

# JEFFERSON HIGH SCHOOL

## STUDENT HANDBOOK

### SONS OF JEFFERSON HIGH

*Forward the Red, forward the Black,  
Emblem of honor never to lack;  
Thru stress and strain, peril and pain,  
Borne to the end with never a strain.*

*Loyal and true always to you,  
All hail to Jefferson High,  
Victory's fair light, ever in sight,  
Onward we sing thy praise.*

### CHORUS

*Comrades, friends, and brothers true,  
We sing to thee, old Red and Black;  
Let your mem'ries linger too,  
With ev'ry son that's far from you.  
There are bonds of friendship here,  
Of cherished union, endless love,  
Bred by Alma Mater dear,  
Hail to Sons of Jefferson High.*

## HISTORY OF AND WELCOME TO LAFAYETTE JEFFERSON HIGH SCHOOL

### HISTORY OF JEFFERSON HIGH SCHOOL

The provisions for higher education of the young people of the City of Lafayette were made as early as 1864. The demand for courses in Latin, Physics, Chemistry, Philosophy, Botany, Rhetoric, Astronomy, History, Drawing, and Music were met by organizing a high school in the Central School Building on the northeast corner of 6th and Brown Streets. The first graduating exercises were held on June 18, 1869. Three girls and two boys received diplomas.

In 1869, the high school classes were held in the new Ford School Building. The cost of the building was \$30,000. In twenty years the Lafayette High School Building was outgrown and a new high school was built on North 9th Street and was completed in 1914 at a cost of \$350,000. In the new location the Lafayette High School adopted the name of Jefferson High School. By 1928, it was necessary to add an addition to Jefferson High school causing the closing of Cincinnati Street to complete the linking of the new addition. The completed unit was designed to accommodate 1,500 students.

In the early 1960's it was evident that the Board of Trustees of the Lafayette School Corporation would need to search for a new home for the Bronchos. In June 1969, the current Jefferson High School opened doors for classes. The multi-million dollar structure located at 1801 South 18th Street is one of the finest facilities in the nation. Jefferson High School is a highly functional building with facilities and curriculum to challenge the abilities, talents, and potential of the youth of Lafayette.

### ORIGINATION OF NICKNAME "BRONCHO"

In the year 1921, several Jefferson High School students were challenged to compete against a local church team. Always ready for a good basketball scrimmage, several Jefferson High School boys volunteered, including four members of the varsity squad. Although the game was poorly attended, it was held behind closed doors and a small admission was collected. The event went unnoticed until one week before the sectional tilt, and then it happened. Some interested party or parties reported this event of good intent to the state officials, and four members of Jeff's varsity squad were declared ineligible for tourney play. Immediately, Coach "Fritz" Groshans recruited replacements for his lineup, and the editor of the yearbook, a cheerleader, and a member of the "y" team helped fill out the squad. Although height, experience, and ability were sacrificed, the team played courageously and won the sectional crown, moving on to the regional to battle their rivals from Frankfort. In tribute to such perseverance, spirit, and ability, Jefferson High School students and faculty met in the auditorium for a rally. When Coach Groshans praised his squad, he remarked that his little team played like "Fighting Bronchos." Thus, it was that year that the term "Bronchos" was born.

## **MISSION OF THE LAFAYETTE SCHOOL CORPORATION**

***To inspire and empower all children to learn, hope, dream, contribute, excel, create and appreciate!***

Toward that end the LSC is organized to provide an unusually broad range of curricular and extra-curricular programs of exceptional quality. Graduates are admitted to and are graduated from some of the most prestigious colleges, universities, conservatories, and academies in America. Excellent programs in all areas of study prepare students for the work place, for additional technical training or for directly entering the work force upon graduation. Special education and gifted and talented programs provide a continuum of services for all areas of exceptionality.

The district is home to an extraordinarily talented team of 7,300 students and 1,600 staff housed in eight elementary schools, one middle school, one junior high school, and two high schools. The school district has a storied reputation as one of the premier school districts in the State of Indiana. Jefferson High School has twice been recognized by the United States Department of Education as a National Blue Ribbon School of Excellence. In addition, middle and elementary schools within the school corporation have received a number of regional and state awards. Students have earned dozens of state championships as well as a number of regional and national honors in academics, the arts, athletics, and other extra-curricular activities.

The faculty of the school district is exceptionally well educated and dedicated to teaching and learning. Two percent of the teaching faculty has earned doctoral degrees. Two percent have been awarded educational specialist degrees. A clear majority of our faculty have earned a Master's degree. The 57% of the JHS faculty who has completed their Master's degree continues to seek additional education.

The school district enjoys the support of our community as evidenced by the facilities made available to students. Community members and visitors are invited to visit schools. The Lafayette School Corporation is an excellent place to learn.

## **Lafayette Jefferson High School Mission Statement**

***Jefferson High School, a collaboration of staff, students, parents and community, educates students to be successful by helping them gain knowledge, develop life-long learning skills, practice responsible citizenship, and develop positive self-images.***

### **ACCREDITATION**

Jefferson High School is fully accredited by the Indiana State Board of Education Jefferson High School was also selected as an outstanding school in 1993 by the U.S. Department of Education. Jeff was one of only two Indiana high schools to be so nominated and was named a Blue Ribbon School. Jeff is one of only a few schools in the nation to receive that honor twice, having earned it in 1985 and 1993. High academic standards assure students entrance opportunities to universities and colleges throughout the United States and give non-college bound students a healthy start along a career path.

### **BELIEF STATEMENTS**

The Jefferson High School Community believes that all students deserve...

1. A safe, respectful environment that facilitates learning opportunities
2. Relevant curriculum based upon high expectations and standards
3. A highly qualified staff that provides instruction, leadership, and guidance
4. The appropriate resources to meet educational goals and succeed in life-long endeavors

### **DESIRED LEARNER OUTCOMES**

#### ***I. Aesthetic Appreciation***

- A. Understands and appreciates the impact of the visual and performing arts on society
- B. Communicates, orally or in an artistic medium, aesthetic ideas and concepts
- C. Attends concerts, art exhibits, and theater performances, and appreciates the arts as a form of life-long learning

#### ***II. Basic Skills***

- A. Reading - locates, understands, and interprets written information in prose and in documents and texts
- B. Writing - communicates thoughts, ideas, information, and messages in writing; creates documents such as letters, directions, reports, and graphs

- C. *Mathematics - approaches practical problems by choosing appropriately from a variety of mathematical techniques*
- D. *Listening - receives, attends to, interprets, and responds to verbal messages and other cues*
- E. *Speaking - organizes ideas and communicates orally*

**III. Information**

- A. *Organizes, processes, and evaluates*
- B. *Communicates*
- C. *Uses computers and other electronic media to process and disseminate information*

**IV. Interpersonal**

- A. *Participates as a member of a team or contributes to group effort*
- B. *Teaches others new skills*
- C. *Exercises leadership - communicates ideas; persuades and convinces others*
- D. *Negotiates - works toward agreements involving exchange of resources, resolves divergent interests, and practices conflict resolution*

**V. Personal Qualities**

- A. *Responsibility - exerts a high level of effort and perseveres towards goal attainment*
- B. *Self-esteem - believes in own self-worth and maintains a positive view of self*
- C. *Sociability - demonstrates understanding, friendliness, adaptability, empathy, and politeness in group settings*
- D. *Self-management - assesses self accurately, sets personal goals, monitors progress, and exhibits self-control*
- E. *Integrity/Honesty - chooses ethical courses of action*
- F. *Healthy lifestyles - practices healthy lifestyles and participation in leisure time activities*
- G. *Respect - demonstrates respect for self, others, and environment*

**VI. Technology**

- A. *Selects technology - chooses procedures, tools, or equipment including computers and related technologies*
- B. *Applies technology to task - understands overall intent and proper procedures using technology to complete tasks*

**VII. Thinking Skills**

- A. *Creative thinking - generates new ideas*
- B. *Decision making - specifies goals and constraints, generates alternatives, considers risks, and evaluates and chooses the best alternative*
- C. *Problem solving - recognizes problems; devises and implements a plan of action*
- D. *Visualizing - organizes and processes symbols, pictures, graphs, objects, and other information*
- E. *Knowing how to learn - uses efficient learning techniques to acquire and apply new knowledge and skills*
- F. *Reasoning - discovers a rule or principle underlying the relationship between two or more objects and applies it when solving a problem*

# **Section I**

## **Daily Operations**

### **WELCOME TO LAFAYETTE JEFFERSON HIGH SCHOOL**

***“Where Students and Learning come First!”***

*This handbook has been prepared for the students of Lafayette Jefferson High School. It contains information regarding the school and its policies as they relate to students. Students should use this information to give them a better understanding of their school and its operation.*

*Lafayette Jefferson is your school. The community has provided it to make a good education available to you; therefore, you have an obligation to use these facilities with care. Remember that damage to school property is an expense to you and your parents.*

*A faculty of competent and highly qualified teachers exists at Lafayette Jefferson. These faculty members have not only adequate academic preparation, but also many years of practical experience in education. This wide experience is a valuable asset to you.*

*Adequate facilities and competent teachers are necessary ingredients of a successful educational program; however, there is a third necessary ingredient – you. You determine your success or failure. Your attitude toward school, your desire to complete your high school education, and your determination to take maximum advantage of every educational opportunity will be vital to your success in high school.*

*You are living in an age when education is more important than ever before. Take advantage of the opportunities that this school offers you. You can make a difference in your community, your country, and your life. The decision is yours.*

*Parents: If you have concerns or suggestions regarding the progress of your child, please contact the school office to arrange a time to meet with your child’s teacher. If then you are not satisfied with the teacher’s response, I will be happy to meet with you personally. I view parents as valuable partners in the education of young people. I sincerely hope that all students have an outstanding school year, one in which they can experience success both in and out of the classroom. I trust that your experience with our school will enhance your faith in public education and that you will find in this school an education for your child that is worthy of your love and concern for them. – Mr. Mark Preston, Principal*

**ADMINISTRATION OF LAFAYETTE SCHOOL CORPORATION**

*The school system is governed by the Board of School Trustees consisting of seven members, all of whom are elected. The Board of School Trustees, working with the Superintendent, sets forth rules, regulations, and policies for the efficient operation of the schools. The Superintendent is the Chief Executive Officer of the Board and the Administrative Head of the schools. He, in turn, with the aid of the business manager and various directors, delegates responsibility for the operation of various departments but is responsible for the results produced.*

*The principal is responsible for the overall operation of the school. Subject to the rules and regulations of the Board and to the instructions issued by the Superintendent of Schools, Business Manager, and various directors and/or Associate Superintendents, the principal has full control and complete responsibility for the building and grounds; all supplies and equipment; all activities; and all students, teachers, custodians, and others occupied in or about the buildings or grounds. He supervises the school curriculum, works with the staff and students to establish school policies, schedules classes, assigns special duties, coordinates the calendar of school events, and works with the staff and special supervisors in curriculum improvements.*

**LAFAYETTE JEFFERSON HIGH SCHOOL ADMINISTRATIVE STAFF**

- Mr. Mark Preston - Principal
- Mr. JT Hoke – Assistant Principal
- Mr. Scott Leverenz - Assistant Principal
- Mr. Casey McVicker- Assistant Principal
- Ms. Barb Payton - Assistant Principal
- Ms. Laura Speicher - Director of Student Services
- Mr. Joe Hernandez - Director of Athletics
- Justin Gardiner- Assistant Athletic Director

**SCHOOL PHONE NUMBERS**

- Attendance.....772-4702
- General Office .....772-4700
- Athletic Office .....772-4711
- Activities .....772-4718
- Health Center.....772-4700 ext. 2595

**LSC SCHOOL RESOURCE OFFICER AND SECURITY DIRECTOR**

Mr. Mark Roberts – LSC SRO/LPD - Mr. Chris Dunkle – JHS Security Director

## **PREFACE**

***Each school is a district of the Lafayette School Corporation and operates under rules, regulations, and policies established by the Board of School Trustees and by directives from the office of the Superintendent of Schools. Each school, however, may have some variations in general administrative procedures to provide for differences that exist in various parts of the Corporation.***

***Knowledge and understanding of school policies are important in helping the student make a satisfactory adjustment to the school community.***

## **ACCIDENTS AND INSURANCE**

*Any accident occurring on school premises is to be reported to the nurse. A record of each reported accident is filed in the nurse's office.*

*If a student is injured at school or at a school extracurricular function, the parent or guardian is responsible for any resulting medical cost. If there is a question of school liability, the Lafayette School Corporation's insurance carrier will be responsible for determining any such liability.*

*Indiana statutes do not allow school corporations to purchase medical or accident coverage for students. However, parents or guardians can be provided an opportunity to purchase accident insurance. The Board of School Trustees has approved making such insurance available. Each school has applications available for parents to purchase accident insurance if they so desire. These applications will be available at the school office. If you as a parent do not receive an application and do wish to apply, please contact the principal.*

## **BEFORE / AFTER SCHOOL HOURS**

*Students arriving to school before classes begin should not enter the academic wing until 6:45 unless they are under the supervision of a teacher, coach, or activity sponsor. All students should be out of the building at 3:45 p.m. unless they are under the supervision of a teacher, coach, or activity sponsor.*

## **ENTERING JEFFERSON HIGH SCHOOL DURING THE SCHOOL DAY**

*Any student entering Jefferson HS between 8:05a.m.-3:15p.m. is to report to student services after entering the building.*

## **MESSAGES AND DELIVERIES FOR STUDENTS**

*Instructional time is valuable. For this reason, parents and students are reminded that calls should be limited during the school day. The exception would be family emergencies. Likewise flowers and gifts cannot be delivered to students at school. Local florists are aware of this policy.*

## **SCHOOL SPONSORED TRIPS - CLASSES OR ORGANIZATIONS**

*Permission must be granted by the principal for any school-sponsored trips whether taken on school or non-school days. School transportation will be provided for these types of trips and students are not allowed or expected to drive personal cars. Parent release forms and medical information forms must be secured from the general office by the group sponsoring the trip. These release forms must be properly signed by the parent and be presented to the sponsor before a student will be allowed to go on a school trip. The completed forms should be returned to the general office.*

*Student absences due to field trips and/or school programs are exempt absences. Students will be given the opportunity to make up any missed work.*

## **POLICY GOVERNING SCHOOL TRIPS**

*The sponsor or sponsors of the individual organization are responsible for establishing, maintaining, and enforcing rules, regulations and procedures within the guidelines of normal school behavior. Regulations governing school trips should include proper chaperoning with explicit duties; curfew regulations; regulations governing student rights and responsibilities outlined in this student handbook; and expectations of students as representatives of Jefferson High School. If, in the opinion of the sponsor or sponsors, these regulations or procedures are not followed, the student will be disciplined according to the severity of the offense.*

*Penalties that will be considered are the following:*

- 1. The student may be requested to return home at his own expense.*
- 2. The student may be prohibited from all future school-sponsored trips.*
- 3. The student may be removed from the organization that sponsored the trip.*
- 4. The student may receive a temporary suspension from school or classes.*
- 5. The student may be assessed a major penalty according to school policy.*
- 6. The student may be expelled from school depending on the nature of the offense.*

## **PARKING AND DRIVING REGULATIONS**

*Student parking is provided in the east parking lot. Areas reserved for student loading and unloading and areas reserved for visitors or staff. At certain times it may be necessary to restrict parking privileges, e.g., construction or activities at school. Rules for the student use of the parking lot are guided by LSC policy J491 (See: Appendix H: J491 Governing Student-Operated Vehicles).*

### ***Student use of Jefferson High School parking lot***

*Having a safe school site is of the utmost importance to the Lafayette School Corporation. Towards that end the administration reserves the right to examine contents of any*

vehicles while parked on school premises. All vehicles are to be registered to JHS students or their families. Unregistered vehicles raise a reasonable suspicion that the driver is attempting to use the lot undetected. Additionally, specific or random searches may be conducted if there is a reasonable suspicion that the content may include items or elements which are illegal to possess, have been lost or stolen, or present a threat to the health, safety, or welfare of students or staff. Technology and/or sniff canines may be used to aide searches.

1. All student automobiles must be registered and the student parking permit placed inside the vehicle so that it is clearly visible from the outside of the vehicle no later than the 10th school day of each school year. After the ten-day period. After the 10 day period, only registered vehicles will be allowed in the school parking lot.
  - a. Motorbikes, etc. must also be registered.
  - b. To register a vehicle, a student must supply the following:
    - Name of student
    - Parking permit number
    - License plate number
    - Year in school
    - Appropriate fee (may vary from year to year)
2. All vehicles are to be parked within designated parking lines.
3. All vehicles are to be headed into the parking spaces.
4. The maximum speed in the parking lot is 10 m.p.h.
5. Drivers of passenger vehicles and front seat passengers are required to use seat belts.
6. In all cases, pedestrians have the right-of-way.
7. All students are required to leave the parking lot by using the 22nd Street exit or the north drive toward 18th Street.
8. Horns are not to be sounded in the parking lot except to warn of imminent danger.
9. Upon entering the parking lot, vehicles are to be parked immediately; students are to leave them and proceed to building.

Violations to the rules governing the use of the JHS Parking lot may result in parking fines (\$15.00 each infraction), discipline penalties, towing at the owner's expense, and/or loss of student's parking privileges.

Students who fail to follow the rules for the use of the Parking lot may have their vehicles Booted. Damage caused to the vehicle and/or the LSC Boot equipment in an effort to avoid the restraint will be at the vehicle owner's expense.

#### **JHS Parking Fines:**

Two or more unpaid parking fines or repeated violations may result in:

- Assignment of disciplinary penalty
- Parent notification
- Towing at owner's expense
- Suspension of parking privileges on Lafayette School Corporation property
- Unpaid fines held as outstanding fees against graduation tickets, diploma, and/or transcripts
- A student's parking privilege being revoked for misconduct or violation of these rules.
- The assignment of a detention may be made by any faculty member for violation of these rules.

## **LSC POLICY J 491 STUDENT VEHICLES**

Parking facilities at Jefferson High School and other school premises may be made available to students upon approval of the school administration. The school corporation, however, reserves the right to establish reasonable rules for the use of such vehicles, including the right to examine the contents of any such vehicles while parked on school premises when an administrator has reasonable suspicion to believe there may have been a violation of state or federal law, or that the contents of such vehicles may include items or elements which are illegal to possess, have been stolen or lost, or present a threat to the health, safety, or welfare of students or staff. Vehicles in violation of parking lot regulations may be towed if student have been informed at the time the student is given a parking permit or in conjunction with a violation. Repeated violations of parking lot regulations by a student may be addressed through the discipline plan at Jefferson High School or other appropriate discipline plan.

At the direction of the Superintendent, or his designee, the Administration may make use of dogs, law enforcement officials, or appropriate technologies to inspect school premises, including student vehicles.

1. Students may drive automobiles, ride motor scooters or other self-propelled vehicles, or ride bicycles to and from school provided they have the approval of their parents; however, the vehicle must be parked in a designated area and must remain parked there throughout the school day.
2. Students operating self-propelled vehicles may not move them during the school day unless written permission from the parent has been filed in the office of the principal prior to moving the vehicle.
3. The school corporation reserves the right to establish reasonable rules for the use of such vehicles, including the right to examine contents of any such vehicles while parked on school premises when an administrator has reasonable suspicion to believe that the contents of any such vehicles may include items or elements which are illegal to possess, have been lost or stolen, or present a threat to the health, safety, or welfare of students or staff.

4. Vehicles in violation of parking lot regulations may be towed.
5. Repeated violations of parking lot regulations by a student will be addressed through the discipline plan at Jefferson High School.

## **BUREAU OF MOTOR VEHICLES LAW**

### **Reasons for Loss of Driver's License/Permit**

Under Indiana Law 9-24-2-4, \* it is unlawful for the Bureau of Motor Vehicles to issue a driver's license or permit to an individual under the age of eighteen who:

- is under expulsion from school,
- is under a second suspension from school in the same school year,
- is under an exclusion from school for misconduct,
- is a habitual truant as defined in this handbook, or
- has withdrawn from school prior to graduation.

### **Length of Loss of Driver's License/Permit**

- An individual's driving privileges are denied until age 18 if that individual is expelled from school or withdraws prior to graduation.
- If an individual under age 18 has been suspended at least twice in a school year, that individual's driving privileges are withdrawn for whichever is the longest: 120 days or the end of the semester during which the second suspension occurs.
- In all cases, the minimum suspension of a license/permit will be no less than 120 days.

### **Reinstatement of Driver's License/Permit**

A person who has been notified by the Bureau of Motor Vehicles of loss of driving privileges until age 18 may earn driving privileges back by:

- Showing the school principal or his designee a copy of a G.E.D. the individual has earned since being expelled or withdrawn.
- Returning to school and completing, after attaining 16 years of age, either Summer School or 30 days of regular school in good standing. (This statement refers to those pupils who were under 16 when privileges were denied. In no case will loss of privileges be less than 120 days.)
- All Indiana schools are mandated to notify the Indiana Bureau of Motor Vehicles of any student who falls under the jurisdiction of this law.

## **LSC POLICY K122- VISITORS TO SCHOOLS**

The board invites parents and/or citizens of the school corporation to visit schools. Because schools are a place of learning, the following stipulations are established concerning these visits:

- A. A visitor is defined as anyone who is not a regular staff member or student of a particular school.
- B. Any visitor shall inform the principal's office of his/her presence upon arrival at the school.
- C. Parents or citizens who desire to observe a particular classroom while school is in session shall obtain approval for such visits in advance from the principle, assistant principal, or central office administrator. In the event the principal is not available, the principal shall designate an assistant principal to determine the approval for such visits. Before approving any visit, the principal or designated assistant principal shall confer with the teacher whose class is to be visited not less than 24 hours before the requested visit to determine whether and when a visit may be appropriate, the length of the visit and any other issues or concerns the teacher may have. Time limitations may be established so that class disruptions and distractions may be kept to a minimum.
- D. Teachers who arrange visitors to their own classrooms or school shall inform the principal's office of such visitations.
- E. Teachers shall not take instructional time to discuss class events, procedures or individual matters with visitors. It is recommended that a separate time be arranged with the teacher to discuss the visitor's classroom observations.

Building principals are authorized to refuse entry to schools to persons who do not have legitimate business at the school and to request any unauthorized person or persons engaging in unacceptable conduct to leave the school grounds. Furthermore, building principals or designees are authorized to request assistance of law enforcement officers in cases of emergency and to seek prosecution to the full extent of the law when persons violate the provisions of the district policy including but not limited to trespassing on school grounds, damage to school property, loitering, and disruptive activity.

### **Visitor Procedures:**

1. The following people may be granted visitor's permission:
  - a. Visitors with specific appointments
  - b. Former students with pre-arranged visits to teachers on planning periods
  - c. Prospective students accompanied by their families. Arrangements for guided building tours must be made through the Guidance Office.
2. Any visitor must obtain a visitor's pass which is to be worn in a manner that is clearly visible (lapel, etc.).
3. Visitors passes will not be granted during lunch hours.
4. Visitor's clearance need not be requested if a person's presence limits him to business in the General Office, Guidance Office, Principal's Office, Athletic Office, Book Rental Office or Theater Box Office (tickets, parental conferences, etc.). Former students wishing to re-enroll may not see a counselor without an appointment. School personnel

- who are present for a specific school service or maintenance (salesmen excluded) need not receive visitor's clearance.
5. Any person not abiding by the regulations governing visitors will be subject to trespassing charges as defined in city ordinance. This includes former students who have been expelled from school. Individuals expelled from school may not come onto school property without specific written permission of the principal, permission written in advance of the visit. Individuals granted such permission are required to report first to the principal's office accompanied by a parent or legal guardian.
  6. *Visitors are not allowed to enter classrooms without prior permission from the Principal or his/her designee.*
  7. *An attempt will be made to provide adequate notification to staff prior to a requested visitation.*
  8. *Visitors report to the General Office and sign in as a guest visitor.*
  9. *Visitors will be provided with a visitor's pass, a building map, and the class schedule of the person being visited.*
  10. *Visitors should visit only classes they have been given permission to attend.*
  11. *Visitors should enter the classroom prior to the beginning of class in order to greet the teacher and find the location where they will sit.*
  12. *Visitors need to be respectful of the class instruction taking place by shutting off any cell phones or pagers that may disrupt the class.*
  13. *Visitors should not participate in the discussions or activities in the class unless asked to do so by the instructor.*
  14. *Only the person approved for the visit may attend the class. No substitute visitors or children are permitted to accompany the visitor.*
  15. *Visitors should not attempt to discuss grades or individual concerns with the teacher during the visitation. Instead the visitor needs to make an appointment to meet at another time.*
  16. *If visitors wish to eat lunch at Jefferson during the visit, they must notify the general office prior to the classroom visit.*
  17. *If visitors are approached by school personnel in the hallways, visitors need to show their visitor's permission slip.*
  18. *Once the visit is completed, visitors need to return to the general office to drop off their visitor's badge and to sign out.*
  19. *The administration and security have the option to remove a guest at any time if the guidelines are not followed or a disturbance occurs which interferes with the educational process.*
  20. *The Administration may direct that a visitor be permitted to observe a teacher's classroom.*
  21. *Former students must be met at the administrative offices by the teacher they are visiting. Further, the alumni must be accompanied by a staff member while they remain in the building.*
  22. *The following people may be granted visitor's permission:*
    - a. *Visitors with specific appointments*
    - b. *Former students with pre-arranged visits to teachers on planning periods*
    - c. *Prospective students accompanied by their families. Arrangements for guided building tours must be made through the Guidance Office.*

## **LSC POLICY J490 - STUDENT LOCKERS**

All lockers made available for student use on the school premises, including lockers located in the hallways, physical education and athletic dressing rooms, industrial education classrooms and art classrooms, are the property of the school corporation. These lockers are made available for student use at the school, but the lockers are not to be used to store items which cause, or can reasonably be foreseen to cause, an interference with school purposes or an educational function, or which are forbidden by state law or school rules. A student may not expect to have privacy in a locker or its contents.

