence outside the schedule above for serious violations.

#### **RULES FOR BUS PARENTS**

- Due to capacity limits, students will only be allowed to ride the assigned bus.
- The student must be waiting at his/her boarding station when the school bus is scheduled to arrive.
- Band instruments are the responsibility of the student, not the driver. In order to board the bus, the instrument has to fit onto the student's lap.
- Students are not allowed to get off the morning bus early to go into school unless they have a pass from a school official.
- If a student is to be picked up or dropped off at a sitter's, it has to be an everyday occurrence. The stop also has to be located on the driver's regular route. No additional turnaround should be required.

#### **EXPECTED STUDENT BEHAVIORS**

A major component of the educational program at Lebanon Middle School is to prepare students to become responsible workers and citizens by learning how to conduct themselves properly and in accordance with established standards.

It is important to remember that the school's rules apply traveling to and from school, at school, on school property, at school-sponsored events, and on school transportation. In some cases, a student may be suspended from school transportation for infractions of school bus rules.

All teachers or staff members have the right to correct a student whenever necessary. Disrespect to a

teacher/staff member or disobedience of a teacher's/staff member's request is not acceptable and discipline will follow.

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

These standards are applicable to students

#### **EACH STUDENT SHALL BE EXPECTED TO:**

- A. Abide by national, state, and local laws as well as the rules of the school.
- B. Respect the civil rights of others.
- C. Act courteously to adults and fellow students.
- D. Be prompt to school and each class, and be attentive in class.
- E. Work cooperatively with others when involved in accomplishing a common goal regardless of ability, gender, race, or ethnic background.
- F. Complete assigned tasks on time and as directed.
- G. Help maintain a school environment that is safe, friendly, and productive.
- H. Leave items inappropriate for school at home.

#### **Oversized Bags**

Oversized bags are not permitted in the classroom. All bags or personal items are subject to search, following administrative guidelines.

#### **Care of Property/Vandalism**

Students are responsible for the care of their own personal property. **The school will not be responsible for personal property.** Intentional damage, destruction to or loss of school or personal property wastes taxpayers' money and undermines the school program and is considered vandalism. Therefore, if a student intentionally does damage to or loses school property, the student or his/her parents will be required to pay for the replacement or damage and the student will also be subject to discipline.

#### **Wireless Communication Devices (Cell Phones)**

**5136 - WIRELESS COMMUNICATION DEVICES:** A "wireless communication device"(WCD) is a device that emits an audible signal, vibrates, displays a message, or otherwise summons or delivers a communication to the possessor. The following devices are examples of WCDs: cellular and wireless telephones, pagers/beepers, personal digital assistants (PDAs), Blackberrys/Smartphones, Wi-Fi-enabled portable computers or broadband access devices, two way radios or video broadcasting devices, and other devices that allow a person to record and/or transmit, on either a real time or delayed basis, sound, video or still images, text, or other information.

Students may bring WCDs to school. To ensure student use of WCDs are appropriate for learning, Lebanon High School has established the following expectations for the acceptable use of a WCD throughout the school day.

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

Student use of WCDs is at the discretion of bus driver, classroom teacher, and/or sponsor/advisor/coach while riding on a school bus or other vehicle provided by the Board or on a school bus or Board provided vehicle.

Students are prohibited from using WCDs to capture, record or transmit the words (i.e. audio) and/or images (i.e., pictures/video) of any student, staff member or other person in the school or while attending a school-related activity, without express prior notice and explicit consent for the capture, recording or transmission of such words or images. Using a WCD to take or transmit audio and/or pictures/video of an



individual without his/her consent is considered an invasion of privacy and is not permitted, unless authorized by the building principal. Students who violate this provision and/or use a WCD to violate the privacy rights of another person may lose the privilege to carry the WCD until the end of the school year along with additional school discipline as appropriate to the circumstance.

#### **STUDENT EXPECTATIONS:**

WCDs are not to be used by students in classes, study halls, hallways or restrooms while classes are in session. Students should follow the classroom policy provided by the teacher for storage of the WCD during classroom time. Student use of a WCD during classroom time in any location in the building is a violation of the WCD policy and will result in student discipline.

Students may use their WCD in a school appropriate manner between classes, during lunch, and during Seminar with teacher approval.

During no time is a WCD permitted to be used in a restroom or locker room.

Phone calls, FaceTime, and type of audio communication is not to take place during the school day (7:55 am – 2:45 pm). If a call needs to be made from a cell phone, the student is to come to the main office to get permission to make a call. A confidential location will be provided to the student upon receiving office approval for the call.

#### **TEACHER EXPECTATIONS:**

Teachers may choose to allow students use of a WCD in the classroom for educational purposes. The teacher will inform the student when the use of a WCD during classroom time is permissible.

Teachers will provide written, specific expectations for WCDs in their classroom to students through their classroom management plan.

#### **PARENT/GUARDIAN EXPECTATIONS:**

Parents/Guardians are encouraged to not communicate directly with their student during the school day and wait until the end of the day to text/call their students.

In the event of a need or an emergency to communicate with your student, parents/guardians are asked to contact the main office so the school may provide the necessary support for the student without affecting the learning environment.

Before and after school, during after school activities (e.g. extracurricular activities) and at school related functions, a student may use a WCD responsibly as long as they do not create a distraction, disruption, or otherwise interfere with the school environment.

WCDs, including but not limited to those with cameras, may not be possessed, activated or utilized at any time in any school situation where a reasonable expectation of personal privacy exists. These locations and circumstances include but are not limited to locker rooms, shower facilities, restrooms, classrooms, and any other areas where students or others may change clothes or be in any stage or degree of disrobing or changing clothes. The building principal has authority to make determinations as to other specific locations and situations where possession of a WCD is absolutely prohibited.

