

# Lanesville Jr/Sr High School



## **Student Handbook 2023-2024**

2725 Crestview Ave NE  
Lanesville, IN 47136  
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School Website: [www.lanesville.k12.in.us](http://www.lanesville.k12.in.us)

# **Lanesville Eagles**

# Lanesville Community School Corporation

## Balanced Calendar 2023-2024 School Year

### July 2023

| Sun | Mon      | Tue      | Wed  | Thu | Fri | Sat |
|-----|----------|----------|------|-----|-----|-----|
|     |          |          |      |     |     | 1   |
| 2   | 3        | 4        | 5    | 6   | 7   | 8   |
| 9   | 10       | 11       | 12   | 13  | 14  | 15  |
| 16  | 17       | 18       | 19   | 20  | 21  | 22  |
| 23  | 24<br>TD | 25<br>TD | 26 F | 27  | 28  | 29  |
| 30  | 31       |          |      |     |     |     |

### August 2023

| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|-----|-----|-----|-----|-----|-----|-----|
|     |     |     | 1   | 2   | 3   | 4   |
| 5   | 6   | 7   | 8   | 9   | 10  | 11  |
| 12  | 13  | 14  | 15  | 16  | 17  | 18  |
| 19  | 20  | 21  | 22  | 23  | 24  | 25  |
| 26  | 27  | 28  | 29  | 30  | 31  |     |

### September 2023

| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|-----|-----|-----|-----|-----|-----|-----|
|     |     |     |     |     | 1   | 2   |
| 3   | 4 V | 5   | 6   | 7   | 8FP | 9   |
| 10  | 11  | 12  | 13  | 14  | 15  | 16  |
| 17  | 18  | 19  | 20  | 21  | 22  | 23  |
| 24  | 25  | 26  | 27  | 28  | 29  | 30  |

### October 2023

| Sun | Mon       | Tue   | Wed   | Thu   | Fri   | Sat |
|-----|-----------|-------|-------|-------|-------|-----|
| 1   | 2 I/V     | 3 I/V | 4 I/V | 5 I/V | 6 I/V | 7   |
| 8   | 9 V       | 10 V  | 11 V  | 12 V  | 13 V  | 14  |
| 15  | 16<br>2nd | 17    | 18    | 19    | 20    | 21  |
| 22  | 23        | 24    | 25    | 26    | 27    | 28  |
| 29  | 30        | 31    |       |       |       |     |

### November 2023

| Sun | Mon      | Tue      | Wed  | Thu  | Fri  | Sat |
|-----|----------|----------|------|------|------|-----|
|     |          |          | 1    | 2    | 3    | 4   |
| 5   | 6        | 7 P/T    | 8    | 9    | 10   | 11  |
| 12  | 13       | 14       | 15   | 16   | 17   | 18  |
| 19  | 20<br>ED | 21<br>ED | 22 V | 23 V | 24 V | 25  |
| 26  | 27       | 28       | 29   | 30   |      |     |

### December 2023

| Sun | Mon      | Tue      | Wed  | Thu    | Fri    | Sat |
|-----|----------|----------|------|--------|--------|-----|
|     |          |          |      |        | 1      | 2   |
| 3   | 4        | 5        | 6    | 7      | 8      | 9   |
| 10  | 11       | 12       | 13   | 14     | 15     | 16  |
| 17  | 18<br>ED | 19<br>ED | 20 V | 21 V   | 22 V   | 23  |
| 24  | 25 V     | 26 V     | 27 V | 28 I/V | 29 I/V | 30  |
| 31  |          |          |      |        |        |     |

**Date**  
24, 25  
26

**July**  
Teacher Days, No Students  
First Day for Students

4  
8  
29

**September**  
Labor Day—No School  
Flex Pilot—E-learning day\*  
End of First Quarter (47 days)

2-6  
9-13  
16

**October**  
1st Quarter Intercession/Break  
Fall Break—No School  
First Day of 2nd Quarter

7  
22-24

**November**  
Parent/Teacher Conf. No Students  
Thanksgiving Break—No School

19  
20-Jan.3  
28-29

**December**  
End of 2nd Quarter (43 days) and  
End of 1st Semester (90 days)  
Winter Break—No School  
Intercession

2-3  
4  
15

**January**  
2nd Quarter Intercession/ Break  
First Day of 3rd Quarter  
MLK Day, No School

**February**

8  
11  
18-22  
25-29

**March**  
End of 3rd Quarter (47 days)  
First Day of 4th Quarter  
Intercession/snow make-up/vacation  
Spring Break

**April**

23  
24  
24  
27  
28-31

**May**  
Last Day for Students  
End of 4th Quarter (43 days) and  
End of 2nd Semester (90 days)  
Teacher Record Day  
Senior Graduation—7:00 pm  
Memorial Day, No School  
Intercession

**June**

\*The school day ends at 3:00 each Mon, Tues, Wed, Thurs, and at 2:30 on Friday.