At the direction of the Superintendent, or his designee, the administration may make use of dogs, law enforcement officials, or appropriate technologies to inspect school premises, including school lockers.

The student's use of the locker does not diminish the school corporation's ownership or control of the locker. The school corporation retains the right to inspect the locker and its contents to ensure that the locker is being used in accordance with its intended purpose, and to eliminate fire and other hazards, maintain sanitary conditions, attempt to locate lost or stolen material, and to prevent use of the locker to store prohibited or dangerous materials such as weapons, illegal drugs, paraphernalia, or alcohol.

### **LOCKERS, EQUIPMENT AND DESKS**

*Equipment, such as lockers and desks, belongs to the school district and is permitted to be used by students as a convenience. Student individual rights, as well as the general welfare of the school community, shall always be considered. Students have no expectation of privacy from school authorities as to the desks and lockers that the student uses, and such equipment may be inspected or searched by school authorities when school authorities deem it appropriate. Technology and/or the use of sniff canines may be used to aid searches. (See: Appendix J)*

*In the interest of safety for your possessions, you should not reveal the combination for your locker to other students. It is not the intent of the office to change your locker if someone else learns the combination. You should use only your own locker. Be sure it is kept clean and orderly and that it is locked when you leave it. TO OPEN, FOLLOW THESE INSTRUCTIONS:*

1. *Turn dial right two or three whole turns and stop at the first number.*
2. *Then turn the dial left one whole turn past the first number and stop at the second number.*
3. *Now turn the dial right and stop at the third number.*
4. *Now lift the locker handle. In case of locker difficulty, report to the Student Services. In the event a student needs the combination, it must be secured from the*



General Office. At the end of the school year, all lockers are to be emptied so that they can be cleaned during the summer vacation.

5.

**Locker locations are as follows:**

<b>Locker No.</b>	<b>Corridors</b>	<b>Locker No.</b>	<b>Corridors</b>	<b>Locker No.</b>	<b>Corridors</b>
1001 - 1378	Corridor GA1	2549 - 2644	Corridor 1A4	3463 - 3630	Corridor 2A3
1379 - 1766	Corridor GA3	2645 - 2876	Corridor 1A3	3671 - 3826	Corridor 2A6
2001 - 2232	Corridor 1A1	3001 - 3226	Corridor 2A1	3867 - 4098	Corridor 2A5
2331 - 2548	Corridor 1A2	3281 - 3338	Corridor 2A3		
S1 – S316	Corridor 1D5	3397 - 3462	Corridor 2A4		

**LOST AND FOUND**

All articles found in or near the building should be taken to the Book Rental Office. Upon discovering a loss, a student should promptly check in the Book Rental Office. If the article has not been found at that time, he or she should inquire later.

**LUNCH PROGRAM**

Jefferson High School in cooperation with the LSC Food Service Department operates a cafeteria that provides meals, foods, and beverages that meet state and federal requirements based on the USDA Dietary Guidelines. Students are provided access to a variety of affordable and appealing foods. For this reason, outside food is not allowed into the cafeteria or school environment.

**Breakfast**

Breakfast is available from 7:30 to 8 a.m. A breakfast meal consists of two choices daily from the following: cereal, granola bars, yogurt, breakfast burrito, peanut butter & jelly sandwich, cheese sticks, and hot breakfast entree. Juice, fresh fruit and milk are served daily.

**Lunch**

The cafeteria has multiple serving lines at lunch offering several different meal options that include an entrée, vegetable, fruit, grain and milk.

**Ala Carte**

Many ala carte foods are also available that are paid for individually. Ala carte items are not available under the free/reduced program.

**Payment Options**

**Send Check or Cash**

Any cafeteria purchase can be paid for from the student's cafeteria account.

You can always bring money personally or send it with your student. Please place it in an envelope marked clearly with your student's name, their ID #, their teacher's name, the \$ amount and the check #. Turn in prepaid deposits to the cafeteria cashier(s) or school office.

Any cafeteria purchase can be paid for from the student's cafeteria account.

Checks should be made out to Jeff Food Service. Please include student's name on the check.

Cash payments are also an option.

Cafeteria Deposit Form [http://district.schoolnutritionandfitness.com/lafayettesc/files/Cafeteria\\_deposit\\_form.pdf](http://district.schoolnutritionandfitness.com/lafayettesc/files/Cafeteria_deposit_form.pdf)

**Online Payments**

Online payments are a simple, safe and secure way to make payments to your students account 24 hours a day at your convenience.

MyPaymentPlus

<https://www.mypaymentsplus.com/default.aspx>

Learn more about payment options by visiting the Food Service website:  
<https://www.schoolnutritionandfitness.com/index.php?sid=0603142249178621>

### **Charging**

High school students are expected to monitor their lunch accounts and spend appropriately. Monitoring lunch accounts is a college and career readiness skill therefore charging for meals will not be allowed.

In the event a student establishes a zero balance in his or her lunch account, students will be given a cheese sandwich with all the extra 3 food groups, but students are still charged the full lunch price. Withdrawing and graduating students are to have negative balances paid up before leaving school.

### **Free and Reduced Lunch Information**

Free and Reduced Lunch Application Forms are available online (<http://lscfronline.lsc.k12.in.us/>) or in the Book Rental Office. Please see your guidance counselor to learn more about the process of completing application forms.

### **Cafeteria Expectations**

The Broncho family supports healthy bodies and minds. The cafeteria is space that supports this goal. In order to ensure quality meals and pricing, students are asked to uphold the following expectations:

- Students must pay for all items. Students who cannot account for payment will be reported to administration for disciplinary review.
- Students will use their lunch account information only. Using the account of another student will also lead to a disciplinary review.
- Food will not be eaten in the cashier line.
- Movement at lunch is encouraged. Students are asked to follow passing period conduct when going to and from the cafeteria during lunch period. This is important as classes will be in session.

## **Section II**

### **Attendance**

#### ***SECTION II - ATTENDANCE AND IDENTIFICATION POLICY***

#### **ATTENDANCE POLICY**

A student's attendance is essential to learning. Learning includes not only factual subject matter, but also attendance habits, work habits, and attitudes. Poor attendance interrupts the educational process by impeding the continuity of the lessons presented and the students' ability to establish proper work habits. Whether the goal is the work force or post-secondary education, students need to come to school every day and benefit from interaction, discussion, and teacher support available during class time. Every absence has the potential to interrupt the student's understanding of the material being presented.

The responsibility for a student to be present in school rests with the student and his/her parent(s)/legal guardian(s). The school will assist the parent(s)/legal guardian(s) and student in this responsibility. The cooperation of the student, the parent(s)/legal guardian(s) and the school is essential in providing a firm framework for the student to achieve the fundamental foundation of regular attendance.

#### **IC 20-33-2 Compulsory School Attendance**

**Sec. 27 (a) It is unlawful for a parent to fail to ensure that the parent's child attends school.**

**It is the responsibility of the parent(s)/legal guardian(s) to inform the school of changes to their contact information. Current contact information is critical in the school's efforts to**

**Exempt** – Parent(s)/guardian(s) to school communication, verified by official documentation (parents must report the absence and submit official documentation within 6 school days of return to school in order for the absence to be classified “exempt”) and must fall into one of the following categories:

- a. Serving as a page or honoree of the Indiana State Legislature. IC 20-33-2-14
  - b. Service on a precinct election board or helper to a political candidate on the date of an election. IC 20-33-2-15
  - c. Judicial proceedings, such as a subpoena to appear in court as a witness (with documentation) IC 20-33-2-16
  - d. College visitation for seniors (maximum 3 visits) and juniors (maximum 1 visit) prior to May 1 and not immediately before or following vacations (written verification of visit required on letterhead from the college).
  - e. Medical visits or doctor’s orders with a doctor’s note to verify dates of absences
  - f. Funeral of immediate family – written documentation must be provided
  - g. Duty with the Indiana National Guard IC 20-33-2-17
  - h. School-sanctioned field trips/programs
  - i. Participating in an educationally related non-classroom activity which is consistent with and promotes educational philosophy and goals of the school corporation, facilitates the attainment of specific educational objectives, is part of the goals and objectives of an approved course or curriculum, represents a unique educational opportunity, cannot reasonably occur without interrupting the school day, and is approved in advance by the school principal
  - j. In and/or out of school suspensions
  - k. Incarceration
2. **Non-Exempt** – Parent(s)/guardian(s) to school communication in person or by phone
3. **Truancy** – No parent(s)/guardian(s) to school communication (considered non-exempt absences)

### **Consequences**

**Reprimand/Warning** – Staff informs student that a type of behavior is unacceptable.

**Detention** - Student is required to make up time in the school building during his/her lunch or after school.

**Friday School** – Student is required to make up time Friday after school hours from 3:25 PM to 5:00 PM

**PASS** – Student are isolated from their peers for an assigned period of time. Homework/class work assignments are sent to the student by their class room teacher.

**OSS-Out-of-School Suspension** – Students are not permitted to be at school or on school property for an assigned period of time.

**Saturday School** – Student will serve time on Saturday Morning at Lafayette Jefferson High School from 10:00 AM to 12:00 PM

**Social Probation** – All participation in or attendance at activities (dances, athletics, marching band, concerts, musicals, clubs, and organizations) will be forfeited for a period of time to be determined by the administration.

**Community Service Project** – Assigned a project or consequence for the betterment of the community.

**Removal from Class**- Excessive truancies may result in a withdraw-fail for the course.

### **Interventions**

**Parent/Teacher Conference** – A meeting will be held between parents and teachers to discuss a student’s behavior. With the approval of administration, student can be withheld from class until this meeting is held.

**Parent/Administrator Conference** – A meeting will be held between parents, teachers, student and an administrator to discuss a student’s behavior. A student may be dismissed from school until this meeting is held.

## **HOW TO REPORT AN ABSENCE (PARENTS AND/OR LEGAL GUARDIANS)**

Parent(s) and/or guardian(s) may contact individual teachers or Student Services at any time between the hours of 7:45 AM and 3:45 PM with questions or concerns regarding their student’s attendance.

It is the responsibility of the parent(s) and/or legal guardian(s) to notify the school regarding their student’s absences. The attendance line (765-772-4702) is available 24 hours a day, seven days a week. The attendance line is available in English and Spanish.

### **Full Day Absences**

- It is recommended that the parent(s)/guardian(s) call the day of the absence to avoid receiving an absence verification call from the school that evening.
- A call must be made within 3 school days of the absence in order to prevent the absence from being classified as truant.

### **Partial Day Absences**

- A call to legally release a student must occur before the student leaves the building.

- Calls must be made at least two hours prior to the student's departure. This will allow time for the Student Services Office to create an out-of-school pass and time for the student to pick up the pass.
- Students must pick-up their out-of-school passes before exiting the building. Such passes are not routinely delivered to students.
- Students must also check in to the Student--Services Office when returning from an appointment.
- In emergency situations where departure is unplanned, a parent(s)/guardian(s) will need to come to the Student Services Office to release the student.

**Late Arrival**

- Students arriving less than 5 minutes late for a class must report directly to class and will be considered tardy.
- Students arriving more than 5 minutes late to class must report to Student Services to receive a "late admit" slip. This absence will be considered truant unless a parent(s) and/or guardian(s) contacts school within 3 school days.

**Released Students**

- Students released from all or part of the school day **must exit the building**. To remain in the building during release time, a student must be in possession of a pass from the teacher who will be supervising them during the indicated time.

**Parent(s) and/or guardian(s) and students will be informed of attendance issues and concerns through:**

**PowerSchool** – [www.lafayettejeff.org](http://www.lafayettejeff.org) / PowerSchool link non-reported absence each evening  
**School Messenger** - automated call system – will notify you of your student's  
**Email/Text** - parent(s)/guardian(s) can request attendance reports be sent via email or text through PowerSchool

Parent(s) and/or guardian(s) may contact individual teachers or Student Services at any time between the hours of 7:45 AM and 3:45 PM with questions or concerns regarding their student's attendance.

**EXCESSIVE ABSENCES (NON-EXEMPT OR TRUANCY)**

The following interventions and/or consequences may be used at any time to address the needs of students who have missed classroom instruction due to excessive (non-exempt and/or truancies) absences.

Tiers	Interventions	Consequences
<i>Tier 1 (1 or more truancies)</i>	<ul style="list-style-type: none"> <li>• Written notification of truancy to student</li> <li>• Automated call home advising of truancy</li> <li>• Conference with student</li> <li>• Conference with parent</li> </ul>	<ul style="list-style-type: none"> <li>• Zeros for work missed due to truancy</li> <li>• Detentions</li> <li>• Friday School</li> </ul>
<b>Tier 2 (5-14 class truancies, 5-14 tardy truancies and/or 36 non-exempt absences)</b> <b>Truancies and tardy truancies count toward the non-exempt absences.</b>	<ul style="list-style-type: none"> <li>• Attendance Education Class</li> <li>• Conference with student</li> <li>• Conference with parent</li> <li>• Saturday School</li> </ul>	<ul style="list-style-type: none"> <li>• Detentions</li> <li>• Friday School</li> <li>• Saturday School</li> <li>• PASS (Positive Alternative to Suspension (in school suspension program).</li> <li>• Out of school suspension</li> <li>• Restriction of privileges</li> </ul>
<b>Tier 3 (15 or more class truancies, 15 or more tardy truancies and/or 48 non-exempt class absences)</b> <b>Truancies and tardy truancies count toward the non-exempt absences.</b>	<ul style="list-style-type: none"> <li>• Attendance Contract</li> <li>• Conference with student</li> <li>• Conference with parent</li> <li>• Referral to community support agency</li> <li>• Saturday School</li> <li>• Attendance Education Class</li> <li>• Uniform Notice of Offense referral to Tippecanoe County Youth Services for attendance intervention</li> </ul>	<ul style="list-style-type: none"> <li>• Uniform Notice of Offense referral to Tippecanoe County Youth Services for attendance intervention</li> <li>• Loss of Work Permit</li> <li>• Loss of Driver's License</li> <li>• Credit denial</li> <li>• Withdrawal from class assign failing grade</li> <li>• Detention</li> <li>• Friday School</li> <li>• Saturday School</li> </ul>

		<ul style="list-style-type: none"> <li>• <i>PASS (Positive Alternative to Suspension (in school suspension program)).</i></li> <li>• <i>Out of school suspension</i></li> <li>• <i>Attendance Education Class</i></li> <li>• <i>Restriction of privileges</i></li> <li>• <i>Expulsion Agreement</i></li> </ul>
<p><b>Tier 4 (16 or more class truancies, 16 or more tardy truancies and/or 49 non-exempt class absences)</b></p> <p><b>Truancies and tardy truancies count toward the non-exempt absences.</b></p>		<ul style="list-style-type: none"> <li>• <i>Expulsion</i></li> </ul>

**TARDY AND CONSEQUENCES FOR TARDINESS**

The Tardy process will include the following:

- After the tardy bell has rung, faculty members will close their doors and students will not be allowed to enter. Students who are not allowed to enter after the tardy bell are counted tardy.
- Tardy students will then be required to report to designated staff member at a designated tardy station to check in and receive a tardy pass in order to be admitted into his/her class. **STUDENTS MUST HAVE HIS/HER ID IN ORDER TO RECEIVE THE REQUIRED PASS.**
- Finally, student tardies are documented cumulatively per semester. At the beginning of each semester, students will start with a new set of tardies.
- Students caught running into class will be considered tardy and sent back out and told to obtain a tardy pass.
- Jefferson High School Staff issued passes will be honored by other staff members and administrators for admittance to class after the tardy bell.

**SECTION III**  
**Curriculum**

**LAFAYETTE SCHOOL CORPORATION COMPLIANCE PLAN FOR SECTION 504 OF THE REHABILITATION ACT OF 1973**

The **Compliance Plan** serves students, parents, employees, and applicants for employment, patrons, and programs within the LAFAYETTE SCHOOL CORPORATION, hereinafter referred to as LSC.

1. LSC assures students, parents, employees, applicants for employment, and patrons that it will not discriminate against any individual.
2. For questions pertaining to Section 504 compliance, please contact your student's building administrator.
3. Parents are provided procedural safeguards, which are included in the "Notice of Disabled or Who Are Believed To Be Disabled."
4. An impartial due process hearing and review (appeal) are provided upon request. Procedures are detailed in the "Notice of Parent/Student Rights In Identification, Evaluation, and Placement of Individuals Who Are Disabled or Who Are Believed To Be Disabled."
5. Notice to students, parents, employees, and general public of non-discrimination assurances and parent/student rights in identification, evaluation, and placement will be disseminated annually in the following manner:
  - a) Public service announcement in local newspapers;
  - b) Announcement in local school systems; and,
  - c) Posted notice in each public school building.

Additionally, the notice will be included in the professional handbook and disseminated to each principal for inclusion in each student/parent handbook.

6. LSC has established the following local grievance procedure to resolve complaints of discrimination (*These procedures parallel those outlined in The Family Educational Rights and Privacy Act [FERPA].*):

- a) An alleged grievance under Section 504 must be filed in writing fully setting out the circumstances giving rise to such grievance.
  - b) Such claims must be made in writing and filed with your student's building administrator.
  - c) A hearing will be conducted according to the procedures outlined in the regulations implementing the Family Educational Rights and Privacy Act (FERPA).
  - d) The Section 504 Coordinator will appoint a hearing officer who will conduct the hearing within a reasonable time after the request was received.
  - e) The Section 504 Coordinator shall give the parent, student, employee, applicant, or patron reasonable advance notice of the date, time, and place of the hearing.
  - f) The hearing may be conducted by any individual, including an official of the local school district, who does not have a direct interest in the outcome of the hearing.
  - g) The local school district shall give the parent, student, employee, applicant, or patron full and fair opportunity to present evidence relevant to the issues raised. The grievant may, at their own expense, be assisted or represented by individuals of his or her choice, including an attorney.
  - h) The local school district shall make its decision in writing within fifteen (15) days after the hearing.
  - i) The decision must be based solely on the evidence presented at the hearing and shall include a summary of the evidence and reasons for the decision.
7. LSC will conduct an extensive annual "Child Find" campaign with the goal to locate and identify all Section 504 qualified individuals with disabilities (ages 0 to 21) who reside within the participating school districts.
  8. LSC will inform all individuals with disabilities and their parents or guardians of the district's responsibilities and procedural safeguards under Section 504, as well as those under Indiana Article 7-- Special Education Regulations and the Individuals with Disabilities Education Act (IDEA) of 1997.
  9. LSC will seek to identify individuals with disabilities in our community that wish to receive access to our facilities, activities, programs, and services.
  10. LSC will notify the community of our responsibilities according to the Americans with Disabilities Act (ADA) with regard to recruitment, advertisement, application, and employment.

### **HIGH ABILITY PROGRAM/HONORS CLASSES**

The Lafayette School Corporation, through its High Ability Program, offers Honors courses to students in grades seven (7) through twelve (12). Students are selected for participation in the program based on their academic achievement and standardized test scores, course grades, and teacher recommendations. Parents may also refer their children for program consideration through the Tecumseh Junior High School or Jefferson High School Guidance Departments.

### **AP and Dual Credit Offerings**

JHS offers a variety of Advanced Placement and Dual Credit (Ivy Tech Community College) opportunities for its students. Both of these afford students the opportunity to earn college credit in high school, with the Dual Credit option, and to test for college credit by taking Advanced Placement tests. A student may not receive both AP and Dual Credit distinction for the same course. (Please check with your JHS counselor or the college admission office to see which colleges accept the Ivy Tech Dual Credit classes as well as what specific AP score each college requires for credit.) More information on Dual Credit and AP classes can be found in the JHS Curriculum Handbook which is available in the JHS Guidance office.

### **English As A Second Language**

Lafayette School Corporation proudly serves all English learners, proficiency 1-4, to ensure equal access to language development and the core curriculum. Annually, each English learner is assessed using the WIDA ACCESS language assessment. This data enables schools, teachers, and Title III programming to support each student's specific programming and learning needs. Individual Learning Plans are created for every English learner complete with goals and testing information. As students exit the ESL program, they are monitored for two years to ensure support in both curriculum content and language.

[http://www.lsc.k12.in.us/departments/curriculum\\_and\\_instruction/federal\\_programs/english\\_learners/](http://www.lsc.k12.in.us/departments/curriculum_and_instruction/federal_programs/english_learners/)

### **Response to Intervention (Rti)**

Jefferson High School strives to educate all students so that they perform at or above grade level and therefore are prepared for the workforce or college after high school. Response to Intervention (Rti) is a state and federally mandated three-tiered intervention model designed to identify students performing below grade level in English, Reading, and Math, and to provide timely, research-based interventions to those students. The tiers are described as follows:

- Tier I: All students receive core curriculum. This consists of coursework aligned to the Common Core

Standards in the subject areas required for graduation: English, Math, Science, and Social Studies. All students are screened using assessments that can measure student academic progress. They assessments include: grades, periodic assessments, and NWEA, which are given to all students three times each year to measure reading comprehension.

- Tier II: Students not successful with Tier I interventions are referred to Tier II by the school's RTI team, which includes special education and general education teachers, a School Counselor, the School Psychologist, and administrator. The team looks at student performance on the assessment tools described in Tier I and also considers teacher observation. Tier II intervention consists of enrichment assignments completed during a portion of student's study hall or through an assigned course.
- Tier III: Students not successful in Tiers I and II will also receive Tier III interventions. Data used to make the determination of Tier III placement include the assessments described above and progress on Tier II interventions. Tier III interventions include referral to community services, review of classes with parent and counselor based on data from Tier II and one on one interventions with the RTI Team coordinator. Tier III interventions include courses such as: guided study hall, HE Math, team taught science and English and Developmental reading.

All interventions used are research-based and designed to help your student to perform at or above grade level and to meet the College Readiness Standards as defined by the Accuplacer college readiness exam.

The following procedure meets the requirements set forth by the state for general education intervention when there is concern about the educational progress of a student. In most situations this procedure is a prerequisite for referral to special education.

Procedures:

1. A student study may be initiated by a parent, a teacher, a specialist or an administrator who is concerned about the educational progress of a student. The referring agent will obtain the "Request for Student Study" form from the building principal or his designee. This form will include a checklist of criteria behavior.
2. The general education intervention procedure shall not preclude or delay an educational evaluation if:
  - a. The nature and severity of the student's learning problems, or suspected or known disability, are such that general education intervention is considered to be of no benefit; or
  - b. The parent has requested an educational evaluation and does not elect to withdraw or delay that r3. The date the "Request for Student Study" form is complete and received by the principal or his designee begins a twenty instructional day period during which the following will occur:
  - c. The building principal/designee will convene a building based team which includes the student's general education teacher.
  - d. The building based team will review the "Request for Student Study" and determine whether interventions in the general classroom are appropriate to pursue. If so, the checklist will be used to generate appropriate intervention strategies.
  - e. If general education interventions are not appropriate, the team determines whether an Article 7 referral or a Section 504 referral should be initiated.
4. School personnel are not required to notify a student's parent that generalized observation of the student in the course of the student's daily school activities prior to or during the implementation of general education intervention procedures by school personnel may or will occur.
5. The design of the general education intervention strategies will include specific timelines for implementation in the classroom and the review of the results of those strategies. At the end of the specified period of time, if the interventions have not produced a desirable change in the student's educational progress, one of the following will occur:
  - a. The intervention will be redesigned, implemented for another specified period, and documented.
  - b. The parent will be asked to consent to an Article 7 or Section 504 education evaluation.
6. The building principal/designee will send the parent the "Parent Notification of General Education Intervention Plan". This form letter will include the following:
  - a. The types of intervention to be used and the reasons for the interventions.
  - b. The timelines established for implementation and review of the interventions.
  - c. The parent's right to meet with the persons involved in the interventions.
  - d. The parent's right to initiate a formal request for an educational evaluation.
7. All forms and checklists become part of the student's educational record and, as such, can be released and/or accessed by the parent.

## **POSITIVE BEHAVIOR INTERVENTIONS AND SUPPORTS (PBIS)**

JHS uses several checks, interventions, and supports to identify, assist, and recognize students. These actions include, but are not limited to, Academic Watch, scans of grades, attendance, and discipline reports; course offerings to address specific student needs; Broncho Pride Card Recognition and Attendance/Behavior incentives. JHS collects and analyzes data to monitor the progress of individual students and the climate of the school overall.

## **TESTING & ASSESSMENT**

### **Local Assessments**

MAP (Measures of Academic Progress) is a norm-referenced test given to LSC students in grades 7-10. The test is given three times per year to assist in establishing academic growth targets for students. The MAP test is adaptive in nature and modifies in response to the needs of each student taking the assessment. Additional information regarding this local assessment can be found at <https://www.nwea.org/assessments/resources-for-parents/> or <https://www.nwea.org/resources/parent-toolkit/>.