No expectation of confidentiality will exist in the use of WCDs on school premises/property.

Students are prohibited from using a WCD in any way that might reasonably create in the mind of another person an impression of being threatened, humiliated, harassed, embarrassed or intimidated. See Policy 5517.01 – Bullying and Other Forms of Aggressive Behavior. Students are also prohibited from using a WCD to capture 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 their WCDs to receive such information. Possession of a WCD by a student is a privilege that may be forfeited by any student who fails to abide by the terms of this policy, or otherwise engages in misuse of this privilege.

Violations of this policy may result in disciplinary action and/or confiscation of the WCD. The building principal may also refer the matter to law enforcement if the violation involves an illegal activity (e.g. child pornography). 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 WCD 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. Any WCD confiscated by Corporation staff will be marked in a removable manner with the student's name and held in a secure location in the building's central office until it is retrieved by the parent/guardian. WCDs in Corporation custody will not be searched or otherwise tampered with unless school officials 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 **5771** – Search and Seizure. If multiple offenses occur, a student may lose his/her privilege to bring a WCD to school for a designated length of time or on a permanent basis.

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

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

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. Contacting students on his/her WCD may result in school discipline if a school policy is violated.

#### **Cell Phone Content, Display and Transmitting**

- 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.

#### **D. Compact Disc Players/ IPODS/Electronic Device**

Students may listen to players on the bus going to and from school. This necessitates bringing them into the building for safekeeping. Students may NOT have players in sight once they enter the building, and they are to be stored safely during the school day. Violation will result in confiscation of the player with the return to the student at the discretion of the administration. Items of entertainment (toys, cards, games of ANY type, including computer games) are not permitted and will be confiscated. Any exceptions

must be approved by the administration.

### **WCD VIOLATION CONSEQUENCES**

#### **First Referral:**

1. Confiscate and student can pick up at the end of day
2. Lunch Detention

#### **Second Referral:**

1. Confiscate and a parent must pick up the phone
2. Assign to ONE Tues/Thurs School

#### **Third Referral:**

1. Confiscate and a parent must pick up the phone
2. Assign to TWO Tues/Thurs Schools

#### **Fourth Referral:**

1. Confiscate and a parent must pick up the phone
2. Assign TWO Tues/Thurs Schools

#### **Fifth Referral:**

1. Confiscate and a parent must pick up the phone
2. Assign to two days of out of school suspension

### **LMS Grooming Standards**

- If disruptive, the following are prohibited.
  - o Spray-painted or other drastic hair coloring or style.
  - o Any apparel, jewelry, cosmetic make-up, accessory, tattoo, body skin art, body piercing or manner of grooming which by virtue of its color arrangement, trademark, or any other attribute denotes or advocates drug use, violence, or disruptive behavior.
  - o Piercings including, but not limited to, ear, nose, eye brow, lip or tongue, and gauging devices.
  - o Physical education teachers will require pierced earrings be removed during the activity.

### **LMS Dress Standards**

**A student's dress should contribute to good health, cleanliness, safety, and common decency despite any changes in fashion trends. It should be non-disruptive and support a positive learning environment.**

- Students will be required to comply with all requirements and recommendations of public health agencies, federal and state department of education, state and federal laws and executive orders related to the Coronavirus or any other communicable diseases.
- No outdoor coats or jackets to be worn in classes or hallways during school hours.
- Students will be permitted to wear a jacket that is issued as part of a uniform, official dress, or that is qualified through school sponsored organizations. All eligible jackets must be approved by school administration.
- **Overall Apparel**
  - o No exposed skin on any part of the midriff or back.
  - o No inappropriately oversized or form fitting clothing. Clothing must be of appropriate size.
  - o No attire that may damage school property or cause injury to others (chains, metal decorations, etc.)
  - o No clothing that addresses or promotes tobacco, alcohol, drugs, promiscuous behavior, or derogatory commentary.

- No pajamas and/or sleepwear.
- **No headgear is to be worn.** All headgear shall be removed at the entrance of the school and shall not be worn until the building has been exited.
- **Shirts**
  - No shirts without sleeves. Sleeves must extend past shoulder and not show underarm.
  - No see-through shirts.
  - No exposed undergarments.
  - No exposed cleavage.
  - No plunging necklines.
- **Pants**
  - Leggings, yoga pants, spandex, or any style of tight fitting sweat pants are **not to be worn at school**, without a covering that is fingertip length.
  - Pants must sit at or above the hip bone.
  - All shorts, pants, and skirts must be longer than the length of your fingertips when standing upright with hands to the side. Slits in skirts and dresses must be no higher than the length of your fingertips.
  - No writing on the seat of pants.

### **LMS Dress Standard Consequences**

**All violations of the dress standards must be referred to the administrative office for documentation and determined consequence.**

- 1st Violation
  - Verbal warning
  - Parent notified
  - Student removed from classroom until appropriate attire is provided
- 2nd Violation
  - Tuesday or Thursday school
  - Parent notified
    - Includes warning that next offense will result in loss of extracurricular activity privilege.
  - Student removed from classroom until appropriate attire is provided
- 3rd Violation
  - Tuesday or Thursday School
  - Parent notified
  - Student removed from classroom until appropriate attire is provided.
  - Suspension from participation in all extracurricular activities for remainder of semester
- Future Violations
  - Removal from school (Out-of School Suspension) assigned to the alternative school

### **Dress Code for Special Dances**

Students are encouraged to wear clothing they may wear again for church, awards day, out to eat or for other special events. This is not a “prom event” therefore we discourage prom attire. We want the students to wear appropriate, comfortable clothing that meets the LMS dress code. Only students enrolled in LMS may attend these events.