### January 2024

| Sun | Mon  | Tue   | Wed   | Thu   | Fri | Sat |
|-----|------|-------|-------|-------|-----|-----|
|     | 1 V  | 2 I/V | 3 I/V | 4 2nd | 5   | 6   |
| 7   | 8    | 9     | 10    | 11    | 12  | 13  |
| 14  | 15 V | 16    | 17    | 18    | 19  | 20  |
| 21  | 22   | 23    | 24    | 25    | 26  | 27  |
| 28  | 29   | 30    | 31    |       |     |     |

### February 2024

| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|-----|-----|-----|-----|-----|-----|-----|
|     |     |     |     | 1   | 2   | 3   |
| 4   | 5   | 6   | 7   | 8   | 9   | 10  |
| 11  | 12  | 13  | 14  | 15  | 16  | 17  |
| 18  | 19  | 20  | 21  | 22  | 23  | 24  |
| 25  | 26  | 27  | 28  | 29  |     |     |

### March 2024

| Sun | Mon    | Tue    | Wed    | Thu    | Fri    | Sat |
|-----|--------|--------|--------|--------|--------|-----|
|     |        |        |        |        | 1      | 2   |
| 3   | 4      | 5      | 6      | 7      | 8      | 9   |
| 10  | 11 4th | 12     | 13     | 14     | 15     | 16  |
| 17  | 18 I/V | 19 I/V | 20 I/V | 21 I/V | 22 I/V | 23  |
| 24  | 25 V   | 26 V   | 27 V   | 28 V   | 29 V   | 30  |
| 31  |        |        |        |        |        |     |

### April 2024

| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|-----|-----|-----|-----|-----|-----|-----|
|     | 1   | 2   | 3   | 4   | 5   | 6   |
| 7   | 8   | 9   | 10  | 11  | 12  | 13  |
| 14  | 15  | 16  | 17  | 18  | 19  | 20  |
| 21  | 22  | 23  | 24  | 25  | 26  | 27  |
| 28  | 29  | 30  |     |     |     |     |

### May 2024

| Sun | Mon  | Tue  | Wed   | Thu   | Fri  | Sat |
|-----|------|------|-------|-------|------|-----|
|     |      |      | 1     | 2     | 3    | 4   |
| 5   | 6    | 7    | 8     | 9     | 10   | 11  |
| 12  | 13   | 14   | 15    | 16    | 17   | 18  |
| 19  | 20   | 21   | 22 ED | 23 LD | 24 G | 25  |
| 26  | 27 V | 28 I | 29 I  | 30 I  | 31 I |     |

### June 2024

| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|-----|-----|-----|-----|-----|-----|-----|
|     |     |     |     |     |     | 1   |
| 2   | 3   | 4   | 5   | 6   | 7   | 8   |
| 9   | 10  | 11  | 12  | 13  | 14  | 15  |
| 16  | 17  | 18  | 19  | 20  | 21  | 22  |
| 23  | 24  | 25  | 26  | 27  | 28  | 29  |
| 30  |     |     |     |     |     |     |

FD - First Day of School      G - Senior Graduation      I - Intercession  
 LD - Last Day for Students      ED - Early Dismissal      T - Teacher Day      P/T - Parent-Teacher Conferences  
 V - Vacation      FP - E-learning day for students—September 8

\*\*Snow days will be e-learning and may require the March 18-22 intercession days to be used for make-up days.

# Lanesville Jr.-Sr. High School Bell Schedule

**2023-2024**

**Pd. 1) 7:55-8:37 (42)**

**Pd. 2) 8:40-9:22 (42)**

**Pd. 3) 9:25-10:07 (42)**

**Pd. 4) 10:10-10:52 (42)**

**Pd. 5) 10:55-11:37 (42)**

**HR 11:40-12:02 (22)**

**Pd. 6) Lunch A 12:02-12:30 (28)**

**Lunch A Class 12:33-1:18 (45)**

**Lunch B Class 12:05-12:51 (46)**

**Lunch B 12:51-1:18 (27)**

**Pd. 7) 1:21-2:09 (48) /Fri 1:21-1:54 (33)**

**Pd. 8) 2:12-3:00 (48) /Fri 1:57-2:30 (33)**

*\*Please note that the bell schedule is subject to change*

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## **LANESVILLE COMMUNITY SCHOOL CORPORATION MISSION STATEMENT**

The Lanesville Community School Corporation will dedicate itself to ensuring 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.

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

The staff, faculty, and administration hope this school year will be an enjoyable educational experience. 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.

## **LANESVILLE JR/SR HIGH SCHOOL 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 ILEARN exams

--60% of Advanced Placement students scoring a 3 or better on the exam

--80% 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!

## ARRIVAL/DISMISSAL PROCEDURES

The safety of all of our children is our top priority. As students enter the building they will report to their assigned area in the elementary gym. Students are not permitted in the hallways, restrooms, or classrooms until they are dismissed from morning meeting at 8:00 a.m.

**Car Riders** - ALL car riders are to go through the car rider line. Students should not be dropped off in the parking lot.

### **ATTENTION: CHANGES TO THE CAR RIDER DROP OFF AND PICK**

**EFFECTIVE October 14<sup>th</sup> 2019**, we will start using the front main lot as our pick up and drop off area for students. Please refer to the maps below and familiarize yourself with them to assist us in this transition. There will be signs and staff in place to make this as easy as possible for everyone. There will be no vehicle traffic on the back side of the school. That will now be the bus drop off and pick up area. Remember this change is to assist us in making this as safe as we possibly can for the kids here at Lanesville.

#### **Elementary and Sr & Jr High Drop Off Line**



All car riders will enter in the NE corner of the school parking lot off of Crestview Ave. You will follow the **RED LINE** to the drop off area. To exit, follow the **BLUE LINE** back out to Crestview Ave. Again this will be marked with cones and signs to follow to make the transition easier.

