

Student Handbook

LINCOLN HIGH SCHOOL



Welcome to Lincoln High School. We are committed to educating all students for success in a dynamic society. All members of the staff and I are pleased to have you as a student and will work our best to help make your experience as productive and successful as you wish to make it. To help provide a safe and productive learning environment for students, staff, parents, and visitors, the Board of School Trustees publishes this updated Student/Parent Handbook annually to explain students' rights, responsibilities and consequences for misbehavior.

Parents are encouraged to take a few minutes to review and discuss the information in this Handbook with their school-aged children. The Dean of Students will also review this Handbook with students at the beginning of the school year.

Thank you for taking the time to become familiar with the important information in this Handbook. If you have any questions, please contact:

Steve Combs, Principal	812-882-6168
Don Altstadt, Dean of Students	812-882-6154
Erika Shepard, School Counselor	812-882-6313
Amy Tolliver, Student Services	812-882-2203
Kellie Cargal, Social Worker	812-882-2196
Liz Clinkenbeard, School Secretary	812-882-2191

Adopted by the Board of School Trustees on May 23, 2016

Discipline Code adopted by the Board on May 23, 2016

VINCENNES COMMUNITY SCHOOL CORPORATION
Vincennes, Indiana

REVISED 2016 – 2017 SCHOOL CALENDAR

Wednesday, August 3, 2016 (Full Day)	Organization Day – Teachers, Nurses, Social Workers, Academic Specialists & Interventionists
Thursday, August 4	Enrollment – First Day of School
Monday, September 5	No School – Labor Day
Tuesday, September 6	Early Dismissal – Teacher Professional Development *
Friday, September 23	Early Dismissal – Homecoming **
Tuesday, October 4	Early Dismissal – Teacher Professional Development *
Monday & Tuesday, October 10 & 11	Early Dismissal – Parent/Teacher Conferences/Open Houses *
Weds, Thurs & Friday, October 12, 13 & 14	No School – Fall Break
Tuesday, November 1	Early Dismissal – Teacher Professional Development *
Weds, Thurs & Friday, November 23, 24, & 25	No School – Thanksgiving Break
Tuesday, December 6	Early Dismissal – Teacher Professional Development *
Monday, December 19	First Day of Holiday Vacation
Wednesday, January 4, 2017	Return to School
Tuesday, January 10	Early Dismissal – Teacher Professional Development *
Tuesday, February 7	Early Dismissal – Teacher Professional Development *
Friday, February 10	Winter Vacation Day/Make-up Day (#1)
Monday, February 20	Winter Break /Make-up Day (#5)
Tuesday, March 7	Early Dismissal – Teacher Professional Development *
Thursday & Friday, March 16 & 17	Early Dismissal – Parent Teacher Conferences *
Monday – Friday, March 20 – March 24	No School – Spring Break
Tuesday, April 4	Early Dismissal – Teacher Professional Development *
Friday, April 14	Good Friday Holiday/Make-up Day (#7)
Monday, April 17	Easter Monday/Make-up Day (#8)
Tuesday, May 2	Early Dismissal – Teacher Professional Development *
Friday, May 5	Spring Vacation Day/Make-up Day (#2)
Friday, May 12	Spring Vacation Day/Make-up Day (#3)
Friday, May 19	Spring Vacation Day/Make-up Day (#4)
Thursday, May 25	Last Day of School
Friday, May 26	Graduation
Friday & Tuesday thru Friday, May 26, 29, 30, 31, June 1 & 2	Additional Make-up Days (#6 & #9-12)

*** Early Dismissal Times:**

(For Teacher Professional Development,
& Parent/Teacher Conferences/
Open Houses [Middle & High School])

Homecoming Dismissal Time:

Elementary	1:00 p.m.	1:30 p.m.
Middle School	1:30 p.m.	1:00 p.m.
High School	1:30 p.m.	1:00 p.m.

The last student day would be May 25, unless more make-up days are needed. The last faculty and staff day would be May 25, unless more make-up days are needed. There will be a calendar adjustment day April 1. Number of days lost will determine the final date of school. If necessary, the calendar will be extended to comply with law.

POTENTIAL STUDENT DAYS LISTED BELOW

August	20	December	12	April	18
September	21	January	20	May	16
October	18	February	18		
November	19	March	18		

High School		Middle School		Elementary	
9 Wk Period Ends	Days	9 Wk Period Ends	Days	9 Wk Period Ends	Days
Oct 7	46	Oct 7	46	Oct 7	46
Dec 16	<u>44</u>	Dec 16	<u>44</u>	Dec 16	<u>44</u>
End of Semester	90	End of Semester	90	End of Semester	90
March 10	46	March 10	46	March 10	46
May 25	<u>44</u>	May 25	<u>44</u>	May 25	<u>44</u>
End of Semester	90	End of Semester	90	End of Semester	90
End of Year	<u>180</u>	End of Year	<u>180</u>	End of Year	<u>180</u>

LHS Faculty & Staff Listing 2015-2016

Last Name	First Name	Dept.	Extension	E-mail
Anthiss	Kim	Nurse	2137	anthisk@vcsc.k12.in.us
Altstadt	Don	Dean	6154	altstadtd@vcsc.k12.in.us
Bahr	Joanne	SpEd	6004	bahrj@vcsc.k12.in.us
Baker	Lee	JROTC	6355	bakerl@vcsc.k12.in.us
Baldwin	Angela	English	2380	baldwina@vcsc.k12.in.us
Battles	Kreg	Science	6155	battlesk@vcsc.k12.in.us
Beard	Candace	ECA/Athletics	2259	beardc@vcsc.k12.in.us
Blackburn	Doris	Media	6350	blackburnd@vcsc.k12.in.us
Blue	Jared	Social Studies	6164	bluej@vcsc.k12.in.us
Brown	Norb	VU/Tech Ed	6251	brownn@vcsc.k12.in.us
Bruner	Gretchen	Fine Arts	6101	brunerg@vcsc.k12.in.us
Buchhorn	Christa	SpEd	6363	buchhornc@vcsc.k12.in.us
Cargal	Kellie	Admin	2196	cargalk@vcsc.k12.in.us
Clemens	Cheryl	SpEd	2416	clemensc@vcsc.k12.in.us
Cline	Christy	Food Service	2273	clinec@vcsc.k12.in.us
Clinkenbeard	Liz	Admin	2191	clinkenbearde@vcsc.k12.in.us
Cobb	Carla	Admin	2214	cobbc@vcsc.k12.in.us
Coffer	Garrett	Fine Arts	6109	cofferg@vcsc.k12.in.us
Collins	Matt	PE	6015	collinsm@vcsc.k12.in.us
Combs	Erica	FACS	6165	combse@vcsc.k12.in.us
Combs	Steve	Admin	6168	combss@vcsc.k12.in.us
Craig	Jennifer	English	2045	craigj@vcsc.k12.in.us
Deckard	Brian	JROTC	2037	deckardjb@vcsc.k12.in.us
Duke	Shea	Science	6170	dukes@vcsc.k12.in.us
Freeman	Debbie	SpEd	6363	freedmand@vcsc.k12.in.us
Hacker	Bailey	World Language	6183	hacker@vcsc.k12.in.us
Heiden	Jon	Social Studies	6184	heidenj@vcsc.k12.in.us
Hein	Jeff	Athletics	2257	heinj2@vcsc.k12.in.us
Held	Tod	PE/Health	6185	heldt@vcsc.k12.in.us
Helfen	Tim	English	6171	helfent@vcsc.k12.in.us
Hendrix	Charles	Science	6338	hendrixc@vcsc.k12.in.us
Hert	Janis	Math	6187	hertj@vcsc.k12.in.us
Hidde	Mike	Math	6188	hiddem@vcsc.k12.in.us
Hill	David	Admin	2326	hilld@vcsc.k12.in.us
Hinkel	David	Technology Ed.	6191	hinkeld@vcsc.k12.in.us
Hutchison	Mike	SS	6202	hutchisonm@vcsc.k12.in.us
Jones	Kyela	JAG	6322	jonesk@vcsc.k12.in.us
Kramer	Donna	German/English	6214	kramerd@vcsc.k12.in.us
Lancaster	Haley	English	6235	lancasterh@vcsc.k12.in.us
Lane	Amy	Fine Arts	6157	lanea@vcsc.k12.in.us
McCarter	Joyce	SpEd	6209	mccarterj@vcsc.k12.in.us
Marsh	William	Fine Arts	6109	marshw@vcsc.k12.in.us
Morrison	Holly	SpEd	2459	morrisonh@vcsc.k12.in.us
Myers	Kevin	Social Studies	6223	myersm@vcsc.k12.in.us
Neal	Kim	VU Early College	2136	nealk@vcsc.k12.in.us
Noland	Jody	Science	6128	nolandj@vcsc.k12.in.us
Nowakowski	Deb	Science	6014	nowakowskid@vcsc.k12.in.us
Pirtle	Emily	Math	6167	pirtlee@vcsc.k12.in.us
Prout	Kim	Alice Academy	6224	proutk@vcsc.k12.in.us
Rall	Theresa	SpEd	2459	rallt@vcsc.k12.in.us

Reding	Kaitlyn	World Language	6244	redingk@vcsc.k12.in.us
Rinehart	Randy	SRO	2003	rinehartr@vcsc.k12.in.us
Ring	Dana	Math	6230	ringd@vcsc.k12.in.us
Salters	Levi	Math	6258	saltersl@vcsc.k12.in.us
Setser	Abigail	Math	6148	setsera@vcsc.k12.in.us
Shepard	Erika	Admin	6313	sheparde@vcsc.k12.in.us
Shoemaker	Amy	English	6217	shoemakera@vcsc.k12.in.us
Sievers	Jayne	SpEd	6245	sieversj@vcsc.k12.in.us
Skelton	Seth	Social Studies	2215	skeltons@vcsc.k12.in.us
Smith	Ellen	SpEd	6343	smithe@vcsc.k12.in.us
Smith	Michelle	SpEd	6158	smithm@vcsc.k12.in.us
Snyder	Mark	Fine Arts	6249	snyderm@vcsc.k12.in.us
Stoll	Tanya	Business	6253	stollt@vcsc.k12.in.us
Strange	Kacey	English	6135	strangek@vcsc.k12.in.us
Swain	Suzanne	FACS	6254	swains@vcsc.k12.in.us
Swan	Laura	VU/Tech Ed	2136	swans@vcsc.k12.in.us
Thompson	Terri	Business	6288	thompson@vcsc.k12.in.us
Tibbs	Carly	English	6221	tibbsc@vcsc.k12.in.us
Tolliver	Amy	Admin	2203	tollivera@vcsc.k12.in.us
Tolliver	Chad	PE/Health	6301	tolliverc2@vcsc.k12.in.us
Toy	Steve	English	2274	toys@vcsc.k12.in.us
Wagler	Jamie	Media Center	2254	waglerj@vcsc.k12.in.us
Woolard	Rosie	SpEd	6209	woolardr@vcsc.k12.in.us

NOTE:	This Student/Parent Handbook is based in significant part on policies adopted by the Board of School trustees and Administrative Guidelines developed by the Superintendent. Those Board Policies and Administrative Guidelines are incorporated by reference into the provisions of this Handbook. The Policies and Administrative Guidelines are periodically updated in response to changes in the law and other circumstances. Therefore, there may have been changes to the documents reviewed in this Handbook since it was printed in June. If you have questions or would like more information about a specific issue or document, contact your school principal, dean of students, or access the document on the Corporation's website: www.vcsc.k12.in.us/lincoln .
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FORWARD

This Student Handbook was developed to answer many of the commonly asked questions that you and your parents may have during the school year and to provide specific information about certain Board policies and guidelines. Please take time to become familiar with the following important information contained in this Handbook and keep the Handbook available for frequent reference by you and your parents. If you have any questions that are not addressed in this Handbook, you are encouraged to talk to Mr. Altstadt, who you will find listed in the Staff Directory section of the Handbook. This Handbook replaces all prior handbooks and other written material on the same subjects. This Handbook does not equate to an irrevocable contractual commitment to the student, but only reflects the current status of the Board's policies and the School's rules as of May 23, 2016. If any of the policies or administrative guidelines referenced herein is revised after May 23, 2016, the language in the most current policy or administrative guideline prevails. Copies of current Board policies and administrative guidelines are available from the building principal and on the Corporation's website.