For security reasons we ask all parents who wish to chaperone to call the school office to register a week prior to the dance. **All adults must complete the form for a Criminal Background check.** Chaperones will be given a name badge for identification.

The Halloween dance is a costume dance held in October. Students may wear costumes or casual clothing

meeting the LMS dress code. Costumes are to be worn only for the dance; they are not worn during the school day. Props that are weapons, or could be used as weapons, spray paints, or other nuisance items are not acceptable.

Guidelines for any theme dances will be announced prior to the event and will be enforced.

**Any student violating the dress codes for dances will be asked to call parents to bring clothes or take the student home. In the event parents cannot be reached the student will be removed from the dance while remaining under supervision.**

If the student's attire is questionable, the sponsor/administrators will make the final determination as to whether the dress code is being followed.

If you have any questions please call the school office during the school day.

Student handbook rules will apply at all times for all social events.

### **Eating or Drinking in School**

Students are not to eat candy or snacks at school *unless under adult supervision*. Students given candy by a teacher must consume that item in that class. Students are allowed to eat or drink in the cafeteria and outside of the building ONLY. If students are found eating in other locations without supervision, they will be asked to move to the proper place. If the student cooperates, no further action will be necessary. If the student becomes disrespectful or refuses to cooperate, disciplinary consequences will be assigned. Gum chewing is at the discretion of the teacher.

### **Extortion/Threats**

The practice of threatening another student for money, food, or any other item is extortion. This violation of school policy will result in the assignment of disciplinary consequences.

### **Fighting/Hands On**

Any form of hands on another student is prohibited and may result in a suspension *or expulsion*.

Verbal provocation that results in a fight will result in disciplinary consequences.

Fighting in school, on school transportation, or at school-sponsored events will result in suspension. Suspensions may be administered to all participants involved in the fight. An unprovoked attack (assault) will result in suspension.

### **Food Fights**

Throwing food in the cafeteria will not be tolerated. Students throwing food will be subject to disciplinary action.

### **Harassment**

The school believes that every individual should be able to come to school without fear of demeaning remarks or actions. The harassment of other students, staff members, or any other individuals is not permitted. This includes any speech or action that creates a hostile, intimidating, or offensive learning environment. Students may not have another student harass anyone on their behalf. Conduct constituting harassment may take different forms, including but not limited to the following:

#### **1. Title IX/Sexual Harassment**

- Verbal:
  - o The making of written or oral sexual innuendoes, suggestive comments, jokes of a sexual nature, sexual propositions, or threats to a fellow student, staff member, or other person associated with the Corporation.
- Nonverbal:
  - o Causing the placement of sexually suggestive objects, pictures, or graphic commentaries in the school environment, or the making of sexually suggestive or insulting gestures or sounds (leering, whistling, etc.) to a fellow student, staff member, or other person associated with the Corporation.
- Physical Contact:

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

#### **Notify LCSC Title IX Coordinator**

- Lebanon Community School Corporation  
**Title IX Coordinator**  
1810 North Grant Street  
Lebanon, IN 46052
- Phone: 765-482-0380 ext. 31812
- Email: [TitleIXCoordinator@leb.k12.in.us](mailto:TitleIXCoordinator@leb.k12.in.us)

#### **Notify the United States Department of Education office of Civil Rights.**

- Civil Rights Hotline – Call the **Office for Civil Rights (OCR)** at **1-800-421-3481** to report any educational discrimination on the basis of race, sex, disability, etc., request information on civil rights compliance programs, procedures for filing discrimination complaints, or access to civil rights regulatory and policy documents. [Federal Relay Service](#)
- Email: [ocr@ed.gov](mailto:ocr@ed.gov)
- [\*\*How to File a Discrimination Complaint with the Office for Civil Rights Information\*\*](#)

## **2. Gender/Ethnic/Religious/Disability Harassment**

- Verbal:
  - o Written or oral innuendoes, comments, jokes, insults, threats, or disparaging remarks concerning a person's gender, national origin, religious beliefs, *disabilities*, etc. directed toward a fellow student, staff member, or other person associated with the Corporation.
  - o Conducting a "campaign of silence" toward a fellow student, staff member, or other person associated with the Corporation by refusing to have any form of social interaction with the person.
- Nonverbal:
  - o 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 Corporation.
- Physical Contact:
  - o Threatening or causing unwanted touching, contact, or attempts at same, including patting, pinching, pushing the body, or coerced sexually activity, with fellow student, staff member, or other person associated with the Corporation.
- Reporting Harassment:
  - o Any student who believes that s/he 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 Corporation should immediately take the following steps:
- If the alleged harasser is a student, staff member, or other person associated with the Corporation other than the student's principal, the affected student should, as soon as possible after the incident, contact his/her principal.
- If the alleged harasser is the student's principal, the affected student should, as soon possible after the incident, contact the Superintendent of Schools at 482-0380.

The student may submit a report in writing, by telephone, or in person. The reporting student should provide the name of the person(s) whom s/he believes to be responsible for the harassment and the nature of the harassing incident(s).

The report shall be investigated in as timely and confidential a manner as possible. 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, a collective bargaining agreement, or in the context of a legal or administrative proceeding. No one involved will discuss the subject outside of the investigation.

If the investigation reveals that the complaint is valid, then appropriate remedial and/or disciplinary action will be taken promptly to prevent the continuance of the harassment or its recurrence. Such discipline may include any of the following: oral warning, written warning, in-school suspension, out-of school suspension, restriction of privileges, restriction of access, or expulsion.

