

# 2022-2023

# LHS STUDENT HANDBOOK



**LEBANON**  
HIGH SCHOOL

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## **WELCOME**

The Student Handbook is to help you be more organized and accountable for your learning. Lebanon High School is a reflection of all who attend here. The traditions at Lebanon are rich. Let us all do our part to make Lebanon High School the best possible school. We wish each of you the best for the year to come, and we are looking forward to working with you throughout the school year.

This student handbook was developed to answer many of the commonly asked questions that you and your parents may have during the school year. Because the 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 you and your parents' use. It can be a valuable reference during the school year and a means to avoid confusion and misunderstandings when questions arise.

This handbook supersedes all prior handbooks and other written material on the same subjects. 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.

### **LEBANON HIGH SCHOOL VISION**

Through a nurturing climate and the building of relationships, Lebanon High School professionals promote academic excellence and graduate students who have the character and skills to be productive and successful citizens.

### **LEBANON HIGH SCHOOL MISSION**

Lebanon High School represents a combined effort of the students, educators, parents and community to foster student growth and development for excellence. Students will accept responsibility for their education and master essential skills with teachers coaching and directing learning. Parents and community make education a priority and are actively involved in the educational process. This effort is supported with human, physical, and fiscal resources that make achieving excellence possible.

### **LEBANON HIGH SCHOOL'S TIGER WAY**

LHS is recognized as a leader in making bright futures possible through rigorous education which enriches the lives of students, is a source of community pride, and a family in which each member feels safe to grow and succeed.

### **LEBANON COMMUNITY SCHOOL CORPORATION MISSION STATEMENT**

Lebanon Community School Corporation will cultivate and reach every student by influencing and enriching their lives through the power of education and do so in a positive and safe learning environment.

### **LEBANON COMMUNITY SCHOOL CORPORATION VISION**

The vision of the Lebanon Community School Corporation is to insure a quality educational program for all students in a challenging and secure environment. We, as professional caring educators, will provide a rigorous integrated curriculum that is relevant to each learner. Our students will become self-sufficient critical thinkers who are knowledgeable, skillful and responsible, and who can succeed as life-long learners in a diverse society.

### **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, the Superintendent of the Lebanon Community School Corporation. The complaint will be investigated and a response, in writing, will be given to the concerned person. The complaint procedure is described on Form 2260 F8.

## **SCHOOL SONG**

### **LHS LOYALTY SONG**

We're loyal to you, LHS  
We'll always be true, LHS  
We'll back you to stand  
'Gainst the best in the land,  
For we know you have sand,  
LHS Rah! Rah!

Our team is the best in the state.  
We're also quite good in debate;  
We shall always be winning,  
We made a good beginning.  
Come on, let's go, LHS  
Go, Go, Go, Go, Go LHS  
Go, Go, Go, Go, Go LHS

See our team now making the field goals,  
Go L.H.S. Go os-kee wah-wah!  
Play ball, play ball, play ball like sin.  
Play ball, play ball, play ball to win.  
See us score for dear old Lebanon  
Rah!, Rah! for LHS

## **CONSENSUS – A Roundtable & Action Group Together Provide Site-Based Management**

### **ROUNDTABLES**

Definition: A Roundtable is a group of any combination of staff, parents, or students who gather together to discuss an issue pertaining to Lebanon High School. The intention of calling a Roundtable must be communicated to the Principal, school, and public.

#### **A Roundtable can be used to/as:**

- a. address a concern
- b. communicate
- c. identify a problem
- d. share information
- e. help each other (help session)
- f. a preliminary step in creating an ACTION GROUP
- g. an EMPOWERMENT TOOL
- h. a tool for change

### **Procedure for calling a roundtable:**

- a. Can be called by anyone (staff, parents, and students)
- b. Communicate plans to public
  - (1) check school calendar
  - (2) notify everyone (written/video announcements, newspaper)
- c. Supply summary to:
  - (1) staff members corporation wide
  - (2) student government (they will be responsible to communicate it to the rest of the student body)
  - (3) newspaper
  - (4) parent resource group
  - (5) announcement of an Action Group if it is determined one is needed
  - (6) set up time and place of first action group meeting

### **ACTION GROUPS**

Definition: An Action Group may be called only after a Roundtable has discussed an issue. A group of staff, parents, and/or students will make a recommendation about an issue to the administration for a change in a procedure or policy at Lebanon High School.

An Action Group can be used for:

- a. problem solving
- b. for policy proposals
- c. as policy makers
- d. as an EMPOWERMENT TOOL
- e. as a tool for change

### **Procedure for Action Group**

- a. Members must attend the first meeting or submit in writing their interest of being in the group.
- b. Action group membership will be posted for improved communication
- c. Name a facilitator at meeting
- d. Set agenda
- e. Brainstorm
- f. Narrow focus
- g. Establish proposal
  - (1) Must have consensus among group members
  - (2) If needed set time for next meeting
- h. Disseminate information
  - (1) Delegate various responsibilities for better communication.
  - (2) Use same distribution as roundtables
  - (3) Adhere to a deadline of a minimum of one week for submissions of concerns
  - (4) Require submissions to be accompanied by alternate suggestions
  - (5) Distribute a copy of all concerns and suggestions to all Action Group members before the conflict resolution meeting
- i. Modifications presented
  - (1) The facilitator will set a conflict resolution meeting with Action Group members and person(s) with submissions.
  - (2) If there is no change in the proposal after Conflict Resolution, the date of the staff vote will be posted.

## 2022-2023 Important Dates

July 2022 – TBD	Student Registration
Friday, July 29, 2022	Senior Formal Picture Day at LHS
Monday, August 1, 2022	Corporation Day – No Students
Tuesday, August 2, 2022	Professional Development – No Students
Tuesday, August 2, 2022	Senior Formal Picture Day at LHS
Wednesday, August 3, 2022	Professional Development – No Students
Thursday, August 4, 2022	First Student Day
Wednesday/Thursday August 12-13, 2022	Tiger Leadership Camp
Monday/Tuesday, August 15 & 16, 2022	School Picture Days
TBD	ASVAB Testing
Monday, September 5, 2022	Labor Day – No School
Friday, September 2, 2022	Mid-term
Saturday, September 10, 2022	ACT
Wednesday, September 28, 2022	Professional Development – No Students
Saturday, October 1, 2022	SAT
Wednesday, October 5, 2022	Senior Picture Retake Day
Thursday, October 6, 2022	Underclassman Picture Retake Day
Thursday, October 6, 2022	1 <sup>st</sup> Grading Period Ends – 44 Days
Wednesday, October 12, 2022	PSAT
TBD	College and Career Fair
Monday, October 17, 2022	Secondary Parent Teacher Conference 4:15-7:45
Wednesday, October 19, 2022	Secondary Parent Teacher Conference 4:15-7:45
Monday, October 24-28, 2022	Fall Break
Monday, November 14, 2022	Mid-term
Thursday/Friday, November 24-25, 2022	Thanksgiving Break
Friday, December 16, 2022	Semester Ends – 88 Days
Monday, December 19-30, 2022	Winter Break
Monday, January 2, 2023	Professional Development – No Students
Tuesday, January 3, 2023	First Student Day – Second Semester
Wednesday, January 11, 2023	Scheduling Night
Monday, January 16, 2023	Martin Luther King Jr. – No School
Friday, February 3, 2023	Mid-term
Saturday, February 11, 2023	ACT
Monday, February 20, 2023	Presidents Day – No School
Wednesday, March 1, 2023	Professional Development – No Students
TBD	ASVAB Testing
Thursday, March 2, 2023	SAT School Day
Friday, March 10, 2023	3 <sup>rd</sup> Grading Period Ends – 46 Days
Friday, March 24, 2023	No School
Monday, March 27-31, 2023	Spring Break
Thursday, April 20, 2023	Mid-term
Saturday, April 22, 2023	Prom
Saturday, May 6, 2023	SAT
Thursday, May 10, 2023	Honors Night
Thursday, May 18, 2023, Friday, May 19, 2023, Monday, May 22, 2023	Finals
Tuesday, May 23, 2023	4 <sup>th</sup> Grading Period Ends -46 Days / 2 <sup>nd</sup> Semester Ends 92 days
Wednesday, May 24, 2023	Teacher Records Day – No Students
TBD	Top 20 Breakfast
Thursday, May 25, 2023	No School
Friday, May 26, 2023	Graduation
Monday, May 29, 2023	Memorial Day – No School

## REGULAR DAILY BELL SCHEDULE

7:50	5 minute warning bell	
7:54	1 minute warning bell	
7:55 – 9:17	Black 1 / Gold 1	82
9:17 – 9:22	Passing	5
9:22 – 10:44	Black 2 / Gold 2	82
10:44 – 10:51	Passing	7
	(3 minutes for PA announcements)	
10:51 – 11:13	HOMEROOM	22
11:13 – 11:18	Passing	5
11:18 – 11:43	Black 3 A / Gold 3 A	25
11:43 – 11:48	Passing	5
11:48 – 11:58	Class	10
11:58 – 12:03	Passing	5
12:03 – 12:28	Black 3 B / Gold 3 B	25
12:28 – 12:33	Passing	5
12:33 – 12:43	Class	10
12:43 – 12:48	Passing	5
12:48 – 1:15	Black 3 C / Gold 3 C	27
1:15 – 1:20	Passing	5
1:20 – 2:45	Black 4 / Gold 4	85

## 2 HOUR DELAY

9:50	5 minute warning bell	
9:54	1 minute warning bell	
9:55 – 10:54	Black 1 / Gold 1	59
10:54 – 10:59	Passing	5
10:59 – 11:58	Black 2 / Gold 2	59
11:58 – 12:03	Passing	5
12:03 – 12:31	Black 3 A / Gold 3 A	28
12:31 – 12:36	Passing	5
12:36 – 1:04	Black 3 B / Gold 3 B	28
1:04 – 1:09	Passing	5
1:09 – 1:39	Black 3 C / Gold 3 C	30
1:39 – 1:44	Passing	5
1:44 – 2:45	Black 4 / Gold 4	61
	(2 minutes for afternoon PA announcements)	

## 8 BLOCK SCHEDULE

7:50	5 minute warning bell	
7:54	1 minute warning bell	
7:55 - 8:36	Black 1	41
8:36 - 8:41	Passing	5
8:41 - 9:22	Black 2	41
9:22 - 9:27	Passing	5
9:27-10:08	Black 3	41
10:08 - 10:13	Black 1	41
10:13 - 10:54	Black 4	41
10:54 - 10:59	Passing	5
10:59 - 11:24	Gold 1A	25
11:24 - 11:29	Passing	5
11:29 - 11:54	Gold 1B	25
11:54 - 11:59	Passing	5
11:59 - 12:24	Gold 1C	25
12:24 - 12:29	Passing	5
12:29 - 1:10	Gold 2	41
1:10 - 1:15	Passing	5
1:15 - 1:56	Gold 3	41
1:56 - 2:01	Passing	5
2:01 - 2:45	Gold 4	44

(3 minutes for afternoon PA announcements)

### ARRIVAL TIME

All students shall be expected to attend a regular schedule of classes. Classes begin promptly at 7:55 AM.

### PASSING PERIOD

The purpose of passing period is to provide time for students to go from one class to another. Use of the restroom, drinking fountain, stopping at a locker, etc. is to be handled so that each student is on time to class. There is no reason to be tardy to class. Any activity that would take more time must have prior approval of a teacher.

### ILLNESS AND INJURY AT SCHOOL

A student who is ill must report to the clinic with a **Nurse Referral Form** from his/her teacher. The school medical staff will evaluate the student's condition. Contact with the parent will be handled only through the attendance office or clinic. No student will be released from school without proper parental permission. **A student will be considered truant if he/she leaves school and does not follow proper procedures.**

All injuries must be reported to a teacher or the office. If minor, the student will be treated and may return to class. If medical attention is required, the office will follow the School's emergency procedures and attempt to make contact with the student's parents.



## SECTION 1-GENERAL INFORMATION

### ENROLLMENT

Students that are new to Lebanon High School are required to enroll with their parents or legal guardian. When enrolling, the parent will need to bring:

- A birth certificate or similar document
- Court papers, allocation of parental rights and responsibilities, or custody documentation (if appropriate)
- Proof of residency (no homeless child will be denied enrollment based on a lack of proof of residency)
- Proof of immunizations

Families that cannot produce documents to verify proof of residency can enroll students for up to four (4) weeks, but until proof of residency is verified by the school no transportation will be provided.

Students enrolling from another accredited school must have an official transcript from the sending school in order to receive credit from that school. The Student Services Department will assist in obtaining the transcript, if not presented at the time of enrollment.

LHS strongly adheres to the House enrolled Act No. 1279 as amended in 1995. Terms and conditions of the new enrollment will be set by the Principal after all facts have been evaluated.

**Any student currently living in the school corporation who wishes to enroll in school must do so within the first two weeks of the school semester.** This applies to students who have not been in school at any other educational institution. Such students must apply for admission in person with their parent or guardian. New students will be required to meet with the school Principal or his designee for an orientation to Lebanon High School.

Students transferring to Lebanon High School from a non-accredited school must have some form of independent standardized test results with them to determine grade level and awarding of credits. Without such independent documentation, no credit will be awarded. Credit will only be awarded for classes which are similar to those offered at Lebanon High School. Lebanon High School is not responsible for providing independent standardized tests.

A new student wishing to attend Lebanon High School must live (reside) within the boundaries of the school district. The Board of Trustees recognizes that extenuating circumstances arise from time to time and, therefore, will consider requests by parents, guardians, or custodians of Indiana students who do not reside in the School Corporation but who wish to enroll their child in the School Corporation. Requests should be made to the Administration Center at 1810 N. Grant St. Lebanon, IN 46052.

### EMANCIPATED STUDENTS

Any student who is not living at home and not living with a parent or guardian can be classified as “emancipated” after having the proper forms filled out/approved and on file with the principal’s office. If a student is 18 and no longer lives at home, the student should see an administrator for the required information. All emancipated students will be required to adhere to attendance rules and regulations as applicable to all students.

## TRANSFERS FROM LEBANON HIGH SCHOOL

1. A student who is transferring to another school should make an appointment with a guidance counselor. Parent notification must also be received.
2. All proper forms must be completed before a student is considered officially withdrawn.
3. All technology equipment, textbooks and school property must be returned, fees paid, and other obligations completed before withdrawing.
4. All of a student's records will be transferred/forwarded to the receiving school by L.H.S. officials.

### Withdraw From School IC 20-33-2-9

- (a) The governing body of each school corporation shall designate the appropriate employees of the school corporation to conduct the exit interviews for students described in section 6 (3) of this chapter. Each exit interview must be personally attended by:
- (1) the student's parent;
  - (2) the student;
  - (3) each designated appropriate school employee; and
  - (4) the student's principal.
- (b) A student who is at least sixteen (16) years of age but less than eighteen (18) years of age is bound by the requirements of compulsory school attendance and may not withdraw from school before graduation unless:
- (1) the student, the student's parent, and the principal agree to the withdrawal;
  - (2) at the exit interview, the student provides written acknowledgment of the withdrawal that meets the requirements of subsection (c) and the:
    - (a) student's parent; and
    - (b) school principal;each provide written consent for the student to withdraw from school; and
  - (3) the withdrawal is due to:
    - (a) financial hardship and the individual must be employed to support the individual's family or a dependent;
    - (c) illness; or
    - (d) an order by a court that has jurisdiction over the student.
- (c) A written acknowledgment of withdrawal under subsection (b) must include a statement that the student and the student's parent understand that withdrawing from school is likely to:
- (1) reduce the student's future earnings; and
  - (2) increase the student's likelihood of being unemployed in the future.

## HEALTH AND SAFETY

**Health Records:** Each student is required by state health codes (20-8.1-7-10.1) to be properly immunized against diphtheria, pertussis/whooping cough, tetanus, polio, measles, mumps, rubella (German measles), hepatitis A & B, chickenpox, and meningococcal disease. (See chart below) The State Board of Health may expand/modify the list of communicable diseases that require documentation of immunity. A written statement of the student's immunization records by a physician shall be turned into the school office no later than the first day of school. Students whose parents do not provide the required documentation by the opening day of school may be admitted to school provided the documentation or a prescription indicating your appointment for immunizations is received within twenty days. If the proper documentation or prescription is not received within those twenty days, the student shall be excluded from school until the proper documentation has been filed in the office, unless the parents have filed a religious objection or has obtained a medical exemption submitted by a physician. Students previously enrolled in the school will have their immunization records kept on file. Each

student enrolled is to have a health history completed by the parents at registration. The health history form AND specific care plan forms completed by a physician MUST be returned for any student with an acute or chronic ailment (ex: asthma, diabetes, or anything requiring attention by a physician). All care plans and medication forms are available on the LCSC website under the Health Services Department.

**Grades 6 to 11:**

3 hep B	2 Varicella or history of chickenpox disease
5 DTaP	1 Tdap
4 polio	1 MCV4
2 MMR	2 Hep A Required

**Grade 12:**

3 hep B	2 Varicella or history of chickenpox disease
5 DTaP	1 Tdap
4 polio	2 MCV4
2 MMR	2 Hep A
	2 Men B *Recommended

**Illness and Sick Day Guidelines:**

A child's physical health is a significant factor in their ability to learn each day. When a child does not feel well, it is difficult for them to concentrate on the tasks at hand. In order to help your child learn effectively each day, we ask parents/guardians to watch carefully for signs of illness and fatigue. When a suspected illness at school arises, the child may be sent to the clinic for evaluation. Parents/guardians will be contacted when symptoms of illness or communicable disease are present. Some of these symptoms include:

- Fever of 100.0° F or higher
- Vomiting or three or more loose stools/diarrhea
- Rashes of any sort not caused by allergies
- Red, irritated eyes with discharge, pink eye
- Signs of communicable disease (strep throat, chicken pox, influenza, pink eye)

Children should remain at home after an illness until all of the following guidelines are met:

- Fever free (99.5° F or lower) for 24 hours without having taken any fever reducing medication
- Free from vomiting and/or diarrhea for 24 hours
- Antibiotics need to be taken for 24 hours for any contagious disease, including pink eye
- Lice (pediculosis): If a student is found to have live head lice while at school, the student will be sent home and can return the next day provided he/she has been treated with a special lice shampoo and has been checked by the clinic staff. LCSC follows the no-nit policy.

The State Board of Health requires the occurrence of certain communicable diseases be reported to health authorities. We ask you to immediately report your child's documented cases of diphtheria, scarlet fever, strep, chicken pox, influenza, or other communicable diseases to the school clinic so the local and state health departments can be notified as soon as possible. The school reserves the right to require a doctor's clearance for a student to return to school whenever school officials feel it necessary to protect the health of either the pupil who has been ill or of the other pupils in school.

In the case of non-casual communicable diseases, the person in question will have his/her status reviewed by a panel of resource people, including the County Health Department, to insure the rights of the person affected and those in contact with that 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.

### **Medications:**

All medications to be given during school hours must follow these guidelines: By State Board of Health mandate, the clinic staff or a designated paraprofessional are the only employees allowed to dispense medication to students. If a student is required to take medication during school hours, the Medication Request and Authorization form must be filed with the school clinic before the student will be allowed to begin taking any medication during school hours. The form is available on the LCSC website, under the health services/ tab or in the school offices. All medication must be brought into school by an adult and in the original container with the signed permission form from the parent/guardian stating the dose and time medication is to be dispensed. Prescription medication must have the pharmacy label on the container. LCSC, in concert with the National Association of School Nurses guidelines, will not honor requests by parents/guardians to dispense over-the-counter herbs, minerals, and vitamins and other homeopathic products. No medications, vitamins, herbal pills, etc. may be carried by the student at school. Disciplinary policy will be followed if students are found to have medications on their person, in their belongings or share medications with another student. The one exception is as follows:

As mandated by the General Assembly of the State of Indiana: Students with chronic disease or medical condition may possess and self-administer medication for their illness ONLY when the student's parent/guardian has filed an authorization with the student's principal for the student to possess and self-administer the medication. The authorization must include the following information to be completed by a physician and filed annually:

- The student has an acute or chronic disease or medical condition for which the physician has prescribed medications.
  - The student has been instructed in how to self-administer the medication.
  - The nature of the disease or medical condition requires emergency administration of the medication.
- The authorization and statement described in item 1 must be filed with the student's principal annually.

Indiana State Law, SEA 392 which took effect July 1, 2017, allows for schools to stock three emergency medications, currently LCSC stocks epinephrine and Narcan for emergency purposes.

### **Insurance:**

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

### **Mental Health**

Lebanon Community School Corporation partners with Integrated Wellness, LLC (INWELL) to bring behavioral therapy and skills training to the school setting for students. This therapy facilitates communication between clinician and teacher, and helps address behavioral issues that arise in the classroom and home. Behavioral therapy treats symptoms of depression, anxiety, trauma, and other emotional health concerns. It also serves to facilitate communication and family dynamics that impact the student's functioning in school. Skills training teaches students to manage behaviors related to emotional distress. Therapists may also attend meetings and case conferences to discuss treatment goals and to report on the student's progress. In the event of an all school crisis, therapists are made available to the student body and staff. INWELL accepts most insurances and will work with families on a sliding fee scale as necessary. Contact the school clinic to enroll for services.