The Guidance Department maintains a file of test materials that may be used on an individual basis with students as the need arises. Available tests include ability, aptitude, interest, and achievement batteries.

**State Testing & Assessment**

Students eligible for graduation in the class of 2018 and earlier must pass Indiana standardized tests for graduation known as ECAs which are required upon completion of Algebra I and English 10. Beginning with the Class of 2019, the new Grade 10 ISTEP+ assessment will serve as the graduation exam. Both testing types (ECA and ISTEP+) are scheduled so that each student has multiple attempts to meet his/her state test graduation requirement. Additional information regarding state assessment requirements can be found at <http://www.doe.in.gov/idoep/parent-portal>.

**National Standardized Tests**

Jefferson High School is a test center for the administration of many national standardized tests.

They include the following:

- PSAT-NMSQT: Preliminary Scholastic Aptitude Test and National Merit Test
- SAT: Scholastic Aptitude Test used for college admission
- SAT Subject Test: Scholastic Aptitude Test used by colleges for placement in specific subjects
- ACT: American College Testing Program used for college admission

<b>TESTING Dates 2021-22 SAT</b>	<b>2021 PSAT Date</b>	<b>2021-22 ACT TESTING Dates</b>	<b>2022 Advanced Placement (AP)</b>
TBD	TBD	TBD	TBD

**Jefferson High School CEEB Code: 151910**

**Registration**

ACT: [www.actstudent.org](http://www.actstudent.org) JHS Test Center Code: 192710

SAT: [www.collegeboard.org](http://www.collegeboard.org) JHS Test Center Code: 15490

PSAT: Register at JHS Guidance Office-dates TBA

**HOMEWORK POLICY**

1. Introduction

The JHS faculty wishes to work in partnership with parents to help their child be successful in school. Students learn best when they, their parents, and the school work together. Homework is an opportunity for students to spend time strengthening their self-discipline, extending their learning, and practicing skills. Homework is seen as an extension of learning, not as a substitute for classroom instruction. Homework which reinforces, enriches, and enhances instruction is intended to encourage families to become more involved with education.

2. Purpose of Homework

Homework is defined as an out-of-class assignment that contributes to the education of the students. It should be an extension of class work and should be related to curricular objectives. Homework may include practice exercises, reading of material on a specified topic, in-depth extension of classroom activities, or independent project work related to the subject. Homework should fulfill the following objectives:

- a. To review, reinforce or extend classroom learning by providing practice and application of knowledge gained.
- b. To teach students responsibility and organizational skills.
- c. To promote wise and structured use of time.
- d. To encourage a carry-over of worthwhile school activities into a permanent career and leisure interests.
- e. To provide opportunities for broad enrichment activities.



- f. To promote home/school cooperation in the educational process.
  - g. To practice skills needed.
3. Guidelines
- a. Homework should be provided for all students at all levels. The amount of homework is to be commensurate with objectives of the class. All students should expect to have some homework each evening.
  - b. It is understood that there are always unique situations that may be left to the discretion of the teacher in dealing with homework deadlines.
  - c. Homework for extended absences may be requested through the guidance office. An extended absence is defined as an absence of one week—five or more consecutive school days. Homework requests for extended absences may be picked up in the guidance office 24 hours after the request is made. Teachers will not be asked to interrupt a class in order to complete a homework request. Students and parents are also encouraged to call their teachers' voicemail to play the homework recording or to speak with each teacher.
  - d. Students can expect to be held accountable for late homework assignments and may receive a reduced grade.

### **MAKE-UP WORK**

*All students are permitted to make up all class and homework missed, except for cases of truancy or absences that exceed five (5) non-exempt absences but under the following conditions:*

1. *The request for the make-up work must be initiated by the student. Any make-up work that is not arranged with the teacher by the end of the 2nd day of returning to class will not qualify for class points.*
2. *The deadline for completing and submitting make-up work is set by the teacher who will allow at least one day for each day of absence, except at the end of a semester.*
3. *Student absences due to field trips and/or school programs are exempt absences. Students must be given the opportunity to make up work missed for exempt absences regardless of their attendance status in the class.*
4. *The student should be encouraged to complete make-up work before the time of an absence if the absence is scheduled in advance.*
5. *In general, the student will not be held responsible for making up an assignment or test on the day following an absence if the work was announced during the time of the absence. If the assignment or test was announced (verbally or on a written assignment sheet) prior to the absence, the student will be responsible for the assignment or test on the day the absent student returns to class.*
6. *A student truant from school will receive failing grades for work missed and will not be allowed to make up such work. (NOTE: All absences which a parent/guardian has not verified for the student are considered trancies.)*
7. *During a period of illness or absence for other causes acceptable to the school administration, homebound instruction may be provided through Greater Lafayette Area Special Services.*
8. *The administration reserves the right to act on a case by case basis.*

### **GRADE COMPUTATION**

*Grades for the semester are determined by combining the percentages for each nine weeks and the final assessment. Each nine-week grade is weighted 3/7 of the semester grade, and the final assessment grade is a maximum 1/7 of the semester grade.*

### **INCOMPLETE GRADES**

*Nine week grades are to be made up by the end of the first two weeks of the next grading period. Semester grades are to be made up by the end of the first two weeks of the next semester. After the deadlines, incomplete grades become "F's." Students who have been absent during final assessment week receive failing grades. Students must make up the assessment by the end of the 2nd week of the new semester or the grade remains an "F." The final assessments missed by such an absence may not be taken early. Students who, due to vacations, miss final assessment projects which cannot be made up may receive failing grades for those projects. Students whose absences during final assessments are unexcused will receive failing grades. Students who have excessive absences throughout the semester may fail (See: Attendance Policy).*

### **GRADE REPLACEMENT**

*Students may either want or need to retake classes in which they have received a low grade. The following procedure explains how retaken classes will be handled for transcription and GPA purposes.*

1. *Courses in which a student has received a semester grade of C or below may be repeated to replace a grade.*
2. *In order to replace a grade, the exact course must be retaken. For example, if a student has a low grade in Chemistry H, then only Chemistry H may be used to replace that grade. Any other version of Chemistry will count as a new course and will NOT be used to replace any other Chemistry course's grade. The original grade will remain on the student's transcript but will not be used toward GPA calculation.*
3. *An AP or Honors class may not be repeated through any outside institution for a grade replacement*
4. *Once a course has been completed with a grade higher than the previous attempt, the old grade will be replaced.*

### **NOTICE OF UNSATISFACTORY ACHIEVEMENT (PROGRESS REPORTS)**

*Quarterly, teachers prepare academic progress reports for those students whose class performance at that time indicates they are in danger of failing that grading period. Copies of these reports are mailed to the parents or guardians of the students.*

## **HONOR ROLL**

The following regulations govern honor roll:

1. Honor roll is reported on a nine-week or semester basis.
2. Beginning in the 2012-2013 school year, PE1 and PEII credits are included in honor roll calculations.
3. To make honor roll, a student must take at least five solid subjects.

Classifications for recognition are as follows:

1. Distinguished Honor Roll, 3.75 or above
2. Honor Roll, 3.25 - 3.749
3. Academic Recognition (not honor roll), 3.0 - 3.249

## **WEIGHTED GRADES (BEGINNING WITH THE CLASS OF 2021)**

Jefferson high school has weighted courses, which helps determine class rank, Valedictorian and Salutatorian. Weighted courses are listed in the JHS curriculum guide. Accredited courses not listed in the JHS curriculum guide will receive credit towards graduation but will not receive weighted grade credit. This includes, but is not limited to, AP online courses, college courses, etc. Students transferring to Jefferson High School from another high school will only receive weighted grade credit for transferring grades of courses listed as such in the JHS curriculum guide.

## **CLASS RANK DETERMINATION**

Beginning with the class of 2015, student class rank will be calculated using the following formula:

$(GPA \text{ raw score}) + (\# \text{ Credits earned} / 56 \text{ credits}) = \text{Rank Points}$  (results reported will only carry two decimal places)

Students will be rank ordered from highest number of Rank Points to lowest. This rank order will be used to determine class rank for purposes of determining such things, but not limited to, the Top Ten, Valedictorian, and Salutatorian.

## **VALEDICTORIAN AND SALUTATORIAN ELIGIBILITY**

- Whoever has the highest total of Rank Points will be the Valedictorian. Whoever has the second highest total of Rank Points will be the Salutatorian.
- In order to be eligible for either award, a student must have been enrolled at Jefferson High School for a minimum of two academic-year semesters.

## **HIGH SCHOOL GRADUATION POLICY**

Graduation requirements for Lafayette School Corporation students shall be those minimally established by the State Board of Education as modified by locally adopted standards reflected in the Lafayette School Corporation board policy. Special education students who do not qualify for a high school diploma, but complete their I.E.P. programs and are recommended by their case conference committee, may participate in graduation ceremonies and be awarded a certificate of completion.

## **GRADUATION REQUIREMENTS**

All JHS students are counseled to meet or exceed the Indiana Core 40 Diploma course requirements. An opt-out process is available for students who qualify and can meet those requirements.

## **CORE 40 DIPLOMA REQUIREMENTS**

8 credits English/Language Arts

\*6 credits Mathematics including Algebra I (2 credits), Algebra II (2 credits), and Geometry (2 credits)

6 credits Science including Biology (2 credits), Chemistry/Physics/ICP (2 credits), and any Core 40 science course (2 credits)

6 credits Social Studies including World History or Geography (2 credits), US History (2 credits), Government (1 credits), and Econ (1 credit)

2 credits Physical Education I and II

1 credit Health and Wellness

5 credits Directed Electives (World Languages, Fine Arts, or Career and Technical Education)

6 credits Electives

\*Mathematics requirements vary depending on the year of graduation. The class of 2015 must earn 6 credits including Algebra I (2 credits), Algebra II (2 credits), and Geometry (2 credits). The class of 2016 and beyond must earn 6 credits while in grades 9-12 including Algebra I (2 credits), Algebra II (2 credits), and Geometry (2 credits). These students must also take a math or quantitative reasoning course each year in high school.

Other diploma options such as the Core 40 with Academic Honors and Core 40 with Technical Honors may be discussed with your counselor. Important information can also be found in the Curriculum Handbook, which is available on the JHS guidance website.

## **COMMENCEMENT**

*Commencement ceremonies are usually held in the Crawley Athletic Center. (Seniors who have overdue library materials, owe financial obligations to the school such as outstanding parking tickets, or owe for Book Rental fees or lost or damaged textbooks are not issued commencement tickets for family and friends until the obligations are met.)*

*To participate in any Jefferson High School commencement ceremony, a student must have completed all requirements for a diploma, Certificate of Completion or Certificate of Credit Completion before their original expected graduation date while maintaining regular attendance at Jefferson High School. There will be two commencement ceremonies, one in January for mid-term grads and one held at the end of the academic year.*

## **SIX AND SEVEN SEMESTER (MIDTERM) GRADUATES**

*It is possible for a student to graduate from high school in six or seven semesters.*

- *Students eligible to be seven semester graduates may participate in a January commencement, where they will receive their diploma. Students will have a choice to participate in the January or May Commencement Ceremony.*
- *If a student wishes to graduate in six or seven semesters, the following criteria apply:*
  - *All requirements for graduation must be completed by the end of their six semester for six semester graduates and by seventh semester for seven semester graduates.*
  - *The appropriate form must be completed and signed by his or her parents and counselor and be approved within the first two weeks of his or her last year at JHS.*
  - *A parent or guardian must write a letter of approval concerning the reasons for the early graduation request and must be approved within the first two weeks of the student's last year at JHS.*
  - *All obligations must be taken care of before leaving school at the end of the six semester for six semester graduates and by seventh semester for seven semester graduates.*
- *The request must be approved within the first two weeks of his or her last year at JHS to become effective.*

## **HOMESCHOOLED STUDENTS**

Homeschooled students attending Jefferson HS may take a maximum of three classes per semester. Otherwise, homeschooled students shall receive all the academic benefits, under the control of Jefferson HS, as that of fulltime JHS students. Homeschooled students must be enrolled in the maximum number of JHS classes (3) in order to participate in extra or co-curricular activities. To be eligible, at least one of the classes must be in the academic areas of math, science, English or social studies. Homeschooled students, because they are not graduates of Jefferson HS, will not participate in Jefferson commencement ceremonies.

## **SUMMER SCHOOL**

Summer school provides students an opportunity to enrich their regular school program by earning credit during summer school to open their schedules up during the school year as well as to help students regain credits lost. Information and course offerings are available in the guidance office after April 1 of each school year. (Due to the commitment of online and in-house summer school courses, JHS limits the number of summer school courses to three per student. Students may take up to three summer school courses in any combination of online or in-house courses.)

## **SAFETY GLASSES AND SAFETY APPAREL**

*Students currently enrolled in a course which requires safety glasses and safety apparel must be worn. We are very concerned about the safety of your student and protecting them from avoidable injury. Safety glasses and apparel are provided by the school corporation on an "as needed bases."*

## **LIBRARY**

JHS students have access to the library facility in the school and to many digital resources available on the Library Canvas page, the online catalog, and internet databases. Students are invited to use the library and its resources for class assignments, for personal research, and for leisure reading. To ensure that all library patrons are provided an environment that is conducive to achieving those purposes, it will be necessary that everyone observes the following:

### **General Information**

1. Library Hours: 7:45 a.m. – 3:45 p.m. on school days. The library may be closed for lunch and/or special events.
2. Check Out Policies
  - Up to three print items at any one time may be checked out from the library for two weeks with a valid student ID.
  - Textbooks can be checked out for one day a time and cannot be renewed.
  - Up to two print items can be placed on hold at a time. Items will be held at the circulation desk for one week.

- Students may use materials past the due date by bringing them to the circulation desk for renewal. Students can check their due dates by logging into the library catalog with their school ID. Past-due reminders will be sent to students and parents/guardians via email.
  - Parents of students who fail to respond to due dates will be notified of the overdue materials and replacement costs for the items if necessary. Items not returned are subject to small claims court. Students with overdue, lost, or damaged materials may not check out any more items until they are returned or paid for. However, students may still use library materials in the library.
  - Students have access to the Tippecanoe County Public Library's digital collection through the webpage / app Sora by using their LSC login credentials.
  - For circumstances that might require special arrangements, students or parents should contact the school library administrator.
3. Seniors who have overdue, lost, or damaged library materials will not be issued tickets to commencement exercises until the materials are returned or paid for.
  4. Certain materials must remain in the library and cannot be checked out.

### **Behavior Expectations for Students Using the Library**

1. During the school day from 8:05-3:15, students MUST present a hall pass from a staff member to enter the library. Students must scan their student IDs to sign in and leave their hall passes at the front desk. Students without a valid student ID may not enter the library. Students must also sign out when they leave. Failure to sign in and out could result in the student being counted truant. Students may not be given permission to leave the library for any reason other than to return to class.
2. When entering the library before and after school, students must scan their student ID to sign and out. Hall passes are not required during these times.
3. Students may use electronic devices in the library that do not interfere with the learning environment, their ability to stay on appropriate school tasks, or the ability of other library patrons and workers to stay on task. Talking on cell phones is not permitted. Headphones / earbuds must be used for sound-emitting devices and kept at a volume only the listener can hear. Determining appropriate or inappropriate use of all such devices will be at the sole discretion of the library staff on duty. Staff will issue one warning to put away or modify use of a device before disciplinary action is taken. A repeated incident of misuse will result in the student losing such privileges in the library.
4. Students are not to interfere in any way with a teacher's class or any other patron who is using the library.
5. Students will be respectful of the library staff, other library patrons, and library property, treating all library materials with care and leaving work areas clean.
6. Food is not permitted in the library. Students who bring in food will be asked to put away or throw it away. Either failure to comply or a second such incidence may result in disciplinary action. Beverages must be in a container with a lid.
7. All other student behavior expectations as stated in the JHS student handbook apply in the library as well.

### **Library Pass Policy**

#### Release Period Students:

Students on a release period who wish to use the library rather than leave the building must sign in to the library at the beginning of the class period and sign out of the Library at the end of the class period. Students on release, if choosing to use to the Library facility, should be present during the duration of the whole class period. Release students are expected to follow all student behavior expectations and library policies while in the space.

#### Second Hour Study Hall:

Students wishing to use the library to study during second hour study hall must request a pass through the JHS Library Website at least 24 hours prior to their visit.

Students wishing to check out books only need to request a pass from their study hall teacher.

### **WILLIAM S. FRASER RADIO-TV CENTER**

*Students wishing to use equipment (digital cameras and digital editing equipment) or the television studio for classroom projects, should contact the director of radio and tv, a minimum of two weeks in advance. (Digital cameras can be checked out for a maximum of 4 consecutive days (including weekends). Students must fill out an equipment request form in the Radio-TV Center that indicates the dates the camera will be used and when it will be returned. This form must be signed by a parent or guardian before the equipment can be checked out.)*

# **SECTION IV**

## **STUDENT SERVICES**

### **BOOK RENTAL**

*The Board of School Trustees authorizes a rental program for providing textbooks/electronic devices (Microsoft Surface). Book rental will be assessed at the beginning of each semester, and the administration will be empowered to collect all book rental/electronic devices fees by methods that may include a collection agency or legal action in court.*

Parents/guardians will also be responsible for all reasonable costs of the collection of this account, which may include, but not be limited to, late fees, client collection fees, collection agency fees, reasonable attorney fees and court costs on any outstanding balance. Costs are programmed for a textbook life/device lease, processing of the textbooks/electronic devices, and the maintenance for normal wear and tear.

Textbooks/electronic devices are purchased/leased and processed for each student enrolled in a course; therefore, the textbooks/electronic devices are purchased/leased by the Lafayette School Corporation prior to the first day of school.

Students who do not wish to take advantage of the rental plan may purchase textbooks and will not be assessed a book rental fee. Every student will be individually notified of the amount due for book rental, which will include the cost of the electronic device rental, approximately three weeks after each semester starts. New students will be notified of the book rental due after enrollment is complete.

A receipt will be issued to every student indicating what payment has been made. All textbooks/electronic devices will be issued through the Book Rental Office. All electronic devices will be issued through the LSC Technology Department. Students are responsible for returning their electronic devices to the technology help desk in the library at JHS at the end of the semester/year. If a textbook/electronic device is not returned in reasonable condition, the student will be responsible for paying for what repairs are necessary. If textbooks can be repaired in our Book Rental Department, the cost will be assessed based on damage to the book. If the book must be rebound, the charge will be the cost of having it rebound. If the bar codes are removed or damaged, the charge will be the cost of replacing the bar code. If the book/electronic device is lost, the cost will be the replacement price of the book/electronic device. Students losing textbooks/electronic device are to report the loss and make payment to the Book Rental Office.

Some courses require the use of supplementary textbooks. These are also purchased by the Book Rental Department, and students using these books are responsible for reasonable care when using these books and assume the same responsibility as outlined for rental textbooks.

Families requiring state assistance to pay book fees (and/or school lunches) should submit the assistance application online by completing it on the LSC website or obtaining a copy in the Book Rental Office.

In order to obtain an electronic device all students are expected to sign the Acceptable Use Agreement in advance. Students are expected to exhibit digital responsibility/citizenship and follow the AUP while using personal or district-owned technology. By connecting to the schools' Wi-Fi, users accept the terms of the Lafayette School Corporation's AUP located on the Lafayette School Corporation website at:

The Lafayette School Corporation AUP can be reviewed here: [LSC AUP](#).

## **BOOK RENTAL REFUNDS**

For withdrawals after the first grading period of the semester, no refund will be made.

Computer mathematics refund of lab fees will be handled by the individual teacher and the book rental office.

Fees for workbooks and lab books will not be refunded if they have been used. The amount of Book Rental and Fees and physical education fees that will be refunded is 50% of the amount paid if the withdrawal is made during the first nine (9) weeks of the semester. There will be no refund if the withdrawal is made during the remainder of the semester.

## **BUS TRANSPORTATION**

The Lafayette School Corporation operates buses to and from all schools every school day. Though buses do not pass each student's home, bus routes include all neighborhood areas within the LSC boundaries. [http://www.lsc.k12.in.us/departments/transportation/bus\\_stop\\_information](http://www.lsc.k12.in.us/departments/transportation/bus_stop_information)

The privilege of riding a school bus is subject to a rider maintaining acceptable behavior while boarding, riding, and getting off the bus. Students who violate bus rules or fail to follow directives issued by the driver will face disciplinary actions by the school.

### **Transportable and Non-Transportable Objects:**

The following items are non-transportable objects: any item that is too large to be held on a student's lap or placed on the floor between student's legs or between the side wall of the bus and student's leg, live animals, glass objects, guns, ammunition, explosives, or dangerous materials.

The following guidelines will be used in determining band and orchestra instruments that students will be allowed to carry on school buses: Instruments must be able to be carried on the student's lap or rest on the floor between the student's legs or between the side wall of the bus and student's leg. Bus conduct on the web: [http://www.lsc.k12.in.us/departments/transportation/bus\\_safety\\_and\\_conduct](http://www.lsc.k12.in.us/departments/transportation/bus_safety_and_conduct)

### **Requests for Alternate Routes:**

There will be no transfers for students who want to go home with friends or an alternate location. In the event of an emergency, a transfer can be approved in writing, signed and dated by a school principal or the head of the LSC Transportation. The emergency must be in the interest of the safety of the student and limited to a time period considered "necessary". If a student wants to go home with a friend or to a place other than to home, a note must be signed and dated by a parent or guardian, signed by a building administrator, and then presented to the bus driver.

Parents of students needing permanent bus transportation to an alternate address, such as to a place of employment, must present a letter of request to the transportation department for their child to ride a bus to the alternate location. Bus transportation to an alternate destination is not the responsibility of the school corporation. Bus routes are established for students living in a specific area. Approval will depend upon seating availability. A request letter will be processed for possible transportation. A written reply will be sent from the transportation office before transportation is to begin.

Bus transportation contact:

### **Contact Information:**

Lafayette School Corporation  
Transportation Office  
611 N. 22nd Street

## **WORK PERMITS**

The student must pick up an "Intention to Employ" form in the Guidance Office. The student must complete the general information portion on the form. The employer must sign the "Intention to Employ" form stating the exact nature of the job. The student's parent must sign the form. The form is then returned to the Guidance Office. General rules governing work permits are listed on the work permit form.

The form will be registered to the state (takes approximately 24 hours). The student takes the form (now referred to as a "Work Permit") to the employer for his/her files.

## **SCHOOL NURSE AND HEALTH CENTER POLICIES**

The Health Center is open 20 minutes before classes begin in the morning and 30 minutes after school. Students are to take care of minor, non-emergency health problems during those times rather than during class time.

### **HEALTH CENTER**

Parents must let the school office know about changes in phone numbers or addresses or temporary situations which may affect the school's ability to contact the parent in emergencies. A student is never released unless permission is given by the student's parent, guardian, or other responsible adult. Information can be updated annually through student on-line registration as well as through Powerschool at any time. Please contact the JHS Guidance office for more information on Powerschool access.

Parents must let the school nurse know if students suffer from a life-threatening condition or chronic health-related problems, such as asthma, diabetes, severe allergies, seizures, etc. In cases of severe injury, severe illness, or medical emergency, an ambulance will be called, and the student will be taken to the hospital. Please send doctor's orders for activity restrictions, treatments, or medication use at school to the Health Center. (See: Appendix K- LSC Medication Policy) More information can be found at: [http://www.lsc.k12.in.us/departments/health\\_services](http://www.lsc.k12.in.us/departments/health_services)

#### **Severe Allergies**

- The school cafeteria will have "Allergy Free Tables" designated for students with identified life threatening food allergies. Students that carry EpiPens (epinephrine injections) to school for severe allergic reactions must notify the school nurse. Each school is equipped with an emergency EpiPen to be used in cases of unexpected anaphylaxis reaction. The school nurse or trained first responder will administer the EpiPen injection when assessment shows that severe allergic reaction symptoms are life threatening. A 911 call will be made by school personnel.

### **MEDICATION**

[www.lsc.k12.in.us/departments/health\\_services/medication\\_administration\\_information](http://www.lsc.k12.in.us/departments/health_services/medication_administration_information)

The written consent of the parent or guardian and the written order of the physician are required for medication to be administered at school. All prescriptions and non-prescription medications to be administered at school or school functions must be FDA approved. LSC Medication Policy requirements must be met for a student to carry and self-administer medications. (See: Appendix K: J700- Lafayette School Corporation Policy) The Health Center Nurses are only to administer the student's own medication which must be provided by parent or guardian. Forms may be obtained from the Health Center.

#### **Other Health Center services:**

- First aid, when needed, is administered by available school personnel. If questions arise or in case of serious injury, it is the policy of the school to contact parents, if at all possible, and arrange for the student to be taken home. Further care and treatment are the responsibility of the parents.
- Limited health counseling is provided to students and parents about health-related problems and concerns. However, school authorities, school nurse, or other school personnel do not attempt to treat or diagnose cases of illness or injury.
- Health Screenings: (See Appendix K J700)

**Immunization requirements:** Indiana law requires that all students in grades 9-12 have 5 DPT, 4 Polio, 2MMR, 3 Hepatitis B, 2 varicella, 1Tdap, and 2 MCV4, and 2 Hepatitis A. It is the parent's responsibility to provide verified records of immunizations. All incoming seniors are required as 2018 to have a 2<sup>nd</sup> MCV4 (Menactra) vaccine and 2 Hepatitis A vaccines. Students may enroll but not attend school without documentation or required immunizations or verified medical or religious exemptions. All exemptions must be renewed every year.

