

Columbia Sixth Grade Academy Student/Parent Handbook

2017 - 2018



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1300 NORTH THIRD STREET
LOGANSPOUT, INDIANA 46947
VOICE: 574.753.3797
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VISION: EXCELLENCE IN EDUCATION
MISSION: SUCCESS FOR ALL STUDENTS

Board of School Trustees

Mr. Milt Hess
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Superintendent of Schools

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Primary Goals

Maintain Safe Schools
Advance Student Achievement
Sustain a High Degree of Parent and Community Involvement
Support Focused, Relevant Professional Development
Support Exemplary Customer Service/Public Relations
Value and Celebrate Diversity

Core Values

Alignment ~ Teamwork ~ Continuous Improvement ~ Accountability
High Expectations ~ Data-Driven Decision Making



EQUAL OPPORTUNITY EDUCATION

Logansport Community School Corporation (LCSC) is compliant with all state and federal laws providing for an equal opportunity education for each of its students.

Any person who believes that the LCSC or any staff person has discriminated against a student on the basis of race, color, creed, age, disability, religion, gender, ancestry, national origin, place of residence within the boundaries of the LCSC, or social or economic background has the right to file a complaint. A formal complaint may be made in writing to the LCSC compliance officer noted below:

Attn: Compliance Officer
LCSC Administration Building
2829 George Street
Logansport, IN 46947

The complaint procedure is described on the form entitled *Notice of Nondiscrimination and Grievance Procedures for Title II, Title VI, Title VII, and Title IX, Section 504, Age Act, and ADA* which appears in the Appendix to this handbook.

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

STUDENT RIGHTS AND RESPONSIBILITIES

The rules and procedures of LCSC are designed to provide each student with an appropriate education in a safe, orderly, environment. Students can expect that their rights are protected and they are treated with fairness and respect. Likewise, students are expected to respect the rights of their fellow students and the staff. Disciplinary procedures are designed to ensure due process (a fair hearing) before a student is disciplined from an activity because of his or her behavior.

Parents have the right to know how their child is succeeding in LCSC and will be provided information on a regular basis and as needed, when concerns arise. Parents are encouraged to establish constructive communication channels with their child's teachers and support staff of suggestions or concerns that may help their child better accomplish his or her educational goals.

The information within this handbook supersedes all previous handbooks.

GENERAL INFORMATION

ATTENDANCE

School hours for students are 8:00 a.m. to 3:00 p.m. All students arriving before 7:50 a.m. must report to the gymnasium. Students must be out of the building by 3:20 p.m. unless they are with a teacher. If a group stays after school or uses the school building, a teacher (or an adult who has been approved by the Principal's Office) must be present. If a student will be absent from school, a parent or guardian must telephone the Office **by 8:30 a.m.** the morning of the absence. Verification of student absences is the responsibility of the parents (IC 20-8.1-3).

If a student is absent and the school does not receive a call concerning the absence, the school will call or make a home visit to verify the absence. When the student returns to school, he or she must bring a written note explaining the absence. All doctors' and/or medical excuses are to be turned in to the Main Office immediately upon the student's return to school/class. Failure to provide doctors' and/or medical excuse shall result in an unexcused absence.

A student who has a medical or other excused appointment and needs to leave during the day must bring a note to the Office on the morning of the appointment day. The parent must come to the Office to sign out the student.

A maximum of ten (10) absences will be allowed per year. All absences will be considered unexcused unless they fall under the definition of the law as an excused absence. Parents will be contacted by letter at the third (3rd) and seventh (7th) unexcused absence. After ten (10) unexcused absences, the case will be referred to the Family Opportunity Center. Parents of students with chronically excessive absenteeism may be referred to the Prosecutor's Office.

UNEXCUSED ABSENCES – All absences are unexcused unless they fall under the definition of the law as excused. An unexcused absence is when the following conditions exist:

1. Student is ill
2. Emergency exits for student or family
3. Medical and dental appointments without medical verification
4. Permission asked by parent for absence in advance of absence. It is the student's responsibility to secure assignments from the teachers in advance of the absence.
5. The parent fails to call the school or send a note
6. A forged note is presented to the school

EXCUSED ABSENCES – The following excused reasons from being absent will NOT be included in the ten (10) day limit:

1. Medical and dental appointments or extended illness with doctor verification. Doctor's notes must be turned in to the office upon returning to school.
2. Death in the immediate family (mother, father, brother, sister, grandparents, step-mother, step-father, step-brother, step-sister, step-grandparents).
3. Court appointments (must have written note from court of appearance to be excluded from the total number of days absent).

Extenuating circumstances, such as, but not limited to family emergencies and deaths in the immediate family may be resolved simply by calling the Office to discuss the situation.

Students should have a physician slip to return to school for the following:

- A. extended illness
- B. surgery
- C. fracture (with cast, crutches, etc.)
- D. bathroom privileges
- E. specific reasons indicated by the nurse

COMPULSORY ATTENDANCE – DUTY OF PARENTS/GUARDIANS

It is unlawful for a parent/guardian to fail, neglect, or refuse to send his or her child to a public school for the full term as required under this chapter unless the child is being provided with instruction equivalent to that given in the public schools. **Any person knowingly violating this chapter commits a Class B misdemeanor, which is punishable by imprisonment and/or a fine.**

EXEMPTIONS TO THE COMPULSORY ATTENDANCE LAW

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

- Serving as a page in the Indiana General Assembly.
- Appearance in court pursuant to a judge's order.
- Religious holidays or observances; request must be made in writing by the parent/guardian prior to the absence.
- Such other good cause as maybe permitted by law.

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

For the safety of students and staff, all entrances are locked during school hours. Visitors to the school will be admitted at the main entrance. Upon arrival, visitors report to the Office, sign the guest register, and acquire a guest pass. Visitors may be asked to provide identification to school personnel and are required to respect school rules at all times. Vacationing students are not permitted to visit during school hours.

A student who is not to class on time is tardy. A student who is absent without parent consent or prior approval is truant. Tardiness and truancy are documented, and interventions to change those behaviors will be put in place.

WITHDRAWAL FROM SCHOOL

Parents must notify the Office as soon as they are aware that a student will be withdrawn from school. On the morning of the student's last day, the student must report to the Office to return all textbooks, library books, and other materials, and to take care of any outstanding fees or responsibilities. Permanent records will be sent upon request of the new school.

TARDIES

Students must be at school on time. Tardies to school will be documented in the office. Should students continually arrive late to school, parents will be contacted and a meeting will be arranged to develop an intervention plan.

TRUANCY

A student will be considered truant whenever he is not present in school, class or assigned area without permission of parents/guardians, and/or designated school official. A student will also be considered truant if he leaves a class, a school

sponsored activity and/or the building without permission of school authorities. Students must sign out at the Office before leaving the building.

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

BREAKFAST AND LUNCH

Breakfast is served in the cafeteria from 7:30 a.m. until 7:55 a.m. Breakfast is not served on days when the start of school is delayed due to inclement weather. Deposits will be accepted in the mornings at a designated area in each cafeteria.

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

- Cash or Check sent to cafeteria in an envelope marked with student name, amount and teacher
- SendMoneytoSchool.com simply log onto the LCSC school website at www.lcsc.k12.in.us, under "LCSC News" click link for check and pay for lunch balances online and follow instructions.
- We are a "No Cash Back" food service department. When students pay for their breakfast or lunch while at the Point of Sale. All monies paid will be deposited into the students account.

Meal payments need to be made in advance. If you are unable to pay for school meals due to your economic situation you may apply for Free/Reduced priced meal benefits either at the Food Service Office, 2829 George Street, at the child's school or online at www.LunchApp.com. We strongly discourage meal charges, but we understand that an occasional emergency may make it necessary. The following policy is as follows:

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

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

Academy and Junior High (6-8)

- Students are allowed up to one (1) days of charges. After a charge we refer the student to the Building Administrator.
- We provide an alternate meal of peanut butter and milk once the charge maximum has been met for an additional two (2) days. After two days we request you bring a lunch from home until the charges can be paid or contact the Cafeteria Manager to make arrangements for payment.
- Parents are notified when students account balance reaches \$2.00 via email and continues until a deposit is made. Please contact the Food Service Office to be removed from the email list.
- If a student repeatedly comes to school with no lunch and no money, food service employees must report this to the building principal as this may be a sign of abuse or neglect and the proper authorities should be contacted.

- Once the account is in negative, daily emails will be sent notifying parents of the negative balance.
- Ala-carte items may not be charged at any time this includes the purchase of milk while the account is in the negative.

As of **May 15th** all accounts must be settled:

- Parents/Guardians will be sent a written request for “Payment in Full” a minimum of 10 days prior to the May 15th deadline.”
- Negative balances not paid in full will force the Corporation to take action to collect unpaid funds by means of collection agencies, small claims court, or any other legal method deemed necessary by the Corporation.
- No ala carte items may be charged at any time.

Refunds and Transfers of Lunch Money

- Money left in a student’s account at the end of the school year will roll over to the next year.
- Graduating seniors and withdrawn students will automatically be issued a refund of remaining lunch money in their account if the balance is over \$5.00. Balances **under** \$5.00 require a “Refund/Transfer Request Form.” Requests for refunds must be made within 10 days of moving or graduating. Money under \$5.00 not requested or transferred will be cleared off the student account and forfeited. Those funds may be used to assist other LCSC students. The form may be found on at www.loganberrycafe.com. Please complete and return to the Food Service Office, 2829 George Street, Logansport, IN 46947.
- For balance inquiries please contact your child’s school cafeteria or Administration Food & Nutrition department at 574-722-2911 X. 3140 or E-Mail at hamiltonl@lcsc.k12.in.us

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

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

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

- (1) *mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;*
- (2) *fax: (202) 690-7442; or*
- (3) *email: program.intake@usda.gov.*

This institution is an equal opportunity provider.

CARE OF PROPERTY

Students are responsible for the care of their own personal property. The school will not be responsible for personal property. Valuables such as jewelry or irreplaceable items should not be brought to school. The school may confiscate such items and return them to the student's parents.

Damage to or loss of school equipment and facilities wastes taxpayers' money and undermines the school program. Therefore, if a student does damage to or loses LCSC property, the student or his or her parents will be required to pay for the replacement or damage. If the damage or loss was intentional, the student will also be subject to discipline according to the Student Behavior Standards.

DELAYS AND CANCELLATIONS

School delays and cancellations are displayed as follows: Cable – channels 7, 12, and the LCSC channel 18. Antenna – channels 6, 13, and 18. Delays and cancellations are announced on radio stations: WHZR – FM 103.7, WLHM – FM 102.3, WSAL – AM 1230, WWKI – FM 100.5, WKHY – FM 93.5, WMRS – FM 107.7, WXXB – FM 102.9

DRESS CODE

Columbia Sixth Academy believes that students should come to school appropriately dressed for an academic environment. We do, however, realize that what is considered appropriate is highly subjective. We believe parents should make a point of helping their child develop a sense of individual style still being respectful of others. Enforcement of dress "appropriateness" will be at the discretion of the teaching team. If adjustments to student dress cannot be made easily here at school, teachers are encouraged to call home for a change of clothing. If inappropriate dress becomes habitual, a conference with teachers, parents, and administrators will be arranged.

ENROLLING IN SCHOOL

Students are required to enroll in the LCSC in which they have legal settlement unless other arrangements have been approved.

Students new to the LCSC must enroll with their parents or legal guardian. When enrolling, parents must provide:

- a birth certificate or similar document;
- court papers allocating parental rights and responsibilities;
- or custody (if appropriate);
- proof of residency;
- proof of immunizations.