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

The Americans 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 Individuals with Disabilities Education Act (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 Student Services Department.

## EMERGENCY SCHOOL CLOSINGS

In case of adverse weather, changing or canceling the school schedule, the LCSC Blackboard Connect 5 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. Information may also be available via local media.

## STUDENT IDENTIFICATION CARDS

1. Each student will receive a student identification card with his/her picture on it. Students will carry the card on their person at all times. Anytime a school employee asks to see the card, the student will present the card.
2. Failure to present your student ID may result in disciplinary action.
3. The ID will be needed for such activities as checking out library materials, eating in the school cafeteria, entering school dances, etc., and all school admittance/releases which should originate through the attendance office.
4. All ID replacements will be handled by the Main Office for a replacement fee.
5. An ID card becomes void upon withdrawal or dismissal from school.

## LOCKERS

1. Each student may be assigned a hallway locker at their request.
2. Protection of locker contents is the responsibility of each student; therefore, sharing lockers and locker combinations is strongly discouraged.
3. Each student should inspect the locker for damage at the time the locker is assigned. If the locker is damaged, a damage report form should be filled out in the Main Office to avoid liability at a later date.
4. Only authorized school locks may be used. Unauthorized locks may be removed and destroyed.
5. Lockers are to be used to store school supplies and personal items necessary for use at school.
6. A principal or his designee may search a student's locker and its contents at any time.
7. All lockers must be cleaned of personal items by the last full day of school. An inspection of the locker will be made at that time. Damage to a locker or lock, graffiti, or other problems will be billed to the student assigned to the locker. This will include parts and labor.
8. A law enforcement agency may, at the request of the school principal, assist a school administrator in searching a student's locker and the locker's contents.

## STUDENT VALUABLES

The school cannot be responsible for safekeeping of valuables and will not be liable for loss or damage. Students are encouraged not to bring large sums of money or items of value to school such as jewelry, expensive clothing, electronic equipment, etc.

### 1:1 Program Policies

Each student will receive a 13" Macbook Air 9 device, and a carrying bag, power adapter and extension cord (accessories) for the school year. ***The student who is issued the device and accessories is responsible for it.***

- Students are expected to use LCSC Technology in a responsible, ethical, and legal manner.

- No food or drink should be next to the device
- Cords, cables, removable storage devices must be inserted carefully into the device
- Device should not be used or stored near pets, water or other liquid, food, and weather.
- Device should not be used with the power cord plugged in when the cord may be a tripping hazard.
- Device must remain free of any writing, drawing, stickers, labels, etc.
- Heavy objects should never be placed on top of device.
- Never swap or share your computer. You are responsible for your assigned computer.
- Computers are NOT to be taken inside a locker room. Leave computers locked in your school locker and pick them up after class, practice, game, etc.
- Students are not allowed to download or install any software or other materials
- Device should only be used while they are on a flat and stable surface.
- Keep the computer secured or attended at all times
- Charging is done at home unless you have teacher permission to charge at school and that you remain with your computer while charging.
- Students are not to videotape or audio record without the permission of the teacher and must be of educational purpose.

#### **Collection:**

- After Final Exams during school
- Computers & Accessories not turned back in may result in theft charges being filed by the Lebanon Schools Police Department

#### **Summer School:**

- Computers will be available for summer school students.
- The same rules will apply for computer usage during summer school.

#### **Transporting Device:**

- Each student will be issued an LCSC computer bag to transport the device at all times.
- Always transport device with care and inside the LCSC issued computer bag.
- Do not place any other items other than the LCSC-issued computer in the main part of the LCSC issued computer bag.
- Do not over stuff the computer bag; extreme pressure on the computer can cause permanent damage to the screen and other components.
- Never open the device by pushing on the screen
- Never pick-up the device with the screen open
- Computers may not be used in the cafeteria. They must remain in the computer bag at all times. It is encouraged that they are left locked in the classroom.
- Never leave the computer in your car.
- Students attending or participating in physical education class and/or extracurricular activities should leave devices in their school locker, which must be locked, when not in use. Students attending or participating in activities outside of school should exercise extreme caution to protect the computer from harm. Students are liable for all damages and theft.
  - School lockers are available to students both before and after practice, games, meets, etc. Monday through Friday when school is in-session.

#### **Screen Care:**

The device screen can be damaged if subjected to heavy objects, rough treatment, some cleaning solvents, other liquids, etc. The screens are particularly sensitive to damage from excessive pressure.

- Do not put pressure on the top of a device when it is closed.
- Do not store a device with the screen open (lid up).
- Do not place anything on the outside that will press against the cover.
- Make sure there is nothing on the keyboard before closing the lid (e.g. pens, pencils, etc.)
- Only clean the screen with soft, dry microfiber cloth or anti-static cloth.

#### **Asset Codes:**

- All devices and bags will be labeled with a LCSC sticker/tag.

- These stickers/tags may NOT be modified or tampered with in any way.
- Students may be charged up to the full replacement cost of a device for tampering with a LCSC asset sticker/tag or turning in a computer and/or bag without an LCSC asset sticker/tag

### **Using Your Device at School:**

- Students are expected to bring a fully charged device to school every day and bring their device to all classes unless specifically advised not to do so by their teacher.
- A loaner computer will be given to a student who does not bring his/her device to school with a consequence assigned at that time.

### **Devices Being Repaired:**

- Do not attempt to remove or change the physical structure of the device, including the keys, screen, casing, etc. Doing so will void the warranty on normal wear & tear and families will be responsible for the cost of repair or replacement.
- Loaner devices may be issued to students when they leave their school-issued device in the AppleCare Center for repair.
- A student borrowing a loaner-device must sign a loaner agreement and will be responsible for any damage to or loss of the loaned device. All rules in this policy apply to the loaner equipment.
- Devices on loan to students having their school-issued device repaired may be taken home.
- A member of the AppleCare Center or Technology Department will contact the student when their device is repaired and available to be picked-up.
- All repairs and replacements must go through LCSC. Students should report all problems, issues, etc. to the AppleCare Center.

### **Backgrounds:**

- Inappropriate media may not be used as device backgrounds. The presence of such media will result in disciplinary action.

### **Sound:**

- Sound must be muted at all times unless permission is obtained from a teacher.
- Headphone/ear buds may be used only at the discretion of the teacher.

### **Printing:**

- Students are encouraged to digitally publish and share their work with teachers and peers when appropriate.
- Students will be able to print to the Media Center.

### **Logging onto a Device:**

- Students will login to their device using their school issued username and password.
- Students should never share their account passwords with others, unless requested by an administrator.
- It is recommended to log-off the computer when not using it.
- Visit the AppleCare Center for the username and password

### **Managing & Saving Work:**

- It is recommended to save work in iCloud
- Some files may be stored on the hard drive but not recommended.
- Students should always remember to save frequently when working on digital media.
- LCSC is not responsible for the loss of any student work.
- Students are encouraged to maintain backups of their important work.

### **Using Device Outside School:**

- Students are encouraged to use their device at home and other locations outside of school. Wi-Fi connection is encouraged, but not mandatory. Some applications can be used while not connected to the Internet. All content is sent to the LCSC filter no matter the location of the computer.

#### Damage:

- LCSC expects normal wear & tear
- The LCSC Technology Department will work with Apple to determine normal wear & tear.
- Student/Parents will pay for any other damage to the computer
- Parents can purchase device insurance outside of the school system.

#### Repairing the Device:

- All devices in need of repair must be brought to the AppleCare Center as soon as possible.
- The AppleCare Technicians will analyze and fix the problems they can and escalate the issues they cannot fix to the LCSC Technology Department.

#### Privacy:

There is no expectation of privacy. Students have no not expectation of confidentiality or privacy with respect to any usage of a device, regardless of whether that use is for school-related purposes or not, other than as specifically provided by law. LCSC may, without prior notice or consent, log, supervise, access, view, monitor, and record use of a student device at any time for any reason related to the operation of the district. Teachers, school administrators, and the Technology Department may use monitoring software that allows them to view the screens and activity on student devices.

#### Appropriate Uses and Digital Citizenship:

- School-issued devices should be used for educational purposes and students are to adhere to the *Acceptable Use Policy* and all of its corresponding administrative procedures at all times.
- While working in a digital and collaborative environment, students should always conduct themselves as good digital citizens by adhering to the following:

- 1 Respect Yourself.** I will show respect for myself through my actions. I will select online names that are appropriate. I will use caution with the information, images, and other media that I post online. I will carefully consider what personal information about my life, experiences, or relationships I post. I will not be obscene. I will act with integrity.
- 2 Protect Yourself.** I will ensure that the information, images, and materials I post online will not put me at risk. I will not publish my personal details, contact details, or a schedule of my activities. I will report any attacks or inappropriate behavior directed at me while online. I will protect passwords, accounts, and resources
- 3 Respect Others.** I will show respect to others. I will not use electronic mediums to antagonize, bully, harass, or stalk people. I will show respect for other people in my choice of websites: I will not visit sites that are degrading to others, pornographic, racist, or inappropriate. I will not enter other people's private spaces or areas.
- 4 Protect Others.** I will protect others by reporting abuse and not forwarding inappropriate materials or communications. I will avoid unacceptable materials and conversations.
- 5 Respect Intellectual Property.** I will request permission to use copyrighted or otherwise protected materials. I will suitably cite all use of websites, books, media, etc. I will acknowledge all primary sources. I will validate information. I will use and abide by the fair use rules.
- 6 Protect Intellectual Property.** I will request to use the software and media others produce. I will purchase, license, and register all software or use available free and open source alternatives rather than pirating software. I will purchase my music and media and refrain from distributing these in a manner that violates their licenses.

*Source: Forest Park High School*

#### Consequences:



- If you forget to bring your device to school, it is just like forgetting a textbook (same rules – student’s responsibility)
- Failure to use the computer in an appropriate manner will result in consequences.

### **Restrictions & Limitations:**

- There will be content filtering and this will apply outside of school as well. For example, if you cannot access Social Media at school, then you will not be able to access it at home on the LCSC device.
- LCSC Personnel will have a program to be able to monitor every device
- Computers are NOT allowed in a locker room. Leave computers in the hallway locker or locked with a teacher.

### **Charging:**

Students are expected to bring their device to school fully charged. Computers can be charged at school during Homeroom, Lunch (left in classroom to charge), and during Study Hall (teacher discretion) maintaining possession of the computer. If a student needs to charge the computer during class, the consequences for each semester are:

- **First Time** – Notation in teacher grade book. Students are informed he/she is being marked for charging during class.
- **Second Time** – Notation in teacher grade book. Student is informed he/she is being marked for charging a second time during class and the consequences of a third charge.
- **Third Time** – Student receives detention. Teacher either calls or mails a copy of the detention notice to parent/guardian.
- **Fourth Time** – Student receives a disciplinary referral. The office assigns Tues/Thurs School.
- **Fifth Time** – Student receives a disciplinary referral. The student is assigned two Tues/Thurs Schools. Parent will be notified through discipline referral.
- **Sixth Time** – Student receives a disciplinary referral. The student is assigned three Tues/Thurs Schools. Parent will be notified through discipline referral.
- **Seventh Time** – Student receives a disciplinary referral. The student is assigned four Tues/Thurs Schools. Parent will be notified, and a conference will be held to inform the parent the next charge will result in loss of credit for the course.
- **Eight Time** – Student will be removed from the class with a W/F and placed in Study Hall.

### **Possession of Device:**

Student does not have possession of the computer at school during the day:

- **First Time** – Student receives a disciplinary referral. The office assigns a detention.
- **Second Time** – Student receives a disciplinary referral. The office assigns Tues/Thurs School.
- **Third Time** – Student receives a disciplinary referral. The student is assigned two Tues/Thurs Schools. Parent will be notified through discipline referral.
- **Fourth Time** – Student receives a disciplinary referral. The student is assigned three Tues/Thurs Schools. Parent will be notified through discipline referral. A conference will be held to discuss a non-take home computer policy.

### **Possession of Computer Bag:**

Student does not have possession of the computer bag when transporting the computer and/or has the computer and/or bag in another bag:

- **First Time** – Student receives a disciplinary referral. The office assigns a detention.
- **Second Time** – Student receives a disciplinary referral. The office assigns Tues/Thurs School.
- **Third Time** – Student receives a disciplinary referral. The student is assigned two Tues/Thurs Schools. Parent will be notified through discipline referral.
- **Fourth Time** – Student receives a disciplinary referral. The student is assigned three Tues/Thurs Schools. Parent will be notified through discipline referral.
- **Fifth Time** – Student receives a disciplinary referral. The student is assigned four Tues/Thurs Schools. Parent will be contacted for a conference to discuss policy and consequences.

### **Inappropriate Content:**

Inappropriate content on the student computer will be handled on a case-by-case basis. Based on the severity of the content, the consequences may change and/or be escalated.

- **First Time** – Student receives a disciplinary referral. The office assigns a detention.
- **Second Time** – Student receives a disciplinary referral. The office assigns Tues/Thurs School.
- **Third Time** – Student receives a disciplinary referral. The student is assigned two Tues/Thurs Schools. Parent will be notified through discipline referral.
- **Fourth Time** – Student receives a disciplinary referral. The student is assigned three Tues/Thurs Schools. Parent will be notified through discipline referral.
- **Fifth Time** – Student receives a disciplinary referral. The student is assigned four Tues/Thurs Schools. Parent will be contacted for a conference to discuss policy and consequences.

#### **Identification Tags:**

Identification tag and/or sticker(s) have been removed from a piece of equipment that is not normal wear-&-tear. In addition to the student consequences listed below, the student will incur the cost of replacement items:

- **First Time** – Student receives a disciplinary referral. The office assigns a detention.
- **Second Time** – Student receives a disciplinary referral. The office assigns Tues/Thurs School.
- **Third Time** – Student receives a disciplinary referral. The student is assigned two Tues/Thurs Schools. Parent will be notified through discipline referral.
- **Fourth Time** – Student receives a disciplinary referral. The student is assigned three Tues/Thurs Schools. Parent will be notified through discipline referral.
- **Fifth Time** – Student receives a disciplinary referral. The student is assigned four Tues/Thurs Schools. Parent will be contacted for a conference to discuss policy and consequences.

#### **Security:**

Illegal use of a proxy and/or a breach of security:

- **First Time** – Student receives a disciplinary referral. The student is assigned two Tues/Thurs Schools. Parent will be notified through discipline referral. Possible loss of device privileges, suspension, and/or expulsion.
- **Second Time** – Student receives a disciplinary referral. The student is assigned two Tues/Thurs Schools. Parent will be notified through discipline referral. A conference will be held to discuss removal of computer privileges. Possible suspension and/or expulsion.

**Writing, Drawing, Adding Stickers, etc. on the computer and/or computer bag. The damage costs will be paid by the student as this is viewed as vandalism of school property:**

- **First Time** – Student receives a disciplinary referral. The office assigns Tues/Thurs School.
- **Second Time** – Student receives a disciplinary referral. The student is assigned two Tues/Thurs Schools. Parent will be notified through discipline referral.
- **Third Time** – Student receives a disciplinary referral. The student is assigned three Tues/Thurs Schools. Parent will be notified through discipline referral. A conference will be held with parent.

#### **Swapping or Sharing the Computer:**

- **First Time** – Student receives a disciplinary referral. The office assigns Tues/Thurs School.
- **Second Time** – Student receives a disciplinary referral. The student is assigned two Tues/Thurs Schools. Parent will be notified through discipline referral.
- **Third Time** – Student receives a disciplinary referral. The student is assigned three Tues/Thurs Schools. Parent will be notified through discipline referral. A conference will be held with parent.

#### **Leaving the Computer Unoccupied:**

- **First Time** – Student receives a disciplinary referral. The office assigns Tues/Thurs School.
- **Second Time** – Student receives a disciplinary referral. The student is assigned two Tues/Thurs Schools. Parent will be notified through discipline referral.
- **Third Time** – Student receives a disciplinary referral. The student is assigned three Tues/Thurs Schools. Parent will be notified through discipline referral. A conference will be held with parent.

#### **Having Food/Drink around the Computer:**

- **First Time** – Student receives a disciplinary referral. The office assigns Tues/Thurs School.
- **Second Time** – Student receives a disciplinary referral. The student is assigned two Tues/Thurs Schools. Parent will be notified through discipline referral.
- **Third Time** – Student receives a disciplinary referral. The student is assigned three Tues/Thurs Schools. Parent will be notified through discipline referral. A conference will be held with parent.

**Downloading/Installing Non-Educational Content:**

- **First Time** – Student receives a disciplinary referral. The student is assigned two Tues/Thurs Schools. Parent will be notified through discipline referral. Possible loss of device privileges, suspension, and/or expulsion.
- **Second Time** – Student receives a disciplinary referral. The student is assigned three Tues/Thurs Schools. Parent will be notified through discipline referral. A conference will be held to discuss removal of computer privileges. Possible suspension and/or expulsion.

**Inappropriate Video and/or Audio Recording:**

Video recording and/or audio recording on the student computer will be handled on a case-by-case basis. Based on the severity of the content recorded and permissible recording, the consequences may change and/or be escalated.

- **First Time** – Student receives a disciplinary referral. The office assigns Tues/Thurs School.
- **Second Time** – Student receives a disciplinary referral. The student is assigned two Tues/Thurs Schools. Parent will be notified through discipline referral.
- **Third Time** – Student receives a disciplinary referral. The student is assigned three Tues/Thurs Schools. Parent will be notified through discipline referral. A conference will be held with parent.

**WIRELESS COMMUNICATION DEVICES (WCD)**

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. These WCD devices include but are not limited to cellular and wireless telephones, smart phones, laptops, tablets or other network access devices, music playing 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 are expected to use LCSC Technology in a responsible, ethical, and legal manner.

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.

**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 Homeroom.

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

Phone calls, FaceTime, and any 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 students are 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.

Students may only use one (1) earbud when plugged into a WCD in order to be aware of their surroundings. Students using two (2) earbuds will be in violation of the WCD policy.

## **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.

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 circumstances.

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.

## **HOMEWORK POLICY**

All homework should be meaningful and serve as an extension of classroom activities. All homework should be evaluated by the teacher and should be equated to the total classroom performance of the individual student. Homework assignments should be used to provide additional experiences that will enhance learning and strengthen the self-discipline needed. Parents can check homework assignments and keep updated on class and school activities on the LHS website ([www.leb.k12.in.us/lhs](http://www.leb.k12.in.us/lhs)), by individual Skyward Family Access, and by being connected to the Canvas Parent Portal. Call the main office to obtain directions about how to access the Canvas Parent Portal to see the calendar of assignments due for your student.

## **STUDY EXPERIENCE (FIELD TRIP)**

*Note:* All off-campus and on-campus Field Trips will now be referred to as a Study Experience.

1. Students must complete and return a detailed permission slip at least 5 school days prior to the Study Experience. The permission slip includes:
  - a. parent signature
  - b. student signature
  - c. teacher signatures of those classes that will be missed
  - d. the date and location of the experience
  - e. Parent approval for transportation.
2. Students who do not return a completed permission slip will not be allowed to attend the Study Experience. They will be expected to complete the alternative assignment.
3. By returning the completed permission slip the student is opting-in and will attend the Study Experience.
4. A student may opt-out and choose not to attend a Study Experience only with permission of their parent/guardian.
5. Students who do not attend a Study Experience due to an absence or a parent/guardian opt-out will be provided with an alternative assignment.
  - a. The alternative assignment will be related to and proportionate to the study experience.
6. It is the students' responsibility to obtain assignments from classes (other than the class attending the Study Experience) *before* the day of the Study Experience. All assignments will be due the next class period unless instructed differently by the teacher/staff member.

## **VOICE MAIL**

The staff voice mail can be accessed at any time by dialing 765-482-0400 and following the prompts.

## **HOMEROOM**

### **Mission Statement**

Homeroom is a time that is structured to improve and promote student academic performance, to build a sense of school community and culture, to provide an opportunity for clubs and organizations to meet, and to provide opportunities for personal enrichment.

## Homeroom Policies and Procedures:

1. Students are assigned to a Homeroom teacher who serves as their mentor for four years.
2. Homeroom is held between the end of 2nd block and the beginning of 3rd block.
3. The passing period before Homeroom will be extended to 7 minutes. Students will be counted tardy if they are not in their Homeroom or have not signed out by the tardy bell.
4. Students with Homeroom privileges must sign out from their Homeroom and then sign in to their destination.
5. Movement during Homeroom is dependent on students maintaining their Homeroom privileges by following the Homeroom Policies and Procedures.
6. Students may lose their Homeroom privileges at the discretion of teachers and/or administrators as a result of failing to follow all Homeroom Policies and Procedures.
7. Students with a Homeroom pass may go to multiple teachers but may not get a snack after the original passing period.
8. Teacher academic requests to see students will trump all other Homeroom activities. If a teacher needs a student for academic reasons, the request must be honored.
9. Students without a Homeroom pass must remain in their assigned Homeroom unless given a pass by another teacher.
10. Homeroom detentions are served as all-school detentions.
11. Homeroom Designations:
  - a. Monday will be reserved for **Mentoring**,
  - b. Tuesday, Wednesday, and Thursday will be available for **Activities, Clubs** and **Sports** meetings. Group meetings should be limited to not more than two (2) Homeroom meetings per month.
  - c. Tuesday – Friday will be available for visits from college representatives.

