

**STUDENT HANDBOOK 2016-2017**  
**LANESVILLE JUNIOR/SENIOR HIGH SCHOOL**  
**2725 CRESTVIEW AVENUE**  
**LANESVILLE, IN 47136**

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(Links to Harmony)

**LANESVILLE COMMUNITY SCHOOL CORPORATION**

**MISSION STATEMENT**

The Lanesville Community School Corporation will dedicate itself to ensure all students show growth in character, academics and life skills using teaching techniques tailored to meet the needs of each student. Maximizing that ability is the fundamental responsibility of the entire school community. The learning environment should be safe, creative, nurturing, challenging, and also instill in students a desire to become lifelong learners and contributing members of a democratic society.

Purpose   Responsibility   Individuality   Discipline   Excellence

**GOALS**

All students will graduate with College and Career Ready Skills. Students will graduate with the ability to read, write, solve problems, use technology, work with a group, follow instructions and adapt to learning new skills. We strive to accomplish the following:

- 90% passing on ISTEP and ECA exams
- 60% of Advanced Placement students scoring a 3 or better on the exam
- 75% of graduates have college credit upon graduation
- 100% graduation rate

We believe every person that works for the corporation plays a role in the success of our students.

**SCHOOL SONG**

The school song is printed so students can sing it proudly.  
Always stand when it is being played.

(TUNE OF 'INDIANA, OUR INDIANA')  
LANESVILLE HIGH SCHOOL,  
DEAR LANESVILLE HIGH SCHOOL  
LANESVILLE HIGH SCHOOL  
WE'RE ALL FOR YOU.  
WE WILL FIGHT FOR OUR DEAR OLD HIGH SCHOOL  
AND TO OUR COLORS WE'LL ERE BE TRUE. RAH! RAH!  
WE WILL ALTER, WE WILL NOT FALTER  
IN THE BATTLE SO TRIED AND TRUE.  
LANESVILLE HIGH SCHOOL,  
DEAR LANESVILLE HIGH SCHOOL  
LANESVILLE HIGH SCHOOL  
WE'RE ALL FOR YOU. GO EAGLES!

**WELCOME TO LANESVILLE JUNIOR/SENIOR HIGH SCHOOL**

The staff, faculty, and administration hope this school year will be an enjoyable educational experience. The programs have been geared to prepare your future. You should develop a work ethic for grades, attendance, behavior, and skill proficiency. Your record will be the best indicator of your potential for success in college and careers. Take pride in a culture of excellence and academic achievement. Excellence is obtained through consistent patterns of hard work and prompt attendance. We expect all students to do their part to learn the skills and knowledge necessary to compete in the global economy.

## **ACADEMIC HANDBOOK**

The Academic Handbook is part two of this planner and contains curriculum and graduation information for students and for parents.

### **ATTENDANCE/POLICIES/PROCEDURES**

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

#### **STUDENTS ARE LIMITED TO FIVE (5) DAYS ABSENCES, IN ANY ONE CLASS PERIOD TOTAL FOR EACH NINE (9) WEEK GRADING PERIOD. THESE ABSENCES SHOULD BE CONSIDERED A LIMIT TO ABSENCES.**

- Students who accumulate more than five (5) absences (total) in any class over a 9 week grading period will not receive credit in all classes affected, UNLESS THAT TIME IS MADE UP. This includes excused and unexcused absences. Those absences verified by a doctor/dentist/professional statement and exempt absences do not count toward the total.
- Time can be made up in Thursday After School Detention (will make up for ½ days absence) and/or Saturday School (will make up for 1 days absence). In extenuating circumstances, such as the end of the school year, arrangements will be made on an individual basis to make up time.
- Excessive absences or failure to make up absences will result in loss of credit for the grading period or semester.
- After 5 absences a grading period, calls by parents without a doctor's note will result in unexcused absences. Excessive absences will result in a referral to Harrison County Juvenile Probation and Truancy Court.
- Students who miss more than 20 minutes of a class will be considered absent from that class.
- If a student wishes to make a request to have recent absences NOT counted toward his/her excessive absences total, the student must schedule a meeting with the administration within FIVE (5) school days from the time of the student's return to school. The request will be granted or denied and all affected parties will be notified (parent, student, teachers). Any request made after the above-mentioned five (5) day period will NOT be considered.
- If a student is to be absent or tardy for any reason, the office must be notified by phone NO LATER than 8:15 AM. Our phone number is 952-2555. If it is impossible to phone, a note, signed by the parent or guardian, must be presented to the office by 7:55 AM the day the student returns to school stating the reason for the absence. Failure to do this could cause the absence to be classified as unexcused and homework cannot be made up for full credit.
- Missed Thursday Afternoon Detention = Assigned a Saturday Detention
- Missed Saturday Morning Detention = Assigned one day of Alternative School.

#### **Categories of Absences**

Absences from school will fall into one of three categories: (Calculated each 9-weeks)

1. Excused\*
2. Unexcused
3. Exempt\*

\*Daily make up work for full credit will be allowed in these categories only. If a student wishes to make up work, he/she must request it from the teacher.

- A student will be given one class meeting for each missed day to complete the makeup work. Make up work for an extended medical illness will be handled on an individual basis.

**Excused Absences:**

1. Illness of the student verified by a note from parent/guardian
2. Illness verified by a note from Physician
3. Family Funerals: For death in the immediate family: Limited to three days; other cases handled individually.
4. Medical and Legal appointments: appointments should be scheduled after school hours whenever possible. Written verification from the doctor or dentist must be presented to the office within three days of the student's return. Otherwise, the absence will be counted unexcused.
5. Required religious activities: Notification, in writing, by a parent or guardian and a church official is needed prior to the religious holiday.
6. Family vacations: if a student misses school due to a family vacation, the days will be excused if:  
The student is accompanied by a parent/guardian while on vacation and notification, in writing, is required in advance.  
All make-up work must be requested prior to the vacation and is due the day of the student's return to school. These absences DO count in the (5) five-day limit and can cause students to have to make up time.
7. College visits, if proper verification procedures are followed.
8. Maternity Leave
9. Military Connected Families (absences related to deployment and return).

**Unexcused Absences:**

1. Absences where the parent or guardian does not call in and/or notify the office and any absence not covered under excused/exempt.
2. Any "skip day" or similar absence, even if excused by the parent or guardian.
3. Absences beyond five for a grading period without documentation by a note from the doctor (including parent phone calls).
4. Truancy. A student is considered to be truant if he/she stays out of school without permission of the parent or guardian. A student is also considered to be truant if he/she does not attend each class assigned or leaves the classroom without the permission of the teacher. Students absent without parent permission will be considered truant. Habitual truancy is "a student chronically absent, by having unexcused absences from school for more than 10 days of school in one school year."

**First truancy:** 1 day ISS

**Second truancy:** 1 day OSS/referral to alternative school

**Third truancy:** 3 days OSS and a request for expulsion for the remainder of the year. In accordance with State law, the Bureau of Motor Vehicles will be notified of ineligibility of student's license.

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

**Chronic Absenteeism:** Chronic absenteeism is defined as being absent from school for ten percent or more (18 days) of a school year for any reason. (I.C. 20-20-8-8(18)) This definition includes excused and unexcused absences.

**Habitual Truant:**

- A. A "habitual truant" is defined as a student who has ten (10) or more days of unexcused absences or being absent without a parental request filed with the school in one school year.
- B. All students who are at least thirteen (13) years of age but less than the age of fifteen (15) years, and who are determined to be a habitual truant per the definition above, are subject to Indiana Code 20-33-2-11, which provides that any person who is determined to be a habitual truant as defined by school board policy cannot be issued an operator's license or learner's permit until the age of 18 years, or until the student's attendance record has improved as determined by the principal upon review of the student's record of at least once per school year.
- C. The student's principal is required to report to the Indiana Bureau of Motor Vehicles of the student's status as a habitual truant.  
Legal Reference: I.C. 20-33-2-11

**TARDIES**

A tardy is defined as not being in the classroom or at school when the bell rings. Students arriving at school between 7:55 AM and 8:40 AM should sign in at the front office. That student will be given a pass to their first period class. Teachers should send students back to the office if they do not have a pass and have not signed in. Tardies to all classes will be handled in this manner:

- First tardy:** Verbal warning from the teacher.
- Second tardy:** Verbal warning from the teacher.
- Third tardy:** Teacher sends a Behavioral Referral Form to the Office; student assigned Thursday Detention
- Fourth tardy:** Teacher sends a Behavioral Referral Form to the Office; student assigned Saturday Detention.

**STUDENTS RECEIVING THEIR FOURTH TARDY TO FIRST PERIOD IN ANY GRADING PERIOD WILL LOSE THEIR DRIVING PRIVILEGES.**

- Fifth tardy +** Teacher sends a Discipline Referral Form to the Office; student assigned Saturday Detention

TARDIES ARE COUNTED FOR EACH NINE-WEEKS. THEY DO NOT CARRY OVER FROM ONE GRADING PERIOD TO THE NEXT.

**Exempt Absences:** (Do not count in TOTAL absences)

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

\*Student must present to the office, several days prior to such service and attendance, a document, which is signed by a parent or guardian stating the day of service and nature of the participation.

**Special Notices**

- 1. **EARLY DISMISSALS:** Any student wishing to leave school at any time other than the regular dismissal time must have the permission of the administration. The student must have a note from home stating the reason he/she must leave before permission is given. A parent who

- comes to school to pick up a student must sign the student out at the office.
2. PERFECT ATTENDANCE is defined as having been in school attendance all day, every day. Students who sign out any part of the school day cannot receive a Perfect Attendance Award.

#### **AUTHORITY**

It should be clearly understood that the school authorities have jurisdiction over the student according to appropriate Indiana Code:

1. On school grounds immediately before or during school hours, immediately after school hours, or at any other time when the school is being used by a school group;
2. Off school grounds at a school activity, function, or event;
3. Traveling to or from school or a school activity, function, or event; or
4. Using property or equipment provided by the school.

#### **BOOK RENTAL**

Textbooks are usually adopted for a period of six years. Books are rented to students for a fraction of the cost of the book. If a student rents a book, she/he is responsible for it. If it is lost or damaged, or stolen, the student must pay the replacement cost of the book. If a student receives a book, which she/he feels is damaged; she/he should report the condition at once so that a fine will not be assessed upon its return. Only the exact books assigned to a student will be accepted as returned. All payment for book rental and fees is expected by the end of the first semester.

#### **BOOKBAGS/BACKPACKS**

Book bags/backpacks will be allowed. Should this prove to be a problem, the administration reserves the right to change this policy. Chromebooks are not to be stored in backpacks.

#### **BULLYING**

- a. Bullying committed by students toward other students is strictly prohibited. Engaging in bullying conduct described in this rule by use of data or computer software that is accessed through any computer, any computer system, or any computer network is also prohibited.
- b. For purposes of this rule, bullying is defined as overt, unwanted, repeated acts or gestures, including verbal or written communications or images transmitted in any manner including electronically or digitally, physical acts committed, aggression, or any other similar behaviors that are committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the targeted student and create for the targeted student an objectively hostile school environment that:
  - places the targeted student in reasonable fear of harm to the targeted student's person or property;
  - has a substantially detrimental effect on the targeted student's physical or mental health;
  - has the effect of substantially interfering with the targeted student's academic performance; or
  - has the effect of substantially interfering with the targeted student's ability to participate in or benefit from the services, activities, and privileges provided by the school.

- c. This rule may be applied regardless of the physical location of the bullying behavior when a student committing bullying behavior and the targeted student attend a school within the school corporation and disciplinary action is reasonably necessary to avoid substantial interference with school discipline or prevent an unreasonable threat to the rights of other students to a safe and peaceful learning environment.
- d. Any student or parent who has knowledge of conduct in violation of this rule or any student who feels he/she has been bullied in violation of this rule should immediately report the conduct to the *[school administrator]* who has responsibility for all investigations of student misconduct including bullying. A student or parent may also report the conduct to a teacher or counselor who will be responsible for notifying the *[school administrator]*. This report may be made anonymously.
- e. The *[school administrator]* shall investigate immediately all reports of bullying made pursuant to the provisions of this rule. Such investigation must include any action or appropriate responses that may be taken immediately to address the bullying conduct wherever it takes place. The parents of the bully and the targeted student(s) shall be notified on a regular, periodic basis of the progress and the findings of the investigation and of any remedial action that has been taken.
- f. The *[school administrator]* will be responsible for working with the school counselors and other community resources to provide information and/or follow-up services to support the targeted student and to educate the student engaging in bullying behavior on the effects of bullying and the prevention of bullying. In addition, the school administrator and school counselors will be responsible for determining if the bullying behavior is a violation of law required to be reported to law enforcement under Indiana law based upon their reasonable belief. Such determination should be made as soon as possible and once this determination is made, the report should be made immediately to law enforcement.
- g. False reporting of bullying conduct as defined in this rule by a student shall be considered a violation of this rule and will result in any appropriate disciplinary action or sanctions if the investigation of the report finds it to be false.
- h. A violation of this rule prohibiting bullying may result in any appropriate disciplinary action or sanction, including suspension and/or expulsion.
- i. Failure by a school employee who has a responsibility to report bullying or investigate bullying or any other duty under this rule to carry out such responsibility or duty will be subject to appropriate disciplinary action, up to and including dismissal from employment with the school corporation.
- j. Counseling, corrective discipline, and/or referral to law enforcement will be used to change the behavior of the perpetrator. This includes appropriate intervention(s), restoration of a positive climate, and support for victims and others impacted by the bullying.
- k. Educational outreach and training will be provided to school personnel, parents, and students concerning the identification, prevention, and intervention in bullying.
- l. All schools in the corporation are encouraged to engage students, staff and parents in meaningful discussions about the negative aspects of bullying. The parent involvement may be through parent organizations already in place in each school.
- m. The superintendent or designee will be responsible for developing detailed administrative procedures consistent with the Indiana Department of Education guidelines for the implementation of the provisions of this rule.

LEGAL REFERENCE: I.C. 20-33-8-0.2: I.C. 20-33-8-13.5

### **BUS REGULATIONS**

The Lanesville Community School Corporation Board of Trustees has adopted the following regulations relating to student conduct on school buses. School bus drivers are to have control of all school children being transported between the homes of the children and the school building. Drivers shall assure that all pupil passengers observe the following regulations.

1. Each pupil shall be located immediately upon entering the bus in the place assigned by the driver.
2. No student shall stand or move from place to place during the trip.
3. Loud, boisterous, or profane language or indecent conduct shall not be tolerated.
4. Pupils shall not be allowed to tease, scuffle, trip, hold, hit, or use their hands, feet, or body in any other objectionable manner.
5. No windows or doors will be opened or closed except by permission of the driver.
6. No pupil shall enter or leave the bus until it has come to a full stop and the driver has opened the door.
7. The child should be waiting at his/her boarding station when the school bus arrives. In case of an emergency causing late arrival by the pupil at his/her station, the school bus driver will be required to wait no longer than three (3) minutes beyond the scheduled time for arrival at the pupil's station. If the bus driver is already three (3) minutes late, he/she need not wait at all.
8. Upon recommendation of the bus driver, school authorities may deny the privilege of riding the school bus to any pupil who refuses to conduct himself properly.
9. A child may be required to walk a reasonable distance to a boarding point. Where several pupils live close together, the driver should establish a central boarding point.

### **CAFETERIA**

Lunches are sold on a daily basis in the most cost-efficient manner. There will be three (3) entrees offered as well as four-five (4-5) fruits and vegetables every day. There is also a variety of ala carte items available on a daily basis at various prices. Product availability and prices for ala carte items are available upon request and are posted in the cafeteria. The lunchroom management and your fellow students will appreciate your cooperation in the following:

- Depositing all lunch litter in wastebaskets.
- Returning all trays and utensils to the dishwashing area.
- Leaving the table and floor around your place in a clean condition for others.
- Throwing food will result in a suspension.
- Cutting in line will not be tolerated and will be subject to disciplinary action.

The Lanesville Lunch Program utilizes a computerized student accounting system. Students make deposits to their account and items are debited to the student's account upon purchase. Students need to remember their account number in order to process through the line as quickly as possible.

Parents are encouraged to keep a positive balance in the student's lunch account. Deposits can be made during the day between 8:00 a.m. and 2:00 p.m. or online anytime through Harmony. Payments are accepted in the lunch line during serving time also. Students will not be allowed to charge over \$5.00 to their lunch account. If the account reaches this limit, the student's charging privileges will be suspended until the bill is paid.

Lanesville Community Schools, in cooperation with the Indiana Department of Agriculture, has agreed by school board policy to provide a free or reduced price lunch to any student who applies and whose parent's income is at or below certain levels on an established income scale. Application forms are available in the office.

No student is allowed to walk home or leave school for lunch.

#### **CHEATING**

Each student has the responsibility of doing his/her own work. Teachers will expect and require that each individual student do their own class work unless it has been assigned otherwise.

The taking of tests is strictly an individual assignment. The teacher will penalize anyone caught cheating on a test. The parent will be notified when a student is caught cheating.

#### **It is cheating if . . .**

- You copy answers from another student's test, assignment, notes, or homework and turn it in as your own work.
- You work in a group on an assignment and you were not told you could do that by the teacher.
- You use words, phrases or sections from books, encyclopedias, magazines, or articles on the Internet or in written form and do not document where they came from. (You turn them in as your personal work.)
- You submit your work or assignments from previous years as new work.
- You get into someone else's files and print their essay or report and turn it in as your work.
- You have someone else write a paper or assignment for you, which you turn in as your work.
- You copy notes from a website and use them as yours for summaries of novels or other reading material.
- You pay someone money to complete any assignment.
- You look at another person's paper and copy their answer down and turn it in as yours.
- You knowingly allow another person to copy your answers from a test or quiz.

**These situations do not cover all the kinds of cheating, but are merely a representation of behavior that is not acceptable.**

#### **CLOSED CAMPUS**

Lanesville Community Schools operates a closed campus, therefore, students are not to leave the grounds or be allowed in the parking lot during school hours without consent of the office. Students must sign out in the office to make necessary trips to their automobiles in the parking lot.

#### **CLOSING SCHOOL**

In the event of snow or any weather condition, which causes school to be delayed or cancelled, an announcement will be made on TV stations. The release of information is made to the media as soon as a decision is reached. School will be in session on snow days via electronic learning.

Parents should review an emergency closing school plan with their child periodically. Any changes to your plan should be communicated with the High School Office. If your Emergency Plan involves a different bus ride for your child, parents should communicate that with both bus drivers.

#### **COMMONS & COURTYARD**



These areas are provided for students to use during 'free time.' Students are expected to share these facilities with their classmates and to help maintain these facilities. Students should show respect for the adjoining classrooms that are in session. No trash is to be left.

The courtyard will be open to seniors if the climate allows. It is permissible to take a cafeteria lunch to the courtyard provided trays and trash are taken back to the cafeteria and disposed of properly. Students are required to stay in the commons area, courtyard, and cafeteria during lunch.

#### **DANCES**

Student participation is dependent upon maintaining good discipline and attendance. Guests must be registered in the office by 12:30 PM on the Friday before a dance. Students are allowed only ONE guest and must accompany their guest to and from the dance. A confirming telephone number for the guest is required. If a guest is not properly registered, they will NOT be admitted to the dance. Student safety is of the utmost concern. Students signing up guests are responsible for the behavior of the guest.

The Lanesville Junior/Senior High School Handbook governs student behavior during a dance. No sexually explicit dancing or conduct is allowed. Certain activities such as bodysurfing, moshing, grinding, and body slamming are strictly prohibited. Dancing must be appropriate and in good taste. Students are not allowed to leave dances and then re-enter. The administration of Lanesville High School reserves the right to determine the admittance or removal for dances.