Students enrolling from another accredited school must have an official transcript from the sending school in order to receive credit from that school. School officials will assist in obtaining the student's records if not presented at the time of enrollment.

FIELD TRIPS

Field trips are academic activities that are held off school grounds. There are also other trips that are part of the school's extra-curricular program. No student may participate in any school-sponsored trip without parental/guardian consent.

FOOD AND DRINK

Food, candy, gum, and drinks may be allowed in school at the discretion of the teaching teams. They are responsible for communicating this policy to parents through their team Communication Plans. Energy drinks (Monster, Red Bull) with increased caffeine content are ~~not~~ never permitted at school.

GRADES AND REPORT CARDS

Report cards are issued on the Thursday following the end of each grading period. Midway through each nine-week grading period, progress reports will be given to each student. Parents may track student progress on the Parent Portal (<http://powerschool.lcsc.k12.in.us/public/>) or call a teacher, counselor, or an administrator to set up a conference. All "A" Honor Roll requires no grade lower than an "A-". All "A/B" Honor Roll requires no grade less than a "B-". Honorable Mention Honor Roll requires no grade lower than a "C" and no more than one "C".

The LCSC grading scale is as follows:

100 – 92%	A	81 – 80%	B-	69 – 68%	D+
91 – 90%	A-	79 – 78%	C+	67 – 62%	D
89 – 88%	B+	77 – 72%	C	61 – 60%	D-
87 – 82%	B	71 – 70%	C-	59 -- 0%	F

HOMEWORK

You should expect homework to be assigned from time to time. Our teachers pledge to assign homework only after considering the following:

- Does my assignment truly add value to the child's learning?
- Do I (the teacher) need to assign it to make a difference in the child's learning?
- How might my assignment positively or negatively impact my student's situation at home? Does the family have the necessary resources to see the work is completed?

LOCKERS

Each student is assigned a locker at the beginning of the school year. For the protection of personal possessions, the combination must not be shared with any other person or persons. The student is to use only the locker assigned to him/her. It is the student's responsibility to keep the locker clean and in good order. Lockers are the sole property of the school. Book bags and backpacks are to be stored in the student's locker. Unless medically necessary, students will not be allowed to have book bags or pack packs on their person during the school day.

NURSE

Medication Policies

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

The following rules apply:

Medication Guidelines

1. No medication shall be given without written parent/guardian permission (no verbal orders accepted).
2. Prescription and non-prescription medication must be brought to and stored in the nurse's office in the original container (no baggies, samples, etc.), must be age appropriate, and need to be given during school hours (if less than 4 times daily may be given at home).
3. Prescription medication must be brought to the nurse's office and:
 - a. Original container labeled with pharmacy label, student name, and correct dosage, and specific, accurate instructions. Certain conditions/situations will require written doctor's orders.
4. Changes in medication must be documented by the pharmacy label and the parent/guardian.
5. Students may take medication home with written parental permission.
6. No medication shall be given that exceeds the Physician's Desk Reference recommended dosage.
7. The Nurse must be informed of the purpose of the medication (Prescription and OTC).
8. No medications shall be given for the first time by the nurse's office.
9. No Herbal products or vitamin supplements shall be dispensed.
10. All medication shall be kept locked in the nurse's office.
11. No student shall have medication on person or property without following appropriate school guidelines.
12. No medication shall be kept in the nurse's office over the summer. If not picked up, it will be destroyed.
13. Permission for medication must be renewed each year.
14. Failure to comply with medication guidelines/rules will result in discipline measures consistent with Alcohol/Drug possession.

Emergency Medications

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

Physicians Orders (including any restrictions) required by Nurse

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

Immunization Requirements

Immunization requirements are determined by the Indiana State Health Department, for specific grade/age requirements see: https://chirp.in.gov/docs/Combination_2014-15_and_2015-2016_schedule.pdf

Medical Conditions, Special Diets or Allergies

Parents should notify or update the school nurse if your child has or develops any health related issues

Student Illness or Health Issue during School

Students should not call parents outside of the nurse's office. Students who become ill or have a health issue during school, should report to the nurse's office for evaluation, if possible and non-emergent during passing period, as to not interrupt class or instruction time. If necessary, the nurse will contact parents or guardians. Students may only go home for illness or health related issues, with permission and appropriate documentation from the nurse's office.

Emergency Drug/Alcohol Assessment

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

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

GUIDELINES FOR HEARING CONSERVATION PROGRAM

Indiana Law 20.8.1-7.17 states that every school corporation shall annually conduct hearing tests as follows:

- All students in grades 1, 4, 7 and 10 are screened.
- Students new to LCSC are screened.
- Students with known hearing losses and/or with history of ear problems are monitored and tested during the year.
- Any student will be tested upon request by parents and/or school staff.
- The School Speech/Language Pathologist will also screen all five year olds in kindergarten in addition to the above required by law.

Note: Two types of tests are given:

- Audiometer - (Audiogram) - A Pure Tone Test - Tells how well a person hears various sounds
- Tympanometry - (Tympanograph) - Gives information relative to possible medical problems involving the middle ear.

Individual comprehensive hearing tests will be given to students as deemed

necessary throughout the school year. Parents will be notified of the test results and recommendations.

ALLERGIES

Parents should notify the school Nurse of any specific allergies for their child so that the school staff can be aware of special needs for those students.

PHYSICIAN'S SLIPS

Students should have physician's slips to return to school for the following:

- Extended illness (more than five days)
- Surgery
- Significant Injury (fractures, sprains)
- Pregnancy (need due date)

Please make sure the doctor includes any restrictions and length of time restricted.

PARENT CONFERENCES

Parent-Teacher conferences will be held on October 12, 2017 from 8 A.M until 6 P.M. and October 13, 2017 from 8 A.M. until 12:00 P.M. These days will be E-Learning Days for students. Parents may contact the school at any time to schedule a conference with any or all the child's teachers.

REFUNDING OF MONEY

When a student withdraws from LCSC and has a balance of \$5.00 or more in his or her account, a refund will be issued. Accounts with less than \$5.00 will not be refunded unless a written request from the parent is sent to the Director of Food Service.

SCHOOL RATING

Both Logansport Middle Schools are fully accredited by the Indiana Department of Education, and have been recognized as Indiana Blue Ribbon Schools. All certified staff in both buildings are members of the Indiana Middle Level Education Association, which is the state organization for professional middle school educators.

SPECIAL EDUCATION

LCSC provides a variety of special education programs for students identified as having a disability as defined by the Individuals with Disabilities Education Act (IDEA). A student can access special education services only through the proper evaluation and placement procedure. Parent involvement in this procedure is required. More importantly, the school encourages the parent to be an active participant. To inquire about the procedure contact the Logansport Area Joint Special Services Cooperative at 574.753.3515.

STUDENT RECORDS

The teachers, counselors, and administrative staff keep many student records. There are two (2) basic kinds of records—directory information and confidential records.

Directory information can be given to any person or organization for nonprofit making purposes when requested, unless the parents of the student restrict the information, in writing, to the Principal. Directory information includes: a student's name; address; telephone number; date and place of birth; photograph; major field of study; participation in officially recognized activities and sports; height and weight, if a member of an athletic team; starting and ending dates of attendance; date of graduation; awards received;

listing on an honor roll; scholarships; or any other information which would not generally be considered harmful or an invasion of privacy, if disclosed.

Confidential records contain educational and behavioral information that has restricted access based on the Family Education Rights and Privacy Act (FERPA). This information can only be released with the written consent of the parents, the adult student, or a surrogate. The only exception to this is to comply with state and federal laws that may require release without consent.

Included in the confidential records may be test scores, psychological reports, behavioral data, disciplinary actions, and communications with the family and outside service providers. LCSC must have the parents' written consent to obtain records from an outside professional or agency. Confidential information that is in a student's record that originates from an outside professional or agency may be released to the parent through the originator and parents should keep copies of such records for their home file. Parents may also provide the school with copies of records made by non-school professional agencies or individuals.

Students and parents have the right to review all educational records generated by LCSC, request amendment to these records, insert addendum to records, and obtain copies of such records. Copying costs may be charged to the requestor. If a review of records is wanted, please contact the Principal's Office in writing, stating the records desired. The records will be collected and an appointment will be made with the appropriate persons present to answer any questions there may be.

TELEPHONES

Since we have a "off and in the locker" policy regarding cell phones, school telephones are available for student use with teacher or office personnel permission.

TRANSFER WITHIN THE SCHOOL CORPORATION

It is the intent of the LCSC to provide adequate educational facilities for the student population of the Logansport community so that, whenever possible, students may attend a school within the near vicinity of their domestic residence. Realizing that LCSC serves both urban and rural population areas, the true neighborhood school concept is not adaptable to LCSC since it is necessary to transport many students to educational facilities within LCSC. Because of shifting populations and other demands, it may be necessary that some students transfer from one educational facility to another within LCSC during their educational experience.

Keeping in mind that schools are provided for the convenience of the student population, the following guidelines will be followed in assigning students to the various educational facilities:

1. The Board will adopt school district boundary lines for elementary and middle school students. All students living within those boundary lines will attend their respective schools.
2. Because of shifting population patterns, it is anticipated that certain educational facilities can become overpopulated while others can become under populated with students. When this condition exists, LCSC should inform the Board of the conditions, with optional recommendations for solutions to the then current problems.
3. Because of individual and personal reasons, parents might request that their child attend a school other than the one in which they are assigned under paragraph A. The following guidelines will be used in consideration of such

requests:

- The convenience of the individual student.
- The convenience of the classes of the students involved. Transfers of this nature are to be made by the Superintendent of Schools, or another administrator designated by the Superintendent.
- Transfers made, as provided by paragraph C, are to be reported to the Board at its first regular meeting in October.
- Transfers are to be for one (1) year only.

TRANSPORTATION

BUS TRANSPORTATION TO SCHOOL

Students will ride only assigned school buses and will board and depart from the bus at assigned bus stops. Students will not be permitted to ride unassigned buses for any reason other than an emergency, except as approved by the Principal.

A change in a student's regular assigned bus stop may be granted for a special need, if a note from a parent is submitted to the school Principal stating the reason for the request and the duration of the change and the Principal approves.

BUS CONDUCT

Students who are riding to and from school on transportation provided by the school are required to follow some basic safety rules. Bus students must remember that riding the bus is a privilege not a right. This applies to LCSC-owned buses as well as any contracted transportation that may be provided.

School bus drivers have a most difficult job in maintaining discipline and order while safely driving children to and from school. The driver may assign seating or direct the student in any reasonable manner to maintain that safety. Good student behavior on the school bus is important for the safety and well-being of the entire passenger load.

Cooperation, support and encouragement of children to follow all bus rules which have been recommended and approved by the school authorities is needed. Students need to be courteous and friendly to all others on the bus.

Rules and regulations found in the student handbook distributed at your child's school extend to the time your child spends on the bus.

The bus driver will treat all children equally and in a civil manner while seeing that no child is imposed upon or mistreated by others. Insist that all children are courteous and friendly to all others on the bus.

SECONDARY STUDENT RULES

- Each pupil shall be located immediately upon entering the bus in the place assigned by the driver.
- No pupils shall stand or move from place while the bus is in motion.
- Loud, boisterous, or profane language or indecent conduct shall not be tolerated.

- Pupils shall not be allowed to threaten, tease, scuffle, trip, hold, hit or use their hands, feet or body in any objectionable manner. Weapons of any kind are not permitted.
- The use of tobacco, alcohol, or any other drug is prohibited.
- No windows or doors will be opened or closed except by permission of the bus driver.
- No pupils shall enter or leave the bus until it has come to a full stop and the door has been opened by the driver.
- Students shall not get off the bus at an unauthorized stop.
- The student should be waiting at his loading station when the bus arrives.
- Lighting a match or lighter will result in immediate suspension of the bus riding privileges.