## DRIVER'S LICENSE OR PERMITS

Indiana law requires a student to be in good standing in school attendance and discipline to obtain or continue to hold a valid driver's license or permit. The Bureau of Motor Vehicles may be notified concerning any student who is less than eighteen (18) years of age and who:

1. Is a habitual truant.
2. Is suspended from school a second time in a school year.
3. Is under expulsion from school.
4. Has withdrawn from school for a reason other than financial hardship.

A student whose name is submitted to the Bureau of Motor Vehicles will not be eligible to be issued a driver's license or a learner's permit. Existing driver's license or learner's permit will be invalidated. The license will remain invalid until one of the following occurs:

1. 120 days has passed or the end of the semester during which the student returns to school, whichever is longer.
2. The student is 18 years of age.
3. The suspension or expulsion is reversed after the student has had a hearing.

A student has a right to appeal the invalidation of a license or permit, or the prohibition from obtaining a license or permit. The appeal procedures for each of the reasons listed below varies. Contact the school principal for the procedures to follow for each reason. A student may appeal if he or she:

1. Believes the information provided was technically incorrect.
2. Believes the Bureau of Motor Vehicles committed a technical or procedural error.
3. Establishes to the satisfaction of the Principal of the school where the action occurred that he has enrolled

in a full-time or part-time program of education and has participated for thirty (30) or more days in a program of education after not being enrolled in school.

4. Is withdrawing from school due to financial hardship.

## **LOST AND FOUND**

A lost and found department is maintained by the Main Office. Found articles that may have been lost should be taken immediately to the office. A student who has lost an item should check in the main office. Lebanon High School will not be responsible for any items lost or stolen.

## **POSTERS AND SIGNS**

Posters and signs will be permitted only in designated areas. All signs and posters must be submitted to the Principal's office for approval and location assignment. The organization posting the signs will be responsible for their removal at the end of the event being advertised.

Signs and posters that are approved may be placed on lockers and bulletin boards only by using masking tape. Signs that haven't been approved or that are not placed correctly will be removed.

## **VISITORS**

Visitors must sign-in at the main office and provide a State issued ID to obtain a visitor pass. Any adult visiting the school during the school day to assist teachers with field trips or preparation for special events must complete the form for a Criminal Background check and Anti Bullying Policy

Parents are welcome at all times and must sign-in at the main office to obtain a pass. Parents who wish to consult with teachers should call and arrange a time that is mutually agreeable to both parent and teacher.

Students from other schools may visit L.H.S. as part of an authorized exchange program. Other students and non-students are not to be in the high school building unless on official business with the high school office.

## **DRILLS**

Fire, earthquake, lock-down and tornado drills are conducted for your protection. Each classroom has posted instructions for each drill. The classroom teacher will explain the procedures and details should an alarm sound. Instructions should be followed promptly and quietly.

## **TELEPHONE**

School office and business telephones are for school business only and are not to be used for personal calls without permission from members of the staff. Students may use the office telephones to make calls to parents/guardians with staff permission.

Telephone messages to students will be taken only at parent's request.

## **CHANGE OF ADDRESS AND FAMILY INFORMATION**

Skyward Family Access should be used to make changes to a student's information including guardian, emergency contacts, email, etc. A change of address along with proof of residency and documentation must be provided to the attendance office as soon as possible. If the requirements cannot be met, parents will need to file documentation declaring homeless in accordance with the McKinney Vento Act. If residency is requested by your school you have five (5) school days to provide the requested proof of residency. After five (5) days the student will be un-enrolled and cannot attend school until proof of residency is provided.

## **CAFETERIA, FOOD AND DRINK POLICY**

The cafeteria is open for breakfast and lunch each full school day, there is a no charging policy and an alternative menu is offered. Students are encouraged to use the services of the cafeteria. Students eating in the cafeteria should conduct themselves in an orderly fashion at all times. They should properly return trays

and dispose of trash at the end of the lunch period. During lunch, we ask that students remain in the cafeteria as much as possible. Students may leave to use the restroom at the intersection across from the Crossroads Cafe in C-hall at the intersection of C-hall and A-hall. No other restrooms should be used during your lunch. You may also go to Tiger Town, Crossroad Cafe and/or the vending machines to get a snack or drink, but you must eat and drink those purchases in the cafeteria. Items purchased should not be consumed on the way back to the cafeteria. See the lunch supervisory teacher when questions arise.

Carryout food from restaurants is not to be delivered to students during the school day.

Any open drink or food container being carried in the hallways will be confiscated and a detention issued. Students are responsible for keeping the halls clean of trash. The vending machines will be turned off any time excessive trash in the halls becomes a problem.

Drink items that are sold at school through Tiger Town, the Crossroad Cafe, vending machines, and the cafeteria are allowed to be consumed in approved school locations. Drinks may be consumed in a classroom with teacher approval, in the cafeteria, or in a designated location by a teacher under their supervision. Drinks may not be consumed in the hallways due to congestion and spillage. Teachers do have the authority to limit or eliminate drinks based on a classroom activity or room design such as a computer lab. Only water may be consumed in the auditorium, stage area, and the media center. Supplemental drink additives may not be added to bottled water or other drinks. Cups and reusable containers are not permissible during the school day with the exception of refillable water bottles that are clear and are refilled with water. Only drinks in a container with a screw-top lid are allowed to be consumed. Drinks must be in the original container as available through Tiger Town, the Crossroad Café, vending machines, and the cafeteria. Drinks may not be consumed in the gym lobby area or hallways during lunch. They may only be consumed in the cafeteria.

Food is to be consumed only during Homeroom with approval from your Homeroom supervisors or in the cafeteria during breakfast or lunch. Open containers of food should not be kept in lockers. While food is able to be purchased at Tiger Town, the Crossroads Café, the cafeteria, and through vending machines during the day, food may only be consumed during the designated times (Homeroom and Lunch) and locations. Food is not permitted in the auditorium, stage area, or media center.

Students are allowed to have food and drink prior to the school day. We allow this privilege as a way of supporting our students' transition to school in the morning. The most important part of this policy is that all food and drinks, other than those available through school in the original container, must be thrown in the trash prior to 7:55 AM.

#### Paid Pricing

Breakfast- \$1.55

Lunch- \$3.20

#### Reduced Pricing

Breakfast- \$ .30

Lunch- \$.40

## **Library/Media Center**

The Library-Media Center is to provide service to students and staff in an atmosphere that promotes reading, computer use and an overall positive learning environment. The Media Center is open from 7:15 AM until 3:15 PM each school day. No food or drinks are allowed in the Media Center.

### **Admission**

Students may use the Media Center before and after school hours without a pass.

Study hall students may use the Media Center with permission of the study hall teacher.

Teachers may schedule their classes into the Media Center by working with the Media Specialist.

### **Conduct**

If students elect to come to the Media Center, they must plan to work on academics (browse, study, read, etc.). Quiet talking is permitted while students are working; however, students will not be permitted to spend the hour visiting and talking. Students are expected to respect the right of others to enjoy a positive and quiet environment without distractions. Students are expected to treat property, equipment, and materials with care.

### **Circulation**

Most books are available for checkout for two weeks and may be renewed once for an additional two weeks.



Reference books, magazines, and digital video cameras may be checked out overnight only. Student ID must be used to check out materials.

### **Lost or Damaged Materials**

Students will be charged for lost or damaged materials. These charges will be based on the replacement cost of the item. The original cost of the item will be used if replacement cost cannot be determined.

## **Technology/Textbooks/Fees/Supplies**

### **Payments and Refunds**

All students will be billed a technology fee and/or supplies during the month of September. All students are required to pay course fees. Students who desire technology fee assistance will be required to fill out an online application via family skyward at registration.

### **Technology and Classroom Materials**

Students are charged a technology fee and a fee for consumable supplies needed for each class in which they are enrolled.

Books and materials are issued by the classroom teacher and must be returned to the same teacher upon completion of the school year. Responsibility for device and textbooks rests with the student to whom the device/textbooks are issued.

Loss of device, books or any school property due to theft or other circumstances will not be accepted as an excuse for nonpayment or the failure to complete assignments.

If a device or textbook is lost, the student will be required to pay the cost of replacing the device or textbook. Contact the main office to report a lost laptop.

If the device or book is found and returned, a refund will be made to the student.

If the device or book is damaged, the student is required to pay a damage charge depending upon the degree of damage and the condition of the device or book when it was issued.

Lebanon High School prorates technology fees for late school enrollees and early withdrawals in good standing. Technology Fee charges will be returned, on a prorated basis, to those students transferring to another school or withdrawing from Lebanon High School. Course fees are not refundable.

All device and books are rented on a semester basis and should be taken care of properly and returned in good shape as they are the property of Lebanon High School.

### **Tiger Town**

Tiger Town is operated as a service to the student body and faculty. Food and drink are also available during lunch. Tiger Town is located in the student common area outside the cafeteria.

## SECTION 2 ACADEMICS

### Graduation Requirements

#### Lebanon High School Core 40 Diploma Requirements for Class of 2016 and Beyond

Course and Credit Requirements	
<b>English/ Language Arts</b>	<b>8 credits(+1 semester of Speech for the Academic Honors Diploma)</b>
	Including a balance of literature, composition and speech.
<b>Mathematics</b>	<b>6 credits (in grades 9-12)</b>
	2 credits: Algebra I 2 credits: Geometry 2 credits: Algebra II <i>Or complete Integrated Math I, II, and III for 6 credits.</i> All students must complete a math or quantitative reasoning course each year they are in high school
<b>Science</b>	<b>6 credits</b>
	2 credits: Biology I 2 credits: Chemistry I or Physics I or Integrated Chemistry-Physics 2 credits: any Core 40 science course
<b>Social Studies</b>	<b>6 credits</b>
	2 credits: U.S. History 1 credit: U.S. Government 1 credit: Economics 2 credits: World History/Civilization or Geography/History of the World
<b>Directed Electives</b>	<b>5 credits</b>
	World Languages Fine Arts Career and Technical Education
<b>Physical Education</b>	<b>2 credits</b>
<b>Health and Wellness</b>	<b>1 credit</b>
<b>Electives*</b>	<b>6 credits</b> (College and Career Pathway courses recommended)
<b>40 Total State Credits Required</b>	

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

\* Specifies the number of electives required by the state. High school schedules provide time for many more electives during the high school years.

All students are strongly encouraged to complete a College and Career Pathway (selecting electives in a deliberate manner) to take full advantage of career and college exploration and preparation opportunities.

# Lebanon High School AHD and THD Diploma Requirements for Class of 2016 and Beyond

## **CORE40** with Academic Honors *(minimum 47 credits)*

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

- Complete all requirements for Core 40.
- Earn 2 additional Core 40 math credits
- Earn 6-8 Core 40 world language credits (6 credits in one language or 4 credits each in two languages).
- Earn 2 Core 40 fine arts credits.
- Earn a grade of a “C” or better in courses that will count toward the diploma.
- Have a grade point average of a “B” or better.
- Complete one of the following:
  - A. Earn 4 credits in 2 or more AP courses and take corresponding AP exams
  - B. Earn 6 verifiable transcribed college credits in dual credit courses from priority course list
  - C. Earn two of the following:
    1. A minimum of 3 verifiable transcribed college credits from the priority course list,
    2. 2 credits in AP courses and corresponding AP exams,
    3. 2 credits in IB standard level courses and corresponding IB exams.
  - D. Earn a combined score of 1250 or higher on the SAT math and evidence based reading and writing sections with a minimum score of 560 on the math and a 590 on the evidence based reading and writing section.
  - E. Earn an ACT composite score of 26 or higher and complete written section
  - F. Earn 4 credits in IB courses and take corresponding IB exams

## **CORE40** with Technical Honors *(minimum 47 credits)*

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

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

**Recommended: Earn 2 additional credits in mathematics and 4-8 credits in World Languages for four-year college admission.**

# Lebanon High School Class of 2016 and Beyond General Diploma Requirements

Indiana General High School Diploma	
<p>The completion of Core 40 is an Indiana graduation requirement. Indiana's Core 40 curriculum provides the academic foundation all students need to succeed in college and the workforce.</p> <p><b>To graduate with less than Core 40, the following formal opt-out process must be completed:</b></p> <ul style="list-style-type: none"> <li>▪ The student, the student's parent/guardian, and the student's counselor (or another staff member who assists students in course selection) must meet to discuss the student's progress.</li> <li>▪ The student's Graduation Plan (including four year course plan) is reviewed.</li> <li>▪ The student's parent/guardian determines whether the student will achieve greater educational benefits by completing the general curriculum or the Core 40 curriculum.</li> <li>▪ If the decision is made to opt-out of Core 40, the student is required to complete the course and credit requirements for a general diploma and the career/academic sequence the student will pursue is determined.</li> </ul>	
Course and Credit Requirements (Class of 2016 & Beyond)	
<b>English/Language Arts</b>	<b>8 credits</b> Credits must include literature, composition and speech
<b>Mathematics</b>	<b>4 credits</b> 2 credits: Algebra I or Integrated Mathematics I 2 credits: Any math course <b>General diploma students are required to earn 2 credits in a Math or a Quantitative Reasoning (QR) course during their junior or senior year. QR courses do not count as math credits.</b>
<b>Science</b>	<b>4 credits</b> 2 credits: Biology I 2 credits: Any science course <b>At least one credit must be from a Physical Science or Earth and Space Science course</b>
<b>Social Studies</b>	<b>4 credits</b> 2 credits: U.S. History 1 credit: U.S. Government 1 credit: Any social studies course *Must take either Economics or Personal Financial Responsibility
<b>Physical Education</b>	<b>2 credits</b>
<b>Health and Wellness</b>	<b>1 credit</b>
<b>College and Career Pathway Courses:</b> Selecting electives in a deliberate manner to take full advantage of college and career exploration and preparation opportunities	<b>6 credits</b>
<b>Flex Credit</b>	<b>5 credits</b> Flex Credits must come from one of the following: <ul style="list-style-type: none"> <li>● Additional elective courses in a College and Career Pathway</li> <li>● Courses involving workplace learning such as Cooperative Education or Internship courses</li> <li>● High school/college dual credit courses</li> <li>● Additional courses in Language Arts, Social Studies, Mathematics, Science, World Languages or Fine Arts</li> </ul>
<b>Electives</b>	<b>6 credits</b> Specifies the minimum number of electives required by the state. High school schedules provide time for many more elective credits during the high school years.
<b>40 Total Credits Required</b>	
<b>Schools may have additional local graduation requirements that apply to all students</b>	

# Lebanon High School Class of 2023 and Beyond Graduation Pathways

Graduation Pathways Requirements	Graduation Pathway Options
1. <b>High School Diploma</b>	<b>Meet the statutorily defined diploma credit and curricular requirements.</b>
2. <b>Learn and Demonstrate Employability Skills</b> (Students must complete <i>at least one</i> of the following.)	Learn employability skills standards through locally developed programs. Employability skills are demonstrated by <u>one</u> of the following: <ul style="list-style-type: none"> <li>● <b>Project-Based Learning Experience;</b></li> <li>● <b>Service-Based Learning Experience;</b></li> </ul> <b>OR</b> <ul style="list-style-type: none"> <li>● <b>Work-Based Learning Experience</b></li> </ul>
3. <b>Postsecondary-Ready Competencies</b> (Students must complete <i>at least one</i> of the following.)	<ul style="list-style-type: none"> <li>● <b>Honors Diploma:</b> Fulfill all requirements of either the Academic or Technical Honors diplomas; OR</li> <li>● <b>ACT:</b> College-ready benchmarks; OR</li> <li>● <b>SAT:</b> College-ready benchmarks; OR</li> <li>● <b>ASVAB:</b> Earn at least a minimum AFQT score to qualify for placement into one of the branches of the US military; OR</li> <li>● <b>State- and Industry-recognized Credential or Certification;</b> OR</li> <li>● <b>State-, Federal- or Industry-recognized Apprenticeship;</b> OR</li> <li>● <b>Career-Technical Education Concentrator:</b> Must earn a <u>C average</u> or higher in at least two non-duplicative advanced courses (courses beyond an introductory course) within a particular program or program of study; OR</li> <li>● <b>AP/IB/Dual Credit/Cambridge International courses or CLEP Exams:</b> Must earn a <u>C average</u> or higher in at least three courses</li> </ul> <b>OR</b> <ul style="list-style-type: none"> <li>● <b>Locally created pathway</b> that meets the framework from and earns the approval of the State Board of Education.</li> </ul>

## GRADES/ACADEMIC WORK

### Grading System

Grades are based on daily work, test grades, attitude, and effort. A minimum of three (3) grades is strongly suggested when figuring the period grades. Teachers may allow up to 1/3 of the grade for attitude and effort.

The Lebanon High School **grading scale** is

Percent Value	Letter Grade	Quality Points
99 - 100	A+	4.3
92 - 98	A	4.0
90 - 91	A-	3.7
88 - 89	B+	3.3
82 - 87	B	3.0
80 - 81	B-	2.7
78 - 79	C+	2.3
72 - 77	C	2.0
70 - 71	C-	1.7
68 - 69	D+	1.3
62 - 67	D	1.0

60 - 61

D-

.7

Below 60

F

0

***GPA is determined by Quality Points***

## **Weighted Grades Policy**

### **Weighted Grades Policy Effective Beginning with the Class of 2012**

#### **Rationale:**

The purpose of having weighted grades is to encourage our students to enroll in our most rigorous academic courses in order to maximize preparation for their post-secondary education.

#### **Weighted Grade Qualification:**

In order to receive the additional weighted points, a student must complete the course with a semester grade of a C- or higher.

#### **Definitions:**

**ACP** – Advanced College Project dual credit course offered at Lebanon High School through an articulation agreement with Indiana University.

**AP Courses** – Advanced Placement (AP) courses approved through the College Board.

**Core Courses** – Courses taught by the Mathematics, English, Science, Social Studies, and World Language departments.

**Dual Credit Courses** – Courses offered for credit by an accredited post-secondary institution through an adjunct agreement with Lebanon High School. The courses will be taught at LHS, and credit for the courses must appear on a college transcript with the intent of transferable credits to a 4-year institution.

**Elective Courses** – Courses taught in all other departments not listed as Core Courses.

**Formula** - The weight from a weighted course will be added to the GPA prior to averaging of the GPA.

#### **Tier 1 (no weight)**

Diploma Track Courses not listed in Tier 2 or Tier 3 (0.5 weight per semester) Courses denoted as Honors (H) 2-year Institution Dual Credit Courses – all departments 4-year Institution Dual Credit Courses taught in elective departments Elective AP Courses There is a maximum of three (3) weighted courses that can be identified in an elective department.

#### **Tier 2 (0.5 weight per semester)**

Courses denoted as Honors (H)

2-year Institution Dual Credit Courses – all departments

4-year Institution Dual Credit Courses taught in elective departments

Elective AP Courses

There is a maximum of three (3) weighted courses that can be identified in an elective department.

#### **Current Tier 2 Qualified Courses:**

Algebra II (H), Geometry (H), Pre-Calculus (H), Trigonometry (H), Pre-AP English 9(H), Pre-AP English10 (H), Spanish III, French III, Pre-AP Biology (L)(H), Pre-AP Chemistry (L)(H), Pre-AP World History, Economics(H), Principles of Business Management, Marketing Fundamentals, Entrepreneurship & New Ventures Capstone, Business Law & Ethics, PLTW: Introduction to Engineering Design, PLTW: Principles of Engineering, PLTW: Civil Engineering & Architecture, PLTW: Computer Integrated Manufacturing, Agribusiness Management, Agricultural Power Structure & Technology (Welding), Animal Science, Food Science, Horticulture Science, Landscape and Turf Management, Natural Resources, Principles of Healthcare, Medical Terminology, Culinary Arts I, Precision Machining I, Precision Machining II, 2-D Art and Design (AP)

#### **Tier 3 (1.0 weight per semester)**

AP – Core Department Courses

ACP – Core Department Courses

4-year dual credit courses – core departments

#### **Current Tier 3 Qualified Courses:**

ACP English—W131 and L202, Language and Composition (AP), Literature and Composition (AP), ACP Math—M211 and M212, Calculus AB (AP), Calculus BC (AP) Statistics (AP), Computer Science A (AP), Biology (L) (AP), Chemistry (L)

(AP), Environmental Science (L) (AP), Physics I: Algebra Based (L) (AP), European History (AP), Microeconomics (AP), US History (AP), United States Government and Politics (AP)

**\*\*\*Weighted courses may change based on articulation agreements with our university partners.**

## CLASS RANK CALCULATION

The cumulative weighted GPA is used to determine class ranking. Updates to class rank occur at the end of each semester. The cumulative GPA includes all courses and credits earned in grades 9 through 12, and also includes high school courses and credits that were earned while in middle school. Students will obtain a weighted GPA by taking more rigorous courses that include AP, honors and/or dual credit courses. If a student receives a C- or above at semester in a weighted course, they will then receive the additional weighted points per the weighted grading policy adopted in 2012. It is the weighted GPA that is used to determine class rank.