#### **Elementary Pick Up Lines**

**All Jr & Sr High student pick up will park and wait for their students to come to their vehicle.**



The pick up line will enter in the NE corner of the school parking lot off of Crestview Ave. There will be two lines like before, **RED** and **BLUE**. All cars will enter using the **RED LINE**. The **RED LINE** will split into two lines closer to the playground. The **RED LINE** will be for picking up both elementary and Jr/Sr High students. If in the **RED LINE**, after picking up elementary students, cars will proceed to the pick up area for Jr./Sr. High and park to wait for those students to dismiss. The **RED LINE** will then dismiss out the third traffic lane. The **BLUE LINE**, which is for elementary students only, will exit out the second traffic lane once students have been picked up.

The entrance/exit off Crestview Avenue directly accessing the main parking lot is closed to all traffic from 7:20 to 3:15 each day.

## ATTENDANCE

Students are expected to attend school at least 98% of the time. Since businesses and industries expect 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.

**Reporting Absences to School** - Parents are to notify the office of the student's absence by calling the elementary office at 952-2555 option 1 no later than **8:15a.m.** When reporting the absence please provide complete information as to the child's name, grade, and the reason for the absence. Those students from which we receive no notification will be counted as unexcused and could result in not being able to do makeup work.

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

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 during 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.
- 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.

### **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:



7. 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.
8. College visits, if proper verification procedures are followed.
9. Maternity Leave
10. Military Connected Families (absences related to deployment and return).

**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.\*

**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."

|                       |  |
|-----------------------|--|
| <b>First truancy</b>  | 1 day ISS  |
| <b>Second truancy</b> | 1 day OSS/referral to alternative school   |
| <b>Third truancy</b>  | 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 a 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:**

1. 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.
2. 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.
3. 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:

|                                 |   |
|---------------------------------|---|
| <b>First tardy</b>              | Verbal warning from the teacher   |
| <b>Second tardy</b>             | Verbal warning from the teacher   |
| <b>Third &amp; Fourth tardy</b> | Teacher sends a Behavioral Referral Form to the office;<br>student assigned Lunch Detention         |
| <b>Fifth &amp; Sixth tardy</b>  | Teacher sends a Behavioral Referral Form to the office;<br>student assigned After School Detention. |

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

|                          |   |
|--------------------------|---|
| <b>Seventh tardy (+)</b> | Teacher sends a Discipline Referral Form to the office;<br>student assigned In School Suspension. |
|--------------------------|---|

*\*Tardies are counted for each nine week period, they are not cumulative. Tardies do not carry over from one nine week grading period to the next.*

**Early Dismissal** - Any student needed to leave school earlier than regular dismissal time must have the following:

- Student must have a note from home stating the reason he/she must leave
- Approval from administration
- Parents picking-up students early must sign the student out at the office

## PERFECT ATTENDANCE

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.

## **ATHLETIC ELIGIBILITY**

Every junior high and high school athlete must have a sports physical signed by a physician and parent/guardian on file with the Athletic Director for the current school year. To remain eligible for school athletics, high school student-athletes must:

1. Earn passing grades in at least five credit-earning classes
2. Abide by rules/policies established by the coach
3. Abide by all athletic policies adopted by both the IHSAA and Lanesville Junior-Senior High School.

*\*All 7th, 8th and 9th grade student-athletes are academically eligible until the first report card of the school year.*

To remain eligible for school athletics, junior high student-athletes must:

1. Earn passing grades in at least six classes
2. Abide by rules/policies established by the coach
3. Abide by athletic policies adopted by Lanesville Junior-Senior High School

All athletes are responsible for any equipment or uniforms issued by the school. Athletes/parents must **PAY THE REPLACEMENT COST** for lost, stolen or damaged items issued to, or used by, student-athletes. Failure to do so will result in loss of eligibility while the school pursues repayment.

## **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.

### **BOOKBAGS/BACKPACKS**

Students are allowed to bring book bags/backpacks to school. Should this prove to be a problem, the administration reserves the right to change this policy.

### **BULLYING**

#### **Indiana Code defines bullying as:**

A. As used in this chapter, "bullying" means overt, unwanted, repeated acts or gestures, including verbal or written communications or images transmitted in any manner (including digitally or electronically), physical acts committed, aggression, or any other behaviors, that are committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the targeted student and create for the targeted student an objectively hostile school environment that:

1. places the targeted student in reasonable fear of harm to the targeted student's person or property;
2. has a substantially detrimental effect on the targeted student's physical or mental health;
3. has the effect of substantially interfering with the targeted student's academic performance; or
4. 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.

Lanesville Jr/Sr High School is committed to providing a safe, positive, productive, and nurturing environment for all students. Bullying behavior towards a student, whether by other students, staff, or third parties is strictly prohibited and will not be tolerated.

### **CANCELLATION OF SCHOOL**

The intent of Lanesville Community School Corporation is to conduct school every day. However, there are times when school may close due to weather or other emergencies. In the event of school closing please DO NOT CALL SCHOOL to keep the telephone lines open.

Please use the following procedures/forms of communication:

- Decisions regarding school operation will be made as early as possible.
- Local TV stations will be notified of closings/delays.
- Text notifications will be sent through Harmony.
- Parents will be required to complete an Emergency Dismissal form each year outlining dismissal procedures should school be cancelled during the school day.
- Early dismissal is used only in cases of emergency.

**Two Hour Delay** - When schools are on a two-hour delay, students may be dropped off beginning at 9:30 a.m.

**Important Note** - The first week of spring break/Intersession is used for snow make-up days. Please refrain from scheduling vacations during this time.