#### **DISCIPLINE POLICY**

Students are expected to be self-disciplined. Situations in which the behavior of any student disrupts the learning environment will result in discipline procedures being initiated.

Each teacher will set classroom standards for student behavior. Those teachers will then implement their own behavior management procedures. If those procedures do not help the student realize the necessity to cease the misbehavior, the teacher will then refer the student to the Assistant Principal.

Disciplinary procedures shall be administered fairly, with respect for the dignity of all persons involved. Students who choose to continue to misbehave will be elevated in the system and more severe discipline will be applied in an effort to help the student choose correct behavior.

Suspension, expulsion, or any other means of discipline can be utilized for improper conduct of students in route to school, during the school day, in route home, at any school related activity at school or away from school, or at any other time on or off school grounds if it is determined that the action is school related, or interferes with school purpose or educational functions. All discipline situations that warrant action from the principal or assistant principal will be documented. This documentation will be placed in the student discipline file should future reference or repeated offenses occur that shows a pattern of student misconduct or substantial disobedience. That discipline file is maintained separately from the student's permanent record and does not carry over into the next school year.

#### **Disciplinary Guidelines**

A student may be disciplined by the principal or the principal's duly authorized agent for persistent disobedience, conduct detrimental to the smooth operation of the school, or conduct which infringes upon the rights of any student or staff member. Examples of such conduct may be, but are not limited to the following:

- Arson
- Assault
- Bullying
- Bus Discipline Report
- Cheating
- Computer Tampering or Damage
- Disrespect
- Driving Dangerously in Parking Lot
- Drug Possession/Transfer of/Under Influence of (Including non-authorized use/transfer of prescription or over the counter drugs)
- Engaging in any kinds of Hazing Activity
- Extortion
- Failure to Report for Assigned Detentions
- Failure to Sign in/out (Leaving school grounds without authorization)
- Fighting
- Forgery
- Gambling
- 'Horseplay' - Hitting, Pushing, Shoving
- Inappropriate Dress/Obscene/Vulgar Language
- Inappropriate/Defiant Behavior
- Inappropriate Display of Affection
- Incitement to Fight
- Insubordination/Failure to comply with directions of School Employees
- Sexual Behavior
- Making false calls to 911 from school phones (students will be prosecuted)
- Obscenity Towards School Staff
- Threatening School Employees
- Threatening, Intimidating, or Harassing (sexually or physically) others
- Tobacco Possession and/or Use
- Theft/Stealing
- Truancy
- Unauthorized use of Electronic Devices
- Vandalism (Can include damaging furniture by sitting on, damaging classroom equipment, and unauthorized use and manipulation of computer equipment)

**Thursday/Saturday Detention Policy**

Weekly after-school detention will be held on Thursdays from 3:05-4:35. Saturday detention is from 8:00 – 11:00. This disciplinary action will be utilized for various infractions of the student behavior code OR for the purpose of making up absences. These detentions will be under the supervision of school employees. Detentions will be given to students who, after verbal warnings and various other teacher initiated behavior management actions, continue to misbehave.

For student misbehavior, the consequences will be up to the discretion of the administration and could result in In-school suspension (ISS) out of school suspension (OSS) or placement in the alternative school. Saturday detention will consist of bookwork and physical work around the facility. Students should dress accordingly.

Rules for behavior in Detention: (Students will be given one warning)

- Students should come prepared to work on schoolwork and to remain on task.
- No eating or drinking will be permitted.
- No talking will be permitted.
- No radios or personal electronic items will be permitted.
- No sleeping is permitted.
- Students are expected to be on time to Detention.

FAILURE TO ABIDE BY THESE RULES OF CONDUCT WILL RESULT IN THE STUDENT BEING DISMISSED FROM THE DETENTION WITH NO CREDIT FOR TIME SERVED. A DETENTION MAY BE REQUESTED TO BE RESCHEDULED ONLY ONCE.

Missed Thursday Afternoon Detention = Assigned a Saturday Detention

Missed Saturday Morning Detention = Assigned one day of Alternative School

**In School Suspension** - This can be assigned for one or more periods, a whole day or a combination of days. The student assigned an In School Suspension (ISS) should report to the ISS room in the office with schoolbooks and necessary materials. The teachers will send assignments to the students and that work is to be completed. The ISS room is equipped with a closed-circuit television that is monitored by various administrators and/or secretaries. ISS is not counted as an absence. Students assigned ISS will forfeit participation in field trips and extra-curricular activities including practices of any kind on those days.

Rules for behavior in the ISS Room include:

- Students are to come to the room with books and materials.
- Students are not to engage in conversations with other students in the room.
- No radios or personal electronic items will be permitted.
- No sleeping is permitted.
- No note passing is permitted.
- Students are not allowed to leave the room without verbal permission from the office staff.

**Out of School Suspension** - This suspension prohibits the student from attending school or school functions and/or participation in activities during the dates of the suspension. All 'end of grading period' tests, unit tests, semester tests, and special projects can be made-up if a student is suspended from school on the 'due date'. A student can take the exam upon the next scheduled school day, unless a suspension leads to a direct expulsion. Homework and class work will not count for credit but can be completed and is encouraged. Students who are suspended on a Friday or before a vacation are not allowed on school grounds or at school functions for the weekend or vacation. Students who have received OUT OF SCHOOL SUSPENSION two or more times will have their driver's license or permit revoked. (Please see Driver's License Section). Students who are removed from school as the result of an out of school suspension will be **required** to attend the Harrison County Alternative school (as it is made available). Parents are responsible for taking their child and picking them up. If students do not attend the alternative school, they will be considered truant and turned over to probation.

**Expulsion** - is a separation from school attendance for a period in excess of 10 days, a separation from school attendance for the balance of the current semester or current year, or a separation from school attendance for assignment to an alternative school, an alternative educational program, or a homebound educational program. If a student's conduct occurs at the end of the semester or school year, the principal has the right to request the expulsion be granted for portions of the next school year. Students who are expelled from school are not allowed on school grounds for any reason during the expulsion period, and are not allowed to participate in school activities. Students who are expelled from school could lose credit for the semester in which the expulsion takes place.

**Other Commonly Used Penalties**

- Suspension from bus
- Suspension from extracurricular activities
- Suspension of privileges, such as hall passes, use of the library, and attendance at extracurricular activities, eating in cafeteria and attendance at convocations and/or field trips
- School cleanup
- Paying the costs of damage repair
- Loss of driving privileges
- Denial or revocation of work permits
- Participation in graduation ceremonies and end of the year activities

**Discipline Due Process Procedure**

School officials may find it necessary to discipline students when their behavior interferes with school purposes or educational functions of the school corporation. In accordance with the provisions of I.C. 20-33-8, administrators and staff members may take the following actions:

1. REMOVAL FROM CLASS OR ACTIVITY – Teacher/Administrator
  - a) A middle school, junior high, or high school teacher may remove a student from the teacher's 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.
  - b) An elementary teacher may remove a student from the teacher's classroom or activity for a period of up to one (1) school day if the student is assigned regular or additional work to be completed in another school setting.

2. SUSPENSION FROM SCHOOL - PRINCIPAL: A school principal (or designee) may deny a student the right to attend school and/or take part in any school function for a period of up to ten school days.
3. EXPULSION: A student may be expelled from school for a period no longer than the remainder of the current semester plus the following semester. In cases where the student is being expelled for possession of a firearm, a destructive device, or a deadly weapon, the maximum length of the expulsion period is listed under the Grounds for Suspension and Expulsion, Section C and Section D.

#### A. Student Misconduct and/or Substantial Disobedience

Grounds for suspension or expulsion are student misconduct and/or substantial disobedience. The following rules define student misconduct and/or substantial disobedience for which a student may be suspended or expelled:

1. Using violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or other conduct constituting an interference with school purposes, or urging other students to engage in such conduct. The following enumeration is only illustrative and not limited to the type of conduct prohibited by this rule:
  - a. Occupying any school building, school grounds, or part thereof with intent to deprive others of its use.
  - b. Blocking the entrance or exits of any school building or corridor or room therein with intent to deprive others of lawful access to or from, or use of the building, corridor, or room.
  - c. Setting fire to or damaging any school building or school property.
  - d. Prevention of or attempting to prevent by physical act the convening or continued functioning of any school or education function, or of any meeting or assembly on school property.
  - e. Intentionally making noise or acting in any manner so as to interfere with the ability of any teacher or any other person to conduct or participate in an education function.
2. Engaging in any kind of aggressive behavior that does physical or psychological harm to another person or urging of other students to engage in such conduct. Prohibited conduct includes coercion, harassment, bullying, hazing, or other comparable conduct.
3. Engaging in violence and/or threat of violence against any student, staff member, and/or other persons. Prohibited violent or threatening conduct includes threatening, planning, or conspiring with others to engage in a violent activity.
4. Causing or attempting to cause damage to school property, stealing or attempting to steal school property.
5. Causing or attempting to cause damage to private property, stealing or attempting to steal private property.

6. Causing or attempting to cause physical injury or behaving in such a way as could reasonably cause physical injury to any person. Self-defense or reasonable action undertaken on the reasonable belief that it was necessary to protect oneself and/or another person is not a violation of this rule.
7. Threatening or intimidating any person for any purpose, including obtaining money or anything of value.
8. Threatening (whether specific or general in nature) injury to persons or damage to property, regardless of whether there is a present ability to commit the act.
9. Failing to report the actions or plans of another person to a teacher or administrator where those actions or plans, if carried out, could result in harm to another person or persons or damage property when the student has information about such actions or plans.
10. Possessing, handling, or transmitting a knife or any object that can reasonably be considered a weapon, is represented to be a weapon, or looks like a weapon.
11. Possessing, using, transmitting, or being affected by any controlled substance, prescription drug, narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, intoxicant or depressant of any kind, or any paraphernalia used in connection with the listed substances. Also prohibited is the consumption of any of the stated substances immediately before attending school or a school function or event.
  - a. Exception to Rule 11: a student with a chronic disease or medical condition may possess and self-administer prescribed medication for the disease or condition if the student's parent has filed a written authorization with the building principal. The written authorization must be filed annually. The written authorization must be done by a physician and must include the following information:
    1. That the student has an acute or chronic disease or medical condition for which the physician has prescribed medication.
    2. The nature of the disease or medical condition requires emergency administration of the prescribed medication.
    3. The student has been instructed in how to self-administer the prescribed medication.
    4. The student is authorized to possess and self-administer the prescribed medication.
12. Possessing, using, or transmitting any substance which is represented to be or looks like a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, stimulant, depressant, or intoxicant of any kind.
13. Possessing, using, transmitting, or being affected by caffeine-based substances other than beverages, substances containing phenylpropanolamine (PPA), stimulants of any kind, or any other similar over-the-counter products.

14. Possessing, using, distributing, purchasing, or selling tobacco or nicotine-containing products of any kind or in any form (including e-cigarettes).
15. Offering to sell or agreeing to purchase a controlled substance or alcoholic beverages.
16. Failing to comply with directions of teachers or other school personnel during any period of time when the student is properly under their supervision, where the failure constitutes an interference with school purposes or an educational function.
17. Failing to completely and truthfully respond to questions from a staff member regarding school-related matters including potential violations of the student conduct rules or state or federal law.
18. Falsely accusing any person of sexual harassment, or of violating a school rule, and/or a state or federal law.
19. Engaging in any activity forbidden by the laws of Indiana that constitutes an interference with school purposes or an educational function.
20. Aiding, assisting, agreeing or conspiring with another person to violate these student conduct rules or state or federal law.
21. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, and wrongfully obtaining test copies or scores.
22. Taking, recording, displaying and/or distributing pictures (digital or otherwise), video or audio recordings without the consent of the student or staff member in a situation not related to a school purpose or educational function.
23. Possessing sexually-related materials which include images displaying uncovered breasts, genitals, or buttocks.
24. "Sexting" or using a cell phone or other personal communication device to possess or send text or email messages containing images reasonably interpreted as indecent or sexual in nature. In addition to taking any disciplinary action, phones will be confiscated and students should be aware that any images suspected to violate criminal laws will be referred to law enforcement authorities.
25. Engaging in pranks or other similar activity that could result in harm to another person.
26. Using or possessing gunpowder, ammunition, or an inflammable substance.
27. Violating any rules that are reasonably necessary in carrying out school purposes or an educational function, including, but not limited to:
  - a. engaging in sexual behavior on school property;
  - b. engaging in sexual harassment of a student or staff member;
  - c. disobedience of administrative authority;

- d. willful absence or tardiness of students;
  - e. engaging in speech or conduct, including clothing, jewelry or hair style, that is profane, indecent, lewd, vulgar, or refers to drugs, tobacco, alcohol, sex, or illegal activity;
  - f. violation of the school corporation's acceptable use of technology policy
  - g. violation of the school corporation's administration medication policy
  - h. possessing or using a laser pointer or similar device.
28. Any student conduct rule the school building principal establishes and gives notice of to students and parents.

**B. Possessing A Firearm or A Destructive Device**

- 1. No student shall possess, handle or transmit any firearm or a destructive device on school property.
- 2. The following devices are considered to be a firearm under this rule: any weapon that is capable of expelling, designed to expel, or may readily be converted to expel a projectile by means of an explosion.
- 3. For purposes of this rule, a destructive device is:  
an explosive, incendiary, or overpressure device that is configured as a bomb, a grenade, a rocket with a propellant charge of more than four ounces, a missile having an explosive or incendiary charge of more than one-quarter ounce, a mine, a Molotov cocktail or a device that is substantially similar to an item described above,  
a type of weapon that may be readily converted to expel a projectile by the action of an explosive or other propellant through a barrel that has a bore diameter of more than one-half inch, or a combination of parts designed or intended for use in the conversion of a device into a destructive device.

A destructive device is NOT a device that although originally designed for use as a weapon, is redesigned for use as a signaling, pyrotechnic, line throwing, safety, or similar device.

- 4. The penalty for possession of a firearm or a destructive device: suspension up to 10 days and expulsion from school for at least one calendar year with the return of the student to be at the beginning of the first semester after the one year period. The superintendent may reduce the length of the expulsion if the circumstances warrant such reduction.
- 5. The superintendent shall immediately notify the appropriate law enforcement agency when a student engages in behavior described in this rule.

**C. Possessing A Deadly Weapon**

- 1. No student shall possess, handle or transmit any deadly weapon on school property.



2. The following devices are considered to be deadly weapons for purposes of this rule as defined in I.C. 35-31.5-2-86:  
  
a weapon, taser or electronic stun weapon, equipment, chemical substance  
or other material that in the manner it is used, or could ordinarily be used,  
or is intended to be used, is readily capable of causing serious bodily injury; an animal readily capable of causing serious bodily injury and used in the commission or attempted commission of a crime; or a biological disease, virus, or organism that is capable of causing serious bodily injury
3. The penalty for possession of a deadly weapon: up to 10 days suspension and expulsion from school for a period of up to one calendar year.
3. The superintendent (*shall immediately*)(*may*) notify the appropriate law enforcement agency when a student engages in behavior described in this rule.

#### D. Unlawful Activity

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

#### SUSPENSION PROCEDURE

When a principal (or designee) determines that a student should be suspended, the following procedures will be followed:

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

#### EXPULSION PROCEDURE

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

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

#### RIGHT TO APPEAL

The student or parent has the right to appeal an expulsion decision 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 at the appeal hearing will consider the written summary of the expulsion meeting and the arguments of the school administration and the student and/or the student's parent. The board will then take any action deemed appropriate. LEGAL REFERENCE: I.C. 20-33-8-18; I.C. 20-33-8-19

#### **DRESS CODE**

Dress and appearance must not be disruptive to the educational process and must not pose a threat to the health, welfare, or safety of the individual or of other students. Students should be clean and neat at all times. They should dress using good judgment. All policies are in effect for field trips.

1. Footwear must be worn by everyone at all times.

2. Headgear, such as caps, hats, sweatbands will not be permitted. Exceptions will be given for medical reasons and 'spirit' days.
3. Any item of apparel containing or displaying inappropriate pictures, messages, or slogans is prohibited. This includes, but is not limited to tobacco products, alcoholic beverages, drugs, sexually explicit or implied messages, and racial slurs or symbols.
4. No apparel that is full of huge holes and/or mutilated to the point it creates a distraction is permitted.
5. Tank tops of any kind are not allowed for boys or girls. Shirts or blouses, which expose the midriff, are not permitted. This includes halter-tops and tops with large sleeve openings. These items can be worn only if a T-shirt or turtleneck is worn underneath. Take care to check tops with arms up before wearing them to school.
6. Shorts must reach the knee for both males and females. Skirt length should also be the same length.
7. Clothes or shoes, which may mar furniture or damage floors, creating additional maintenance, are prohibited.
8. Sunglasses are not permitted unless prescribed by a doctor.
9. Clothing that reveals underwear, sagging pants, bare shoulders, bellies, buttocks, chests (breasts) and bra straps is not allowed. Pant length can touch the floor, but torn hems, pants underneath the feet, and/or ragged pant legs are not allowed.
10. No facial piercing of any kind will be allowed. This includes, but is not restricted to eyebrows, nose, and tongue.
11. Sunglasses and hats MAY be allowed on certain field trips for safety purposes and sunburn precautions. Teachers and sponsors will seek approval from the administration, prior to the trip.
12. Students are not to attend school or school events shirtless with body paint. This includes pep or spirit activities and all athletic events. Form-fitting or revealing clothing is also inappropriate for these activities. Examples could be, but are not limited to: sports bras, workout tops that expose midriffs, and leggings that are extremely tight.
13. Heavy and/or long coats are to be left in the student's locker upon arrival to school.

The determination about objectionable items or styles is left to the judgment of school officials. Dress for success to create a positive, non-distracting, learning environment.

#### **DRIVER'S LICENSE**

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

1. Is a habitual truant under the appropriate Indiana Code.
2. Is under at least a second suspension for the school year under the appropriate Indiana Code(s).
3. Is under an expulsion from school under the appropriate Indiana Code(s).
4. Has withdrawn from school for a reason other than financial hardship and the withdrawal was reported a) before graduating, and b) at least five (5) days before holding an exit interview under the appropriate Indiana Code. The School Corporation shall give notice by certified mail or personal delivery to the student, the student's parent or guardian of the following:
  - a. That the exit-interview will include a hearing to determine if the reason for the withdrawal is financial hardship.
  - b. If the principal determines that the reason for withdrawal is not financial hardship:

- i. The student and the student's parent or guardian will receive a copy of the determination, and
- ii. The student's name will be submitted to the Bureau of Motor Vehicles for the bureau's use in denying or invalidating a driver's license or learner's permit.

If a person is less than eighteen years of age and is a habitual truant, or is under at least a second suspension or an expulsion (pursuant to State law), or has withdrawn from school as noted above, the principal will notify the Bureau of Motor Vehicles, under the appropriate Indiana Code to invalidate the person's license or permit. This is in accordance with Indiana State Law. The license or permit will be invalidated until the earliest of the following:

1. The person becomes eighteen years of age.
2. One hundred twenty (120) days after the person is suspended, or the end of the semester in which the person returns to school, whichever is longer.
3. The suspension, expulsion, or exclusion is reversed by a hearing under the appropriate Indiana Code.