**Meningococcal Disease:** The following information is provided in compliance with IC 20-30-5-18: Meningococcal disease is a dangerous disease that can strike children and youth. One type of meningitis is caused by bacteria called *Neisseria meningitidis*. Infections caused by this bacterium are serious and may lead to death. Symptoms of this infection may include a high fever, headache, stiff neck, nausea, confusion, and a rash. This disease can become severe very quickly and often leads to deafness, mental retardation, loss of arms or legs, and even death. It can spread through the air or by direct contact with saliva from another person with the disease.

There is a vaccine (Menactra) that can prevent most cases of meningitis caused by this bacterium in people over age 2. Beginning with the 2010-2011 school year, one dose of Menactra has been required for students in grades 6-8. Beginning 2014 all incoming seniors are required to have a 2<sup>nd</sup> Menactra vaccine. This is a 2014 legal requirement.

**Hepatitis A** is a serious liver disease. It is caused by the Hepatitis A virus (HAV). HAV is spread from person to person through the contact with the feces (stool) of people who are infected, which can happen easily if a person does not wash their hands properly. A person can also get hepatitis A from: food, water, or objects contaminated with HAV. Beginning 2018 all seniors are required to have 2 Hepatitis A vaccines. This is a 2018 legal requirement.

# LSC POLICY J700 – ADMINISTRATION OF MEDICATION AT SCHOOL

*With the exception of medications, which may be administered by a school nurse or trained first responder during a life-threatening emergency, no medication shall be administered to a student without the written and dated consent of the student's parent or guardian. The consent of the parent or guardian shall be valid only for the period specified on the consent form and in no case longer than the current school or program year. All nonprescription medicine to be administered to a student must be accompanied by a statement describing the medicine, the dosage, and the time for it to be administered to the student. All prescription medicine, including injectable medicine and all blood glucose tests by finger prick to be administered to a student must be accompanied by a physician's prescription, a copy of the original prescription and the pharmacy label. If the medication is to be terminated prior to the date on the prescription, the written and dated consent or withdrawal of consent of the parent or guardian is required. The written consent of the parent or guardian and the written order of the physician shall be kept on file. All prescription and non-prescription medications to be administered at school or school functions must be FDA approved.*

*Medication shall be administered in accordance with the parent's statement (in the case of nonprescription medicine) or the physician's order (in the case of prescription medicine) only by a school nurse or other employee(s) designated in writing by the school principal unless the medical condition requires the student to self-administer the medication. All administration of medicine shall be documented in writing. Any designated employee who is responsible for administering injectable insulin or a blood glucose test by finger prick shall receive proper training and such training shall be documented in writing.*

## **Students may be administered non-FDA approved medications or treatments (such as CBD oils) under the following conditions:**

1. *Parent/Guardian will provide prescription from Health Care Provider(as stated above)*
2. *Parent/guardian or designated adult (not the School Nurse or LSC employee) must administer the prescribed dosage to the student.*
3. *Parent/Guardian or designated adult (not the School Nurse or LSC employee) must maintain possession of the medication. The medication will not be stored on school grounds.*
4. *Parent/Guardian or designated adult (not the School Nurse or LSC employee) will administer the prescribed non-FDA approved medication in the school health center.*
5. *Parents/Guardians may submit in writing a list of other adults that may come to the school to administer the dosage of the medication (This list should be specific with names, dates, dosage and time) including parental signature.*

*Students may possess and self-administer medication if the following conditions are met:*

1. *The student's parent has filed an authorization with the student's principal for the student to possess and self-administer the medication. The authorization must include the statement described in part (2).*
2. *A physician states in writing that:*
  - a. *the student has an acute or chronic disease or medical condition for which the physician has prescribed medication.*
  - b. *the student has been instructed in how to self-administer the medication; and*
  - c. *the nature of the disease or medical condition requires emergency administration of the medication.*

The authorization and statement described in (1) and (2) above must be filed with the student's principal annually.

Medication that is possessed by a school for administration during school hours or at school functions for a student may be released to:

1. the student's parent or guardian; or
2. an individual who is:
  - a. at least eighteen (18) years of age; and
  - b. designated in writing by the student's parent to receive the medication.

Medication possessed by the school for administration during school hours or at school functions, for students in grades K-8 functions may be released to the student's parent or to an individual who is eighteen (18) years of age or older and who has been designated, in writing, by the student's parent to receive the medication.

A school may send home medication that is possessed by the school for administration during school hours or at school functions with a student only if the student's parent provides written permission for the student to receive the medication.

Whenever practical and foreseeable, the administration shall work with the school physician and school nurse to develop an appropriate protocol(s) for the use of medication(s) in emergency situations.

Legal Reference: I.C. 20-19-2

I.C. 20-35-2-1

I.C. 34-4-1-16.5-3.5

511 IASC 7-6-7

I.C. 20-33-8-13

I.C. 20-34-3-18

Date Adopted: August 14, 1995

DATE REVISED: AUGUST 13, 2001; JULY 11, 2005; MAY 12, 2008; FEBRUARY 2019

## **HEALTH SCREENINGS**

1. Cleanliness and freedom from communicable diseases: Students are to be as clean as possible when sent to school. Periodically the nurse may discuss cleanliness with students and check them for head lice, skin disorders, and other possibly contagious conditions. Students may be excluded from school if acute and/or chronic health conditions are found.
2. Vision screenings are available to students upon referral.
3. Hearing screenings are required by state law to be administered to all students in 10th grade, all new students, and all those referred. Parents not wishing to have their child have hearing screenings may notify the principal, in writing, of their objection.
4. Immunization: All students must comply with state immunization laws. Failure to comply can result in the student being excluded from Indiana's public schools.

## **MENINGOCOCCAL DISEASE**

Parents/guardians are strongly recommended to have children immunized against the potentially fatal bacterial infection commonly known as meningitis. Although rare in occurrence in the general population, high school and college age individuals are at higher risk. Meningococcal disease can come on quickly and cause death or permanent disability in a matter of hours of the first symptoms. If you have questions about meningococcal disease and immunization, please contact your child's physician or school nurse.

## **UNEXPECTED SEVERE ALLERGIC REACTION**

Anaphylaxis is a life-threatening medical emergency. Anaphylaxis is a severe response resulting in cardio collapse (shock) after allergic exposure to an antigen. If this occurs, immediate intervention with EpiPen injection and a 911 call is necessary. Each school health office is equipped with an EpiPen to be used for cases of unexpected anaphylactic reaction. The school nurse or trained first responder will administer the EpiPen when allergic reaction symptoms are life-threatening. If an EpiPen is administered a 911 call will be made. (The school's EpiPen is to be used for life-threatening emergencies only and does not replace the student's own prescribed medication. Students with known allergies



should have an individual health care plan and provide prescribed medication at school. If your student has a known severe allergy, please inform your student's school nurse.)

### **DIABETIC EMERGENCIES**

Students with diabetes are at risk for developing life threatening emergencies. Should a student with diabetes develop a life threatening emergency, procedures for the emergency will be followed as outlined in the student's Individual Health Care Plan (IHCP) as ordered by the student's doctor. It is the parent's/guardian's responsibility to notify the Health Center with any updates or changes made by the physician throughout the school year.

### **SHORT-TERM HEALTH PROBLEMS**

Students with short-term health problems such as casts, braces, or conditions requiring frequent use of the restroom, should report to the nurse before school to obtain an early pass, elevator key, or a note for teachers to explain the problem. If you need an elevator key for more than one day, you will be required to post a \$5.00 deposit for the key. The deposit will be refunded when the key is returned.

### **ILLNESS AT SCHOOL**

- *Students who are ill and have a fever of over 100 degrees (F) should not attend school until the temperature has been below 100 degrees for at least 24 hours.*
- *Students seeking release from school due to illness and/or other problems must report to the Health Center. The nurse will contact the parent or guardian and will advise them of symptoms or difficulty. It is the decision of the parent or guardian whether the student should be dismissed from school. Transporting students from school to home is the responsibility of parents.*
- *If a student has a communicable disease (such as pink-eye or head lice), the nurse will contact the parent and send the student home. Proof of medical treatment must be presented to the nurse before the student will be readmitted to school.*
- *Students wishing to lie down in the health center, must have a pass from a teacher. Students may, with the nurse's permission, rest in the Health Center during a study hall period.*

**Class absences** resulting from a student being sent home by the nurse are not exempt, and students must follow the regular procedure for being re-admitted to classes. Students missing a particular class more than once, because they are in the Health Center without being sent home, may be counted truant with no make-up allowed for the work missed.

### **PHYSICAL EDUCATION NOTES**

- *If a student has a health problem which prohibits or limits him/her from active participation in P.E. classes for 2 or more days, a physician's note is necessary to accompany a parent's note. Students have 5 days to bring in a doctor's note. Participation exemptions will only be granted for 5 days prior to receiving the doctor's note.*
- **NOTICE:** *Successful completion of P. E. classes is required to graduate.*

## **Section V**

### **Guidance**

#### **SECTION VIII - GUIDANCE DEPARTMENT**

#### **GUIDANCE COUNSELORS**

*Each student who enters JHS is assigned a counselor who is professionally qualified and licensed by the state of Indiana in guidance and counseling. Services include but are not limited to the following:*

- 1. Student Assistance Services**
  - A. Prevention services*
  - B. Assessment*
  - C. Intervention*
  - D. Referral*
- 2. Educational Services**
  - A. Admission and orientation*
  - B. Study skills and tutoring*
  - C. Achievement testing*
  - D. Advising and scheduling*

### 3. Career Services

- A. Career education
- B. Career information
- C. Career assessment
- D. Career planning
- E. Placement and follow-up

### **ENROLLMENT INFORMATION**

1. Each student must have eight (8) assignments during each semester of attendance. Students may not attend with partial day schedules.
2. Every student must be in attendance on a full day schedule for a minimum of six (6) semesters to meet graduation requirements. An Early Graduation Application is required to graduate in less than eight (8) semesters. (Please see "SIX AND SEVEN SEMESTER (MIDTERM) GRADUATES.")
3. Schedule Error Correction - Students are given many opportunities to review their course selections before a semester begins. The student has five (5) school days from the first day of a semester to make any schedule error corrections.
4. Students may not audit courses during summer school or during the regular school year without administrative approval.

### **WITHDRAWALS**

All students desiring to withdraw from school must clear it through their guidance counselor. The counselor will give the student the instructions for withdrawal. All delinquent fees are to be paid, and all books returned before the withdrawal is complete. Parental permission must be obtained before permission to withdraw will be granted.

A student who is under disciplinary review of disciplinary action (including but not limited to suspension and expulsion) who chooses to withdraw from school will, upon eventual return to school, be admitted only under conditions that the student complete the original disciplinary action OR conditions set by the principal or the principal's designee.

A student who is withdrawing from school does not stop the expulsion process for a student. The school will continue the expulsion process. Therefore, a student may not avoid the consequences of expulsion by withdrawing from school.

NOTE: Withdrawal under certain conditions will cause a pupil to lose the right to drive in the state of Indiana. (See: Appendix B)

### **POLICY OF STUDENTS RE-ENTERING**

A student who has been withdrawn from Jefferson High School for chronic behavior or attendance problems in his previous tenure as a Jefferson High School student may re-enter the second time on a probationary basis for one semester. Probationary status will be maintained because it is felt that a sincere desire to continue one's education would not justify tolerating repetition of previous behavioral patterns. Should inappropriate behavior continue after the student's return, the student may again be removed from school.

### **STUDENT RECORDS**

All grades and test scores from K-12 are included and maintained as confidential records that are protected under the Family Rights and Privacy Act. This information is used for evaluation purposes to assist in counseling students and to guide them in their course of study.

## **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1984**

### **PUBLIC LAW 93-380**

The Student Records Policy of the Lafayette School Corporation complies with the provisions of the Family Educational Rights and Privacy Act of 1984, Public Law 93-380.

In broad outline, this policy provides for the following:

1. The Act concerns the student records of both elementary and secondary schools.
2. The parent's right under this Act extends until the student is 18 years of age, or is enrolled in a post-high school institution; hereafter, only the student may exercise the rights.
3. Parents have a right to examine their children's records at reasonable times and, in certain circumstances in accordance with school policy, to purchase a copy of such records.
4. The parents have a right to have a record corrected if it is inaccurate, misleading, or is otherwise in violation of the privacy or other rights of students.
5. If, as a result of a hearing, the school decides that the information in the record is not inaccurate, misleading, or otherwise in violation of the privacy or other rights of the student, parents have the right to place in the education records of their child a statement commenting upon the information in the education records and/or setting forth any reasons, for disagreeing with the decision of the school to leave the contested information in the students record.
6. A record must be kept with each student record showing who examined it, the date on which it was examined, and the purpose of the examination. School officials of this district who have a legitimate education interest in the student are exempted from this requirement by the Act.
7. Certain persons may examine student records without parents' consent. These include school officials, including teachers who have a legitimate education interest; officials of other schools or school systems where a transfer is made; and certain representatives of the state and federal government with various limitations.
8. Any person may receive the records, if the parents execute a written consent specifying the records to be released, the reasons for such release, and the person to whom they are to be released. A copy will be sent to the parents in such case if requested. The parent may also request and receive a copy of any student record forwarded to another school or school system with a transfer.

9. A copy may also be furnished pursuant to a court order or subpoena, but only if the parents are given advance notice.
10. Certain directory information, including the students name, address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, awards received, and other similar information, may be released without parental consent unless a parent notifies the school district in accordance with the Student Records Policy that they do not want certain designated directory information released without prior consent.

The Board of School Trustees has adopted a policy implementing the provisions of this Act. A copy of this policy and the Act are on file and available for inspection at the office of each school principal and at the office of the superintendent of schools.

## **RECORDS AND TRANSCRIPTS**

*A permanent record of the courses taken by each student, the semester grades received, his/her attendance record, and scores on special tests is kept in the Guidance Office. Upon request by the parent or student (if the student is 18 years of age), in compliance with the Federal Privacy Law, the office will forward transcripts of records to admission offices of colleges and universities. After graduation from Jefferson High School a fee of \$2.00 is charged for each transcript. If a student transfers from Jefferson High School to another school, a copy of this permanent record is sent to the requesting school.*

## **COLLEGE AND CAREER RESOURCE CENTER**

*The College and Career Resource Center (CCRC) is open to all students during school hours. Any student may request a pass to visit the CCRC from their counselor, or their teachers. The CCRC has numerous resources for career exploration and decision-making, post-secondary education opportunities, and military information. Reference materials provide in-depth details of business schools, vocational and technical schools, and two and four-year colleges and universities. Annual visits by college admissions counselors give students the chance to ask questions and receive the latest news from campus experts. The center also offers assistance with job-seeking skills, college entrance exams (COMPASS, SAT, ACT), college applications, financial aid and scholarships.*

## **COLLEGE PREPARATION SCHEDULE FOR SENIORS, JUNIORS AND SOPHOMORES**

Information can be found at [www.jeffersonhighschool.org/departments/guidance](http://www.jeffersonhighschool.org/departments/guidance)

## **COURSE REGISTRATION AND SCHEDULE CHANGES**

*Guidance counselors meet with every student during the school year to request classes for the following year. During the selection process, parents/guardians are encouraged to communicate with their student and his/her counselor about the selected courses. The Curriculum Handbook and a complete course listing can be found on the JHS guidance website. Revisions to the student's course selection may be made until the JHS master scheduling deadline (February). This is very important because sections of courses are offered, teachers are scheduled, and class averages are determined based upon these student requests. Therefore, changes in individual schedules may have a negative impact on the overall JHS schedule. Once a schedule is in place, the student will need to QUALIFY to make further changes.*

### **PLEASE UNDERSTAND - COURSE CHANGES CANNOT BE GRANTED FOR REASONS SUCH AS TEACHER PREFERENCE, LUNCH PREFERENCE, FRIENDS' SCHEDULES, OR CONVENIENCE.**

1. All students are expected to take a full course load consisting of 7 or 8 credit hours, unless specified on their IEP. Requests for exceptions due to hardship or medical restrictions may be addressed by the student's counselor and/or administrator.
2. Students with qualifying reasons may make schedule changes through the fifth day of the semester. After that, NO schedule changes will be permitted without administrative approval. A class may be dropped for a study hall during the first ten (10) days of the semester. Students who request to drop a class after the tenth day of the semester must have administrative approval and, except in extenuating circumstances, will be removed with the grade W/F (withdraw-fail). Schedule changes QUALIFY for the following reasons:
  - Failure of a course required for graduation
  - Failure to meet course prerequisites
  - Medical reasons with documentation
  - Errors made by the school
  - Addition of a required course for graduation
  - Changes for students in the GLASS program per TOR
  - Addition of a scouting period for those who qualify
  - A level change (see next section)
3. Students who request a schedule change should complete a "Schedule Change Request Form" (available on the JHS webpage). The form **MUST** be signed by a parent or guardian explaining 1) why the schedule change will benefit the student and 2) specifically what schedule change is desired.

4. Completely re-arranging a student's schedule rarely works. Students should plan to replace the class they choose to drop with a different class that is offered during the same time slot as the class they are dropping or during the student's current study hall.

## **LEVEL CHANGE POLICY**

Occasionally students will discover that they have enrolled in a class that is significantly more difficult than they can successfully complete. In these instances, it may be possible to change the level of a course during the semester that is in progress. This change is defined as a level change.

\*A move from Chemistry or Physics to Integrated Chemistry/Physics (ICP) is a *course* change, but will follow the same procedures outlined in the level change policy.

The following procedure will be used in order for a student to complete a level change:

- A. The level change request must occur within the first 5 weeks of the semester.
- B. The student must receive a copy of the "Parent Permission for Change of Subject Levels" form. The form can be obtained from the student's teacher or counselor.
- C. The student must have a conversation with the teacher with which they are currently enrolled and are *recommended* to have a conversation with their counselor, as these will be important factors in deciding if a level change is necessary. It is important that the counselor and parent are aware of the teacher's recommendation, either for or against the level change, in order to make the best decision for the student. (This is a teacher recommendation only and does not constitute permission or denial on the teacher's part).
- D. The student must receive a signature from both the teacher and the counselor (in either order), followed by a signature from their parent.
- E. Once the parent has signed the form, the form must be returned to the student's counselor and he/she will make the necessary schedule updates.

If the level change is granted, the student must remain in that new level for the remainder of the school year. The student's grade-in-progress *will* travel with the student to the new course and *may* be used to calculate the grade in the new course. Upon completion of the semester, the transcript will list the course completed.

## **COURSES TAKEN OUTSIDE OF JEFFERSON HIGH SCHOOL**

Jefferson High School's policy regarding the condition under which students may receive high school credit for classes taken away from Jefferson High School is as follows:

1. A student must be at least a rising freshman (summer between 8<sup>th</sup> and 9<sup>th</sup> grade) in order to receive credit for any courses taken from an outside entity
2. A request for receiving credit for an accredited class taken outside of Jefferson High School must be made by the student prior to registering for the class.
3. When approval is granted, the student will be required to complete and submit a Permission for Outside Credit Form. Only after the completed permission form is received by the student's counselor will the course be approved.

## **CREDIT BY EXAM**

The Jefferson High School administration and faculty believe that all student will have a deeper, richer understanding of course materials and will enrich their skills by participating in classes. Therefore, students are highly encouraged to take the courses offered by JHS.

Credit by exam is only available for math and world language courses. Students may earn course credit by demonstrating their proficiency in these areas on those exams. These departments do not give exams for credit in all courses. A student who meets one of the following criteria might seek permission to earn credit by exam for a course:

1. Receive a score that demonstrates proficiency on a standardized assessment accepted by postsecondary institutions
2. Complete a high school course at a postsecondary institution that is not available at Jefferson High School
3. Receive a 3, 4, or 5 on an AP exam without earning credit in the corresponding course.

Guidelines provided a student has met above criteria:

1. Once potential proficiency has been established, permission to take a credit by exam test must be sought by the student from the department's specialist
2. Students may take any available credit-by-exam test after receiving approval of a department's specialist and member of administration
3. A credit by exam test for a specific course may not be taken more than once
4. A credit by exam test for a course may not be taken when a grade has already been earned in that course

## **SPECIAL EDUCATION**

### **Greater Lafayette Area Special Services**

The Individuals with Disabilities Education Act of 1990 (IDEA) is a federal law which guarantees all students with disabilities between the ages of 3 through 21 the right to a free appropriate public education designed to meet their individual needs. It also offers protection for the rights of students with disabilities and their parents/guardians or educational surrogate parents. The Indiana Special Education Rules, known as Article 7, Rules 3-16, provide the legislative and department of education guidelines for implementing special education programs in Indiana, effective January 8, 1992. Article 7 regulates special education programs and related services provided by the public schools as well as the state operated and state supported programs.

Greater Lafayette Area Special Services, better known as G.L.A.S.S., is a special education cooperative sponsored by Lafayette School Corporation, Tippecanoe School Corporation, and West Lafayette Community School Corporation. This cooperative is designed to serve the special needs of student in Tippecanoe County. General educators and special educators within the cooperative work together to implement the responsibilities of public schools defined in Article 7. Parents are also involved in every step of planning educational services for a student with a disability.

Students who are eligible to receive special education services must be evaluated by a multidisciplinary evaluation team and, at a case conference, must be determined eligible based on one of the following eligibility categories: Autism, Communication Disorder, Dual Sensory Impairment, Emotional Handicap, Hearing Impaired, Learning Disabled, Mental Handicap, Multiple Handicap, Orthopedic Impairment, Other Health Impairment, Traumatic Brain Injury, or Visual Impairment.

The case conference committee, which includes the student's parents, will then develop an individualized education program (IEP). The IEP will be designed to meet the student's unique needs and will include related and other supportive services as needed in order to assist a student with a disability to benefit from special education. Each student with a disability should be educated in the least restrictive environment possible. The amount of time the student with a disability spends with students who have no disabilities will be determined on an individual basis.

### **Evaluation Process**

Parents, teachers, school administrators or specialists may initiate an educational evaluation for a student. Students are referred for an educational evaluation when:

- General education intervention procedures, arranged with family and staff in a problem solving setting have been exhausted or
- The nature and severity of the suspected disability is such that general education intervention would be of no benefit; or
- Review of recent diagnostic and treatment information from a hospital psychiatric unit or residential treatment center by the school psychologist indicates the need for further evaluation; or
- The parent has requested an educational evaluation and does not elect to withdraw or delay the request.

The parent, teacher, school administrator or specialist can obtain guidance department. This form should be completed and returned to the guidance counselor. This form should be completed and returned to the principal/designee. The parent may also initiate a referral by sending a letter requesting an educational evaluation to the principal or to the G.L.A.S.S. office, 2300 Cason Street. The guidance counselor will then schedule a meeting with the parent and the school psychologist to explain the reason for the referral, the assessment techniques to be used and parent rights. A case conference will be scheduled within 50 school days of the parent signing permission to evaluate. Parents who have questions regarding referral procedures should contact the school principal or the G.L.A.S.S. office, 771-6006.

### **Parental Involvement**

One of the most significant changes in public policy brought about by P.L. 94-142 is involvement of parents in every step of providing services for their child with disabilities. Parental permission must be obtained before any testing may be done. In the event test results indicate a disability and that special education services are advisable, the parents and professionals work together to design educational programming and determine the placement for said programming.

Parental rights are specified in P.L. 94-142. These rights are in place to protect the rights of children and provide that a parent can ask for their child to be evaluated or re-evaluated at any time. To make such a request parents must contact your building principal for the proper procedures.

### **SPECIAL SERVICES**

The school maintains the following special services for the benefit of all students:

#### **Psychological Services**

Psychologists assist other members of the school community and parents in producing the optimal learning environment for the growth of each student in grades kindergarten through twelve. They may assist staff in planning for remediation in learning and adjustment, provide in-service training, or consult with staff in the areas of curriculum development, motivation, evaluation, assessment, group process, behavior management and mental health.

#### **School Based and Community Resources**

The Special Services department may offer resources to students with IEPs and their families to appropriate agencies located at Purdue or in the Greater Lafayette community. School age children who are identified with a disability are generally placed in specialized services in the Lafayette School Corporation which could include, but not limited to: Speech and Hearing, Occupational Therapy, Physical Therapy, Vision Consultation, and Specifically Designed Instruction.

#### **Speech and Hearing**

Speech and Hearing classes are held for those in need of such specialized training and who qualify for specialized support.

## **Section VI**

# **School Safety**

## **SCHOOL SAFETY**

*The responsibility for keeping JHS safe and secure rests on each person that shares this environment. You play a large part in the safety of the people with whom you learn, laugh, and share experiences.*

*Please do not open a locked door at school to admit anyone. Report a situation (anonymously if you wish) that has the potential to harm an individual or many people. Care enough about your friends and classmates to let a teacher, counselor, or administrator know if they are suffering.*

*Safe School Help line: Please call toll-free (888) 435-7572 or (888) HELP-LSC, to report anonymously suspicious incidents involving drugs, violence, and weapons in our school community.*

*Another reporting avenue is the WeTip hotline provided by Tippecanoe County. It is available to report any criminal activity you become aware of in the county. The number is 1-800-78-CRIME or 1-800-782-7463.*

## **IDENTIFICATION POLICY – SCHOOL IDENTIFICATION BADGE**

Student must have their school identification badge on his or her person at all times when on JHS property during the school day. This includes daily schedule and all activities which the student attends. The identification badge is used to purchase lunch, to leave the building, to check back into the building and to check out materials from the library. Replacement cost for a lost identification badge is \$4.00.