The senior with the highest weighted GPA at the end of their 8<sup>th</sup> semester will be designated as the class Valedictorian. The senior with the second highest weighted GPA at the end of their 8<sup>th</sup> semester will be designated as the class Salutatorian. **Only students who have attended Lebanon High School for the last two years will be eligible for Valedictorian or Salutatorian.**

### Auditing/Retaking Classes

To better master the course content and/or to meet the minimum grade requirements for an Indiana Academic Honors Diploma and/or a Technical Honors Diploma, a student may audit/retake a course in which they received a C+ or lower. All audits/retakes must be approved by the principal or principal designee, and audits/retakes may be denied on the basis of class size and sections. When auditing/retaking a course, the grade earned for the second course will replace the first grade on the transcript and will become the credit bearing course. All courses taken will appear on the student's transcript in order to provide an accurate course history. The first grade will be replaced with an "AUD" to stand for Audit and will not factor into the cumulative GPA. In the event the student fails a previously passed course, the grades for both courses will appear on the transcript, and both grades will be factored into the cumulative GPA. If a student received a WF – Withdrawal Fail, in a course, the WF will not be replaced by the symbol of "AUD" for Audit, but the grade earned in the audited/retaken course will be the grade that factors into the cumulative GPA. Grades earned in approved audited/retaken courses will count toward eligibility in athletics, all extra-curricular activities, work permits, lunch, and driving privileges.

### Incomplete Grades

Students having **incomplete grades** at the close of the grading period will receive an "I" and should complete work to remove the "I" within a reasonable amount of time. Teachers will use two weeks as a maximum limit unless they clear an extended time with the administration. If the "I" is not removed by the completion of the next grading period, the "I" shall become a failing grade. Students will receive grades every nine weeks. **An "I" translates as an F for athletic eligibility until the incomplete becomes a permanent grade.**

### 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 receive full credit for the assignment, **but will have their 9-week's grade reduced by 2% per unexcused absence.** The student has the same number of days missed to complete the makeup work. When a student is absent from school it is their responsibility to communicate with his/her teacher (s) regarding make up work upon their return, or via email/Canvas while absent. If additional help is needed contact his/her school counselor.

### Final Assessment Policy

In order to prepare our students for future challenges, Lebanon High School has implemented a Final Assessment Policy for each semester.

A final is any type of assessment that measures a student's semester performance.

There will be a final assessment for every student in every course.

The final assessment will be 20 percent of the student's semester grade and will be entered separately from the grading periods.

Each department will be responsible for ensuring that all of its courses have a final assessment.

The finals will be scheduled during the last five days of the semester.

Attendance is mandatory on the scheduled final days except for dire family emergencies.

Any make-up assessment can be taken by prior arrangement during the afternoon of the third scheduled final day or on the scheduled staff records day.

## **Core Course Pathways**

Lebanon High School has three pathways in most core area courses which are designed for students to select courses in preparation for career readiness, college readiness, or college level curriculum. The curriculum for all core courses meets the Indiana Academic Standards. The difference in the pathways will be the method of content delivery which is designed to prepare students for their chosen post-secondary goals.

### **Career Readiness Pathway**

Students selecting a career readiness course will receive instruction through more in-class, hands-on, project-based approaches. The standards will be delivered at a level with more focus on knowledge, comprehension, and practice of content and skills. Students who select courses in this pathway are planning to pursue school-to-work, trade school, or apprenticeship programs after high school.

### **College Readiness Pathway**

Students selecting a college readiness course will receive instruction involving more depth of knowledge, discussion, critical thinking, writing, and analysis. This pathway will require students to do homework outside of the classroom. Students who select courses in this pathway are planning to attend a two or four year college after high school.

### **College Level Pathway**

Students selecting a college level course will receive rigorous instruction involving more independent and self-directed learning, research, academic writing, debate and presentation. These rigorous courses are taught as college classes and are listed as AP, Pre-AP, Honors, or Dual Credit. This pathway will require students to spend significant time outside of the classroom studying, reading, and writing. Students who select courses in this pathway are planning to earn college credit in high school, attend a four year college with increased admission standards, and/or pursue competitive academic programs after high school.

## **Lebanon High School Program for High Ability Students**

The Lebanon High school component of the LCSC Program for High Ability Students consists of Honors Classes, Advanced Placement (AP) classes, and classes for dual high school and college credit. The purpose of all of these courses is to challenge high ability students and prepare them to continue their advanced studies at a post-secondary institution. Although students are encouraged to enhance their education by taking honors classes, honors classes are not specifically required for the Academic Honors Diploma. Please see the Diploma Requirement page that applies to your graduating class for specific requirements.

The curriculum areas at LHS that currently have specific courses for high-ability students are English, Mathematics, Science, Social Studies and Fine Arts.

Students identified as possibly being in need of high ability services will be placed in a pool. The pool is generated by students who request honors classes through the scheduling process. Students requesting consideration for the honors classes are given a nomination form which may be filled out by a parent, a teacher of the discipline in which the student has selected the honors course, or the student himself. A Selection Committee at LHS reviews the list of students nominated by one of these means and makes the final recommendation to the school principal. This nomination process is also available for students requesting enrollment in rigorous courses who have not been recommended through the high ability identification process. Students continuing in honors classes in the same discipline need not reapply as long as they are meeting the expectations for the curriculum.

### **Current course offerings include:**

English Mathematics Social Studies Science Fine Arts Pre-AP English 9 (H) Geometry (H) Pre-AP World History Pre-AP Chemistry (L) (H) \*AP 2D Studio Art Pre-AP English 10 (H) Algebra II (H) \*AP European History Pre-AP Biology (L)(H) \*AP English Literature & Pre-Calculus (H) Economics (H) (1sem) \*AP Chemistry (L) Composition 11 (H) Trigonometry (H) \*AP US Gov't & Politics (1 sem) \*AP Physics 1, Algebra-Based (L) \*AP English Language & \*AP Calculus AB \*AP Biology (L) Composition 12 (H) \*AP Calculus BC \*AP US History \*AP Computer Science A \*AP Economics (Micro) English 12\*\*Advance College Project Indiana Calculus I/II\*\*Advanced College Project Indiana Elementary Composition W131 (3 credit hours, 1 sem) Calc I



(M211) (4 credit hours, 2 semesters) Literacy Interpretation L202 (3 credit hours, 1 sem) Calc II (M212) (4 credit hours, 2 semesters)

English 12\*\*Advance College Project Indiana  
Elementary Composition W131 (3 credit hours, 1 sem)  
Literacy Interpretation L202 (3 credit hours, 1 sem)

**\*The AP Program Testing Fee:**

There is a testing fee for AP courses. The testing fee is equivalent to the fee that the College Board charges to administer each test which is \$96.00 per test for the 2021-2022 school year. We assume the 2022-2023 testing fee will be approximately the same. In addition, the Indiana Department of Education has covered the testing fees for AP tests in the areas of English, Mathematics and Science. If the state continues to pay for AP tests in these three areas for the 2022-2023 school year, our students will not be assessed a testing fee in these courses. **Courses the state does not cover will be the responsibility of the student to pay.** A testing fee statement will be mailed home.

**\*The AP Program:** The Advanced Placement Program is a cooperative educational endeavor between secondary schools and colleges and universities. Since its inception in 1955, the Program has provided motivated high school students with the opportunity to take college-level courses in a high school setting. Students who participate in the Program not only gain college-level skills, but in many cases they also earn college credit while they are still in high school. AP courses are taught by dedicated and enthusiastic high school teachers who follow course guidelines developed and published by the College Board. Over 90 percent of the nation's colleges and universities have an AP policy granting incoming students credit, placement, or both, for qualifying AP Exam grades. More information is available at [www.collegeboard.org](http://www.collegeboard.org)

**\*\*The ACP Program:** The Advance College Project (ACP) is a partnership program between Indiana University and participating high schools within the states of Indiana, Ohio, and Michigan. ACP offers college credit to qualified high school seniors who enroll in IU general education courses that are offered at their local high schools during the regular school day and taught by certified high school teachers who hold adjunct lecturer status with Indiana University.

ACP is for high school students, generally juniors and seniors, who have adequate preparation and the desire for more advanced work. Through its course offerings, ACP provides an opportunity for high school students to begin college work while in high school. ACP is not a gifted and talented program. ACP courses are actual college courses intended to allow a wide range of students to engage in college level work for college credit. ACP courses are designed for students who have both a solid academic foundation, whose interests can be furthered by acquiring college credit prior to high school graduation, and who make a serious commitment to completing the ACP course successfully.

ACP courses provide both high school and college credit (concurrent enrollment), and therefore, allow students to fulfill requirements for high school graduation and requirements for college admission while beginning a college transcript. The same general standards that apply for admission to Indiana University apply to students seeking to enroll in ACP courses. However, student participation in ACP courses does not constitute admission to IU. More Information is available at [www.acp.indiana.edu/](http://www.acp.indiana.edu/)

**Outside Course Work-** It is the intent of the Administration and Student Services Department to provide LHS students an opportunity to use outside credit as a means of enhancing curricular offerings (Advanced classes not offered at LHS), of attaining dual credit (Simultaneous High School and College Credit), and/or of recovering credit missed by failing classes (Maximum 4). **Plato credits and Summer School credits taken through Indiana Online are not considered outside credits, but are credits awarded by Lebanon High School.** Any LHS student wishing to attempt outside course work for any of the above reasons should contact his/her school counselor to secure permission prior to enrolling in any outside course. **A student requesting additional credits beyond the maximum of four would need to receive prior approval from the building principal on an individual basis.**

**Information for the College-Bound Athlete**

**The National Association of Intercollegiate Athletics (NAIA)** is a governing body for athletic programs at its nearly 300 colleges and universities throughout the United States and Canada. The long-held mission of the NAIA is to promote the education and development of students through intercollegiate athletics participation. Founded in 1937, the NAIA is a leader in the development of student-athletes and continues to be a pioneer in

implementing exceptional standards for academics, diversity and character. For eligibility regulations regarding high school curriculum, high school performance, class rank and standardized testing, go to [www.naia.org](http://www.naia.org).

**The National Collegiate Athletic Association (NCAA)** is a voluntary organization through which the nation's colleges and universities govern their athletics programs. It comprises more than 1,250 institutions, conferences, organizations and individuals committed to the best interests, education and athletics participation of student-athletes. All prospective student-athletes intending to enroll in an NCAA Division I or II institution for the first time on or after August 1, 2007 must complete the NCAA Amateurism Certification questionnaire. For more information about Clearinghouse registration, required high school core subjects, grade point averages and standardized testing, go to [www.ncaa.org](http://www.ncaa.org).

## DUAL CREDIT/COLLEGE CREDIT COURSES OFFERED

### **AGRICULTURE**

Advanced Life Science: Animals	AGRI 107	Ivy Tech	3 credits
Advanced Life Science: Foods	AGRI 108	Ivy Tech	3 credits
Advanced Life Science: Plants and Soils	AGRI 109	Ivy Tech	3 credits
Animal Science	AGRI 103	Ivy Tech	3 credits
Agriculture Power, Structure and Technology	AGRI 106	Ivy Tech	3 credits
Agribusiness Management	AGRI 102	Ivy Tech	3 credits
Food Science	AGRI 104	Ivy Tech	3 credits
Horticulture Science	AGRI 116	Ivy Tech	3 credits
Landscape and Turf Management	AGRI 164	Ivy Tech	3 credits
Natural Resources	AGRI 115	Ivy Tech	3 credits
Plant and Soil Science	AGRI 105	Ivy Tech	3 credits

### **BUSINESS**

Business Law & Ethics	BUSN 201	Ivy Tech	3 credits
Entrepreneurship & New Ventures Capstone	ENTR 101	Ivy Tech	3 credits
Marketing Fundamentals	MKTG 101	Ivy Tech	3 credits
Principles of Business Management	BUSN 101	Ivy Tech	3 credits

### **CULINARY ARTS**

Culinary Arts I	HOSP 101	Ivy Tech	2 credits
Culinary Arts I	HOSP 102	Ivy Tech	3 credits

### **ENGINEERING AND TECHNOLOGY**

Introduction to Engineering Design	DESN 101/113	Ivy Tech	6 credits
Principles of Engineering	DESN 104	Ivy Tech	3 credits
Civil Engineering & Architecture	DESN 105	Ivy Tech	3 credits
Computer Integrated Manufacturing	DESN 195	Ivy Tech	3 credits
Principles of Precision Machining	PMTD 105	Vincennes	2 credits
Principles of Precision Machining	PMTD 110	Vincennes	2 credits
Principles of Precision Machining	PMTD 110 L	Vincennes	1 credit
Precision Machining I	PMTD 116	Vincennes	2 credits
Precision Machining II	PMTD 115	Vincennes	2 credits
Precision Machining Fundamentals	PMTD 120	Vincennes	6 credits

### **ENGLISH**

Elementary Composition	W 131	Indiana University	3 credits
Literary Composition	L202	Indiana University	3 credits

### **HEALTH CAREERS**

Health Science Education I	HLHS 100	Ivy Tech	3 credits
Medical Terminology	HLHS 101	Ivy Tech	3 credits
Health Science Education II: CNA Preparation	HLHS 107	Ivy Tech	5 credits

### **MATH**

Calculus I	M211	Indiana University	4 credits
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Calculus II	M212	Indiana University	4 credits
Pre-Calc (H)/ Trig (H)	M136/M137	Ivy Tech	3 credits

**MULTIDISCIPLINARY**

Cadet Teaching Experience	ED 403	Butler University	3 credits
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**WORLD LANGUAGE**

French III	FR 101/102	Ivy Tech	8 credits
Spanish III	SPAN 101/102	Ivy Tech	8 credits

**\*\*\*Dual Credit courses may change based on articulation agreements with our university partners.**

**AWARDS/STUDENT RECOGNITION**

**Student Achievement**

Student achievement is recognized in a variety of ways. Specifics about these may be obtained from your guidance counselor or teachers. Many students are recognized for their achievements on Honors Night during the spring of each school year.

Parents and students are requested to contact the school principal and school counselor when receiving literature related to various “Who’s Who” type programs or other requests for student names. These are often subtle attempts to sell a product and frequently do not exhibit a bonafide interest in the welfare of the individual student.

**Honor Roll**

An Honor Roll of students achieving high academic standards will be published at the conclusion of each **9 week** grading period.

A student must earn a grade of A or B in all courses and must carry a full schedule to be eligible for the Honor Roll.

**Class Valedictorian and Salutatorian**

The senior students ranking number one and two in their graduating class and who have exemplary conduct, will be declared class valedictorian and salutatorian.

Students eligible for these awards must have attended Lebanon High School for the last two years.

The final class ranking will be determined by using final semester grades with Quality Points and will be weighted.

In case of a tie, the students receiving the greatest number of credits, completed at Lebanon High School, will be declared the individual winner. Only those subjects used in figuring class rank will be counted.

Students applying for early graduation in less than four (4) years are considered “special students” and forfeit the right to serve as valedictorian and/or salutatorian.

**STUDENT SERVICES**

**School Counselor Assignments**

The services and activities in the school that help students make decisions about courses, plans for future, relationships with other students and teachers, and personal problems - all of these are referred to as student services.

The counselors spend much of their time interviewing individual students in connection with educational and career technical plans. Students should realize that they may request an appointment at any time they have a problem (school or personal). The counselor will not make decisions for the student but will help to find a possible solution to the problem.

The following are Grade 9-12 counselor assignment      Class of 2023-2026

**Mrs. Bethany Mineart**

**A - G**

**Mrs. Megan Lewis**

**H - M**

**Mrs. Susan Woosley**

**N - Z**

**Mrs. Lori Schroeder – Graduation Coach - Works in conjunction with student’s assigned School Counselor.**

**Grade Level Classification will be determined by the class cohort (the year the student started 9th grade). Some courses, programs and/or privileges may have credit requirements in addition to grade level requirements.**

### **Scheduling Requirements**

Every student must be enrolled in at least seven subjects per semester. Courses will be offered based on student interest and staffing. In the event that a class is closed or cancelled, the next alternative course will be selected.

### **Drop/Add Dates for Schedule Concerns and Requests:**

1. Schedule request changes for the new school year must be communicated with your counselor by the Friday before Spring Break. This allows for all individual schedule requests to be considered before the Master Schedule is built.
2. For incoming freshmen only: Schedule concerns for the new school year must be communicated with your counselor by the Friday before Memorial Day but no changes will be guaranteed. Course numbers, section and teacher availability will be considerations due to the Master Schedule already being built.
3. Schedule concerns for 2nd semester classes must be communicated with your counselor by the Wednesday before Thanksgiving Break. No changes will be guaranteed. Course numbers as well as section and teacher availability will be considered.

### **Schedule Changes will be considered or made if:**

- **A class is closed or cancelled**
- **An error is made in proper sequencing of classes**
- **A student fails or does not meet the requirement to move on to the next class in sequence**
- **A student meets the deadline dates for Schedule Concerns and Requests.**
- **A student wants to increase the level of rigor in their schedule with principal approval**

Transfer students must meet our subject requirements. The administration of Lebanon High School realizes that there is a great variety of credit or unit systems in the high schools throughout the United States. We want to reassure transfer students by stating we will not penalize any student without cause. Every case of credit evaluation will be considered on an individual basis. The principal reserves the right to make all academic decisions. Only students who have attended Lebanon High School for the last two years will be eligible for Valedictorian or Salutatorian.

Withdrawal from a class results in a **withdrawal/failure** for that class. All course changes do result in a fee change.

### **Announcements**

All students should listen and watch for daily Student Services announcements, check the school website, and read the monthly newsletter. The Student Services staff is available to answer questions.

### **Parental Conferences**

Parents are invited to discuss their student’s academic progress with a school counselor.

Individual appointments should be made through the Student Services Department.

### **Special Education**

The School provides a variety of special education programs for students identified as having a disability as defined by the Individuals with Disabilities Education act (IDEA).

A student can access special education services only through the proper evaluation and placement procedure. Parent involvement in this procedure is required. More importantly, the School wants the parent to be an active participant. To inquire about the procedure, a parent should contact the Student Services Department.

### **Graduation Requirements – Diploma**

It shall be the policy of the School Board to acknowledge each student's successful completion of the instructional program appropriate to the achievement of corporation goals and objectives as well as personal proficiency by the awarding of a diploma or a certificate at appropriate ceremonies.

The Board shall award a high school diploma to every student enrolled in this corporation who meets the requirements for graduation established by the Board and by the state of Indiana.

For the class of 2023 and beyond, graduation must be earned by passing all mandated subjects, earning total credits required for the specific diploma sought and meeting the requirements of the Indiana Graduation Pathways.

Students who complete all the requirements of graduation established by the Board as provided by the State but do not meet the State Standards as required by the **Graduation Pathways**, shall receive a certificate of course completion.

Commencement exercises will include those students successfully completing requirements for graduation, who will receive a diploma as certified by the high school principal, and those who will be receiving a certificate. (No student shall be denied a diploma or certificate merely as a disciplinary measure.) A student may be denied participation in the commencement ceremony when personal conduct so warrants at the principal's discretion.

As adopted by the Lebanon School Board, all students will be required to have the minimum of forty **(40) credits to graduate**. It is the responsibility of the individual student to make appointments with the Student Services Department if they have questions regarding the graduation requirements.

The requirements for graduation are based on grades nine (9) through twelve (12) and are shown on the charts on pages 27-31.

Other requirements for a student graduating from Lebanon High School include:

- (1) Meeting all requirements of the school board's policy pertaining to standards;
- (2) Meeting all financial obligations to L.H.S. regarding book rental, lost or damaged materials, etc.

### **Scholarships**

Students and parents are given information concerning scholarship through a number of means including Canvas, the Student Services Department mostly newsletter, our website, and by visiting the Student Services Department at LHS.

**Important:** Students interested in scholarship assistance should consult their counselor in an effort to discover those scholarships for which they may be eligible. Also, students should check the Student Services Department announcement, check the school website ([www.leb.k12.in.us/lhs](http://www.leb.k12.in.us/lhs)), and read the monthly newsletter.

### **College Visitation / Employment Interview / Military Recruitment**

Students in grades 10-12 may be granted an excused absence for up two (2) days per school year for the purpose of visiting a college campus. College visit and recruitment forms are available in Student Services and must be obtained 48 hours prior to the visit. Requests for additional days will need prior administration approval.