MISSION OF THE SCHOOL

Lincoln High School is committed to educating all students for success in a dynamic society.

EQUAL EDUCATION OPPORTUNITY
(See Policy 2260)

It is the policy of this Corporation to provide an equal education opportunity for all students.

Any person who believes that the Corporation, a school, or any staff person has discriminated against a student on the basis of race, color, national origin, sex (including sexual orientation, transgender status and gender identity), disability, age (except as authorized by law), religion, military status, ancestry, or genetic information, has the right to file a complaint. A formal complaint may be made in writing to the School Corporation's Compliance Officers listed below:

Mr. David Hill
812-882-2326

Mrs. Sheryl Schaefer-Jones
812-882-2006

The complaint procedure is described on Form 2260 F2.

The complaint will be investigated and a response, in writing, will be given to the concerned person within 10 days. The Compliance Officer may provide additional information concerning access to equal education opportunity. Under no circumstances will the Corporation threaten or retaliate against anyone who raises or files a complaint.

SCHOOL DAY

Daily Time Schedule

Period 1	8:00-8:50
Period 2	8:55-9:45
Enrichment/Club	9:48-10:10
Period 3	10:15-11:05
Period 4A Lunch	11:05-11:35
Period 4A Class	11:10-12:00
Period 4B Class	11:40-12:30
Period 5	12:35-1:25
Period 6	1:30-2:20
Period 7	2:25-3:15

STUDENT RIGHTS AND RESPONSIBILITIES

The rules and procedures of the School are designed to allow each student to obtain a safe, orderly, and appropriate education. Students can expect their rights will be protected and that they will be treated with fairness and respect. Likewise, students will be expected to follow staff members' directions and obey all school rules. Disciplinary procedures are designed to ensure due process (notice and fair hearing) before a student is disciplined because of his/her behavior.

Parents have the right to know how their child is succeeding in school and will be provided information on a regular basis and as needed, when concerns arise. Students' school information can be accessed at anytime on PowerSchool. PowerSchool can be accessed through the school corporation's website at www.vcsc.k12.in.us. Many times it will be the

responsibility of the student to deliver that information. If necessary, the U.S. Mail or hand delivery may be used to ensure contact. Parents are encouraged to establish constructive communication channels with their child's teachers and support staff and to inform the staff of suggestions or concerns that may help their child better accomplish his/her educational goals.

The staff expects students to arrive at School prepared to learn. It is the student's responsibility to arrive on time and participate in the educational program. Adult students (age eighteen (18) or older) are expected to follow all school rules. If residing at home, adult students should include their parents in their educational program.

STUDENT WELL-BEING

Student safety is a responsibility of the students and the staff. All staff members are familiar with emergency procedures such as evacuation procedures, fire and tornado drills, safety drills in the event of a terrorist or other violent attack, accident reporting procedures. Should a student be aware of any dangerous situation or accident, s/he must notify any staff person immediately.

All students must have an emergency medical card completed, signed by a parent or guardian, and filed in the School office.

Students with specific health care needs should submit those needs, in writing and with proper documentation by a physician, to the School office.

INJURY AND ILLNESS

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

A student who becomes ill during the school day should request permission from the teacher to go to the office. The office will determine whether or not the student should remain in school or go home. No student will be released from school without proper parental permission.

SECTION I – GENERAL INFORMATION

ENROLLING IN THE SCHOOL

(Policy 5111, Policy 5111.01, Policy 5111.02, Policy 5112, and Policy 5120)

Students are expected to enroll in the attendance corporation in which they have legal settlement, unless other arrangements have been approved.

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

- A. A birth certificate or similar document,
- B. Court papers allocating parental rights and responsibilities,
- C. Proof of residency, (no homeless child will be denied enrollment based on a lack of proof of residency)
- D. Proof of immunizations.

In some cases, a temporary enrollment may be permitted. In such cases, parents will be notified about documentation required to establish permanent enrollment.

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

Homeless students who meet the Federal definition of homeless may enroll and will be under the direction of the Corporation Liaison for Homeless Children with regard to enrollment procedures.

New students eighteen (18) years of age or older are not required to be accompanied by a parent when enrolling. When residing with a parent, these students are encouraged to include the parents in the enrollment process. When conducting themselves in school, adult students have the responsibilities of both student and parent.

Foreign students and foreign exchange students (from recognized and approved student programs) are eligible for admission on the same basis as other non-resident students.

Students enrolling after the first marking period of the semester without grades in progress must sign a contract ensuring attendance all enrolled days and pass the course final examination in order to receive course credit.

TRANSFER OF STUDENTS WITHOUT LEGAL SETTLEMENT (Policy 5111)

In addition to students with legal settlement in the Corporation, students without legal settlement in the Corporation will be enrolled in the compliance with I.C. 20-26-11-32 and pursuant to Board Policy 5111 Determination of Legal Settlement and Eligibility for Enrollment of Students without Legal Settlement in the Corporation.

SCHEDULING AND ASSIGNMENT (Policy 5120)

Schedules are provided to each student at the beginning of each semester during the school year or upon enrolling. The schedule is based upon the student's needs and available class space. Any changes in a student's schedule should be handled through the school counselor. It is important to note that some student requests to take a specific course will be denied. Students are expected to follow their schedules. Any variation should be approved with a pass or schedule change.

EARLY DISMISSAL (Policy 5230)

No student will be released to a person other than a custodial parent(s) or guardian(s) without a permission note signed by the custodial parent(s) or other legal authorization.

TRANSFER OUT OF THE CORPORATION (Policy 5131)

If a student plans to transfer from [the School], the parent must notify the Principal. School records shall be transferred within fourteen (14) days to the new school corporation. Parents

are encouraged to contact the counseling office, registrar, or assistant principal for specific details.

WITHDRAWAL FROM SCHOOL (Policy 5130)

No student under the age of eighteen (18) will be allowed to withdraw from School without an exit interview with the Principal who must agree to the withdrawal. The Principal is also required to provide the Bureau of Motor Vehicles the name of any student under the age of eighteen (18) who withdraws from School for revocation of the student's driver's license. The student also may not be able to obtain an employment certificate to obtain a job.

IMMUNIZATIONS (Policy 5320 and AG 5320)

Students must provide documentation that complies with the rules set forth by the Indiana State Board of Health that all immunizations required by law are current, including but not limited to pertussis (whooping cough), poliomyelitis, measles, diphtheria, rubella (German measles), tetanus, mumps, hepatitis A, hepatitis B, and varicella (chicken pox), or have an authorized exemption from State immunization requirements (I.C. 20-8. 1-7-9.5). Every student who enters kindergarten or grade 1 shall be immunized against hepatitis A, hepatitis B, diphtheria, tetanus, pertussis, polio, measles, mumps, rubella, and chicken pox. Every child who enters grades 6 through 10 shall also have meningococcal conjugate vaccine. Students entering grades 11 and 12 also must have a second meningococcal conjugate vaccine. From time-to-time other communicable diseases may be designated by the Indiana State Board of Health as diseases that require immunizations. For the safety of all students, the school principal may remove a student from school or establish a deadline for meeting State requirements if a student does not have the necessary immunizations or authorized exemption. In the event of a chicken pox epidemic, the Superintendent may temporarily deny admission to a student otherwise exempted from the chicken pox immunization requirement. Any questions about immunizations or exemptions should be directed to the school nurse.

Information concerning meningococcal disease (meningitis) and its vaccine shall be provided to students and parents at the beginning of the school year by the Superintendent. The information must include information concerning the causes, symptoms and spread of meningococcal diseases and places where parent may obtain additional information and vaccinations for their children.

The parent of each female student entering grade 6 shall be provided with information prescribed by the Indiana State Department of health concerning cervical cancer and the Human Papilloma virus (HPV) infection and that an immunization against the HPV infection is available.

USE OF MEDICATIONS (Policy 5330)

Only medication and medical treatments that are necessary to maintain a student in school or those that must be given at an interval during school hours will be administered by the school nurse or designated school personnel.

Students may not take **any** medication on their own, including Tylenol, ibuprofen, aspirin, or cough drops.

If a student must take prescription medication of any kind at school, a parent must bring this to the attention of the school nurse. There must be a signed parent permission form and a doctor's signed order to dispense prescription medication at school. **All**

medication must be brought to school, in the original container by a parent and given to the school nurse. The nurse or other school personnel will dispense medication to the student at the designated time. If capable, students are responsible to go to the nurse's office to take their prescribed medication.

The school corporation does not provide pain relievers. If a student has need of an over the counter pain reliever, a signed parent permission form and a one week supply of the OTC medication must be brought to the school nurse, where both will be kept for one week only. **If a student has an illness, or injury that requires pain medication for more than one week, then a doctor's order for the OTC must be on file.**

Health screening services include vision, dental, and hearing testing. Parents should contact the school nurse concerning any specific health problems that their child may have.

CONTROL OF CASUAL-CONTACT COMMUNICABLE DISEASES AND PESTS (Policy 8450)

Because a School has a high concentration of people, it is necessary to take specific measures when the health or safety of the group is at risk. The School's professional staff has the authority to remove or isolate a student who has been ill or has been exposed to a communicable disease or highly-transient pest, such as lice.

Specific diseases include: diphtheria, scarlet fever, strep infections, whooping cough, mumps, measles, rubella, and other conditions indicated by the Local and State Health Departments.

Any removal will be limited to the contagious period as specified in the School's administrative guidelines.

CONTROL OF NONCASUAL-CONTACT COMMUNICABLE DISEASES (Policy 8450)

The Corporation has an obligation to protect staff and students from non-casual-contact communicable diseases. When a noncasual-contact communicable disease is suspected, the staff or student's health will be reviewed by a panel of resource people, including the County Health Department. The School will protect the privacy of the person affected and those in contact with the affected person. Students and staff will be permitted to remain in school unless there is definitive evidence to warrant exclusion.

Noncasual-contact communicable diseases include sexually transmitted diseases, AIDS, ARC-ADIS Related Complex, HIV, Hepatitis B, and other diseases that may be specified by the State Board of Health.