PENALTIES FOR INFRACTIONS

- The bus driver may suspend a student from riding the bus for the period of one (1) day per occurrence due to behavior problems.
- Upon recommendation of the bus driver, school authorities may deny the **privilege** of riding the school bus to any pupil who refuses to conduct himself/herself in a proper manner.

The driver will not discharge students at places other than their regular stop at home or at school unless he or she has proper authorization from school officials.

Repeated abuse of the above rules may warrant a **Notice to Parent of Misconduct on School Bus**. A second offense will automatically take away the privilege of riding the bus until the parent meets with the Director of Support Services, or his designee, and the school Principal.

SELF-TRANSPORTATION TO SCHOOL

Students who are provided the opportunity to ride school transportation are encouraged to do so. Students and their parents assume full responsibility for any transportation to and from school not officially provided by the school.

USE OF SCHOOL EQUIPMENT AND FACILITIES

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

STUDENT CONDUCT AND DISCIPLINE

POSITIVE BEHAVIOR INTERVENTIONS AND SUPPORTS (PBIS)

One of the foremost advances in school-wide discipline is the emphasis on school-wide systems of support that include proactive strategies for defining, teaching and supporting appropriate student behaviors to create positive school environments. Instead of using a piecemeal approach of individual behavioral management plans, a continuum of positive behavior support for all students within a school is implemented in areas including the classroom and non-classroom settings (such as hallways, buses, and restrooms) Positive Behavior Interventions and Supports (PBIS) is a proactive approach to establishing the behavioral supports and social culture and needed for all students in a school to achieve social, emotional and academic success. Attention is focused on

creating and sustaining primary (school-wide), secondary (classroom), and tertiary (individual) systems of support that improve lifestyle results (personal, health, social, family, work, recreation) for all youth by making targeted misbehavior less effective, efficient, and relevant, and desired behavior more functional.

Teaching behavior expectations and rewarding students for following them is a much more positive approach than waiting for misbehavior to occur before responding. The purpose of school-wide PBIS is to establish a climate in which appropriate behavior is the norm.

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

Two types of discipline are possible, informal and formal.

INFORMAL DISCIPLINE

Informal discipline takes place within the school. It includes:

- Change of seating or location;
- After-school detention;
- In-school restriction;
- Saturday School;
- Removal from a class or activity;
- Corporal punishment (with parental permission); or
- Community service.

DETENTION

In grade K-8, a teacher may detain a student after school, after giving the student and/or his or her parents one (1) day's notice. The student or his or her parents are responsible for transportation. In grades 9-12, students may be suspended from a class for one day.

SATURDAY SCHOOL

A parent must notify the Principal or Assistant Principal on or before 4:00 p.m. the Friday before Saturday School if the student cannot attend. Failure to attend without proper notification will result in an additional Saturday School for the student.

FORMAL DISCIPLINE

Formal discipline removes the student from school. It includes suspension for up to five (5) school days and expulsion for the remainder of a semester or longer.

SUSPENSION

The Principal may deny a student the right to attend school or take part in any school function for up to a maximum of ten (10) consecutive school days.

EXPULSION

An expulsion is a denial of the right of a student to take part in any school function for a period that may extend for more than five (5) consecutive school days.

EXPULSION FOR FIREARMS POSSESSION

Any student who is found to possess a firearm on LCSC property shall be reported immediately to the LPD. In addition, he or she shall be subject to

expulsion for a period of one (1) year.

We recognize that students in the process of developing self-discipline will need to have external discipline at times. We also recognize that there is a wide range of misbehavior---some much more serious than others. Because of this, different disciplinary approaches must be used. These may include, but are not limited to, reprimand, probation, referral to special personnel in the school, rearrangement of the student's class schedule, parent conferences, before- or after-school detention, Saturday School, In-School Suspension, assignment of additional work, restriction of extra-curricular activity, suspension or expulsion. Any or all of these techniques will be used as deemed most appropriate.

Disruptive behavior will be documented, and interventions to change that behavior will be implemented. The following conduct is not permitted and may normally result in ISS, OSS or expulsion:

- Possession and/or the use of alcoholic beverages
- Possession and/or the use of drugs, narcotics, and related paraphernalia
- Possession and/or the use of over-the-counter nonprescription or prescription medications
- Possession and/or the use of tobacco, matches, lighters, knives, nuisance items, weapons, or explosives
- The use of vulgar language
- Intimidating, hitting, threatening to cause bodily harm, or causing bodily harm to anyone
- False reporting (911 calls, fire alarms, and bomb threats)
- Throwing food in the cafeteria
- Fighting
- Leaving school without permission
- Participating in gang/cult-related behavior
- Vandalizing, damaging, or stealing LCSC property

A student who is suspended or expelled is not permitted on any school property during the time of the suspension/expulsion. Federal legislation requires that out-of-school suspensions and expulsions become a part of the child's permanent school record.

STANDARDS OF BEHAVIOR

The Board has adopted the following standards for student misconduct. These standards are applicable to students:

- on LCSC property at any time;
- during and immediately before and any after school activity at any location;
- traveling to and from school or to a school activity.

CONDUCT VIEWED AS JUST CAUSE FOR DISCIPLINARY ACTION INCLUDES, BUT IS NOT LIMITED TO, ANY ONE OF THE FOLLOWING VIOLATIONS:

- Academic dishonesty, including cheating, plagiarism, or forgery
- Any threat to bomb, to burn, or destroy in any manner a school building or other LCSC property
- Assault/Battery
- Conduct dangerous to the physical well-being of others
- Disrespect, insubordination and/or disobedience to teachers or any staff member
- Extortion, harassment, or intimidation

- Failure to comply with LCSC bus rules
- Falsely reporting a fire or setting off a fire alarm
- Fighting
- Gambling
- Indecent exposure
- Leaving LCSC grounds or building without permission
- Physical or verbal abuse
- Possession of weapons, such as firearms, knives, explosives, fireworks, etc.
- Possession, distribution, under the influence, use and/or sale of alcohol, illegal drugs, intoxicants, and/or paraphernalia (or anything represented as such)
- Tardiness and/or truancy
- Theft
- Trespassing
- Unauthorized sales and distributions
- Use of and/or possession of any tobacco products
- Use of profanity
- Violation of fire regulations to include lighting matches or lighters, false fire alarms, or lighting of any flame not part of a classroom instruction, or the use of any form of fireworks
- Violation Board Policy or regulations.
- Willful disruption of any classroom or school activity

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

ARSON/FIREWORKS/FIRE ALARM TAMPERING/FALSE REPORTING

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

ASSAULT/BATTERY

No student shall willfully attack another student or staff member while on LCSC premises or while under LCSC supervision.

We define assault as: Threatened or attempted physical attack against another by a person.

We define battery as: Knowingly or intentionally touching another person in a rude, insolent, or angry manner

BOMB THREAT

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

BUILDING SECURITY

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

CELL PHONES AND ELECTRONIC DEVICES

Cell phones must be turned off and secured in the student's locker during the school day, during school events and athletic practices. The school day is defined as once the student enters the building until 3:00 pm. The above requirements for cellular phone use will not apply when the student has a special medical circumstance (e.g., an ill family member or his/her own special medical treatment) when the student obtains prior written approval from the building principal or the requirement is a part of his/her I.E.P. If a student violates this policy, the cell phone shall be confiscated and secured in the office. Cell phones must be picked up by a parent or guardian between the hours of 3:00 and 4:00 pm as outlined in the Discipline Matrix. Cell phones shall not be released to students. All unclaimed devices will be disposed of at the end of the semester. If a student has his or her device confiscated a second time, he or she shall be cited for insubordination and will face the consequences outlined in the student handbook. Appropriate use of these technology items is a privilege, which may be forfeited by any student who fails to abide by the terms of the policy above, or otherwise engages in misuse of this privilege.

The student who possesses a cellular telephone is responsible for its care. The Board is not responsible for preventing theft, loss, damage, or vandalism to cellular telephones or other electronic devices brought onto its property.

Parents/guardians are to be advised that the best way to get in touch with their child during the school day is by calling the school office. Students may use school phones to contact parents/guardians during the school day.

Sending, sharing, viewing, or possessing pictures, text messages, emails, or other material of a sexual nature in electronic or any other form, including the contents of a cell phone or other electronic device, is prohibited.

IMPORTANT NOTICE TO STUDENTS AND PARENTS REGARDING CELL PHONE CONTENT AND DISPLAY

- The Child Abuse/Neglect Law requires school personnel to report to law enforcement or child protective services whenever there is reason to believe that any person/student is involved with "child exploitation" or "child pornography" as defined by Indiana Criminal Statutes.
- It is "child exploitation," a Class C felony under I.C. 35-42-4-4(b), for any person/student (1) to exhibit, photograph or create a digitalized image of any incident that includes "sexual conduct" by a child under the age of 18; or (2) to disseminate, exhibit to another person, or offer to so disseminate or exhibit, matter that depicts or describes "sexual conduct" by a child under the age of 18.
- It is "child pornography," a Class D felony under I.C. 35-42-4-4(c), for any person/student to possess a photograph, motion picture, digitalized image, or any pictorial representation that depicts or describes "sexual conduct" by a child who the person knows is less than 16 years of age or who appears less than age 16.
- "Sexual conduct" is defined by I.C. 35-42-4-4(a) to include sexual intercourse, exhibition of the uncovered genitals intended to satisfy or arouse the sexual desires of any person, or any fondling or touching of a child by another person or of another person by a child intended to arouse or satisfy the sexual desires of the child or other person.
- The Indiana Sex Offender Registration Statute at I.C. 11-8-8-7 and the Sex Offender Registry Offense Statute at I.C. 35-42-4-11, as of May 2009, require persons convicted of or adjudicated as a juvenile delinquent for violating the Child Exploitation Statute at I.C. 35-42-4-4(b) to register as a sex offender.

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

ELECTRONIC DEVICES

Electronic devices, other than the school-issued laptop, are not permitted at Columbia Sixth Grade Academy

CHEATING AND PLAGIARISM

Cheating is the deceitful or fraudulent storage, retrieval or use of information in preparation for or during any assignment or assessment. It includes, but is not limited to, the wrongful giving, taking or presenting any information or material by a student with the intent of aiding himself/herself or another on any academic work which is considered in any way in the determination of the final grade.

Plagiarism is the presentation, as one’s own ideas, wording, image, or information created by another person. According to the MLA Style Manual and Guide to Scholarly Publishing, forms of plagiarism include the failure to give appropriate acknowledgement when repeating another’s wording or particularly apt phrase, paraphrasing another’s argument, and presenting another’s line of thinking.

CONSPIRACY

Making plans or conspiring to cause harm to any person or LCSC property is prohibited.

DISRESPECT

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

DISRUPTION OF A CLASSROOM OR SCHOOL ACTIVITY

The willful disruption of any classroom or school activity by a student is prohibited.

DRUGS, ALCOHOL AND MEDICATION

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

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

The use and/or possession of tobacco or tobacco products in or on LCSC property is prohibited. This includes cigarettes, pipe tobacco, cigars, chewing tobacco, snuff, any other type of tobacco products, or tobacco paraphernalia such as cigarette lighters and

matches.

EXTORTION

Threatening or intimidating any student for the purpose of, or with the intent of, obtaining money or anything of value from the student is prohibited.

FAILURE TO COMPLY

Failing in a substantial number of instances to comply with directions of teachers or other school personnel during any period of time when the student is properly under their supervision, where the failure constitutes an interference with school purposes or an educational function is prohibited.