### **CHEATING**

Each student is responsible for completing his/her own work. Teachers will require each individual student do their own work unless it has been assigned otherwise. Taking tests is strictly an individual assignment. Anyone caught cheating on a test will be penalized. Parents 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.
- You work in a group on an assignment and were not told you could do that by the teacher.
- You use words, phrases/sections from books, encyclopedias, magazines, or articles on the Internet 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, 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.***

**CHECK-IN/CHECK-OUT PROCEDURES FOR VISITORS**

In an effort to maximize the safety of our school community, all exterior school entrances and classroom doors will remain locked for the entire day. We appreciate your cooperation with these important steps to ensure that our schools are safe:

**Entry into Building:** All visitors must enter the building by the main entrance using the intercom system next to the door to request access. They will be asked, through the intercom, to state the reason for their visit and to show identification. The office staff will monitor the visitors and grant entrance into the building. Please be patient as sometimes the office staff is busy answering phones and attending to students. Please do not open doors for others or allow others to enter the building behind you and bypass security measures. This will help ensure the safety of our school community. All visitors are required to comply with this rule.

**Raptor Security System:** When visiting a Lanesville Community Schools, visitors must present their driver's license to a designated staff member. The Raptor system will perform a quick background check on the visitor and print a badge. The office staff will then issue a visitor's ID badge that must be worn while in the building.

**Office Hours:** Please remember the office closes at 3:45 p.m. and there will be no one to answer the door or phone after this time.

**CLASSROOM PASS**

No student is permitted in the halls or restrooms during a class period without a classroom pass. The pass will have the teacher's name and must be visibly worn around the student's neck. A written pass to a certain area does not permit a student to go to another area, such as to use the telephone or restrooms.

**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.

**COMMONS**

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.

**COUNSELING SERVICES**

Students are encouraged to utilize the services of the school counselor for personal, social, career and educational counseling. The school counselor will contact students to discuss a wide range of topics related to school or other needs of

students. Parents are encouraged to maintain contact with the school counselor when extra support or resources are necessary for the success or well-being of their child. The school counselor will attempt to meet the needs of all students. However, it is common for the school counselor to offer students and parents information about resources outside of the school which may better address social or emotional concerns. Contact the School Counseling Office with any questions related to course selection, scheduling, academic concerns, post-secondary school planning, or social, emotional, and behavioral concerns.

*\*Students should have a hallway pass signed by their classroom teacher before going to the school counseling office.*

### **DANCES**

Student participation is dependent upon maintaining good discipline and attendance. Guests must be registered for all dances by 12:30 PM on the Wednesday before a dance, unless expressly stated otherwise. Students are allowed 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 are responsible for the behavior of the guest. Students not passing 70%+ of their enrolled classes at the time of the dance will not be eligible to attend the dance. Students who have discipline issues involving drugs, alcohol, fighting, tobacco, vaping, sexual encounters, or other suspendible offenses during the semester of the dance will not be eligible to attend the dance. Students must maintain, at minimum, 90% attendance during the semester in which the dance is being held in order to attend the dance.

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 re-enter the dance once they leave.

***The administration of Lanesville High School reserves the right to determine the admittance or removal for dances.***

### **DETENTION**

School Administration will assign students to detention as needed to enforce school policies. Detention will be held on school grounds. Students and their parents are responsible for transportation from detention. Failure to report promptly or refusing to follow detention guidelines will result in out-of-school suspension or another consequence at the discretion of school administration. After-school detention will be held from 3:05-4:05. This disciplinary action will be utilized for various infractions of the student behavior code OR for the purpose of making up absences. 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.

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 two days of In School Suspension

## **DISCIPLINE POLICY**

Please see the corporation policy handbook for detailed information on the discipline policy.

<https://docs.google.com/document/d/1hxo4K8UcZfIVYXpc6J1r0hqLJyPEt9MU0wRd1osVe44/edit?usp=sharing>

## **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 be no shorter than 6 inches from the knee, or no shorter than mid thigh, 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, 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.

## **DRUG POLICY**

**Please see the LCSC Policies Handbook for detailed information. Lanesville Community Schools will operate a random drug testing policy program for athletes, student drivers and anyone participating in extracurricular activities in grades 7-12. See the drug-testing policy located on the LCSC website.**

<http://www.lanesville.k12.in.us/wp-content/uploads/2016/07/LanesvilleRandomDrugTestingProgram.pdf>

## **DRIVER'S LICENSE**

Student behavior and attendance impact eligibility for driving permits/licenses. Student expulsions, suspensions, and truancies are reported to the Indiana Bureau of Motor Vehicles as mandated by Public Law. This law prohibits the Bureau from issuing a driver's license or permit (If license or permit is already held, it will be invalidated) to a student less than 18 who:

1. has at least a second suspension from school during a school year
2. has an expulsion from school
3. is habitually truant (three truancy violations in a semester)
4. has withdrawn from school for reasons other than financial hardship.

Students or parents needing more information concerning this policy should contact the principal's office.

## DRIVING POLICY

Driving to school and parking at Lanesville High School are privileges granted by the school Corporation; they are not 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. 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 in the main entrance of the school parking lot and park in the main parking lot only. They will then move directly to the sidewalk nearest them.
- 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. 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 ensure 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.

## EMERGENCY DRILLS

All schools are required by state law to conduct the following drills:

- monthly fire drill
- one take cover (manmade occurrence) drill per semester
- one take shelter (tornado) drill per semester

The purpose of these drills is to teach children how to respond in a rapid, orderly, and safe manner in emergency situations.