As required by Federal law, parents will be requested to have their child's blood checked for HIV and HBV when the child has bled at School and students or staff members have been exposed to the blood. Any testing is subject to laws protecting confidentiality.

PUBLIC DISPLAY OF AFFECTION

Students may hold hands while walking in the halls. All other forms of intimacy and exhibitionism are not appropriate for a school setting.

SPECIAL EDUCATION

Person with a Disability

The American's with Disabilities Act (A.D.A.) and Section 504 of the Rehabilitation Act prohibit discrimination against person with a disability in any program receiving Federal financial assistance. This protection applies not just to students, but all individuals who have access to the Corporation's programs and facilities.

The law defines person with a disability as anyone who:

- A. has a mental or physical impairment that substantially limits one or more major life activities;
- B. has a record of such an impairment; or
- C. is regarded as having such an impairment.

The Corporation has specific responsibilities under these two laws, which include identifying, reviewing and, if the child is determined to be eligible, affording access to appropriate educational accommodation.

Free and Appropriate Public Education

Students are entitled to a free appropriate public education in the "least restrictive environment." The School provides a variety of special education programs for students identified as having a disability as defined by the Individuals with Disabilities Education Act (IDEA).

A student can access special education services only through the proper evaluation and placement procedure. Parent involvement in this procedure is required. More importantly, the School encourages the parent to be an active participant. To inquire about the procedure, a parent should contact Mrs. Erika Shepard at 812-882-6313.

Student with disabilities who do not qualify for IDEA may be served with the regular education program with an accommodation plan developed through an interactive dialogue between the School, the student and the student's parent(s). Parents who believe their child may have a disability that interferes substantially with the child's ability to function properly in School, should contact the Assistant Principal at 812-882-2326.

Service Animal (Policy 8390)

A student's need for and use of a service animal must be addressed in the student's individualized education program (IEP) and/or Section 504 Plan. A service animal that meets the definition set forth in Policy 8390 shall be permitted to accompany the student anywhere on the school campus where students are permitted to be: however, the service animal must be at all times under the control of the student or the service animal's handler. The principal will review and determine whether the documentation required by Board policy has been provided for the student's service animal.

HOMELESS STUDENTS (Policy 5111.01)

Homeless students will be provided with access to educational opportunities in the same manner as other students served by the Corporation. Homeless students are eligible to receive transportation services, participate in education programs for students with disabilities or limited English proficiency, participate in high ability programs, and receive meals under school nutrition programs. Homeless students will not be denied enrollment based on lack or proof of residency. For additional information contact Mrs. Amy Tolliver at 882-2203.

PROTECTION AND PRIVACY OF STUDENT RECORDS (Policy 8330)

The Corporation maintains many student records including both directory information and confidential information.

Directory information includes:

A student's name; address; telephone number; photograph; date and place of birth; major field of study; participation in officially recognized activities and sports; height and weight, if a member of an athletic team; dates of attendance; date of graduation; awards received; listing on an honor roll; or scholarships.

Directory information shall not be provided to any organization for profit-making purposes. The Superintendent may allow access to a school campus or give students' directory information to organizations that make students aware of educational or occupational options.

In accordance with Federal and State law, the Board shall release the names, addresses, and telephone listings of secondary students to a recruiting officer for any branch of the United States Armed Forces or an institution of higher education who requests such information. A secondary school student or parent of the student may request that the student's name, address, and telephone listing not be released without prior consent of the parent(s)/eligible student. The recruiting officer is to sign a form indicating that "any information received by the recruiting officer shall be used solely for the purpose of informing students about military service and shall not be released to any person other than individuals within the recruiting services of the Armed Forces". The Superintendent is authorized to charge mailing fees for providing this information to a recruiting officer.

The Corporation shall notify parents and students that they may request that the information not be released by the Corporation to the military recruiting representatives. This notification is to include the process necessary to request that the student not be identified to a military recruiter.

The parent or student must make the request in writing at the end of the student's sophomore year in high school. This is a one-time opt-out opportunity. If the student opts-out in his/her sophomore year and later changes his/her mind a revocation may be made.

Parents and eligible students may refuse to allow the Corporation to disclose any or all of such "directory information" upon written notification to the Corporation within ten (10) days after receipt of the Superintendent's annual public notice.

Whenever consent of the parent(s)/eligible student is required for the inspection and/or release of a student's health or education records or for the release of directory information, either parent may provide such consent unless specifically stated otherwise by court order.

The Corporation may disclose "directory information" on former students without consent of the parent(s)/eligible student, unless the parent or eligible student previously submitted a request that such information not be disclosed without their prior written consent.

Students and parents have the right to review and receive copies of all educational records. Costs for copies of records may be charged to the parent. To review student records please provide a written notice identifying requested student records to the school principal. You will be given an appointment with the appropriate person to answer any questions and to review the requested student records.

Parents and adult students have the right to amend a student record when they believe that any of the information contained in the record is inaccurate, misleading, or violates the student's privacy. A parent or adult student must request the amendment of a student record in writing and if the request is denied, the parent or adult student will be informed of his/her right to a hearing on the matter.

The administration may disclose personally identifiable information from education record with prior parental consent to officials of states and federal government, educational institutions and agencies, and under specific circumstances authorized by Board policy and Federal law.

Consistent with the Protection of Pupil Right Amendment (PPRA), no student shall be required, as a part of the school program or the Corporation's curriculum, without prior written consent of the student if an adult, or an emancipated minor or, if an un-emancipated minor, his/her parents, to submit to or participate in any survey, analysis, or evaluation that reveals information concerning:

- A. political affiliations or beliefs of the student or the student's parents;
- B. mental or psychological problems of the student or the student's family;
- C. sexual behavior or attitudes;
- D. illegal, anti-social, self-incriminating or demeaning behavior;
- E. critical appraisals of other individuals with whom respondents have close family relationships;
- F. legally recognized privileged and analogous relationships, such as those of lawyers, physicians, and ministers;
- G. religious practices, affiliations, or beliefs of the student or his/her parents; or
- H. income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program).

Further, parents have the right to inspect, upon request, a survey or evaluation created by a third party before the survey/ evaluation is administered or distributed by the school to the student. The principal will provide the parent access to the survey/evaluation within a reasonable period of time after the request is made.

The parent may access the following:

- A. activities involving the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information or otherwise providing that information to others for that purpose; and

- B. the administration of any survey by a third party that contains one or more of the items described in A through H above.

The Family Policy Compliance Office in the U.S. Department of Education administers both FERPA and PPRA. Parents and/or eligible students who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office
U.S. Department of Education
300 Maryland Avenue, SW
Washington D.C. 20202-4605
www.ed.gov/offices/OM/fpco

PEST CONTROL

The school corporation is committed to providing students a safe environment. It seeks to prevent children from begin exposed to pests and pesticides. While pesticides protect children from pests that may be found in the school and its surrounding grounds, under some circumstances they may pose a hazard to children. Therefore, pest control practices may involve a variety of chemical and non-chemical methods that are designed to control pests effectively while minimizing potential pesticide exposure to children. A registry has been created to inform patrons of pesticide applications. Parents may register to be notified in advance of pesticide use by notifying the school, in writing by August 22, 2016.

STUDENT FEES AND CHARGES

The VCSC charges specific fees for some activities and courses. Such fees or charges are determined by the cost of materials, freight/handling fees, and add-on fees for loss or damage to School property. The School and staff do not make a profit.

Charges may also be imposed for loss, damage or destruction of school apparatus, equipment, musical instruments, library materials, electronic devices, textbooks and for damage to school buildings or property. Students using school property and equipment can be fined for excessive wear and abuse of the property and equipment. Students can avoid late fines by promptly returning borrowed materials

STUDENT VALUABLES

Students are encouraged not to bring items of value to School. Items such as jewelry, expensive clothing, electronic equipment, and the like, are tempting targets for theft and extortion. The School cannot be responsible for their safe-keeping and will not be liable for loss or damage to personal valuables.

MEAL SERVICE (Policy 8500 and AG 8500)

The School participates in the National School Lunch Program. A' la carte or individual items are available. Students may also bring their own lunch to school to be eaten in the School's cafeteria. No student shall be allowed to leave School premises during the lunch period without specific written permission granted by the Principal or his designee. Applications for the School's Free and Reduced-Priced Meal program are distributed to all students. If a student does not receive one and believes that s/he is eligible, contact Mrs. Amy Tolliver.

FOOD SERVICE COLLECTION (Policy 6155)

If your student has a positive lunch balance when leaving/transferring out of the school corporation, you have 30 days to request a refund from the school where your student attended. If your student has a negative lunch balance when leaving/transferring out of the school corporation, please pay in full on the day of exit. If unpaid, further collection efforts may be pursued.

FIRE, TORNADO, AND SAFETY DRILLS (Policy 8420)

The School complies with fire safety laws and will conduct fire drills in accordance with State law. Specific instructions on how to proceed will be provided to students by their teachers who will be responsible for safe, prompt, and orderly evacuation of the building.

Tornado drills will be conducted during the school year using the procedures prescribed by the State. The alarm system for tornadoes is different from the alarm system for fires and consists of a public address announcement.

Safety drills will be conducted twice per school year. Teachers will provide specific instruction on the appropriate procedure to follow in situations where students must be secured in their building rather than evacuated. These situations can include a terrorist threat, a person in possession of a deadly weapon on school property, or other acts of violence.

EMERGENCY CLOSINGS AND DELAYS

If the School must be closed or the opening delayed because of inclement weather or other conditions, the School will notify the following radio and television stations: WZDM 92.1, WAOV 1450, WVUB 91.1, WTWO, WTHI, WFIE. Additionally, a school messenger phone call will be placed to the number on file in PowerSchool.

Parents and students are responsible for knowing about emergency closings and delays.

SAFETY AND SECURITY (Policy 8400)

- A. All visitors must report to the office when they arrive at school.
- B. All visitors are given and required to wear a building pass while they are in the building
- C. Staff is expected to question people in the building whom they do not recognize and who are not wearing a building pass, and to question people who are "hanging around" the building after hours.
- D. Students and staff are expected to immediately report to a teacher or administrator any suspicious behavior or situation that makes them uncomfortable.
- E. As many unneeded outside doors as possible are locked during the school day.
- F. Portions of the building that will not be needed after the regular school days are closed off.
- G. If a person wishes to confer with a member of the staff s/he should call for an appointment prior to coming to the School in order to prevent any inconvenience.

- H. Students may not bring visitors to school without first obtaining written permission from the building administration.
- I. A person is stationed at the main entrance of the building to greet visitors and guide them to the office.
- J. All Corporation employees are to wear photo-identification badges while in Corporation schools and offices or on Corporation property.
- K. The Corporation will utilize video surveillance and electronic monitoring in order to protect Corporation property, promote security, and protect the health, welfare, and safety of students, staff, and visitors.

VISITORS (Policy 9150)

Visitors, particularly parents, are welcome at the School. Visitors must report to the office upon entering the School to sign in and obtain a pass. Any visitor found in the building without a pass shall be reported to the school administration or the dean of students. If a person wishes to confer with a member of the staff, s/he should call for an appointment prior to coming to the School in order to schedule a mutually convenient meeting time.