FIGHTING

Any form of violence and/or harassment such as combative acts and/or gestures, argumentative, aggressive behavior, or actions which may reasonably lead to a fighting situation, directed toward another individual on school premises or during a school activity, is prohibited. Intentionally causing or attempting to cause physical injury or intentionally behaving in such a way as could reasonably cause physical injury to any person is prohibited.

In cases of fighting where the combatants are mutually involved in fighting, there will be an immediate three-day suspension of both or all parties. If evidence clearly indicates a student was not the aggressor and in fact was under an unprovoked attack, acting strictly in self-defense, the aggressor will have committed. In these cases, the victim may not be suspended or may receive fewer days of suspension than other parties. For our purposes, self-defense means the student tries to evade the attack, but cannot, and must use force for self-protection.

FORGERY

Students are prohibited from falsely and/or fraudulently marking, altering, or using a document or statement. These include, but are not limited to, physician's notices, parent note, or student passes.

GAMBLING

Gambling or wagering in school or on LCSC property is prohibited.

GANG ACTIVITY

Un-sponsored, unauthorized outside organizations such as secret societies, clubs, and gangs which draw membership from the students of LCSC are illegal, and therefore, prohibited from schools and school grounds.

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

Students are prohibited from wearing clothing or accessories that have been associated with gangs and gang activity.

Membership in a gang in and of itself is not a violation of any law in Indiana. However, it is a violation to be involved in "criminal gang" activity.

Students shall not:

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

HARASSMENT, (ETHNIC, RACIAL, SEXUAL, RELIGIOUS, DISABILITY) THREATS, BULLYING, INTIMIDATION AND HAZING

The harassment or threatening of other students or members of the staff, or any other individuals is not permitted. This includes any speech or action that creates a hostile, intimidating, or offensive learning environment. Students shall not be subjected to verbal or physical harassment, mental or physical discomfort, intimidation, embarrassment, ridicule, bullying, or demeaning activities by any other individual student or group of students. Conduct constituting harassment may take different forms, including, but not limited to, the following:

BULLYING

This rule applies when a student is:

- On school grounds immediately before or during school hours, immediately after school hours or at any other time when the school is being used by a school group (including summer school);
- Off school grounds at a school activity, function, or event;
- Traveling to or from school or a school activity, function, or event; or
- Using property or equipment provided by the school.

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

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

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

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

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

SEXUAL HARASSMENT

Verbal:

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

Nonverbal:

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

Physical Contact:

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

GENDER/ETHNIC/RELIGIOUS/DISABILITY HARASSMENT

Verbal:

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

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

Nonverbal:

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

HARASSMENT COMPLAINT PROCEDURE

- Any student who believes that he or she is the victim of any of the above actions or has observed such actions taken by another student, staff member, or other person associated with LCSC should make contact with one of two or three persons selected by each school Principal with whom the students would most likely be comfortable in discussing a matter of this kind.
- The student may make contact either by a written report or by telephone or personal visit. During this contact, the reporting student should provide the name of the person(s) whom he or she believes to be responsible for the harassment and the nature of the harassing incident(s). A written summary of each such report is to be prepared promptly and a copy forwarded to the Principal.
- Each report received by a designated person shall be investigated in a timely and confidential manner. While a charge is under investigation, no information is to be released to anyone who is not involved with the investigation, except as may be required by law or in the context of a legal or administrative proceeding.
- To protect the confidentiality of the student who files a complaint, encourage the reporting of any incidents of sexual or other forms of harassment and protect the reputation of any party wrongfully charged with harassment, no one involved may discuss the subject outside of the investigation.

HAZING

Forcing or requiring another person with or without the consent of the other person and as a condition of association with a group or organization to perform an act that creates a substantial risk of bodily injury is prohibited.

HORSEPLAY

The display of rough, rowdy, or boisterous behavior is considered horseplay and is prohibited.

ILLEGAL ACTIVITY

Engaging in any activity forbidden by the laws of Indiana that constitutes an interference with school purposes or an educational function is prohibited.

INSUBORDINATION

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

PROFANITY/ABUSIVE LANGUAGE

The use by students of profanity, vulgarity, obscene gestures, sexual innuendo, or verbal abuse is prohibited. Students directing profanity to any other person shall receive an immediate disciplinary consequence.

SCHOOL DISTURBANCE

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

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

THEFT/POSSESSION OF STOLEN GOODS

For our purposes, theft is defined as the unlawful taking of LCSC property or property belonging to another person, on LCSC property, during an educational event, or function off school grounds, or when traveling to or from school or such educational event or function.

TOBACCO POSSESSION/USE

The use and/or possession of tobacco or tobacco products in or on the property of LCSC is prohibited. This includes cigarettes, pipe tobacco, cigars, chewing tobacco, snuff, or any other type of tobacco products. Possession of tobacco paraphernalia such as cigarette lighters and matches will result in ISS.

The possession of an electronic cigarette (generally known as “e-cigarette”), or item that looks like or is represented to be an electronic cigarette is prohibited.

VANDALISM

Maliciously or willfully damaging, defacing, or destroying LCSC property or the personal belongings of others is prohibited.

WEAPONS

POSSESSION OF A WEAPON

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

USE OF AN OBJECT AS A WEAPON

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

A DEADLY OR DANGEROUS WEAPON IS DEFINED AS

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

KNOWLEDGE OF DEADLY OR DANGEROUS WEAPONS OR THREATS OF VIOLENCE

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

FIREARMS POSSESSION

No student shall possess, handle or transmit any firearm on LCSC property. The following devices are considered to be a firearm as defined in Section 921 of Title 18 of the United States Code:

- any weapon which will or is designed to or may readily be converted to expel a projectile by the action of an explosive.
- the frame or receiver of any weapon described above.
- any firearm muffler or firearm silencer.
- any destructive device which is an explosive, incendiary, or poison gas bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine, or any similar device.
- any weapon which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than one-half inch in diameter.
- any combination of parts either designed or intended for use in converting any device into any destructive device described in the two immediately preceding examples, and from which a destructive device may be readily assembled.

Acts of misconduct that interfere with the maintenance of a good school learning environment or which are detrimental to the welfare of students and staff will not be considered acceptable and will subject the student to one or more of the disciplinary measures listed below. In addition to the rules and regulations listed in the Middle Schools' Student-Parent Handbook, a partial list of other rules includes:

- A. Students must make a serious effort to do homework, assignments, etc., in their classes.
- B. Students shall not use or possess squirt guns, water bottles, etc.
- C. Students shall not be in an unauthorized area without a proper pass.
- D. Students shall not use or direct profanity or inappropriate language at or to another person.
- E. Students shall not leave school prior to the end of the day without properly signing out in the Office.
- F. Students must report directly to the Office when told to do so by a staff member.
- G. Students shall not throw objects (including snowballs).
- H. Students must behave appropriately in assemblies or convocations. The students must conduct themselves in a quiet and respectful manner. Whistling, stamping of feet, kicking of the bleachers or yelling will not be permitted.
- I. Students must help maintain the overall appearance of the building, materials and equipment.
- J. Students must behave courteously and respectfully. Examples of actions that will not be permitted include hitting, pinching, name-calling and pushing.
- K. Participating in or placing nuisance phone calls to 911 services, indicating a bomb threat (verbal and/or written), or pulling the fire alarm is prohibited.
- L. Public displays of affection such as kissing, hugging, and holding hands is not permitted at School or School functions.
- M. Students must address teachers as "Miss, Mrs., Ms., or Mr." as appropriate.
- N. Students shall not sell items at school during school hours. This applies to both school and non-school related sales, including fundraisers. **Exceptions can be made with Principal approval. Student publications, newsletters, letters, posters, etc. must have prior approval of the Principal before distribution or posting on school grounds.**
- O. Students shall not share lockers with others.
- P. Students shall not possess permanent markers on school property.
- Q. Students are not to use aerosol cans or other spray bottles (such as deodorant, cologne, hair spray, hair coloring, etc.). The use of these materials can be a safety issue for others in the building.

ENFORCEMENT OF STANDARDS

The standards will be enforced by school administrators, teachers, instructional assistants, custodians, hall monitors, cafeteria workers, bus drivers, and any other adult authorized by the school to supervise students.

The objectives of the enforcement of these standards are:

- to protect the physical safety of all persons and prevent damage to property;
- to maintain an environment in which the educational objectives of the school can

be achieved;

- to enforce and instill the core values of LCSC and its school community.

The nature and extent of any discipline utilized to enforce student behavior standards will be determined by:

- the nature and extent of any potential or actual injury, property damage or disruption;
- the student's prior disciplinary history and the relative success of any prior corrective efforts;
- the willingness and ability of the student and the student's parent/guardian to participate in any corrective action;
- the interest of other students in the school in a school environment free from behavior that violates the school's behavior standards;
- any other aggravating or mitigating factor or circumstance that should be considered.

Disabled students under IDEA or Section 504 shall be expelled only in accordance with Board policy 2461 and federal due process rights appropriate to disabled students.

The parent/guardian, the referring teacher, and the student's guidance counselor will be notified of violations of school policy. After each infraction, the Guidance Department will schedule a mandatory meeting with the student. Violations of the academic environment may require immediate action and possible consequences including the following:

- Parent conferences
- Guidance Counselor Intervention
- Counseling and admonition by verbal and/or written reprimand
- School/Community Service (cafeteria or grounds cleanup)
- Contracting for appropriate behavior
- Family support referral
- Detention (Includes after-school, lunch, and Friday Night School)
- In-School Suspension
- Out of School Suspension
- Six-to-Six Program
- Alternative Education Opportunity
- Exclusion
- Short-Term and Long-Term Expulsion

SUSPENSIONS AND EXPULSIONS

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

A combination of detentions, in school suspension, and/or suspensions due to repeated violations of school policies, guidelines, or rules during the school year may result in the

recommendation for expulsion for the balance of the current semester or school year.

DUE PROCESS

Before a decision is made as to whether or not to suspend or expel a student from school, the school will follow specific procedures.

SUSPENSION FROM SCHOOL

The Principal may deny a student the right to attend school or take part in any school function for up to a maximum of ten (10) consecutive school days.

When a student is being considered for a suspension, the administrator in charge will notify the student of the reason. The student will then be given an opportunity to explain his or her side. After that informal hearing, the administrator in charge will make a decision whether or not to suspend. If a student is suspended, he or she and his or her parents will be notified, in writing within one (1) day, of the reason for and the length of the suspension. When a student is suspended, he or she may make-up work missed during the suspension or after returning to school.

Any learning that cannot be made up such as labs, field trips, skill-practices, and any learning that the student chooses not to make-up may be reflected in the grades earned.

Discipline Consequence Matrix

The following are guidelines to be used by school administrators in determining consequences for student misbehavior. Penalties may vary depending on the severity of the misbehavior. Each case will be handled consistently and in keeping with past practice.