Confirmation of the scheduled college visit / employment interview / military recruitment must be submitted to the Student Services Department in order to obtain the visitation / interview / recruitment form. The form must be signed by the college representative, potential employer, or military recruiter and returned to the Attendance Officer the day the student returns to school. No visitation, interviews, or recruitment will be allowed during the months of December or May.

## Exchange Students

### LHS Protocols for Exchange Students

1. The exchange student must be a full year student in attendance on the first day of school and staying through the close of the school year.
2. The exchange student can enter as no greater than a sophomore. We do not allow exchange students to have senior status and participate in exclusive senior functions (graduation, senior last walk, etc.). We classify exchange students as 9<sup>th</sup> or 10<sup>th</sup> graders.
3. The exchange student needs to be highly proficient in English. This is a critical area for their immersion into our academic and social settings.
4. The exchange student needs to take a challenging academic schedule based on their prior academic experiences, and they are expected to perform with the same expectations as all students in our building.
5. The exchange student and host family are expected to follow all student handbook policies no different than our own local students. Particular attention needs to be placed on adherence to the LHS attendance policy. Travel needs to be scheduled during our breaks/vacations and not during academic time.
6. We encourage our exchange students and their host families to get heavily involved in the school community. The best way for an exchange student to have a great experience is to be a highly engaged and involved student.
7. All applicants (applications) must be screened by May 1 preceding the school year of enrollment which includes a meeting with a LHS representative, the potential host family, and a representative of the exchange program provider/company. This meeting should take place prior to May 1 with the goal of providing official acceptance by that date.
8. If accepted, we would need a copy of the student's high school transcript translated in English prior to the end of the school year as well as defined dates of arrival and departure.
9. Lebanon High School will not issue an Honorary Diploma to exchange students.
10. Only those students who have or are on approved programs (Youth for Understanding/International Youth Fellowship, etc.) will be admitted to Lebanon High School.
11. Students will be placed in their grade levels by the Student Services Department according to age and past experiences. Final determinations are to be made by the school Principal.
12. For information regarding Foreign Exchange Student athletic eligibility see new I.H.S.A.A. regulations.

## SECTION 3 STUDENT ACTIVITIES

### STUDENT EXTRACURRICULAR PARTICIPATION

**Minimum Standards** - These are the minimum expectations for student participation in a leadership role at LHS. Other activities may hold its members to higher standards.

All students have the opportunity and are encouraged to be leaders in school activities. With this opportunity comes student accountability to the school and those who are represented. Class officers, club, and social groups will be open to all students of Lebanon High School who are enrolled in the Lebanon Community School Corporation. To maintain his/her position each member must maintain a C average with no F in any grading period.

Any student who holds a class office and/or who has membership in a club or activity runs the risk of losing said position and/or club membership if found guilty of violating any local or State Law as determined by the school authorities.

The principal will make the final determination of any student who is arrested for misconduct, not necessarily convicted for the same by the courts. Students who represent the school in any way must have impeccable character or run the risk of losing their privilege to represent the school.

### NATIONAL HONOR SOCIETY SELECTION

Juniors and seniors who are selected into the Honor Society must meet all the criteria as stated in the constitution of The National Honor Society. In addition to the qualifying grade point average, each student must demonstrate good character, leadership, and outstanding service to the school. Lebanon High School ascribes to the selection process for National Honor Society (NHS) as detailed by the National Association of Secondary School Principals (NASSP).

For many students, selection as a member of the National Honor Society is the pinnacle of their achievements in school. This honor, recognized throughout the nation, is both the public recognition of accomplishment and the private commitment to continued excellence on the part of the new member. Because of the importance placed upon this aspect of secondary school life, local chapters are charged with creating a selection process that conforms to the national guidelines, is applied fairly and consistently to all candidates, and provides a meaningful recognition of deserving students.

Selection to NHS is a privilege, not a right. Students do not apply for membership in the National Honor Society; instead, they provide information to be used by the local selection committee to support their candidacy for membership. Membership is granted only to those students selected by the Faculty Council in each school. This is not an election, nor is membership automatically conveyed simply because a student has achieved a specified level of academic performance. NHS is more than just an honor roll, and our local chapter emphasizes the other components of the selection process (leadership, service, and character) will be carefully included in the selection process guidelines.

The selection process is public information, available to parents, students, and faculty upon request. It will be published in the student handbook. Proper dissemination of information about the chapter, particularly details concerning the selection process used at the school, will help prevent problems with students or parents who may wish to question the process.

All decisions concerning selection have a certain subjective element but the Faculty Council shall develop and follow some objective criteria. Whatever procedure is followed, it must be fair, non-discriminatory, consistently applied, and written for public dissemination.

## **The Criteria**

The Faculty Council of the Chapter will select students who demonstrate outstanding performance in all four criteria of scholarship, leadership, service, and character. According to the principles outlined in Article IX, Section 2, the Faculty Council shall first identify students with the prerequisite GPA (as stated in the local selection guidelines), and then evaluate the candidates' performance in the areas of leadership, service, and character.

While the academic criterion is important and should be considered first, membership should never be considered on the basis of grades alone, even though a Faculty Council may consider scholarship as the most important of the four criteria.

## **Student Activity Information Forms**

In order to ascertain the degree to which a student candidate meets the selection criteria, Lebanon High School's Faculty Council will utilize a Student Activity Information Form. Such forms are generally used to obtain information directly from the student regarding leadership and service activities and to elaborate on the student's perspectives concerning the honor society and its values.

These forms should not be considered under any circumstances as "applications" for membership. The form exists to support the student's candidacy by providing relevant information for use by the Faculty Council.

The forms include a parental/guardian signature affirming that they have reviewed the data and verify its accuracy. No application will be reviewed without the parent signature. Forms must be turned in by the due date and must be complete. This form is the ONLY way the committee has of evaluating all students, so students should fill them out as if they were an application to a college or a job they really desire. Include all information in a clear and concise manner.

These forms are for use by the Faculty Council as working documents to be used during the selection process in support of the student's candidacy. Students are encouraged to keep a copy of their completed forms to

assist in the application process for scholarships. A copy will also be useful if they are not invited to join the NHS and wish to speak to the sponsor about what they need to do to make their application more complete/desirable their senior year.

### **Selection Guidelines: A Review of the Essentials**

- ◆ Candidates must have attended the school the equivalent of one semester
- ◆ Membership may be open to qualified juniors, and seniors, invitation letters will be sent out in the spring semester prior to upcoming junior/senior year.
- ◆ A cumulative GPA is to be used for determining scholastic eligibility
- ◆ GPA requirements must be the same for all candidates in all classes
- ◆ No quotas or percentages of members per class can be established
- ◆ The national minimum cumulative GPA requirement is 3.0 (on a 4-point scale), 85, B or equivalent standard of excellence; this requirement may be raised at the local level. LHS weighted GPA will meet the following scale - 3.6
- ◆ Rules such as “no grades below a B” or “no failing grades” are not acceptable
- ◆ All four criteria must be considered in the selection process, though the weight that any individual criterion receives is determined by the local Faculty Council
- ◆ All local selection guidelines must conform with the national guidelines

Students must sign the NHS membership contract which includes minimum standards for attendance, continued academic requirement, service hours and code of conduct. Failure to complete and maintain the contract will jeopardize membership status and cords awarded at graduation.

- ◆ All selection procedures must be disclosed to students and parents

### **NON-SCHOOL SPONSORED CLUBS/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 the activity is being initiated by students, 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 persons 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 as proscribed 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.

### **ATHLETICS**

**For specific requirements regarding athletic policy and eligibility check the Athletic Handbook**

**NCAA Eligibility Guidelines** – go to [www.ncaa.org](http://www.ncaa.org) for current information

**NAIA Eligibility Guidelines** – go to [www.naia.org](http://www.naia.org) for current information

### **PHILOSOPHY**

**The social development and extra-curricular activities of students are a vital part of our total educational program. Students who become involved in extracurricular activities generally find school more interesting, challenging and personally more fulfilling, while improving academic performance in the classroom.**



## EXTRA-CURRICULAR ACTIVITIES

Any school sponsored activity; club, event, or organization not part of a course offering is defined as an Extra-Curricular Activity. All Extra-Curricular Activities fall under the Random Drug Testing Guidelines.

### ATHLETICS

<u>Fall</u>	<u>Winter</u>	<u>Spring</u>
Boys Tennis	Basketball (Boys & Girls)	Baseball
Cheerleading	Cheerleading	Boys Golf
Cross Country	Swim & Dive (Boys & Girls)	Girls Tennis
Football	Wrestling	Softball
Girls Golf (Girls)		Track & Field (Boys & Girls)
Soccer (Boys & Girls)		
Volleyball		

A student must maintain a C average with no F in any grading period to be eligible for participation in the following extra-curricular activities.

#### Extra-Curricular Activities – (academic requirements)

Senior Class Officers	Junior Class Officers	Sophomore Class Officers
Freshman Class Officers	Academic Teams	Brain Game Team
Candelabrum	Charisma	FFA
Homecoming Court	Key Club	Madrigals
National Honor Society	Prom Committee	Prom Court
Spell Bowl	Stage Crew	Student Council
Z Club	Musical/Plays	

#### Extra-Curricular Activities – (no academic requirements)

These activities are not under the scholarship eligibility guidelines.

Art Club	Best Buddies	Candy Coke
Convocations	Dances / Parties	Debate Club
Drama Club	Environmental Club	FCA
International Language Club	Gay/Straight Alliance	Homecoming
Honors Night	Math Club	Pep Sessions
Post-Prom	Prom	Sectional – Cheer Block
Sunshine Society	Lebanon SADD	Tiger Leadership
Ushers 499 plus 1 Trike Race	Cupcake Club	Thirst Project
Programming & APPS Club	Student Ambassadors	

### RULES/REGULATIONS

All meetings of classes, clubs, committees, or groups of any kind must be attended by a sponsor of that group. The sponsors are responsible for the supervision of the programs at these meetings and for seeing that they are properly conducted. No meetings or parties of any school-sponsored organization shall be held away from school at any time without permission from the principal. Only members of clubs and classes should attend meetings with the exception of outside speakers, etc.

The finances of each class and club are to be carefully supervised by the sponsor who is responsible for seeing that all money collected is properly turned over to the school treasurer. The sponsor is to see all bills are paid promptly. ALL BILLS WILL BE PAID BY CHECK.

An accurate report of all receipts and expenditures must be kept so that a complete financial report can be made at the end of the year by the sponsor. All receipts will be kept in the school safe, and no money will be

kept in any room. Regular deposits will be made.

Vouchers are to be numbered consecutively, beginning with 1. Each account is assigned a letter. That number must be on each deposit slip, such as 32104-1.

Each organization or club may elect its own treasurer. However, each sponsor is responsible for the proper care of receipts and expenditures.

All ballots of student voting must be turned in at the office, put in the safe, counted only by the sponsor or assistant principals, and returned to the safe.

Matters not covered by the above should be taken up by the sponsors with the principals prior to any action being taken. Planning of activities between members and sponsors without consulting the principals often leads to embarrassing situations

The formation of all new clubs shall be through a proposed constitution and with authorization of the principals.

**All fund raising activities must be approved by the principal.**

## **STUDENT ACTIVITY AND RESPONSIBILITY**

All students have the opportunity and are encouraged to be class leaders in school activities. With this opportunity comes student accountability to the school and those who are represented. Class representation will be open to all students of Lebanon High School who have been enrolled in the Lebanon Community School Corporation for at least one (1) full semester immediately prior to election, and who have a C grade average with no F's in the prior grading period. To maintain their seats, each member must maintain a C average with no F in any grading period.

Any student who holds a class office and/or who has membership in a club or activity runs the risk of losing said position and/or club membership if found guilty of violating any local or State Law as determined by the school authorities. The Principal will make the final determination of any student's eligibility to participate. Students who represent the school in any way must have impeccable character or risk losing the privilege of participating in school activities.

## **STUDENT FUNDRAISING**

Students participating in school-sponsored groups and activities will be allowed to solicit funds from other students, staff members, and members of the community in accordance with school guidelines. The following general rules will apply to all fundraisers.

1. Student involved in the fund raiser are not to interfere with students participating in other activities in order to solicit funds.
2. A student will not be allowed to participate in a fundraising activity for a group in which she/he is not a member without the approval of the student's counselor.
3. No student may participate in fundraising activities off school property without the written consent of his/her parents.
4. Any fundraisers that require students to exert themselves physically beyond their normal pattern of activity, such as "runs for....." will be monitored by a staff member in order to prevent a student from over-extending himself/herself to the point of potential harm.
5. No student may participate in a fund raising activity conducted by a parent group, booster club, or community organization on school property without the approval of the principal.

## **CONVOCATIONS**

A regularly planned series of assemblies for the enjoyment and education of students is scheduled throughout the school year. Assemblies are an integral part of the total school program, and, as such, all students are expected to attend and to give respectful attention to the programs.

## **CEDARS**

Lebanon High School's yearbook, the Cedars, is distributed near the close of the school year to those persons who have ordered and paid for a copy in advance. The annual serves as a complete record of the school year. Included in its contents is a pictorial story of student life and of all activities carried on by various organizations and departments. It also has an album section of the students, faculty, and other personnel associated with the school. Prerequisites for this course are a B or better in English and an application. Journalism class is

highly preferred.

## **PENNANT**

Lebanon High School's newspaper, the Pennant, is published regularly, beginning in September and each month thereafter. The purpose is to acquaint the students and the rest of the community with events of importance in the school community and to publish editorial and feature material for enjoyment and thought. Prerequisites for this course are a B or better in English and an application. Journalism class is highly preferred.

## **SECRET SOCIETIES**

The formation of secret societies, fraternities, or other similar organizations in school is prohibited. It is also a violation of school policy for activities of such organizations to be carried out in school or on school grounds. The administration will follow measures necessary to insure compliance with this policy.

## **SUBSTANCE ABUSE POLICIES FOR LHS ATHLETICS / EXTRACURRICULAR ACTIVITIES**

### **PHILOSOPHY**

Lebanon Community School Corporation recognizes the use of mood-altering illicit chemicals as a significant health problem for many youth. The use of these 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 the help a chance to redirect their lives. Therefore, the following extracurricular policy exists to help those students who are in need of assistance with a substance abuse problem.

### **1. Definitions**

- a. 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, K2, Spice, any synthetic drug, and any other substances (look-a-likes), whether in fact such substance actually is a controlled substance.
- b. 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:
  1. 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.
  2. a voluntary admission of guilt of such act by the student alleged to have violated this policy.
  3. a finding by school officials, based on observations and/or first-hand information, that a student violated this policy.
  4. Positive result of the Lebanon High School Random Drug Testing Policy. Consequence of positive result will follow the Athletic Handbook as a substantiated report.
- c. Extracurricular Council Review Committee is a group composed of the Athletic Director, Assistant Principal, a minimum of three head coaches, directors or sponsors. This committee exists to hear an appeal from a student relative to a penalty imposed for a substance abuse violation.

### **2. General Provisions**

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

- a. Rules regarding substance abuse violations are in effect year round; that is off-season and summer as well as in-season.
- b. Substance abuse violations are not removable as they relate to subsequent violations. 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.

- c. The student suspended from extracurricular activities due to substance abuse violations loses his/her good standing for that sport/season in which the violation occurred or his/her next upcoming sport/season if the violation takes place during a non-season.
- d. A student not participating in an extracurricular activity at the time of a violation of this policy shall have the penalty applied to the next extracurricular activity in which he/she participates, and the penalty shall remain in effect until successfully completed.
- e. A student who does not successfully complete a penalty during the sport/activity in which it was imposed may be required to serve the penalty in full in each subsequent sport/activity in which he/she participates.
- f. If the penalty is not completed during the school year, the remainder will carry over into the following school year.
- g. 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 extracurricular activity.

**3. Penalty Measures**

- a. A student –athlete that violates the substance abuse policy will also be required to complete an assessment/intake by a licensed substance abuse counselor. Upon completing this assessment/intake the student athlete will be required to follow-up and complete all recommendations from the counselor in order to fulfill the obligation of the penalty. Any fees associated with this process will be the responsibility of the student- athlete.
- b. The student-athlete will be permitted to practice and travel el to all contests while serving their suspension, however participation in a contest at any level is prohibited.

**First Violation**

- a. If a student athlete violates the substance policy, he/she will not be permitted to participate in a number of contests equal to 50% of an athletic season.
- Any student-athlete that violates the substance policy, but does not complete the required assessment/ intake and follow-up recommendations, will not regain eligibility until the assessment/intake and recommendations are completed. It may be possible for the student-athlete to be reinstated after serving a suspension and completing the assessment/ intake but prior to the completion of the recommendations if the recommendations are ongoing.

**Second Violation**

If a student has a second violation of the substance policy, he or she will not be permitted to participate for a period of 365 Days from the date the violation occurred. Upon notification of the second violation the student will be issued a reinstatement date from the Athletic Department / Principal.

**Third Violation**

If a student has a third violation of the substance policy, he or she will lose their remaining athletic / extracurricular eligibility while enrolled at Lebanon High School.

<u>Offense</u>	<u>Consequence</u> <i>(Percent of season(s) suspended)</i>
FIRST	50%
SECOND	365 Days
THIRD	Loss of High School Athletic / Extracurricular Eligibility while enrolled at Lebanon HS.

**4. Serving a Suspension**

For the purpose of determining the length of suspension under this policy, “an athletic season” shall be defined as the actual number of contests scheduled plus one sectional contest. A contest is defined as an official game or competition between LHS and another school. Any intra-squad scrimmage or scrimmages against other schools do not count towards a suspension. Appropriate percentages will be rounded to the nearest whole number. Suspensions under this policy will take effect immediately upon the verification of any violation and will include games in succession, including any regular season tournaments.

Suspensions, which cannot be fully served during an athletic season, may be carried over to the next athletic season in which the student successfully completes (i.e., an athlete may not quit or be removed from a team and count the suspension served during that sport). A student-athlete may not serve a season suspension in a sport that he/she has not participated in or already started at Lebanon High School. For example, a junior winter athlete who has not played a fall sport in his or her previous two years will not be allowed to serve his or her season suspension in a fall sport if he or she decides to participate for the fall team for the purpose of serving the suspension during this season. However, if a student-athlete decides to participate in a sport that they have no prior history of participation in, they will serve the same assessed percentage of disciplinary action for that sport as was assessed for the sport they had participation in. In addition, they will serve penalty assessed in sport with prior history.

## **LEADERSHIP POSITIONS**

1. Any violation will require that a student relinquish for an entire year any leadership offices presently held (i.e. class president, president of National Society.)
2. The school will work with the local law enforcement and the Boone County Juvenile Court to obtain names of students who may be in violation of the Extra-Curricular Substance Abuse Policy. School officials will strive to keep these names confidential. Names will only be shared with those school officials involved with either discipline of the student or assisting that student in some type of assistance program.

## **ILLEGAL CONTRABAND DETECTION ON SCHOOL CORPORATION PROPERTY**

Lebanon Community School Corporation policy allows for the use of law enforcement agencies to assist school personnel in the detection of illegal 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 incorporated into the detection process.

In the event a student is suspected of being in possession of any form of illegal contraband on school property, the student will be placed in the custody of the school principal and the student’s parents or guardians will be notified and informed of the circumstances.

## **RANDOM DRUG TESTING POLICY**

Passed by the Lebanon Community Schools Board of Trustees August 13, 1998 & Reinstated on December 17, 2002

Revised April 19, 2011

### **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 LCSC 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 aid 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. Revised curricula covering all grade levels will teach and reinforce the substance abuse free schools' message.

### **OBLIGATION TO GOVERN THE MEDICAL CONDITION OF STUDENTS**

Indiana Code 20-8.1-7 sets out health measures to be governed by school officials. Most specifically, I.C. 20-8.1-7-2 establishes the responsibility of schools to assist children found to be ill or in need of treatment.

### **USE MADE OF RESULTS**

The program is not intended to be punitive or disciplinary in nature. The purpose of this program is to identify a student with drug residues in his or her body, to provide notification to the custodial parent/guardian, and to educate, help and direct students away from drug and alcohol abuse and toward a healthy, safe and drug free participation in school activities.

A laboratory certified under the auspices of the Clinical Laboratory Improvement Act (CLIA) and the Joint Commission on Accreditation of Healthcare Organizations (JCAHO) will provide training and directions to those who supervise the testing program, set up the testing environment, guarantee samples and supervise the chain-of-custody.

### **SCHOOL AND COMMUNITY PARTNERSHIP**

The elimination of drug and alcohol abuse is the goal of this program. Due to the objective facts described above, and considering the established need to identify effective alternatives to address the problem more effectively, the substance abuse problem at Lebanon Community Schools needs to be comprehensively and holistically addressed in order to ensure the health and safety of our students. A substance-abuse free environment must be the stated goal of the school district, and the support and cooperation of the entire community is essential if the goal is to be realized. The mission of Lebanon Community School Corporation is: "to provide and promote a well-rounded quality education for our students."