USE OF THE LIBRARY (Media Center)

The library (media center) is available to students throughout the School day. Passes may be obtained from a student's teacher or from the librarian.

USE OF SCHOOL EQUIPMENT AND FACILITIES

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

LOST AND FOUND

The lost and found area is in the front office. Students who have lost items should check there and may retrieve their items if they give a proper description. Unclaimed items will be given to charity at the close of the School year.

USE OF OFFICE TELPHONES

Office telephones are not to be used for personal calls. Except in an emergency, students will not be called to the office to receive a telephone call.

USE OF PERSONAL COMMUNICATION DEVICES (PCD's) (Policy 5136 and AG 5136)

Students may use personal communication devices (PCDs) before and after school, during their lunch break, in between classes as long as they do not create a distraction, disruption or otherwise interfere with the educational environment. Use of PCDs, except those approved by a teacher or administrator or as required by a student's IEP, at any other time is prohibited and they must be powered completely off (i.e., not just placed into vibrate or silent mode) and stored out of sight.

- A. Violation of this policy may result in disciplinary action and /or confiscation of the PCD. The building principal will also refer the matter to law enforcement or child services if the violation involves an illegal activity (e.g., child pornography, sexting).
- B. Students are personally and solely responsible for the care and security of their PCDs. The Board assumes no responsibility for theft, loss, or damage to, or misuse or unauthorized use of PCDs brought onto its property.
- C. "Sexting" is prohibited at any time on school property or at school functions. Sexting is the electronic transmission of sexual messages or pictures, usually through cell phone text messaging. Such conduct not only is potentially dangerous for the involved students, but can lead to unwanted exposure of the messages and images to others, and could result in criminal violations related to the transmission or possession of child pornography. Such conduct will be subject to discipline and possible confiscation of the PCD.
- D. Cellphones and personal communication devices are not to be used in any restroom or locker room facility.

ADVERTISING OUTSIDE ACTIVITIES

No announcements or posting of outside activities will be permitted without the approval of the Principal. A minimum of one school days' notice is required to ensure that the Principal has the opportunity to review the announcement or posting.

SECTION II – ACADEMICS

FIELD TRIPS (See Policy 2340)

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

- A. Attendance rules apply to all field trips.
- B. While the Corporation encourages the student's participation in field trips, alternative assignments will be provided for any student whose parent does not give permission for the student to attend.
- C. Students who violate school rules may lose the privilege to go on field trips. Students who have been suspended from school are not allowed the privilege of participating in field trips.
- D. Students who are not passing all of their classes may lose the privilege to go on field trips.

GRADES (Policy 5421, AG 2421A, and AG 2421B)

Lincoln High School has standard grading procedure. The purpose of a grade is to indicate the extent to which the student has acquired the necessary learning. In general, students are assigned grades based upon test results, homework, projects, and classroom participation. Each teacher may place a different emphasis on these areas in determining a grade and will so inform the students at the beginning of the coursework. If a student is not sure how his/her grade will be determined, s/he should ask the teacher.

The School uses the following grading system:

100 to 92 = A
91 to 91 = A-
89 to 88 = B+
87 to 82 = B
81 to 80 = B-
79 to 78 = C+
77 to 72 = C
71 to 70 = C-
69 to 68 = D+
67 to 62 = D
61 to 60 = D-
59 and below = F

I = Incomplete

Grade Point Average (AG 5430)

To calculate a grade point average (GPA), assign a weighted point value to each course grade and divide by the total number of credits. For partial-credit courses use the fractional value of the grade. For example, a half a credit course with an earned grade of C would be $.5 \times 2=1$. Then add this to the other grades earned for a total points earned. This total is then divided by the total credits earned to determine the G.P.A. This can be done by grading period, semester, year or for a series of school years.

Grading Periods

Students shall receive a report card at the end of each nine-week period indicating their grades for each course of study for that portion of the academic term.

When a student appears to be at risk of failure, notification will be provided to the parents so they can talk with the teacher about what actions can be taken to improve poor grades. School grades can be accessed at any time on PowerSchool.

GRADUATION REQUIREMENTS (511 IAC 5-3-1 TO 2, 6-7-1 TO 15) (Policy 5460)

Diploma Types: Academic Honors, Technical Honors, Core 40, General

Normally, students will complete graduation requirements in four (4) years. In order to receive a diploma and graduate, a student must pass the end of course assessments required by the State Board of Education for graduation, meet the school requirements for basic coursework, and earn the total number of minimum credits, **42 at Lincoln High School**.



Course and Credit Requirements	
English/ Language Arts	8 credits Including a balance of literature, composition and speech.
Mathematics	6 credits 2 credits: Algebra I 2 credits: Geometry 2 credits: Algebra II <small>Or complete integrated Math I, II, and III for 6 credits. All students must complete a math or physics course in the junior or senior year.</small>
Science	6 credits 2 credits: Biology I 2 credits: Chemistry I or Physics I or Integrated Chemistry-Physics 2 credits: any Core 40 science course
Social Studies	6 credits 2 credits: U.S. History 1 credit: U.S. Government 1 credit: Economics 2 credits: World History/Civilization or Geography/History of the World
Directed Electives	5 credits World Languages Fine Arts Career-Technical
Physical Education	2 credits
Health and Wellness	1 credit
Electives*	6 credits <small>(Career Academic Sequence Recommended)</small>
40 Total State Credits Required	

Schools may have additional local graduation requirements that apply to all students.
* Specifies the number of electives required by the state. High school schedules provide time for many more electives during the high school years. All students are strongly encouraged to complete a Career Academic Sequence(s) (selecting electives in a deliberate manner) to take full advantage of career exploration and preparation opportunities.

Effective beginning with students who enter high school 2006-07

CORE40 with Academic Honors (minimum 47 credits)

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

- Complete all requirements for Core 40.
- Earn 2 additional Core 40 math credits
- Earn 6-8 Core 40 world language credits (6 credits in one language or 4 credits each in two languages).
- Earn 2 Core 40 fine arts credits.
- Earn a grade of a 'C' or better in courses that will count toward the diploma.
- Have a grade point average of a 'B' or better.
- Complete one of the following:
 - A. Complete AP courses (4 credits) and corresponding AP exams
 - B. Complete IB courses (4 credits) and corresponding IB exams
 - C. Earn a combined score of 1200 or higher on the SAT critical reading and mathematics
 - D. Score a 26 or higher composite on the ACT
 - E. Complete dual high school/college credit courses from an accredited postsecondary institution (6 transferable college credits)
 - F. Complete a combination of an AP course (2 credits and corresponding exam) or an IB Standard Level course (2 credits and corresponding exam) and dual high school/college credit course(s) from an accredited postsecondary institution (3 transferable college credits)

CORE40 with Technical Honors (minimum 47 credits)

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

- Complete all requirements for Core 40.
- Complete a career-technical program (8 or more related credits)
- Earn a grade of 'C' or better in courses that will count toward the diploma.
- Have a grade point average of a 'B' or better.
- Recommended: Earn 2 additional credits in mathematics and 4-8 credits in World Languages for four year college admission.
- Complete two of the following, one must be A or B:
 - A. Score at or above the following levels on WorkKeys: Reading for Information - Level 6; Applied Mathematics - Level 6; Locating Information - Level 5
 - B. Complete dual high school/college credit courses in a technical area (6 college credits)
 - C. Complete a Professional Career Internship course or Cooperative Education course (2 credits)
 - D. Complete an industry-based work experience as part of a two-year career-technical education program (minimum 140 hours)
 - E. Earn a state-approved, industry-recognized certification

Indiana General High School Diploma

Beginning with students who enter high school in 2007–2008, the completion of Core 40 becomes an Indiana graduation requirement. Indiana's Core 40 curriculum provides the academic foundation all students need to succeed in college and the workforce.

To graduate with less than Core 40, the following formal opt-out process must be completed:

- The student, the student's parent/guardian, and the student's counselor (or another staff member who assists students in course selection) meet to discuss the student's progress.
- The student's career and course plan is reviewed.
- The student's parent/guardian determines whether the student will achieve greater educational benefits by completing the general curriculum or the Core 40 curriculum.
- If the decision is made to opt-out of Core 40, the student is required to complete the course and credit requirements for a general diploma and the career/academic sequence the student will pursue is determined.

Course and Credit Requirements

English/Language Arts	8 credits Credits must include literature, composition and speech
Mathematics	4 credits 2 credits: Algebra I or Integrated Mathematics I 2 credits: any math course
Science	4 credits 2 credits: Biology I 2 credits: any science course
Social Studies	4 credits 2 credits: U.S. History 1 credit: U.S. Government 1 credit: any social studies course
Physical Education	2 credits
Health and Wellness	1 credit
Career Academic Sequence*	6 credits
Flex Credit	5 credits To earn 5 Flex Credits a student must complete one of the following: <ul style="list-style-type: none"> • Additional courses to extend the career academic sequence • Courses involving workplace learning, which may include the following courses: <ul style="list-style-type: none"> ○ Career exploration internship ○ Professional career internship ○ Business cooperative experiences ○ Cooperative family and consumer sciences ○ Industrial cooperative education ○ Interdisciplinary cooperative education ○ Marketing field experience • High school/college dual credit courses • Additional courses in: <ul style="list-style-type: none"> ○ Language Arts ○ Social Studies ○ Mathematics ○ Science ○ World Languages ○ Fine Arts
Electives**	6 credits
40 Total State Credits Required	

* Career Academic Sequence – Selecting electives in a deliberate manner to take full advantage of career exploration and preparation opportunities.

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

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

(updated 6/15/06)

It is the student's responsibility to maintain contact with his/her Counselor to ensure that his/her graduation requirements are being met.

Early Graduation (See policy 5464)

A student qualifying for early graduation by the end of grade eleven (11) is eligible for a State early graduation scholarship subject to the provisions of Indiana Statutes.

HOMEWORK
(Policy 2330 and AG 2330)

Homework can be expected. Student grades will reflect the completion of all work, including outside assignments. Homework is also part of the student's preparation for the assessment tests and graduation.

Generally homework will not be used for disciplinary reasons but only to enhance the student's learning.

TECHNOLOGY RESOURCES
(Policy 7540.03)

Before any student may enhance his/her school career by accessing and using the Corporation's computer resources, s/he and his/her parents must sign an agreement that defines the conditions under which the students may access and use these resources. This agreement is disseminated along with the school provided electronic device (iPad or chromebook)

As required by Federal law, the corporation will provide the instruction to students regarding the following:

- A. safety and security while using e-mail, chat rooms, social media, and other forms of direct electronic communications;
- B. the dangers inherent with the online disclosure of personally identifiable information; and,
- C. The consequences of unauthorized access (e.g. "hacking"), cyber bullying and other unlawful or inappropriate activities by students online.

Students have no expectation of privacy in the content of their personal files saved on the Corporation's computer resources, and of the records of their online activity when accessing and using the Corporation's technology resources. As required by Federal law, the Corporation will routinely monitor the online behavior of its students.