#### **DRIVING POLICY**

Driving to school and parking at Lanesville High School are privileges granted by the school Corporation; they are not inalienable rights. Specific driving behavior and responsibilities are expected and outlined below:

- Speeding, peeling out, excessively noisy cars or car radio systems or careless driving on the streets bordering the school or in the school parking lot will not be tolerated.
- Once students enter the parking lot, the car is to be parked in the designated area (first three rows on East Side of parking lot, except first four spaces in rows 2 & 3). Students are not allowed to drive in and out of the lot or circle the school continually on the roads bordering the school.
- Students are not to re-enter the parking lot during the day unless they have permission from the office.
- Student drivers must always yield right of way to the buses and pedestrians.
- Students are to enter from the northeastern entrance of the school parking lot and park in the main parking lot only. They will then move directly to the sidewalk nearest them and not walk across the parking lot to the door. Walking across the lot severely prohibits bus movement and endangers the safety of the students.
- At the end of the school day, student drivers are to wait until the buses have left the parking lot and the teachers on duty dismiss them individually before they move their vehicles. They must leave out of the east exit only. Students leaving early may have their driving privileges revoked.
- Students are not to smoke upon entering or exiting the parking lot.
- As drivers, you are responsible for all riders' behavior.
- Student cars may be searched if suspected of harboring illegal contraband, weapons, or other illicit material.
- The school provides a student parking lot, but assumes no responsibility for theft or damage.
- Students who receive four tardies to first period in one grading period will lose their driving privileges to school for that grading period.

- Violation of these guidelines will result in suspension of driving privileges. Students are subject to other penalties if the infraction breaks other code rules (i.e. smoking, drugs, alcohol, etc.). Cameras monitor the parking lot. These were installed to help insure the safety of our student population.

#### Vehicle Searches:

Any vehicle brought on Corporation premises by a student may be searched when the administration has reasonable suspicion to justify the search.

### DRUG POLICY

#### Statement of Philosophy on Substance Abuse

The Lanesville Community School Board supports the concept that a drug-free school promotes positive self-esteem and attitudes, better health, higher achievement scores, and improved coping skills for the students. The Board believes that fair and equitable procedures are necessary to assess violations of the discipline code concerning tobacco, alcohol, or illicit drugs on school grounds or school related functions. When violations occur, students and parents will be urged to seek professional assistance. Therefore, the Board mandates that any student under the influence or possession of illicit drugs or drug paraphernalia shall meet with appropriate school personnel to determine the course of action.

**Lanesville Community Schools will operate a random drug testing policy program for athletes, student drivers and anyone participating in extra-curricular activities in grades 7-12. See separate drug-testing policy handout at the end of this handbook.**

#### Disciplinary Code Concerning Substance Use

It is a violation of the disciplinary code of Lanesville Community Schools to:

1. Possess, provide to another person, or be under the influence of any substance which is or contains: an intoxicant, alcohol, a narcotic, marijuana, a depressant, a stimulant, or a hallucinogen, whether prescription or sold over the counter without a prescription, a narcotic, an amphetamine, a barbiturate, caffeine based pills, synthetic drug, vitamins, nutritional supplements or over the counter medications or any substance represented as such.
2. Possess or provide/show/sell to any person anything used or designed to be used primarily for the storage or processing, delivery, or consumption of noted items in above number 1. Examples of these things are, but are not limited to: pipes, rolling papers, clips, e-cigarettes, and any other device that could be used for consumption.
3. It is also a violation of the Lanesville Community School Corporation's Substance Abuse Policy for a student who, with intent to cause a condition of intoxication, euphoria, excitement, exhilaration, or dulling of the senses, ingest or inhales the fumes.

The administration shall have the authority to require a student to submit to a chemical test of the student's breath or urine if the administration has reasonable suspicion to believe the student, while at school, attending or traveling to and from a school related activity, is using or under the influence of alcohol, marijuana, or a controlled substance (as defined by law). Law enforcement officials will be contacted to perform the test and parents will be contacted. Reasonable suspicion may arise from the following:

1. A student's conduct, physical appearance, odor which indicates the use of alcohol, marijuana, or a controlled substance and/or use of a substance to cover the odor, which indicates the use of alcohol, marijuana, or a controlled substance.
2. Reliable information communicated to an administrator and student conduct and/or physical appearance indicating a student is presently

using, or under the influence of alcohol, marijuana, or a controlled substance.

Failure to produce a test sample after a reasonable period of time, the student's willful refusal to submit to the chemical test, or a parent's refusal to have the test performed when given the evidence of reasonable suspicion, or a positive test result will allow the administration to proceed with disciplinary actions as outlined in the student handbook.

#### **Disposition Procedures**

The following applies to all students attending school or school-sponsored events i.e., field trips, athletic events, etc. Due process will be followed. The disposition of each offense listed may be imposed at the discretion of the building principal. Proper authorities will be notified and requested to be involved.

Students found to be under the influence, suspected to be under the influence and/or in possession of alcohol or other unauthorized drugs, drug paraphernalia or narcotics shall be dealt with in the following manner:

Disposition 1<sup>st</sup> Offense: Principal shall complete request for expulsion; however such request shall not be forwarded to the superintendent for further action provided the following criteria are satisfactorily met by the student and parent(s)/guardian(s).

1. Student will be suspended from school for a minimum of five days.
2. The student will meet with appropriate school personnel for preliminary assessment of chemical use and will comply with the recommendation of appropriate school personnel.
3. If above conditions are not met, the principal will forward the recommendation for expulsion to the Superintendent.

#### **Some possible recommendations from the appropriate school personnel:**

1. Student required to take drug test if suspected use exists. Done immediately with results made available to school officials.
2. Return to school after five-day suspension.
3. Assessment by outpatient drug-alcohol counselor(s) plus outpatient counseling and/or drug/alcohol education for student and/or parents via certified outpatient counselor(s). Parent/Guardian has the responsibility to pay for services.
4. Inpatient treatment commensurate with family's ability to pay for services.
5. Expulsion.
6. Revocation of driver's license.

Disposition 2<sup>nd</sup> offense: The school officials will recommend expulsion to the superintendent. Referral will be made to authorities.

#### **SUBSTANCE/DRUG DEALING**

Dealing is defined as KNOWINGLY OR INTENTIONALLY DISTRIBUTING UNAUTHORIZED DRUGS, NARCOTICS, and OR ALCOHOL WITH THE INTENT OF RECEIVING SOMETHING IN EXCHANGE FOR SUCH DISTRIBUTION.

Disposition 1<sup>st</sup> offense: Recommendation of expulsion to Superintendent. Referral will be made to the authorities.

#### **ELECTRONIC DEVICES**

Students may possess and use electronic devices during their free time (lunch/passing periods). Lanesville utilizes a 1:1 technology device program; please refer to the separate Empowered Use Policy that governs their usage. All

usage of devices is governed by the teacher and inappropriate classroom use will result in confiscation of electronic devices.

#### **ENROLLMENT REQUIREMENTS**

Lanesville Community Schools operates under an open enrollment policy for resident and non-resident students. Non-resident students may enroll via the internet and school website. New students wishing to enroll need to:

1. Call the school for information or complete pre-enrollment via the web
2. Be accompanied by a legal guardian with proof of guardianship
  - a. Divorced/separated Parents Custody Statements/Agreements
  - b. Third Party Custodial Statements/Agreements
  - c. Affidavits Supporting Emancipation Claim (appropriate Indiana Code(s) and LCS Board Policy 302.1)
3. Show proof of residency of the guardian. (Rental agreements, utility bills, etc., may serve.)
4. Provide emergency phone numbers.
5. Provide current immunization records.
6. Provide school records from student's previous school. (May be a copy of a transcript, withdrawal papers, etc.) Placement into special programs will not be made until proper documentation of prior placement is provided.
7. Complete an enrollment application if the student is a non-resident.

#### **FIELD TRIPS**

Permission from parents is necessary for students to take field trips. A form is provided for parent's signature. If the parents do not sign this waiver a separate permission slip for each field trip will have to be signed. Students who choose to misbehave and are assigned ISS or OSS on the day of a field trip will not participate. All dress code and discipline policies are in effect during a field trip. Students who participate in a field trip will be responsible for making up all work missed, including tests.

#### **FIRE AND TORNADO DRILLS**

A prolonged ringing of the fire bell alarm is the signal to evacuate the building. There is a specific plan for each classroom, a copy of which is posted in each room. Know this plan for each of your classes and when the fire alarm sounds, SILENTLY and quickly move to your designated area. All classroom windows should be closed.

#### **FUND RAISERS**

The principal must approve all fundraisers. This applies to internal and external fundraisers. Proper application forms are available from the office.

#### **GUIDANCE OFFICE**

Students are most welcome and encouraged to come to the Guidance Office to talk with the counselor about any area of concern to them, whether it is vocational, educational or personal. The Guidance Office will help devise strategies for educational or career planning and accepting responsibility for decisions. School services include scheduling of students, staff consultation, parent contact, program planning and management, evaluation and research, public relations, record keeping and institutional contact.

#### **HARMONY**

Harmony provides parents with the capability to view portions of their child's academic record via the internet. Through the use of the secure usernames and passwords, you will have access to only your child's information. The information may include: Attendance report, Discipline report, Progress report,

Homework agenda, Assignment Summaries, Web messages, Food services, Demographics, Schedule of classes, Book fees, and School Calendar.

#### **HOMEWORK-REQUESTING WHEN STUDENT IS ABSENT**

Students who are absent for one day can request their homework on the day following their absence. If the student is absent more because of illness, the parent can request homework for those days. Requests made before 12:00 NOON, will be gathered throughout the day and will be available to the parent at the end of the school day. The parent can then pick up the homework from the office. The easiest way to request homework is email the teacher directly, using their last name, first initial, followed by the school address: for example: morriss@lanesville.k12.in.us.

#### **ILLNESS, INJURIES AT SCHOOL/HEALTH OFFICE**

In case of illness or injury students will be cared for by the school nurse or designated substitute. Injuries that can be cleaned and bandaged will be taken care of by the nurse/designee. If a student has a fever of 100 degrees or higher, contagious disease, serious injury or illness, a parent/guardian will be contacted. Any student with an illness or injury requiring them to leave school should be seen by the school nurse/designee before a parent is called unless it is an emergency.

#### **IMMUNIZATION REQUIREMENTS**

Students who enter kindergarten or who enter school at any grade level as a new student must have the following immunizations prior to attending school: DtaP/DTP/DT (5 doses), Polio (4 doses), MMR (2 doses), Hepatitis B (3 doses), Varicella-chicken pox (2 doses) and this vaccine is not required if the child has had chicken pox and the parent/guardian writes a statement indicating the month and year the child had the disease. Starting in the 2010-2011 school year all students in grades 6-12 are required to have the following in addition to the immunizations mentioned previously: Tdap (1 dose), and Menactra-meningitis (1 dose). Indiana School Immunization Law provides that students who do not present proof of immunization on or before the first day of school may not attend school without a religious or medical objection on file. Exception to this section of the law will be made upon the receipt of a medical exemption written by a healthcare provider or by a religious objection in writing from the parent/guardian. All exemptions to immunization must be verified annually.

#### **INSURANCE FOR STUDENTS**

Optional student insurance is offered through a company covering the student at school, to and from school, and in school sponsored activities, including interscholastic athletics for the calendar year. Accidents must be reported on an 'accident report' form and returned to the office.

#### **INTERCESSION**

Students will be offered a chance for remediation during the school year to coincide with the end of each grading period. Intercession is provided for students below passing on ISTEP/ECA exams and students with a 50-59% average at the end of the grading period. Students in this range will have an opportunity to earn a passing grade by attending the full week of intercession. Students failing the ECA exam in Algebra I or English 10 are required to attend.

#### **LOCKERS/LOCKS**

**Locker Inspection Policy and Rules:** Lockers are made available for student use on the school premises, including lockers located in the hallways, physical education and athletic dressing rooms. The lockers are made available for student use in storing school supplies and personal items necessary for use at school. The student's use of a locker does not diminish the school corporation's



ownership or control of the locker. The school corporation retains the right to inspect the locker and its contents to insure that the locker is being used in accordance with its intended purposes and to eliminate fire and other hazards, maintaining sanitary conditions, attempt to locate lost or stolen items, or materials such as weapons, illegal drugs, or alcohol.

#### **LOCKER SEARCHES (Board Policy 305.1)**

Lockers are public property and school officials may make reasonable regulations regarding their use and inspection. Students have the right to privacy in their lockers consistent with the regulations that have been established. No school official shall inspect a student's locker unless there is a reasonable (and/or probable) cause to believe that prohibited articles such as guns, knives, drugs, etc. are kept in the locker. If an inspection takes place, the student, or a third party, shall be present.

- All lockers and other storage areas provided for student use remain the property of the Corporation. These lockers and storage areas are subject to inspection, access for maintenance, and search pursuant to these guidelines. A student using the locker or storage area has, by statute, no expectation of privacy in that locker or storage area or the contents contained therein. No student shall lock or otherwise impede access to any locker or storage area except with a lock rented from the school. Unapproved locks will be destroyed.
- The administration may search student lockers and storage areas and the contents contained therein at any time for any justifiable reason.
- The administration may, at any time, request assistance of local law enforcement officials with jurisdiction over the facilities of the Corporation.
- Inappropriate pictures are not to be put in/on lockers.

Students are cautioned against leaving valuables or money in their lockers. Students should not give their lock combinations to other students. STUDENTS MAY NOT SHARE LOCKERS OR SWITCH LOCKERS WITH OTHER STUDENTS AND MUST KEEP LOCKERS CLOSED AND LOCKED AT ALL TIMES DURING THE SCHOOL DAY. Lost articles should be reported immediately to the office. While school authorities will make every effort to protect private property, the school may not be responsible for items vandalized or stolen from lockers.

#### **LOST AND FOUND**

A lost and found box is located in the High School Office. Students may check the box for lost items. Any items left in the storage area after each nine weeks will be donated to charity.

#### **MEDIA CENTER/LIBRARY**

The Media Center consists of the library and audio-visual department. The library houses over 6,000 books. Books may be checked out for two (2) weeks. Most reference books, such as encyclopedias and almanacs do not circulate and must be used in the library. The library provides an area for study or reading for enjoyment. Students are expected to respect the rights of others to have a quiet environment. Students are encouraged to ask the librarian for help in locating materials when needed. Computers are available to assist students with class work.

#### **MEDICINE/MEDICATION DISBURSEMENT**

Indiana School Laws allow the school nurse or other designated personnel to assist students who are required to take medication during the school day. The purpose of this service is to help each student maintain or improve his/her

potential for education and learning. The intent of this policy is to provide safe, effective administration of medications for those students who require them.

- Only those medications that must be given during school hours, will be administered.
- Prescription medications must be accompanied by a medication form completed and signed by the healthcare provider and the parent/guardian. A copy of the original prescription or pharmacy label may be substituted for the signature of the healthcare provider. The form may be faxed to 952-3762.
- Non-prescription medications must be accompanied by a medication form that is completed and signed by the parent/guardian.
- Medication forms may be obtained from the nurse's office. A new form must be completed each school year and each medication must be on its own form.
- All medications must be FDA approved and kept in the original container. Prescription medications must be in a pharmacy bottle labeled correctly with the dosage and times to give, matching the physician's order. The student's name must be on the bottle.
- Any change in medication, dosage, or time to be given, must be in written form with the parent and healthcare provider's signature.
- All medications to be used during the school day must be given to the school nurse or designee at the start of the school day.
- Medications are kept under lock and key and are dispensed by the school nurse or designee.
- A student with a chronic disease or medical condition may possess and self-administer medication for that disease or condition while at school in accordance with the rules set forth by appropriate Indiana Code. Physician and guardian permission for self-administration must be on file at school.
- It is the responsibility of the parent/guardian to make sure the medication is delivered safely to the school nurse or designee.
- Unused medications may be sent home with students in all grades with a parent/guardian's written consent.
- If a parent/guardian does not give consent to send the unused medication home with the student, the parent must pick up the remaining medications within one week of the last dose or within one week of the end of the school year or the medication will be destroyed in the presence of witnesses.

#### **NON-DISCRIMINATION**

It is the policy of the Lanesville Community School Corporation not to discriminate against or violate the civil rights of any student, employee, or group on the basis of race, color, sex, age, national origin or handicap. Such acts are regulated by Title VI of the Civil Rights Acts of 1964, Title IX of the Educational Amendment of 1972, and Section 504 of the Rehabilitation Act of 1973 and the implementation of department regulations. Inquiries concerning the application of the aforementioned regulations may be directed to the Superintendent, who has been designated as Compliance Official or to the Director of the Office of Civil Rights, Department of HEW, Washington, D. C. The Superintendent's office may be reached by calling 952-2555.

#### **PARENT CONCERNS**

We gladly seek input from parents and community on a continual basis. Feel free to contribute as we consider you a partner in the student's education. In order to expediently address your concerns, please follow this chain of command:

1. First, go to the teacher involved. Our staff is willing and wishes to hear from you.
2. If that outcome is not satisfactory, bring your concern to the counselor or Building Administrator.
3. Should the matter not be resolved at the first two levels, contact the Superintendent.
4. If previous efforts have not resulted in an acceptable solution, parents have the right to bring their concerns to the school board.

Every possible effort should be made to resolve these situations expediently and effectively. Each party involved is requested to approach the concern with a fair and open attitude, showing willingness to work with the other party toward an effective solution. See Board Policy 104.3.

#### **PICK UP AND DROP OFF PROCEDURES**

The Crestview Ave. entrance/exit to the parking lot is to be used for busses and student drivers only between the hours of 7:40 AM and 7:50 AM, and again from 2:45 PM to 3:10 PM. If you are bringing your child to school in the morning, when busses are present, please enter at the north entrance (by the playground) and drive to the northeast side of the parking lot. **Parents should also note that they are not to drop off students near the busses in the morning.** You will need to park in the east parking aisles of the upper lot and drop off there in the morning or pick-up there in the afternoon. The preferred after school pick up is at the back of the building, which is accessed by the west road, past the elementary entrance. You are not to drive through the buses in the morning or afternoon or drive through the student parking area on the far eastern side of the upper parking lot. After the busses have departed in the morning, students must be dropped off at the front entrance. If students arrive at school after 7:55 a.m., they are considered tardy and must sign in at the office.

**Do not pick up or drop off your child at the curb near the main entrances when busses are present before or after school.**

#### **PLEDGE OF ALLEGIANCE**

In compliance with Indiana Law, the Pledge of Allegiance will be recited and a moment of silence will be observed each school day.

#### **PROM**

Attendance at the Junior-Senior Prom is open to juniors and seniors who are enrolled at Lanesville High School and their guests. All guests must be enrolled in the 10th grade or above. Seniors who graduated at mid-year may also attend. Final approval of guest participation is at the principal's discretion. No guest may be older than 20 years old. All guests are to conduct themselves in an orderly fashion, and to be respectful of all school rules and personnel. All 'hosting' students are directly responsible for their guest's actions. Students and their guests will not be allowed to leave and re-enter the prom. Refer to the "dances" section earlier in the handbook. The Junior class is responsible for fund-raising for the prom. The amount raised will determine the cost of prom tickets for juniors, seniors and their guests.

#### **PROSSER SCHOOL OF TECHNOLOGY**

The opportunity to attend Prosser School of Technology by junior and senior students is a very important asset at Lanesville High School. This affords student-training opportunities that an individual high school could not possibly offer. However, attending Prosser is a privilege that is possible only by meeting certain requirements.

All students will be given an opportunity to make application during the last part of their sophomore year (junior year in certain cases). The counselor will provide needed information to all eligible students each year. Prosser is an extension of Lanesville High School. A student who is involved in disciplinary action that requires suspension or expulsion from Lanesville High School would also be suspended or expelled from Prosser. Disciplinary actions are reciprocal with both Lanesville High and Prosser.

Upon returning from Prosser, students are to report directly to class. NO PROSSER STUDENT IS TO GO TO THEIR CAR WITHOUT EXPRESS PERMISSION FROM THE OFFICE. A bus is provided by the school corporation to furnish transportation to and from Prosser for all students, except those enrolled in Cosmetology or those senior students who are on work release. STUDENTS ARE NOT ALLOWED TO DRIVE TO THE VOCATIONAL SCHOOL WITHOUT PRIOR CONSENT FROM THE OFFICE.