Infraction	1 st Consequence	2 nd Consequence	3 rd Consequence
1. Assault/Battery	3 day OSS; police notified	5 day OSS; police notified	10-day OSS; police notified & recommend for expulsion
2. Bomb Threat	5 day OSS; police notified recommend expulsion	*****	*****
3. Building Security	Saturday School	Repeat Offender	*****
4. Cafeteria Misbehavior	3 day ISS	1 day OSS	3 day OSS
5. Cell Phones	Item Confiscated - Parent pick-up between 3-4 pm	1 day Saturday School	See Insubordination
6. Electronic Devices	Item Confiscated – Student pick- up at end of day	1 day Saturday School	See Insubordination
7. Cheating/Plagiarism	“0” on assignment, point given & parents contacted	“0” on assignment, parents contacted, office referral, 1 day ISS	See “Repeat Offender
8. Classroom Disruption	1 day ISS	2 day ISS	3 day ISS, repeat offender
9. Conspiracy	Immediate removal to ISS from class or situation, 1-3 day OSS	3 day OSS	10 day OSS & recommend for expulsion
10. Disrespect	1-3 day ISS	1-3 day OSS	3-5 day OSS
11. Drugs, Alcohol, and Medication	10-day OSS; police notified & recommend for expulsion	*****	*****
12. Failure to Serve Detention	Reassign Detention	Saturday School	*****
13. Failure to Serve Saturday School	Reassign Sat. School	1 day ISS	repeat offender
14. Fighting	3 day OSS; police notified; possible expulsion	5 day OSS; police notified; possible expulsion,	10 day OSS; police notified & recommend for expulsion,
15. Fireworks/Fire Alarm Tampering/False Reporting/ Calling 911	3 day OSS	5 day OSS	10-day OSS & recommend for expulsion
16. Forgery	Sat. School	2 Sat. Schools	3 days OSS

17. Gang Activity	5 day OSS, police notified	10 day OSS, police notified recommend for expulsion,	*****
18. Harassment/Threats/Bullying/Extortion/Intimidation/Hazing	3 day OSS	5 day OSS	10 day OSS & recommend for expulsion, police notified
19. Horseplay	1 day ISS or 1 Sat. School	2 days ISS or 2 Sat. Schools	3 days ISS, repeat offender
20. Illegal Activity	police notified & possible expulsion	*****	*****
21. Indecent Exposure	3 day OSS	5 day OSS; recommend for expulsion	*****
22. Insubordination	Immediate removal to ISS from class or situation, 1-3 day ISS	1-3 day OSS	Repeat Offender
23. Misbehavior at Extracurricular Events	Removal from Event	Suspension form ECA for remainder of semester	Suspension form ECA for remainder of school year
24. Profanity/Abusive Language	1 day ISS	3 day ISS	3 day OSS
25. Public Display of Affection	Written Warning	1 day ISS	Saturday School
26. Repeat Offender	1 day OSS	3 day OSS	5 day OSS; possible expulsion
27. Theft/Possession of Stolen Goods	Restitution & 3 day OSS; police notified	Restitution & 3-5 day OSS; police notified	Restitution & 5 day OSS; police notified, possible expulsion
28. Tobacco Possession/Use	3 day OSS	5 day OSS	10 day OSS & recommend for expulsion
29. Truancy	1 Saturday School; SRO notified	2 Saturday Schools; SRO notified	Case referred to Prosecutor or Family Opportunity Center
30. Vandalism	Restitution & 1 day OSS or working consequence	Restitution & 3 day OSS	Restitution & 5 day OSS
31. Weapons	10 day OSS & recommend for expulsion; police notified	*****	*****
32. Willful Disruption of a Classroom or School Activity	3-10 day OSS & possible expulsion	*****	*****

UNLAWFUL ACTIVITY

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

SIX-TO SIX PROGRAM

Six-to-Six is a court-ordered educational program designed for students in grades 5-8. Instead of being suspended out of the building for serious misbehavior, students assigned to Six-to Six will attend school in our own In-School Suspension program with the addition of before and after-school sessions to be held at Logansport Jr. High School. Students ordered to participate in the Six-to-Six program will be “in school” from 6:00 A.M. to 6:00 P.M. for the duration of their three or five-day suspension. Parents are obligated to appear with the child in Juvenile Court on the appointed date and to see that the student is transported to Logansport Jr. High School by 6 A.M. Parents must also provide transportation home from LJHS at 6 P.M.

Six-to-Six is based on the philosophy that inappropriate student behavior can be modified. The morning sessions will provide an exercise component, a time to set daily goals, and breakfast. The after-school session not only provides students with the opportunity to work on academic, discipline, and social skills, but will also involve parents and guardians. In order for the student to complete the program, parents **must** attend a Family Education Session for a minimum of one hour on the student’s final day. The program respects students and emphasizes personal responsibility as well as the parent’s or guardian’s responsibility. Six-to-Six does not delve into the student’s past failures, instead looking forward to a change of behavior.

Due Process and Procedural Steps

- Offense occurs
- Due process in administrator’s office (parent or guardian contacted)
- Court documents served by school administration
- Student and Parent(s)/Guardian(s) appear in Circuit Court at 8:15 AM the day after the papers are served. (program explained in detail by Four County staff)
- Student returns to home school and spends rest of day in ISS
- Six-to-Six begins the following school day when parents transport student to Logansport Jr. High School – Door 6, Room 144 promptly at 6 AM
- Students report to ISS at approximately 8 AM
- Six-Six resumes – parents pick up students at Door 6 at 6:00 PM
- On student’s final day of program, parents report to LJHS Room 144 for exit interview. Students not released from program until parents complete this interview.
- Parents remit \$25 fee payable to LJHS Six-to-Six program/ This payment will be made at LJHS at the end of the exit interview.

Student Responsibilities

- Completion of all assigned work, both at Six-to-Six and in ISS
- NO MISBEHAVIOR in ISS
- Any documentation of misbehavior will result in additional days in the program

EXPULSION FROM SCHOOL

An expulsion is a denial of the right of a student to take part in any school function for a period that may extend for more than five (5) consecutive school days or longer. Before a decision is made as to whether or not to suspend or expel a student from school, the school will follow specific procedures.

If, in the Principal’s opinion, the alleged infraction warrants a longer period of removal

from school, he or she shall refer the case to the Superintendent for consideration for expulsion. The Superintendent shall review the case and may appoint an expulsion examiner to conduct the expulsion meeting. This person may be an attorney or an administrator who has not been involved in the particular expulsion case or circumstances leading to it.

PROCEDURE FOR THE EXPULSION OF A STUDENT

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

- The appointment of an expulsion examiner.
- The issuance of the right to appear at an expulsion meeting. This notice must be delivered in person or by certified mail to the student and the student's parent and must include the reasons for the expulsion and the procedure for requesting an expulsion meeting.
- An expulsions meeting if one is requested.
- The preparation of a written summary of the evidence presented at the expulsion meeting, including the disciplinary action determined to be appropriate.
- The issuance of notice of the action taken to the student and the student's parent.
- The right to request an appeal before the school board (unless the right to contest the expulsion has been previously waived or forfeited). A request for an appeal must be submitted by the student or the student's parent, in writing, to the School Board within ten calendar days of receiving the notice of the action taken.
- A review of the expulsion by the School Board.

APPEAL OF AN EXPULSION

The student or his or her parents may appeal the Expulsion Examiner's decision only to the Board within ten (10) days of receipt of the notice of action taken.

EXTENSION OF AN EXPULSION

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

An expulsion that takes effect more than three (3) weeks before the beginning of the second semester or that will remain in effect into the first semester of the next school year shall be reviewed by the Expulsion Examiner to determine if there has been newly discovered evidence or a change in the student's circumstances since the expulsion meeting. If so, the Expulsion Examiner may recommend to the Superintendent that the student be readmitted for the second semester or at the beginning of the new school year.

WAIVER OF RIGHTS

The student and his or her parents may waive any of the rights described in this section of the handbook if the waiver is submitted, in writing, and signed by both student and parents. The signatures must be witnessed. The waiver must be made with knowledge

of the due process procedure described in the student/parent handbook and the consequences of the waiver.

SEARCH AND SEIZURE

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

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

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

USE OF DOGS

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

USE OF BREATH-TEST INSTRUMENTS

The Principal may arrange for a breath test for blood-alcohol to be conducted on a student whenever he or she has individualized reasonable suspicion to believe that a student has consumed an alcoholic beverage.

- The student will be taken to a private administrative or instructional area on LCSC property with school personnel trained and/or qualified to administer the test present to witness administration of the test.
- The purpose of the test is to determine whether or not the student has consumed an alcoholic beverage. The amount of consumption is not relevant, except where the student may need medical attention.
- There is the possibility that a "false-positive" result could be obtained. If the student believes that the test is inaccurate he or she may request an immediate retest be administered by LPD or other law enforcement agencies.

If the result indicates a violation of school rules as described in this handbook, the student will be disciplined in accordance with disciplinary procedures described in this handbook. If a student refuses to take the test, he or she will be advised that such refusal is a violation of school rules and will subject the student to disciplinary action. The student will then be given a second opportunity to take the test.

STUDENT RIGHTS OF EXPRESSION

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

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

- **A material cannot be displayed if it:**
- is obscene, libelous, indecent, or vulgar,
- advertises any product or service not permitted to minors by law,
- intends to be insulting or harassing,
- intends to incite fighting or presents a likelihood of disrupting school or a school event.

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

STUDENT SUGGESTIONS AND COMPLAINTS

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

When concerns or grievances arise, the best way to resolve the issue is through communication. No student will be harassed by any staff member or need fear reprisal for the proper expression of a legitimate concern. As with suggestions, concerns, and grievances may be directed to the Principal or to the student government.

TECHNOLOGY INFORMATION

ACCEPTABLE USE POLICY FOR THE NETWORK

Purpose of the Policy

The purpose of this policy is to establish a policy for the acceptable use of the network as a tool for learning in Logansport Community School Corporation (LCSC) (hereinafter referred to as Corporation). The LCSC network is defined as all computer resources, including software, hardware, lines and services that allow connection of Corporation computers to other computers, whether they are within the Corporation or external to the Corporation. This includes connection to the Internet. In summary, the policy affirms that no user may use the network to take any action or receive and/or communicate any language that the employee or student could not take or communicate in person. Users are defined as anyone authorized by administration to use the Network. This includes, but is not limited to, staff, students, parents, vendors, contractors, and volunteers. Prohibitions in applicable federal, state and/or local law or regulation, collective bargaining agreements and Board Policies are included. Additionally, this policy reflects that there is no expectation of privacy in the use of e-mail or network communications when such communications occur over LCSC provided equipment by LCSC employees, students, or others.

Purpose of Access to the Network

Networks give schools the ability to share educational and research resources from around the world with all students. These resources include access to instructional applications, interactive collaboration between teachers, students and other users, document sharing, communications of all forms with people from around the world and libraries, museums and research facilities.

I. Acceptable Use Policy

Utilization of the network by users must be in support of and consistent with the educational objectives of the Corporation. When utilizing the network all users must adhere to the provisions of this policy and the standards of conduct established School Board Policy 3210 – *Staff Ethics*, 5500 – *Student Ethics*; 5513 *Care and Use of Equipment*.

- A. Transmission of any material in violation of local, state, and federal law or regulation is prohibited. This includes, but is not limited to copyright material, threatening or obscene material or material protected by trade secret.
 - 1. Obscene material is that material which:
 - a. The average person, applying contemporary community standards, would find, taken as a whole, appeals solely to the prurient interest; and
 - b. Depicts or describes, in a patently offensive way, sexual conduct as stated by Federal, or State Law; and
 - c. Taken as a whole, lacks serious literary, artistic, political, or scientific value.
- B. Procedures concerning the protest of instructional materials and educational media as they are accessed through the Internet are governed by School Board Policy *9130 – Public Complaints and Concerns*
- C. School Board Policy *3231/4231 – Outside Activities of Staff*, governs the use of the Internet for political activities.
- D. Use of the network for product advertisement, commercial activities, political campaigning or solicitation is prohibited.
- E. The Children’s Internet Protection Act (CIPA) requires school Corporations to prevent students from viewing objectionable material. Pursuant to CIPA, LCSC uses an Internet Content Filter to prevent user access to prohibited material.
- F. Users of the LCSC network are charged with notice that besides obscene material, there are other potentially objectionable materials available on the Internet, including sites with adult content, nudity, and gambling, as well as sites advocating violence and illegal activities. No content filter will ever be 100% accurate, and on occasion either objectionable material may get through or non-objectionable material may be blocked.
- G. Bypassing the LCSC content filter without authorization is strictly prohibited. LCSC has procedures in place to evaluate requests from users to block or unblock sites as necessary.
- H. Students, parents and staff should be aware that connection to any Internet or network provider not under Corporation control may be unfiltered. This is particularly true of open wireless connections, which can be found almost anywhere. The Corporation is not responsible for unfiltered content that may be viewed or downloaded on LCSC equipment that has been provided to individuals for use outside Corporation property. The Corporation is also not responsible for issues caused by the connection of personal devices to the Corporation’s network or improper use of the Corporation’s network or equipment.