Failure to abide by all the terms of the agreement may lead to termination of the student's computer account and possible disciplinary action up to and including suspension from the School or referral to law enforcement authorities.

STUDENT ASSESSMENT
(Policy 2623, AG 2623, and AG 2623.01)

To measure student progress, students will be tested in accordance with State standards and Corporation policy.

Unless exempted, each student will be expected to pass the **State-mandated** standardized Tests, **that are required by the State Board of Education**. Students only need to retake those parts of the test they do not pass. Make-up dates are scheduled, but unnecessary absences should be avoided.

Additional group tests are given to students to monitor progress and determine educational mastery levels. These tests are used to help the staff determine instructional needs.

Classroom tests will be used to assess student progress and assign grades. These are selected or prepared by teachers to assess how well the students have achieved specific objectives.

Vocational and interest surveys may be given to identify particular areas of student interest or talent.

College entrance testing information can be obtained from the Guidance office. Depending on the type of testing, specific information and/or parent consent may need to be obtained. [The School] will not violate the rights of consent and privacy of a student participating in any form of evaluation.

SECTION III – STUDENT ACTIVITIES
SCHOOL-SPONSORED CLUBS AND ACTIVITIES
(Policy 2430 and AG 2430)

Lincoln High School provides students the opportunity to broaden their learning through curricular-related activities. A curricular-related activity may be for credit, required for a particular course, and/or contain School subject matter.

The School has many student groups that are authorized by the School. It is the Corporation's policy that only authorized groups are those approved by the Board of School Trustees and sponsored by a staff member. Clubs will be organized within the first two months of school and are available to all students who are interested.

Extra-curricular activities do not reflect the School curriculum, but are made available to students to allow them to pursue additional worthwhile activities such as recreational sports, drama, and the like.

All students are permitted to participate in the activities of their choosing, as long as they meet the eligibility requirements.

NONSCHOOL-SPONSORED CLUBS AND ACTIVITIES
(Policy 5730)

Non-school-sponsored student groups organized for religious, political, or philosophical reasons may meet during noninstructional hours. The application for permission can be obtained from the Principal. The application must verify that the activity is being initiated by students, attendance is voluntary, and that no school staff person is actively involved in the event, that the event will not interfere with school activities and that non-school persons do not play a regular role in the event. School rules will still apply regarding behavior and equal opportunity to participate.

Membership in any fraternity, sorority, or other secret society is not permitted. All groups must comply with School rules and must provide equal opportunity to participate.

No non corporation-sponsored organization may use the name of the School or School mascot.

ATHLETICS
(Policy 2431)

Lincoln High School provides a variety of athletic activities in which students may participate providing they meet any eligibility requirements that may apply. For further information, contact Mr. Jeff Hein, the Athletic Director, at 812-882-2257.

**STUDENT EMPLOYMENT
(Policy 5895 and AG 5895)**

The School does not encourage students to take jobs outside of School that could interfere with their success in School. If a student believes that s/he must maintain a job in addition to going to School, s/he must first make contact with his/her counselor to discuss any legal requirements and obtain any needed documents.

The School may deny a work permit to a student whose academic performance does not meet the School's standards or whose attendance is not in good standing. It also has the right to revoke a work permit previously issued to a student if the school determines that there has been a significant decreasing in the student's grade point average or attendance after s/he begins to work. When it appears that a job is detrimental to a student's academic status, the school will advise the parents and the employer to ensure that the student's education remain the primary focus.

Should the work permit be revoked at the end of the school year, the student may be allowed to work during the summer while school is not in session. However, such students lose the work permit at the start of the new school year until s/he meets the attendance and grade standards established by the school for receiving the work permit.

ATTENDANCE
(Policy 5200 and AG 5200)

School Attendance Policy

It is imperative that students be in attendance each School day in order to not miss a significant portion of their education. Important learning results result from active participation in classroom and other School activities which cannot be replaced by individual study.

- A. **Certified Absences** do not count toward the accumulation of days allowed per semester. These days do count as being absent from school. Students may make up all work and receive full credit for their work. Examples include: Doctor's visit with a statement (statements must be presented within 2 days or the absence will not be certified), family funeral, college visits, and emergencies approved by the administration.
- B. **Limited Absences** are counted toward the accumulation of days per semester. Students will be allowed to make up all work and receive full credit for their work. Examples include: staying home sick without a doctor's visit and prearranged absences.
- C. **Unexcused Absences** are counted toward the accumulation of days per semester. Students can only receive 75% of credit for work missed during an unexcused absence. Examples include: being truant from school, returning to school with no contact from a parent, and days out that exceed allowed "limited" days.
- D. **Exempt Absences** do not count as a day missed from school per state law. Students may make up all missed work for full credit. Examples include:
 - 1. Service as a page or as an honoree of the Indiana General Assembly.
 - 2. Service as a precinct election board or as a helper to a political candidate on Election Day.
 - 3. In response to a subpoena to appear in court as a witness.
 - 4. Active days with Indiana National Guard for not more than ten (10) days in a school year.
 - 5. Service as a member of Indiana wing of the civil air patrol under the terms stated in Indiana Code 20-33-2-17.2.
 - 6. Authorized attendance at an educationally related non-classroom activity under the terms stated in Indiana Code 20-33-2-17.5.

Absences after seven (7) counted will be marked as unexcused without a doctor's statement.

Students who have reached seven (7) counted absences in one semester without a doctor's statement will not be eligible to participate in class field trips.

Students under the age of 18 reaching five (5) unexcused absences or thirty-five (35) periods of unexcused absence in one school year will be reported to the Knox County Juvenile Probation office.

Students under the age of 18 reaching ten (10) unexcused absences, or seventy (70) periods of unexcused absences will be reported to the Department of Children and Family Services and to the Bureau of Motor Vehicles for suspension of driving privileges.

Required by law: As a parent/guardian, it is your legal duty to ensure that your child attends school. If you fail to ensure your child's school attendance, you may be prosecuted for the

crime of Failing to Ensure School Attendance. A person convicted of this crime may be given jail time and/or a fine.

Once a student has 10 unexcused absences, a report will be made to the Knox County Prosecutor's Office and Department of Child Services.

Limited, prearranged, and unexcused absences DO count toward the accumulation of days for the semester.

The school nurse sending a student home is the same as a medical excuse from a medical doctor.

A parent conference may be convened after fifteen (15) absences. This would include both certified and limited absence days. A medical note of incapacity may be required if attendance issues are not resolved by the conference.

Prearranged absences must be approved three (3) school days prior to the absence. Students must bring a note to the office requesting the absence. Prearranged absences count toward the accumulation of days per semester.

Failing to report to classes, or absences, which occur without the knowledge or permission of a parent or guardian, are considered truancies. Truancies are a serious breach of school policy. Disciplinary action will be taken for truancies.

Students enrolling after the beginning of the semester, with grades in progress, will carry their attendance record with them. Absences from the previous school can be counted toward the total at LHS.

Parents must provide an explanation for their child's absence no later than 10:00 AM on the day being missed. They are to call 812-882-8480 extension 3 and explain the reason for the absence.

If a student misses a teacher's test due to an excused absence, s/he may make arrangements with the teacher to take the test. If s/he misses the ISTEP Test or other standardized test, the student should consult with the assistant principal to arrange for taking the test.

It is the student's responsibility to request and complete work missed while absent. Students are allowed one day for each day missed, up to three days.

Absence from school due to suspension shall be considered an authorized absence, neither excused nor unexcused.

Students who have exceeded a total of seven (7) limited, unexcused, and/or prearranged absences in one semester will lose academic credit in the class(s) missed. Students in this circumstance may appeal to the Attendance Committee. The student will appear before the committee only in writing. In order to file for an appeal, the following conditions must be met:

- A. Attendance after exceeding the limit has been satisfactory.
- B. All class work has been satisfactorily completed.
- C. All class objectives have been accomplished.
- D. The student is academically passing the class.
- E. The student understands that the appeal may or may not be granted by the committee.
- F. The student agrees to adhere to the appeal procedures.

Attendance Appeal Procedure:

- A. Written notice will be given to any student/parent who has reached the semester limit for absences.
- B. The deadline for appeals shall be submitted by the date designated by the Principal of his designee.
- C. The student will have the opportunity to explain and/or validate his/her attendance record in writing. This record must be signed by the parent/guardian.
- D. The attendance committee will review all student appeals for credit.
- E. Following a favorable review by the attendance committee of the student's attendance, the decision to grant credit rests with the classroom teacher and building administrator.

Tardiness

Students are to be in the classroom when the bell rings signifying the beginning of the instructional period.

Tardiness will be tallied and totaled each nine weeks. Totals will be cleared when the new nine weeks begins.

Students who arrive after 8:10 will be counted absent period 1.

Students who arrive to periods 2-7 five minutes after class begins will be counted absent to that period.

Disciplinary Action Related to Tardiness Period 1 (less than 10 minutes late to class)

1st Offense – Check-in at the front office, teacher notation in grade book, student is informed that s/he is tardy.

2nd Offense – Same as 1st offense

3rd Offense – Same as 1st offense

4th offense – 1st office referral - after school detention

5th offense – 2nd office referral - after school detention

6th offense – 3rd office referral - Friday night school

7th offense – 4th office referral – Friday night school

8th offense – 5th office referral – out of school suspension

9th offense – 6th office referral – out of school suspension, parent conference

10th offense – 7th office referral – loss of academic credit for class

Disciplinary Action Related to Tardiness Periods 2-7 (less than 5 minutes late to class)

1st offense – teacher notification in grade book, student is notified that s/he is tardy

2nd offense – same as 1st offense

3rd offense – 1st office referral – after school detention

4th offense – 2nd office referral – after school detention

5th offense – 3rd office referral – Friday night school

6th offense – 4th office referral – out of school suspension, parent conference

7th offense – 5th office referral – out of school suspension, parent conference

8th offense – 6th office referral – loss of academic credit for class

STUDENT BEHAVIOR STANDARDS

A major component of the educational program at Lincoln High School is to prepare students to become responsible workers and citizens by learning how to conduct themselves properly and in accordance with established standards.

Expected Behaviors (Policy 5500)

Students are expected to:

- A. act courteously to adults and fellow students;
- B. be prompt to school and attentive in class;
- C. work cooperatively with others when involved in accomplishing a common goal regardless of the other's ability, gender, race, or ethnic background;
- D. complete assigned tasks on time and as directed;
- E. help maintain a school environment that is safe, friendly, and productive.

Classroom Environment

It is the responsibility of students, teachers, and administrators to maintain a classroom environment that allows:

- A. A teacher to communicate effectively with all students in the class; and
- B. All students in the class the opportunity to learn.

Dress and Grooming (Policy 5511)

While fashion changes, the reason for being in school does not. Students are in school to learn. Any fashion (dress, accessory, or hairstyle) that disrupts the educational process or presents a safety risk will not be permitted. Personal expression is permitted within these general guidelines.

If a student has selected a manner of appearance that disrupts the educational process or presents a risk to themselves or others, they may be removed from the educational setting.

The following styles or manners of dress are prohibited.