Given the nature of harassing behavior, the school recognizes that false accusations can have serious effects on innocent individuals. Therefore, all students are expected to act responsibly, honestly, and with the utmost candor whenever they present a charge of harassment.

Some forms of harassment of a student by another student may be considered a form of child abuse, which will require that the student-abuser be reported to proper authorities.

Hazing by any school group, club, or team is not permitted. This includes any form of initiation that causes or creates a risk of causing mental or physical harm, no matter how willing the participant may be.

Under no circumstances will the school threaten or retaliate against anyone who raises or files a harassment complaint.

Any form of harassment will not be tolerated at LMS. Disciplinary action will result.

### **Horseplay**

Rowdy conduct, horseplay and other unsafe conduct is prohibited. Injury to individuals as a result of horseplay or inappropriate behavior will result in disciplinary action.

### **Illegal Substances**

Students may be expelled for the following:

- possessing or providing a drug except as authorized by prescription
- possessing or providing any substance that may be represented to be a drug
- possessing or providing any substance represented to be a performance enhancer
- possessing or providing an alcoholic beverage
- consuming or being under the influence of a drug or alcohol except as authorized by prescription
- Possessing, providing, or using drug paraphernalia.

Any abuse or misuse of the State Medication Law may result in expulsion.

### **Insubordination**

The failure of a student to follow a reasonable request by any staff member is insubordination. Insubordination may result in suspension, or other disciplinary consequences.

### **Lockers**

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

### **Lunch Procedures**

Each student shall be expected to:

1. Enter the cafeteria calmly and quietly.
2. Select a seat and sit quietly until invited to the lunch line by the supervisor (your books reserve your place while you are in line).
3. Pay the cashier for your lunch at the end of the line. (If parents deliver a student's lunch to school, it must be delivered to the main office.)
4. Return to your original seat with your food.
5. Talk quietly at your table while eating.
6. Return tray to the service window when finished. Paper trash should be thrown into waste cans.
7. Return to your original seat after returning your tray.

8. Talk quietly for the remainder of the lunch period.
9. Be courteous and respectful, and use good manners.
- 10 Follow directions.
- 11 Raise your hand if you have a question or need assistance.
- 12 Keep hands, feet, and objects to yourself.

In addition:

- 13 The school will not allow students to charge lunches.
- 14 Restaurant carry-in meals are not allowed unless brought in by a parent with Administration permission.
- 15 Students are not permitted to buy snacks without the purchase of a lunch.

Any violations of these rules may result in isolated lunch detention or other consequences.

### **Nuisance Items & Items of Entertainment**

The possession of any items which are disruptive to the school environment are not permitted at school. The first time a nuisance item is brought to school, it will be confiscated and given to the administration. The student will be allowed to obtain his/her confiscated property at the discretion of the administrators, or parents may be called to retrieve the item from the school. Future occurrences will result in the confiscation of the item.

Nuisance or entertainment items which are dangerous to the safety of others, or have the potential to cause damage to personal or school property include, but are not limited to, firecrackers or other fireworks, smoke or stink bombs, eggs, laser lights, noise makers, or shaving cream and will be confiscated and not returned.

### **Physical Education Non-Dress Policy**

Students not dressing for PE will receive the following consequences:

- 1st Violation
  - o Warning
- Grade Reduction – 0 Participation points
- 2nd Violation
  - o Warning
  - o Grade Reduction – 0 Participation points
- **3rd Violation**
  - o Time Out to the office to meet with an Administrator
  - o Letter to parent
  - o Grade Reduction – 0 Participation points
- **4th Violation**
  - o Tuesday or Thursday School
  - o Grade Reduction – 0 Participation points
- **5th Violation**
  - o Tuesday or Thursday School
  - o Grade Reduction – 0 Participation points
- **6th Violation**
  - o In-School-Suspension
  - o Grade Reduction – 0 Participation points

### **Profanity**

Students using profanity in common areas on school grounds, on school transportation, or in classrooms will receive consequences. Profanity directed at a school employee is a serious offense and will immediately be punished by the administration.

### **Public Displays of Affection**

Public display of affection at school on the bus, or at school functions is not appropriate. Staff members will request students to refrain from this type of behavior, and if the students comply in a respectful manner, no further action will be taken. Failure to comply with a request to stop or a disrespectful response



may result in suspension.

### **Skiping Classes**

The skipping of classes or any part of the school day is considered truancy. Disciplinary consequences will be imposed and no make-up of class work will be permitted. Leaving school property without permission will be considered truancy and will result in disciplinary consequences.

### **Smoking or Possession of Tobacco Products**

Possession of or using tobacco products, E-Cigs, vapor devices, or similar related products, or lighters on school grounds, in the school building or at any school sponsored activities. In conjunction with local law enforcement, any student in possession of an age-restricted tobacco product may be ticketed and subject to monetary fine.

**Consequences for Possession/Use of Tobacco Products, E-Cigs, vapor devices/accessories (not limited to but including JUULs), or similar related products are:**

**1<sup>st</sup> Offense** – 5 Day Out-of-School Suspension

**2<sup>nd</sup> Offense** – 10 Day Out-of-School Suspension

**3<sup>rd</sup> Offense** – 10 Day Out-of-School Suspension and a recommendation for Expulsion

Lighters and other incendiary devices are not permitted on school property. If a student is in possession such a device, the device will be confiscated and a Tuesday/Thursday School will be assigned.

### **Student Identification Cards**

Student Identification Cards are required to be in the students possession at all times when attending school events. This includes athletic events and dances.