- Understanding students could have misplaced their identification badge, the following protocol will be followed:
  - if a student leaves his/her id at home or is lost, he/she may obtain a temporary id, good for that day only, at any time during his/her lunch period.

## **PARENT AND COMMUNITY VOLUNTEERS**

Parents and interested community members are encouraged to volunteer in LSC schools and many do volunteer to supervise children on field trips, in classrooms, etc. Safety of our students is the number one priority of parents and of the school district. Potential LSC volunteers must submit to an expanded criminal history check prior to being approved to volunteer. An expanded criminal history check as defined in Indiana Code 20-26-5-10 means a criminal history background check of an individual that includes but is not limited to: a search of the records maintained by all counties in Indiana in which the individual who is the subject of the background check resided; a search of the records maintained by all counties or similar governmental units in another state, if the individual who is the subject of the background check resided in another state; and a check of the sex offender registries in all fifty (50) states or the national sex offender registry maintained by the United States Department of Justice. To make things as easy as possible for potential volunteers the LSC has a link available on its website to a company that does the necessary searches. Please go to the LSC website at [www.lsc.k12.in.us](http://www.lsc.k12.in.us) and click on Community and then Volunteers and then Secure Volunteer. There is a cost involved with this background check. Approved volunteers will receive an approval card that is good for two (2) years from the date of approval. Potential volunteers are advised to apply for a volunteer background check at least two weeks prior to wanting to volunteer.

## **CAMERAS**

In order to promote school safety and security, Jefferson HS may operate and maintain numerous surveillance video cameras throughout the school in hallways and exterior locations. There may also be surveillance video cameras on some buses. These cameras are used to record video images 24 hours a day, 7 days a week. Recorded images are reviewed in cases of risks to safety or security and may be used in investigations resulting in disciplinary action. Video data are used by the LSC staff. Certain circumstances may warrant parents the administrative permission to view video surveillance. These images are typically saved up to ten (10) days after an incident, unless the incident involves police.

## **DRILLS – EVACUATION**

*Evacuation and fire drills are held from time to time, and every room has a specific pattern of evacuation. All students and teachers should be familiar with the pattern for any room they occupy.*

*In a tornado or disaster drill, the teacher will move students into the halls according to the predetermined plan.*

*All alarms are to be followed unless the persons in the office indicate otherwise by means of the intercom.*

## **LAW ENFORCEMENT AND SECURITY PERSONNEL**

*A School Resource Officer from the Lafayette Police Department maintains an office across the street from JHS at Durgan School for the purpose of communication and coordination with the local judicial system. Additionally, off-duty police officers are hired to maintain security at the school. They swear to uphold the law at all times. As they are*

still police officers when they are at the school, they must make arrests as they would if they were on the street.

### **QUEST INFO**

*In accordance with the S.A.F.E.P.O.L.I.C.Y. and SHOCAP, information related to attendance, discipline, and grades will be entered into the QUEST database for students who are on court-ordered probation. In addition, the principal may enter information into the QUEST database for students suspended or expelled from school or students arrested for actions related to school incidents. The QUEST database allows people permitted by the Judge of the Juvenile Court to share information intended to coordinate services for a particular individual or family. People currently designated to share information contained in the QUEST database include people representing schools, probation, Superior Court 3, the Lafayette Police Department, the Prosecutor's Office, Juvenile Alternatives, and Child Protective Services.*

### **PUBLIC ADDRESS SYSTEM**

*Announcements pertaining to school and school activities are made at the beginning of the second class period. Student participation in the reading of announcements is encouraged, especially when announcements have a message concerning moral conduct or code of ethics.*

*All items to be included in the announcements must be turned in to the General Office by 8:15 a.m. the day they are to be read and must be signed by the teacher/sponsor.*

### **K-9 SEARCHES**

As a proactive step to promote a drug-free school environment, Jefferson High School has a policy of school-wide, random drug searches. These searches will be conducted in the hallways and parking lots at Jefferson High School. Jefferson High School will be working with local law enforcement during these searches which will include the use of trained drug detection dogs. Jefferson High School will continue to strive to provide the safest educational environment for your children.

### **Pesticide Application and Registry**

The Lafayette School Corporation practices Integrated Pest Management, a program that combines preventive techniques, non-chemical pest control methods, and the appropriate use of pesticides with a preference for products that are the least harmful to human health and the environment. The term "pesticide" includes insecticides, herbicides, rodenticides, and fungicides.

The school corporation offers to maintain a registry of people who wish to be notified prior to pesticide applications. This type of registry notification provides 48 hour notice when applications occur during a scheduled school day (Monday-Friday). Advance notice is not required for the following pesticide notifications:

- a) disinfectants, germicides, sanitizers, swimming pool chemicals, gel or paste bait insecticides, manufactured enclosed insecticides stations; & self-applied insect repellents;
- b) immediate student health threat situations (i.e. stinging wasps & bees);
- c) areas completely away from student-occupied buildings& areas; and
- d) those made more than 48 hours before a scheduled school day.

To be included in this registry, please complete the required form and submit to the Director of Facilities. The form can be obtained in any LSC school office, the Director of Facilities main office, or the corporation website.

Facilities Office: 765-772-4790

LSC Website: <http://www.lsc.k12.in.us/departments/facilities/notifications/>

## **Section VII**

### **Student Activities**

## **STUDENT ACTIVITIES PROGRAM**

The school provides educational experiences of several types. The classroom instructional program is the dominant means of attaining the school's objectives. The student activities program is an additional means of fulfilling the school's objectives characterized by extensive student participation in both planning and carrying out of these activities.

Students who become involved in an organization develop wider and stronger interests in the school and develop a good school spirit. Students with good school spirit are better motivated and find school more rewarding, thus promoting better achievement in school subjects.

Experiences in the student activities program are designed to help meet the leisure, recreational, social, and emotional interests and needs of all students. These experiences also provide opportunities for specialization in areas of the curriculum of particular interest to individual students.

The student activities program is planned:

1. To broaden social contacts and develop desirable social attitudes.
2. To develop understanding and cooperation among social and ethnic groups within the student body.
3. To develop democratic leadership and positive cooperative attitudes.
4. To provide the students an opportunity for fun, positive, cooperative activities.
5. To provide opportunity for students with special interests, and to provide opportunities for carry-over value to out of school life.
6. To provide an opportunity for student opinion and expression.
7. To provide the students with the opportunity to exercise responsibility and to acquire an appreciation for authority and the principles of fair play.

### **Expectations for Students in School Organizations**

Any student who represents JHS should exhibit the highest standards of personal behavior. When a student becomes an active member of the school organization which functions during non-instructional time, that student takes on a special responsibility to conduct him/her in an exemplary manner. She/he must conscientiously fulfill all the rules established for the organization.

Behavior:

Students involved in organization activities are expected to behave in accordance with the school rules. Failure to meet these expectations when at school or while representing the school may result in disciplinary actions.

Guidelines:

1. Students attending social events are expected to be present throughout the event. Those who leave may not return.
2. Fund raising projects should be limited. All fund raising projects must be cleared through the assistant principal in charge of activities.
3. Students and staff wishing to add a new activity or organization should contact the assistant principal in charge of activities.
4. Signs, posters, and/or bulletins must be stamped by the assistant principal in charge of activities, indicating approval for posting before being posted around the school. Unapproved signs will be removed by custodians.
5. Organizations and activities wishing to use bulletin boards, bulletin cases, and display cases or hand signs in the cafeteria should contact the assistant principal responsible for facilities.
6. School facilities are open to host activity meetings. Home meetings are not permitted.

**Information on co-curricular and extra-curricular activities as well as varsity sports at JHS, can be found at [http://jeffersonhighschool.org/clubs/co-curricular\\_activities\\_](http://jeffersonhighschool.org/clubs/co-curricular_activities_)**

### **Expectations for Students in Leadership or Role Model Positions**

Students desiring to be elected into an at-large leadership or role model position must be reviewed by a screening committee and meet a quality standard as established by the school administration. The screening committee is to be composed of students from Student Government or the sponsoring organization of an activity and faculty members.

Criteria used to screen the candidates should include, but not necessarily be limited to, scholarship, school behavior, leadership, acceptance of responsibilities and school representation. At-large leadership or role model positions are defined as, but not limited to, the following: student government officers, class officers, and King and Queen Candidates.

When a student accepts a leadership or role model position, that student takes on a special responsibility to conduct himself/herself in an exemplary manner. Scholastic achievement, being of prime importance, dictates that these students must have and must maintain athletic eligibility within the school year.

Any of the following violations will result in removal from the leadership or role model position:

- a. Possessing or using alcoholic beverages or illegal drugs;
- b. Being found guilty of violating city, state, or federal codes/laws;
- c. Getting a major penalty in discipline and/or attendance within the school year.

Due process, as defined in the student handbook, will be followed.

## **CODES OF CONDUCT ATHLETIC EXPECTATIONS**



## **STATEMENT**

The following Lafayette Jefferson athletic rules are in accordance with the Indiana High School Athletic Association constitution.

The conduct of participants in athletics at Lafayette Jefferson, in or out of school, year-round, shall be such as: 1) not to reflect discredit upon our school, and 2) not to create a disruptive influence on the discipline, good order, moral or educational environment in our school. Any such violation of these principles shall be subject to disciplinary measures. All discipline related to sports' participants shall reflect the understanding of procedures and practices included in the policy for Students' Rights and Responsibilities. Procedures of disciplinary action are listed in the document—Appendix I DUE PROCESS FOR EXTRA-CURRICULAR ACTIVITIES.

## **JEFF ATHLETIC HONOR CODE**

(The Honor Code outlines certain standards of ethical conduct for persons associated with the Lafayette Jefferson High School athletic department. The policies of the Honor Code apply to athletes, coaches, and administrators.)

All athletes shall abide by a code of ethics. Any conduct that results in dishonor to the athlete, the team or the school will not be tolerated. Jeff athletes should be diligent in preparation, relentless in effort, disciplined by nature, respectful in action, self-controlled with works, humbled in spirit, and aggressive in pursuit of excellence, without regard to the score, opponent time, referees etc. (Violation of the Honor Code may result in the disciplinary action in the discretion of the coach or Athletic Director.)

**Respect-** I understand that respect for self and others is the guide for all interactions at Jeff. I will maintain respect for authority, just as I will expect the same in return.

**Honesty-** I will not take unfair advantage of members of my school or community. I will be honest and trustworthy to myself and others.

**Responsibility-** I understand that respect demands responsibility. I also understand that I will be held accountable for my actions. My integrity as an individual during competition, where I must learn to discern and apply right from wrong, is reinforced and affirmed.

**Leadership-** I will not abuse nor take advantage of my position of leadership. I will set a positive example through dedication and commitment to my school and community.

## **ENFORCEMENT OF THE CODE OF CONDUCT**

The Athletic Director or his/her designee shall enforce all rules and regulations as described in the Code of Conduct (hereafter the Code) for athletes. All rules regarding behavior and/or training as outlined in IHSAA regulations apply. The Code will be reinforced by the coach of each sport during the year. Parents/Guardians and athletes are required to sign the acknowledgment, consent, injury awareness and disclosure document stating that they understand the Code and the athlete is subject to disciplinary measure should he/she violate the Code.

Any alleged violation of the Code shall be reported first to the coach or his/her designee and then is to be followed by an investigation by any or all of the following people... athletic director, principal or his/her designee. If a violation of the Code has been determined to have occurred, a meeting will take place between the Athletic Director or his/her designee and the athlete in question.

**The Code is in force twelve (12) months a year, grades nine through twelve (9-12).**

## **RULES OF THE CODE OF CONDUCT**

**PROCEDURE:** Offender goes before the Athletic Director. The Athletic Director reads the code and applies the punishment for that offense.

**APPEAL:** Refer to Appendix I: 1450 of the Lafayette Jeff Student Handbook.

- A. **USE OF INTOXICATING BEVERAGES** - the use or possession of an intoxicating beverage in any form or quantity is prohibited. \*This also includes attending social situations where minors are consuming alcohol.
- B. **USE OF ILLEGAL DRUGS** - the use or possession of controlled substances (not prescribed to that individual by a doctor) is prohibited. \*This also includes attending social situations where minors are using illegal drugs.
- C. **USE OF TOBACCO** - the use or possession of any tobacco, hookah pipe or electronic cigarettes/vapor product is prohibited. \*This also includes attending social situations where minors are using tobacco/electronic cigarettes/hookah pipe/cannabidiol oil (CBD).
- D. **DELINQUENT BEHAVIOR**- Theft/Vandalism/Misdemeanor The Athletic Director may act upon evidence the AD has in making a determination whether an infraction has occurred.
- E. **Bullying/Intimidation/FIGHTING**- This includes situations that happen in school, out of school or in any team setting.
- F. **"Hazing"** will be considered a serious violation of the General Conduct rules as well as the Athletic and Student Handbooks and will be dealt with as a serious matter. Hazing includes any ritual or other activity that involves harassment, abuse, ridicule, criticism, humiliation, or assignment of a task to be completed which is used as a way of initiating a person into a group. The Athletic Director will determine if an incident constitutes hazing.
- H. **"MAJOR" CASES OF INFRACTION:** Some major infractions may not fall under the general conduct ruling and will be presented to the Review Committee for an imposed penalty.

\*Failure to leave a party where alcohol or drugs are present ("leave" means immediately – leave and wait outside if necessary) will result in a violation of the athletic code.

## **CODE OF CONDUCT PENALTIES**

Being an athlete at Jeff is considered a privilege and not a right. Training rules will be adhered to during the entire year. Violations will accumulate throughout the athlete's career. i.e. if a first violation occurs during the athlete's freshman year and a second violation occurs during the athlete's senior year, the second violation will incur a full year penalty. The following penalties will be imposed for violations:

### **First Offense:**

\*Intoxicating Beverage - 30% of contests (Self Report- 15%)

- \*Illegal Drugs - 30% of contests (Self Report- 15%)
- \*Tobacco/e cigarettes/hookah cannabidiol oil (CBD) - 30% of contests (Self Report- 15%)
- Bullying/Intimidation/Fighting - 30% of contests (Self Report- 15%)
- "Hazing" - 30% of contests (Self Report- 15%)
- Delinquent Behavior - 30% of contests (With or without Law Involvement) (Self Report- 15%)

**Second Offense:** one-year suspension of contests.

**Third Offense:** Career Suspension

**(Serious acts of misconduct** – Should a student athlete be arrested/charged with or admit to a felony or misdemeanor, the matter will be reviewed by the high school athletic director and high school principal and a penalty will be assessed which may entail a career suspension from participation. Conviction of a felony will result in the automatic imposition of career suspension from participation.)

## **GENERAL SCHOOL CONDUCT**

- 1st Suspension from school 10% of season
- 2nd Suspension from school 50% of season
- 3rd Suspension from school One calendar year
- 4th Suspension from school Career Suspension

If a suspension for general school misconduct has not been served during the current year, the suspension must be served during the following school year. Violations under the "General School Conduct" portion of the student handbook are not cumulative throughout an athlete's career.

- The Jeff Athletic Department reserves the right to use a variety of methods to investigate potential Code of Conduct violations. These include, but are not limited to, information from law enforcement and the probation system, internet websites, parent communication, and other personal contacts. Violations of the Code of Conduct have no statute of limitations and will be dealt with as discovered by coaches or administrators. Violators of any of the above rules will be dealt with under the "Code of Conduct" portion of the Athletic Handbook.

## **SELF-REPORT CLAUSE**

It is the intent of Lafayette Jefferson to assist students with developing responsibility for their actions and to encourage honesty. Therefore, except for a student who commits a felony, any student who voluntarily self-reports a violation of the Code of Conduct within 48 hours of the infraction will be granted leniency. If the violation occurs over Thanksgiving, winter break, spring break, summer break, or other extended breaks the student still has 48 hours in which to reach a coach, the Athletic Director or school administrator. Personal contact with one of these officials is strongly encouraged but email or voice mail will constitute initiation of the self-reporting process. If a parent or student has acted "above and beyond" in self-reporting an incident, the time limit on self-reporting may be waived through the appeals process. The student who self-reports will serve a reduced penalty for the infraction. Self-reporting will have the effect of reducing the penalty imposed by half, but as a minimum a student must miss at least one game/match. This self-report clause may only be used one time to automatically reduce a proposed penalty.

## **ATHLETIC SEASON DEFINED**

The athletic season is defined as commencing with the first practice and ending with the elimination of the team and/or individual from the state tournament series. Penalties for violations take effect immediately upon verification of any violation and will include games in succession, i.e. season schedule, tournaments and state series, in order of competition.

## **COMPLETING A SUSPENSION**

When serving a temporary suspension, the athlete is expected to be present at ALL athletic contests and practices involving his/her team or squad. The athlete is a member of the team and is expected to fulfill this responsibility. If the athlete does not attend the contest, credit will not be given toward fulfilling the requirements of the suspension. The coach's discretion can excuse the athlete. If a student is a dual sport athlete (two sports at the same time), he/she must serve the suspension in both sports.

## **CUMULATIVE VIOLATIONS**

Violations from middle school shall not be carried over to high school, but all high school violations shall be considered cumulative.

**ATHLETIC CODE PARAMETERS AND PROTOCOL** (The examples below are used for illustrative purposes only.)

1. Suspensions are to begin immediately subsequent to the offense.
2. In order for a suspension to be considered complete, an athlete must serve his/her entire suspension in their current sport. If not, it then carries over to his/her next athletic season that they have participated in before. i.e., an athlete is a football player and has a first time violation and loses 30% of the football season or 3 games. There are only 2 games left in the football season. The remaining percentage would be served in the next sport in which he/she has already participated. When determining the number of contests for a suspension, the number is always rounded up. i.e., an athlete has a violation and loses 30% of the season. There are 9 contests in their sport. That equates to a 2.7 game suspension. The athlete would have to sit out 3 contests.
3. If an athlete is suspended from school, he/she will automatically be suspended from all practice and game participation for the period of the school suspension.
4. Jamboree or scrimmages will not be considered a contest for suspension purposes.
5. The decision to allow a suspended athlete (from an athletic code violation) to participate in a jamboree or scrimmage will be left up to each individual coach.
6. If an athlete participates in two sports during the same season (i.e. cheerleading and volleyball), the penalty will be assessed in each sport. For example, a 30% penalty for

such an athlete would suspend the athlete from 15% of the volleyball season as well as 15% of the cheerleading season.

7. An athlete will not be able to serve his/her suspension in a sport they have never participated in or established themselves in prior to the suspension. i.e. the athlete has participated in golf in the fall, basketball in the winter, and nothing in the spring. (Exceptions may be made to 9th graders who have not yet had the opportunity to establish themselves in a particular sport.) During the basketball season the athlete violates the code for the second career offense. The athlete receives a 30% suspension from contests. There were 20 contests scheduled which includes the sectional. There were four contests remaining including one sectional contest which we lost. The athlete therefore has missed 4 of the 20 basketball contests or 20%. The athlete still has 10% of a penalty remaining which will be served when golf season arrives in the fall because he/she participated in fall golf and not in a spring sport the previous year.
8. All suspensions will be based on contests at which level the athlete participates. i.e. freshman, jv, or varsity.
9. If a code or apparent code violation occurs, and the individual refuses to cooperate with the investigation by school authorities, he/she may be suspended from the sport until cooperation is obtained or until the investigation is complete, at which time further penalties may be imposed.
10. A season is defined as the total number of regularly scheduled contests. (This would be the number of contests listed on a team's schedule.) This does not include IHSAA tournament contests.
11. A student may not participate (except practice if allowed by the code) during the appeals process. He/She has already been judged to have violated the code and therefore the penalty begins immediately upon his/her hearing with the Athletic Director.
12. Because we adhere strongly to the policy that a student athlete is a representative of his school and community, all athletes are responsible to hold themselves to this code and to high standards of behavior 365 days per year for the four years of high school. This code comes into effect when a student officially graduates from the 8th grade. The policy has no jurisdiction over non-athletes or over athletes who renounce their eligibility to compete.

### **PRACTICES: REGULAR, VACATION \* SCHOOL CLOSING**

All team members are expected to attend all practices. Practice schedules during school vacations are set by the coach and only the coach can excuse an athlete from practice. Practice during a school closing time (snow, cold, etc.) are sometimes held and attendance at these practices are considered voluntary.

### **SCHOOL ATTENDANCE**

Shall attend school a minimum of the last two periods of a school day in order to practice or compete in athletic contests. Individual circumstances which may prove to be the exception shall be handled by the athletic director.

## **Athletic Truancy Policy**

Truancy refers to situations where the student is somewhere in the school without authorization, does not attend class as expected, leaves school without authorization, or willfully fails to attend school without parent/legal guardian's knowledge and/or is more than 5 min. late to class.

### **EXCESSIVE ABSENCES (TRUANCY)**

The following interventions and /or consequences may be used at any time to address the needs of student-athlete who have missed classroom instruction due to excessive (truancies) absences.

#### **Tier 1 - (8 Class Truancies)**

- Conference with student and coach
- Lunch detention
- 1 game suspension new change

#### **Tier 2 - (16 Class Truancies)**

- Conference with student, parent , coach and Academic Advisor
- Saturday School
- 1 game suspension new change

#### **Tier 3- (17 -22 Class Truancies)**

Once a Student/Athlete reaches Tier 3 he/she will sign the Attendance Learning Agreement and will be suspended one contest.

#### **(23 – 27 Class Truancies)**

Will result in a loss of 50% of season

#### **(28 – 32 Class Truancies)**

Will result in one calendar year suspension from all sports

**(33 or more Class Truancies)**

Will result in suspension for career

## **PERFORMING ARTS CO-CURRICULAR CODE OF CONDUCT**

### **STATEMENT**

*The conduct of co-curricular students at Lafayette Jefferson shall: 1) enhance the reputation of and promote the discipline, good order, morale, and educational environment of Jefferson High School.*

### **ENFORCEMENT OF THE CODE OF CONDUCT**

*The Jefferson High School administration or their designee shall enforce all rules and regulations as described in the Code of Conduct (hereafter the Code). The sponsor of each activity will reinforce the Code during the year. The Music Department reserves the right to use a variety of methods to investigate potential code of conduct violations. These include, but are not limited to, information from law enforcement, the probation system, internet websites, parent communication, and other personal contacts. Violations of the Code of Conduct have no statute of limitations and will be dealt with as discovered by teachers or administrators. **Violators of any of the rules will be dealt with under the "Code of Conduct" portion of the Performing Arts Co-Curricular Code of Conduct Handbook.** Parents/Guardians and students are required to sign the acknowledgment, consent, disclosure document stating that they understand the Code and the student is subject to disciplinary measures should he/she violate the Code. If a potential violation of the Code has been determined to have occurred, a meeting will take place between an administrator or their designee and the student in question.*

**The Code is in effect twelve (12) months a year, grades nine through twelve (9-12).**

### **EXPECTED STANDARDS OF CONDUCT**

- a. *The good of the group is first and foremost. While individual needs are important, teamwork is an expectation.*
- b. *No student(s) shall employ illegal tactics to gain an undeserved advantage.*
- c. *All students shall care for all equipment as though it were their own personal property. If equipment is lost or misused, the student will pay for the replacement or repair of the item(s).*
- d. *All students shall obey the specific training and practice rules of their team or group as given to them by the professional staff.*
- e. *Students shall comply with school board policies including J 300 regarding student conduct. Engaging in any prohibited activity is harmful and harms the team or group as well as the student because maximum effort and performance cannot be achieved when a student participates in such behavior.*
- f. *Group members should plan their time so they devote energy to their studies to ensure passing grades in all classes that represent their true abilities.*
- g. *Students shall be a positive influence in all they attempt to do. They are to work for the betterment of Lafayette Jefferson and set a good example.*
- h. *Students should be respectful and show appreciation for the opportunities afforded to them.*
- i. *All Lafayette Jefferson students in a performing arts co-curricular group must comply with the standards of our Code of Conduct and school rules or be subject to disciplinary action or dismissal from a group.*

### **RULES OF THE CODE OF CONDUCT**

*The guidelines set forth below are intended to clarify the consequences for specific behaviors. The guidelines are not intended to serve as a complete list. In the event a student engages in conduct not covered by the guidelines set forth below the student's status will be reviewed by the school administration with input from the activity sponsor. The school administration shall determine the appropriate disciplinary measures to be taken on a case by case basis.*

**Rule 1- Students in performing arts co-curricular groups shall not use or be in possession of illegal drugs, alcoholic beverages and/or tobacco/e cigarettes/hookah/ cannabidiol oil (CBD oil)**

#### **First Violation:**

1. *The student will be suspended for 30% of the major performances scheduled for the semester of the ensemble that the student is a participant. If the total amount of suspended performances cannot be served during the semester of the infraction, it will carry over to the next musical ensemble in which the student is a participant. The major performances for each ensemble will be established by the activity sponsor. It will be left to the discretion of the director of the ensemble whether a student would be allowed to participate in a performance that might occur during class or the school day during this time of suspension.*
2. *The student may continue to practice after school (outside normal class time) only with the permission of instructor.*
3. *Since these groups depend on performances as a culminating experience essential to the evaluation of the student's progress and should the director of the ensemble allow the student to continue in class, students who are suspended for any required performance will be given an alternative assessment which will receive a grade. The alternative assessment will be decided by the director of the ensemble. No more than 60% of the original credit for the required performance will be given for this alternative assessment.*
4. *The student must undergo formal drug/alcohol assessment or in the case of tobacco use smoking cessation program which may be provided by the school. If it is*

determined the student needs assistance, the student will follow the appropriate recommendation of intervention and/or education. The parent/guardian will be responsible for all costs associated with services of the recommended program. Further, the student will submit proof of enrollment, regular participation, and completion of the recommended program.