- A. Headwear inside the building during school hours unless approval has been given by the principal or his designee. Carrying or wearing hats in the hallways will result in confiscation.
- B. Clothing that advertises alcoholic beverages, tobacco and/or illegal drugs.
- C. Revealing fashions: i.e., extreme slit skirts, cutouts, spaghetti straps, bare midriffs, and exposed cleavage.
- D. Undergarments worn as outerwear
- E. Jewelry, buttons, or other forms or ornamentation which are distracting, encourage violence, express violence, express obscenity, or call for an illegal act.
- F. Sunglasses
- G. Apparel or ornaments that can be used as a weapon, or when pulled upon by another student, could cause physical harm.
- H. Mesh shirts unless a shirt is worn underneath.
- I. Pants or other forms of dress with waistlines that do not reach above the hips; pants that excessively drag behind the student; excessively baggy pants; and pants fashions that have holes above the knee.
- J. Cut-off/sleeves shirts are not allowed.
- K. Trench coats

Students who are representing Vincennes Lincoln High School at an official function or public event may be required to follow specific dress requirements. Usually, this applies to athletic teams, cheerleaders, bands, and other such groups.

Care of Property

Students are responsible for the care of their own personal property. The school will not be responsible for personal property. Valuables such as jewelry or irreplaceable items should not

be brought to school. The school may confiscate such items and return them to the student's parents.

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

CODE OF CONDUCT (Policy 5600)

The Board of School Trustees has adopted the following Code of Conduct. This Code of Conduct is applicable to students:

- A. on school property at any time;
- B. during and immediately before and after any school activity at any location;
- C. Traveling to and from school or to and from a school activity;
- D. off school property if the conduct involves bullying and two (2) or more students who attend school in the Corporation and the conduct has an adverse educational impact.

Violations of the Code of Conduct may be punishable by suspension or expulsion:

- A. knowingly interfering with school purposes or inducing another student to do so;
- B. stealing or damaging school property or property of another person;
- C. knowingly causing bodily harm to another person;
- D. threatening another person with bodily injury;
- E. possessing a firearm or any other object that is readily usable as a weapon or is dangerous to others (such as fireworks);
- F. possessing, providing or using a drug or any type of drug-related paraphernalia except as authorized by prescription.
- G. possessing, providing or using any substance or any type of paraphernalia represented to be a drug or drug-related paraphernalia;
- H. possessing or providing an alcoholic beverage;
- I. consuming or being under the influence of a drug or alcohol except as authorized by prescription.
- J. possessing, providing, or using tobacco or any tobacco product or electronic cigarettes or similar devices;
- K. knowingly failing to report to scheduled assignment without permission or acceptable excuse;
- L. failing or refusing to comply with directions of an adult supervising a class or school activity;
- M. directing unwelcome statements, communications, or conduct of a sexual nature to another person; (See Harassment below)

- N. materially altering any school document such as a hall pass;
- O. violating Indiana or Federal law;
- P. leaving a school activity or school property without prior approval of a teacher or supervising adult;
- Q. cheating on an academic assignment such as a test or homework, or knowingly assisting another student in cheating;
- R. attempting or conspiring with another person to violate any student behavior standard;
- S. Anti-Harassment (Policy 5517)**

The school prohibits the harassment, intimidation, or bullying of any student on school property or school sponsored events. Harassment, intimidation and bullying are defined as any intentional written, verbal or physical act directed towards another student that:

1. causes mental or physical harm to the other student; and
2. is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for another student.

Discipline for any substantiated incidents of bullying, harassment, or intimidation will be prescribed in accordance with the appropriate section of the Student Discipline Code.

The School also prohibits retaliation against any person who reports an incident, files a complaint, or otherwise participates in an investigation. Filing false charges is also prohibited and will result in appropriate disciplinary sanctions. Suspected retaliation should be reported in the same manner as bullying, harassment, and intimidation detailed below.

Students should report incidents of bullying, harassment, or intimidation to the principal, assistant principal, or the Superintendent, teachers, or counselors within two (2) business days. Complaints about the principal should be filed with the Superintendent, and complaints about the Superintendent should be filed with the School Board President. All complaints will be reduced to writing and the student will have the option of either signing the complaint or affirming its veracity in front of two (2) administrators.

The administrator or Board official receiving the report will conduct a prompt investigation. The parents of any child involved in prohibited conduct will be notified and permitted to view any reports related to the conduct subject to laws governing student privacy. A meeting between all concerned parties will be held within five (5) work days after receipt of a complaint. Any findings based on this meeting will be reduced to writing. At the close of the investigation, a written decision, including any disciplinary action, will be made and the Superintendent will be notified.

A complaining student who is not satisfied with the conclusion of the investigation may file an appeal with the Superintendent or designee within five (5) days of the receipt of the decision. The Superintendent or designee will arrange a meeting between all affected parties to discuss the appeal. Within ten (10) days of the appeal being filed, the Superintendent will provide a written decision.

If the complaining student is not satisfied with the decision of the Superintendent or designee an appeal can be made to the Board within five (5) days of the receipt of the

latest decision. The Board will conduct a hearing within twenty (20) days, and will issue a written statement within ten (10) days after the close of the hearing.

The school believes that every individual deserves to be able to come to school without fear of demeaning remarks or actions. The harassment/bullying of other students or members of the staff, or any other individuals is not permitted. This includes any speech or action that creates a hostile, intimidating, or offensive learning environment.

Conduct constituting harassment may take different forms, including but not limited to the following:

Sexual Harassment

Sexual harassment may include but is not limited to:

1. unwelcome sexual propositions, invitations, solicitations, and flirtations;
2. sexual violence, including physical and/ or sexual assault;
3. threats or insinuations that a person's academic grade, promotion, classroom work or assignments, academic status, participation in athletics or extra-curricular programs or events, or other conditions of education may be adversely affected by not submitting to sexual advances;
4. unwelcome verbal expressions of a sexual nature, including graphic sexual commentaries about a person's body, dress, appearance, or sexual activities; the unwelcome use of sexually degrading language, jokes or innuendoes; unwelcome suggestive or insulting sounds or whistles; obscene telephone calls;
5. sexually suggestive objects, pictures, videotapes, audio recordings or literature, placed in the educational environment, which may embarrass or offend individuals;
6. unwelcome and inappropriate touching, patting, or pinching; obscene gestures;
7. a pattern of conduct, which can be subtle in nature, that has sexual overtones and is intended to create or has the effect of creating discomfort and/or humiliation to another;
8. remarks speculating about a person's sexual activities or sexual history, or remarks about one's own sexual activities or sexual history.
9. inappropriate boundary invasions by a Corporation employee or other adult member of the School Corporation community into a student's personal space and personal life;
10. verbal, nonverbal or physical aggression, intimidation, or hostility based on sex or sex-stereotyping that does not involve conduct of a sexual nature;
11. in the context of employees, consensual sexual relationships where such relationship leads to favoritism of a subordinate employee with whom the superior is sexually involved and where such favoritism adversely affects other employees or otherwise creates a hostile work environment.

Not all behavior with sexual connotations constitutes unlawful sexual harassment. Sex-based or gender-based conduct must be sufficiently severe, pervasive, and persistent

such that it adversely affects, limits, or denies an individual's employment or education, or such that it creates a hostile or abusive employment or educational environment.

Race/Color/Religion/Natural Origin/Age/Disability/Other Protected Forms of Harassment.

1. Verbal:

a. Written or oral innuendoes, comments, jokes, insults, threats, or disparaging remarks concerning a person's gender, national origin, religious beliefs, etc. toward a fellow student, staff member, or other person associated with the Corporation, or third parties.

b. Conducting a "campaign of silence" toward a fellow student, staff member, or other person associated with the Corporation, or third parties by refusing to have any form of social interaction with the person.

2. Nonverbal:

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

3. Physical Contact

Any intimidating or disparaging action such as hitting, pushing, shoving, or spitting on a fellow student, staff member, or other person associated with the Corporation, or third parties.

Any student who believes that s/he is the victim of any of the above actions or has observed such actions taken by another student, staff member, or other person associated with the Corporation, or third parties should make contact with one of two or three staff members selected by each building principal with whom the students would most likely be comfortable in discussing a matter of this kind.

The student may make contact either by a written report or by telephone or personal visit. During this contact, the reporting student should provide the name of the person(s) whom s/he believes to be responsible for the harassment and the nature of the harassing incident(s). A written summary of each such report is to be prepared promptly on Form 5517 F1 and a copy forwarded to the principal. Each report received by a designated person shall be investigated in a timely and confidential manner. While a charge is under investigation, no information is to be released to anyone who is not involved with the investigation, except as may be required by law or in the context of a legal or administrative proceeding. No one involved is to discuss the subject outside of the investigation.

The purpose of this provision is to:

1. protect the confidentiality of the student who files a complaint, **to the extent feasible**;
2. encourage the reporting of any incidents of sexual or other forms of harassment;
3. protect the reputation of any party wrongfully charged with harassment.

T. Possession of Electronic Equipment

Students are not allowed to bring radios, “boom-boxes”, portable TV’s, **or** electronic toys, and the like without the permission of the principal. Any forbidden equipment will be confiscated and disciplinary action will be taken. Students are, however, permitted to have Personal Communication Devices, as defined in Policy 5136 and Policy 7542 in their possession during the school day. The use of PCDs is to be consistent with the Board’s adopted policies. Students who use PCDs in violation of the adopted Board policies are subject to discipline and confiscation of the device.

U. Use of an Object as a Weapon

Any object that is used to threaten, harm, or harass another may be considered a weapon. This includes but is not limited to padlocks, pens, pencils, laser pointers, jewelry and so on. Intentional injury to another may result in a report to the police as well as discipline by the school. This violation may subject a student to expulsion.

V. Knowledge of Deadly or Dangerous Weapons or Threats of Violence

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

W. Bullying (Policy 5517.01)

Bullying as defined in State law 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. This type of behavior is a form of harassment, although it need not be based on any of the legally protected characteristics, such as sex, race, color, national origin, marital status, or disability. It would include, but not be limited to, such behaviors as stalking, intimidation, menacing, coercion, name-calling, taunting, threats, and hazing, as well as the use of digital or electronic communications to engage in such behaviors. However, Indiana law exempts certain behaviors from the definition “bullying”. These exceptions are set forth in Board Policy 5517.01 – Bullying.

Additionally, the prohibition of bullying in Policy 5517.01 – Bullying applies regardless of the physical location when:

1. The individual committing the bullying behavior and any of the intended targets of the bullying behavior are students attending a school within the Corporation; and
2. The bullying behavior results in a substantial interference with school discipline or an unreasonable threat to the rights of others to a safe and peaceful learning environment.

Any student who believes he/she has been or is currently the victim of bullying should immediately report the situation to the building principal, assistant principal, dean of students, or the Superintendent. The student may also report concerns to a teacher or counselor who will be responsible for notifying the appropriate administrator or Board

official. Complaints against the building principal should be filed with the Superintendent. Complaints against the Superintendent should be filed with the Board President.

Every student is encouraged, and every staff member is required, to report any situation that they believe to be bullying behavior directed toward a student. Reports may be made to those identified above.