### **Theft**

Theft of or possession of stolen personal property or school property may result in suspension.

### **Threatening a Teacher, Staff Member, or Student**

The safety and well being of all students, teachers, and staff members at Lebanon Middle School is necessary to ensure that LMS is a safe and enjoyable place to learn. Threats will not be tolerated. A student who threatens a staff member, teacher, or student may be suspended or expelled.

### **Weapons**

Weapons of any type, including, but not limited to, toy or imitation weapons, or any type of explosive item or material, are not allowed at Lebanon Middle School under any circumstances. A student found in possession of these items may be suspended for ten days and expulsion proceedings may be initiated.

Any student using a weapon to threaten or harm another individual may be suspended for ten days and expulsion proceedings initiated.

## **STUDENT BEHAVIOR PLAN**

### **STUDENTS MAY BE DISCIPLINED FOR THE FOLLOWING:**

1. knowingly interfering with school purposes or inducing another student to do so
2. stealing or damaging school property or property of another person
3. knowingly causing bodily harm to another person
4. threatening another person with bodily injury
5. possessing a firearm, knife or any other object that is readily usable as a weapon or is dangerous to others (such as fireworks)
6. possessing or providing a drug except as authorized by prescription (including over the counter medication)
7. possessing or providing any substance that may be represented to be a drug
8. possessing or providing an alcoholic beverage
9. consuming or being under the influence of a drug or alcohol except as authorized by prescription

- 10 possessing or providing tobacco or any tobacco product, including lighters, matches, etc.
- 11 knowingly failing to report to scheduled assignment without permission or acceptable excuse
- 12 failing or refusing to comply with directions or a reasonable request of an LCSC employee supervising a class or school activity
- 13 directing unwelcome statements, communications, or conduct of a sexual or racist nature to another person. (see Harassment)
- 14 materially altering any school document such as a hall pass
- 15 violating Indiana or federal law
- 16 leaving a school activity or school property without prior approval of a teacher or supervising adult
- 17 cheating on an academic assignment such as a test or homework, or knowingly assisting another student in cheating
- 18 attempting or conspiring with another person to violate any student behavior standard
- 19 spitting or “gleaking” on school grounds
- 20 disrespect toward teachers, staff, administrators or other students
- 21 marking on one’s self or another. Self-mutilation is strictly prohibited (eraser burns, cutting one’s skin, self-piercing, etc.)
- 22 misrepresentation: lying, forgery, plagiarism, or falsifying documents is prohibited.
- 23 being in a bathroom stall with another person is prohibited.

Any student who is suspended (in school, alternative school or out-of-school) and/or expelled from school is not allowed to participate in or attend any school activity during the time of the suspension or expulsion. Any student participating in athletics must abide by and comply with the procedures outlined in the Athletic Section of this handbook.

## **LMS SCHOOL-WIDE DISCIPLINE POLICY**

### **Point-based System:**

1. Students will receive points for inappropriate behaviors in each class.
2. Each teacher tracks points in his/her class. Level 5 warrants an office referral.
3. When a student reaches 10 points in any class, the student will reach a “level”.
4. Each level has progressively increasing consequences.
5. The teacher who assigns a student to a level, through at least level 4, must attempt to call home to inform parents. If phone contact cannot be made, then an email will be sent.
6. At semester, all students will go back three levels.
7. This is based on minor classroom incidents. More serious behavior infractions will result in immediate office referrals and will be dealt with separately.
8. Students that do not reach a level are rewarded with monthly, quarterly, and semester privileges such as hat days, field trips, pizza parties, field days, etc.

### **Point Breakdown:**

Failure to bring materials/supplies .....	2 points
Food/Beverage in Class.....	2 points
Disruptive behavior.....	2 points
Lying/Deceit.....	3 points
Tardy .....	3 points
Disrespect .....	4 points
Insubordination.....	6 points

### **Consequences:**

Level 1: One day Lunch Detention + Teacher Communication home  
 Level 2: One week Lunch Detention + Teacher communication home  
 Level 3: One week Lunch Detention and Social Restriction + Teacher communication home  
 + Team Meeting

Level 4: Office Referral-One week Lunch Detention and Social Restriction + Tuesday or Thursday School + Parent Team Meeting + Administrator phone call home

Level 5: Office Referral-Two weeks Lunch Detention + Tuesday or Thursday School + Administrator phone call home

Level 6: Office Referral-Tuesday or Thursday School + Student is suspended from attending all after school activities for a one week period + Administrator phone call home

Level 7: Office Referral(1 day ISS) + Student is suspended from attending all after school activities for a two week period + Administrator phone call home

Level 8: Office Referral(2 days ISS) + Student is suspended from attending all after school activities for a two week period + Administrator phone call home

Level 9: Office Referral(3 days ISS) + Student is suspended from attending all after school activities for a two week period + Administrative conference with parent and student

Level 10: Office Referral(Behavior contract, 3 OSS may begin) + Student is suspended from attending all after school activities for a two week period + Administrative phone call home

### **Consequence Breakdown:**

**Lunch Detention** = Student gets lunch and eats silently in ISS room. Must be on time and silent to have the consequence served. Students who arrive late or talk will do the consequence until it is served appropriately.

**Social Restriction** = Students are held in the classroom until passing period ends and then walk to class separately with their materials (crate). Two minutes to get to the next class. Bathroom breaks must be scheduled with the teacher.

**Tuesday School** = Student stays after school for reflection time from 3:00-5:55 p.m. on Tuesday afternoons. Students may not be late and will not be released early. It is the student/parent's responsibility to arrange a ride.