### **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 9-12, 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
- 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 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 positive for substance(s).

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. Random numbers are computer generated by Witham Toxicology at the request of Lebanon High School principal (or designee).

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 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" letter 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."

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), Lunch Release Permission (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)

Cannabinoids (Marijuana)

Ethanol (Alcohol)

Cotinine (Nicotine Metabolite)

LSD

Anabolic Steroid

Synthetic substances

**Any other potential drug of abuse**

**CHAIN OF CUSTODY**

1. The student will be escorted to the testing site. 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 testing area, the student must sign in and, as soon as called by the nurse (or designee), provide a urine specimen.
3. The medical staff (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 medical staff (or designee). The student and medical staff (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 medical staff (or designee). 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.

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**

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) at a cost to the student or his/her custodial parents/guardians. (See Appeal Procedures below.)

To be able to resume the privilege of participating in activities and/or of driving to school, the student will be tested again at the expense of the student or his/her custodial parents/guardians. This testing may occur at any time. The results of this assessment may be forwarded to the principal (or designee).

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.

## **APPEAL PROCEDURE**

In the event a student tests positive and at the request and expense of the parent/guardian, 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.

## **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 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.

**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 any substance, drugs and/or alcohol, which interferes with the student's health, safety or education will be subject to this component of the drug testing policy. Further, the school may test items in a suspected student's possession (including but not limited to person, locker, vehicle) to determine if those items contain substances, 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:

- Odor of alcohol/marijuana
- Glassy, dilated, bloodshot eyes, or dark circles under eyes
- Dazed and/or giddy appearance
- Staggering walk
- Slurred or rapid speech
- Incoherent thought processes



- Disruptive, aggressive, physically threatening, out of control, or unusual behavior
- Bragging or talking to other students about alcohol or drug use
- Noticeable withdrawal from favorite activities and friends
- Physical indicators from an objective assessment by the school medical staff

Refusal to submit to a drug test will be considered an admission of being under the influence of alcohol or other drugs. This 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 or search after the search and/or drug screen occurs.

Possession or consumption/use of substances, alcohol or drugs by a student is an expellable offense.

## SECTION 4- STUDENT CONDUCT

### ATTENDANCE

#### RATIONALE

Lebanon High 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 High 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 may transfer to the rest of the student's academic and professional life.

Additionally, Indiana Public Law 221 and federal legislation, No Child Left Behind, have set a 95% benchmark for a school's minimum attendance rate. Attendance rate is one of the factors that is considered when public schools are placed in performance categories and compared to other public schools. In short, LHS 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: in-house school discipline, grade reduction, out of school suspension, loss of driving privileges through the BMV, loss of credit, referral to the Prosecutor's Office, or expulsion from school.

#### PROCEDURES TO REPORT AN ABSENCE

A parent /guardian are to call the attendance office to report an absence on the day of the absence. An absence may be reported on voice mail 24 hours a day by calling **765-482-0400**. **A call is needed each day a student is absent.** Calls prior to 8:00 A.M. are encouraged and appreciated. Doing so enhances the effective and efficient operation of the school day. If a parent/guardian does not call to the attendance office when a student is absent, the absence will be recorded as 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. **Emancipated students must call the day of the absence.** They do not receive the additional 24 hours to clear an absence. **The final determination of an absence is at the discretion of the administration.**

#### EXCUSED ABSENCES

A student may have **four (4) absences excused at the discretion of the parent/guardian** during a semester. Any absence after **four (4)** will be considered unexcused. A student may have **four (4) absences excused with a doctor's note**. The student must have the Doctor's note the first day they return to school. Additionally, a student may have four (4) one block absences at the discretion of the parent/guardian during a semester. Any one block absences after four (4) not accompanied with a doctor note will be considered unexcused. This allows a student the possibility of **8** excused absences and 4 one block absences per

semester with proper documentation. The doctor's note must include the date and time of the appointment, the time of the student's departure, and the date he/she may return to school. It must be specific as to the days the doctor is excusing. A student who misses more than **four (4)** days excused by a doctor will be required to provide a **Certificate of Child's Incapacity** which must be filled out by the student's doctor. Otherwise, any doctor's excused days after **four (4)** days will be considered unexcused.

**Attendance is mandatory during the three days of semester finals. Vacation days are not excused. Illness must be covered by a doctor's note. An excused absence will be at the discretion of the administration. (See Finals Policy in the Grades section)**

**Excused absences for an immediate family funeral or a maternity leave must be approved by the administration.**

**Lebanon High School, along with the Indiana Department of Education, does not recognize senior skip day as an excused absence. Therefore, a student who participates in a skip day will be considered unexcused.**

## **UNEXCUSED ABSENCES**

Attendance and participation is an important part of a student's work and evaluation of that work is essential. All work missed must be made up. It is the responsibility of the student to initiate all make-up work. An unexcused absence is any absence not recognized by state law and would include:

- a. If a parent/guardian does not call the attendance office within 24 hours of the absence or a signed note does not accompany the student upon his/her return to school.
- b. If a student works the same day of an absence from school due to illness, regardless of a parent/guardian phone call.
- c. If a student who is absent from school due to illness, participates in or is present at an extra-curricular event the same day as the absence, or is seen on school property, regardless of a parent call.
- d. If the number of student absences exceeds the number defined in the excused absence section.

## **TRUANCY**

A student is truant if absent from school without the knowledge of the parent or guardian. **A student who is truant is considered unexcused.** A student is expected to be in attendance at school all day every day unless appropriate arrangements are made by a parent/guardian. Students who are truant will receive disciplinary action.

## **CONSEQUENCES FOR ONE-BLOCK ABSENCES**

**1<sup>ST</sup> Unexcused Absence** – Student is assigned a Detention.

**2<sup>nd</sup> Unexcused Absence** – Student is assigned two Detentions.

**3<sup>rd</sup> Unexcused Absence** – Student is assigned one Tues/Thurs School.

**4<sup>th</sup> Unexcused Absence** – Student is assigned two Tues/Thurs School.

**5<sup>th</sup> Unexcused Absence** – Student is assigned three Tues/Thurs School.

**6<sup>th</sup> Unexcused Absence** – Student is suspended out of school (OSS) for 3 days. Parent Conference Required.

## **CONSEQUENCES FOR UNEXCUSED ABSENCES**

**1st Unexcused Absence-** Student is assigned a Tues/Thurs School and a 2% deduction from the courses the student missed will be taken at the end of the 9 weeks. Written notification is sent to parent.

**2nd Unexcused Absence-** Student is assigned two Tues/Thurs Schools and a 2% deduction from the courses the student missed will be taken at the end of the 9 weeks. Diligent effort made to call Parent; otherwise a letter is sent.

**3rd Unexcused Absence-** Student is assigned three Tues/Thurs Schools and a 2% deduction from the courses the student missed will be taken at the end of the 9 weeks. Parent Conference Required.

**4th Unexcused Absence-** Student is suspended out of school (OSS) for 3 days and a 2% deduction from the courses the student missed will be taken at the end of the 9 weeks. Parent Conference Required.

**5th Unexcused Absence-** Refer student/parent to the Prosecutor's Office (Juvenile) or Student is assigned 4

days of OSS (18 or over) and a 2% deduction from the courses the student missed will be taken at the end of the 9 weeks. Expulsion Waiver. Parent Conference.

**6th Unexcused Absence-** Expulsion (18 or over) - Juveniles will be referred back to the Prosecutor's Office and a 2% deduction from the courses the student missed will be taken at the end of the 9 weeks.

## **VACATIONS / PRE-ARRANGED ABSENCES**

While vacation days are permitted as part of a parent/guardian **four (4)** 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 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. A maximum of **four (4)** vacation days may be excused for a semester provided that the total number of semester absences excused by a parent does not exceed **four (4)** days.
- c. Students who exceed the four (4) allowed parent 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 four (4) allowed parent days. These can be served prior to or after the absence takes place.
- d. The 2% deduction from classes that a student would typically incur as a result of exceeding the four (4) allowed parent days is waived.

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.

## **COLLEGE VISITATION / EMPLOYMENT INTERVIEW / MILITARY RECRUITMENT**

Students in grades 10-12 may be granted an excused absence for up two (2) days per school year for the purpose of visiting a college campus. College visit and recruitment forms are available in Student Services and must be obtained 48 hours prior to the visit. Requests for additional days will need prior administration approval.

Confirmation of the scheduled college visit / employment interview / military recruitment must be submitted to the Student Services Department in order to obtain the visitation / interview / recruitment form. The student must have the form signed by the Attendance Secretary prior to the college visitation, job interview, or military recruitment. The form must be signed by the college representative, potential employer, or military recruiter and returned to the Attendance Officer the day the student returns to school. No visitation, interviews, or recruitment will be allowed during the months of December or May.

## **NON-ABSENCE FROM SCHOOL**

The Indiana Department of Education allows a student to be absent from the classroom but not considered absent from school for the following reasons (**with approved documentation**):

Exhibiting at the State Fair.

Serving as a page in the State Legislature.

Working at the polls during a local or general election.

School sponsored field trips (Study Experience), which include student council exchange, music programs, and class related activities.

College visitation or job interview that has been pre-arranged with the Student Services Department.

Military physical.

Subpoena to appear in court.

Appointment with a probation officer or other officer of the court.

All in-school or out-of-school suspensions or time-outs.

**Students are responsible for making up all school work from such absences. Work is due on the original date unless otherwise specified by the teacher.**

## **APPOINTMENTS**

**Any student leaving school during the school day must sign out/in through the attendance 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 office 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 attendance office and will be given a pass to class. Failure to follow this procedure will result in the absence being unexcused.

## **TARDY TO CLASS (PER SEMESTER)**

Students are to be in the classroom when the bell rings for the class period to begin. Each teacher will have final determination of when a student is late. Each teacher's policy on tardiness will be listed in the teacher's classroom management plan. Students are to get a pass from a staff member if they are detained so they will not be counted tardy in the next class.

Consequences for tardiness to each class are as follows:

**1st time:** Notation in teacher grade book. Student is informed he/she is being counted tardy.

**2nd time:** Notation in teacher grade book. Student is warned of second tardy and the consequences of a third tardy.

**3rd time:** Student receives detention. Teacher either calls or mails a copy of detention notice to parent/guardian.

**4th time:** Student receives disciplinary referral. The office assigns Tues/Thurs School.

**5th time:** Student receives a disciplinary referral. The student is assigned two Tues/Thurs Schools. Parent will be notified through discipline referral.

**6th time:** Student receives a disciplinary referral. The student is assigned three Tues/Thurs Schools. Parent will be notified through discipline referral.

**7th time:** Student receives a disciplinary referral. The student is assigned four Tues/Thurs Schools. Parent will be notified, and a conference will be held to inform the parent the next tardy will result in loss of credit for the course.

**8th time: Student will be removed from the class with a W/F and placed in a Study Hall.**

**A student will be considered excused if he/she has a pass from a staff member.**

**If students continue to be in the hallways after the bells, a sweep may be run. Students in the hallways without a pass will be collected and assigned a Tues/Thurs School after review by an Assistant Principal.**

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

School begins at 7:55 A.M. and students are to be in class at that time. Students arriving after 8:00 A.M. will report to the attendance office. Late students will be given a tardy pass and sent to class. Late to school is defined as coming to school after 8:05 A.M. until the end of the first block. Any student arriving late to school after the first block will have a disciplinary referral sent to an administrator.

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

**1st time:** Conference with Attendance

**2nd time:** Detention

**3rd time:** Tues/Thurs School

**4th time:** Two Tues/Thurs Schools

**5th time:** Three Tues/Thurs Schools

**6th time:** One to Three days Out of School Suspension

## **HALF-DAY ABSENCE**

Any student who arrives after the end of 1<sup>st</sup> block but before 11:13 a.m. will be considered absent a half-day morning absence. Any student that leaves after 11:13 a.m. but before the beginning of 4<sup>th</sup> block will be considered absent a half –day afternoon absence. They will need a parent excuse in order for it to be excused. It will count towards the 4 (four) parent discretionary days. If a doctor's note is provided it will count towards the 4 (four) doctor days per semester. A student is expected to be in attendance at school in order to attend or participate in afterschool events.

## **RULES/DISCIPLINE**

### **BEHAVIOR EXPECTATIONS**

Students are expected to conduct themselves in a manner that will contribute to the best interest of the school and not infringe on the rights of others. Disciplinary action for improper conduct will include, but not be limited to, detention; suspension; expulsion; time out of class; Tues/Thurs School(s); counseling with a student or group of students; conference with a parent or group of parents; assignment of additional work; rearranging class schedules; restriction of extracurricular activities; removal from school transportation; educational programming; or any combination thereof.

### **GROUND FOR DISCIPLINARY ACTION**

Students are subject to the standards of conduct as adopted by the Lebanon Community School Board. The following are grounds for disciplinary action:

1. Student misconduct
2. Substantial disobedience
3. Unlawful activity on or off school grounds that may be considered to be an interference with school purposes or an educational function.
4. Unlawful activity on or off school grounds if the student's removal is necessary to restore order or protect persons on school property.
5. Failure to report to assigned class(es); special assignments such as, but not limited to, detention, Tues/Thurs School(s); or to report as directed while under school supervision on or off school property.

### **Examples of student misconduct may include, but are not limited to, the following:**

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
2. Occupying or blocking any school building, school grounds, or part thereof with intent to deprive others of its use.
3. Continuously and intentionally making noise or acting in any manner so as to interfere with the ability of any teacher or other school personnel to conduct an educational function.
4. Causing or attempting to cause damage to school property, stealing or attempting to steal school property, or setting fire to school property including school transportation.
5. Causing or attempting to cause damage to private property, stealing or attempting to steal private property.
6. 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.

7. Threatening or intimidating any student for the purpose of obtaining money or anything of value from the student.
8. Possessing, using, transmitting, or being under the influence of any narcotic drug, marijuana, alcoholic beverage, intoxicant of any kind, stimulant, inhalant, legend drug, depressant or mood-altering drug.  
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.  
Possessing, using, or being under the influence of any prescription medication not prescribed for the person using it.  
Transmitting any prescription medication.  
Possessing, using, or being under the influence of any substance which the student has reason to believe is, or which has been, represented to be a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, stimulant, inhalant, legend drug, depressant, mood altering drug, or any intoxicant of any kind or any item that closely resembles or is represented to be any of the foregoing items.  
Possessing, using, transmitting or being under the influence of any over the counter drug in such a way that it interferes with school purposes or educational function.
9. Failing in a substantial number of instances to comply with directions of teachers or other school personnel during any period of time when the student is properly under their supervision, and 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 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 in accordance with Indiana law, including, but not limited to:
  - a. engaging in sexual behavior on school property;
  - b. disobedience of administrative authority;
  - c. willful absence or tardiness of students;
  - d. possessing, using, or transmitting any substance which is represented to be or looks like a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, stimulant, depressant, or intoxicant of any kind;
  - e. possessing, using, transmitting, or being under the influence of caffeine-based substances, substances containing phenylpropanolamine (PPA), or stimulants of any kind with or without a prescription.
  - f. possessing, using or transmitting drug paraphernalia.
12. Using, on school grounds during School Corporation hours, cell phone or other communication device in a situation not related to a school purpose or educational function.
13. Possessing, handling, transmitting or bringing into a weapon-free school zone or school property, including any form of school transportation, a knife or object that could be considered a deadly weapon. A deadly weapon may include, but is not limited to, the following:
  - a. a loaded or unloaded firearm
  - b. a weapon, device, Taser, or electronic stun weapon, equipment, chemical substance, or other material that in the manner it is used, or could ordinarily be used or is intended to be used, is readily capable of causing serious bodily harm.
  - c. an animal that is capable of causing serious bodily injury
14. If the student's legal residence is not in the attendance area of the school corporation where the student is enrolled and if no transfer has been ordered by the State Board of Education.
15. Possession of or using tobacco products, E-Cigs, vaping devices, or similar related products, or lighters on

school grounds, in the school building, or at any school sponsored activities. In conjunction with the Indiana State Excise Police, 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 and Tobacco Ticket issued by School Resource Officer.

**2<sup>nd</sup> Offense** – 10 Day Out-of-School Suspension and Tobacco Ticket issued by School Resource Officer.

**3<sup>rd</sup> Offense** – 10 Day Out-of-School Suspension Tobacco Ticket issued by School Resource Officer, and a recommendation for Expulsion.

Vaping devices and other related paraphernalia are subject to seizure and testing for the presence of other drugs by the School Resource Officer.

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

16. Use of language which is deemed abusive, offensive or disrespectful by school personnel. This includes the use of obscene gestures or obscene conduct, or possession or display of materials that are considered obscene by school personnel.

17. Maliciously or intentionally activating a false fire alarm or firefighting equipment. The student shall be suspended from school and will be recommended for expulsion.

18. Scuffling, running, using profanity, loud and excessive noise making, horseplay or other disruptive behavior in the hallways.

19. Harassing students, staff, faculty members including, but not limited to:

**Sexual Harassment**

- (a) Verbal - The making of written or oral sexual innuendos, suggestive comments, jokes of a sexual nature, sexual propositions, or threats to a fellow student, staff member, or other person in association with the Corporation.
- (b) Nonverbal - Causing the placement of sexually suggestive objects, pictures, or graphic commentaries in the school environment or the making of sexually suggestive or insulting gestures, sounds, leering, whistling, etc. to a fellow student, staff member, or other person associated with the Corporation.
- (c) Physical Contact - Threatening or causing unwanted touching, contact, or attempts at same, including patting, pinching, pushing the body, or coerced sexual intercourse, with a fellow student, staff member, or other person associated with the Corporation.

**Gender/Ethnic/Religious/Disability Harassment**

- (a) Verbal - Written or oral innuendoes, comments, jokes, insults, threats, or disparaging remarks concerning a person's gender, national origin, religious beliefs, etc. toward a fellow student, staff member, or other person associated with the Corporation. 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.
- (b) Nonverbal - Placing objects, pictures, or graphic commentaries in the school environment or making insulting or threatening gestures toward a fellow student, staff member, or other person associated with the Corporation.
- (c) Physical - Any intimidating or disparaging action such as hitting, hissing, or spitting on a fellow student, staff member, or other person associated with the Corporation.

**Hazing** by any school group, club, team or group, or club or team that is not a recognized school activity. This includes any form of initiation that causes or creates a risk of causing mental or physical harm regardless of how willing the participants may be.

**Harassment** of any student or staff member where that harassment is abusive, intimidating, or degrading in any way. This includes, but is not limited to, verbal harassment, written harassment, and telephone harassment.

**The Lebanon Community School Corporation Civil Rights Compliance Officer is the Superintendent, or his designee (765-482-0380).**

### **Title IX Contact Information**

- **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
- **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\*\*](#)

20. Forging or altering school passes or any school records.
21. Being habitually truant which includes but is not limited to:
  - a. Defiance of parental authority in the failure to attend school.
  - b. A repeated, continuous pattern of absences over a period of time such as a grading period.
  - c. A larger number of aggregate absences over the period of a school year.
  - d. More than three judicial findings of truancy.
22. Rape in a school corporation building or on corporation property including any school form of transportation.
23. Criminal conduct as defined by the Indiana Code.
24. Public Display of Affection - Students may hold hands while walking in the halls. All other forms of intimacy and exhibitionism are not appropriate for a school setting. Emphasis is to be placed on each student maintaining a feeling of self-respect, self-discipline and a high standard of conduct. Affection for a boy or girl friend is a personal and private matter and should not be demonstrated on school property. Students who engage in intimacy will be guilty of willful disobedience and appropriate disciplinary action will be taken.
25. Hallway Conduct -
  - a. Students are to be in the hallway only during passing periods, when under supervision, or with a legitimate pass.
  - b. Students in the hallways are not to interfere with students or classes in any way.
  - c. Students are to exhibit behavior appropriate to the school environment at all times. Improper language, displays of public affection, and inappropriate behavior will result in appropriate disciplinary actions.



26. Electronic Devices – (See definition on Pg. 13) are allowed at teacher discretion for instructional purposes only.
27. Skateboards, Etc. - Skateboards, rollerblades and roller skates are not to be used on or in school property at any time.
28. Bicycles - Bicycles and scooters may be ridden to school, and **MUST** be parked at the bicycle rack or designated area.
29. Food and Drink are only permitted to be consumed in the cafeteria. Students are permitted, with teacher permission, to have a-bottled drink in class. While in the hallway, the bottled drink should remain with the lid intact.
30. Cheating / Plagiarism - Students are expected to do their own work. Any student found guilty of cheating/plagiarism will receive a “zero” on the assignment. The teacher will inform the parent of such action. A second cheating/plagiarism offense will result in failure for that class with a WF for the semester and the student will be placed in a Study Hall. Cheating/plagiarism in multiple courses will result in additional disciplinary action.
31. Vandalism/Graffiti - Damaging, marking, defacing or otherwise engaging in activity that amounts to destroying or altering school or personal property will result in disciplinary action.
32. Gambling - Students are prohibited from gambling or gambling activities in school, on school property or while attending school events whether or not the events are on School property.
33. Driving and Parking - Violation of rules for students regarding driving and parking will result in disciplinary action.
34. Lunch Passes - Violation of rules for students regarding lunch passes including misusing lunch passes will result in disciplinary action.
35. Arriving at School - Students arriving at school are to enter the building immediately, and are not to leave the building without permission.
36. Other Rules - Other rules or directions may be adopted that include but are not limited to:
  - a. Movement of students
  - b. Movement or parking of vehicles
  - c. Day-to-day instructions concerning the operation of a classroom or teaching station
  - d. Time for commencement of school
  - e. Other standards or regulations relating to the manner in which an educational function must be administered
37. Use of restrooms for any other than their intended purposes. More than one student is prohibited from being in a restroom stall at one time.