Failure to comply with this requirement will result in the following:

**First offense:** Thursday Detention  
**Second offense:** ISS  
**Third offense:** Saturday School  
**Four or more offenses:** OSS/Alt School Suspension

#### **REMOVAL FROM SCHOOL**

Any student may be removed from school in the following circumstances, subject to the procedural provision of this policy:

1. If a child is ill, has a communicable disease, or is infested with parasites, the school principal may send the child home with a note to the child's parent/guardian. A child who is sent home under this section may be readmitted to school:
  - a. When it is apparent that the child is no longer ill, no longer has a communicable disease, or is no longer infested with parasites or nits.
  - b. Upon certification from a physician that the child is no longer ill, no longer has a communicable disease, or no longer is infested with parasites.
  - c. Upon certification from a physician that the child has a communicable disease, but the disease is not transmitted through normal school contacts. If the school personnel disagree with the certifying physician as to whether the child should be readmitted to school, the local health officer shall determine whether the child shall be readmitted to school.
2. If the student's legal settlement is not in the attendance area of the school corporation.

#### **RESTRAINT AND SECLUSION POLICY**

The corporation policy may be found in the Board Policy Manual which is located in the corporation office. Any policy inquiries direct to the superintendent.

#### **SEXUAL HARASSMENT**

It is the policy of the Lanesville Community School Corporation to maintain a learning environment that is free from sexual harassment. It shall be a violation of the sexual harassment policy for any member of the staff of the Lanesville Community School Corporation to harass a student through conduct or communication of a sexual nature as defined below. It shall also be a violation of this policy for any student to harass another student through conduct or communication of a sexual nature as defined below. This policy also applies to non-employee volunteers who work subject to the control of school authorities.

Definition

1. Conduct of a sexual nature may include verbal or physical sexual advances and/or comments regarding physical or personality characteristics of a sexual nature.
2. Verbal or physical conduct of a sexual nature may constitute sexual harassment when the allegedly harassed student has indicated by his or her conduct that it is unwelcome.
3. A student who has initially welcomed such conduct by another student by active participation must give specific notice to the alleged harasser that such conduct is no longer welcome in order for any subsequent conduct to be deemed unwelcome.

Examples of Sexual Harassment

1. Verbal harassment or abuse.
2. Repeated remarks to a person with sexual implications.
3. Unwelcome touching.
4. Pressure for sexual activity.
5. Suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning a student's grades.

It is sexual harassment for an employee to subject a student to any unwelcome conduct of a sexual nature. It is the express policy of the Lanesville Community School Corporation to encourage students who believe that they are victims of sexual harassment to come forward with such claims.

Students are urged to report any unwelcome conduct of a sexual nature by employees or fellow students to a counselor or school administrator. Confidentiality will be maintained and no reprisals or retaliation will be allowed to occur as a result of the good faith reporting of charges of sexual harassment. Reports must be in writing on a form supplied by the corporation and must name the person(s) charged and a statement of the facts. In determining whether alleged conduct constituted sexual harassment, the totality of the circumstances, the nature of the conduct and the context in which the alleged conduct occurred will be investigated. The report and the results of the investigation will be presented to the superintendent and then to the Lanesville Board of Education in executive session by the superintendent.

Anyone bringing claims or involved in any way is to maintain confidentiality concerning the alleged incident(s). The Board of Education will take whatever action it deems appropriate. The alleged victim's name will not be released to the public unless required by law. Any employee found to have engaged in sexual harassment shall be subject to sanctions including, but not limited to warning, suspension, or termination subject to applicable procedural requirements.

#### SMOKING/TOBACCO PRODUCTS

Smoking is not permitted on the school grounds or at any school function. This rule applies to all forms of tobacco and tobacco paraphernalia (e-cigarettes, lighters, matches etc.), including non-nicotine products. All such products will be confiscated and not returned. Offenses are concurrent over the high school career. This policy includes students in cars on the school parking lot. Failure to comply with this regulation will result in the following:

- First offense:** 1 day OSS, attendance at Alternative School; 45 day loss of driving privilege
- Second offense:** 2 days OSS, refer to Probation and Alternative School; 45 day loss of driving privilege
- Third offense:** 3 days OSS and requirement for stop-smoking program, refer to Probation and Alternative School; 45 day loss of driving privilege
- Fourth offense:** Removal to Alternative School, refer to Probation

### **STUDY HALL/HONOR STUDY HALL**

Study Hall is provided for students to complete school work during the school day. Students are expected to use this time for school-related activities. Students with academic difficulties will be pulled to the Success Center for additional assistance. Juniors and Seniors with a 3.0 GPA or above, may apply for Honor Study Hall and utilize the commons, library or work with a teacher.

### **TECHNOLOGY AND EQUIPMENT USE**

Students are expected to utilize the technology systems (computers and lab equipment) with integrity and respect. All misuse will be disciplined in a serious manner. Students bringing outside storage devices must have those scanned by the media specialist, technology coordinator or teacher prior to usage on school computers. Students caught using another student's password, or a teacher's password, will lose their computer privileges for the semester. Students are not to log onto a teacher workstation computer for any reason. Each student is responsible for his/her own password. Profanity and all other misuses will be his/her direct responsibility as well as the individual performing the misuse. With the implementation of 1:1 computing, there is a new Empowered Use Policy for parents and students to review.. Please refer to this policy on the corporation website. Parents are required to review the Empowered Use Policy Agreement.

They are giving their student permission to use the Internet and 1:1 computing device at Lanesville Schools. No student will be permitted to use the Internet without his or her parent signing this form. Students who are found in questionable Internet sites will lose their Internet privileges for a semester.

### **TELEPHONE**

There is a pay phone in the main hallway near the gym entrance that provides local access only. The office phone is not to be used unless the staff, in cases of illness, accident, or emergency, approves a specific prior request. No student is allowed to use the classroom phones.

ANY STUDENT CAUGHT MAKING FALSE EMERGENCY CALLS TO 911 FROM THE SCHOOL PHONES WILL BE PROSECUTED.

### **TERMINATION FROM HIGH SCHOOL**

Appropriate Indiana Code (IC) requires that an exit interview take place when a student who is at least sixteen (16) and not yet eighteen (18) years old wishes to withdraw from school prior to graduation or turning eighteen years old. The student, the student's parent or guardian and the designated school employee are required to be present at the interview. The Principal is to conduct the interview. Lanesville will not allow students to drop out of school prior to age 18.

### **TORNADO SAFETY RULES**

Students will follow the directions of teachers and should assemble in the hallway. Proceed SILENTLY and orderly to the hallway. Students are expected to move SILENTLY and quickly and remain SILENT after positions are assumed.

### **TRANSFER TO ANOTHER SCHOOL**

A student who finds it necessary to transfer to another school must follow the procedure outlined below:

1. Inform the counselor one (1) week in advance before his/her final attendance day.
2. Secure a withdrawal form from the office before the last day of his/her attendance at Lanesville High School. This form must be completed and returned to the office before any official transcripts will be sent to his/her new school.

All financial obligations must be taken care of by the time of departure by the parent/guardian or student if emancipated.

#### **VISITORS**

All visitors must enter school through the secure entryway and report directly to the front office and wear a visitor's pass. Students are discouraged from bringing visitors to school. There will be no visitors that 'follow' a student throughout the school day with the exception of the student's parent or guardian. Visitors may come to eat lunch with a student with PRIOR administrative approval.

#### **WORK PERMITS**

Work permits are issued at the High School Office. All students between the ages of 14 and 17 must have a work permit in order to work. A student must have a job before a work permit will be issued. If a student's grades drop or attendance becomes a problem, the school administration has the right to withdraw the work permit. If the burden of a work schedule creates an interference to learning, the work permit may be revoked.

### **ATHLETIC POLICIES**

#### **CODE OF CONDUCT**

##### **Athletic Statement**

This athletic information is designed to inform athletes and their parents or guardians of the rules, regulations, and information that helped develop the rich tradition of competition at Lanesville Junior-Senior High School. Participation in athletics is a privilege, which carries with it varying degrees of honor, responsibility, and sacrifice. Since athletic competition on school teams is a privilege and not a right, those who choose to participate will be expected to follow the Code of Conduct established by the administration, and other specific coach's rules for their sport. Athletes represent their school and student body. Athletes are to conduct themselves in a manner that is becoming to their family, Lanesville Junior-Senior High School, and the community.

##### **Athletic Philosophy**

The goal of the Lanesville Junior-Senior High School Athletic Department is to provide the best opportunities for student-athletes to excel in teamwork, sportsmanship, self-discipline, and moral character. The purpose is to provide each participant with experiences that will be positive and memorable and that help the athlete develop the capacity for commitment to a cause, acceptance of responsibility, and loyalty towards any chosen endeavor.

##### **Athlete Defined**

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

##### **Athletic Program Profile**

Lanesville Junior-Senior High School supports nine (9) sports that offer 35 different teams to students in grades 7-12. Student-athletes are coached by well-qualified men and women and participate in over 300 contests per year.

#### **ELIGIBILITY**

##### **Academic Eligibility**

Student-athletes must be passing five (5) full-credit classes each grading period (semester grades take precedence) in order to continue to participate as a team member. Coaches may check progress of students by talking to teachers, issuing

periodic grade checks, and checking progress reports. It is the policy of the athletic department to work closely with the academic progress of each participant. Athletic eligibility is determined as of 3:00 P.M. on Wednesday following the close of each grading period. Students with failing grades may attend practices during periods of ineligibility at the coach's discretion. Athletic eligibility after high school is determined by the NCAA Clearinghouse, information may be located at [ncaa.org](http://ncaa.org).

#### **Statement**

The following Lanesville Junior-Senior High School athletic rules are in accordance with the Indiana High School Athletic Association Constitution. The conduct of participants in athletics at Lanesville Junior-Senior High School, in or out of school, shall be such as 1) not to reflect discredit upon our school, and 2) not to create a disruptive influence on the discipline, good order, moral or educational environment in our school. Any such misconduct violating these principles shall be subject to disciplinary measures.

#### **Enforcement of the Code of Conduct**

The principal shall enforce all rules and regulations as described in the Code of Conduct (hereafter the Code) for athletes. All rules regarding behavior and/or training as outlined in IHSAA regulations apply. The coach of each sport will enforce the Code during the year. Any alleged violation of the Code shall be reported first to the athletic director and then is to be followed by an investigation by any or all of the following people: coach, athletic director, principal or his/her designee.

#### **Expected Standards of Conduct for Athletes**

The good of the team is first and foremost.

No player will ever employ illegal tactics to gain an undeserved advantage. All players will devote themselves to exhibiting good sportsmanship.

All athletes will obey the specific training and practice rules of their team as given to them by the coaching staff.

Athletes should not engage in negative behaviors. Drinking alcohol, taking controlled drug substances, using tobacco products, using profanity, and displaying negative attitudes are harmful to athletes and their team. Maximum effort and performance cannot be attained with negative behaviors.

Athletes should be careful in not being in attendance at social events in which illegal activities are occurring such as under-age drinking or use of chemical substances.

Athletes should be a positive influence in all they attempt to do. They are to work for the betterment of Lanesville and set a good example by doing what is right and good.

Officials deserve courteous respect. All must realize that officials do not lose a game or contest. They are there for the purpose of insuring both teams affair contest.

Athletes should appreciate that coaches, teachers, and school officials have the best interests of all athletes in mind as they equip, schedule, and conduct the athletic program.

All Lanesville athletes must comply with the standards of our athletic code of conduct and school rules or be subject to disciplinary action or dismissal from a team as determined by the rules, coaching staff, athletic director and/or principal of Lanesville Junior-Senior High School.



## **THE CODE OF CONDUCT IS IN FORCE EVERY DAY**

### **RULES of the CODE of CONDUCT**

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

**Rule 1.** Athletes (hereafter student athletic trainers, managers, cheerleaders, statisticians and other student support staff are included in the term "athletes") shall not knowingly possess, use, transmit, or be under the influence of any narcotic drug, hallucinogenic drug, stimulant, depressant, anabolic steroids, performance-enhancing substances including nutritional supplements, marijuana, or counterfeit caffeine pills nor shall they possess, use, or transmit paraphernalia for use of such substances. (Use of an authorized drug as prescribed by a registered physician shall not constitute a violation of this rule.) Athletes shall not partake in any degree or be in possession of alcoholic beverages. Athletes shall not use or be in possession of tobacco products, including e-cigarettes, cigarettes, dip, or hookah at anytime.

**Consequence:** Any athlete knowingly violating any part of the above rule on the **First Offense** will be automatically suspended from participation in athletic contests and from the team or squad in which the student is participating for **25% of the contests** for the season for such team or squad. Penalties may carry over to other sports or to the following season. Practice for an athlete who is under suspension is at the discretion of the coach. The **second** or **succeeding offense** will result in suspension from participation in athletics for a minimum of **one (1) calendar year (12 months)** from the day the infraction is confirmed with no practice allowed with any squad or team.

**\*\*This includes the Lanesville Random Drug Testing Program.**

**Rule 2.** Athletes shall not commit felonies, misdemeanors, or acts of delinquency.

**Consequence:** Any athlete arrested or detained as a juvenile or adult on such a charge will be suspended from participation pending investigation of the incident. **Conviction** of a **felony** at any time shall exclude the student-athlete from athletic participation for **one full year (12 months)** from the day the violation is confirmed. **Succeeding felony convictions** will disqualify an athlete from any participation for the **remainder** of his/her **high school career**. **Conviction** of a **misdemeanor** shall be subject to athletic suspension for **25% of the contests** for the season on the **first offense** with practice at the discretion of each coach. Penalties may carry over to other sports or to the following season. **Succeeding misdemeanor offenses** will bring an athletic suspension of **one (1) calendar year**.

**Rule 3.** Athletes shall not commit acts of vandalism, and/or theft.

**Consequence:** The **first offense** will result in automatic suspension from participation in athletics and from the athletic squad for **25% of the contests** for such season for such team or squad. Penalties may carry over to other sports or to the following season. Practice for the athlete is at the discretion of the coach. **Succeeding offenses** will result in athletic suspension for a minimum of **one (1) calendar year (12 months)** from the day the violation is confirmed.

**Rule 4.** Violation of school rules such as truancy, suspension, or classroom disruptions.

**Consequence:** Any athlete who is in **violation of school rules** such as truancy, suspension, classroom disruption, or other punishable acts will be disciplined by the already established school rules. The athlete may be further dealt with within the structure of each coach's rules for their sport. If an athlete is suspended out-of-school for any reason they will be ineligible for all contests during the term of his/her suspension. In-school and out-of-school suspended athletes cannot practice during the days of the suspension.

**Rule 5.** The coach of each sport may set specific team rules. These rules and the penalties for breaking them will be given to the athletes by the coach at the first meeting or practice of that sport. These written regulations will be on file and approved by the Athletic Director.

#### **Self-Report Clause**

It is the intent of Lanesville Junior-Senior High School Athletic Department to assist students with developing responsibility for their actions and to encourage honesty. Therefore, any student who voluntarily reports him/herself for a violation of the Code of Conduct before being reported by some other means will be permitted leniency. This student will pay a lesser penalty for the infraction than stated: they will serve **one half (½) of the penalty** for the first offense only. In cases of substance abuse, the self-reporting student must participate in substance abuse awareness session(s) with a qualified professional to receive the benefit of this clause. This Self-Report Clause can be used only once during the student's four year career.

#### **Forfeiture of Awards**

If the violation of the Code of Conduct occurs in the latter part of a sport season and the athlete is serving a suspension at that time, the athlete will not be considered in good standing and therefore will forfeit all points and awards for that sport season. Any athlete not returning a uniform or equipment will be ineligible to receive any awards.

#### **Carry-over of Contest Suspension**

If the violation of the Code of Conduct occurs in the last part of a sport season and the violator cannot fulfill the terms of his/her violation in that sport the suspension does carry-over until the suspension is fulfilled. This includes their next sport or the same sport next year. If a typically one-sport athlete elects to participate in a new sport in order to serve a suspension, he/she will be required to complete this season in good standing.

#### **Athletic Appeals Committee**

The Athletic Appeals Committee is composed of the principal, athletic director and a coach not involved with the athlete in question. The coach involved in the exclusion will present his/her reasons for the exclusion, but will not be involved in the Appeals Committee decision. The Athletic Appeals Committee is in existence to hear appeals of athletes from decisions of exclusions by the coach and athletic department. Recommendations, different from the already stated consequence, may or may not be made. Following the hearing the parent(s) or guardian(s) will be notified within five (5) days by the principal or his/her designee of the decision of the panel. The panel's decision may accept, reduce or revoke the exclusion decision for violations, but may not invoke a more severe penalty.

#### **Appeals/Hearing**

An athlete and his or her parent(s) or guardian(s) has the right to a hearing on an exclusion by notifying the principal in writing within five (5) school days after the exclusion decision. The right of appeal is forfeited if a hearing is not requested within this five-day limit. The purpose of the appeal hearing is to

inquire into the athlete's alleged violation and to allow the athlete and parent(s) or guardian(s) to present evidence on the student's behalf. The appeal is to determine whether or not the accused student has forfeited his/her privilege to be in athletics. The student-athlete remains ineligible to participate while the appeals process is ongoing. This process has no legal implications or requirements.

#### **Physical Examinations**

Every student athlete is required by Lanesville Junior-Senior High School and the IHSAA to have a physical examination completed and on file with the athletic office **before** practicing in any sport. This includes any conditioning program for that sport. Physical exams are the responsibility of the athlete and his/her parent(s) or guardian(s).

#### **Attendance: School and Game Day**

Daily attendance to school and practice is expected. All student-athletes must be in school **four (4)** periods to be eligible to participate in a contest on that date. If an athlete leaves school because of an illness, they may not participate in a contest on that date. Approved field trips or school activities constitute attending school. Any exceptions must be approved through the principal's office and/or athletic office.

#### **Conference Affiliation**

Lanesville High School belongs to one of most prestigious conferences in Southern Indiana. The Southern Athletic Conference is made up of the following schools: Borden, Crothersville, Henryville, Lanesville, New Washington and South Central.

#### **Conflicts Between Activities**

Activities at Lanesville Junior-Senior High School share many students. From time to time conflicts may occur between activities. If a conflict occurs, the student-athlete is expected to communicate between coaches and/or sponsors. Consideration should be given to co-curricular and conference activities. Any conflict unable to be resolved by the student-athlete and coaches/sponsors will be referred to the Athletic Director

#### **ATHLETIC LETTER SYSTEM**

<u>Sport</u>	<u>Determination</u>
Baseball & Softball	Players, except pitchers, participate in at least 30 innings. Pitchers must pitch in at least 15 innings. Coach/AD discretion
Basketball (Boys & Girls)	Participate in at least ½ of varsity games. Coach/AD discretion
Cheerleader, Student Managers, Statisticians	Complete season in good standing
Cross Country (Boys & Girls)	Average in the top 7 runners during the season; Coach/AD discretion
Golf	Participate in 5 varsity matches Coach/AD discretion
Soccer	Participate in 5 Varsity matches Coach/AD discretion
Tennis (Boys & Girls)	Participate in 5 Varsity matches

	Coach/AD discretion
Track (Boys & Girls)	Participate in Sectional Track Meet Coach/AD discretion
Volleyball	Participate in a least ½ of varsity matches Coach/AD discretion

#### **PATCH POLICY**

The School, through the athletic department or team account, will purchase honor jacket patches for the following Varsity accomplishments:

##### **Individual**

- All-Conference
- Regional, Semi-State, State Qualifier (highest level reached)
- Sectional, Regional, Semi-State, State Champion (highest level reached)
- All-American (Cheerleaders)
- Multiple Sport Athlete: earns at least 8 varsity letters
- Ultimate Athlete Award: earns at least 12 varsity letters

##### **Team**

- Conference Champions
- Sectional, Regional, Semi-State, State (highest level reached)

Letter winners or coach's discretion. It is the coach's responsibility to turn in a list of eligible recipients to the A.D. Coach, Players, or Parents may purchase additional letters through the school at their own expense.