## EMPOWERED USE POLICY

Lanesville Jr/Sr High is very proud to offer our students a wide variety of technology including Wi-Fi availability. Students in grades 7-12 are issued Chromebooks for educational use. Students should take devices home nightly in the event of a cancelled school day that would result in utilization of an eLearning day. Devices are to return to school each day fully charged. Please refer to the Resource tab on our school's website in order to view in-depth technology information and policies.

I understand that using school owned digital devices (both at school and at home) and the Lanesville network is a privilege, and when I use them according to the Responsible Use Guidelines I will keep that privilege. Specifically, I will...

- Take care of my device (Return my device in the same condition as it was issued to me)
- Come prepared to class everyday (device is charged and working, homework is completed)
- Use digital devices, networks, and software in school for educational purposes and activities

- Keep my personal information (including home/mobile phone number, mailing address, and user password) and that of others private
- Show respect for myself and others when using technology including social media
- Give acknowledgement to others for their ideas and work
- Report devices that are not working properly (including those that are damaged or broken) to technology staff immediately
- Report inappropriate use of technology immediately

**The following types of information have been designated by the school corporation as directory information and will be disclosed without consent except as set out below:**

Student's name, address, e-mail address, telephone listing, photograph or video not used in a disciplinary manner, date of birth, field of study, student work displayed at the discretion of the teacher, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, diplomas and awards received, grade level or year (such as freshman or junior), Student ID number, teacher name

If a parent/guardian or eligible student does not wish to have some of the above listed Directory Information items released without prior parent's or eligible student's consent, such parent or eligible student must submit a written signed statement indicating that consent must be secured to: High School Principal, 2725 Crestview Ave NE, Lanesville, Indiana 47136. Such statements must be submitted no later than August 15 of a school year or within thirty (30) days of the student's initial enrollment for the school year.

### **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. Complete an online enrollment application
5. Provide current immunization records.
6. Provide school records from the student's previous school. (Maybe a copy of a transcript, withdrawal papers, etc.)

Placement into special programs will not be made until proper documentation of prior placement is provided.

### **FIELD TRIPS**

Permission from parents is necessary for students to take field trips. A form is provided for a parent's signature during online registration. If the parents do not sign this online form 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.

### **FOOD SERVICE/CAFETERIA**

**The Lanesville Community School Corporation serves nutritious meals each day.**

**[Menus are posted monthly on our school website](#) to keep parents and students informed.**

|  |                      |                      |                      |                       |                   |
|--|----------------------|----------------------|----------------------|-----------------------|-------------------|
|  | <b>Breakfast Per</b> | <b>Breakfast Per</b> | <b>Lunch Per Day</b> | <b>Lunch Per Week</b> | <b>Extra Milk</b> |
|--|----------------------|----------------------|----------------------|-----------------------|-------------------|



|                              | Day           | Week          |               |                |               |
|------------------------------|---------------|---------------|---------------|----------------|---------------|
| <b>Student Full Price</b>    | <b>\$1.80</b> | <b>\$9.00</b> | <b>\$2.80</b> | <b>\$14.00</b> | <b>\$0.75</b> |
| <b>Student Reduced Price</b> | <b>\$0.30</b> | <b>\$1.50</b> | <b>\$0.40</b> | <b>\$2.00</b>  | <b>\$0.75</b> |

- Students may bring their own lunch from home, although **food from any restaurant (fast food or sit down), glass containers, and soft drinks are prohibited in the school cafeteria**
- Students may purchase milk for their sack lunch for .55 cents.
- Adult supervision is provided at lunchtime and proper conduct by each student is required.
- As much as we love having our families in our building, we currently do not have any extra room in our cafeteria for family members to eat lunch with us. We hope this will change in the future and we will be able to have visitors once again. Thank you for your patience!

#### **Student Accounts:**

- Parents are encouraged to make an initial deposit into their child's/children's account at the beginning of the year. It is the parents' responsibility to make sure that the account stays current.
- The Cafeteria Manager will send home a notice to inform you that a negative balance remains in your account and that additional money needs to be sent into the cafeteria. Lunches must be paid for in advance, not arrears.
- Once a "Negative Balance" reminder is sent home with the student, absolutely no extra items will be allowed to be purchased until the account is no longer in arrears.
- If you have questions about your child's meal account, please contact the school cafeteria at 812-952-3000, ext. 248.

#### **Sending Money to School:**

- Money can be sent directly to school.
- **All lunch money sent to school should be sent in an envelope with the student's name and teacher's name on the outside.**
- For your convenience, online payment is available through your student's Harmony account.

#### **Cafeteria Rules:**

- 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.
- Throwing food will result in a suspension.
- Cutting in line will not be tolerated and will be subject to discipline.
- No student is allowed to walk home or leave school for lunch.

### **FUNDRAISERS**

**ALL** fundraisers must be approved by the principal. Proper application forms are available from the office.

### **HOMEWORK POLICY**

#### **Make-up Work for Absent Students:**

Students who are absent due to illness may request their work from their teacher via email or check for assignments online. If a student needs books, etc from their locker or items from the teacher requests can be made before 12:00 NOON. Those items 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 to email the teacher directly, using their last name, first initial, followed by the school address: for example: [morriss@lanesville.k12.in.us](mailto:morriss@lanesville.k12.in.us).

### **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.

### **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, maintain sanitary conditions, attempt to locate lost or stolen items, or materials such as weapons, illegal drugs, or alcohol.

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

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. Students are cautioned against leaving valuables or money in their lockers. Students should not give their lock combinations to other students.