**Thursday School** = Student attends reflection time from 3:00-5:55 p.m. on Thursday afternoons. Students may not be late and will not be released early. It is the student/parent's responsibility to arrange a ride.

**If a student fails to attend an assigned Tuesday/Thursday School or is removed because of misbehavior, disciplinary consequences will be assigned.**

**ISS** = In-School-Suspension is a restriction from classroom time for the student. Students will have access to the assignments but will miss out on the instruction time from that class period and will need to make it up on their own time with an appointment with the teacher. Teachers will not be available during class time to assist students in ISS. Students who are assigned ISS and are scheduled to participate in after-school athletics will not be allowed to attend the practice session or participate in any competition until all ISS time is completed. If they are scheduled for a game or a performance, they may not attend.

Any student who is assigned to ISS may not participate (for days assigned) in any after-school social (dances, pep session, etc.) or in any club or organization activity.

**Suspension period does not end until the beginning of the next regularly scheduled school day.**

The following rules shall apply to both In-School Suspension and Tuesday/Thursday School:

1. Students are required to have class assignments with them.
2. Students are not to communicate with each other unless given specific permission to do so.
3. Students are to remain in their designated seats at all times unless permission is granted to do otherwise.
4. Students shall not be allowed to put their heads down or sleep, or give the appearance of sleeping.
5. No radios, cards, magazines, or other recreational articles shall be allowed in the room.
6. No food or beverages shall be consumed.

**OSS** = Out-Of-School-Suspension = Students who are assigned to Out of School Suspension and who are scheduled to participate in after-school athletics will NOT be allowed to attend the practice session or participate in any competition. If they are scheduled for a game or a performance, they may NOT attend.

Any student who is assigned to Out of School Suspension may not participate (for days assigned) in any after school social or athletic activity (dances, pep session, athletic competitions, etc.) or in any club or organization activity.

**Suspension period does not end until the beginning of the next regularly scheduled school day.**

**Behavior Contract** = Students and parents sign a contract agreeing to abide by all school rules and understand that failure to do so may result in OSS and possible expulsion.

### **EXCLUSION FROM SCHOOL**

A student may be excluded from school attendance if:

1. The student's immediate removal is necessary to restore order or to protect persons; or due to health concerns;
2. The student's legal settlement is not in the attendance area of the School Corporation, and no transfer or tuition arrangements have been made.

Excluded students may not attend extra- curricular activities or events.

Upon written request to the superintendent or his designee, a hearing may be arranged within ten days after the student has been excluded pending the exclusion hearing. A decision to exclude may be appealed to the State Department of Education

Before a student may be suspended, expelled, or excluded from school, there are specific procedures that must be followed.

## **DUE PROCESS RIGHTS**

Before a student may be suspended, expelled, or excluded from school, there are specific procedures that must be followed.

### **SUSPENSION FROM SCHOOL**

When a student is being considered for a suspension, the administrator in charge will notify the student of the reason. The student will then be given an opportunity to explain his/her side. After that informal hearing, the principal will make a decision whether or not to suspend. If a student is suspended, s/he and his/her parents will be notified of the reason for and the length of the suspension. The suspension may be appealed to the principal after receipt of the suspension notice. The request for an appeal must be in writing. Students are not to be on school property during any suspension from school. No credit shall be given or make-up work provided while a student is suspended out of school. The suspension will be counted as an unexcused absence.

During the appeal process, the student will not be allowed to remain in school.

### **EXPULSION FROM SCHOOL**

An expulsion is a denial of the right of a student to take part in any school function for a period greater than 10 consecutive school days.

When a student is being considered for expulsion, his/her parents will receive a letter of notification from a hearing examiner indicating, among other requirements, the right to request a hearing within 10 days after receipt of the letter. If no request is received within that time period, the right to a hearing has been waived. Students being considered for expulsion may or may not be removed immediately. A requested formal hearing is scheduled with the hearing examiner during which the student may be represented by his/her parents and/or legal counsel. Legal counsel will be admitted to the hearing at the discretion of the hearing examiner.

The superintendent shall review the hearing examiner's report and make a decision within 2 school days after receiving the report. If the student is excluded or expelled, the parents may appeal in writing to the Board of School Trustees. The appeal can be based only on evidence from the hearing or evidence presented in the appeal. All opportunities to earn grades or credit end when a student is expelled. Students are not to be on school property during any expulsion from school.

# ATHLETICS

## PHILOSOPHY

The athletic program of Lebanon Middle School is intended to give our students an opportunity to grow as athletes and to mature as individuals through athletic competition. We believe that the athletic program is an integral part of the school's total educational program. Athletics should strive to meet stated goals of Lebanon Middle School. The athletic program shall encourage participation, stress fundamentals, and serve to articulate programs between the elementary schools and the high school. Such traits as sportsmanship, character, leadership, and loyalty shall be fostered. We consider the participation in athletics to be a privilege rather than a right. The emphasis on athletic competition shall not interfere in any way with the academic growth of the individual or academic climate of our school.

Lebanon Middle School participates in interscholastic athletics, primarily with junior high/middle schools in and around Boone County and the central Indiana area. Lebanon enjoys a reputation of athletic excellence statewide due to the outstanding efforts of its students, parents, and coaches.

Along with seven other schools, Lebanon participates in the sponsorship and governance of conference championships for nine different teams.

Lebanon Middle School provides a variety of athletic activities listed below in which students may participate providing they meet any eligibility requirements that may apply.