If, during an investigation of reported acts of bullying and/or harassment, the investigator believes that the reported misconduct may have created a hostile learning environment and may have constituted unlawful discriminatory harassment based on sex, race, color, national origin, religion, or disability, the investigator will report the act of bullying and/or harassment to one (1) of the Corporation's Compliance Officers so that it may be investigated in accordance with the procedures set forth in Policy 5517 – Anti-Harassment.

Enforcement of Student Behavior Standards and Code of Conduct

- A. The standards and the Code of Conduct will be enforced by School administrators, teachers, teacher aides, bus drivers, and any other adult authorized by the School to supervise students.
- B. The objectives of the enforcement of these standards and the Code of Conduct are:
 1. To protect the physical safety of all persons and prevent damage to property;
 2. To maintain an environment in which the educational objectives of the School can be achieved;
 3. To enforce and instill the core values of the Vincennes Community School Corporation and its School community.
- C. The seriousness of the offense and nature and extent of any discipline utilized to enforce student behavior standards and Code of Conduct will be determined by:
 1. The nature and context of any potential or actual injury, property damage, or disruption;
 2. The student's prior discipline history and the related success of any prior corrective efforts;
 3. The willingness and ability of the student and the student's parents to participate in any corrective action;
 4. The interest of other students in the School in a school environment free from behavior that violates the School's behavior standards;

5. Any other aggravating or mitigating factor or circumstance including but not limited to zero tolerance policies.

In compliance with State law, the Board may expel any student who possesses a deadly or dangerous weapon in a weapon-free school zone or commits either arson or rape in a Corporation building or on Corporation property, including school buses and other school transportation. It will make no difference whether or not the weapon belongs to someone else, unless the student can provide convincing evidence that the weapon was placed in the student's possession without his/her knowledge. If it can be confirmed that a weapon belonged to a student other than the one who possessed the weapon, that student shall also be subject to the same disciplinary action.

A weapon includes conventional objects like guns, pellet guns, knives, or club type implements. It may also include any toy that is presented as a real weapon or reacted to as a real weapon. Criminal charges may be filed for this violation. Possession of a weapon may subject a student to expulsion.

- A. A firearm is defined as any weapon that is capable of or designed to or that may readily be converted to expel a projectile by means of an explosion.

- B. A deadly weapon is defined as:

1. A loaded or unloaded firearm;
2. A weapon, device, taser or electronic stun weapon, equipment, chemical substance, or other material that in the manner it is used, or could ordinarily be used, or it intended to be used, is readily capable of causing serious bodily injury.

Students with disabilities eligible under the IDEA or Section 504 shall be expelled only in accordance with Board Policy 5605, AG 5605A, AG 5605B, and Federal due process rights appropriate to students with disabilities. Students who qualify for service under IDEA or Section 504 may be expelled only after a manifestation determination has been held.

A student who has been expelled may apply for reinstatement in accordance with guidelines which are available in the Principal's office.

DISCIPLINE **(Policy 5600, Policy 5605, Policy 5610, Policy 5610.02, Policy 5630.01)**

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

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

Two types of discipline are possible, informal and formal.

Informal discipline takes place within the School. It includes but is not limited to:

- A. Writing assignments
- B. Change of seating or location
- C. Before school detention
- D. Lunch detention
- E. After School detention
- F. Friday Night School
- G. Community Service
- H. Alternative to Suspension
- I. Time out
- J. Referral to school counseling department
- K. Parent Conference
- L. Restriction of extracurricular activities
- M. Hallway restriction
- N. Removal from classroom setting

Detentions

A student may be detained after School by the principal or his designee, after giving the student and his/her parents one (1) days' notice. The student or his/her parents are responsible for transportation. Sports, work or other after school activities are not an excuse for failure to appear. Late arrival, class disruption, or violation of any other school rule will result in further disciplinary action.

Removal

The teacher in charge of that class or activity when he/she poses a threat to a safe, orderly, and effective educational environment may remove a student from a classroom or an activity. Such removal may be from the class or activity period for no more than 5 days.

In-School Discipline – Friday Night School

Friday Night School will be in session from 3:30 to 6:00 p.m.. Assigned students will attend a continuous 2.5 hour period during which time they will be permitted one 5 minute break at 4:45 p.m.. Each student shall arrive with sufficient educational materials to be busy during this 2.5 hour study period.

A student missing any portion of his/her assigned time in Friday Night School may be given an additional 2.5 hour period. Failure to timely serve Friday School assignment(s) may lead to a suspension from School for a period not to exceed 2 days. Any suspension shall be in accordance with Corporation guidelines on suspension and expulsion.

The following rules shall apply to Friday Night School:

- A. Students are required to have class assignments with them.
 - 1. Students are not to communicate with each other unless given special permission to do so.

2. Students are to remain in their designated seats at all times unless permission is granted to do otherwise.
3. Students shall not be allowed to put their heads down or sleep.
4. No radios, cards, magazines, or other recreational articles shall be allowed in the room.
5. No food or beverages shall be consumed.
6. Students shall not be allowed to use the telephone or to go to their lockers.

Transportation from detentions and Friday Night School shall be responsibility of the student.

Use of Seclusion and Restraint (See Policy 5630.01)

Pursuant to State law and Board Policy 5630.01, staff may use seclusion and restraint as disciplinary strategies. Refer to Board Policy 5630.01 for the definitions of seclusion and restraint.

Formal Discipline

Formal discipline removes the student from school. It includes suspension for up to 10 school days and expulsion for the remainder of the semester or longer.

Suspension

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

Expulsion

An expulsion is a removal from school attendance and any school function for a period of more than ten (10) consecutive school days.

EXPULSION FOR FIREARMS POSSESSION (Policy 5610 and 5610)

Any student who is found to possess a firearm on school property shall be reported immediately to law enforcement officials. In addition, s/he shall be subject to expulsion for a period of one (1) year.

DUE PROCESS RIGHTS (Policy 5610 and 5611)

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

Suspension from School

When a student is being considered for a suspension, the administrator in charge or his designee will notify the student of the reason. The student will then be given an opportunity to explain his/her side. After that informal hearing, the administrator in charge or his designee will make a decision whether or not to suspend. If a student is suspended, his/her parents will be notified, in writing, of the reason for and the length of the suspension.

When a student is suspended, s/he may make-up work missed for a maximum of 75% credit.

Any learning that cannot be made up such as labs, field trips, skill-practices, and the like or any learning that the student chooses not to make-up may be reflected in the grades earned. Two (2) suspensions for truancy or an expulsion may result in the revocation of the student's driver's license.

Expulsion from school

If, in the Principal's opinion, the alleged infraction warrants a longer period of removal from school, s/he shall refer the case to the Superintendent for consideration for expulsion. The Superintendent shall review the case and may appoint a designee to conduct the expulsion meeting. This person may be an attorney or an administrator who has not been involved in the particular expulsion case or circumstances leading to it.

Notice of Expulsion Meeting

The student and/or the parent(s) will be notified of the time and place of the expulsion meeting and their rights in connection with that meeting as well as their right to waive the meeting if they choose to do so. The expulsion examiner, appointed by the Superintendent, will issue a written decision following the expulsion meeting.

The student or his/her parents may appeal the expulsion to the appropriate court.

SEARCH AND SEIZURE (Policy 5771 and AG 5771)

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

Students are provided lockers, desks, and other equipment in which to store materials. It should be clearly understood that this equipment is the property of the School and may be searched at any time if there is reasonable suspicion that a student has violated the law or School rules. Locks are to prevent theft, not to prevent searches. Anything that is found in the course of a search that may be evidence of a violation of School rules or the law may be taken and held or turned over to the police. The School reserves the right not to return items which have been confiscated.

Use of Dogs

The Board authorizes the use of specially-trained dogs to detect the presence of drugs and devices such as bombs on School property.

The dog may be allowed to examine School property such as lockers or students and items in their possession, but any search of a student's person will be based upon individualized reasonable suspicion in addition to any information resulting from the dog's examination.

Use of Breath-Test Instruments

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

The student will be taken to a private administrative or instructional area on school property with at least one other member of the teaching or administrative staff present as a witness to the test.

The purpose of the test is to determine whether or not the student has consumed an alcoholic beverage. The amount of consumption is not relevant, except where the student may need medical attention.

There is a possibility that a “false-positive” result could be obtained. If the student believes that the test is inaccurate s/he may request an immediate retest be administered by local law enforcement authorities.

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

STUDENT RIGHTS OF EXPRESSION

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

A. Material cannot be displayed or distributed if it:

1. is obscene to minors, libelous, indecent, or vulgar,
2. advertises any product or service not permitted to minors by law
3. is intended to be insulting or harassing,
4. tends to incite fighting, or
5. presents a clear and present likelihood that, either because of its content or manner of distribution or display, it will cause or is likely to cause a material and substantial disruption of school or school activities, a violation of school regulations, or the commissions of an unlawful act.

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

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

DISCIPLINE QUICK REFERENCE GUIDE

VIOLATION	FIRST REPORT	SECOND REPORT	THIRD REPORT	FOURTH REPORT
Unauthorized use of PCD	Teacher confiscation	Office confiscation; After school detention	Office confiscation; Friday Night School; Parent retrieval	Office confiscation; Friday Night School; Parent retrieval
Classroom Disruption	ATS	ASD	FNS	OSS or Expulsion
Cafeteria Disruption	Lunch Detention	ASD	FNS	OSS
Profanity	ASD	FNS	FNS	OSS
Profanity directed at staff member	OSS	OSS/Expulsion		
Unlawful Drug Use/Possession	OSS or Expulsion; SRO notified	Expulsion; SRO notified		
Fighting	OSS or Expulsion; SRO notified	10 Days OSS or Expulsion; SRO notified	Expulsion; SRO notified	
Possession of Weapon	Expulsion; SRO notified			
Harassment/Bullying	OSS; SRO notified	OSS; SRO notified	Expulsion; SRO	
Unlawful Tobacco/E-Cigarette use/possession (includes 18 year olds on school grounds)	OSS 3 Days; SRO notified	OSS 5 Days; SRO notified	OSS 10 days; SRO	Expulsion
Insubordination	ASD	FNS	FNS or OSS	OSS or Expulsion
Improper Dress	Office Referral; change of clothes	ASD; change of clothes	FNS; change of clothes	OSS
Theft/Vandalism Property Damage	OSS; Restitution; SRO	OSS or expulsion; SRO	Expulsion; SRO	
Plagiarism/Academic Cheating	"0" on assignment, test or project	Academic failure for 9 weeks	Academic failure for semester	OSS or Expulsion
NOTE: THIS LISTING OF MISCONDUCT AND CONSEQUENCES IS A QUICK REFERENCE SHEET AND IS NOT INTENDED TO BE AN ALL-INCLUSIVE LIST. THE SCHOOL RESERVES THE RIGHT TO ADDRESS ANY OTHER FORMS OF MISCONDUCT AND TO APPLY ANY REASONABLE CONSEQUENCE IN RESPONSE TO MISCONDUCT. MOREOVER, THE SCHOOL RESERVES THE RIGHT TO APPLY ANY LEVEL OF DISCIPLINE AS SCHOOL OFFICIALS MAY DETERMINE. IF ANY SCHOOL SANCTIONED CONSEQUENCE IS REFUSED, OSS				

WILL BE APPLIED.				
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CRIMINAL GANGS AND CRIMINAL GANG ACTIVITY

The School Corporation adopts this policy pursuant to State law in order to address the detrimental effects of criminal gangs and criminal gang activity on its students, demonstrate its commitment to preventing and reducing criminal gang membership and eliminating criminal gang activity, educate Corporation students, employees, and parents about criminal gangs and criminal gang activity, and comply with State and Federal laws and regulations.