5. The student will not be allowed to hold any leadership or solo positions in any musical co-curricular groups, be eligible for any department awards for the remainder of the current school year or participate in any incentive trips offered by the ensemble.

## **Rule 2- Misdemeanors and acts of delinquency.**

### **First Violation:**

1. Any student arrested or detained as a juvenile on such a charge will be suspended from participation pending investigation of the incident.
2. Commission of a misdemeanor including charges to which a student may plead nolo contendere shall subject the student to suspension of not less than 30% and not more than 50% of the major events with practice at the discretion of each director. The exact length of suspension shall be at the discretion of the administration.
3. Since these groups depend on performances as a culminating experience essential to the evaluation of the student's progress and should the director of the ensemble allow the student to continue in class, students who are suspended for any required performance will be given an alternative assessment which will receive a grade. The alternative assessment will be decided by the director of the ensemble. No more than 60% of the original credit for the required performance will be given for this alternative assessment.
4. The student will not be allowed to hold any leadership or solo positions in any musical co-curricular groups, be eligible for any department awards for the remainder of the current school year or participate in any incentive trips offered by the ensemble.

## **Rule 3- Felony**

### **Consequence:**

1. Any student arrested or detained as a juvenile on a felony charge will be suspended from participation pending the school administration's investigation of the incident.
2. Commission of a felony shall exclude the student from any further participation in co-curricular activities outside the normal school day for one full year from the date the violation.
3. Since these groups depend on performances as a culminating experience essential to the evaluation of the student's progress and should the director of the ensemble allow the student to continue in class, students who are suspended for any required performance will be given an alternative assessment which will receive a grade. The alternative assessment will be decided by the director of the ensemble. No more than 60% of the original credit for the required performance will be given for this alternative assessment.

**Rule 4-** Students participating in co-curricular activities serve as representatives of Jefferson High School and the Lafayette community. Students are expected to act as role models to other students. In the event a student exhibits personal behavior while in or outside the school that in the judgment of the ensemble director reflects very poor judgment and is not consistent with the conduct expected of a Jefferson High School Performing Arts student a student may be suspended from participation in events. For example, Attendance at private social events (parties, dances, etc.) is up to the student and his/her parent/guardian(s). However, students are expected to leave such social events immediately when there is illegal use of a chemical substance, alcohol, or tobacco/hookah pipe/electronic cigarettes/cannabidiol oil (CBD oil). All students must understand failure to leave such events is a violation of the code of conduct.

### **First Violation:**

1. Any student found exercising poor judgment and failing to meet the expected standard of conduct may be suspended for a period up to 50% of the major events with practice at the discretion of each director. The exact length of suspension shall be at the discretion of the administration.
2. Since these groups depend on performances as a culminating experience essential to the evaluation of the student's progress and should the director of the ensemble allow the student to continue in class, students who are suspended for any required performance will be given an alternative assessment which will receive a grade. The alternative assessment will be decided by the director of the ensemble. No more than 60% of the original credit for the required performance will be given for this alternative assessment.

**Rule 5-** Any student who is in violation of school rules resulting in truancy, suspension, classroom disruption or other such acts will be disciplined by established school rules. The student may be dealt with further within the structure of the Code of Conduct. If a student is suspended out-of-school or in-school for any reason, he/she will be ineligible for all contests and practices during the term of their suspension. A student may start participation on the next day (including Saturday) after the last day of suspension.

**Rule 6.** The sponsor of each activity may set specific rules that are not addressed in this document. These rules and the penalties for breaking them will be given to the students in writing by the sponsor at the first meeting or practice of the season. These written regulations must be approved and on file with the administrator in charge of the group.

### **Second Violation of the Code of Conduct:**

1. Any student who commits a second violation of the Code of Conduct will be suspended from all activities at the discretion of the administration for a period of up to one (1) calendar year from the date of the second occurrence.

### **Third Violation of the Code of Conduct:**

1. Any student who commits a third violation of the Code of Conduct shall be excluded from any further participation in co-curricular activities outside the normal school day.

## **SELF-REPORT CLAUSE**

It is the intent of Lafayette Jefferson to assist student with developing responsibility for their actions and to encourage honesty. Therefore, except for a student who commits a felony, any student who voluntarily self-reports a violation of the Code of Conduct within 48 hours of the infraction will be granted leniency. If the violation occurs over Thanksgiving, winter break, spring break, summer break, or other extended breaks, the student still has 48 hours in which to reach a teacher or school administrator. Personal contact with one of these officials is strongly encouraged but email or voice mail will constitute initiation of the self-reporting process. If a parent or student has acted "above and beyond" in self-reporting an incident, the time limit on self-reporting may be waived through the appeals process. The student who self-reports will serve a reduced penalty for the

*infraction. Self-reporting will have the effect of reducing the penalty imposed by half, but as a minimum as student must miss at least one performance. This self-report clause may only be used one time to automatically reduce a proposed penalty.*

## **APPEALS PROCESS**

### **CO/EXTRA – CURRICULAR ACTIVITIES POLICY**

In an effort to discourage any and all decisions which subordinate academic decisions to extracurricular decisions, students are eligible to participate in performing extracurricular activities only during their first eight (8) semesters of enrollment at Jefferson High School. Attendance at Jefferson High School for sixteen (16) or more days during a given semester constitutes enrollment during that semester. However, if after fifteen (15) days, a student is seriously injured or suffers from serious illness which necessitates the student's complete withdrawal from school for the semester and the student does not receive academic credit for the semester, then that semester shall not count as a semester of enrollment under this guideline. (Students may appeal directly to the Principal in special circumstances as an exception to this rule. Extended illness, hospitalization, part of an exchange program in another country, etc are things that may apply. Not meeting graduation requirements, excessive truancy, expulsion from school, etc, that would extend a student beyond the normal 8 consecutive semesters of high school, would not qualify.)

In order to provide due process for students in extracurricular activities, the following procedures are to be used as guidelines.

1. Responsibilities
  - a. All extracurricular activities develop rules to govern the conduct of students enrolled in the activity. The rules should include a partial but representative list of offenses for which a student could be denied participation in the activity. All rules developed should be clearly stated.
  - b. Developed rules are submitted to the assistant principal in charge of activities, and if approved are sent to the Board of School Trustees.
  - c. Adopted rules are published and made available to students, parents, and faculty.
2. The assistant principal in charge of activities will establish an appeal board consisting of three members. The composition of the board may include faculty advisors to extracurricular activities, students, and other administrators. This board will not have the authority to alter any decision, but will make recommendations relative to the validity of the charge and severity of the penalty or penalties. After reviewing the board findings and recommendations, the assistant principal in charge of activities will make the final decision on the appeal.
3. The faculty advisor is responsible for:
  - a. Developing the rules for the activity and submitting for approval to the assistant principal in charge of activities.
  - b. Determining if a student has violated a rule.
  - c. Administering the rules.
  - d. Notifying students of the intent to deny participation in the extra- or co-curricular activity.
  - e. Conducting the informal hearing.
  - f. Advising students of their right to appeal.
  - g. Maintaining the student certificates acknowledging they have read and understand the rules of activity.
4. Process

To provide due process in extracurricular activities, all the following must be adhered to:

  - a. Rules shall be made available to students.
  - b. Students must certify that they have read and understand the rules. Students may not be enrolled in the activity until they have signed the activity roster.
  - c. When violation of the rules is indicated, the faculty sponsor should investigate.
  - d. If there is an apparent violation, the faculty sponsor should notify the student of the charges and the intent to deny the student participation, and should establish an informal hearing time and date.
  - e. The faculty sponsor should conduct the informal hearing and determine if denial of participation should be invoked.
  - f. The assistant principal in charge of activities should be notified of the denial to participate.
  - g. The student should notify the assistant principal of an intent to appeal.
  - h. The assistant principal will establish an appeal board to hear the appeal and notify the student of the date and time of hearing.
  - i. The appeal board will hear appeal and forward findings and recommendations to the assistant principal.
  - j. The assistant principal will review appeal board findings and recommendations, then render a decision on the appeal. The assistant principal may, if deemed appropriate, interview the student prior to making his/her decision. The assistant principal's decision will be recorded on a due process form and the student will be advised of the decision. Both parties should expedite actions in order to solve the concern.
  - k. The assistant principal will report the decision to the principal, who will review all action taken in the case to assure that the process was followed as outlined above.

## **ORGANIZATIONS NOT SPONSORED BY THE SCHOOL**

*In order to avoid any misunderstanding or undesirable situations between student groups or organizations not sponsored by the school, these groups must abide by the following regulations or understandings:*

1. Make no use of the school buildings, grounds, or other school facilities for their regular or special activities.
2. Make no announcements at school nor ask that the school make announcements for them. Post no written notices or posters upon school bulletin boards or any other school property;
3. Use no fund-raising sales or activities which have any direct or indirect relation to school activities.

According to Indiana law: "It shall be unlawful for the pupils of any of the elementary or high schools of this state to form secret societies, fraternities, or other similar organizations in such schools; and the board of school commissions or board of trustees of any school township; and superintendent of any school are hereby required to enforce the provisions of this act by suspending, or if necessary, expelling a pupil in any elementary or high school who refuses or neglects to obey such rules or regulations or any of them."

### **NATIONAL HONOR SOCIETY**

National Honor Society (NHS) is an active service organization. Members are selected based on the qualities of scholarship, leadership, character, and service. Jefferson High School's chapter of NHS operates according to the organization's National Constitution in addition to its own by-laws. In order to maintain membership, students must continue to meet the JHS standards and obligations of the JHS chapter. For more specific information concerning NHS, obtain an NHS brochure in the Guidance Office.

### **JEFFERSON HIGH SCHOOL BREATHALYZER**

JHS is committed to the promotion of healthful living and to the safety and well-being of its students. Alcohol use by a student is illegal and poses a serious threat not only to his/her own well-being, but also to the well-being of the entire school community. Jefferson High School believes the use of breathalyzers during school-sponsored events, on or off school grounds, is an acceptable deterrent to the use of alcohol by underage drinkers.

Students may be administered a breathalyzer test at school-sponsored events, both on and off site, by high school administrators in order to provide a healthy and safe environment for all those in attendance. In addition, the school may administer breathalyzer tests to students attending additional school sponsored events if there is reason to believe that the use of these tests is necessary as a deterrent to the use of alcohol by students.

Parents will be notified in advance that breathalyzers will be administered at a school-sponsored event. In addition, parents will be notified that students will be denied entry or removed from the event if it is determined that they have consumed or possess alcohol. Students could also face additional disciplinary action by rules set forth in the Jefferson Student Handbook.

A breathalyzer will be administered in the following manner:

1. Breathalyzers will be random.
2. Breathalyzers may be conducted if reasonable suspicion exists during a school-sponsored extra-curricular event, both on and off site.
3. Breathalyzers will be properly calibrated and maintained in accordance with accepted manufacturer standards.
4. Any student testing positive will be taken to a secluded area with the administrator and one additional school employee where they will be given a second test after 10 minutes.

If the student tests positive for a second time:

1. Event security will be contacted for assessment and the parent of the child will be contacted immediately and informed to pick up their child.
2. Under no circumstances will a student be allowed to transport himself/herself. Refunds will not be given and the student may be subject to additional disciplinary action per the Jefferson student handbook.
3. Should the student refuse to take a breathalyzer test, the administration will have enough suspicion to assume the student is under the influence. Student will be denied entrance and parents contacted.

### **SCHOOL SPONSORED DANCES**

Lafayette Jefferson High School strives to provide a positive social atmosphere at scheduled dances that are held throughout the year. To promote an appropriate environment for students to enjoy themselves, both dress code guidelines and dance conduct guidelines are enforced. In order to purchase dance tickets, students must agree to abide by the "Student Dance Agreement" that is listed below.

#### **GENERAL GUIDELINES**

Student guests may be permitted to attend all dances provided they attend high school or are under 21 years of age, and they read and submit a signed Student Dance Agreement Form, along with a Guest Information sheet when tickets are purchased. This must occur no later than one week in advance of the dance. Students and guests are expected to follow all rules as outlined in the Student Handbook of Lafayette Jefferson High School.

- JHS students must sign and submit the Student Dance Agreement for, when they purchase tickets, in order to attend a Lafayette Jefferson High School dance. Tickets must be purchased in advance, or students will not be admitted to the dance. (Tickets will not be sold at the door.) A student's name must be on the dance list in order to check in and be admitted.
- District policy states that all guests must be under 21 years of age, and middle school students may not attend high school dances.

- Jefferson High School students and their guests must complete the Student Dance Agreement Form (contract) and are required to abide by all school rules and the terms of the contract.
- Pre-approved guests must arrive at the dance and leave with their Jefferson High School host student. The administration reserves the right to refuse guests the privilege to enter the dances for any reason.
- Jefferson High School students and their parents/guardians are responsible for a guest's behavior. If there is a problem with a guest, the JHS student will lose the privilege to bring a guest to any future JHS dances.
- All guests must be prepared to present their high school ID or their driver's license to be admitted to the dance.
- Any student on suspension may not participate in school dances (or other school activities).
- All dances will conclude at 11:00 p.m. Students will not be admitted after 9:30 p.m.
- If a student exits the building, they will not be re-admitted.
- Students removed from the dance or denied entry into the dance will not be given refunds.
- Any vehicle, including limousines, can be searched at any time. Passengers will be held responsible and will be given consequences for any illegal substance in the vehicle. Parents will be notified.

### **DANCE GUIDELINES**

The purpose of the Dance guidelines is to support the JHS mission/vision through a statement of Modesty, Message, and Safety. Students not complying with dress or conduct expectations may not be permitted to participate in the dance event. These conduct expectations apply on and off the dance floor.

If you are not sure your attire meets the following guidelines, please check with an administrator or the sponsor(s) prior to the day of the event. Students may alter attire in order to follow these guidelines. Students not meeting these guidelines will not be admitted into the event and the administration will attempt to contact the parent/guardian. If attire is altered once students are admitted into the dance in such a way, as to make it violate the specified "Dress Code Guidelines", the student(s) may be removed from the dance. The administration will attempt to contact the parent/guardian. An exception to the student handbook dress code allows for strapless or Spaghetti Straps gowns to be worn at dances as long as the gown adheres to the school dress code pertaining to midriff and length. These guidelines apply on and off the dance floor.

They include, but are not limited to:

#### **Clothing and Physical Appearance**

- Undergarments: Undergarments must be covered at all times.
  - Removal of clothing includes but is not limited to:
    - Men wearing only their undershirts or vest/tie.
    - Ladies shortening their dresses or shorts to a length that is excessively revealing.
    - Revealing excessive cleavage.
- Eyewear that distorts or masks the pupils will not be allowed. Sun glasses will be allowed only for health purposes.

### **DANCE EXPECTATIONS**

Dancing must be appropriate and in good taste. "Face to Face and leave some space." Suggestive dancing which is provocative and sexual in nature will not be acceptable and may result in a student's removal from the dance. All students attending dances, and their guests, must sign a Student Dance Agreement. Failure to abide by the Student Dance Agreement expectations may result in removal from the dance and, if dismissed, the administration will attempt to contact the parent/guardian. (School officials reserve the right to make decisions on suitable dance movements and on appropriateness of student dress.)

### **DANCE PROCEDURES OF INFRACTIONS**

Upon entrance to the dance, students will be issued a wristband. Once it has been determined by school officials that there has been a violation of the Dance Behavior Expectations, Dress Standards, of Conduct Guidelines the following steps will be taken:

- Wristband will be removed.
- Student/guest will be asked to leave the event.
- Parent contact will be attempted to the fullest level.
- Documentation of student conduct will be noted in discipline record.
- Refunds for admission will not be given.

### **JEFFERSON HIGH SCHOOL PROM ELIGIBILITY POLICY**

Senior Prom is a school tradition that provides many social benefits for students and their families. It is a celebration that provides many memories. The purpose of Senior Prom is to celebrate a successful and productive academic effort. Given this purpose of Senior Prom, there may be situations or occasions that do not fulfill this tradition of celebration. Attendance to Senior Prom comes with the fulfillment of particular criteria. Any of the situations below would make a student ineligible to attend Senior Prom:



- An Out of School Suspension
- 2 or more full days of In School Suspension- P.A.S.S.

**Students will be able to re-gain their dance eligibility by participating in community service opportunities one time each semester. Students will be given the opportunity re-gain eligibility once per academic school year. In some cases, the timing of the infraction may not allow time for eligibility to be re-gained.**

## **Section VIII**

### **Student Behavior Expectations**

#### **STUDENT BEHAVIOR AND DISCIPLINARY CODE**

##### **DISCIPLINE PHILOSOPHY**

At Jefferson High School we have a school-wide discipline plan based on three points 1. Be Safe 2. Be Responsible 3. Be Respectful. All policies, procedures and classroom routines are based on these ideas. We believe students who follow these ideas they will be successful in high school and ultimately in life.

##### **BEHAVIOR CODE OF LAFAYETTE JEFFERSON HIGH SCHOOL**

###### **General Behavior**

1. Students will be respectful and courteous to all adults as well as other students.
2. Students will refrain from pushing, hitting, kicking, tripping, fighting, or coming into physical contact with other students.
3. Tobacco products/lighters/matches, electronic cigarettes, hookah pens, **cannabidiol** (CBD oil) or any smoking/vapor devices are not to be possessed or used on school grounds. These will be confiscated and returned to parent/guardian upon their request.
4. Acceptable language, both written and oral, is to be used at all times; profanity or suggestive comments are inappropriate.
5. Students will obey directions given to them by any school personnel.
6. Students will refrain from harassing, intimidating, or threatening any other students.
7. Students will not engage in harassment of another person, which includes sexually related verbal or written statements, gestures, or physical contact.
8. Contact of a sexual nature including, but not limited to, groping or fondling, may result in suspension/expulsion.
9. Students will refrain from displaying physical forms of affection (kissing, hugging, holding hands, etc.) at school or during school functions.
10. Students will not bring written materials to school (e.g. magazines, books), which contain inappropriate language or pictures.
11. Any gestures, which are suggestive or deemed inappropriate are not acceptable at school or school related events.
12. Students are to treat school property with care and respect.
13. Objects such as pens, pencils, erasers, etc., are not to be thrown on school grounds at any time.
14. Students should not engage in speech or conduct, including clothing, jewelry, or hairstyle, which is profane, indecent, lewd, vulgar, or offensive to school purposes.
15. Students may not possess, handle, or transmit a knife of any kind on school property.

###### **Disciplinary Consequences (Violations of the Student Conduct Expectations)**

When teacher interventions have been exhausted, students enter one of the following intervention levels:

Tier One consequences may include but are not limited to the following:

- Letter of apology
- Conference
- Group consultation
- Detention
- Parent contact
- Student behavior contracts

Tier Two consequences may include but are not limited to the following:

- In-school-suspension
- Saturday School
- Restriction of privileges

Tier Three consequences may include but are not limited to the following:

- Out of school suspension
- Restriction of privileges
- Referral to community services
- Expulsion Agreement

Tier Four

- Expulsion

In case of an expulsion, the Indiana Bureau of Motor Vehicles may be notified, and the expelled student may lose state driving privileges (Appendix B) and Indiana work permit.

**The penalty for any serious offense may include suspension or expulsion. Serious offenses may include, but are not limited to, the following:**

- The possession or use of any tobacco or smoking product/electronic cigarettes, hookah pens, **cannabidiol (CBD oil)** on school property by a student of any age. (Persons under 18 years' old who possess tobacco products are in violation of state law and will be referred to police.) IC 35-46-1-10.5
- Fighting or provoking violence by gesture or words, including but not limited to racial/ethnic slurs and objectionable epithets. (Indiana law does not allow persons to physically harm another person in self-defense if other reasonable options, such as leaving the scene or asking for help, exist.)
- Forgery or alteration of school forms, such as passes, admits, etc., or giving false information to school personnel.
- Insubordination toward or disrespectful conduct toward the school staff, including threats of violence or actual violent conduct toward a staff member.
- Gambling on school premises or at school activities.
- Obscene, vulgar, indecent, or lewd acts or behavior deemed to be harmful to the morals of the student or other students.
- Contact of a sexual nature including but not limited to groping or fondling.
- Reckless or irresponsible driving (see Parking and Driving Regulations).
- Violation of any federal law, state law or city ordinance.
- Truancy.
- The throwing of objects (may result in suspension from school).
- Overt, repeated acts or gestures, including verbal or written communications transmitted; physical act committed; or any other behaviors committed by student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the other student (bullying).
- Behaviors outlined by the tardy policy.
- Misuse of school computers. Students are not allowed to use school computers for non-school purposes. "Hacking" or tampering with school technology may result in expulsion.
- Behaviors identified as Grounds for Suspension and Expulsion by Corporation Policy J 300.

## **DELEGATION OF AUTHORITY**

**(IC 20-33-8-12c) Each principal may take action concerning his/her school or any school activity within his/her jurisdiction, which is reasonably necessary to carry out or prevent interference with an educational function or school purpose. Such action may include establishing written rules and standards to govern student conduct.**

## **DRESS & GROOMING**

**Purpose of dress code is to ensure that all students are treated equitably regardless of race, sex, gender identity, gender expression, sexual orientation, ethnicity, religion, cultural observance, household income or body type/size.**

**The responsibility for the dress and grooming of a student rests primarily with the student and his or her parents or guardians.**

**Students Must Wear\*, while following the basic principle of Section 1 above:**

- A Shirt (with fabric covering the body in the front, back, and on the sides under the arms), AND
- Pants/jeans/skirt or the equivalent (for example: sweatpants, leggings, a dress or shorts), AND
- Shoes.

### **Allowable Dress & Grooming**

- Clothing must cover undergarments, waistbands and bra straps excluded.
- Fabric covering all private parts must not be see through.
- While in the classroom, hats and other headwear must allow the face and ears to be visible and not interfere with the line of sight to any staff member or student.
- Clothing must be suitable for all scheduled classroom activities including physical education, science labs, wood shop, and other activities where unique hazards exist.

- Specialized courses may require specialized attire, such as sports uniforms, athletic shoes, or safety gear. Courses that include attire as part of the curriculum (for example, professionalism, public speaking, and job readiness) may include assignment-specific dress, but should not focus on covering bodies in a particular way or promoting culturally-specific attire.

#### **Non-Allowable Dress & Grooming**

- Clothing may not depict, advertise or advocate the use of alcohol, tobacco, marijuana or other controlled substances.
- Clothing may not depict pornography, nudity or sexual acts.
- Clothing may not use or depict hate speech targeting groups based on race, ethnicity, gender, sexual orientation, gender identity, religious affiliation or any other protected groups.
- Clothing may not use or depict profanity, violence or expletives.
- Clothing, including gang identifiers, must not threaten the health or safety of any other student or staff.

\*If the student's attire or grooming threatens the health or safety of any other person, then discipline for dress or grooming violations should be consistent with discipline policies for similar violations.

### **ACADEMIC HONESTY POLICY**

"Plagiarism," as defined by the Random House Dictionary, is "to steal (the language, ideas, or thoughts) from (another) representing them as one's own original work. Intentional or not, when a student fails to acknowledge the source of words and ideas that are not his or her own, the result is plagiarism; that is, theft. Plagiarism is not tolerated at Jefferson High School. There are several kinds of plagiarism:

1. Copying word for word or incompletely paraphrasing a phrase, sentence, group or phrases, group of sentences, or whole paragraphs from another source without crediting that source. This kind of plagiarism can be quantified as the copying, at a minimum, of six words or more in a row, including a, an, and the, from another source without citing the source.
2. Giving a speech or submitting a paper, poster, project, or any other assignment that has been written completely or partially by someone else.
3. Cutting and pasting material found on the Internet or in other electronic databases into one's own paper, speech, poster, project, or other assignment without crediting the source.
4. Downloading entire texts and presenting them as one's own work.
5. Presenting ideas from another source as one's own original thoughts. These can be ideas taken from textual sources or from speeches, lectures, television programs, or other forms of oral language.
6. Improperly citing sources with the intent of misleading the reader (ex: making up citations) as to the source of the information presented. A student who is unsure of how to cite (credit) the source of material he or she has used has the responsibility to check with a teacher.

#### **Penalties for Plagiarism / Cheating**

Plagiarism is theft and academic dishonesty. Thus, the penalties for plagiarism are both disciplinary and academic.

The classroom teacher will impose an academic penalty for plagiarism. This is usually zero credit for the assignment and a class period ISS. A second offense may result in a grade of F for the nine weeks; a third offense may result in an F for the course.

Regardless of the kind or degree of plagiarism or the severity of the academic penalty imposed by the teacher, offenses will be reported to the Assistant Principal. Multiple referrals may result in an out of school suspension (OSS).

### **STUDENT BEHAVIOR CONTRACT**

A student behavior contract may be used at the discretion of the administration. The contract will be tailored to the specific situation and will require the signature of the student, parent, and administrator. Violation of the behavior contract may result in suspension, or expulsion.