<b>Fall</b>	<b>Grade Level</b>
Boys Tennis	6/7/8
Girls Golf	6/7/8
Cheerleading	7/8
Boys Cross Country	6/7/8
Girls Cross Country	6/7/8
Football	6/7/8
Boys Soccer	6/7/8
Girls Soccer	6/7/8
Volleyball	6/7/8
<b>Winter</b>	
Boys Basketball	6/7/8
Girls Basketball	6/7/8
Boys Swimming	6/7/8
Girls Swimming	6/7/8
Wrestling	6/7/8
<b>Spring</b>	
Girls Tennis	6/7/8
Boys Golf	6/7/8
Boys Track	6/7/8
Girls Track	6/7/8

## LEBANON MIDDLE SCHOOL ATHLETIC POLICIES

Participation in athletics is a privilege earned by meeting the rules and standards set by the school. Students who have questions concerning eligibility should contact the Athletic Director before they endanger their athletic eligibility rather than after it is too late.

## ACADEMIC ELIGIBILITY

All students participating in athletic activities must pass 60% of the full credit subjects or the equivalent that a student athlete can take or have no more than one F. More than one "F" in any nine-week grading period will result in suspension from all athletic activities. During the academic suspension, an athlete may not dress or participate in any games but may participate in practice upon parent and coach agreement. The suspension will last until the grade has been brought up to passing by the next issued grade.

card. Anyone failing more than one class the 4th nine weeks will begin the following school year on probation, grades will be checked at midterm and to be removed from their probationary status student athletes must have no more than one failing grade. More than one F will make the student athlete on probation ineligible until the nine weeks check. Each coach may have rules and guidelines specific to his or her sport. All student managers in the athletic program fall under the same eligibility rules as the players in each sport.

**\*\*Any student that receives an F, regardless if they remain eligible or not, a mandatory meeting will take place with the student-athlete, Head Coach, and Athletic Director to establish a suitable intervention. The uses of Study Tables and Homework Help sessions, as well as continuous monitoring of the student-athletes academic performance are examples of a suitable intervention. It will also be to the discretion of the Head Coach as to whether playing time will be compromised until passing grades have been achieved.**

### **ELIGIBILITY REQUIREMENTS**

If a student athlete is assigned to Tuesday School or Thursday School, In-School Suspension or Out-of-School Suspension, the athlete may NOT attend practice, play in games, or attend any extra-curricular activity during the suspension. If a student athlete is excused from P.E., the athlete may NOT participate in athletic practice or contest,

The Athletic Director and Principal may waive any or all eligibility requirements for any LMS student athlete if they deem it to be in the best interest of the athlete. **Suspension period does not end until the beginning of the next regularly scheduled school day.**

### **GENERAL INFORMATION**

**Amateurism:** Students shall not play under assumed names, accept remuneration directly or indirectly for athletic participation, nor participate in athletic activities, tryouts, auditions, practices, and games held or sponsored by professional athletic organizations, clubs, or their representatives.

**Athletic Insurance:** The school has **NO** medical insurance protection on athletes.

**Changing Sports:** Athletes (including current season cheerleaders) will be permitted to compete in only one sport at a time. Athletes must fulfill their commitment in one sport before being allowed to practice or compete in another sport.

**Attendance:** Students must be in school by 10:30 a.m. and complete the day or arrive at 7:30 a.m. and not leave until 12:00 p.m. to remain eligible to participate in the activity that day. Students who are absent from school on a Friday may participate in a contest on the following Saturday at the coach's discretion. However, students who must leave school to attend a funeral, medical appointment, etc., may participate that evening with the approval of the Athletic Director.

**Equipment:** Each athlete is responsible for the care and return of all athletic equipment that has been issued to him/ her. Lost equipment is not an acceptable excuse. Each athlete is to use the equipment properly and to respect all athletic facilities and buildings. Equipment lost or damaged due to player neglect will be paid for by the student/parent, at the replacement cost of such items.

**Physical Form and Final Forms:** Each athlete must have a completed IHSAA Physical Form on file in the athletic office and fill out the online Final Forms before they can practice or try out. This form must be signed by parent, student, and physician. A new physical form must be completed each year.

**Travel:** Lebanon Middle School athletes are required to travel to and from athletic contests and special events in school-approved vehicles (bus or van) under adult supervision provided by Lebanon Middle School. Exceptions to this guideline must be submitted to the Athletic Director for review. It is our desire for our students to participate fully with their team, which includes travel. We discourage parents from taking their children immediately after competition concludes. Cheerleaders will travel on team buses or in the school van with the coach.

**Practice:** Practice is an important part of athletic participation. Most instruction on athletic skills takes place at this time. Athletes are expected to attend all scheduled practices unless the coach has excused them for a valid reason.

Most teams practice immediately after school each day. Students staying for practice are to take their

coats, books, etc., with them to an assigned area of the building. **Student athletes will not be permitted to re-enter the main part of the building after practice. Students must be under the supervision of school personnel at all times.**

For practices held at times other than immediately after school, players **must leave the building and should not report to the building earlier than 15 minutes before practice.** There are no study tables or supervision after school. Arrangements should be made for rides to pick up players within 15 minutes of the scheduled end of practice. If players/managers/cheerleaders fail to comply with the 15 minute pick up rule twice, they may then forfeit the right to participate at the discretion of the coach or Athletic Director

**Training Rules:** Each coach will have rules and guidelines specific to his/her sport.

**Undue Influence:** Students shall be ineligible if a person uses undue influence to retain or secure them as student-athletes or to retain their parents as residents.

**Scholar-Athlete Award:** The Scholar-Athlete Award will be presented on Honors Day to an eighth grade boy and an eighth grade girl who during their three years at Lebanon Middle School have met the following standards: maintained a scholastic average in the top half of their class, shown an interest in and exhibited the qualities for potential leadership, participated in a minimum of two different sports, and exhibited the standards of good sportsmanship during their athletic participation.