### **Low THC Hemp Extract**

**Low THC Hemp Indiana law defines "low THC hemp extract" as a product:**

1. derived from Cannabis sativa L., that meets the definition of industrial hemp;
2. that contains not more than three-tenths percent (0.3%) delta-9-THC (including precursors); and
3. that contains no other controlled substances

**Prior to school personnel administering a low THC hemp extract substance, in addition to the above requirements, the following criteria must be met:**

1. Parent/Guardian has provided the school with written permission to administer the product to his/her child and has verified that the product was acquired from a retailer that meets the requirements of state law;
2. Product is in the original packaging and is UNOPENED;
3. Student's health care provider has provided the school with a prescription to administer the substance which includes the dose, route and time of administration; and
4. Product has been approved by: (1) the federal Food and Drug administration or the federal Drug Enforcement

**Agency as a prescription or over the counter drug or (2) meets the packaging requirements of state law.**

Low THC hemp extract substance must be in packaging that contains the information required by state law. A school nurse or other trained school personnel will determine if the packaging complies with the law prior to the low THC hemp extract being distributed.

Legal Reference: IC 34-30-14: IC 20-33-8-13: IC 20-34-3-1

### **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.

### **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.

Parents are encouraged to attend parent/teacher conferences or make contact with teachers. The Harmony system makes student achievement information available daily. Report cards cannot reflect all aspects of your child's growth and progress. Conferences provide an excellent opportunity to discuss many details about your child's experiences at school. Parents have the opportunity to request a conference at any time.

### **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. All regular dance qualification rules apply to prom.

### **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 an 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. 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:

|                               |                           |
|-------------------------------|---------------------------|
| <b>First offense:</b>         | After School Detention    |
| <b>Second offense:</b>        | ISS                       |
| <b>Third offense:</b>         | 2 Days ISS                |
| <b>Four or more offenses:</b> | OSS/Alt School Suspension |

### **PROTECTION OF PROPERTY**

This school is public property, and as such it is in the best interest of all residents to maintain it in excellent condition. We need the cooperation of all children who attend to respect and care for the building.

Care of personal property is an ever-present problem as it is lost, damaged, or stolen. Students should not bring items to school that are not necessary for classroom activities. Each child is to be responsible for his or her own belongings. Clothing (especially coats) should be marked with the child's name. A child should never carry amounts of money, greater than

necessary for the school day. The school is not responsible for lost or stolen items. Please leave money, Ipods, phones, and other electronics at home.

### **SCHOOL BUS RULES AND INFORMATION**

Lanesville Community School Corporation will provide busing for students that live an appropriate distance from school. Riding the bus is a privilege not a right. Misconduct will result in the loss of this privilege.

All students are under the supervision, direction and control of the bus driver while being transported on a school bus. The bus driver has the right to suspend a student from riding the bus for one day at a time. The building principal may add additional days as they feel the incident warrants. Parents will be notified by phone when possible.

“All school children, while being transported on a school bus, shall be under the supervision, direction, and control of the school bus driver, and shall be subject to the discipline of the school bus driver and the governing body of the school corporation.” (1965 Acts of the General Assembly, Chapter 260)

#### **Safety Rules**

1. Be at your bus pick-up ON TIME. An early start will assure this.
2. Wait your turn to load the bus.
3. Avoid standing or playing on the road while waiting for the bus.
4. Obey the bus driver promptly and cheerfully. Realize that they have a big responsibility and that it is your job to help.
5. Watch your step going to and from your stop, and getting on and off the bus. Where there are no sidewalks, walk on the edge of the road FACING oncoming traffic.
6. Show consideration for the property where your bus stop is located.
7. Damage and destruction at the stops results in discontinuance of these stops.
8. Horseplay, littering, loud and boisterous conduct on the bus will not be allowed. This type of conduct distracts a driver and may result in a serious accident endangering everyone on the bus. Students are expected to stay seated at all times unless they are unloading at a stop.
9. Musical instruments that can be carried on a bus without taking up room of another student or blocking exits, may be carried on the bus.
10. Misconduct such as profanity, boisterousness, throwing things, destruction of school property, fighting, loading or unloading improperly, lighting matches, smoking, changing seats when the bus is in motion, eating on the bus, insolence, or obscene gestures shall be cause for dismissal of the student from the bus. A formal complaint form or bus conduct report will be given to the Principal and a school official will make contact with the parent.
11. Students under suspension from one bus **MAY NOT** ride another bus for the period of suspension. Permanent suspension may be made for flagrant violations of school transportation rules.
12. Drivers are **NOT** permitted to allow passengers to load or unload at any point other than those specifically assigned to each student except by **WRITTEN** request from parent and **APPROVAL** by a designated school official.
13. Students who have to cross a road at a loading point or after unloading shall do so on a driver signal at a point 10 feet in **FRONT** of the bus. This allows the driver and the student to make eye contact. Students refusing to cross in front of the bus will be denied use of transportation.
14. Where it seems advisable and appropriate, a driver may assign a student a specific seat on the bus and the student shall occupy that seat. Changes in seat assignments may be necessary and will be made by the driver in charge of the bus.
15. Animals such as snakes, mice, or pets of any type **MAY NOT** be brought to school on the bus. Students desiring to bring such items to school should arrange for parent transportation on those days.
16. **MOVING FROM ONE SEAT TO ANOTHER WHILE THE BUS IS IN MOTION IS NOT PERMITTED.**

#### **Possible driver/principal consequences for failing to comply with rules:**

- Warning
- Assigned Seat
- File Discipline Report
- Phone Parents
- Parent Conference
- Loss of Riding Privilege