**Any athlete refusing to participate in Athletic Fundraisers may be ineligible for awards.**

**The Lanesville High School Athletic Department encourages multiple sport participation by all athletes. Student-athletes who participate in more than one sport are valued as important contributors to the school's athletic program.**

#### **PART TWO: ACADEMIC INFORMATION WITH COURSE DESCRIPTIONS**

(All information in this part of the handbook is accurate on the date published and subject to change).

##### **Academic Awards**

Students enrolled at Lanesville High School have the opportunity to receive an academic award for each semester a 3.00 GPA is attained. The awards ceremony takes place each spring.

A student must maintain a grade point average of 3.0 or better for at least one semester to receive an award.

A student must be enrolled in at least five (5) classes.

A transfer student must have been enrolled in Lanesville High School for at least one (1) complete nine weeks of the semester to qualify for the award. Students receiving the Academic Awards will have their dinner provided when the achievement banquet is held.

Students who have served on countywide or statewide committees, or have been awarded honors not recognized on Senior Honors/Awards Night will have their

meal provided and they will be recognized for their individual honors with a certificate. (Examples of this would include: Youth Philanthropy Council, Student Announcers, etc. Also included would be participants in extracurricular activities that do not receive recognition at any other function.) The following awards are given:

Number of Semesters	Award	Number of Semesters	Award
One	Certificate	Five	Eagle framed picture
Two	Certificate with seal	Six	Medallion
Three	Excellence pin	Seven	Plaque
Four:	Eagle key chain		

#### **Carl Uessler Academic Awards**

The Uessler Academic Awards will be given to the top ten (10) percent of each graduating class. The awards will be presented on Senior Honors Night.

#### **ADVANCED PLACEMENT EXAMS**

Students at Lanesville High School may take courses in AP Art History, Calculus, Chemistry, Human Geography, Music Theory, Psychology, and Spanish. Corresponding AP Exams must be taken by all students enrolled in the class. If the AP Exam is not taken, credit toward the Academic Honors Diploma cannot be awarded. Testing fees for the math and science courses may be covered by the State of Indiana. If not, each AP exam cost \$92 dollars. Depending on the college, students scoring a 3 or above on the exam shall be given college credit. Check with individual colleges to research their policies on AP testing and earning college credit. Many colleges will forego their individual placement exams for students who have taken the AP exam.

#### **ASSESSMENT GUIDELINES/RETESTING POLICY**

The philosophy of Lanesville Schools is focused on all students reaching their full potential. The intent of the re-test/re-do policy is to provide support in order for teachers and students attain this goal. As educators, we understand that all students do not learn at the same pace or at the same time. Students need extra-time and extra-help in reaching proficiency. This policy provides flexibility to differentiate assessments based on student needs. Good assessment advances learning and provides information to the teacher to inform instructional practice.

The classroom teacher has the discretion to make a re-do decision for a student. The decision should be based upon work the student has done up to a certain point through various formative assessments. As the teacher observes the student through this learning process, a better decision about a specific student re-do can be made. Assessments that are formative in nature (homework, quizzes, assignments, practice) are perfect examples to have students re-do to learn the material. This provides multiple opportunities to learn skills.

Assessments that are summative in nature, which typically occur at the end of learned material (grading period) would normally not be eligible for a re-do. Examples include benchmark assessments and final exams. Should a question about the appropriateness of a re-do arise; see number nine in the Guiding Principles.

The rationale for offering a re-do option is to help students develop skills in content knowledge through the learning process prior to the end of the grading period. The teacher's goal should be for a grade to reflect what a student knows at that given point.

#### ***Guiding Principles***

1. Any re-do is based on the discretion of the teacher. Re-do of any work or assessment is not to be taken for granted by students or parents.
2. The type of re-do assessment will be at the teacher's discretion and may not be in the same format as the original assessment. It may be an oral test, written test, performance assessment in a different format from the original assessment.
3. The re-do process will require extra effort and time on the part of the student in preparation for the re-do. It should also contain some form of guided and structured re-teaching and review by the teacher of material previously presented. Specific requirements will be defined for the student.
4. The teacher will base the decision of the re-do on teacher observations made during the learning process and the monitoring of student effort to learn the material. If a willingness to learn and sincere effort is observed, the re-do is appropriate for a student.
5. As a general rule, the number of re-do opportunities could vary by student, depending on their individual rate of achieving proficiency.
6. Teachers are encouraged to notify parents when a re-do opportunity is presented. This may vary with the grade level and maturity level of the student.
7. Under most circumstances, no re-do assessments should be allowed during the final week of the grading period.
8. The normal protocol for a re-do is that it will take the place of the original grade if it results in an improved grade.
9. Special circumstances may arise when the opportunity to re-do will need to be decided by a team of educators. This could include the teacher, administrator and parent.
10. Each teacher will provide a written description of their expectations and procedures related to the re-do process at the beginning of the school year or semester to be shared with students and parents.
11. Students are allowed to re-take exams below 80%. They must participate in corrective instruction and make arrangements with their teachers. Test retakes are at the discretion of the teacher according to the assessment guidelines of the school corporation. The rule of 80% does not apply to Advanced Placement (AP) or dual-credit courses. If the student participates in remediation or corrective instruction and earns a higher score on the retest, the higher score will replace the original grade.

#### **CADET PROGRAM**

The Cadet Program is designed to provide assistance to teachers and administration in the form of student helpers. Students must be enrolled in a study hall and must apply to become cadets. Teachers must apply to receive a cadet assignment. There will be training by the counselor and Success Center coordinator during Flex Time.

##### **Guidelines**

- Students must earn a "C" average in all classes per nine weeks.
  - No student will be allowed to serve more than one period; exceptions may be made for seniors.
- Students with disciplinary referrals can be pulled from the program.

- Students are to remain in the assigned area the entire period unless sent on errands by adults.
- Applicants for the program need to be honest, hardworking, cooperative, dependable, respectful, punctual, and well disciplined.
- Cadets should not be dismissed early to lunch or afternoon dismissal FOR ANY REASON.
- Cadets will remain with the assigned teacher, even if their duties are completed for that day.

#### **COLLEGE VISITS**

Seniors are allowed two (2) college visits during each semester, juniors are allowed two (2) college visits per year and sophomores are allowed one (1) per year. The Guidance Counselor must approve the visits at least TWO days PRIOR to the visit. Students who visit colleges are required to get written verification from the admissions officer of the college stating that the student did visit the college. Colleges listed in the metro area, i.e. University of Louisville, Indiana University Southeast, Ivy Tech, and others shall be visited only for one-half the day. If the student complies with the above regulations, the day will count in the official attendance, but WILL NOT count in the five-day limit of absences per nine weeks. If a student chooses to take placement exams, or college entrance exams on school days, those days will count in the total absences for the nine-weeks. Further college visits will be allowed upon the presentation of an acceptance letter to the Guidance Counselor. The student must then secure a signed document from the college stating the student was present on the date of the visit. Those absences will be excused and will count in the total absences for the nine-weeks.

#### **CREDITS EARNED**

Classification of each student by grade level will occur prior to the first student day of each school year. All newly enrolled students will be classified upon entering Lanesville High School. A classification review may occur at the request of the student/parent to the Counselor, at the beginning of second semester. Students classified as freshmen, sophomores, juniors, or seniors may only participate in the activities of the designated class. The credits earned determines the grade classification, not years in high school. See the counselor for details.

<b>Freshman</b>	0 credits
<b>Sophomore</b>	10 credits and 1 or more years of high school completed
<b>Junior</b>	18 credits and 2 or more years of high school completed
<b>Senior</b>	28 credits and 3 or more years of high school completed

#### **CREDIT/TRANSCRIPT CHECK**

The "Credit/Transcript Check" form should be used to plan your four years in high school and updated each year to keep record of your progress toward your diploma and academic goals. Grade level transcript meetings will be held each year.

#### **DIPLOMA REQUIREMENTS**

Diploma types and requirements are explained in this handbook. Pay careful attention to the information that applies to each diploma type. Local requirements include 2 additional courses for all diplomas for a minimum of 42 credits, or 47 credits for the Academic Honors Diploma (AHD) or the Technical Honors Diploma (THD). For purposes of obtaining an Academic or Technical Honors Diploma the required grade point average of B is equal to a 3.0, with no grade below a C- in a required class toward the diploma.

### **DROPPING/ADDING A CLASS**

Students who find it necessary to drop and/or add a class after course selections are finalized, must request the changes prior to the start of the school year.

Drop/adds are at the discretion of the school administration. To drop a class after the start of school each of the following must be completed:

- Counselor/Student Meeting to discuss dropping the class
- Student must meet with the teacher and schedule at least 2 hours of after or before school tutoring in the subject area and develop a plan to improve grade
- Parent, student, teacher, and counselor meeting to discuss whether it is recommended to drop the class after completing the above requirements.

### **DUAL CREDIT (HIGH SCHOOL/COLLEGE) COURSES**

Students may take dual-credit courses (credit from both a university and our high school-not double credit) through post-secondary institutions.

- If the class is taught at the university, it cannot conflict with the student's daily class schedule at Lanesville.
- Parents assume all responsibility of tuition fees and costs for the college course, transportation costs, and liability of the transportation as applicable.
- The principal must give final approval of this request, if the course involves leaving the high school campus. Grades earned for dual credit will count toward the student's cumulative GPA.

### **EARLY GRADUATION**

Students may elect to graduate from Lanesville High School in three years if they have met all the requirements to earn a diploma. A school corporation may, under procedures adopted by the state, graduate students after six semesters. Please keep in mind the following:

- Students with poor attendance, i.e. those students who consistently have to make up time for absences, will not be allowed to elect this early graduation option.
- Student is not enrolled at Prosser School of Technology.

Students wishing to be approved for early graduation must be enrolled in the college preparation course of study at Lanesville High School. If a student elects and is approved to graduate in three years, they must declare their intentions at the end of their second year of high school. A student who is approved to graduate in three years will not be included in the class standing of either the junior or senior class and will not be eligible to attain valedictorian or salutatorian status. Students must apply for early graduation prior to the end of the sophomore year to develop a plan for course completion.

### **FOREIGN EXCHANGE STUDENT PROGRAM**

Foreign Exchange students are welcomed at Lanesville High School provided they are a part of a nationally recognized exchange program. Foreign Exchange students must be attending classes no later than the tenth (10) day of school. Foreign Exchange students, who have completed the requirements of the State of Indiana in terms of graduation including successfully completing the End of Course Exam requirement, will be given a diploma from Lanesville High School. Those senior-level equivalent Foreign Exchange students who do not meet the graduation requirements will be allowed to participate in the graduation exercises, but will be given only a participation certificate and will be recognized at the end of the graduating class.



#### FOUR-YEAR PLAN CHART/SCHEDULE REQUEST FORM

The four year plan chart/schedule request form is used by the counseling department to work with students in scheduling classes for the next school year. It is updated each year during scheduling meetings and provides a basis for students and parents to update the academic program for the following year.

#### GRADING SCALE

The grading scale at Lanesville Junior/Senior High School with regards to computing the cumulative grade point average is as follows:

	AP/ACP	Others		AP/ACP	Others
A	5.0	4.0	C	3.0	2.0
A-	4.7	3.7	C-	2.7	1.7
B+	4.3	3.3	D+	2.3	1.3
B	4.0	3.0	D	2.0	1.0
B-	3.7	2.7	D-	1.7	0.7
C+	3.3	2.3	F	0.0	0.0

A school wide classroom grading scale is followed at Lanesville Junior-Senior High School.

A+	99.5	C+	77.0	F	59.0<
A	93.0	C	73.0		
A-	90.0	C-	70.0		
B+	87.0	D+	67.0		
B	83.0	D	63.0		
B-	80.0	D-	60.0		

#### GRADUATION

Students need a minimum of 42 credits to graduate from Lanesville High School. Students must have attended high school for at least seven (7) semesters to qualify for graduation. Seniors may be allowed to graduate at the end of the first semester of the senior year providing all requirements have been met. A student WILL NOT be allowed to enroll or continue a course unless he/she physically attends class on a daily basis. Permission may be given to take a needed class by correspondence. Students WILL NOT be excused from attending class because of employment.

#### GRADUATION/DIPLOMA/CERTIFICATE POLICY

##### Diploma

Shall be granted and awarded during commencement ceremonies to all students who meet all of the following criteria:

1. State minimum graduation course requirements found in state code
2. Local graduation requirements;
3. Passing End of Course Assessments (ECA). See appropriate Indiana Code and Indiana Administrative Code for the four ways to satisfy the ECA requirement.

##### Certificate of Completion

Pursuant to Indiana Administrative Code, this document shall be awarded to students who do not earn a diploma but who complete the public school educational program prescribed in the student's Individualized Educational Program (IEP). The student shall participate in graduation exercises.

##### Certificate of Attendance

Given, at commencement ceremonies, to Foreign Exchange students who do not qualify for a diploma or Certificate of Achievement.

#### GRADUATION CEREMONIES

The following requirements are for participation in the graduation ceremonies at Lanesville High School. Those ceremonies include Senior Award's Night and Commencement. Students not wishing to comply with these requirements may pick up their diplomas from the office the week after school is out. Participation in the ceremonies at Lanesville High School is a privilege. Only seniors actually graduating (having passed all required courses) will be allowed to participate in the commencement ceremonies (exception: Foreign Exchange students).

#### **What to wear for senior awards night**

Students participating in the senior awards ceremony are expected to dress accordingly. This is a "dress up" occasion. Young women should give consideration to the fact shorter skirts are not appropriate. Young men need to wear a dress shirt, dress pants and a tie. Suit coats are optional. Denim jeans (regardless of color), sandals, and casual clothes are not appropriate for this evening.

#### **What to wear for Commencement**

Males - white or light colored shirt with a collar and a tie, long dark dress pants (NO JEANS) dress shoes (NO SANDALS, FLIP FLOPS, OR SLIDE-ONS)

Females - white or light colored dress, dress shoes (NO FLIP-FLOPS, SLIDE-ONS, OR CASUAL SHOES)

Mortarboards are to be worn correctly with the top being flat and not on an angle. No writing or decoration on the gown or mortarboard will be allowed.

#### **Speeches**

All speeches will be written prior to graduation and approved by the principal or his/her designee. Grammar and content advice will be given to the participants.

Valedictorian (Ranked 1st in class): Commencement

Salutatorian (Ranked 2nd in class): Commencement

Historian (Ranked 3rd in class): Honors Night

Senior Class President: Welcome for Commencement

#### **Graduation Celebrations**

If celebration during graduation creates a mess in the gym, diplomas will not be released until the mess is cleaned up.

#### **Valedictorian/Salutatorian/Historian**

Cumulative grade point averages (GPA) will determine the selection of Valedictorian (being the highest), Salutatorian (being the second), and Historian (being the third). The selection will not be determined until the end of the 3<sup>rd</sup> nine weeks and will include the 3<sup>rd</sup> quarter grades of the senior year. If a tie exists at this point, at any level, those students will share the honor of that level (e. g. Co-Valedictorians, Co-Salutatorians, or Co-Historian). The next student will then be assigned the title accordingly. Beginning with the class of 2014, ties on GPA will be broken by the student taking the most Advanced Placement classes and most credits attempted.

### **END OF COURSE EXAMS REQUIREMENT (ECA)**

#### **Meeting the End of Course exams (ECA) requirement**

The graduation requirement can be met in four ways:

1. Pass the Algebra I and English 10 End of Course exams (taken in May when students are taking these classes)
2. Fulfilling the requirement for the Core 40 Waiver; or

3. Fulfilling the requirements for an ECA "Evidence-based" Waiver (see below);  
or
4. Fulfilling the requirement for an ECA "Work-readiness" Waiver (see below).

**ECA "Evidence-based" Waiver**

- Take the ECA exams at least one time your sophomore, junior, and senior years.
- Complete any extra help sessions offered each year to prepare for the ECA retests (this includes Intercession).
- Maintain a school attendance rate of 95 percent or better (with excused absences not counting against the student), over the course of your high school career.
- Have a "C" average in the courses required for graduation, over the course of your high school career.
- Satisfy any other state and local graduation requirements; and
- Obtain a written recommendation from a teacher of the student in each subject area in which the student has not achieved a passing score on the graduation examination. The written recommendation must be concurred by the principal of the student's school and be supported by documentation that the student has attained the academic standard in the subject area based on:
  - (A) tests other than the graduation examination; or
  - (B) classroom work.

**ECA "Work-readiness" Waiver:**

- Take the ECA at least one time your sophomore, junior, and senior years.
- Complete any extra help sessions offered each year to prepare for the ECA retests (this includes Intercession).
- Maintain a school attendance rate of 95 percent or better (with excused absences not counting against the student), over the course of your high school career.
- Have a "C" average in the courses required for graduation, over the course of your high school career.
- Satisfy any other state and local graduation requirements.
- Complete the course and credit requirements for a general diploma, including the career academic sequence; a workforce readiness assessment; and, at least one career exploration internship, cooperative education, or workforce credential recommended by the student's school.

**INCENTIVE PROGRAMS**

**Renaissance Program**

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

- To focus on and emphasize academic excellence
- To recognize and celebrate student academic achievement
- To recognize and celebrate staff achievement

**INCOMPLETES**

An "I" or incomplete will be given if a predetermined amount of work is not completed during a grading period. After a period of two weeks, the incomplete must be replaced by the grade earned. If a student has not made up the work,

and an extenuating circumstance does not exist (such as, but not limited to hospital stay, severe illness, doctor's statement) the grade will become an "F" for the classes that have incomplete work.

#### **INDEPENDENT STUDY**

Independent Study is granted only to those students whose schedules cannot accommodate a required subject. Independent Study permission is granted only with the full knowledge and approval of the instructor. If Independent Study is requested, it must be understood that the student must take the responsibility to do work assigned.

#### **NATIONAL HONOR SOCIETY**

Lanesville High School has a local chapter of the National Honor Society (NHS). The NHS is a national organization based on four ideals: Scholarship, Leadership, Service, and Character. The purpose of National Honor Society is to create enthusiasm for scholarship, to stimulate a desire to render service, to promote leadership, and to develop character in high school students. The Lanesville Chapter of the National Honor Society strives to recognize students who demonstrate outstanding achievement in the areas of academics, leadership, service, and character within and outside the school.

Membership consideration is open to any sophomore, junior, and senior who has attended Lanesville High School for at least one semester and has maintained a 3.0 GPA on a 4.0 scale. National Honor Society inductions are once each semester. Students who wish to be considered for membership must complete the application process by each deadline. A student who was a member of the National Honor Society at another school automatically becomes a member of the Lanesville chapter of the NHS upon enrollment at Lanesville High School.

#### **REPORT CARDS**

Lanesville Junior/Senior High School is on a nine-week grading system. Parents are encouraged to inquire as to grade status at any time during the school year by contacting the teacher or school office. Parents may also access the Harmony online grading program through the school website. Teachers can also be accessed through email with their last name, first initial, followed by the school address. For example: [morris@lanesville.k12.in.us](mailto:morris@lanesville.k12.in.us). Progress reports will be emailed to the parent/guardian at midpoint during a grading period for all students. At the end of each nine-week grading period, a link will be emailed to the parent/guardian which will connect to Harmony. The parent will enter the username and password which allows access to the report card.

#### **SCHEDULE**

Students are assigned to classes after course sign-ups are held. No subject may be dropped except in the most unusual circumstances and/or the drop/add request is made prior to the start of the school year.