II. Privilege

Accessing the Internet through Corporation equipment is a privilege, not a right, and inappropriate use, including violation of this policy may result in cancellation of the privilege.

- 1. School, regional center, and Corporation administrators are delegated the authority to determine appropriate and acceptable use as provided under this policy.
- 2. Any user account may be closed, suspended or revoked at any time a school, regional center, or Corporation administrator determines an account user or holder has used the network in an inappropriate or unacceptable manner in violation of this or any other applicable Corporation policy.
- 3. Inappropriate or unacceptable use is defined as use that violates the Corporation's purpose in providing students and employees access to the Internet and use that violates any local, state, or federal law or regulation.
- 4. Access to the Internet from the Corporation network as a tool for learning will be automatic. Parents must notify the school in writing if they do not want their child to access the Internet.

III. Monitoring

Administration reserves the right to review any material on user accounts for purposes of maintaining adequate fileservers space and monitoring appropriateness of material accessed through the network. In reviewing and monitoring user accounts for the purpose of determining

adequate fileserver space, the Corporation shall respect the privacy rights of user accounts.

IV. Network Etiquette

All users are expected to abide by the generally accepted policies of network etiquette. These standards of conduct include, but are not limited to the following:

- A. Users should be polite. The use of abusive language is prohibited.
- B. Use appropriate language. The use of profanity, vulgarities or any other inappropriate language is prohibited.
- C. Engaging in activities which are prohibited under local, state or federal law is prohibited.
- D. Activities which violate LCSC Board Policy or Administration Guidelines are prohibited.
- E. Do not reveal your personal address and/or telephone number or that of other users unless compelled to by law.
- F. Electronic mail (e-mail) is not guaranteed to be private. People who operate the system do have access to all mail. Messages relating to or in support of illegal activities will be reported to the authorities.
- G. Do not use the network in such a way that other users would be unable to get the full benefit of information available. This includes, but is not limited to: running applications that deny the network's services to others, tying up computers without a legitimate educational or school Corporation or school business purpose while others are waiting, damaging software or hardware so that others are unable to use it, or any conduct that would be prohibited by Indiana State Law.
- H. Do not use the network to send or receive messages that discriminate based on gender, race, color, religion, ethnic or national origin, political beliefs, marital status, age, sexual orientation, social and family background, linguistic preference, disability or that are inflammatory.

V Services

Use of any information obtained via the Internet is at the user's own risk. The Corporation will not be responsible for any damages a user may incur. This includes, but is not limited to, loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions caused by negligence, errors, or omissions.

The Corporation is not responsible for the accuracy or quality of information obtained through the network. All users need to consider the source of any information they obtain through the network, and evaluate the accuracy of the information.

VI. Security

Security on any computer network is a high priority, especially when the system involves many users.

- A. If a user can identify a security problem on the network, the user must notify or system administrator. The user must not demonstrate the problem to others.
- B. Users must not use another individual's account without written permission from that individual. Attempts to log into the system as any other user will result in disciplinary action as described in Section X - Disciplinary Actions for Improper Use contained herein.
- C. Any user that has been determined by administrators to have violated this policy may be denied future access to the Internet through the Corporation network.
- D. A user with a history of utilizing other computer systems in an inappropriate or unacceptable manner may be denied access to the Corporation network.
- E. Users of the network will be held responsible for all activity associated with the user's account. Users should not share their passwords with anyone, engage in activities that would reveal anyone's password or allow anyone to use a computer to which they are logged on.

- F. Accessing chat rooms or instant messaging while using the LCSC network is prohibited unless there is a legitimate school or work-related purpose.
- G. The use of Internet tools such as blogs and discussion boards are intended for educational purposes only.
- H. Downloading pictures, sounds, video clips, text documents or any material without authorization and without confirmation that the material is not copyrighted is prohibited.
- I. Downloading games, video files, audio files or running streaming media without educational value and without authorization by a teacher or a local administrator is prohibited. These applications tie up a great deal of bandwidth and storage and many of the files infringe on the owners' copyrights.
- J. Downloading or installing software applications without authorization is prohibited.
- K. Using the Corporation's wireless equipment while on LCSC property to connect to any wireless networks but those provided by LCSC without authorization is prohibited. External signals will not provide content filtering and access to private networks may be illegal.

VII. Vandalism and Harassment

Vandalism and harassment when utilizing the Internet will result in cancellation of user privileges. This includes, but is not limited to, the uploading or creation of computer viruses and the attempt to destroy, harm or modify data of another user.

VIII. Procedures for Use

Student users must always get permission from their teachers or facilitators before using the network or accessing any specific file or application. Student users must also follow written and oral classroom instructions.

- A. All users have the same right to use the computer resources. Therefore, users shall not play games without educational value or use the computer resources for non-academic activities when other users require the system for academic purposes.

Personal use of the LCSC network, including e-mail and the Internet, is permitted as long as that use does not interfere with an employee's duties, a student's learning activities and/or system operation and abides by all Corporation policies and standards, state and federal statutes, and codes of conduct. This use is a privilege, not a right, and any unacceptable use may be subject to appropriate disciplinary action, up to and including dismissal from employment.
- B. Teachers are responsible for teaching proper techniques and standards for participation, for guiding student access to appropriate sections of the Internet, and for assuring that students understand that if they misuse the network they will lose their privilege to access the Internet from the classroom environment. Students should not be provided with network access unless they are properly supervised by an individual trained to provide the guidance students require.
- C. Blogging is the activity of writing entries in, adding material to, or maintaining a "weblog" or "social media" sites. Employees are not to engage in blogging activities during working hours or by using Corporation-owned equipment unless they are specifically required to perform the employees' responsibilities and duties. Corporation users are reminded that during non-working hours they are representatives of LCSC and should behave in a manner that does not bring disrespect or discredit the education profession. Unless engaging an officially sanctioned Corporation activity, employees using "blogs" or "social media" sites should clearly specify that any opinions or statements are the employee's and do not reflect the views of the Corporation. Employees are prohibited from using officially sanctioned school Corporation logos, school mascots, and other official symbols.

IX. Inappropriate Material

On a global network it is impossible to control effectively the content of data and an industrious user may discover inappropriate material. Inappropriate material is that material that is determined inconsistent with the goals, objectives and policies of the educational mission of the Corporation.

X. Disciplinary Actions for Improper Use

The act of accessing the Internet through the Corporation's network signifies that the user will abide by the provisions of this policy.

Disciplinary action for inappropriate use by students will be based on the tiered actions described in the Network and Email Infraction Matrix. **Students who violate the Network Acceptable Use Policy or Student Email Acceptable Use Policy shall be excluded from and may lose credit in any course where the delivery of the curriculum is computer-dependent. These students shall be placed in a study hall.**

Disciplinary action for inappropriate use by staff will be as provided for in the applicable collective bargaining agreements.

Disciplinary action for inappropriate use by third-parties may include, but is not limited to, loss of this privilege, loss of status or position that afforded the privilege of the use of the Corporation's network, and/or termination of contract in accordance with the terms of the contract.

PORTABLE LABS

Students will be individually accountable for the proper treatment and use of the portable computer equipment or handheld devices to which they are assigned in a class. Portable devices will be provided for student use at the teacher's discretion and all LHS student handbook guidelines and policies apply within the classroom.

POLICY FOR UTILIZATION OF THE STUDENT E-MAIL SYSTEM

The purpose of this rule is to establish a policy for the use of Logansport Community School Corporation (LCSC) student electronic mail (e-mail) system by students, their parents and others. This policy applies to any and all electronic messages composed, sent or received by anyone utilizing the Corporation's student e-mail system. For the purpose of this Board rule, authorized users of e-mail, hereafter referred to as users, are defined as students, their parents and any other individuals or groups issued Corporation student e-mail accounts.

PURPOSE OF CORPORATION E-MAIL

E-mail is a standard means of communication around the globe and as such the use of e-mail has become a necessary skill. E-mail usage provides students an invaluable asset as a means of communication between educators, students and parents. The Corporation encourages the use of e-mail as an educational and communication tool. Users of the Corporation e-mail services are expected to do so responsibly, that is, to comply with Indiana and Federal Laws, with the policies and procedures of the Corporation, and with established standards of personal and professional conduct and courtesy.

I. Acceptable Use of Corporation E-mail Services

Utilization of Corporation student e-mail system must be in support of and consistent with the objectives of the Corporation. All users must be aware of and understand the standards by which LCSC expects and requires users to conduct themselves when utilizing Corporation e-mail. All users must understand that these established standards apply to the use of all Corporation e-mail. These standards are delineated more fully in, School Board Policy 5500 – *Student Ethics*. Accordingly, all users must familiarize themselves with all applicable standards. A user's failure to familiarize himself or herself with these guidelines will not constitute a viable defense to or be considered as a mitigating factor to a charge that said user has violated this rule. Student use must be strictly consistent with LCSC curriculum goals and is intended for academic use. **Students must therefore use the system only as directed by their teacher and exclusively for class-related work.** Personal e-mail use may be permitted for other purposes as authorized by Corporation administration.

II. Unacceptable Use of Corporation E-mail Services

Users may not utilize the Corporation's student e-mail system to perform any action or transmit any communication that they would otherwise be prohibited from doing in any other medium of communication. This means that e-mail must follow the same rules of conduct one would follow in face-to-face or written communications.

Unacceptable and prohibited uses of Corporation student e-mail services include, but are not limited

to:

- A. Using profanity, obscenity, or other language which may be offensive to another user or any matter deemed to be obscene under the law. Obscene material is that material which: 1) the average person, applying contemporary community standards, would find, taken as a whole, appeals solely to prurient interests; and 2) depicts or describes in a patently offensive way, sexual conduct as defined by state law; and 3) taken as a whole, lacks serious literary, artistic, political, or scientific value.
- B. Transmitting any material that is in violation of Federal, State, and local laws, or of LCSC School Board rules, standards, regulations, or guidelines. This includes, but is not limited to, unauthorized distribution of material that contains statements that would tend to violate an individual's civil or constitutional rights or constitute harassment or transmission of trade secrets or copyrighted material without the consent of the owner or copyright holder.
- C. "Spoofing" where spoofing is defined as the act of disguising the sender of an e-mail by replacing the name in the "from" line or header fields, sending e-mails while signed on as a different user, or otherwise intentionally misleading the recipient as to the identity of the actual sender.
- D. Sending anonymous e-mail.
- E. Engaging in any activity designed to view the e-mails of other individuals without authority or permission.
- F. Using the Corporation's global distribution lists is prohibited.
- G. Initiating or forwarding "chain-letters" or petitions.
- H. "Spamming," or the sending of unwanted, unsolicited and/or unnecessary messages to large numbers of people, usually with the purpose of advertising a product, event, service, or lobbying for a specific political position or promoting an individual's opinion. In many cases, the sender is unknown to the recipients.
- I. Acting in a manner that violates, the Student Handbook and School Board Rules.
- J. Using email to intimidate, harass or bully other users according to School Board Policy *5517 Anti-Harassment and 5517.01 Bullying*.