- Other at the discretion of the Principal or Bus driver

### **BUS DRIVER INFORMATION**

| <b>BUS #</b>        | <b>DRIVER</b>   | <b>HOME #</b> | <b>CELL #</b> |
|---------------------|-----------------|---------------|---------------|
| 2                   | Ann Shaffer     |               | 502-296-6899  |
| 3                   | Anna Stockoff   |               | 317-446-0658  |
| 4                   | Jody Jones      |               | 812-972-1620  |
| 6                   | Chris Lasley    |               | 812-267-2101  |
| 7                   | Sheila Emily    |               | 812-736-0177  |
| 8                   | Mike Emily      |               | 812-596-0542  |
| 13 (formerly Bus 5) | Stephen Shaffer |               | 812-267-8520  |

### **SCHOOL HEALTH SERVICES**

A school nurse oversees the health services offered at this school. If emergency medical treatment is necessary, the parents will be contacted. If parents are not available, the child will be taken to the hospital by ambulance at the parents' expense. **Remember, an emergency telephone number where parents can be reached must be on file and is vital in reaching parents in the case of an emergency.**

**Lanesville Community School Corporation is required by Indiana State Law to require immunization of all children.**

A written immunization record must be furnished upon the child's enrollment. Students who are entering kindergarten or who will be entering school as a new student should have the following immunizations prior to attending school:

| <b>Grade</b>                                | <b>Required</b>  | <b>Recommended</b>   |   |
|---|--|--|---|
| <b>Pre-K</b>                                | 3 Hepatitis B<br>4 DTaP (Diphtheria, Tetanus & Pertussis)<br>3 Polio | 1 Varicella (Chickenpox)<br>1 MMR (Measles, Mumps & Rubella)<br>2 Hepatitis A                | Annual influenza                                      |
| <b>K-5<sup>th</sup> grade</b>               | 3 Hepatitis B<br>5 DTaP<br>4 Polio                                   | 2 Varicella<br>2 MMR<br>2 Hepatitis A  | Annual influenza                                      |
| <b>6<sup>th</sup>-11<sup>th</sup> grade</b> | 3 Hepatitis B<br>5 DTaP<br>4 Polio<br>2 Varicella                    | 2 MMR<br>2 Hepatitis A<br>1 MCV4 (Meningococcal)<br>1 Tdap (Tetanus, Diphtheria & Pertussis) | Annual influenza<br>2/3 HPV (Human papillomavirus)    |
| <b>12<sup>th</sup> grade</b>                | 3 Hepatitis B<br>5 DTaP<br>4 Polio<br>2 Varicella                    | 2 MMR<br>2 Hepatitis A<br>2 MCV4<br>1 Tdap   | Annual influenza<br>2/3 HPV<br>2 MenB (Meningococcal) |

### **Medical/Religious Exemptions**

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.

### **Medication Administration Policy**

*Indiana School Laws allow the school nurse or other designated school 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.*

### **Medications at School**

1. Medication forms may be obtained from the nurse's office or the school website under the Elementary School. A new form must be completed each school year and each medication must be on its own form.
2. ALL medications must be FDA-approved and kept in the original container.
3. All prescription medication must be in the pharmacy labeled bottle or packaging with the following information:

| <b>Prescription number</b> | <b>Doctor's name</b>      | <b>Dosage</b>           |
|----------------------------|---------------------------|-------------------------|
| <b>Child's name</b>        | <b>Name of medication</b> | <b>Time to be given</b> |
4. Any change in medication, dosage, or time to be given, must be in written form with the parent and healthcare provider's signature.
5. All medication brought to school for administration by staff will be kept in a locked container.
6. It is the responsibility of the parent/guardian to make sure the medication is delivered safely to the school nurse or her designee.
7. School nurse will provide instruction/training as needed to those staff members who dispense medication to students.
8. 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 Indiana Code 20-33-8-13. Physician and guardian permission for self-administration must be on file at school.
9. **Non-prescription medications** must be accompanied by a medication form that is completed and signed by the parent or guardian.
10. All nonprescription medication must be in the original container and be clearly labeled with the child's name.
11. Unused nonprescription medications may be sent home with students in **all grades with a parent/guardian's written consent and at the discretion of the nurse.**
12. If a parent or guardian does not give consent to send the unused medication home with the student, the parent or guardian will schedule a time to for pick-up. Medications left at school after this time will be destroyed in the presence of a witness.

### **Illness and Returning to School**

Students should not come to school if they are experiencing any of the conditions mentioned below. If at school, students will be sent home from school for the following reasons and require a doctor's statement for readmission:

1. Reddened eye(s) with possible drainage, matting, or discomfort.
2. Recurrent or persistent skin infections – including scabies.
3. Unexplained or undiagnosed rash.
4. Injury involving documented loss of consciousness.
5. Untreated drainage from skin.

**Students should not come to school if they are experiencing any of the following symptoms.**

**Consequently, students will be sent home from school for the following reasons/symptoms:**

1. Temperature of 100 or over. Students must be fever-free for 24 hours without the aid of fever reducing medication such as Tylenol/Ibuprofen before returning to school.
2. Temperature of 96.5 or lower.
3. Lice (pediculosis) – Students will be sent home if live bugs are found. If a student has nits, he/she may remain at school for the day, but should be treated before returning to school.
4. Vomiting. Student must be free of vomiting for 24 hours before returning to school.
5. Diarrhea. Student must be free of diarrhea for 24 hours before returning to school.