In most cases, only one (1) study hall or cadet/staff aide period is allowed per day. Otherwise, students MUST be enrolled in, attend and study a subject during the assigned period. If a parent insists upon their child dropping a class after completion of the requirements for dropping/adding a class against the advice of the administration and counselor, documentation of that dissenting opinion will be placed in the student's academic file.

#### **STUDENT RECORDS: FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT**

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

- The right to inspect and review the student's education records within 45 days of the day the School receives a request for access. Parents or eligible students should submit to the School Principal or Counselor a written request that identifies the record they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
- The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his/her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his/her professional responsibility. Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.
- The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-4605.

#### **TAKING A CLASS OVER**

There may be a time when it is in the best interest of a student to re-take a specific course. The guidelines for re-taking a course are:

- Only a course in which a student receives a grade below a C- can be repeated (only for Academic and Technical Honors).
- If you are working toward an Academic or Technical Honors Diploma, you must repeat a class with a grade below C-.
- Additional credit for re-taking the class will not be given.
- Both grades will be counted when calculating the student's grade point average. Thus, once a student receives a grade less than an A, a grade point average of 4.0 cannot be attained.
- Students failing a required class need to take the class over through online credit recovery or reschedule the same class as part of their daily schedule.

#### **TUTORING**

Students have opportunities to receive tutoring during the school day and after school. The Study Hall Supervisor and Success Center/RTI Coordinator direct these programs. The Success Center is available during the school day to provide

students with extra help/time and provides tutoring after school every Thursday from 3:00—4:30 pm. Many individual teachers are also available before or after school for tutoring.

#### **WEIGHTED GRADES**

Students taking Advanced Placement and ACP courses will receive grades on a weighted scale. AP/ACP courses are considered the most rigorous and challenging offered and considered the best preparation for college. Students competing for Valedictorian, Salutatorian and class ranking should complete the full complement of AP/ACP courses offered by Lanesville High School. Cumulative grade point averages will determine valedictorian, salutatorian and class rank. In case of a tie in GPA, the valedictorian and salutatorian will be determined by the student taking the most courses and most Advanced Placement/ACP courses over their four years of high school.

#### **COURSE DESCRIPTIONS**

##### **AGRICULTURAL EDUCATION**

##### **Fundamentals of Agriculture**

**2 semesters/2 credits**

**Grades: 8**

**Pre-requisite: None**

**Counts As: Directed Elective or Elective credit for all diplomas.**

Introduction to Agriculture, Food and Natural Resources is a year-long course that is highly recommended as a pre-requisite and foundation for all other agricultural classes. The nature of this course is to provide students with an introduction to the fundamentals of agriculture science and business. Topics covered include: animal science, plant and soil science, food science, horticultural science, farm and agribusiness management, landscape management, natural resources management, agriculture mechanization, and supervised agricultural experience which includes units on career and leadership development. An activity and project based approach is used along with team building to enhance the effectiveness of the student learning activities.

##### **Horticulture Science**

**2 semesters/2 credits**

**Grades: 10, 11, 12**

**Pre-requisite: None**

**Counts As: Life Science for or Physical Science for General diploma ONLY or Directed Elective or Elective credit for all diplomas.**

**Dual credit: Through Ivy Tech for qualified students**

Horticulture Science is a year-long course designed to give students a background in the field of horticulture and its many career opportunities. It addresses the biology and technology involved in the production, processing, and marketing of horticultural plants and products. Topics covered include: reproduction and propagation of plants, woody and nursery stock, fruit, nut, and vegetable production, and pest management. Students participate in a variety of activities including extensive laboratory work usually in a school greenhouse.

##### **Natural Resources**

**2 semesters/2 credits**

**Grades: 10, 11, 12**

**Pre-requisite: None**

**Counts As: Directed Elective or Elective credit for all diplomas**

**Dual credit: Through Ivy Tech for qualified students**

This course is a year long program that provides students with a background in natural resource management. Students are introduced to career opportunities in natural resource management and related industries, the history of the forest industry and forest policy, the importance and uses of forest plants, factors that influence the development of forests, forest improvement and best management practices, proper care and use of forest tools and equipment, effects of management practices on the environment, soil conservation practices, water and its importance to natural resource management, hazardous waste management, native wildlife, waterfowl, fish, wetlands and pond management, surveying and map use, management of recreational areas, outdoor safety, and weather. "Hands-on" learning activities encourage students to investigate areas of environmental concern including: identification and management of ecosystems, management of waste, chemicals and the environment, soil conservation, land uses, regulations, and ordinances, water quality, and air quality.

**Agribusiness Management**

**2 semesters/2 credits**

**Grades: 10, 11, 12      Pre-requisite: Fundamentals of Agriculture or teacher permission**

**Counts As: Directed Elective or Elective credit for all diplomas. Qualifies as a Quantitative Reasoning Course for the General Diploma.**

**Dual credit: Through Ivy Tech for qualified students**

Agribusiness Management is a year long course that presents the concepts necessary for managing an agriculture-related business from a local and global perspective. Concepts covered in the course include: exploring careers in agribusiness, global visioning, applying E-commerce, risk management, understanding business management and structures, entrepreneurship, the planning, organizing, financing, and operation of an agribusiness, economic principles, credit, computerized record keeping, budgeting, fundamentals of cash flow, federal, state, property and sales tax, insurance, cooperatives, purchasing, the utilization of information technology in agribusiness, marketing agricultural products, developing a marketing plan, advertising and selling products and services, understanding consumers and buying trends, agricultural law applications and employability skills.

**Advanced Life Science, Plants and Soils**

**2 semesters/2 credits**

**Grades: 11, 12**

**Pre-requisite: Biology I**

**Counts As: Fulfills a Core 40 Science Requirement for all diplomas or a Directive Elective or Elective credit for all diplomas. Dual Credit:**

**Through Purdue for qualified students**

Advanced Life Science, Plants and Soils, is a standards-based, interdisciplinary science course that integrates the study of advanced biology, chemistry, and earth science in an agricultural context. Students enrolled in this course formulate, design, and implement agriculturally-based laboratory and field investigations as an essential course component. These extended laboratory and literature investigations focus on the chemical reactions of matter in living and nonliving materials while stressing the unifying themes of chemistry and the development of physical and mathematical models of matter and its interactions. Using the principles of scientific inquiry, students examine the internal

structures, functions, genetics and processes of living plant organisms and their interaction with the environment. Students completing this course will be able to apply the principles of scientific inquiry to solve problems related to both biology and chemistry in the context of highly advanced agricultural applications of plants and soils. After taking Biology I and Chemistry I, junior and senior students may elect to take this class for dual credit through Purdue University.

**Advanced Life Science, Animals**

**2 semesters/2 credits**

**Grades: 10, 11, 12**

**Pre-requisite: Biology I**

**Counts As: Fulfills a Core 40 Science Requirement for all diplomas or as a Directed Elective or Elective credit for all diplomas. Dual Credit: Through Purdue for qualified students**

Advanced Life Science, Animals, is a standards-based, interdisciplinary science course that integrates biology, chemistry, and microbiology in an agricultural context. Students enrolled in this course formulate, design and carry out animal-based laboratory and field investigations as an essential course component. Students investigate key concepts that enable them to understand animal growth, development and physiology as it pertains to agricultural science. This course stresses the unifying themes of both biology and chemistry as students work with concepts associated with animal taxonomy, life at the cellular level, organ systems, genetics, evolution, ecology, and historical and current issues in animal agriculture. Students completing this course will be able to apply the principles of scientific inquiry to solve problems related to biology and chemistry in highly advanced agricultural applications of animal development. After taking Biology I and Chemistry I, junior and senior students may elect to take this class for dual credit through Purdue University.

**Animal Science**

**2 semesters/2credits**

**Grades: 10, 11, 12**

**Pre-requisite: Fundamentals of Agriculture or teacher permission**

**Counts As: Life Science or Physical Science credit for General Diploma ONLY or Directed Elective or Elective credit for all diplomas.**

Animal Science is a course that provides an overview of the field of animal science. Students participate in a large variety of activities and lab work including real and simulated animal science experiences and projects. Areas that the students study may be applied to large and small animals. Topic include: anatomy and physiology, genetics, reproduction and biotechnology, nutrition, careers in animal science, animal health, environmental requirements and management practices for the care and maintenance of animals.

**BUSINESS EDUCATION**

**Accounting I**

**2 semesters/2 credits**

**Grades: 10, 11, 12**

**Pre-requisite: Algebra I**

**Counts as: Quantitative Reasoning credit for General diploma ONLY or Direct Elective or Elective credit for all diplomas; Dual credit through Ivy Tech for qualified students.**

Accounting I is a business course that introduces the language of business using Generally Accepted Accounting Principles and procedures using double-entry



accounting. Emphasis is placed on accounting principles as they relate to both manual and automated financial systems. This course involves understanding, analyzing and recording business transactions and preparing and analyzing financial reports.

**Digital Citizenship**

**1 semester/1 credit**

**Grades: 9**

**Pre-requisite: Digital Communication**

**Counts As: Elective Credit**

Digital Citizenship is a business course that provides instruction in software concepts using a Windows-based professional suite, which includes word processing, spreadsheet, database, graphics and presentation applications. Instruction in basic computer hardware and operating systems that support software applications is provided.

**Computer Applications/Advanced**

**2 semesters/2 credits**

**Grades: 10, 11, 12**

**Pre-requisite: Computer Applications**

**Counts As: Elective Credit**

Computer Applications, Advanced is a business course that integrates computer technology, decision-making and problem-solving skills. Areas of instruction include advanced applications and integration of a professional software suite and the use of emerging technology.

**Digital Communication Tools**

**1-2 semesters/1-2 credits**

**Grades: 7, 8**

**Pre-requisite: None**

Digital Communication Tools is a course that prepares students to use computerized devices and other software programs to effectively handle communication related assignments and to develop communication competencies needed for personal and professional activities after graduation. Students will learn the capabilities and operation of high-tech hardware and software and will develop proficiency using a variety of computer input and output technologies.

**Personal Financial Responsibility**

**1 semester/1 credit**

**Grades: 10, 11, 12**

**Pre-requisite: None**

**Counts As: Directed Elective or Elective Credit for all diplomas**

Personal Financial Responsibility addresses the identification and management of personal financial resources to meet the financial needs and wants of individuals and families, considering a broad range of economic, social, cultural, technological, environmental, and maintenance factors. This course helps students build skills in financial responsibility and decision making; analyze personal standards, needs, wants, and goals; identify sources of income, saving and investing; understand banking, budgeting, record-keeping and managing risk, insurance and credit card debt. A project based approach and applications through authentic settings such as work based observations and service learning experiences are appropriate. Direct, concrete applications of mathematics proficiencies in projects are encouraged.

**Preparing For College and Careers**

**1 semester/1 credit**

**Grade: 9****Pre-requisite: required with Computer Applications for Grade 9****Counts As: Directive Elective or Elective Credit for all diplomas**

Preparing for College and Careers addresses the knowledge, skills and behaviors all students need to be prepared for success in college, career and life. The focus of the course is the impact of today's choices on tomorrow's possibilities.

**Principals of Marketing****2 semesters/2 credits****Grades: 10, 11, 12****Pre-requisite: None****Counts As: Directive Elective or Elective Credit for all diplomas**

Principals of Marketing is a business course that provides a basic introduction to the scope and importance of marketing in the global economy. Emphasis is placed on oral and written communications, mathematical applications, problem-solving and critical thinking skills as they relate to advertising/promotion/selling/distribution/financing and pricing products and service management.

**ENGLISH/LANGUAGE ARTS****English 9****2 semesters/2 credits****Grades: 9, 10, 11, 12****Pre-requisite: None****Counts As: Required Language Arts credit**

This course is designed to help students learn a fundamental knowledge of English grammar and accepted English usage. This is achieved by studying traditional grammar and these mechanics of writing: capitalization, punctuation and spelling. Students will also be developing paragraphs by using examples and writing a variety of essay papers.

Further work is designed to help the student acquire a foundation for understanding the different genres of literature, i.e. short story, drama, poetry, etc. The study of Romeo and Juliet is required. It provides practice in developing vocabulary, composition and situations to best strengthen listening, reading, writing, thinking and speaking skills. In-class presentations are required.

**English 10****2 semester/2 credits****Grades: 10, 11, 12****Pre-requisite: English 9****Counts As: Required Language Arts credit**

This is a two-semester course in which students will read a variety of selections and express themselves in many different forms. Students will explore a chosen career with a guided research project. The writing process, effective sentence structure, paragraph development, and peer evaluation are emphasized. Creative and original writings are expected. Effective oral communication is also a part of this class. Students will discover how to use effective delivery techniques, public speaking skills with regards to communicating responsibly, critically, and confidently on topics while speaking in public, and using transitional devices effectively.

Students must pass an end of course assessment (ECA) in English 10 to be eligible for graduation.

**English 11** **2 semesters/2 credits**  
**Grades: 11, 12** **Pre-requisites: English 10**

**Counts As: Required Language Arts credit**

This two-semester course in American Literature is designed to increase and develop basic reading and writing skills through the use of a structural-textual approach to literature. Emphasis will be placed on such skills as reading rate, vocabulary, spelling, reading comprehension, main idea, tone-intent, and significant facts. Quizzes will be given after the student has completed reading the selections to determine short span retention level. This course will employ a variety of genres in short stories, novels, and other literature to give students a well-rounded experience.

**English 12** **2 semesters/2 credits**  
**Grades: 12** **Pre-requisites: English 11**

**Counts As: Required Language Arts credit**

This is a two-semester course designed for students entering a post-secondary institution. Students study world literature with an emphasis on Great Britain. Students will practice explaining and defending their readings to others. The literature component will encourage students to respond critically, reflectively, and imaginatively to the literature of outstanding world writers; become acquainted with cultures of other countries; study themes that relate to mankind and outstanding world writers; and analyze literature as it reflects a divergent point of view of all literary periods. Writing assignments will include literary criticism, character analysis, and a research thesis paper. The speech component of English 12 will continue to emphasize carefully researched speeches.

**English 12 Advanced College Project** **2 semesters/2 credits**  
**Grades: 12** **Pre-requisites: English 11 and teacher permission**

**Counts As: Required Language Arts credit**

**Dual Credit: Through Indiana University**

This is a two-semester advanced college project course is based on content established by Indiana University. The ACP English course is a college-level course equivalent to English composition and literature. There will be a tuition charge from Indiana University, but a significantly reduced rate from the on-campus tuition rate. The course may be taught through a dual credit partnership.

**Creative Writing** **1 semester/1 credit**  
**Grades 10,11,12**

**Pre-requisites: recommended English 9, 10, or teacher recommendation**

**Counts As: English/Language Arts requirement**

Composition, a course based on Indiana's Academic Standards for English/Language Arts and the Common Core State Standards for English/Language Arts, is a study and application of the rhetorical (effective) writing strategies for prose and poetry. Using the writing process, students demonstrate a command of vocabulary, the nuances of language and vocabulary, English language conventions, an awareness of the audience, the purposes for writing, and the style of their own writing. CREATIVE WRITING

PROJECT: Students complete a project, such as a short story, a narrative or epic poem, a persuasive speech or letter, a book review, a script or short play, or other creative compositions, which demonstrates knowledge, application, and writing progress in the Creative Writing course content.

**Expository Writing**

**1 semester/1 credit**

**Grades 10,11,12**

**Pre-requisite: Prefer English 9, 10, or teacher recommendation**

**Counts As: English/Language Arts Requirement**

Expository Writing, a course based on Indiana's Academic Standards for English/Language Arts and the Common Core State Standards for English/Language, is a study and application of the various types of informational writing intended for a variety of different audiences. Using the writing process, students demonstrate a command of vocabulary, English language conventions, research and organizational skills, an awareness of the audience, the purpose for writing, and style. EXPOSITORY WRITING PROJECT: Students complete a project, such as an extended essay or report explaining the main idea or thesis by using the expository strategies of classification, illustration by example, definition, comparison and contrast, process analysis (descriptions or explanations that provide instructions for the reader), cause and effect, definitions, or some combination of these strategies, which demonstrates knowledge, application, and writing progress in the Expository Writing course content.

**Journalism**

**2 semesters/2 credits**

**Grades: 9, 10, 11, 12**

**Pre-requisites: None**

**Counts As: Elective credit**

Journalism, a course based on the High School Journalism Standards along with the Research Standards, is a study of communications history including the legal boundaries and the ethical principles that guide journalistic writing. It includes a comparison study of journalistic writing to other types of writing.

Students prepare for a career path in journalism by working on high school publications or media staffs.

**Student Publication/Yearbook**

**2 semesters/2 credits**

**Grades: 9, 10, 11, 12**

**Pre-requisite: Teacher permission**

**Counts As: Elective credit**

This class consists of producing the High School Yearbook. Students are required to perform in the following areas: Sales, which includes classified ads and completion of the book, design and layout, composition of headlines, data layout, photography and interaction with the Yearbook publisher. Students are assigned duties to be completed in conjunction with the publisher's deadlines. Grading is based on class participation and production of the final product.

**FINE ARTS**

**Introduction to 2 and 3 Dimensional Art**

**2 semesters/2 credits**

**Grades: 9, 10, 11, 12**

**Pre-requisite: none**

**Counts As: Fulfills 1 of 2 Fine Arts credits or a Directed or Elective credit for all diplomas**

Students in this course experience basics in 2-D and 3-D projects with an emphasis on sequential learning that covers art history, art criticism, aesthetics and production. Ceramics, crafts, drawing, graphic design, lettering, painting, printmaking and sculpting are examples of project work.

**Advanced 2 and 3 Dimensional Art** **2 semesters/2 credits**  
**Grades: 10, 11, 12**

**Pre-requisite: Intro to 2 and 3 Dimensional Art**

**Counts As: Fulfills 1 of 2 Fine Arts credits or a Directed or Elective credit for all diplomas**

Lessons will include art history, art criticism, aesthetics and production to lead to the creation of a portfolio of quality works. Various artists are introduced, studied and critiqued through an in-depth historical study of their artwork. In the second semester, students will spend a majority of their time developing a portfolio. Seniors are required to have an individual show for their work at the spring art show.

**Art History Advanced Placement** **2 semesters/2 credits**  
**Grades: 10, 11, 12** **Pre-requisite: None**

**Counts As: Elective credit**

**Dual credit through Ivy Tech for qualified students.**

This course is designed to prepare students for the AP Art History Examination. The first semester covers art from the Paleolithic through the Northern European Renaissance. There are seven course objectives. (1) An emphasis will be placed on visual literacy, that is, the ability to apply art historical methods to the student's visual environment so that students understand how images encode social ideologies. (2) The student will learn to suspend judgment when looking at works of art, developing critical thinking skills by considering the assumptions they bring to an evaluation and learning how to gather evidence before stating opinions. (3) The student will learn a large body of western images and be able to understand the continued flow and change within this body of images. (4) Students will be encouraged to appreciate works of art not only from other cultures, but also try to understand through the aesthetic criteria of those cultures. (5) Students will learn how art history is a field of study that makes connections with other academic disciplines. (6) The students will be encouraged to be a traveler who pursues aesthetic experiences. (7) Students will learn how art plays a part in all types of human experiences. Students will take the advanced placement Art History exam

**Ceramics** **1 semester/1 credit**  
**Grades: 10, 11, 12** **Pre-requisite: Introduction to 2D/3D Art**  
**Counts As: Fulfills 1 of 2 Fine Arts credit for AHD. Directed Elective or Elective for all diplomas.**

Ceramics is a course based on the Indiana Academic Standards for Visual Arts. Students engage in sequential learning experiences that encompass art history, art criticism, aesthetics, and production and lead to the creation of portfolio quality works. Students create works of art in clay utilizing the processes of

hand building, molds, wheel throwing, slip and glaze techniques, and the firing processes.