III. User Expectations and Consequences of Inappropriate Use

The student e-mail system is the property of Logansport Community School Corporation. The Corporation reserves the right to monitor the e-mail system for unacceptable use according to federal, state, and local laws and Corporation procedures, policies and rules. Any user who violates this rule may be subject to revocation of e-mail privileges and/or appropriate disciplinary action, up to and including suspension and/or expulsion in accordance with School Board rules.

- A. Principals, teachers and Corporation administrators are authorized to determine whether a user is in compliance with this rule and is utilizing the Corporation's e-mail system in an appropriate and acceptable manner. This includes monitoring any user's e-mail for the purpose of determining compliance.
- B. Students and parents must complete the Parent/Student Acknowledgement of Student Email/Network Usage before the student will be authorized to use the Corporation e-mail system.
- C. Users will be given an e-mail account and password and must sign in to use the e-mail system. Users will be held responsible for all activity associated with their account and so must not share their password with anyone, with the exception that students may share their password with their parents or teacher, if necessary. Users will have the ability to change their password and must do so if the confidentiality of their password has been compromised.
- D. Students will not be given access to the e-mail system without written approval from their parents/guardians. Parents/guardians must be aware that although the Corporation

will use blocking and filtering technology and will monitor e-mail use as carefully as possible, inappropriate material may still be transmitted by their child. Parents are wholly responsible for the e-mail transmissions of their child while using the Corporation e-mail system.

- E. Students must not send any restricted or personal information, especially names, addresses and phone numbers, or communicate with non-school site personnel without the knowledge and supervision of their teacher. Students who receive unsolicited e-mails from strangers or threatening or otherwise inappropriate e-mail from anyone shall report the incident to their teacher or school administrator immediately and must not reply.
- F. Users must not reply to or forward advertising e-mail, or "spam"; it must simply be deleted without opening.
- G. Users are prohibited from sharing any list of the e-mail addresses of persons in their class with anyone not enrolled in the class.
- H. Teachers must use due diligence and stop and/or report students they see or hear are using the e-mail system in an inappropriate manner. In particular, inappropriate uses including, but not limited to, sending obscenity, pornography, copyrighted material, test answers or the sending or forwarding of threats or bullying through the e-mail system are strictly prohibited and will result in disciplinary action as described elsewhere in this rule.
- I. Users of the student e-mail system must not expect that e-mail generated or received via the Corporation's e-mail system will remain private. As a result, users must be aware that:
 - 1. Sensitive and confidential data, including data considered exempt from public disclosure, may be viewed by persons other than the intended recipient. Information that is exempt or confidential under state and federal law may need to be encrypted, blocked out, or not transmitted by e-mail. E-mail is legally discoverable and may be used in court proceedings.
 - 2. Users are hereby notified that there is no individual right to privacy in the use of the Corporation's e-mail system. Administration has an absolute right to monitor use of the e-mail system at its discretion. Users are warned that although e-mail often has the feel of a private conversation, it is in fact, not private.
- J. In addition to checking for the above inappropriate uses and blocking inappropriate e-mail referenced above, the Corporation:
 - 1. Reserves the right to review e-mails stored in the network for the purpose of maintaining adequate and necessary file server space.
 - 2. Reserves the right to modify or delete e-mails or attachments that may contain computer viruses or any other computer code that could damage or destroy any portion of the network.

Network and Student Email Infraction Matrix

Infraction	First Intervention	Second Intervention	Third Intervention
Login/Password Violation	Loss of Computer privileges for one grading period	Loss of Computer privileges for semester	Loss of Computer privileges for school year

Misuse of E-mail – Inappropriate Language, Harassment, Threats	Immediate removal from LHS; parent notified; 2-5 day OSS; Police notified, suspension of email privileges for semester	Immediate removal from LHS; parent notified; 10-day OSS & possible recommend for expulsion; Police notified, permanent suspension of email privileges	*****
Inappropriate Use of the Internet	5-day Suspension of Internet Privileges	ISS/After-School Detention 30-day suspension of Internet Privileges	Semester Suspension of all Computer Privileges
Computer Tampering: Vandalism, Misuse of Hardware and/or Applications	Loss of computer privileges for semester; Restitution; 3-5 day suspension; Contact law enforcement; Possible Expulsion	Loss of computer privileges for school year; Restitution; Contact law enforcement; Recommend Expulsion	*****
Computer Tampering: Hacking, Deliberately Changing Registry, Network, or System Settings	Loss of computer privileges for school year; Restitution; Recommend Expulsion; Contact law enforcement	Permanent suspension of computer privileges Contact law enforcement Possible Expulsion	*****
Downloading/Installing Gaming Software, MP3's, Unlicensed Application	6-week suspension of Computer Privileges	Loss of computer privileges for semester	*****
Attempt to Create or Deliver Computer Virus/WORM	Permanent suspension of computer privileges Contact law enforcement Possible Expulsion	*****	*****

APPENDIX

TITLE VI, IX, 504 GRIEVANCE FORM

Building _____ Date _____ Time _____

Step 1- Statement of Grievance

Signed - Grievant

Reported to: _____ Principal or Supervisor

DISPOSITION

Signed Date

GRIEVANCE SATISFACTORILY SETTLED:

Yes _____ No _____

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

Signed Date

Step 2 – Disposition

DISPOSITION

Signed Date

GRIEVANCE SATISFACTORILY SETTLED:

Yes _____ No _____

If not, referred to the Board of School Trustees

Signed

Date

Step 3 – Disposition
DISPOSITION

Signed

Date

GRIEVANCE SATISFACTORILY SETTLED:

Yes _____ No _____

Step 4 - Appealed to:

Signed

Date

2260f2

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

NONDISCRIMINATION

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

COMPLAINT PROCEDURE

Section I

Any person that believes that s/he has been discriminated against or denied equal opportunity or access to programs or services may file a complaint, which shall be referred to as a grievance, with the Corporation's Civil Rights Coordinator, Logansport Community School Corporation, 2829 George Street, Logansport, IN 46947, 574/722-2911.) The individual may also, at any time, contact the U. S. Department of Education, Office of Civil Rights, 401 South State Street, Room 700, Chicago, Illinois, 60605-1202.

Section II

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

Step 1

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

Step 2

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

Step 3

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

Step 4

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

Inquiries concerning the nondiscriminatory policy may be directed to Director, Office for Civil Rights, Department of Education, Washington, D.C. 20201.

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

2260f8

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

In accordance with federal Law, the School Board prohibits the use, possession, concealment, or distribution of drugs by students on school grounds, in school or school-approved vehicles, or at any school-related event. Drugs include any alcoholic beverage, anabolic steroid, dangerous controlled substance as defined by State statute, or substance that could be considered a "look-a-like" controlled substance.

Compliance with this policy is mandatory for all students. Any student who violates this policy will be subject to disciplinary action, in accordance with due process and as specified in the student handbooks, up to and including expulsion from school. When required by State law, the Corporation will also notify law enforcement officials.

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

5530

NOTIFICATION TO PARENTS REGARDING STUDENT RECORDS

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

A parent or adult student has the right to:

- inspect and review the student's education records within forty-five (45) days after receipt of the request. The school has a form, which can be used to submit a request. The Custodian of Records will notify the parent or adult student of the time and place where the records can be inspected.
- request amendments if the parent or adult student believes the record is inaccurate, misleading, or otherwise in violation of the student's rights. The school has a form, which may be used to identify which information in the record that the parent or adult student believes is inaccurate or misleading and to specify why it is inaccurate or misleading.
- consent to disclosures of personally identifiable information contained in the student's education records, except to those disclosures allowed by the law.
- challenge Corporation noncompliance with a parent's request to amend the

records through a hearing. If the Custodian of Records decides not to amend the record, the parent or adult student will be so notified and provided the opportunity for a hearing. Additional information concerning the hearing will be provided when notified of the opportunity for a hearing.

- file a complaint with the U.S. Department of Education, 600 Independence Avenue, Washington, D.C. 20202.
- obtain a copy of the Corporation's policy and administrative guideline on student records.

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

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

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

The Corporation will make the above information available upon a legitimate request unless a parent, guardian, or adult student notifies the school in writing within ten (10) days (**refer to policy 8330**) from the date of this notification that s/he will not permit distribution of any or all such information.

NOTIFICATION TO PARENTS ON BLOOD-BORNE PATHOGENS

Dear Parent:

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

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

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

NOTIFICATION TO PARENTS CONCERNING PEST CONTROL AND THE USE OF PESTICIDES

Dear Parent:

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

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

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

The LCSC will:

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

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

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

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

NOTIFICATION TO PARENTS CONCERNING PREPAREDNESS FOR TOXIC HAZARD AND ASBESTOS HAZARD

Dear Parent:

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

TOXIC HAZARDS

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

The Superintendent will appoint an employee to serve as the Toxic Hazard Preparedness (THP) Officer.

ASBESTOS

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

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

The Superintendent shall appoint a person to develop and implement the Corporation's Asbestos-Management Program which will ensure proper compliance with Federal and State laws and the appropriate instruction of staff and students.

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

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

APPENDIX B

PARENT/STUDENT ACKNOWLEDGEMENT OF STUDENT HANDBOOK

We, _____ and _____
Parent/Guardian (please print) Student (please print)

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

PARENT/STUDENT ACKNOWLEDGEMENT OF STUDENT EMAIL/NETWORK USAGE

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

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

Parent/Guardian Signature

Date

Student Signature for grades 6-12 only

Date

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

LJHS/C6GA ATHLETIC GUIDELINES

The Schools' Athletic Departments invite all students to participate in the interscholastic athletic program. We believe that the mental, physical, and emotional growth of a student can be greatly enhanced by participating in a well-organized sports program. The schools offer 6-8 cheerleading, 6-8 cross country, 6-8 soccer, 7-8 football, 6-8 tennis, 6-8 volleyball, 6-8 basketball, 6-8 wrestling, 6-8 golf, 7-8 baseball, 7-8 softball, and 6-8 track. These athletic guidelines are designed to provide information about interscholastic athletics in the schools. Please contact us if you have any questions.

To the parents of the students involved in our athletic program, we are counting on your support as we assume the tremendous *joint* responsibility for the education of your child. We need the support of all parents in reinforcing that academic responsibilities come first and that each student-athlete must learn to manage his or her time, energy, and talents in such a way as to excel in the classroom as well as in athletics. The Schools' Athletic Departments are here to serve the students and parents of this community. Please let us know when we can be of service to you.

General Information for Participation in Interscholastic Athletics

Participation in athletics is a privilege earned by meeting the rules and standards set by the school and in conjunction with the Interschool Guidelines for Middle Level Schools as established by the Indiana High School Athletic Association. Students who have questions concerning eligibility must contact the Athletic Director or Principal **BEFORE** they endanger their athletic eligibility.

ELIGIBILITY

In addition to the guidelines listed in the Behavior Level System, a student-athlete must maintain a C average in all subjects enrolled and must have no failing marks (F). A student-athlete must be enrolled in a full course of study to be eligible to participate in interscholastic athletics. A student-athlete who falls below a C average and/or receives one or more failing marks (F), is placed on probationary status for the following two weeks. Students on probation due to academic eligibility will be given a two-week period to raise their grades to a good standing (no failing grades and a C average). During this two-week time period, athletes will be required to attend morning study table Monday – Thursday of both weeks. If an athlete misses study table, they will be prohibited from attending that day's practice or athletic event. During this probationary period, students will be allowed to practice and play, so long as they are attending morning study tables. If after two weeks the student has no failing grades and a C average or above, he/she will be released from probationary status and allowed to participate under full eligibility. If after the two-week probationary period, the student still has a failing grade and/or falls below a C average, the students' eligibility status will move to academically ineligible. The status will be re-evaluated at the next marking period (midterm or end of 9 weeks). If the student has met guidelines and policies set forth in the handbook (no failing grades and above a C average) the student will be reinstated to full eligibility on his/her athletic team. When a student falls below a C average and/or has a failing mark (F), staff members shall review the individual student's course of study to determine if appropriate services are being provided to that student.