### **CONDUCT CODE OF ATHLETES**

It is the position of the Lebanon Board of School Trustees to regard student participation in any extra-curricular activity as a privilege rather than a right. Students engaged in any or all such activities are representatives of the student body, the school, and the community. A code of conduct and behavior which is above reproach must be maintained at all times when the student is participating in such activities. Failure of a student to uphold these standards in any way renders the student ineligible for continued participation in extra-curricular activities according to the school policy.

A student who represents Lebanon Middle School must exhibit at all times the highest standards of personal behavior. When students become athletes, they take on a special responsibility for exemplary conduct because there will be times when they will be representing the school in other communities as well as their own. Therefore, they should conscientiously fulfill all the rules established for the sport in which they are participating and avoid the following:

1. Possession or use of alcoholic beverages, tobacco products, smoking materials, and illegal drugs;
2. Violation of city, state, or federal codes/laws; and
3. Exhibiting personal behavior while on or off school grounds, in or out of season, which reflects poor judgment and is not the exemplary conduct expected of a student athlete. This includes \*digital citizenship behavior at and away from school.
4. The dress code for athletic events is the same as found in the LMS Student Handbook under Dress and Grooming. The Coach may set his/her Dress Code for each sport.

Athletes in violation of the above rules will be disciplined according to the seriousness of the situation. Probation, suspension, or removal from the team are all possibilities. The coach, the Athletic Director, or the Principal will determine these penalties.

The Athletic Director and/ or Principal may call in teams or individuals at any time to provide counsel, conduct inquiries, or impart information related to good conduct, sportsmanship, or rule violations.

\*Digital Citizenship means “the norms of appropriate, responsible, and healthy behavior related to technology use, including digital literacy, ethics, etiquette, and security.”

### **SUBSTANCE ABUSE POLICIES**

Lebanon Community School Corporation recognizes the use of mood-altering, illicit chemicals as a significant health problem for many youth. The use of mood-altering chemicals results in negative effects on behavior, learning, and the total development of the person. As coaches, directors, and sponsors we have a unique opportunity to observe, confront, and help the youth of Lebanon change for the better. This

goal can be best accomplished by giving students who need help a chance to redirect their lives. Therefore, the following extra-curricular policy exists to help those students who are in need of assistance with a substance abuse problem.

#### **DEFINITIONS**

1. Controlled substance is any narcotic drug, hallucinogenic, amphetamine, barbiturate, steroid, mood-altering drug, or any intoxicant of any kind including alcoholic beverages and "near beer." Such terms further include marijuana and any look-alike substances, whether in fact such substance actually is a controlled substance.
2. Confirmed violation takes place when a student uses, possesses, or transmits a controlled substance and is identified by means of one of the ways described below:
  - a. communication from the office of the prosecuting attorney which indicates there is probable cause to support the filing of a criminal information or petition of delinquency on grounds involving possession, transfer, or use of a controlled substance;
  - b. a voluntary admission of guilt of such act by the student alleged to have violated this policy;
  - c. finding by school officials that a student violated this policy, based on observations and/or direct information.
3. Extra-curricular Council Review Committee is a group composed of the Athletic Director; Assistant Principal; a minimum of three head coaches, directors, or sponsors; and a minimum of one student. This committee exists to hear an appeal from a student relative to a penalty imposed for a substance abuse violation.

#### **GENERAL PROVISIONS**

General provisions are provided for the purpose of governing those students who are confirmed as substance abusers. Substance abusers will be treated in a manner that provides a penalty and rehabilitation. The intent of these provisions is for the substance abuser to redirect his/her life with a goal of eliminating the use of controlled substances.

1. Rules regarding substance abuse violations are in effect year round: off-season and summer as well as in season.
2. Substance abuse violations are not removable as they relate to subsequent violation. All are counted and are removable only when the student graduates from Lebanon High School. Violations are carried over to the high school from the middle school.
3. The student suspended from extra-curricular activities due to substance abuse violations loses his/her good standing for that sport/season in which the violation takes place during a non-season.
4. A student not participating in an extra-curricular activity at the time of violation of this policy shall have the penalty applied to the next extra-curricular activity in which he/she participates, and the penalty shall remain in effect until successfully completed.
5. A student who does not successfully complete a penalty during the sport/activity in which it was imposed must serve the penalty in full in each subsequent sport/activity in which s/he participates until such time as the student successfully completes participation in a sport/activity for the full term of the activity.
6. If the penalty is not completed during the school year, the remainder will carry over to the following school year.
7. Nothing in this policy shall be construed to require the school to follow the provisions of the Due Process and Pupil Discipline Statute (IC 20-8.1-5) in removing a student from participation in any extra-curricular activity.

#### **REHABILITATIVE AND PENALTY MEASURES**

1. Upon being identified as a confirmed violator, the violator will not be permitted to participate in a number of contests/performances equal to 50% of the season. The penalty will be served under the guidelines of the General Provisions. The student must also receive a substance abuse assessment from an outside agency and meet with the building principal to regain eligibility.
2. The suspended student will not be permitted to practice.



3. If the penalty is served during a time when the team/group is involved in a state- sanctioned tournament, the number of activities/games in which the group participates will be counted toward meeting the violator's imposed penalty.

**SUBSEQUENT VIOLATIONS**

1. The second infraction will result in the student not being able to participate in 100% of the contests/activities of his/her current activity season. The student must receive a substance abuse assessment from an outside agency and meet with the building principal to regain eligibility.
2. The third infraction will result in exclusion from participation in all further extra-curricular activities.