### **TOBACCO VIOLATIONS**

The use and/or possession of any tobacco product (cigarettes, cigars, chewing tobacco, tobacco, electronic cigarettes, hookah pens, **cannabidiol oil (CBD oil)** and snuff) on school property, at school sponsored events, or within 1,000 feet of school property will not be allowed.

Indiana Code on tobacco laws that apply to high school age students: IC 35-46-1-10.5

1. A person less than 18 years old commits a Class C Infraction if they purchase, accept or possess tobacco. The fine is up to \$500.
2. Selling or distributing tobacco to a person less than 18 years old is a Class C Infraction. The person who sells or distributes the tobacco can be fined up to \$500.

Anyone violating these laws, either for usage or possession will be reported to the Tippecanoe County Prosecuting Attorney and Tippecanoe County Probation Department.

**Note: Control of a lighted cigarette shall be considered smoking. Students shall not have in their possession any tobacco product. This includes on the person, in student lockers, or hook bags.**

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

1. **REMOVAL FROM CLASS OR ACTIVITY - TEACHER:** A teacher may remove a student from his/her class or activity for a period of up to one (1) school day if the student is assigned regular or additional work to be completed in another school setting.
2. **SUSPENSION FROM SCHOOL - PRINCIPAL:** A school principal (or designee) may deny a student the right to attend school or take part in any school function for a period of up to ten (10) school days.
3. **EXPULSION:** A student may be expelled from school for a period no longer than the remainder of the current semester plus the following semester, with the exception of possession of a firearm, destructive device or a deadly weapon listed under the Grounds for Suspension and Expulsion, which may result in an expulsion period of at least one (1) calendar year.

### **GROUND'S FOR SUSPENSION AND/OR EXPULSION**

The grounds for suspension or expulsion listed in Sections A, B and C below applies when a student is:

- a. On school grounds immediately before, during, and immediately after school hours and at any other time when the school is being used by a school group;
- b. Off school grounds at a school activity, function, or event;
- c. Traveling to or from school or a school activity, function, or event;
- d. On grounds for summer school; or
- e. Using property or equipment provided by or belonging to the school.

#### **A. MISCONDUCT AND/OR DISOBEDIENCE**

Examples of student misconduct and/or disobedience for which a student may be suspended or expelled include, but are not limited to:

1. Using violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or other conduct constituting an interference with school purposes, or urging other students to engage in such conduct. The following enumeration is only illustrative and not limited to the type of conduct prohibited by this rule:
  - a. Occupying any school building, school grounds, or parts thereof with intent to deprive others of its use.
  - b. Blocking the entrances or exits of any school building or corridor or room therein with intent to deprive others of lawful access to or from, or use of the building, corridor, or room.
  - c. Setting fire to or damaging any school building property.
  - d. Prevention of or attempting to prevent by physical act the convening or continued functioning of any school or educational function, or of any meeting or assembly on school property.
  - e. Intentionally making noise or acting in any manner so as to interfere with the ability of any teacher or any of the other people to conduct or participate in an educational function.
2. Causing or attempting to cause damage to school property; stealing or attempting to steal school property.
3. Causing or attempting to cause damage to private property; stealing or attempting to steal private property.
4. Causing or attempting to cause physical injury or behaving in such a way as could reasonably cause physical injury to any person.
5. Any student who overtly or covertly participates in repeated acts or gestures, including verbal or written communications transmitted; physical act committed; or any other behaviors committed by a student or a group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the other student. This includes bullying and/or racial and/or sexual harassment. Bullying includes cyber bullying which takes place on or immediately adjacent to school grounds, at any school sponsored activity, or on school provided transportation or at any official school bus stop, through the use of the district's Internet system while on or off campus, through the personal use of a personal digital device on campus, or off campus activities that cause or threaten to cause a substantial disruption at school.
6. Failing to report the actions or plans of another person to a teacher or administrator where those actions or plans, if carried out, could result in harm to another person or persons or damage property, when the student has information about such actions or plans.
7. Possessing, using, or transmitting a knife or any object that can reasonably be considered a weapon, is represented to be a weapon, or looks like a weapon.
8. Possessing, using, transmitting, or being under the influence of any controlled substance, prescription drug, narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, intoxicant or depressant of any kind, or any paraphernalia used in connection with the listed substances. Also prohibited is the consumption of any of the stated substances before attending school or a school function or event.
  - a. Exception to Rule 8: A student with chronic disease or medical condition may possess and self-administer prescribed medication consistent with the provisions outlined in LSC policy J700.
9. 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.
10. Possessing, using, transmitting, or being affected by caffeine-based substances, substances containing phenylpropanolamine (PPA), or stimulants of any kind, be they available with or without prescription.
11. Engaging in the selling of a controlled substance or engaging in a criminal law violation that constitutes a danger to other students or constitutes an interference with school purposes or an educational function.
12. Failing in a 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.

13. *Falsely accusing any person of sexual harassment or of violating a school and/or state or federal law.*
14. *Engaging in any activity forbidden by the laws of Indiana that constitutes an interference with school purposes or an educational function.*
15. *Aiding, assisting, or conspiring with another person to violate these student conduct rules of state or federal law.*
16. *Violating any rules that are reasonably necessary in carrying out school purposes or an educational function, including but not limited to:*
  - a. *Engaging in sexual behavior on school property;*
  - b. *Disobeying administrative authority;*
  - c. *Being willfully absent or tardy to classes;*
  - d. *Engaging in speech, conduct, or behavior, including clothing, jewelry or hair style, this is profane, indecent, lewd, vulgar, offensive, disruptive to school purposes, or interferes with the educational environment. This includes racial and/or sexual harassment.*
17. *Using on school grounds during school hours an electronic paging device or hand held portable telephone in a situation not related to a school purpose or education function. A Parent(s) /Guardian(s) allowing students to carry electronic devices to school imply permission to the school to have access to any and all information on the device if confiscated for disciplinary or investigative purposes.*
18. *Exhibiting or participating in any behavior related to gang membership or affiliation, recruiting or furthering the interest of gangs, or possessing, using, distributing, displaying, wearing or selling anything deemed to be evidence of gang membership or affiliation.*
19. *Possessing, using, transmitting or selling tobacco products, electronic cigarettes, hookah pens, **cannabidiol oil (CBD)** or any smoking/vapor devices.*
20. *Failing to completely and truthfully respond to questions from a staff member regarding school-related matters including potential violations of the student conduct rules or state or federal law.*

#### **B. POSSESSING A FIREARM OR A DESTRUCTIVE DEVICE**

1. *No student shall possess, handle or transmit any firearm or destructive device on school property.*
2. *The following devices are considered to be a firearm under this rule:*
  - *Any weapon that 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 that will, or that may be readily converted to, expel a projectile by the action of an explosive or other propellant, and that 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 in the two immediately preceding examples, and from which a destructive device may be readily assembled*
  - *An antique firearm*
  - *A rifle or shotgun which the owner intends to use solely for sporting, recreational, or cultural purposes*
3. *For the purposes of this rule, a destructive device is*
  - *An explosive, incendiary or over pressure device that is configured as a bomb, a grenade, a rocket with a propellant charge of more than four ounces, a missile having an explosive or incendiary charge of more than one-quarter ounce, a mine, a Molotov cocktail or a device that is substantially similar to an item described above;*
  - *A type of weapon that may be readily converted to expel a projectile by the action of an explosive or other propellant though a barrel that had a bore diameter of more than one-half inch; or*
  - *A combination of parts designed or intended for use in the conversion of a device into a destructive device. A destructive device is NOT a device that although originally designed for use as a weapon, is redesigned for use as a signaling, pyrotechnic, a line throwing, safety, or similar device.*
4. *The penalty for possession of a firearm or destructive device: suspension for up to ten (10) days and expulsion from school for at least one calendar year with the return of the student to be at the beginning of the first semester after the one-year period. The length of the expulsion may be reduced by the superintendent if the circumstances warrant such reduction.*
5. *The superintendent shall notify the appropriate law enforcement agency when a student engages in behavior described by this rule.*

#### **C. POSSESSING A DEADLY WEAPON**

1. *No student shall possess, handle or transmit any deadly weapon on school grounds.*
2. *The following devices are considered to be deadly weapons as defined in I.C. 35-41-1-8:*
  - *A weapon, Taser or electronic stun weapon, equipment, chemical substance, or other material that in the manner it is used, or could ordinarily be used, or is intended to be used, is readily capable of causing serious bodily injury*
  - *An animal readily capable of causing serious bodily injury and used in the commission or attempted commission of a crime*
3. *The penalty for possession of a deadly weapon: up to ten (10) days suspension and expulsion from school for a period of not more than one calendar year.*
4. *The superintendent shall notify the appropriate law enforcement agency when a student engages in behavior described in this rule.*

## **E. LEGAL SETTLEMENT**

A student may be expelled if it is determined that the student's legal settlement is not in the attendance area of the school where the student is enrolled.

## **F. UNLAWFUL ACTIVITY BY STUDENTS**

It is IC 20-33-8-15 Unlawful Activity by Student: Sec. 15. In addition to the grounds specified in section 14 of this chapter, a student may be suspended or expelled for engaging in unlawful activity on or off school grounds if: (1) the unlawful activity may reasonably be considered to be an interference with school purposes or an educational function; or (2) the student's removal is necessary to restore order or protect persons on school property; including an unlawful activity during weekends, holidays, other school breaks, and the summer period when a student may not be attending classes or other school functions.

## **G. PROCEDURES FOR STUDENTS WHO HAVEN RECOMMENDED FOR EXPULSION**

## **G. RIGHT TO APPEAL**

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

### **Suspension Procedures**

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

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

### **Expulsion Procedures**

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

1. The superintendent (or designee) may conduct an expulsion meeting or may appoint one of the following persons to conduct the expulsion meeting:
  - a. Legal counsel
  - b. A member of the administrative staff who did not expel the student and was not involved in the events giving rise to the expulsion.
2. An expulsion will not take place until the student and the student's parent or guardian are asked to appear at an expulsion meeting conducted by the superintendent or the person designated above.

Failure by a student or a student's parent or guardian to appear at this meeting will be deemed a waiver of rights administratively to contest the expulsion or to appeal it to the school board.

3. The request to appear at the expulsion meeting will be in writing, delivered by certified mail or by personal delivery, and contain the reasons for the expulsion and the date, time, place, and purpose of the meeting.
4. At the expulsion meeting, the principal (or designee) will present evidence to support the charges against the student. The student or parent will have the opportunity to answer the charges against the student and to present evidence to support the student's position.
5. If an expulsion meeting is held, the person conducting the expulsion meeting will make a written summary of the evidence heard at the meeting, take any action found to be appropriate, and give notice of the action taken to the student and the student's parent.

The student or parent has the right to appeal the decision of the person conducting the expulsion meeting to the school board within ten (10) days of the receipt of notice of the action taken. The student or parent appeal to the school board must be in writing. If the Board receives an appeal, the Board shall vote on whether or not it wants to hear the appeal. The Board will hear the appeal unless one of the following criteria is met in which case the Board will not hear the appeal:

- A. The student has not been expelled or required to attend an alternative school.
- B. The expulsion officer has found the student has engaged in prohibited conduct of the type enumerated below, unless a) the student has denied commission of the misconduct for which expulsion has been ordered and b) significant new evidence favorable to the student and not available at the time of the expulsion meeting has been discovered, and is specifically described in the request for appeal:
  1. Occupying any school building, school grounds, or part thereof with intent to deprive others of its use.
  2. Blocking the entrance or exits of any school building or corridor or room therein with intent to deprive others of lawful use of or access to or from the building, corridor, or room.
  3. Setting fire to or substantially damaging any school building or property.
  4. Possessing, firing, displaying, or threatening to use firearms, explosives, or other weapons on the school premises.
  5. Preventing or attempting to prevent by physical act the convening or continued functioning of any school or educational function, or of any lawful meeting or

assembly on school property.

6. *Causing or attempting to cause substantial damage to school property, stealing or attempting to steal school property of substantial value, or repeatedly damaging or stealing school property of small value.*
  7. *Intentionally behaving in such a way as to endanger the safety of any person, except where self-defense or reasonable action undertaken on the reasonable belief that it was necessary to protect some other person has been raised at the expulsion meeting as a defense to finding of a violation of this provision.*
  8. *Threatening or intimidating any student or school employee for the purpose of, or with the intent of, obtaining money or anything of value from the student.*
  9. *Except for approved school purposes, knowingly possessing, handling, or transmitting a knife or any other object that can reasonably be considered a weapon, or looks like a weapon.*
  10. *Knowingly possessing, using, transmitting, or being affected by of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, depressant, stimulant, cocaine, marijuana, anabolic steroid, look-a-like drug, alcoholic beverage, or intoxicant of any kind. Proper medical use of a prescription or non-prescription drug is not a violation of this subdivision.*
  11. *Engaging in the unlawful selling of a controlled substance or engaging in a criminal law violation that constitutes a danger to other students or constitutes an interference with school purposes or an education function.*
- C. *The student has admitted to the rule violation for which expulsion has been ordered, unless the appeal is limited to a challenge to the imposition of expulsion or the length of the expulsion imposed.*
- D. *The length of the expulsion imposed is less than one semester or is the remainder of the current semester.*
- The Board may also make exceptions to these criteria if the Board deems it necessary out of fairness considerations or an extraordinary circumstance.*

### **Exclusion**

*Any student may be excluded from school in the following circumstances, subject to procedural provisions of this chapter:*

1. *If the student has a dangerous communicable disease transmissible through normal school contact that poses a substantial threat to the health or safety of the school community.*
2. *If the students' immediate removal is necessary to restore order to protect persons on school corporation property. This shall include conduct off school property where, on account thereof the student's presence in school would constitute an interference with an educational function or school purpose.*

### **G. INTERPRETATION**

1. *Any member of the school community who desires an interpretation of the applicability of this statement to a particular set of facts or procedures may apply in writing to the Superintendent of Schools or his/her designee setting forth the facts on which an interpretation is sought and citing the portions of the statement which are questioned.*
2. *The superintendent shall present the request and a recommended interpretation to the Board of School Trustees as one of the administrative items to be considered at the next regular meeting of the Board of School Trustees. The person requesting the interpretation may submit additional written materials as he/she desires, but no speakers will be heard unless the Board of School Trustees so directs.*

## **LSC POLICY J480—DRUG FREE POLICY**

### **I. THE POLICY**

- A. It is the policy of the Lafayette School Corporation to maintain a learning and working environment that is free of illicit drugs, alcohol, marijuana and controlled substances.
- B. It shall be a violation of this policy for any student of the Lafayette School Corporation to consume, possess, offer, provide, transmit, administer, or be under the influence of an illicit drug, alcohol, marijuana, controlled substance, a prescription drug (except as authorized in a prescription by a licensed health care provider and in accordance with policy J700) inhalant, solvent, or other volatile substances, or combination of volatile substances, contrary to safety instructions provided on the product's labeling, or the direction of school personnel, or to abuse an over-the-counter-medication while under the jurisdiction of the Lafayette School Corporation.
- C. It shall be a violation for a student to possess a raw material, an instrument, a device, or other object that the student intends to use for:
  1. Introducing into the person's body a controlled substance;
  2. Testing the strength, effectiveness, or purity of a controlled substance; or
  3. Enhancing the effect of a controlled substance.
- D. For any student participating in extra-curricular, co-curricular, or leadership activities, there is a higher expectation regarding the use of the substances described in section I.B. This higher expectation applies to conduct on or off school grounds, beyond the normal school day, and beyond the normal school year.

### **II. DEFINITIONS/EXPECTATIONS**

- A. A controlled substance is defined as set out in the Indiana Criminal Code (I.C. 35-48-1-9) and includes but is not limited to narcotic drugs, hallucinogenic drugs, amphetamines, barbiturates, marijuana, inhalants, or intoxicants of any kind. In this policy, any substance represented to be or thought by the intended recipient to be an illicit or prescription drug is considered to be a controlled substance.
- B. The Lafayette School Corporation's jurisdiction is defined as:
  1. On school grounds, including facilities where school programs are conducted, at any time;

2. Off school grounds at a school activity, function, or event; and
  3. Traveling to or from school or a school activity, function, or event; and
  4. On or off school grounds, beyond the normal school day, and beyond the normal school year for students participating in extra-curricular, co-curricular, or leadership activities.
- C. Abuse of an over-the-counter medication is defined as the consumption of a dosage of medication in excess of the recommended maximum dosage listed on the original container.
- D. Extracurricular participation is defined as the participation of a student who represents any school in the Lafayette School Corporation in any of the following circumstances: athletics, school organizations which function during non-instructional time, co-curricular activities that perform or have activities that take place outside of the normal school day or school year, or positions of leadership/role model (defined as, but not limited to, student government officers and class officers). When a student participates in any of these activities, the student accepts and assumes a special responsibility to conduct himself/herself in an exemplary manner. S/he must abide by the higher conduct described in Section I.D. and set forth in Appendix D.
- E. In addition to the higher expectations cited in the sections I.D., II.D., and III. C., students choosing to participate in an extra-curricular, co-curricular, or leadership activity are expected to comply with any rule or rules that the coach, teacher, director, or sponsor of the activity may deem necessary for the success of his/her extra-curricular, co-curricular, or leadership activity. These rules shall be provided in writing.
- F. The Letter of Participation (J480 –Appendix D) shall be signed by all students who participate in any extra-curricular, co-curricular, or leadership activity in the Lafayette School Corporation.

### III. PROCEDURES For Reporting a Violation to the Drug Free Policy

- A. Any person who alleges violation of the drug policy by any student in the Lafayette School Corporation may use the reporting procedure explained below in Section III. C. or may complain directly to her/his immediate supervisor or building principal. Filing of a valid complaint or otherwise reporting violations of the drug free policy will not reflect upon the said complainant's status, nor will it affect future grades or work assignments.
- B. The right of confidentiality, both of the complainant and of the accused, will be respected consistent with the school corporation's legal obligations and the necessity to investigate allegations of misconduct and to take corrective action when this conduct has occurred.
- C. All allegations of violations of the drug free policy shall be handled in the following manner:
1. Any and all reports of the violation shall be investigated by the building principal, supervisor, superintendent, or designee;
  2. Reports must be in writing on forms supplied by the Corporation. The person making the report must sign the report. The name of the person making the report will remain confidential unless there is a written waiver of this confidentiality or as required by law;
  3. Reports must name the person/s charged with the violation if known and state the facts;
  4. Reports must be presented to the building principal where the student attends. The building principal shall inform the superintendent or his/her designee of all filed reports;
  5. The building principal who receives a report shall investigate the alleged violation within ten (10) days or as soon as practical;
  6. The report and the results of the investigation will be presented to the superintendent or his/her designee within ten (10) days of the completed investigation or within a reasonable period of time;
  7. The superintendent or designee will take appropriate action consistent with due process; and
  8. The complainant shall not be subjected to any adverse treatment for having made a valid complaint of a violation of the drug-free policy.

### IV. SANCTIONS FOR MISCONDUCT

A substantiated charge against a student in the school corporation shall subject that student to disciplinary action including:

1. Suspension and/or expulsion consistent with state law and/or disciplinary action outlined in the student handbook.
2. For violations of the extra-curricular expectation, consequences will be made in accordance with the procedures outlined in the Extra-Curricular and/or Athletic Code of Conduct.
3. For students participating in co-curricular activities, the consequences will be made in accordance with the procedures outlined in the Co-Curricular and/or Athletic Code of Conduct.
4. For a student recommended for expulsion and charged with the first offense for possession or use, the principal may offer to have the student's expulsion suspended if he/she enrolls and participates in an appropriate intervention-training program as recommended by the assessment counselor. If a student does not enroll and complete the recommendation of the assessment counselor, the expulsion order shall remain in force. The assessment counselor's recommendation may require the student to:
  - a. Participate in an appropriate educational program approved by the principal;
  - b. Participate in an out-patient counseling program; and/or
  - c. Participate in an in-patient program.
5. Parents shall be responsible for paying any costs associated with services recommended by the assessment counselor.

### V. FALSE REPORTING

Any complainant who knowingly files false charges against an employee or student in an attempt to demean, harass, abuse, or embarrass that individual shall be subject to disciplinary action consistent with school policy and state law.

### VI. NOTIFICATION OF THIS POLICY

Notice of the policy will be circulated to all schools and departments of the Lafayette School Corporation and incorporated in each student handbook.



## Lafayette School Corporation Anti-Bullying Prevention, Procedures, and Plan

**Mission Statement:** The Lafayette School Corporation (LSC) believes that bullying can be addressed with the proper education and implementation of strategies.

**Purpose:** LSC will provide a safe learning environment to learn and achieve. LSC has found that bullying causes physical and emotional harm to students, which interferes with the learning process. It's the LSC objective to create an environment free of bullying so students feel safe and supported to succeed academically, emotionally, and physically.

**Scope:** The Anti-Bullying Plan protects students against bullying and harassment based on race, gender, religion, nationality, disability, ability, and orientation. According to IC-20-33-8-13.5, bullying is not tolerated:

- 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;
- off school grounds at a school activity, function, or event;
- traveling to or from school or a school activity, function, or event;
- using property or equipment provided by the school; or
- through the use of data or computer software that is accessed through a computer, computer system, or computer network of LSC.

**Definition:** IC 20-33-8-0.2 Bullying means overt repeated acts or gestures, including:

- verbal or written communications transmitted,
- physical acts committed, or
- any other behaviors committed

by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the other student.

### **LSC Bullying Categories:**

**Cyber bullying-** Cyber bullying is bullying that takes place online, through either email, chat rooms, social networking services, text messages, instant messages, website postings, blogs, or a combination of means. Cyber bullies may conceal their identity so that their victim experiences an anonymous attack. The content of cyber bullying can consist of all of the types of content mentioned in emotional bullying above, including posting insulting and derogatory comments about someone or sending such comments to someone; sending mean or threatening messages; gossiping about someone online including posting sensitive or private information; impersonating someone in order to cast that person in a bad light; and excluding someone from an online page or group. Unwanted contact, also known as harassment, is another form of cyber bullying.

**Verbal/emotional bullying-** Emotional bullying is bullying that involves factors other than physical interaction, such as insults, derogatory remarks, name calling, and teasing. Also included are attempts to ostracize the victim, such as being left out or ignored, which is sometimes referred to as social bullying, as distinguished from verbal bullying. Emotional bullying could also take the form of purposely misplacing or hiding someone's belongings. Emotional bullying can be done in person or through cyber bullying.

**Physical bullying-** is bullying that takes the form of physical abuse, such as pushing, shoving, hitting, fighting, spitting, and tripping. Threats of physical harm and attempts to force people to act in ways they would prefer not to are also included.

**Sexual harassment/sexual bullying-** repeated unwelcome verbal or physical acts that are of a sexual nature that make the victim uncomfortable or unsafe.

**Racial bullying-** repeated unwelcome verbal or physical acts that are of a racial nature that make the victim uncomfortable or unsafe.

**Religious bullying-** repeated unwelcome verbal or physical acts that are of a religious nature that make the victim uncomfortable or unsafe.

Pack bullying (large groups) will be noted under any of the above categories

### **Choice Language:**

- Bullying- An intentional, repeated, unwanted, intimidating behavior.
- Conflict- A disagreement or argument.
- Resolution- A decision or solution to a conflict.
- Retaliation- An action that is given in return to an offense.

- Cyber bullying: Online social cruelty using cellphones, computers, or other electronic devices to humiliate, harass, embarrass, or taunt someone with words or images. It may include social-emotional threats or threats of violence.
- Harassment- To be tormented.
- Sexual Harassment- Repeated comments or gestures of a sexual nature, or unwanted sexual contact.
- Teasing- To make fun or provoke someone.
- Hazing- To force someone to participate in unwanted tasks.
- Bystander/Witness- A person that witnesses an event or action, but doesn't take part in the event or action.

**Investigations:** The investigation should take place at least within three (3) days of receiving a misconduct report (see Appendix A). The investigation should be completed at least within ten (10) days of receiving the misconduct report.

Step 1: Student that is being bullied must identify the initiator, incident, and any witnesses.

Step 2: Appropriate school personnel will conduct an investigation and interview the person being bullied, the initiator, and all witnesses.

Step 3: Research will be done to see if there are any patterns of behavior.

Step 4: School personnel will assess the effects of the incident in correlation of safety and to ensure that no one's civil rights are being violated and determine whether or not the incident is bullying. If it is bullying, the Anti-Bullying plan will be implemented which will also consist of steps 6-9.

Step 5: School officials will determine consequences.

Step 6: In conjunction with step 6, school officials will notify the parents of the victim, the parents of the initiator, and if appropriate, Lafayette Police Department, of the incident.

Step 7: All details of the investigation and/or administrative actions will be documented in PowerSchool.

Step 8: Within thirty (30) days, school administration or their designee should conduct follow up inquiries to see if there have been any new incidents. If so, there will be further action in order to prevent repeated incidents.

**Education for students:** Grade level education as appropriate will be given at the various levels. Elementary school counselors will provide classroom instruction on what bullying is, how to report bullying, and strategies for kids. Middle and Secondary schools will provide education on how to report bullying. Teachers and counselors will be trained on Indiana law and LSC's anti-bullying procedures.

**Education for teachers:** Classroom teachers and school support staff will receive annual training on bullying and LSC's anti-bullying plan.

**Consequences for students who are exhibiting bullying behavior:** Recognizing that bullying is disruptive and interferes with the schools purposes or educational functions of LSC, school officials will discipline students for bullying as deemed necessary. This is in accordance with the provisions of IC-20-33-8-14 and LSC progressive discipline practices.