### **APPLICATION OF RULES ON MISCONDUCT**

The grounds for disciplinary action including, but not limited to, suspension or expulsion apply, **in accordance with the provisions of IC 20-33-8-14 and IC 20-33-8-15**, when a student is:

1. On school grounds immediately before, during, or immediately after school hours, or at any other time when the school is being used by a school group
2. Off school grounds at a school activity, function, or event
3. Traveling to or from school or a school activity, function or event
4. Engaged in an unlawful activity on or off school grounds if the unlawful activity may reasonably be considered to be an interference with school purposes or an educational function. 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.

Teachers, administrators, and other staff members have the authority to take customary and reasonable measures to maintain proper control and discipline among students placed under their care and supervision.

## DUE PROCESS GOVERNING STUDENT BEHAVIOR AND CONDUCT

Recognizing that the behavior of some students may be so disruptive that it interferes with school purposes or educational functions 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, et. seq. HEA 1279, the Board of School Trustees authorizes administrators and staff members to take actions including but not limited to:

### 1. Suspension from Class or Activity - Teacher

A high school teacher will have the right to remove a student from his/her class or activity for a period of up to one school day 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 school days. Additionally, each time a student is suspended to Out of School Suspension, he/she and a parent/guardian must meet with a principal prior to returning to LHS.

Upon the second Out of School suspension to, in addition to the above items, a Behavior Contract/Expulsion Waiver will be implemented **and suspension of driving privileges is sent to the BMV if student is under 18 years old.**

Upon the third suspension to Out of School Suspension, a student will be recommended for Expulsion based on habitual violations of school rules.

### 3. Expulsion

In accordance with the 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 VII.B.2.i, VII.B.2.o, VII.B.2.z, VII.B.2.aa, VII.B.2.bb listed under “Grounds for Disciplinary Action” section.

### 4. Other appropriate actions including, but not limited to:

a. **Probation** - Probation shall mean a student may have specific conditions, which must be met and are set by the Principals for a definite length of time.

b. **Alternative Programs** - Alternative disciplinary programs include but are not limited to “time-out” and “Tues/Thurs School.”

**In School Suspension** involves a student not attending class(es) but working on homework and special assignments under the supervision of a staff member at school. Grade credit is received for classroom work completed. **Also, students may not be in possession of a cell phone while in ISS.**

**Time out** involves a student working on homework and special assignments under the direction of a staff member but not attending class(es). Grade credit is received for classroom work completed. There is no reduction of grades.

**Detention** involves requiring a student to remain in school before or after regular school hours to do additional schoolwork or for counseling. A student absent the day of detention will serve the detention the first day of return to school. Failure to serve detention will result in more severe punishment. A student is responsible for his or her own transportation to and/or from school when assigned a detention.

**Tues/Thurs School** involves requiring a student to attend school on a Tuesday or Thursday evening (**3 PM – 6 PM**) or in the evenings on another weekday for additional work, for counseling or for tutoring. A student is responsible for his or her own transportation to and/or from school when assigned Tues/Thurs School. When students are unexcused from a Tues/Thurs School, the Tues/Thurs School will be re-assigned. In addition, an additional Tues/Thurs School will be assigned. Students that miss more than one Tues/Thurs School in a school year may be suspended to Out of School Suspension. A parent may reschedule two Tues/Thurs Schools per school year.

c. Counseling with a student or group of students.

d. Conferences with a parent or group of parents.

e. Assigning additional work.

- f. Rearranging class schedules.
- g. Requiring a student to remain in school after regular school hours to do additional work or for counseling.
- h. Restricting extra-curricular activities.
- i. Removal of a student from school transportation.

Reminders sent to students are a courtesy. The office staff will give students a notice at the time a Tues/Thurs School is assigned.

## **DISCIPLINE PROCEDURES**

Each teacher has developed a classroom management plan, which includes their classroom rules. These include, but are not limited to, expected student behavior and classroom tardy policy. Each teacher will work with a student to correct unacceptable behavior. This can include, but is not limited to, a student conference, parent/guardian contact, detention, conference with two or more teachers/counselors, a parent conference, and a discipline referral to the office.

Discipline consequences for any student referred or sent to the office include but are not limited to Tues/Thurs School(s), Suspension, and Expulsion.

Students will be sent to the office for fighting, inappropriate physical contact, use or possession of tobacco products, vandalism, truancy, theft, disrespect, harassment, verbal assault, or any violation of a school rule.

Students not under the direct supervision of a teacher or staff member are considered to be under the supervision of all teachers and staff members. Students are expected to listen to and follow the directions of teachers and staff members at all times.

## **SUSPENSION PROCEDURES**

A suspension applies to a student who is separated from school attendance for a period of time not more than ten (10) school days. The following procedures will be followed:

A meeting will be held prior to the suspension of any student. At this meeting the student will be entitled to:

1. A written or oral statement of the charges;
2. A summary of the evidence against the student in a written or oral statement if the student denies the charges; and,
3. An opportunity to explain his or her conduct.

The meeting shall precede suspension of the student except where the nature of the misconduct requires immediate removal. In such situations, the meeting will follow the suspension as soon as reasonably possible following the date of the suspension.

Following the suspension, the parents or guardians of suspended students will be notified in writing. The notification will include the dates of the suspension, a description of the student's misconduct, and the action taken by the principal.

## **Out of School Suspension Procedure**

1. Upon a student's suspension, the parent will be called and given the reasons for the suspension and the number of days of suspension. **A meeting/phone call with the assigning administrator must take place prior to the student's return to school.**

2. The assigning administrator will notify teachers of the student's suspension. **The student will be responsible for contacting the teachers to get the work.**

3. On each day of the suspension, the **parent is to make certain that the student is accomplishing the work provided by the school.** A student should have completed all assignments upon returning to class. Full credit will be awarded for completed assignments. Each student is to take the necessary books

and his/her computer so that assignments can be completed. Incomplete/Missing assignments may result in a zero. Assignments may be communicated through Canvas.

4. During a suspension, the **student is not to attend any school activities or be on school grounds unless given prior approval from an administrator.**

5. The student will not be allowed to return to school until all suspension days have been served.

6. **The parent and student must meet/speak with the administrator prior to returning to classes on his/her first day back from suspension.**

7. If behavior that detracts from the student's or others' education continues, alternative means to continue educating the student will first be explored. If this is unsuccessful, expulsion may be recommended.

## **EXPULSION PROCEDURES**

A student may be expelled for violating established written student discipline rules. An expulsion means a student is separated from school attendance for a period in excess of ten (10) school days, is separated from school attendance for the balance of the current semester or current year, or is separated from school attendance as prescribed under I.C. 20-8.1-5.1-10 which includes assignment to an alternative education program, or a home-bound educational program. Disabled students under IDEA or Section 504 shall be expelled only in accordance with Board policy 2460 and Federal due process rights appropriate to disabled students.

### **The following procedures will be followed:**

1. The superintendent (or designee) may conduct an expulsion meeting or may appoint one of the following persons to conduct the expulsion meeting:
  - a. legal counsel
  - b. a member of the administrative staff who did not expel the student 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 an expulsion meeting conducted by the superintendent or the designee. Failure by a student or a student's parent(s) to appear at this meeting will be deemed a waiver of administrative rights 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 the charges against the student. The student or parent(s) will have the opportunity to answer the charges against the student and to present evidence in support of 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 parent(s).
6. The student or parent(s) has the right to appeal the decision of the person conducting the expulsion meeting to the school board within 10 days of the receipt of notice of the action taken. The student or parent appeal to the school 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 parent(s). The board will then take any action deemed appropriate.

## **CRIMINAL CONDUCT**

The following conduct is criminal under Indiana Code, and school officials are required to report such conduct on school grounds, or within 1000 feet of school grounds, in writing to a law enforcement officer.

1. **Knowingly or intentionally manufacturing marijuana, amphetamines, hash oil, hashish, or delivering cocaine, a narcotic drug, or other controlled substances; or possessing with intent to**

manufacture or deliver, the above named substances.

2. Knowingly or intentionally delivering any substance that is represented to be a controlled substance.
3. Knowingly or intentionally manufacturing, advertising, distributing, or possessing with intent to manufacture, advertise, or distribute a controlled substance.
4. Knowingly or intentionally possessing a controlled substance.
5. Knowingly or intentionally creating or delivering a counterfeit substance or possessing, with intent to deliver a counterfeit substance.
6. Knowingly possessing, without a valid prescription, cocaine or a narcotic drug.
7. Knowingly possessing, without a valid prescription, a controlled substance.
8. Knowingly or intentionally manufacturing, designing, keeping for sale, offering for sale, delivering, or possessing an instrument, device or other object, that is intended to be used primarily for introducing a controlled substance into the human body, testing the strength, effectiveness, or purity of a controlled substance, or enhancing the effect of a controlled substance.
9. Knowingly or intentionally possessing marijuana, THC, hash oil, or hashish.
10. Weapons/Arson/Rape

In compliance with State law, the Board shall expel for at least one (1) calendar year, any student who possesses a dangerous weapon in a weapon-free school zone or commits either arson or rape in a Corporation building or on Corporation property, including school buses and other school transportation. The earliest the student may return is the first semester following the one calendar year's expulsion.

- a. For purposes of this policy, a dangerous weapon is defined as "a firearm, dagger, dirk, stiletto, knife with a blade, pocket knife opened by a mechanical device, iron bar, or brass knuckles" or other devices designed to or likely to inflict bodily harm, including, but not limited to, air guns and explosive devices.
- b. Disabled students under IDEA or Section 504 shall be expelled only in accordance with Board policy 2460 and Federal due process rights appropriate to disabled students.
- c. A student who has been expelled under this policy may apply for reinstatement in accordance with guidelines, which are available in the principal's office.

#### 11. Harassment / Intimidation

Any student who believes that he/she is the victim of any harassment or has observed harassment by another student, staff member, or other person associated with the Corporation should take immediately the following steps:

- a. 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. Every effort must be made to accurately document the date, time of day and details of the incident.
- b. If the alleged harasser is the student's Principal, the affected student should, as soon as possible after the incident, contact the Superintendent of the Corporation. 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 he/she believes to be responsible for the harassment and the nature of the harassing incident(s). The report shall be investigated in a timely and confidential manner. While a charge is under investigation, no information is to be released to anyone who is not involved with the investigation, except as may be required by law or in the context of a legal or administrative proceeding. No one involved will discuss the subject outside of the investigation.
- c. 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 restriction, out of school suspension, restriction of privileges, restriction of access, or expulsion.
- d. 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 harassment allegations or charges.

e. Some forms of sexual 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.

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

## **12. Anti-Bullying**

The following policy has been established by the school board of trustees for the Lebanon Community School Corporation (LCSC) regarding anti-bullying.

### **Policy Statement**

The school board of trustees for the Lebanon Community School Corporation prohibits acts of bullying of a student or a staff member. The school board has determined that a safe and civil environment in school is necessary for students to learn and achieve high academic standards. Bullying, like other disruptive or violent behaviors, is conduct that disrupts both a student's ability to learn and a school's ability to educate its students in a safe and disciplined environment. LCSC administration and staff will work diligently to respond to all acts of bullying in a proactive and responsive manner that ensures all students are afforded the opportunity to attend school in a safe and secure environment.

#### **1. Definitions**

#### **2. Bullying**

- a. As defined by LCSC policies and guidelines, bullying means aggressive behaviors that involve unwanted negative actions that are repeated over time and involve an imbalance of power.
- b. As defined by IC 20-33-8-.2, bullying means overt, unwanted, repeated acts or gestures, including verbal or written communications or images transmitted in any manner (including digitally or electronically), physical acts committed, aggression, or any other behaviors, that are committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the targeted student and create for the targeted student an objectively hostile school environment that:
  - i. Places the targeted student in reasonable fear of harm to the targeted student's person or property;
  - ii. Has a substantially detrimental effect on the targeted student's physical or mental health;
  - iii. Has the effect of substantially interfering with the targeted student's academic performance; or
  - iv. Has the effect of substantially interfering with the targeted student's ability to participate in or benefit from the services, activities, and privileges provided by the school.
- c. This term may not be interpreted to impose any burden or sanction on, or include in the definition of the term, the following:
  - i. Participating in a religious event.
  - ii. Acting in an emergency involving the protection of a person or property from an imminent threat of serious bodily injury or substantial danger.
  - iii. Participating in an activity consisting of the exercise of a student's rights protected under the First Amendment to the United States Constitution or Article I, Section 31 of the Constitution of the State of Indiana, or both.
  - iv. Participating in an activity conducted by a nonprofit or governmental entity that provides recreation, education, training, or other care under the supervision of one or more adults.
  - v. Participating in an activity undertaken at the prior written direction of the student's parent.
  - vi. Engaging in interstate or international travel from a location outside Indiana to another location outside Indiana.

#### **3. Policy Provisions**

1. LCSC shall adopt discipline rules in compliance with IC 20-33-8-13.5 that prohibit bullying and include provisions concerning education, parental involvement and intervention. These

discipline rules shall apply regardless of the location in which the bullying occurred when the bully and the targeted student are students at an LCSC school within the school corporation, or disciplinary action is reasonably necessary to avoid substantial interferences with school discipline or prevent an unreasonable threat to the rights of others to a safe and peaceful learning environment.

2. The Principal at each school within the school corporation shall implement procedures that ensure both the appropriate consequences and remedial responses for students who commit one or more acts of bullying, consistent with the code of student conduct, as well as the consequences and remedial responses for staff members who commit one or more acts of bullying. Appropriate consequences and remedial actions are those that are responsive according to the severity of the offenses and consider both the developmental ages of the student offenders and students' histories of inappropriate behaviors, per the code of student conduct.
3. The Principal at each school within the LCSC shall be responsible for designating a member of his/her staff to receive all complaints alleging violations of this policy.
4. All LCSC employees, volunteers and contracted service providers who have contact with students are required to verbally report alleged violations of this policy to the principal or the principal's designee on the same day that an incident was witnessed or reliable information regarding the occurrence of an incident was received. A written report of the incident shall also be submitted to the school Principal or Principal's designee within one (1) school day of submitting the verbal report.
5. Students, parents and visitors of a school within the school corporation are encouraged to submit a written report of alleged violations of this policy to the Principal (or principal's designee) on the same day that an incident was witnessed or reliable information regarding the occurrence of an incident was received. Such a report may be made anonymously. Formal action for violations of the code of student conduct may not be taken solely on the basis of an anonymous report.
6. Any corporation and school employee, volunteer or contracted service provider who promptly reports an incident of harassment, intimidation or bullying, and who makes this report in compliance with the procedures of this policy, is immune from a cause of action for damages arising from any failure to remedy the reported incident.
7. The Principal or designee shall conduct a thorough and complete investigation for each report of an alleged incident of bullying received. The investigation shall be initiated by the Principal or the Principal's designee within one school day of the report of the incident. The Principal may appoint additional personnel to assist them in the investigation. The investigation shall be completed and the written findings submitted to the principal as soon as possible, but not later than five school days from the date of the report of the alleged incident of harassment, intimidation, or bullying. The Principal shall submit the report to the superintendent of the school corporation within ten (10) school days of the completion of the investigation. The superintendent or his/her designee shall report the results of each investigation to the board of education on a quarterly basis during regularly scheduled board meetings.
8. Each school within the school corporation shall record the frequency of bullying incidents in the following categories: verbal bullying, physical bullying, social/relational bullying and electronic or written communication bullying. Each school shall report this information to the school corporation superintendent, school board, and the Indiana Department of education. Information shall be submitted to the Indiana Department of Education by July 1 of each year.
9. The Principal shall provide the parents of the students who are parties to the investigation with information about the investigation, in accordance with Federal and State law and regulation. The information to be provided to parents includes the nature of the investigation, whether the corporation found evidence of bullying, and whether consequences were imposed or services provided to address the bullying incident if the evidence of bullying was substantiated. This information is to be provided in an expedited manner.
10. Any corporation and school employee, volunteer or contracted service provider who receives a report of harassment, intimidation, or bullying from a student, parent, visitor or colleague, and fails to initiate or conduct an investigation, or who witnesses or observes a bullying incident and

fails to take sufficient action to minimize or eliminate the harassment, intimidation, or bullying, may be subject to disciplinary action.

11. The superintendent of the school corporation is authorized to define the range of ways in which school staff and the Principal or the principal's designee shall respond once an incident of bullying is confirmed, according to the parameters described in the corporation's code of student conduct. The school board of trustees recognizes that some acts of bullying may be isolated incidents requiring that the school officials respond appropriately to the individuals committing the acts. Other acts may be so serious that they require a response either at the school corporation level utilizing the Lebanon School Police Department personnel or by local law enforcement officials. Consequences and appropriate remedial actions for a student who commits an act of bullying may range from positive behavioral interventions up to and including suspension or expulsion.
12. The principal shall proceed in accordance with the code of student conduct, as appropriate, based on the investigation findings. As appropriate to the investigation findings, the Principal shall ensure the code of student conduct has been implemented, and provide intervention and/or relevant support services (i.e., refer to counseling, establish training programs to reduce bullying and enhance school climate, enlist parent corporation and involvement or take other appropriate action). Intervention and support implemented by the principal or his/her designee should include follow up services to both the targeted student and the bully. The Principal shall inform the parents of all students involved in alleged incidents, and, as appropriate, may discuss the availability of counseling and other intervention services.
13. The Principal of each school within the school corporation is authorized to acknowledge and respond to instances of false reporting of alleged bullying incidents. The Principal is expected to respond with consequences and remedial actions regarding any person found to have falsely accused another as a means of bullying as permitted under P.L. 285-2013 for:
  - a. Students – Consequences and appropriate remedial action for a student could range from positive behavioral interventions up to and including suspension or expulsion.
  - b. School Employees – Consequences and appropriate remedial action for a school employee or contracted service provider who has contact with students could entail discipline in accordance with corporation policies, procedures and agreements.
  - c. Visitors or Volunteers – Consequences and appropriate remedial action for a visitor or volunteer could be determined by the school administrator after consideration of the nature, severity, and circumstances of the act, including law enforcement reports or other legal actions, removal of building or grounds privileges, or prohibiting contact with students or the provision of student services.
14. The superintendent of the school corporation shall annually disseminate this policy to all parents who have children enrolled in a school within the school corporation. The superintendent shall post a link to the policy that is prominently displayed on the home page of the school corporation's website. The superintendent shall ensure that notice of the corporation's policy appears in the student handbooks and all other publications of the school corporation that set forth the comprehensive rules, procedures and standards for schools within the school corporation.
15. Each school within the school corporation shall disseminate the anti-bullying policy and bullying prevention instruction to all students in grades 1-12 within the school no later than October 15<sup>th</sup> of each school year. It is expected that anti-bullying information will be part of a more comprehensive bully prevention effort communicated to the students throughout the school year, and that the age appropriate, research based instruction for all students in grades 1-12 be delivered by a school safety specialist, school counselor, school resource officer or other person with training and expertise in the area of bullying prevention and intervention.
16. Each school within the school corporation shall provide annual training on this policy and bullying prevention and intervention instruction to corporation and school employees, volunteers and contracted service providers who have direct and on-going contact with students.

Parents or students who suspect that repeated acts of bullying are taking place should report the matter to school administration by calling, emailing, or coming to the main office and asking for an



administrator. Students may also utilize the Student Concern Form found on the desktop of their computers and provide as much information as possible.

a. 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.

b. 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.

c. 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.

d. “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.

e. 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.

f. Because student cell phones and wireless communication devices 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.

## **POLICIES/PROCEDURES**

### **INTERNET ACCEPTABLE USE**

Internet access is now 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.

On a global network it is impossible to control access to offensive material and a user may discover controversial information. Lebanon High School 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 district. The terms and conditions presented below 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 that community, including students, parents, guardians, and employees of the Lebanon Community Schools on the LCSC Website.

### **Acceptable Use**

The use of your Internet account must be in support of education and research consistent with the educational objectives of the District and is not to be used for personal, social, or recreational activities. 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:

1. Electronic mail communication with people around the world to exchange research data, debate educational issues, share instructional strategies.
2. Accessing university libraries, ERIC, and other informational databases.
3. Downloading lesson plans and other curriculum-related materials.
4. 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.