For the purposes of this policy, a "C" encompasses any grade in the C+, C, or C- range.

Eligibility Defined: Grades will be evaluated by the Athletic Director at midterm **and** at the end of the nine week grading period.

Full Eligibility - An athlete is passing all classes and is at a C average or above.

Academic Probation - An athlete who has fallen below a C average and/or has one or more failing mark (F).

Academic Ineligibility – An athlete who has fallen below a C average and/or earned one or more failing grades- and who has not raised his/her grades after the assigned two-week probationary period.

Eligibility is effective the date on which report cards are issued. Grades will be re-evaluated for students who are on academic probation two weeks from the date on which midterms or report cards are issued. Grades shall not carry over from year to year. Students will begin each year with a "clean slate".

This policy is created to afford athletes the opportunity to work themselves back into good standing and be able to participate in their sport.

- **ACADEMICS:** Student athletes must manage their time in order to attend practices, competitions, or school; to participate in athletics; and to achieve in academics. If this cannot be done, students should NOT be involved in athletics. Academics must always be a higher priority than athletics.
- **AGE:** 6th Grade: A student who is or shall be 14 prior to or on the scheduled date of the last contest shall be ineligible for athletic competition in that sport. 7th Grade: A student who is or shall be 15 prior to or on the scheduled date of the last contest shall be ineligible for athletic competition in that sport. 8th Grade: A student who is or shall be 16 prior to or on the scheduled date of the last contest shall be ineligible for athletic competition in that sport.
- **AMATEUR STATUS:** Students shall not play under assumed names; accept remuneration directly or indirectly for athletic participation; or participate in athletic activities, tryouts, auditions, practices, and games held or sponsored by professional athletic organizations, clubs, or their representatives.
- **ATTENDANCE:** Student athletes are expected to make school attendance a priority. Students must be in attendance by 11:00 a.m. and attend all afternoon classes to be eligible for extra-curricular activities that day. Exceptions to this would be a pre-arranged absence or an absence resulting from a school-related function. Students with excessive tardies to school or class may be suspended from a team or placed on athletic probation. Excessive tardies is defined as five (5) or more during a semester. *An athlete who is unable to participate in physical education class may not participate in athletics or cheerleading.*
- **CONDUCT AND CHARACTER:** Students shall not be eligible to participate as athletes who at any time, in or out of school: do not represent our school in a becoming manner, or exhibit habits, conduct, or character which discredits our school as determined by the head coach and/or school administration. All rules regarding behavior and training as outlined by the School Behavioral Contract and the school handbook shall be applied.
- **PENALTY:** A student guilty of a serious disciplinary infraction may be removed from participation in athletics for the remainder of the season; i.e., fall season, winter season, spring season. Any students who receives ISS or OSS is ineligible from participating in any game, practice, or contest during the time of the suspension.
- **PHYSICAL EXAMINATIONS:** Students desiring to participate in interscholastic athletics must undergo a physical examination performed by a licensed medical doctor (M.D.) prior to the first practice tryout session of any sport. The physical form, which must be signed by an M.D., may be obtained from the Office. Physical examinations must be done after May 1. The physical is then in effect for the following school year.

ABSENCE DUE TO ILLNESS OR INJURY

An athlete who misses 5 consecutive days of school or athletic participation due to illness or injury must obtain written permission from a physician and present this to the Athletic Director or coach before he or she may again become eligible for participation. Additional practices may be required before regaining eligibility after an extended absence due to illness or injury.

AWARDS

Athletes that complete their season in good standing will be awarded a certificate of participation by the Athletic Department. Individual teams may also present special awards.

Little “L” Award

Logansport has a rich tradition of athletic excellence. Student-athletes work very hard to be successful in the classroom as well as the athletic field or court. Today’s high school Berries started off as Vikings and Railsplitters, and in the future all will have participated as Vikings or Junior Berries. At the high school level, students are able to earn letters in individual sports and eventually their “letter jackets,” and possibly even the LHS “blanket award.” These are very prestigious accomplishments for any athlete.

With the same concept in mind, Logansport Junior High and Columbia 6th Grade Academy Athletics have the Logansport, Little “L” award. Student-athletes must participate in multiple sports throughout their time during 6 – 8 grade to be eligible for this award. This is a balancing act, as student-athletes must find a way to keep up in the classroom, while also attending practice or athletic contests nightly. A student-athlete will be eligible for his or her Little “L” award after successfully completing **six** sport seasons from the time they enter 6th grade until the end of their 8th grade year. The “L” will have a place on the athlete’s letter jacket after he or she earns it at the high school level. The “L” will be placed on the left pocket area, signifying that the athlete participated in sports throughout their school career.

Mr. Herrold, C6GA/LJHS athletic director, with the help of coaching staff, will keep track of student participation over the years, and the Little “L” award will be given out at awards programs by the athletic director or coaches. A few seventh graders may earn the award, but typically, this will be an honor reserved for eighth grade athletes.

The objective behind this award is to first provide incentive for our students to participate in numerous sports over the course of their early athletic career. This in turn, should help to strengthen high school programs. The fact that the “L” will later have a place on a Varsity letter jacket will hopefully provide additional motivation for students to get involved in more activities at an earlier age, which ideally will lead to increased athletic participation at the high school level. Students will be able to hold that “L” and see over the years that they hold one piece to the puzzle, so to speak, of their letter jacket at an early age. For many, seeing that they earn their jacket will become a goal at an earlier age. This teaches great life-lessons, and can help students to understand the importance of setting goals, and working hard to achieve them.

In order to add additional incentive for student-athletes to get involved and stay involved in multiple sports throughout their school careers, eighth grade students who participate in **three** sports, and have **earned their Little “L,”** will receive **75** points towards his or her Logansport High School letter jacket. The intent of these “Jr. High School points” is to encourage student-athletes to participate in multiple sports and continue to participate over time throughout his or her school career. It may also lead to athletes earning jacket awards earlier or possibly more athletes receiving jacket awards in general, which in turn means more program participation and hopefully better programs due to earlier student involvement.

There will be numerous awards a student-athlete can obtain from 6th – 12th grade. At the academy and Jr. High School level, all students who participate in any sport receive a certificate. After participating in **four** school sports in grades 6 -8, athletes will be awarded an “L” pin. Again, after reaching **six** school sports, students will receive their Little “L”. It is a proven fact that students involved in high school sports or other extra-curricular activities are more successful than the average student. With that being said, student-athletes will see that hard work in ~~middle school~~ lower grades will pay off personally for them, and in turn will aid our high school programs by promoting student involvement throughout the time a student is in school. Our ultimate goal with the introduction of the Little “L” award is to get more students involved at an early age and keep them involved throughout their time as Berries.

Criteria	Award
Student-athlete completes 1-3 sports in good standing during grades 6 -8	Student-athlete receives certificate for each sport he/she participates in
Student-athlete completes 4 sports in good standing during grades 6 -8	Student-athlete is awarded a Logansport “L” pin
Student-athlete completes 6 sports in good standing during grades 6 -8	Student-athlete is awarded their Little “L” award
Student-athlete who has received their Little “L” award and participates in 3 sports their 8th grade year	Student-athlete is award 75 points towards his/her Logansport High School Varsity letter jacket

CHEERLEADERS

School cheerleaders are representatives and ambassadors for our school. In addition to fostering spirit and good sportsmanship, they serve as positive role models for the youth of our community. Final selections will be determined by the cheerleading coaching staff and the athletic director. Seventh and eighth grade tryouts will be held each spring. Sixth grade tryouts will be held in the fall.

All requirements which apply to athletes (such as physicals, Parent/Student Certification, and adherence to all athletic department guidelines) also apply to cheerleaders.

CONFLICTS IN EXTRACURRICULAR ACTIVITIES

We recognize that every student should have the opportunity for a broad range of extracurricular experiences. Every effort has been made by the administration to reduce the number of conflicts between athletics and other extracurricular activities. If a conflict does arise, the student is encouraged to communicate with all coaches/sponsors involved. If the conflict persists, the student and/or parent may contact the athletic director for assistance.

A commitment to an academic extracurricular team or athletic team indicates that all non-school conflicts be resolved in favor of the school team. This would not, however, include significant religious holidays, family weddings, funerals, etc.

ENTRANCE TO BUILDING AND PICK-UP OF ATHLETES

All student athletes must use the east doors for athletic practices and/or games. *Athletes are not to be in any part of the building unless under the direct supervision of a coach. Athletes will not be allowed to return to their academic-area lockers after practice or games.* Parents must pick up athletes at the east doors following a game or practice.

INSURANCE

Administrators, coaches and trainers are safety conscious and are trained to instruct athletes in the safe and proper techniques of their individual sports. Due to the nature of athletic activity, however, injuries may occur. While the school provides the opportunity for such participation, the parent retains the right of denial of such participation and must carry the responsibility for providing medical care and insurance coverage for their son or daughter. Parents are encouraged to have an insurance policy to cover athletic injuries and the cost of treatment.

IT MUST BE NOTED THAT NEITHER LCSC NOR SCHOOLS CARRY MEDICAL INSURANCE FOR ATHLETIC INJURIES.

INJURIES

All injuries should be reported to the coach.

LOCKER ROOMS

Only coaches and team members are allowed in locker rooms prior to a game, during half time and immediately following a game unless permission is specifically granted by the Coach, the Athletic Director or the Principal.

MULTIPLE SPORT PARTICIPATION

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

PRACTICE SESSIONS

Team practice sessions are open to team members and school staff only. Most teams practice each day of the week Monday through Friday. Some teams may practice on Saturday.

SCHEDULES

Every effort is made to provide an accurate printed schedule of all contests. However, since schedules are often printed weeks or even months before the first contest, changes are sometimes necessary. Changes and cancellations due to weather or other circumstances will be announced at school and on local radio stations. Coaches will inform players of schedule changes.

SCHOLAR ATHLETES

Student athletes who maintain a 3.0 grade average or higher during the first three grading periods will be honored as "Scholar-Athletes" at the annual banquet in the spring. All participants in athletics will be recognized at the banquet.

SPORTSMANSHIP

Good sportsmanship is essential. The athletic departments of both Logansport Middle Schools expect all athletes and coaches to display sportsmanship at games and during practice. We also expect the same sense of sportsmanship from our parents and fans. Spectators should not shout at officials, the other team's players or coaches, or other fans. Poor sportsmanship displayed by any of our athletes may result in suspension from a team and/or athletic probation. The athletes from both schools are giving 110%, and they should be applauded for that. Displaying school spirit is great, but be a good sport! Good sports always:

- treat opponents with respect
- play hard, but play hard within the rules
- exercise self-control
- respect officials and accept their decisions without gesture or argument
- win without boasting, and lose without excuses
- remember that it is a privilege to represent the school and community

TICKET INFORMATION

Single admission tickets will be \$4 for adults and \$3 for students and senior citizens. Family admission tickets are \$10. Pre-schoolers are admitted free to school sporting events.

COLUMBIA SIXTH GRADE ACADEMY SONG

Hail Columbia, mighty Vikings,
sing her name with pride.
Vikings, marching on to victory
for the Blue and White - Fight-Fight-Fight!
Let us always sing together
with loyalty and pride.
Vikings, spread your fame and honor
for Columbia's Blue and White.
C-C-C-O-L, L-L-L-U-M, B-B-B-I-A,
Columbia, Columbia, Oh-h Columbia!