**Interventions for bullied students/bullying students:** Schools will attempt, whenever possible, to first try interventions with bullied or bullying students and/or refer students to the Problem Solving/RTI Building level teams.

**First Reported Offense:** Student will meet with a counselor/administrator and will be advised of potential consequences. The incident will be logged and parent/guardian will be notified via written notification or phone call.

**Each Additional Reported Offense:** Student will be referred to administration. Incident will be logged and further action will be taken. Depending on the severity of the reported incident and other related factors, suspension may result at any point in the process. Suspension is defined according to IC-20-33-8-7 as any disciplinary action that does not constitute an expulsion, whereby a student is separated from school for a period not more than ten (10) school days. Expulsion, as defined by IC-20-33-8-3, is when a student is separated from school attendance for a period exceeding ten (10) school days. When expelled, a student could be assigned to attend an alternative school, an alternative educational program, or a home bound educational program. False accusers of bullying will have appropriate consequences as deemed by the administration.

**Resources:** The following resources are available to help prevent, address, and potentially resolve bullying:

- DARE: (765) 807-1200
- School security guards
- Health classes offered in school
- Core curriculum classes in school
- Kids First: (765)474-0758 or [Tippkidsfirst@aol.com](mailto:Tippkidsfirst@aol.com)
- PBIS
- <http://www.stopbullying.gov/resources/index.html/>
- School counselors/classroom teachers
- Student Council or Student Ambassadors
- Crisis Hotline: (765) 742-0244 or [lafayettecrisiscenter.org](http://lafayettecrisiscenter.org)
- Suicide Prevention Hotline: 1 (800) 784-2433
- Big Brothers Big Sisters of Wabash Valley (765) 446-2227 or [bbbslaf.org](http://bbbslaf.org)
- Wabash Valley School Based Case Management

- Lafayette Police Department: (765) 807-1200
- School Problem Solving/RTI team
- Restorative Practices
- School Safety Task Force: According to IC-5-2-10.1-12, each school within LSC shall establish a safe school task force to address school violence, bullying, and other issues that prevent the maintenance of a safe school. The task force will be established and led by the school safety specialist or school administrator.

For additional resources, please call 765-771-6000

## Section IX

### Student Rights

*In the United States, government is based upon the rule of law, which, in turn, is founded upon respect for the dignity of the individual. This statement of rights and responsibilities exists in order to promote better understanding by all members of the school community, including but not limited to students, faculty, administrators and parents; to specify the mutual responsibility of these members of the school community; and to explain school corporation policy and procedures. The rights, responsibilities and procedures stated in this policy are not all inclusive but rather focus on those rights, responsibilities and procedures concerning common occurrences of student behavior. Any rules and regulations governing the conduct of individuals in the Lafayette School Corporation shall be interpreted so as to conform to and promote the policy herein.*

*This is called a statement of responsibilities in addition to rights because it is only through mutual acceptance of responsibilities that these rights can exist. A right exists only to the extent that there is a responsibility on the part of others to respect that right. It is part of the educational process in Lafayette School Corporation to seek to prepare young people for society with (1) knowledge of the rights that are accorded them as individuals and (2) the responsibility to conduct themselves so that their actions do not interfere with the rights of others.*

*All members of the school community shall treat each other with respect. Humiliation, personal affront or other indignities are inconsistent with appropriate human relations. Verbal harassment, disparaging names, sexual harassment, racial slurs and sarcasm will not be tolerated. The relationship between individuals of the school community should be one of cooperation, understanding and mutual respect.*

*Since students will spend their lives in contact with others, they must learn to be self-disciplined and responsible citizens. The Lafayette School Corporation expects reasonable and self-disciplined behavior from each student.*

*Self-discipline cannot be dictated to or imposed upon a student. It must be developed within the individual as he/she interacts with others. It can develop best when the student has freedom of choice and action, exercising responsibility for meeting the expectations of behavior within the restraints of that freedom, achieving rewards for doing so and accepting the consequences of failing to do so.*

*The Lafayette School Corporation seeks to develop the talents of every individual and to teach the importance of self-control. The Corporation will impose restraints when necessary for the education of the individual and for the welfare of the group. The student must know his/her responsibilities and must experience the consequences if he/she does not fulfill those responsibilities.*

*The purpose of these rights, responsibilities and procedures is to develop specific building policies that will encourage behavior that will enable staff and students to develop the most favorable learning environment; an atmosphere of open communication, self-discipline, and clearly understood rules; consistent treatment of all students; and consistent due process which is fair and reasonable.*

*The rules set forth in the student handbook support, but do not limit, the authority of the school administrative personnel.*

#### MCKINNEY-VENTO HOMELESS STUDENT STATEMENT OF RIGHTS

The National Center for Homeless Education has broadened the definition of a homeless student to include any student lacking a fixed, regular and adequate nightly residence. The definition of homeless now includes those living in a shared residency situation, those living in shelters, those living in motels or hotels or campgrounds, and those unsheltered. It also includes students who are unaccompanied and are not living with their parents or a guardian.

As parents raising children while trying to manage the difficulties of homelessness, the last thing you want to worry about is your children's education. The McKinney-Vento Act was created to give your children some rights as you navigate your way to a permanent housing situation. Your children's rights include:

- **The right to enroll immediately, even if you don't have all the required paperwork.** Schools normally require parents to have birth certificates, proof of residency, school records, and medical records with them when they enroll their children. If you are experiencing one of the housing situations covered by the McKinney-Vento Act, then you can enroll your children without these documents, although you may need to get some of them later.
- **The right to school placement at the school in their best interest.** Your children may go to the school they attended when they were permanently housed, also called their school of origin, even if you are not staying in that district. Alternatively, your children may attend the school where you are temporarily staying. This right lasts the entire duration of your homelessness or until the end of the school year after you achieve permanent housing.
- **The right to transportation services.** Schools must provide your children with transportation to their school, if feasible, until you get permanent housing. Parents who need this service for their children should request it from the McKinney-Vento Liaison.

- **The right to other services.** The fees for breakfast and lunch provided by the school, as well as the fees for textbooks, should be waived for your children. They also are automatically eligible for Title I services which may include before- and after-school programs, tutoring programs, or other assistance with the cost of class field trips etc..
- **The right to appeal decisions regarding enrollment and services.** If the school district makes a decision about your child's school enrollment or the services that your child receives (such as transportation) that you disagree with, you have the right to appeal that decision. The school's McKinney-Vento Liaison should be contacted immediately to assist you with the appeal. While the dispute with the school district is being resolved, your child has the right to attend the school or receive the services in question.
- **The right to attend school and school activities without the fear of being singled out.** Children in unstable housing situations cannot be separated from their peers just because of their housing situation. They have the right to attend school and participate in extracurricular activities just like any other student.

The school corporation does have the right to verify all student addresses.

### **Who can help?**

All school corporations must have at least one McKinney-Vento Liaison. The liaison's role is to help families in homeless situations with school related issues. For example, the liaison can help with problems related to enrollment, request transportation on behalf of the children, help obtain immunizations or immunization records and birth certificates, and help mediate disputes with the school district. Liaisons also help youth without parents or guardians.

The Lafayette School Corporation McKinney-Vento Liaison is John Layton. He can be reached at [jlayton@lsc.k12.in.us](mailto:jlayton@lsc.k12.in.us) or by calling 765-771-6000.

### **APPEARANCE**

The responsibility for the dress and grooming of a student rests primarily with the student and his or her parents or guardians.

Purpose of dress expectations are to ensure that all students are treated equitably regardless of race, sex, gender identity, gender expression, sexual orientation, ethnicity, religion, cultural observance, household income or body type/size. (See dress expectations under "Student Behavior Expectations" section above.)

### **ASSEMBLY AND/OR MEETINGS**

*A student's right to free speech and assembly as guaranteed by the First Amendment will be honored provided that such activity does not disrupt the educational process.*

#### **Student Rights**

1. *Students may be permitted to hold student meetings on school property within the limitation applicable to all groups under Indiana Law, Lafayette City Ordinances, or Lafayette Board of School Trustees Policy and with the approval of the administration.*
2. *Students shall have the right to gather informally, provided that such activity does not disrupt the educational process, cause disorder, or invade the rights of others.*

#### **Procedures**

1. *Students shall have the right to formal assembly for the purpose of discussing any topic if the following conditions are met:*
  - a. *Students have administrative approval.*
  - b. *There is no violation of ordinance or law.*
  - c. *Students' conduct at the meeting is orderly and peaceful.*
  - d. *Students will assume full responsibility for their actions as individuals or group members.*
  - e. *All relevant school regulations and policies are met.*
2. *All organized group meetings shall be scheduled with the school office.*

### **SEARCH AND SEIZURE**

#### **Student Rights**

*Student individual rights, as well as the general welfare of the school community, shall always be considered. However, the school corporation reserves the right to examine contents of personal belongings brought on school property and school property used by students when administrator has reasonable suspicion to believe that the contents may include items or elements which are illegal to possess, have been lost or stolen, or present a threat to the health safety, or welfare of students or staff.*

#### **Procedures**

*The search of school property assigned to a specific student and the seizure of any illegal items found therein must comply with the following procedures:*

1. *A search or inspection may be conducted under the authorization of the principal or his designee. Searches, based on reasonable suspicion, may be conducted at random or be selective in nature.*
2. *Searches or inspection of personal belongings or an area assigned to a student shall be made in the presence of a witness and, when reasonably possible, in the presence of the student. Tools to aid searches may include technology and/or sniff canines.*
3. *The school corporation reserves the right to inspect personal property of students, including coats, jackets, backpacks, purses, and bags or other personally carried items by non-bite dogs through dog sniffs. Based upon reasonable suspicion, probable cause, or consent, the school corporation may then search the personal property of students. These inspections and potential searches shall occur by students being required to place their coats, jackets, backpacks, purses, and bags, or other personally*

carried items wherein said items will be placed in a hallway and the students will then remain in or return to classrooms. All students are advised that under these circumstances the students shall have no expectations of privacy of the contents of said coats, jackets, backpacks, purses, and bags or other personally carried items.

4. Illegal items as defined by federal, state, or local law or a provision of this policy which may be reasonably determined to be a threat to health, safety or security of others may be seized by school authorities and turned over to the police department.
5. Items which are used to disrupt or interfere with the educational process may be removed from a student's possession and may be returned to the parent/guardian.
6. Vehicles on LSC property may be searched.

## **FREEDOM OF EXPRESSION**

One of the basic purposes of education, as stated in the Board of School Trustees Philosophy, is to prepare students for responsible self-expression. The First and Fourteenth Amendments of the United States Constitution guarantee citizens free expression. Students have the right to free expression as long as they do not substantially interrupt the educational process.

### **Students Rights**

1. Students have the right to free expression of ideas and to participate in the publication of such ideas.
2. Students have the right to express their opinions, either verbally or symbolically, as long as they do not infringe upon the rights of others through personal attacks or obscenities.

### **Student Responsibilities**

1. All members of the school community shall treat each other with respect. Humiliation, personal affront or other indignities are inconsistent with our human relations philosophy and practice. Use of racial slurs should be reported to an administrator who will respond to the charges in accordance with the LSC racial harassment policy.
2. Allegations of sexual harassment should be reported to an administrator who will respond to the charges according to the LSC Sexual Harassment policy.
3. It is expected that students will not commit any act or use any speech, either verbal or non-verbal (hand gestures, handshakes, etc.), showing membership or affiliation with or furthering the interest of gangs.
4. Public display of affection is not considered freedom of expression as defined above. Contact of a sexual nature including but not limited to groping or fondling is not permitted in school.

### **Procedures**

1. All school sponsored publications, such as the school newspaper and yearbook, are closed forums.
2. Editorial policies and procedures governing student publications shall be followed.
3. School-sponsored newspapers will prohibit obscene or libelous material and will ensure the editing of any materials that would cause a disruption of the education process.
4. Procedures for distribution of publications shall be cleared with the principal.

## **PLEDGE OF ALLEGIANCE**

Students will be given a daily opportunity to recite voluntarily the Pledge of Allegiance in each classroom or on school grounds. The principal will determine the appropriate time when school is in session for the recitation of the Pledge.

A student is exempt from participation in the Pledge of Allegiance and may not be required to participate in the Pledge of Allegiance if: 1) the student chooses not to participate; or 2) the student's parent chooses to have the student not participate.

Students who are exempt from reciting the Pledge shall remain quietly standing or sitting while others recite the Pledge and shall make no display that disrupts or distracts other students who are reciting the Pledge.

## **MOMENT OF SILENCE**

There shall be a daily observance of a moment of silence in each classroom or on school grounds.

During the moment of silence, all students shall remain seated or standing and silent and make no distracting display so that each student may, in the exercise of the student's individual choice, meditate, pray, or engage in any other silent activity that does not interfere with, distract, or impede another student in the exercise of the student's individual choice.

## **STUDENT CONDUCT RULES**

In general, the rules of conduct may be summed up as follows: Students are to be in attendance at school and on time; students are expected to treat our staff, school property and their peers with respect; students should observe the accepted forms of good behavior. These rules of conduct apply from "door to door", that is, from the student's home, to school and back. This general philosophy should be observed at all times in the building and on LSC property. Rules of conduct will also apply, but are not limited to, the following situations: participation involving in-school centers, homebound instruction, tutoring attendance in other school corporations, working in community agencies, and other alternative educational programs.

The entire school staff - teachers, administrators, paraprofessionals, counselors, secretaries, security staff, custodians, cafeteria personnel, and bus drivers - share the responsibility for maintaining an atmosphere of student respect and behavior conducive to optimum student learning. Students are expected to follow any reasonable request made by school employees.

### **Cameras, Video and Other Visual Recording Equipment**

All photographic images on school grounds or at a school sponsored activity are not allowed without administrative approval.

### **Cellular phones and other electronic devices**

Students may use cellphones during a student's lunch period, before or after school and during passing periods. At all other times between 8:05-3:15pm these devices are to be turned off and placed out of sight when school is in session. Failure to comply with this policy may result in disciplinary penalty and possibly the item being confiscated and returned only to the parent or guardian. Students who refuse to turn over their cell phone or other electronic device to a staff member when asked are insubordinate and failing to comply with a request from a staff member. Cell phones are not the responsibility of the school. If stolen or lost, a student assumes the responsibility.

Parents: If your child's cell phone is confiscated by a staff member, that cell phone will not be available for pick-up until school dismisses on the day it was taken. The device may be picked up in the main office.

### **AS PART OF THE LAFAYETTE SCHOOL CORPORATION ENERGY SAVINGS POLICY, STUDENTS WILL NOT BE ABLE TO "CHARGE" NON-EDUCATIONAL PERSONAL ELECTRONIC DEVICES (Cell Phones, Radios, CDplayers, Mp3, iPods and Other Audio Recording/Playback Equipment) in the school building.**

Photographic images taken of students or school personnel are forbidden without prior consent of the individuals photographed or recorded. Failure to comply with this policy may result in disciplinary penalty and the item being confiscated and returned only to the parent or guardian. Information contained on devices is subject to inspection. (See: Appendix F) Any student who engages in sending, sharing, viewing, or possessing pictures, text messages, e-mails, or other material of a sexual nature in electronic or any other form, including contents on a cell phones or other electronic device may be considered for suspension or expulsion.

### **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.
- Child exploitation: It is a Class D 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 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. Sexual conduct is defined at I.C. 35-42-4-4(a).
- Child Pornography. It is 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 at I.C. 35-42-4-4(a).
- 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.

### **Communication Devices/Recording Devices/Video or Photo Devices**

A parent(s)/Guardian(s) allowing students to carry electronic devices to school imply permission to the school to have access to any and all information on the device if confiscated for disciplinary or investigative purposes.

### **Radio, CD, Mp3, iPods and Other Audio Recording/Playback Equipment**

Students may listen to music before school, after school, during passing periods and during lunch periods. During a student's lunch period, listening devices may be used in the lunch room and corral areas only. Listening content should be appropriate for the school environment. Please be aware that the school will not be responsible for lost or stolen electronic or media equipment. Failure to comply with this policy will result in the item being confiscated and returned only to the parent or guardian. (See: Appendix F)

Teachers may use the above equipment in class with prior written administrative approval.

### **Use of School Computers and Network**

The school's computers and network are educational tools used to enhance the student's learning experience. The use of the school's computers and accessing the corporation's network are considered privileges extended to students. Violation of the expectations below may be grounds for a penalty that can range from loss of computer privileges up to expulsion.

1. The school's computers and network are to be used for instructional purposes only. Recreational use, such as playing games, is to be avoided.
  2. Students are to honor the corporation's network security protocols at all times.
  3. Students must use their own password to gain access to computers or the network at all times.
  4. The network security override system is for staff use only.
  5. Students must avoid any tampering or interfering with the school's technology in any way.
- As school corporation technology is public property, a student shall have no expectation of privacy regarding the student's files, web history, and data stored on LSC servers.

## **Section X**

### **Glossary**

#### **APPENDIX N – NOTICE OF INTENT TO COMPLY WITH TITLE IX**

It is hereby made known, as a matter of public information, that the Lafayette School Corporation intends to comply with Title IX of the Education Amendments of 1972 as amended by Public Law 93- 568, effective July 21, 1975, and the Americans with Disabilities Act. You will find the complete Sexual and Racial Harassment policies and procedures for the Lafayette School Corporation on the school’s website under the “Parents” heading. Complaint forms may be obtained at the front office of the school. The Title IX Compliance Officer for the Lafayette School Corporation is John Layton, Associate Superintendent. Dr. Layton’s contact information is [jlayton@lsc.k12.in.us](mailto:jlayton@lsc.k12.in.us) or 765-771-6000.

## **Section XI**

### **Response to Coronavirus Disease (COVID-19)**

The Lafayette School Corporation, working together with the Tippecanoe County Health Department, has an important role in protecting vulnerable students and staff to help ensure they have safe and healthy environments in which to learn and work. All decisions regarding school-based strategies (i.e.: dismissals, closures, social distancing measures, etc.) are made locally in collaboration with the local health department.

Although evidence shows most children who are infected with COVID-19 display mild symptoms, some children may develop serious illness, especially those children at risk because of underlying health issues. Parents/Guardians should have discussion with their child’s primary healthcare provider to determine if remote learning is appropriate until an adequate immunization can take place. The same recommendation is made to staff who are 65 years or older or who have underlying health issues.

The Lafayette School Corporation is prepared to respond to COVID-19 cases when they occur in its facilities. This includes reporting systems, decision-making process regarding closures, disinfecting, etc.

A student, teacher, administrator, or other staff is encouraged to self-screen before coming to school. Anyone who has one or more of the symptoms for COVID-19 infection should stay home and consult their primary healthcare provider. The symptoms include the following:

- A fever of 100.4°F or greater
- Cough
- Loss of appetite, nausea, vomiting, or diarrhea
- Shortness of breath or difficulty breathing
- Chills
- Repeated shaking with chills

- Muscle pain
- Headache
- Sore throat
- New loss of taste or smell

Students and staff will be excluded from school if they test positive for COVID-19 or display one or more of the above symptoms based on Centers for Disease Control (CDC) guidance that is not otherwise explained.

### **Return to School After Exclusion**

Once a student or employee is excluded from the school environment, they may return if they satisfy the recommendations of the CDC. Currently those guidelines are:

#### ***Untested***

Persons who have not received a test proving or disproving the presence of COVID-19 but experience symptoms may return if the following three conditions are met:

- They have not had a fever for at least 72 hours (that is three full days of no fever without the use of medicine that reduces fevers); and
- Other symptoms have improved (for example, when your cough or shortness of breath have improved); and
- At least 10 calendar days have passed since your symptoms first appeared.

#### ***Tested Positive- Symptomatic***

Persons who experienced symptoms and have been tested for COVID-19 may return to school if the following conditions are met:

- The individual no longer has a fever (without the use medicine that reduces fevers); and
- Other symptoms have improved (for example, when your cough or shortness of breath have improved); and
- At least 10 calendar days have passed since symptoms first appeared; or
- The individual has received two negative tests at least 24 hours apart.

#### ***Tested Positive- Asymptomatic***

Persons who have not had symptoms but test positive for COVID-19 may return when they have gone 10 calendar days without symptoms and have been released by the student's healthcare provider.

#### ***Tested Positive- Impact on School Operations***

The Lafayette School Corporation will work closely with the local health department to determine if school closure is appropriate.

Even without symptoms, if a student or employee has recently had contact with a person with a suspected or confirmed case of COVID-19, has someone in their home being tested for COVID-19, or has recently traveled from somewhere the CDC considered to be a "hot spot", the district/school may exclude the student or employee from the school building and recommend they self-quarantine for 14 calendar days.

### **Clinical Spaces at School**

#### **COVID-19 Symptomatic:**

Each LSC school will have a room or space separate from the nurse's clinic where students or employees who are feeling ill are evaluated or wait for pick up. All waiting staff and students should wear a cloth face covering. Only essential staff assigned to the room may enter. A record will be kept of all persons who entered the room and the room will be disinfected several times throughout the day. Strict social distancing is required and staff must wear appropriate PPE. Students who are ill will be walked out of the building to their parents. If



a student or staff member has a fever, for any reason, the district may adjust their policy to require staff and students to be fever-free, without the use of fever-reducing medications, for 72 hours before returning to school. Additionally, all staff and students with fevers or symptoms associated with COVID-19 may be encouraged to seek medical attention for further evaluation and instructions. Students and staff may return before the 72 hour window has elapsed if they are approved to do so in writing by their healthcare provider.

#### **Clinic Space Non-COVID-19 Related:**

Students who do not display symptoms of COVID-19 can be seen and treated in the nurse's clinic. These include students who are injured during the school day or students with special health care needs such as those with chronic health conditions (i.e. - diabetes or seizures), those requiring medical treatments (i.e. - suctioning, tube feeding, or nebulizers), and those with individual health plans.

#### **Confirmed Case of COVID-19 on School Property**

When there is confirmation that a person infected with COVID-19 was on school property, the district will contact the local health department and the Indiana Department of Education immediately.

Unless extenuating circumstances exist, the district will work with the local health department to assess factors such as the likelihood of exposure to employees and students in the building, the number of cases in the community, and other factors that will determine building closure. It is the responsibility of the local health department to contact the person confirmed with COVID-19, inform direct contacts of their possible exposure, and give instructions to those involved with the confirmed case, including siblings and other household members regarding self-quarantine and exclusions. The individual who tested positive will not be identified in communications to the school community at large but may need to be selectively identified for contact tracing by the local health department. If a closure is determined necessary, the district may consult with the local health department to determine the status of school activities including extracurricular activities, co-curricular activities, and before and after-school programs. As soon as the district becomes aware of a student or employee who has been exposed to or has been diagnosed with COVID-19, the custodial staff will be informed, so that impacted building or bus areas, furnishings, and equipment are thoroughly disinfected. If possible, based upon student and staff presence, the custodial staff will wait 24 hours or as long as possible prior to disinfecting. However, if that is not possible or school is in session, the cleaning will occur immediately.

#### **Preventative Measures**

Social distancing can be accomplished in many different ways and Lafayette School Corporation is dedicated to safely implementing social distancing practices so that face-to-face instruction can occur. The Lafayette School Corporation will implement various strategies to ensure students are socially distanced while at school and school sponsored events. It is the expectation that all students follow measures put in place by the school district. Failure to do so may result in disciplinary action. Some of those strategies include, but are not limited to the following:

- Close communal use spaces such as cafeterias and playgrounds if possible. Otherwise, stagger use and disinfect in between use.
- Reorganize P.E., choir, band, orchestra, and other large classes to allow for social distancing and other precautions.
- Alternate recess to minimize the number of students on the playground, encourage social distancing, and allow time to disinfect equipment between uses.
- Increase space between students during in-person instruction.
- Rearrange desks to increase space between students.
- Face desks in the same direction.
- Require students to be in assigned seats.
- Minimize students traveling to different buildings to receive services.
- Teachers may rotate, as opposed to the students changing classrooms, when applicable.
- Limit or eliminate classroom visitors.
- Ensure adequate supplies to minimize sharing of high touch materials to the extent possible (art supplies, equipment, etc. assigned to a single child) or limit use of supplies and equipment by one group of children at a time and clean and disinfect between uses.
- Minimize the sharing of electronic devices or learning aids when possible.

- Study (field) trips may be done “in-house” using virtual platforms.
- All students riding a school bus will wear a cloth mask.
- School bus drivers will monitor where students sit every day in case of the need for contact tracing.

Personal Protective Equipment (PPE) may also help prevent the spread of COVID-19. The LSC administration requests that parents provide their children a cloth mask, water bottle, hand and sanitizer. These are only recommendations. In some cases, the wearing of cloth masks will be required as directed by the CDC, the IDOE, and Tippecanoe County Board of Health. For instance, some specials like Choir/Music will require a cloth mask for participation. An acceptable mask must cover the mouth and nose and must be similar in nature to those provided by the state for student use. Since communal items like water fountains may not be used, parents are encouraged to provide their children with a water bottle. The building administration will provide more guidance about this and the procedures they will be using. The LSC administration will have age-appropriate face masks, hand sanitizer, and a limited number of bottles of water for emergency situations. However, parents should provide to their children the items they need to help them feel safe. If any family needs assistance with PPE, they should contact their child’s school administration. While supplies are limited, LSC administration will do everything possible to assist those families in need.