The Corporation prohibits criminal gang activity and similar destructive or illegal group behavior on Corporation property, on buses owned by the Corporation or used to transport Corporation students, and at school-sponsored functions. The Corporation prohibits reprisal or retaliation against individuals who report criminal gang activity and similar destructive or illegal group behavior or who are victims, witnesses, bystanders, or others with reliable information about an act of criminal gang activity and similar destructive or illegal group behavior.

Definitions

	A.	“Criminal gang,” as used in this policy, means a group with		
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		at least three (3) members that specifically:		
		1.	either:	
			a.	promotes, sponsors, or assists in, or
			b.	participates in, or
		2.	requires as a condition of membership or continued membership the commission of a felony or an act that would be a felony if committed	

			d by an adult or the offense of battery (I.C. 35-42-2-1).	
	B.	“Criminal gang activity,” as used in this policy, means to:		
		1.	actively participate in a criminal gang ;	
		2.	knowingly or intentionally commit an	

			act:	
			a.	with the intent to benefit, promote, or further the interests of a criminal gang; or
			b.	for the purpose of increasing the person's own standing or position within a criminal gang;
		3.	knowingly or intentionally solicit, recruit, entice, or intimidate another person to join a criminal gang or remain in a criminal gang;	
		4.	threaten another person because the	

			other pers on:	
			a.	refuses to join a criminal gang;
			b.	has withdrawn from a criminal gang; or
			c.	wishes to withdraw from a criminal gang; when engaged in by a student who attends a Corporation school.

Procedures for Reporting and Investigating Suspected Criminal Gang Activity

All Corporation employees shall report any incidence of suspected criminal gang activity to the principal and the school safety specialist. As well, students and parents, who choose to do so, may report an incident of criminal gang activity to the principal. The principal and the school safety specialist may take appropriate action to maintain a safe and secure school environment, including providing appropriate intervention services.

A Corporation employee who in good faith reports an incident of suspected criminal gang activity in compliance with the procedures of this policy and any Corporation employee, parent, or student who in good faith participates in any judicial or other proceeding resulting from the report or relating to the subject matter of the report is immune from any civil or criminal liability for damages arising from his/her actions.

Each school principal or designee shall conduct a thorough and complete investigation of each report of suspected criminal gang activity and each report of reprisal or retaliation. The principal or designee shall initiate the investigation promptly but no later than two (2) school days of the report of the alleged incident. The principal may appoint additional staff and the principal or designee may request the assistance of law enforcement to assist in the investigation for the safety of the administration, Corporation staff, or students. The investigation shall be completed and written findings prepared by the principal or designee as soon as possible but no later than five (5) school days from the date of the report of the alleged incident.

The principal or designee shall submit the report to the Superintendent within ten (10) school days of completing the investigation. The Superintendent shall report the results of each investigation to the Board on a quarterly basis during its scheduled Board meetings.

The Superintendent is authorized to issue guidelines to define the range of ways in which Corporation staff and the principal or designee shall respond once an incident of criminal gang activity is confirmed, according to the parameters described in the Corporation's code of student conduct. The Board recognizes that some acts of criminal gang activity may be isolated incidents requiring that the school officials respond appropriately to the individuals committing the acts while other acts may be so serious or involve individuals outside the school that they require a response by local law enforcement officials.

Appropriate consequences and remedial action will be imposed when students are found to have engaged in criminal gang activity, criminal gang intimidation, or criminal gang recruitment on Corporation property, while riding on Corporation buses or buses used to transport Corporation students, and at school-sponsored events or when they are found to have engaged in retaliatory conduct towards a Corporation employee or student who reported an incident of criminal gang activity, according to the severity of the offense and considering both the developmental age of the student offender and the student's history of inappropriate

behavior, per the code of student conduct. Consequences and appropriate remedial action for a student who engages in criminal gang activity may range from positive behavioral interventions up to and including suspension or expulsion. Incidents that result in the expulsion of a student(s) or alternative school placement of a student(s) will be referred to the local law enforcement officials for further investigation. The principal shall proceed in accordance with the code of student conduct, as appropriate, based on the investigation findings and the Superintendent’s guidelines. As appropriate, the principal may provide intervention and/or relevant support services (i.e., refer to counseling, establish training programs to reduce criminal gang activity and enhance school climate, enlist parent cooperation and involvement or take other appropriate action). The principal shall inform the parents of all students involved in alleged incidents as provided below, and, as appropriate, may discuss the availability of counseling and other intervention services.

The principal shall provide the parents of the students who are parties to any investigation with information about the investigation, in accordance with Federal and State laws and regulations. This information includes the nature of the investigation, whether the Corporation found evidence of criminal gang activity, and whether consequences were imposed or services provided to address the activity. This information is to be provided immediately upon completion of the investigation and issuance of written findings by the principal or designee.

Annual Reporting of Investigations to the State

Each school principal or designee shall record the number of investigations of criminal gang activity disposed of internally and the number of cases referred to local law enforcement (disaggregated by race, ethnicity, age, and gender) and report this information to the Superintendent before May 15 each year.

The Superintendent shall submit a written report to the Indiana Department of Education, on forms developed by the Department, before June 2 of each year outlining the activities undertaken as part of the Corporation’s compliance with I.C. 20-26-18. This report shall include the number of investigations of criminal gang activity disposed of internally and the number of cases referred to local law enforcement for the entire Corporation in the past year, disaggregated by race, ethnicity, age, and gender.

Establishment of Education Programs

In its efforts to address criminal gang activity, the Board establishes the following educational programs:

	A.	An evidence-based educational criminal gang awareness program for students, Corporation employees and parents; and
	B.	A Corporation employee development program to provide training to Corporation employees in the implementation of this policy.

Information about the Types of Services, Including Family Support Services, for a Student Suspected of Participating in Criminal Gang Activity

The Superintendent shall provide information about the supports and services available for students who are “at risk” for and/or suspected of participating in criminal gang activity and their families, including:

	A.	gang awareness education for students, parents, faculty/personnel, law enforcement, and community stakeholders that, at a minimum, shows potential for effectiveness based on research, revised and updated regularly to reflect current trends in gang and gang-like activity;
	B.	counseling coupled with mentoring for students and their families;
	C.	referral to community organizations and civic groups that offer related programs or counseling;

Recommendations Concerning Criminal Gang Prevention and Intervention Services and Programs for Students that Maximize Community Participation and the Use of Federal Funding

The Superintendent shall seek Federal funding to implement criminal gang prevention and intervention services and programs, including the following:

	A.	Dissemination of criminal gang awareness information to students and parents. The gang awareness information should be revised and updated regularly to reflect current trends in gang activity.
	B.	Training for staff and teachers on criminal gang prevention and intervention resources.
	C.	Integration of available School Resource Officer Programs.

Publication of the Policy

The Superintendent shall ensure that this policy is posted on the Corporation’s internet website and annually disseminate this policy to all parents who have children enrolled in a school within the Corporation. This may be done through distribution of student handbooks. The Superintendent shall ensure that notice of the Corporation’s policy appears in the student handbooks and all other Corporation publications that set forth the comprehensive rules, procedures, and standards for schools within the Corporation.

Criminal Gang Intervention Program

In order to foster the continuing coordination of criminal gang prevention, intervention and suppression efforts, the Board establishes a program to provide criminal gang intervention services to students.

An advisory committee shall be established that includes the following members:

	A.	parents
	B.	Corporation employees
	C.	local law enforcement officials

SECTION V – TRANSPORTATION (Policy 8600 and AG 8600)

Bus Transportation to School

The school provides bus transportation for all students who lives within the school district. Homeless students are eligible to receive transportation services. The bus schedule and route is available by contacting the director of transportation at 812-882-2027.

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

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

Bus Conduct

Students who are riding to and from School on transportation provided by the School are required to follow some basic safety rules. This applies to School-owned buses as well as any contracted transportation that may be provided.

The driver is responsible for student safety and may assign seating or direct the student in any reasonable manner to maintain safety.

The following behaviors are expected of all students:

Previous to loading (on the road and at School)

Each student shall:

- A. be on time at the designated loading zone (10 minutes prior to scheduled stop);
- B. stay off the road at all times while walking to and waiting for the bus;
- C. line up single file off the roadway to enter;
- D. wait until the bus is completely stopped before moving forward to enter;
- E. refrain from crossing a highway until the bus driver signals it is safe;
- F. go immediately to a seat and be seated.

It is the parents' responsibility to inform the bus driver when their child will not be boarding the bus. The bus will not wait.

During the trip

Each student shall:

- A. Remain seated while the bus is in motion;
- B. Keep head, hands, arms, and legs inside the bus at all times;

- C. Not litter in the bus or throw anything from the bus;
- D. Keep books, packages, coats, and all other objects out of the aisle;
- E. Be courteous to the driver and to other bus riders;
- F. Not eat, **play games, or play cards**;
- G. Not tamper with the bus or any of its equipment.

Leaving the bus

Each student shall:

- A. remain seated until the bus has stopped;
- B. cross the road, when necessary, at least ten (10) feet in front of the bus, but only after the driver signals that it is safe;
- C. be alert to a possible danger signal from the driver

The driver will not **drop off** students at places other than their regular stop at home or at School unless s/he has proper authorization from School officials.

Videotapes on School buses

The School Board has authorized the installation of video cameras on School buses for purposes of monitoring student behavior. Actual videotaping of the students on any particular bus will be done on a random-selection basis.

If a student is reported to have misbehaved on a bus and his/her actions were recorded on a videotape, the tape will be submitted to the Principal and may be used as evidence of the misbehavior. Since these tapes are considered part of a student's record, they can be viewed only in accordance with Federal law.

Penalties for Infractions

A student who becomes a behavior problem on the bus shall be disciplined in accordance with the Student Discipline Code and may be deprived of the privilege of riding on the bus.

Self-Transportation to School

Driving to School is a privilege which can be revoked at any time. Students who are provided the opportunity to ride school transportation are encouraged to do so. Students and their parents assume full responsibility for any transportation to and from School not officially provided by the School.

The following rules shall apply:

- A. Students shall complete the Student Vehicle Form 5515 F1 and provide upon request
 - 1. driver's license;
 - 2. insurance certificate;
 - 3. registration
- B. Parking lot speed limit is 10 mph.
- C. The student must obtain a permit from the front office and pay a fee of \$5 for the entire School year.
- D. If a student's permit is suspended, no fees will be refunded. Failure to comply with these rules will result in loss of privileges and or disciplinary actions for the student.
- E. When the School provides transportation, students shall not drive to School-sponsored activities.
 - 1. Unless written permission is granted by their parents and approved by the Principal.
 - 2. No other students are allowed to be driven to a School-sponsored activity by the approved student driver without a note from parents of passenger students granting permission and approval by the Principal.