## **Severe Allergies at School**

If your child has a potentially life threatening allergy to food, insect stings, latex, or other allergens, please be sure to have your child's health care provider complete an Allergy Action Plan for your child and provide the school with an EpiPen. A school nurse or other trained school employee may give the EpiPen according to the directions on the Allergy Action Plan. But, what if your child has an allergic reaction for the very first time at school and has never been diagnosed with an allergy? The nurse at Lanesville Elementary School is prepared to handle these potentially life threatening allergic reactions as well. The school nurse may use a lifesaving medication called an EpiPen according to orders from the medical advisor. If you do not want your child to receive the life saving measure of medication from an EpiPen, please contact your school's nurse in writing.

## **SCHOOL RECORDS**

All student records are maintained by the LES staff and administration. These serve as a documented record of your child's educational experience as well as a useful planning tool. Access to this information is controlled by provisions of the Family Education Rights and Privacy Act of 1974 (FERPA). Parents have the right to:

- Inspect and review their child's records
- Seek to amend the record if they believe it to be inaccurate
- Consent (or not) to disclosures of personally identifiable information; and
- File a complaint with the U. S. Department of Education concerning the district's failure to comply with FERPA

It is the policy of Lanesville Elementary to forward all educational and health records upon receipt of a written request from the child's new school, when he/she transfers to a different corporation. Student records are otherwise kept confidential and only viewed by school personnel that work directly with the child.

Any change of guardianship, address, or telephone number should be reported to the office immediately. It is most important that this information be kept current. Parents changing jobs during the school year need to update us as to their new place of employment as well as new telephone numbers.

## **Annual Notice to Parents & Students of Their Rights Concerning Education Records To Parents and Students** **Education records are governed by federal and state laws and regulations.**

The requirements of these laws and regulations are contained in school board policy # 5125, entitled Education Records. Generally this policy provides for the following:

1. Records are confidential and may be disclosed only as provided in the policy. 29
2. The policy concerns both elementary and secondary student education records.
3. Parents and students have a right to examine their student's education records at reasonable times.
4. Before education records are disclosed to third parties, the school requires a signed and dated written consent of either:  
(1) A parent of a student who is less than 18 years of age and not attending a post-secondary educational institution; or (2) A student who is at least 18 years of age or attending a post-secondary institution (an eligible student).
5. Certain persons may examine education records without a parent's or eligible student's consent, as provided in the above paragraph. These include school officials who have legitimate educational interests; officials of another school, school corporation, or institution of post-secondary education where the student seeks or intends to enroll; and officials of another school, school corporation, or other educational agency in which the student is enrolled or receiving services. This School Corporation forwards education records to these agencies without prior notification to the parent or eligible student.
6. Directory information will be released to media organizations (including radio, television, and newspapers), colleges, civic or school related organizations, and state or local government agencies without the consent of a parent or eligible student. Directory information includes Student's name, address, e-mail address, telephone listing, photograph or video not used in a disciplinary manner, date of birth, field of study, student work displayed at the discretion of the teacher, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, diplomas

and awards received, grade level or year (such as freshman or junior), Student ID number, teacher name, and other similar information which will not generally be considered harmful or an invasion of privacy if disclosed. A parent or eligible student may object to disclosure of any of the categories of directory information by filing form (Denial of Permission to Release Certain Directory Information without Prior Written Consent) from the principal's office no later than fourteen (14) calendar days from the date of receipt of this notice.

### **SCHOOL SERVICES**

**Exceptional Learners Education:** Our Corporation is a member of the Harrison County Exceptional Learners Cooperative. As a member, we are entitled to services including consultations, testing, and placement in appropriate programs. Teachers, parents, and special education personnel are involved in the identification and placement of a student in this program.

**In compliance with the procedural requirements of Section 504 of the Rehabilitation Act of 1973, a copy of parent/student rights in identification, evaluation, and placement can be found in the elementary office.**

**High Ability:** Lanesville High Ability Program provides students that qualify the opportunity to work with a curriculum that is stimulating and meets their needs. The focus of the program is conducted within the classroom using differentiated instructional methods and activities. Testing is conducted in the spring and fall. Specific criteria must be met in order to be admitted into the program. Students in the program will be re-evaluated at the end of sixth grade.

**Intersession:** Invitations are extended to students who might benefit from additional days of instruction. The balanced calendar is designed to provide additional days for remediation and limited enrichment activities at the end of each grading period. Intersession is provided for students below passing on ISTEP 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 intersession. Students failing the ECA exam in Algebra I or English 10 are required to attend.

### **TELEPHONE USE BY STUDENTS**

**Students will not be allowed to make calls.** Students will not be permitted to call home to obtain forgotten homework, chromebooks/tablets, lunch boxes, backpacks, band instruments, practice wear/items for sports, etc.. Students are expected to take responsibility for getting items needed to school.

**ANY STUDENT CAUGHT MAKING FALSE EMERGENCY CALLS TO 911 FROM ANY PHONE WILL BE PROSECUTED.**

### **TEXTBOOKS**

A rental fee for use of textbooks is assessed and those books are rented to students for a fraction of the cost. If a student rents a book, she/he is responsible for it. If it is lost, stolen, or damaged 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.** If the full payment is not received by the due date, your account may be turned over to a collection agency with an additional handling fee added by our school corporation.

### **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.

### **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.

**Please click the following links to see the appropriate handbooks:**

[Lanesville Jr/Sr High School Academic Handbook](#)

[Lanesville Jr/Sr High School Athletic Handbook](#)