#### **Sculpture**

**1 semester/1 credit**

**Grades: 10, 11, 12**

**Pre-requisite: Introduction to 2D/3D Art**

**Counts As: Fulfills 1 of 2 Fine Arts credit for AHD. Directed Elective or Elective for all diplomas.**

Students engage in sequential learning experiences that encompass art history, art criticism, aesthetics and production. Students use various materials to create portfolio quality works. They create sculpture through carving, molding, construction and assembling.

#### **Drawing**

**1 semester/1 credit**

**Grades: 10, 11, 12**

**Pre-requisite: Introduction to 2D/3D Art**

**Counts As: Fulfills 1 of 2 Fine Arts credit for AHD. Directed Elective or Elective for all diplomas.**

Students create drawings utilizing processes such as sketching, rendering, contour, gesture and perspective using a variety of media such as pencil, chalk, pastels, charcoal, pen and ink.

#### **Painting**

**1 semester/1 credit**

**Grades: 10, 11, 12**

**Pre-requisite: Introduction to 2D/3D Art**

**Counts As: Fulfills 1 of 2 Fine Arts credit for AHD. Directed Elective or Elective for all diplomas.**

Students create abstract and realistic paintings, using a variety of materials such as mixed media, watercolor, oil, and acrylics with such techniques as stippling, gouache, wash and impasto.

#### **Applied Music**

**2 semesters/2 credits**

**Grades: 9, 10, 11, 12**

**Pre-requisites: None**

**Counts As: Fulfills 1 of 2 Fine Arts credit for AHD. Directed Elective or Elective for all diplomas.**

Applied Music is based on the Indiana Academic Standards for High School Choral or Instrumental Music. Applied Music offers high school students the opportunity to receive small group or private instruction designed to develop and refine performance skills. A variety of music methods and repertoire is utilized to refine students' abilities in performing, creating, and responding to music.

#### **Instrumental Ensemble**

**2 semesters/2 credits**

**Grades 8, 9, 10, 11, 12**

**Pre-requisite: Training in an instrument**

**Counts As: Fulfills 1 of 2 Fine Arts credit for AHD. Directed Elective or Elective for all diplomas.**

This course is designed to bring the student a variety of musical experiences by playing a wide selection of music from classical to pop/rock. This is a co-curricular class in which students march in parades, play at home basketball games, attend solo and ensemble festivals and participate in concert band festivals. Attendance at these activities is required. In band, the students gain

self-reliance and a sense of responsibility. Music is an emotional outlet for many people. Here the students will learn to express themselves musically as well as learn skills they will need to become good musicians. Student participation will develop elements of musicianship including, but not limited to: tone productions, technical skills, intonation, music reading skills, listening skills, analyzing music, and studying historically significant styles of literature as pertaining to chamber ensemble and solo literature.

**Musical Theatre**

**2 semesters/2 credits**

**Grades: 9, 10, 11, 12**

**Pre-requisite: None**

**Counts As: Elective for all diplomas.**

This course is designed to instill the desire to sing and enjoy being able to do all kinds of music, perform for people, and do individual and small group work to further the student's ability to perform with groups outside of school. Student will learn to sight-sing, which will enable them to sing any piece of music they desire. This is a co-curricular class, which will require attendance at concerts and festivals. Students will gain self-reliance and a sense of responsibility.

**Music Theory AP/Music Appreciation**

**2 semesters/2 credits**

**Grades: 10, 11, 12**

**Pre-requisite: None**

**Counts As: Fulfills 2 Fine Arts credit for AHD. Directed Elective or Elective for all diplomas. AP or Dual Credit class when available**

This course will integrate aspects of melody, harmony, texture, rhythm, form, musical analysis, elementary composition, history, and style. The student's ability to read and write musical notation is fundamental to this course, and it is also assumed the student has acquired at least basic performance skills in voice or on an instrument. Course content is based on established College Board expectations. Students will take the advanced placement Music Theory exam.

**HEALTH AND PHYSICAL EDUCATION**

**Physical Education I**

**2 semesters/2 credits**

**Grades: 9**

**Pre-requisite: None**

**Counts As: Required Physical Education credit**

This co-educational class is two semesters with continued emphasis on health-related fitness and developing the skills and habits necessary for a lifetime of activity. This program includes skill development and application of rules and strategies of complex difficulty in health-related fitness activities (cardio respiratory endurance, muscular strength and endurance, flexibility, and body composition); aerobic exercise; team sports; individual and dual sports; outdoor pursuits; and recreational games. Assessment includes both participation in class, dressing daily, and being prepared for daily class activities. All students will have the opportunity to participate in fitness as well as appreciate the importance of physical fitness. The students will be introduced to many leisure time activities and provide them an opportunity to participate in the activities as well as the development of skills through a variety of organized activities. This variety of games and sports will be introduced to carry over into a leisure time activity outside of the school setting.

Students may earn physical education credit through an alternative supervised program (ASPE) during the fall, spring or summer sessions. ASPE does not count toward the minimum course requirements and IHSAA eligibility. One credit per semester/summer may be earned and students may earn up to two credits to replace the Physical Education I-II requirement. To receive one credit through ASPE, the student must participate in 60 hours of direct instruction and complete the entire season. There is an application process for each credit that is available through the guidance office.

This course focuses on instructional strategies through a planned, sequential, and comprehensive physical education curriculum which provide students with opportunities to actively participate in four activities that were not included in Physical Education I.

The material learned during this course can apply to students own lifestyles. Topics covered include nutrition, mental and emotional health, managing stress, the body systems, reproduction, STD's, infectious diseases, and first aid. Students will have quizzes, worksheets, study guides, tests, computer projects and papers to complete during the course. This course will be taken online.

<b>Algebra I</b>	<b>2 semesters/2 credits</b>
<b>Grades: 7, 8, 9, 10, 11, 12</b>	<b>Pre-requisite: None</b>
<b>Counts As: Required Algebra I credit or quantitative reasoning course for all diplomas</b>	

Algebra 1 begins the progression of college preparatory courses in the field of mathematics. The course begins with the basic algebraic skill fundamentals and keeps building as the year progresses. Some of the more prominent topics covered include the use of variables, positive and negative numbers, and solving equations (most of which would be linear and quadratic). Students must pass an end of course assessment (ECA) in Algebra I to be eligible for graduation.



**Geometry** **2 semesters/2 credits**  
**Grades: 8, 9, 10, 11, 12** **Pre-requisite: Algebra I**  
**Counts As: Required Geometry credit**

Geometry follows Algebra 1-II in the normal progression of college preparatory math. A general course outline would be an involvement with the various geometric figures i.e. (triangles, trapezoids, parallelograms, rectangles, squares, circles, etc.) areas and volumes of the figures mentioned, as well as congruence and similarity of figures. Also, a very large part of geometry is devoted to proofs. This is an organized thought process, which causes the student to arrive at a conclusion by way of a step-by-step procedure.

**Algebra II** **2 semesters/2 credits**  
**Grades: 9, 10, 11, 12** **Pre-requisite: Algebra I**  
**Counts As: Required Algebra II credit or quantitative reasoning for all diplomas**

Algebra II is designed to be a continuation of Algebra I. Major topics of consideration are: solving equations of lines, factoring in depth, radicals with various roots and imaginary and complex numbers. The normal progression would be to follow up Algebra II with Pre-Calculus and or Calculus. Algebra II, Geometry and Algebra I are required math credits for a Core 40 diploma.

**Pre-Calculus/Trigonometry** **2 semesters/2 credits**  
**Grades: 10, 11, 12** **Pre-requisite: 3 years of math**  
**Counts As: Mathematics course for all diploma types**  
**Dual Credit: Through IVY Tech for qualified students.**

*Pre-Calculus/Trigonometry* is a two-credit course that combines the material from *Trigonometry* and *Pre-Calculus* into one course. The foundations of algebra and functions developed in previous courses will be extended to new functions, including exponential and logarithmic functions, and to higher-level sequences and series. The course provides students with the skills and understandings that are necessary for advanced manipulation of angles and measurement. Students will also advance their understanding of *imaginary* numbers through an investigation of complex numbers and polar coordinates. The course is designed for students who expect math to be a major component of their future college and career experiences, and as such it is designed to provide students with strong foundations for calculus and other higher-level math course

**Calculus-AB Advanced Placement** **2 semesters/2 credits**  
**Grades: 11, 12** **Pre-requisite: 3 years of math**  
**Counts As: Mathematics course for all diplomas or Elective credit**  
**Dual credit: Through IVY Tech for qualified students**

Calculus is a college-level math course. It is a very beneficial course for anyone planning to go on to college and major in math, engineering, science or any other related fields. The major focus of the course is the two fundamental concepts of calculus-differentiation and integration. The first part of any college calculus class would simply be a review of what is covered in this course. Those topics will include: limits, continuity, derivatives, definite integrals and techniques

of integration involving rational, trigonometric, logarithmic and exponential functions. Students will take the advanced placement Calculus AB exam.

### **Statistics**

**1 semester/1 credit**

**Grade: 12**

**Pre-requisites: Must qualify**

**Counts As: Mathematics course for all diplomas**

**Dual Credit: Through Ivy Tech for students who qualify**

Statistics is a dual-credit course taught through the professor on loan program from IVY Tech. Students must qualify for the course based on a placement exam or qualifying score on the PSAT, ACT or SAT. This course is to introduce students to the major concepts and tools for collecting, analyzing, and drawing conclusions from data. Topics include: (1) exploring data: describing patterns and departures from patterns (2) sampling and experimentation: planning and conducting a study, (3) anticipating patterns: exploring random phenomena using probability and simulation, and (4) statistical inference: estimating population parameters and testing hypotheses.

## **SCIENCE**

### **Chemistry I**

**2 semesters/2 credits**

**Grades: 10, 11, 12**

**Pre-requisite: Grade of C in Algebra I**

**Counts As: Fulfills the 2 credit requirement for Chemistry I, Physics I or Integrated Chemistry-Physics towards the General, Core 40, Core 40 with AHD or Core 40 with THD diplomas or a Quantitative reasoning course for all diplomas**

Chemistry I provides a basic introduction to selected topics in physical science. Students should have completed Algebra I (with at least a C average) before attempting Chemistry. They should be disciplined to memorize and retain important information. Students should realize that Chemistry is a cumulative science. Chemistry I includes numerous lab experiences designed to teach scientific skills, science processes, and scientific thought. The language of Chemistry (periodic table, equations, etc.), measurement skills, problem solving strategies, and real life application of Chemistry in everyday situations are all emphasized in this course.

### **Chemistry II AP**

**2 semesters/2 credits**

**Grades: 11, 12**

**Pre-requisite: Chemistry I/Algebra II**

**Counts As: Science credit for the General, Core 40, Core 40 with AHD or Core 40 with THD diplomas or a quantitative reasoning course for all diplomas**

Chemistry II covers many topics not explored in Chemistry I. Students must complete Chemistry I prior to taking Chemistry II. A grade of B in Chemistry I is strongly recommended as a pre-requisite. Chemistry II is an excellent class to develop problem solving skills and critical thinking. Topics covered in Chemistry II include, nuclear chemistry, organic chemistry, biochemistry, thermo-chemistry, solution chemistry, acid base chemistry, gas laws, and stoichiometry. Several of the topics we address are covered on the AP exam, however the class is not taught strictly to prepare students for the exam.

Chemistry II contains many multi-step math related problems. Several student research projects and student group presentations/demonstrations are required. Students planning careers associated with engineering, medicine, science, or any career that requires critical thinking and problem solving should plan on taking Chemistry II. Students will take the advanced placement Chemistry exam.

**Biology I** **2 semesters/2 credits**  
**Grades: 9, 10, 11, 12** **Pre-requisite: None**  
**Counts As: Required Biology I credit or life science requirement for General Diploma**

This course will begin with the characteristics of life, the study of cells, the chemistry of life, energy, and genetics. During the second semester, we will focus on the classification and evolution (change) of invertebrates and vertebrates. The class is designed to be a hands-on course with labs. Students will take an end of course assessment (ECA) in Biology I to meet federal testing guidelines.

**Biology II: taught every other year** **2 semesters/2 credits**  
**Grades: 10, 11, 12** **Pre-requisite: Grade of C in Biology I**  
**Counts As: Life Science credit for all diplomas**

This is a college level Biology class that expands the topics covered in Biology I and covers additional topics that are often included in college Biology. Students should not take Biology II unless they did well in Biology I, (at least a C average). Topics covered in Biology II include classification, animal anatomy and physiology, animal behavior, speciation, microbiology, and botany. Studies in human anatomy and physiology are major components of this class. In addition to some dissections, microscope work, and assorted lab experiences, students will be asked to complete an ongoing project each nine weeks. Several individual and group student presentations are required in Biology II. The language of Biology is an important part of this class. Numerous prefix, suffix, and root items will be emphasized throughout this course. This class is designed to help individuals planning on a career in the medical field. Biology II should be excellent preparation for most "general" Biology requirements in college for those individuals that are not majoring in the sciences.

**Physics I** **2 semesters/2 credits**  
**Grades: 11, 12** **Pre-requisite: Grades of C in Algebra I and Geometry**  
**Counts As: Quantitative Reasoning credit for all diplomas. Physical Science credit for General diploma or the 2 credit requirement for Chemistry I, Physics I or integrated Chemistry-Physics toward the General, Core 40, Core 40 with AHD or Core 40 with THD diploma**

This course will be focusing on kinematics and dynamics. Students will study measurement, graphing, motion, velocity, forces, acceleration, conservation of mechanical energy, and conservation of momentum and circular motion. Throughout the year students will be completing a wide variety of labs as well as projects which will unify the concepts studied during that particular nine weeks. Students will also study a wide variety of other concepts through independent research.

**Integrated Chemistry-Physics (ICP)** **2 semesters/2 credits**  
**Grades: 10, 11, 12** **Pre-requisite: Biology I**  
**Counts As: Fulfills the 2 credit requirement for Chemistry I, Physics I or Integrated Chemistry-Physics towards the General, Core 40, Core 40 with AHD or Core 40 with THD diplomas or the Physical Science requirement for the General diploma**

ICP introduces the concepts of scientific inquiry, structure of matter, chemical reactions, the interactions between matter and energy, forces and motion. This course is designed to be a laboratory-based, real world applicable introduction to the basics of chemistry and physics that goes beyond the walls of the classroom. It can provide students with a foundation of basic knowledge that may enable them to take chemistry or physics in the future.

**Advanced Science/Anatomy Physiology** **2 semesters/2 credits**  
**Grades: 11, 12** **Pre-requisite: Biology I**  
**Counts As: Directed or elective credit for all diplomas or fulfills the Core 40 science requirement for all diplomas**

This course will provide students with a sound foundation of the human body. We will focus on the principle concepts of the human body including the function of cells, tissues, and the human organ systems. Upon completion of this course students should be able to identify the structures and functions of the human body.

### **SOCIAL STUDIES**

**Psychology AP** **2 semesters/2 credits**  
**Grades: 10, 11, 12** **Pre-requisite: None**  
**Counts As: Elective credit for all diplomas**  
**Dual credit through Ivy Tech for qualified students**

The purpose of the AP course in Psychology is to introduce the systematic and scientific study of the behavior and mental processes of human beings and other animals. Included is a consideration of the psychological facts, principles, and phenomena associated with each of the major sub-fields within psychology. Students also learn about the ethics and methods psychologists use in their science and practice. Students will take the advanced placement Psychology exam.

**World History and Civilization** **2 semesters/2 credits**  
**Grades: 9, 10** **Pre-requisite: None**  
**Counts As: Fulfills a Social Studies requirement for all diplomas or an elective for any diploma**

This course emphasizes key events and developments in the past that influence people and places in subsequent eras. Students are expected to practice skills and processes of historical thinking and inquiry that involve chronological

thinking, comprehension, analysis and interpretation, research, issues-analysis, and decision-making. They examine the key concepts of continuity and change, universality and particularity, and unity and diversity among various people and cultures from the past to the present.

**Indiana Studies**

**1 semester/1 credit**

**Grades: 9, 10, 11, 12**

**Pre-requisite: None**

**Counts As: Elective credits for all diplomas**

In the first semester students will focus on Indiana Studies, an integrated course that compares and contrasts state and national developments in the areas of politics, economics, history, and culture. The course uses Indiana history as a basis for understanding current policies, practices, and state legislative procedures. In the second semester students will be provided with an opportunity for in-depth study of a specific topic, theme, or concept in one of the social science disciplines.

**U.S. Government**

**1 semester/1 credit**

**Grades: 12**

**Pre-requisite: None**

**Counts As: Required U.S. Government credit or elective for all diplomas**

This course provides a framework for understanding the purposes, principles, and practices of American government as established by the United States Constitution. Students are expected to understand their rights and responsibilities as citizens and how to exercise these rights and responsibilities in local, state and national government

**Economics**

**1 semester/1 credit**

**Grades: 12**

**Pre-requisite: None**

**Counts As: Required Economics credit or elective for all diplomas.**

**Quantitative reasoning course for General Diploma**

This course examines the allocation of scarce resources and the economic reasoning used by people as consumers, producers, savers, investors, workers, voters, and as government agencies. Key elements include the study of scarcity, supply and demand, market structures, the role of government, national income determination, money and the role of financial institutions, economic stabilization, and trade.

**U.S. History**

**2 semesters/2 credits**

**Grades: 11**

**Pre-requisite: None**

**Counts As: Required U.S. History credit**

This two-semester course builds upon the concepts developed in previous studies of American History and emphasizes national development from the late nineteenth century into the twenty-first century. After review of fundamental themes in the early development of the nation, students study the key events, people, groups, and movements in the late nineteenth, twentieth and twenty-first centuries as they relate to life in Indiana and the United States.

**Geography and History of the World**

**2 semesters/2 credits**

**Grade 9, 10**

**Pre-requisite: None**

**Counts as: Required Social Studies credit or an elective credit for all diplomas**

Students will use maps, globes, atlases, and grid-referenced technologies to acquire and process information about people, places, and environments. They will acquire a framework for thinking geographically, including the location and unique characteristics of places. They will understand how the earth and sun affect the atmosphere, ocean circulation, the seasons, and the climate, as well as global time zones and their relation to longitude. They will analyze ways in which humans affect and are affected by their physical environment

**Current Problems, Issues and Events**

**1 semester/1credit**

**Grades: 9, 10, 11, 12**

**Pre-requisite: None**

**Counts As: Elective credit for all diplomas**

This course gives students the opportunity to apply investigative and inquiry techniques to the study of significant problems or issues. Problems or issues selected will have contemporary historical significance.

**Human Geography, Advanced Placement**

**2 semesters/2 credits**

**Grades: 10, 11, 12**

**Pre-requisite: None**

**Counts As: Elective credit for all diplomas**

Human Geography, Advanced Placement is a course based on the content established by the College Board. The purpose of the AP Human Geography course is to introduce students to the systematic study of patterns and processes that have shaped human understanding, use, and alteration of Earth's surface. Students employ spatial concepts and landscape analysis to examine human social organization and its environmental consequences. They also learn about the methods and tools geographers use in their science and practice. Topics include: (1) Geography: its nature and perspectives, (2) population, (3) cultural patterns and processes, (4) political organization of space, (5) agriculture and rural land use, (6) industrialization and economic development, and (7) cities and urban land use. Students will take the advanced placement Human Geography exam.

**Sociology**

**1 semester/1 Credit**

**Grades 10,11,12**

**Pre-requisites: None**

**Counts As: Elective credit for all diplomas**

Sociology allows students to study human social behavior from a group perspective. The sociological perspective is a method of studying recurring patterns in people's attitudes and actions and how these patterns vary across time, cultures, and in social settings and groups. Students will describe the development of sociology as a social science and identify methods of research. Through research methods such as scientific inquiry students will examine society, group behavior, and social structures. The influence of culture on group behavior is addressed through institutions such as the family, religion, education, economics, community organizations, government, and political and social groups. The impact of social groups and institutions on group and individual behavior and the changing nature of society will be examined. Influences on group behavior and social problems are included in the course.