1. Diligent effort must be made to delete mail daily from all personal mail directories.
2. Subscriptions to list serves must be pre-approved by your system administrator.
3. Downloading of software may only be done by a request to your system administrator.
4. Be polite.

### **Unacceptable Use**

Those accessing the Internet through the Lebanon Community School Corporation must also abide by the following usage prohibitions.

1. Do not be abusive in messages to others. Do not swear, use vulgarities, or any other inappropriate language.
2. Do not access, upload, download, or distribute pornographic, obscene, or sexually explicit material.
3. Do not violate local, state, or federal statute.
4. Do not use the network in any way that would disrupt the use of the network by other users; this includes sending "chain letters".
5. 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.
6. Do not share your password with anyone.
7. Do not access another person's material, information, or files without the implied or direct permission of the person.
8. Do not violate copyright or otherwise use another person's intellectual property without their prior approval or proper citation.
9. Do not reveal your personal address or phone number, nor those of your colleagues or students.
10. Do not use the network for commercial activities, product advertisement, or political lobbying.
11. Do not commit the School Corporation to any unauthorized financial obligation.
12. Do not respond to unsolicited on-line contact. If such contact persists, report it to your system administrator.
13. **While using any computer connected to LCSC's network; students are not permitted to access e-mail, chat, and blog sites that are not specifically provided by LCSC.**

### **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 Lebanon Community Schools 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 Lebanon Community School. 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 ensure that users are acting responsibly.

## **Risks**

The Lebanon Community 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, miss deliveries, or service interruptions. The user is responsible for evaluating any information obtained from the Internet. Lebanon Community Schools 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 but 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 Lebanon Community School Corporation. It is understood that the above Terms and Conditions for Internet Use must be followed and that any violation of the regulations is unethical and may constitute a criminal offense. If a violation is committed the access privileges may be revoked, school disciplinary action and/or appropriate legal action may be taken.

## **STUDENT RIGHTS OF EXPRESSION**

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

Students who are unsure whether or not materials they wish to display meet school guidelines, may present them to the Principal 24 hours prior to display.

Material cannot be displayed if it:

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

Materials may not be displayed or distributed during class periods, or during passing times between classes. Permission may be granted for display or distribution during lunch periods and after school in designated locations, as long as exits are not blocked and there is proper access and egress to the building.

## **LCSC Dress Standards**

While fashion trends may change, the reason for being in school does not. A student's dress should contribute to good health, cleanliness, safety, and common decency. It should be non-disruptive and support a positive learning environment.

Students will be required to comply 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.

## **Elementary School**

- No open-toed footwear.
- No outdoor coats or jackets to be worn in classes or hallways during school hours.

- Overall Apparel
  - No exposed skin on any part of the midriff or back.
  - No inappropriately oversized or form-fitting clothing. Clothing must be of appropriate size.
  - No attire that may damage school property or cause injury to others (chains, metal decorations, etc.)
  - No clothing that addresses or promotes 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 the shoulder and not show underarm.
  - No see-through shirts.
  - No exposed undergarments.
  - No exposed cleavage.
  - No plunging necklines.
- Pants
  - Pants must sit at or above the hip bone.
  - All shorts, pants, and skirts must be mid-thigh or longer.
  - No writing on the seat of pants.
  - No shorts worn during 2<sup>nd</sup> and 3<sup>rd</sup> grading periods.
  - No holes above mid-thigh or in violation of any other dress code requirement.

### **Middle School**

- 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
  - No exposed skin on any part of the midriff or back.
  - No inappropriately oversized or form-fitting clothing. Clothing must be of appropriate size.
  - No attire that may damage school property or cause injury to others (chains, metal decorations, etc.)
  - No clothing that addresses or promotes 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 the shoulder and not show underarm.
  - No see-through shirts.
  - No exposed undergarments.
  - No exposed cleavage.
  - No plunging necklines.
- Pants
  - All leggings, yoga pants, or other form-fitting pants must be covered with attire that is mid-thigh length or longer.
  - Pants must sit at or above the hip bone.
  - All shorts, pants, and skirts must be mid-thigh or longer.
  - No writing on the seat of pants.
  - No holes above mid-thigh or in violation of any other dress code requirement.

## High School

- 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
  - No exposed skin on any part of the midriff or back.
  - No inappropriately oversized or form-fitting clothing. Clothing must be of appropriate size
  - No attire that may damage school property or cause injury to others (chains, metal decorations, etc.)
  - No clothing that addresses or promotes 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. This includes hats, hoods, headband, bandanas, or any other clothing item worn on the head. Hair accessories may work ONLY to keep hair out of the eyes of the individual.
- Shirts
  - No shirts without sleeves. Sleeves must extend past the 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 sweatpants are not to be worn at school, without a covering that is mid-thigh length.
  - Pants must sit at or above the hip bone.
  - All shorts, pants, and skirts must be longer than the length of mid-thigh when standing upright with hands to the side. Slits in skirts and dresses must be no higher than mid-thigh.
  - No holes above mid-thigh or in violation of any other dress code requirement.
  - No writing on the seat of pants.

## LCSC Grooming Standards

### Elementary School

- Spray-painted or other drastic hair coloring or style causing disruption to learning is prohibited.
- 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 causing disruption to learning is prohibited.
- Body piercing presents a safety concern and therefore is not permitted. This includes, but is not limited to, nose, eyebrow, lip or tongue, and gauging devices. Ear piercing is permitted if not excessive or a safety issue. Physical education teachers or coaches may request pierced earrings be removed during the activity.

### Middle School

- If disruptive, the following are prohibited.
  - Spray-painted or other drastic hair coloring or style.
  - 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.
  - Piercings including, but not limited to, ear, nose, eyebrow, lip or tongue, and gauging devices.

## High School

- If disruptive, the following are prohibited.
  - Spray-painted or other drastic hair coloring or style.
  - 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/alcohol/tobacco use, violence, or disruptive behavior.
  - Piercings including, but not limited to, ear, nose, eyebrow, lip or tongue, and gauging devices.
  - Physical education teachers will require all visible piercings to be removed during the activity.

## LCSC Dress & Grooming Standards Consequences

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

### Elementary

- 1<sup>st</sup> and 2<sup>nd</sup> Violation
  - Letter sent to parent
  - Parent contacted via phone
  - Child removed from classroom until appropriate attire is provided
- 3<sup>rd</sup> Violation
  - Parent contacted
  - Child suspended from school for one day
    - Return not authorized until parent participates in on-site conference with administration
- Future Violations
  - Parent contacted
  - Child suspended from school according to Table of Consequences on page 23.
    - Return not authorized until parent participates in on-site conference with administration.

### Middle School

- 1<sup>st</sup> Violation
  - Verbal warning
  - Parent notified
  - Student removed from classroom until appropriate attire is provided
- 2<sup>nd</sup> Violation
  - Friday school
  - Parent notified
  - Student removed from classroom until appropriate attire is provided
- 3<sup>rd</sup> Violation
- Future Violations
  - Removal from school (Out of School Suspension) assigned to alternative school

### High School

- 1<sup>st</sup> Violation
  - All School Detention assigned
  - Parent contacted via email or letter
  - Child removed from classroom until student is wearing appropriate attire
- 2<sup>nd</sup> Violation
  - Tues/Thurs school
  - Parent notification via email or letter
  - Parent contacted via phone
  - Child removed from classroom until student is wearing appropriate attire
- 3<sup>rd</sup> Violation
  - Two Tues/Thurs schools
  - Parent notification via email or letter
  - Parent contacted via phone
  - Child removed from classroom until student is wearing appropriate attire

- 4<sup>th</sup> Violation
  - 2 days OSS (Out of School Suspension)
  - Parent contacted via phone
  - Child removed from classroom and placed in In School Suspension room
- 5<sup>th</sup> Violation
  - 4 days OSS (Out of School Suspension) + Parent meeting to sign memorandum of understanding that the next dress code violation will result in recommendation of expulsion
  - Parent contacted via phone
  - Child removed from classroom and placed in In School Suspension room
- 6<sup>th</sup> Violation
  - 10 days OSS + recommendation for expulsion
  - Parent contacted via phone
  - Child removed from classroom and placed in In School Suspension room

## **PE INFORMATION**

1. Every student enrolled in Physical Education I or II will be issued a t-shirt and gym shorts to be worn during PE class. It will be billed with the course fees. This PE Uniform stays at LHS while the student is enrolled in the PE course and will be laundered at LHS.
2. Every student enrolled in Advanced Physical Education will be required to bring clean attire (shorts and shirts, etc.) to class. The physical education instructor will define the acceptable attire.
3. Each student in Physical Education is responsible for bringing a clean towel each day that class meets.
4. Each student is responsible for securing his own VALUABLE ITEMS in a locked area. In order to properly secure locker room lockers students must close the locker and turn the dial. The school cannot be responsible for safekeeping of valuables and will not be liable for loss or damage. Failure to secure items in the locker or lock the locker during non-class times will result in the assignment of a Tuesday or Thursday School. Students are encouraged not to bring large sums of money or items of value to school.
5. Cell phones and laptops/computers may not be brought into the locker room. Doing so may result in the assignment of discipline.
6. Students will not wear jewelry of any kind during physical education class (Earrings, necklaces, nose rings, bracelets, rings, etc....) this is a safety issue for all involved.

## **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 that the student is in violation of law or school rules. A search may also be conducted to protect the safety of others. Searches of students or student property may include the use of a metal detecting wand. All searches may be conducted with or without a student's consent. The search of a student's car on school property by school officials is governed by the reasonable grounds' standard.

When appropriate, the search of a student's car may be conducted by school personnel with assistance from the School Resource Officer, Lebanon Police Department, Boone County Sherriff Department, the Drug Task Force and/or the Indiana State Police Department.

## **DRIVING**

1. All vehicles (including scooters) must be permitted to park on property during the school day. Students who desire to drive to school must complete an application form, which may be obtained from and returned to the Main Office.
2. Driving privileges must be approved by parents and school officials. The student must be registered for Random Drug Testing. A parking registration fee is required.
3. Students approved to drive to school will receive a parking tag to display on the rear view mirror of the vehicle and an assigned parking area. A fee will apply to replace lost or damaged parking tags.
4. A school administrator or his agent may enter and inspect any vehicle on school grounds if, in his

judgment, there is reasonable evidence the vehicle contains materials forbidden by law, school policy, or school rules.

5. Disciplinary actions, which may include the suspension of driving and parking privileges, will occur if:
  - a. the student drives or rides a motorized vehicle (including scooters) which is not properly registered.
  - b. the student operates the motorized vehicle in a reckless, irresponsible, and/or negligent manner.
  - c. the student parks in an unauthorized area or in a parking spot not registered to the student.
  - d. the student violates any city and state law of driving.
  - e. the student exceeds the maximum speed limit of 15 M.P.H. while on school property
6. No student shall be in a vehicle except to leave school for lunch, Health Careers, Building Trades, Work Based Learning or at the end of the school day.
7. All vehicles must be currently registered with the Bureau of Motor Vehicles and a current license plate must be in place to park on LCSC property.
8. No golf carts are permitted to be driven to school and parked on LCSC property during the regular school day (7 AM to 4 PM).
9. Motorcycles must follow the same registration & parking guidelines as automobiles.
10. Mopeds, Scooters and Motorized Bicycles may be ridden/driven to school as long as they are parked appropriately in the designated area.

## **BREATH-TEST ANALYSIS**

Administrators with reasonable suspicion may use or arrange for the use of a breath-test analysis to see if a student is under the influence of alcohol.

## **LUNCH PASS**

1. Seniors with permission from their parents and school officials may obtain a lunch pass giving permission to leave school grounds during the 30 minute lunch period. Applications may be picked up and returned to the high school office.
2. To qualify for open lunch for each grading period, students must
  - a. Be registered for Random Drug Test
  - b. Not receive an F on their report card for the previous grading period
  - c. Not receive more than one late to school and/or late back from lunch
  - d. Not have office referrals for discipline. This includes excessive classroom tardies.
  - e. Not have any truanancies.

\* Any exceptions to the above must be approved by a principal
3. Seniors whose applications are approved will receive a sticker/punch for their student ID. The ID with the sticker/punch must be in the student's possession when entering or leaving the building for lunch.
4. Students who are granted a lunch pass have agreed to accept the following responsibilities
  - a. Must be able to present the lunch pass on request.
  - b. Must be able to leave the building in an orderly manner and to return on time.
  - c. Must not take anyone who does not have authorization.
  - d. Must not sit in parked autos and not "cruise" the school grounds.
  - e. Must not bring trash or food/drink back into the building
  - f. Must enter the building directly upon returning from lunch through the designated entrances.
5. Any student who does not return to class after leaving school on a lunch pass will be considered truant.
6. Abuse of these rules and regulations governing lunchtime activity will result in immediate suspension of this privilege.



## **WIRELESS COMMUNICATION DEVICES (WCD)**

The expectations for the use of Wireless Communication Devices can be found in the Lebanon High School Student Handbook in the Electronic Devices section

A student found in violation of the above will receive the following consequences:

**1st Offense - A Tues/Thurs School will be assigned.**

**2nd Offense - Two Tues/Thurs Schools assigned.**

**3rd Offense - Three Tues/Thurs Schools assigned.**

**4th Offense - Four Tues/Thurs Schools assigned.**

**5th Offense -** The WCD will be confiscated, the parent will be contacted and the student will be suspended out of school. The WCD must be picked up by a parent from the school Administration.

## **Important Notice to Students and Parents Regarding Wireless Communication Devices Content and Display**

1. 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.
2. 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.
3. 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.
4. “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.
5. 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.
6. Because student Wireless Communication Devices have been found in a number of Indiana school districts to contain 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.

## **LAW ENFORCEMENT OFFICIALS**

A law enforcement officer may arrest a student and remove him/her from school. A law enforcement officer may confer with a student on school premises if done in the presence of the student’s parent or in the presence of the building principal or his designated representative with permission of the parent.

# SECTION 5-TRANSPORTATION

## **BUS TRANSPORTATION**

### **LCSC Transportation Policy**

LCSC will provide all eligible students with free transportation from the designated pick up location to school and transportation to the same pick-up location at the end of the school day for those LHS students who live more than 1 mile from school. In order to maximize our efforts to ensure student safety and minimize

operational costs, students will not be allowed to change from the authorized routes. Any change to originally authorized route will only be approved by the Director of Transportation. Individual bus drivers, teachers, or building Principals are not authorized to grant parental request for a student to change from authorized bus assignments. Any questions concerning this transportation use policy should be directed to the LCSC Office of Transportation at (765) 482-1499.

Students being transported on a school bus are under the direct supervision, direction and control of the bus driver and are subject to disciplinary actions of the driver and school officials. Students or parents will be financially responsible for any vandalism to buses.

Bus transportation to and from school is a privilege and is not mandated by the State. Students who fail to conduct themselves in accordance with bus safety rules or school rules will be subject to disciplinary action. Such action may include loss of bus transportation privileges.

Students will ride only assigned school buses and will board and depart from the bus at assigned bus stops. Students will not be permitted to ride unassigned buses for any reason, except as approved by the Transportation Director. Any long-term change to pick-up or drop off address will need three business days to process.

It is the responsibility of the parent/guardian to inform the transportation department in writing about any new or ongoing medical concerns regarding their child/ren.

## SECTION 6 PARENT NOTIFICATIONS

### **DIRECTORY INFORMATION**

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

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

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

### **NOTICE OF RESTRICTION TO RELEASE DIRECTORY INFORMATION TO MILITARY REPRESENTATIVES**

Release of Student Directory Information by the high school to recruiting representatives of the various military services and academies are required by State law. (IC 20-10.1-29-3) A parent or a student has the right to restrict the release of such information to the military recruiting representatives if the parent or student signs a written request by the end of the student’s sophomore year in high school.

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

In accordance with Federal Law, the School Board prohibits the use, possession, concealment, or distribution of drugs by students on school ground, in school or school-approved vehicles, or at any school-related event. Drugs include any alcoholic beverage, anabolic steroid, dangerous controlled substance as defined by State statute or substances that could be considered a “look-a-like” controlled substance. Compliance with this policy is mandatory for all students. Any student who violates this policy will be subject to disciplinary action, in

accordance with due process and as specified in the student handbooks, up to and including expulsion from school. When required by State law, the Corporation will also notify law enforcement officials.

The Corporation is concerned about any student who is a victim of alcohol or drug abuse and will facilitate the process by which s/he receives help through programs and services available in the community. Students and their parents should contact the school principal or counseling office whenever such help is needed.

### **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.

### **HEALTH SCREENINGS**

As required by the state of Indiana, health screenings will be conducted with all students. The screenings will be conducted during 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.

**Hearing Screening:** Students in 10<sup>th</sup> grade and students who transferred into LHS will have their speech &/or hearing screen during the school year.

### **SECLUSION AND RESTRAINT PLAN**

As part of the 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 restraints and or seclusion.

The Seclusion and Restraint Plan is located in its entirety on the Joint Services webpage on the LCSC website.

### **AHERA 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.

### **REPRODUCTIVE HEALTH AND FAMILY PLANNING PROGRAM**

The School Board has adopted a comprehensive Health Education Program which includes education on human sexuality and venereal and other non-casual contact communicable diseases such as AIDS, It is designed to provide an appropriate means for students to acquire the knowledge, skills, and attitudes necessary to maintain good health.

In keeping with the Board's desire to maintain effective communication with parents and the community, it has made arrangements for the programs and instructional materials to be available for review by any parent or interested member of the community. If you wish to review any or all of the programs, please contact the principal of your child's school. After reviewing the programs, if you wish to discuss them, please contact the principal or the school office.

Your child is required to participate in these courses, but the law allows you the right to have your child

excused from participating in classes based on religious grounds. We encourage you to personally review the program lessons and materials. The Board's policy is to honor parents' written requests that their child be excused from certain classes in any course.

## **JUVENILE COURT RELEASE OF STUDENT RECORDS**

### **Release of FERPA (Family Educational Rights and Privacy Act) Information**

Where disclosure is to a state or local juvenile justice agency and relates to the ability of such agency to serve before adjudication the student whose records are being released and such agency receiving the information certifies in writing that the agency has agreed not to disclose it to a third party without the consent of the student's parent, guardian, or custodian. Such information may not be used to aid in the supervision of a delinquent child.

## **OSHA REGULATIONS TO RESTRICT THE SPREAD OF HIV & HBV**

We recently have been notified by the Federal government that the Corporation is subject to new regulations from the Occupational Safety and Health Administration (OSHA) to restrict the spread of hepatitis B virus (HBV) and human immune deficiency virus (HIV) in the workplace. These regulations are designed to protect employees of the Corporation who are, or could be, exposed to blood or other contaminated bodily fluids while performing their job duties.

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

**Part of the Federally-mandated procedures includes a requirement that the Corporation request the person who was bleeding to consent to be tested for HBV and HIV. This information would then be provided both to the exposed employee and the treating physician to determine proper medical treatment.**

The law does not require parents or guardians to grant permission for the examination of their child's blood, but it does require the Corporation to request that consent. Although we expect that incidents of exposure will be few, we wanted to notify parents of these requirements ahead of time. That way, if the situation does develop you will understand the reason for our request and will have had an opportunity to consider it in advance. These are serious diseases, and we sincerely hope that through proper precautions and cooperation we can prevent them from spreading.

If you have any questions or concerns, please contact Dr. Jon Milleman, Ed.D. Superintendent at 765-482-0380.

## **MCKINNEY VENTO**

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 (42 u.s.c.11431 et. Seq). The representative for the Lebanon Community School Corporation is Chad Martin and can be contacted at 765-428-0380.

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

The Family Educational Rights and Privacy Act ("FERPA") affords parents and 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 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 are 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 to the School principal, 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 local school officials with legitimate educational interests. A school official is a person employed by the school district 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, such 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 educational record in order to fulfill his or her professional responsibility.

Optional Upon request. The school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer (Note: FERPA requires a school district to make a reasonable attempt to notify the parent or student of the records request unless it states in its annual notification that it intends to forward records on request.)

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the Lebanon Community School Corporation 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

Questions regarding FERPA rights or requested compliance therewith should be directed to the student's current building principal or the Superintendent of Schools, 1810 North Grant Street, Lebanon, Indiana 46052, telephone (765) 482-0380, facsimile (765) 483-3053.

## **NOTIFICATION OF RIGHTS UNDER THE PROTECTION OF PUPIL RIGHTS AMENDMENT (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 furnished 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 parent;

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

Lebanon Community School Corporation has developed and adopted 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. LCSC will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. LCSC will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activity 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. LCSC 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 that 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 be provided an opportunity to opt their child out of such activities and surveys. Parent 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, DC 20202-5920

## **PEST CONTROL POLICY**

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 pesticide exposure to children.

The corporation will:

1. Inform annually, parents and staff members of the Corporation's pest control policy at the time of 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 a 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 application, 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.