## **WORLD LANGUAGES**

### **Spanish I 2 semesters/2 credits**

**Grades: 9, 10, 11, 12**

**Pre-requisite: Grade of A or B in English 8**

**Counts As: Fulfills World Language requirement for AHD/ Directed/  
Elective credit for all diplomas**

This is an introductory course in Spanish. It focuses on developing student's capacity to use the language and to appreciate Hispanic cultures. Emphasis is placed on skills of listening, speaking, reading and writing, and on grammar acquisition. Students will be able to understand basic Spanish vocabulary and grammar. They will be able to speak in simple sentences about familiar topics with enough accuracy to be understood by a native speaker of the language. Students will be able to communicate in basic survival situations. They will be able to ask and answer questions on everyday topics, describe people and places, and narrate events in the present. They will be able to write simple fixed expressions, write short messages, take down simple notes, such as telephone messages, read simple paragraphs and articles and discuss reading selection.

### **Spanish II 2 semesters/2 credits**

**Grades: 10, 11, 12**

**Pre-requisite: Grade of C or better in Spanish I**

**Counts as: Fulfills a World Language requirement for AHD/  
Directed/Elective credit for all diplomas**

**Dual credit: Through IVY Tech for qualified students**

This course is a continuation of Spanish I. This course will continue to build upon the skills that students learned in first year Spanish. Students will continue to develop written, reading, oral and listening skills, focusing on sentence structure and vocabulary expansion. In addition, students will continue to develop an appreciation for different cultures, traditions and aspects of Hispanic cultures around the world.

### **Spanish III 2 semesters/2 credits**

**Grades: 11, 12**

**Pre-requisite: Grade of C or better in Spanish II**

**Counts As: Fulfills a World Language requirement for AHD/  
Directed/Elective credit for all diplomas**

**Dual credit: Through IVY Tech for qualified students**

This course is a continuation of Spanish II. This course will continue to build upon the skills that students learned in second year Spanish. Students will continue to develop written, reading, oral and listening skills, focusing on sentence structure and vocabulary expansion. In addition, students will continue to develop an appreciation for different cultures, traditions and aspects of Hispanic cultures around the world.

### **Spanish IV AP 2 semesters/2 credits**

**Grades: 12**

**Pre-requisite: Grade of high B or better in Spanish III**  
**Counts As: Fulfills a World Language requirement for AHD/**  
**Directed/Elective credit for all diplomas**  
**Dual credit: Through IVY Tech for qualified students**

This course is a continuation of Spanish III. This course will continue to build upon the skills that students learned in third year Spanish. Students will continue to develop written, reading, oral and listening skills, focusing on sentence structure and vocabulary expansion. In addition, students will continue to develop an appreciation for different cultures, traditions and aspects of Hispanic cultures around the world. Students will take the advanced placement Spanish IV exam.

#### **MULTIDISCIPLINARY CLASSES**

**Cadet Teaching/Mentoring Experience 1 credit per semester/max-4**  
**Grades: 11, 12 Pre-requisite: Teacher permission**  
**Counts As: Elective credit. (Students may cadet teach for two years, up to four credits.)**

This elective course provides students in grades 11-12 organized exploratory teaching experience in grades kindergarten through grade 9. All teaching experiences are planned by the cooperating teacher who is interested in supervising prospective teachers and providing them pre-training experiences. It provides a balance of classroom organization, management, curriculum and instruction and observations of teaching. Training will be provided prior to assignment to teacher.

**Fundamentals of Public Speaking 1 semester/1 credit**  
**Grades: 11, 12 Pre-requisite: must qualify**  
**Counts As: Elective credit**  
**Dual Credit: For students that qualify through the placement exam or PSAT, ACT or SAT scores.**

This is a course taught through Ivy Tech or Indiana University Southeast. This is for juniors or seniors only and is taught as a dual credit course. This means that students that take this course will not only receive high school credit but will receive college credit as well. This course introduces the fundamental concepts and skills for effective public speaking, including preparation and delivery of informative and persuasive presentations. This course also includes instruction in the use of visual aids and critical listening.

**JROTC 1 credit per semester up to 8 credits**  
**Grades: 9, 10, 11, 12 Pre-requisite: None**  
**Counts As: Elective credit for all diplomas. Fulfills PE requirement.**

The focus of this course is to help your son or daughter be successful during high school and prepare them for whatever they plan to do after high school. This is done by teaching the cadets the life skills of self-discipline, self esteem, self respect, respect for others and respect for authority. Additionally, the cadet corps is arranged in such a way as to teach the cadets both leadership skills as well as teamwork. There is also a great deal of commitment to the community in which they live. The program curriculum incorporates the wearing of the cadet



uniform once a week, military drill, and naval science instruction. Physical training is provided once or twice a week and can satisfy the Freshman PE requirement. Depending on the level of interest, formation of a Color Guard Team to perform at special school events may be part of the course. Students will travel to Floyd Central HS for this class and it requires two periods on their schedule.

**Career Information and Exploration:** 1 credit per semester/2 total  
**Grades:** 11, 12 **Pre-requisite:** Teacher approval  
**Counts As:** Elective credit for all diplomas. Students may take for one year only.

This course provides students opportunities to learn about themselves and about various traditional and nontraditional occupations and careers. Students also gain an awareness of the type of occupational preparation or training needed for various occupations and careers. Students develop skills in employability, understanding the economic process, and decision making and planning. Opportunities are provided for students to observe various job situations through field trips, internships, mock interviews, and guest speakers. Resume development experience and career-related testing are also provided to students.

**Peer Tutoring/Mentoring** 1 credit per semester up to 2 credits  
**Grades:** 10, 11, 12 **Pre-requisite:** Teacher permission  
**Counts As:** Elective credit for all diplomas. Students may take for one year only to receive credit.

Peer Tutoring provides high school students with an organized exploratory experience to assist students in kindergarten through grade twelve (K-12), through a helping relationship, with their studies and personal growth and development. The course provides opportunities for the students taking the course to develop a basic understanding of individual differences and to explore career options in related fields. Peer Tutoring experiences are preplanned by the teacher trainer and any cooperating teacher under whom the tutoring is to be provided. The course provides a balance of class work relating to the development of and use of listening skills, communication skills, facilitation skills, decision-making skills, and teaching strategies. Students must be accepted by the peer tutoring coordinator. Training will be provided prior to student assignment

**Success Center Tutoring** **Non-credit**  
**Grades:** 10, 11, 12

**Pre-requisite:** Permission of Success Center Coordinator/Counselor

Success Center is similar to peer tutoring but is non-credit. Tutoring provides high school students with an organized exploratory experience to assist students in kindergarten through grade twelve (K-12), through a helping relationship, with their studies and personal growth and development. The course provides opportunities for the students taking the course to develop a basic understanding of individual differences and to explore career options in related fields. Tutoring experiences are preplanned by the teacher trainer and any cooperating teacher under whom the tutoring is to be provided. Students must be accepted by the

Success Center coordinator. Serving as a Success Center tutor provides volunteer hours to be used for scholarship applications.

**Criminal Justice**

**1 semester/1 credit**

**Grades: 11, 12**

**Pre-requisite: Must qualify**

**Dual Credit: For students who qualify.**

Criminal Justice is a dual-credit course taught through the professor on loan program from IVY Tech. Students must qualify for the course based on a placement exam or qualifying score on the PSAT, ACT or SAT.

## **The random drug testing Program-RDT**

### **VISION STATEMENT**

The Lanesville Community School Board supports the concept that a drug-free school promotes positive self-esteem and attitudes, better health, higher achievement scores, and improved coping skills for the students. The Board believes that fair and equitable procedures are necessary to assess violations of the discipline code concerning tobacco, alcohol, or illicit drugs on school grounds or school related functions. When violations occur, students and parents will be urged to seek professional assistance. Therefore, the Board mandates that any student under the influence or possession of illicit drugs or drug paraphernalia shall meet with appropriate school personnel to determine the course of action. **Lanesville Community Schools will implement a random drug testing policy program for athletes, students driving to school and anyone participating in extracurricular activities.**

### **INTRODUCTION**

The effective date of this program is August 1, 2014, during the implementation year, enrollment dates will be as follows:

- Fall sports by 7/31/2014

- Students expecting to drive, park on school grounds, or participate in any extracurricular or co-curricular activities throughout the school year must enroll by 10/30/14.

Any student not meeting these deadlines may be subject to an initial drug screening or refusal to participate based at the discretion of the administrator. This program does not affect the current policies, practices, or rights of Lanesville Community School Corporation with drug and/or alcohol possession or use, where reasonable suspicion is obtained by means other than drug testing through this policy. Lanesville Community School Corporation reserves the right to test any student who at times exhibits cause for reasonable suspicion of drug and/or alcohol usage.

#### PURPOSE

The purpose of this program is two-fold:

1. To deter the use of drugs, alcohol, tobacco and illegal substances at Lanesville Jr-Sr High School and,
2. To enhance the health and safety of all students participating in extracurricular and co-curricular activities as well as those who enjoy the privilege of driving to school and parking on school grounds.

**It is also the aim of this program to educate, help, and direct students away from drug and alcohol use and toward a healthy and drug free participation.** Students involved in extracurricular and co-curricular activities need to be exemplary in the eyes of the community and other students. No student will be disciplined by a school official as a result of any verified "positive" test conducted by his/her school under this program other than stated herein.

#### SCOPE

Participation in extracurricular and co-curricular activities, as well as in driving to school and parking on school grounds is a privilege. This policy applies to all Lanesville Community School Corporation students in grades 9-12 who wish to participate in extracurricular and co-curricular activities that are listed in the current student handbook and any other school sponsored extracurricular activities not listed. It also includes any student who wishes to drive to and from school, to and from Prosser, or park on school grounds. Any student not driving or participating in an extracurricular or co-curricular activity who would like to enroll in the program or any custodial parent/guardian wishing to enroll their student for the random testing program is welcome to do so by completing the consent form.

#### LEGAL OBLIGATION

- The extensive Congressional findings in the Safe and Drug-Free Schools and Communities Act of 1994 [20 United States Code §7101 *et seq.* and specifically § 7102.]
  - Indiana Code 20-10.1-4-9.2 that directs this School District to plan and maintain drug free schools.
- Indiana Code 20-10-4-9.1 directs that this School District provide instruction concerning the harmful effects of illegal drugs.

#### CONSENT FORM

It is **MANDATORY** that each student who participates in extracurricular or co-curricular activities, as well as those who drive to or from school activities or park on school grounds, sign and return the "Consent Form" prior to participation in any extracurricular or co-curricular activity, or driving to or from school. Failure to comply will result in non-participation. Each extracurricular and co-curricular participant as well as drivers shall be provided with a "Consent Form," a copy of which is attached hereto, which shall be dated and signed by the participant and by the parent/guardian. In so doing, the student agrees to participate in the random drug-testing program at Lanesville High School. This form will be kept on file for the length of the student's high school career. To withdraw from the program, the parent/guardian must sign a withdrawal form and have a personal interview with an administrator or designee.

#### TESTING PROCEDURES

1. A table of random numbers will be used to assign numbers to the participants with selections made from time to time throughout the school year. Numbers will be drawn from one large pool of those agreeing to be tested. Testing may occur on a different day, Monday through Friday. This variable schedule will keep students conscious of the possibility of being tested at any time during the school year. Each student will be assigned a number that will be placed in the drawing.
2. A custodial parent/guardian may request testing of his/her student at the school's cost one time per year. Any other requests must be paid for by the parent/guardian.
3. No student will be given advance notice or early warning of the testing. In addition, a strict chain of custody will be enforced to eliminate invalid tests or outside influences.
4. Upon being selected for a urinalysis test under this policy, either by random draw, reasonable suspicion, request of a parent/guardian, or a "follow up" test, a student will be required to provide a sample of

"fresh" urine according to the quality control standards and policy of the laboratory conducting the urinalysis.

5. All students will remain under school supervision until they have produced an adequate urine specimen. If unable to produce a specimen, the student will be given up to 24 ounces of fluid. If still unable to produce a specimen within one hour, the student will be taken to the principal's office and told he/she is no longer eligible for any extracurricular or co-curricular activity, or be allowed to drive to or from school. The failure or refusal to provide a sample will be treated as a "positive" test result. In addition, the parents/guardian will be telephoned and informed the student is unable to produce a sample for the testing procedure and that he/she may be tested at a later date to be reinstated for eligibility.
6. All specimens registering below 90.5 degrees or above 99.8 degrees Fahrenheit will be invalid. There is a heat strip on each of the specimen bottles indicating the validity of the urine specimen by temperature. If this occurs, the student must give another specimen.
7. If it is proven that tampering or cheating has occurred during the collection, the student will become ineligible for all the extracurricular activities, co-curricular activities, or drive to and from school for the remainder of the school year. This will be reported to the parent/guardian.
8. Immediately after the specimen is taken, the student may return to class with an admit slip or pass with the time he/she left the collection site. The principal or designee must time and sign the pass.
9. The specimens will then be turned over to the testing laboratory, and each specimen will be tested for alcohol and "street drugs" (which may include all drugs listed as controlled substances under the laws of the state of Indiana). Also, "performance enhancing" drugs such as steroids may be tested.
10. The laboratory selected must follow the standards set by the Department of Health and Human Services. It must be certified under the auspices of the Clinical Laboratory Improvement Act (CLIA) and the Joint Commission of Accreditation of Healthcare Organizations (JCAHO).

#### CHAIN OF CUSTODY

1. The certified laboratory will provide training and direction to those who supervise the testing program, set up the collection environment, guarantee specimens and supervise the chain of custody. To maintain anonymity, the student's number, not name, will be used.
2. The principal or designee will be responsible for escorting students to the collection site. The student should bring all materials with him/her to the collection site and should not be allowed to go to his/her locker.

3. Before the student's urine is tested by the laboratory, the student will agree to fill out, sign and date any form which may be required by the testing laboratory. If a student chooses, he/she may notify the administrator that he/she is taking a prescription medication.
4. A sanitized kit containing a specimen bottle will be given to each student. The bottle will remain in the student's possession until a seal is placed upon the bottle. The student will initial that the specimen has been sealed. Only the lab testing the specimen may break the seal.
5. If the seal is tampered with or broken, after leaving the student's possession and prior to arriving at the lab, the specimen is invalid. The student will be called again as soon as possible. The student will remain eligible for all activities subsequent to a retest.
6. Students will be instructed to remove all coats in the presence of the supervisor prior to entering the restroom. The door will be closed so that the student is by himself/herself in the restroom to provide a urine specimen. The supervisor will wait outside the restroom. The student will have two minutes to produce a urine specimen. The commode will contain a blue dye so the water cannot be used to dilute the sample. The faucets in the restrooms will be shut off.
7. After it has been sealed, lab personnel will transport the specimen to the testing laboratory. The testing laboratory will report the results back to the principal or designee.
8. In order to maintain confidentiality, the container that contains the urine specimen to be tested will not have the name of the student on the container. Instead, the student's random identification number will appear on the container. Also, the result sheet for the urinalysis will be mailed back to the principal or designee with no name attached; only the student's random identification number will appear on the result sheet.

#### TEST RESULTS

1. This program seeks to provide needed help for students who have a verified "positive" test. The student's health, welfare, and safety will be the reason for preventing students from participating in extracurricular and co-curricular activities.
2. The principal or designee will be notified of a student testing "positive" (that is, if the test shows that drug residues are in the student's system after using at least two different types of analyses). The principal or designee will notify the student and his/her parent/guardian. The student or his/her parent/guardian may submit any documented prescription, explanation, or information which will be considered in determining whether a "positive" test has been satisfactorily explained.

3. If the test is verified "positive", the principal or designee will meet with the student and his/her parent/guardian at a school corporation facility. The student and parent/guardian will be given the names of counseling and assistance agencies that the family may want to contact for help. The student must enroll in an approved counseling program and actively participate until successfully completing the program. A student involved in athletics that tests positive will be subject to disciplinary consequences outlined in the Athletic Department Code of Conduct. A student driver that tests positive will have his/her driving privileges suspended for 45 days, which could carry over to the following year. Students involved in co-curricular activities (band, clubs, academic teams) will be suspended immediately until a negative follow-up test is produced.
4. A "follow up" test will be requested by the principal or designee after such an interval of time that the substance previously found would normally have been eliminated from the body as determined by the Medical Review Officer of the laboratory. If this "follow up" test is negative, and the student is in compliance with the counseling requirement the student will be allowed to resume extracurricular or co-curricular activities or driving to or from school. If a second "positive" result is obtained from the "follow up" test, or any later test of that participant, the same previous procedure shall be followed. In addition, the Lanesville Community School Corporation reserves the right to test for the next 365 days while enrolled in Lanesville any participating student who tested "positive" and did not make satisfactory explanation.
5. Information on a verified "positive" test will be shared on a "need to know" basis with the student's coach or sponsor. The results of "negative" tests will be kept confidential to protect the identity of all students being tested.
6. Drug testing result sheets will be returned to the principal or designee identifying students by number and not by name. Names of students tested will not be kept in open files or on any computer. Result sheets will be locked and secured in a location to which only the principal or designee will have access.

#### FINANCIAL RESPONSIBILITY

1. Under this policy, the Lanesville Community School Corporation will pay for all initial random drug tests, all initial reasonable suspicion drug tests, and all initial "follow up" drug tests.
2. A request on appeal for another test of a "positive" urine specimen is the financial responsibility of the student or his/her parent/guardian.
3. Counseling and subsequent treatment by non-school agencies is the financial responsibility of the student or his/her parent/guardian.

CONFIDENTIALITY

Under this drug testing program, any staff, coach, or sponsor of Lanesville Community School Corporation who may have knowledge of the results of a drug test will not divulge to anyone the results of the test or disposition of the student involved, other than in the case of a legal subpoena being made upon that person in the course of a legal investigation. Once again, this will underscore the Lanesville Community School Corporation's commitment to confidentiality with regards to the program.

**LANESVILLE COMMUNITY SCHOOL CORPORATION**

EXTRACURRICULAR ACTIVITIES & STUDENT DRIVER CONSENT FORM

I have received and have read and understand a copy of the "Lanesville Community School Corporation Extracurricular Activities & Student Driver Drug Testing Program." I desire that \_\_\_\_\_ participate in this program, and in the extracurricular program of Lanesville Community School Corporation, and hereby, voluntarily agree to be subject to its terms for my entire school career (grades 9 –12). I accept the method of obtaining urine specimens, testing, and analyses of such specimen, and all other aspects of the program. I agree to cooperate in furnishing urine specimens that may be required from time to time.

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

Date: \_\_\_\_\_, 20\_\_\_\_\_

\_\_\_\_\_  
Student Signature  
Parent/Guardian Signature

I, \_\_\_\_\_, have decided not to participate in any extracurricular activities sponsored by Lanesville



Community School Corporation for the remainder of this school year.  
 In order for me to participate in the extracurricular activity program at  
 a later date, I understand that I must submit to a urinalysis. ***I  
 understand that my parent/guardian and I are financially  
 responsible for the urinalysis.***

\_\_\_\_\_  
 Student Signature

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Parent/Guardian Signature  
 Date



Effective beginning with students  
 who enter high school in 2012-13  
 school year (class of 2016).

Course and Credit Requirements	
English/ Language Arts	<b>8 credits</b>
	Including a balance of literature, composition and speech.
Mathemati cs	<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. Students must take a math or quantitative reasoning course each year in high school</i>
Science	<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)

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.

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 1750 or higher on the SAT critical reading, mathematics and writing sections and a minimum score of 530 on each
- 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.

### **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 the college and career preparation courses in a state-approved College & 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.