MSD of Lawrence Township

High School
Student Handbook

2025-2026

Indianapolis, Indiana

Metropolitan School District of Lawrence Township
HIGH SCHOOL STUDENT HANDBOOK

2025-26

Lawrence Central High School
7300 E. 56th Street
Indianapolis, Indiana 46226
Main Office: 317-964-7400
Attendance Line: 317-964-7405
Guidance Office: 317-964-7520
Athletic Office: 317-964-7740
FAX: 317-543-3348

Lawrence North High School
7802 N. Hague Road
Indianapolis, Indiana 46256
Main Office: 317-964-7700
Attendance Line: 317-964-7705
Guidance Office: 317-964-7792
Athletic Office: 317-964-7711
FAX: 317-576-6406

McKenzie Center for Innovation & Technology
7250 E. 75th Street
Indianapolis, Indiana 46256
Main Office: 317-964-8000
FAX: 317-849-2546

MSDLT Enrollments/Welcome Center 317-423-8209
MSDLT Transportation 317-423-8400

Attendance and web grades can be accessed by logging on to www.ltschools.org.

Vision
"Achieving Excellence, Building Character, Serving Others"

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District Mission Statement

Through Innovation and Dedication, We Educate All Students Through Graduation.

I. General Information

MSDLT BOARD OF EDUCATION

Amy Norman	President
Crystal Puckett	Vice President
Shaila Mulholland	Secretary
Marta Lawrence	Member
Jessica Dunn	Member

ADMINISTRATIVE STAFF LECC

Dr. Shawn Smith	Superintendent of Schools
Dr. Emily Haas-Brown	Assistant Superintendent of Elementary
Dan Kuznik	Assistant Superintendent of Secondary
Troy Knoderer	Chief Officer of Academics
Brett Crousore	Director of Secondary Education
Natalie Schneider	Director of Elementary Education
Stephanie LaPlante	Chief of Programs
Carla Johnson	Chief Officer of Human Resources
Shawn Bush	Director of Student Services
Karen Niemeier	Director of the Office of Exceptional Learners

Lawrence Central

Franklyn Bush	Principal
Justin Linch	Assistant Principal, Seniors
Dr. Teresa James	Assistant Principal, Juniors
Brian Maloney	Assistant Principal, Sophomores
Adrian Gatewood	Assistant Principal, Freshman
KaNeasha Koebcke	Director Guidance
Mosi Barnes	Athletic Director
Michael Connors	Assistant Athletic Director

Lawrence North

Jason Floyd	Principal
Ayanna Williams	Assistant Principal, Seniors
Reginald Simmons	Assistant Principal, Juniors
TBA	Assistant Principal, Sophomores
Donny Mimms	Freshman School Principal
Michelle Clarke	Director of Guidance
Mike Penrose	Athletic Director
Jim Zeller	Assistant Athletic Director

Lawrence Advance Academy

Tracey Means	Principal

McKenzie Center for Innovation and Technology

Chauntee Smith	Director
Kris McAloon	Assistant Director

II. WELCOME TO LAWRENCE TOWNSHIP SCHOOLS

EDUCATIONAL PHILOSOPHY

We adhere to our legal mandate to offer free, public secondary education in order to assist individuals to achieve self-fulfillment and to improve society. To prepare students for a variety of opportunities after high school, we provide programs that encourage intellectual, social, physical and career development. We assist parents in helping students develop respect for themselves and others so they may live and work cooperatively in society. We attempt to meet each student at his/her level of development and achievement and strive to raise it. Ultimately, our function is to establish a program of education that will enable each individual to develop his/her abilities so that he/she may live a maximally satisfying life and contribute significantly as a citizen of his/her environment.

MSDLT Mission Statement

Vision: The district of destination where excellence empowers everyone to reach their full potential.

Mission: Through innovation and dedication, we educate all students through graduation.

Core Values: (guides and beliefs that form the foundation of work and conduct)
We believe that living these values will build a culture of cooperation, collaboration, and communication within the entire school community.

- **Achievement -** We are committed to striving for excellence and maximizing performance and potential
- **Integrity** - We embrace our differences, treating everyone with dignity, honesty, and fairness. We are entrusted to be inclusive and transparent
- **Service -** We are servant leaders, listening and responding to the needs of the school community, focusing on continuous improvement, measureable results, and stakeholder satisfaction

THE DISTRICT AND THE COMMUNITY

The Metropolitan School District of Lawrence Township currently serves over 16,000 students with over 1,000 certified staff. The school district includes five Early Learning Centers, eleven elementary schools, two middle schools, two high schools, and the McKenzie Center for Innovation and Technology.

SCHOOL SERVICES

Address Changes	Registrar's Office
Athletic Information	Athletic Office Secretary
Attendance Issue	Attendance Office(s)
Book Rental / Refunds	Treasurer's Office
Bus Problems	Academic Dean
Career Information	Guidance Department
Class Rank and Grade Point Average	Guidance Department
College Information	Guidance Department
Computer-Related Problems	Media Center – Technology
Driver Education Information	Main Office - Receptionist
Elevator Key	Clinic
Free or Reduced Lunch……..	Treasurer's Office
Freshman School	Freshman School Office – Admin Assistant
Graduation Requirements	Guidance Department
Homework during Extended Illness	Guidance Admin Assistant
ID Card	Student Services
Illness at School / Medical Problems	Clinic
Lockers	Freshman School Office – Admin Assistant
Lost and Found	Bookstore
Parking Permits	Athletic Office
Report Cards	Guidance Department
Scheduling	Guidance Department

Scholarships	Guidance Department
Seniors - Graduation Information	Registrar
Student Activities / Clubs	Academic Dean
Principals' Advisory Council	……Principal
Transcripts	Guidance Admin Assistant
Work Permits	……Guidance Admin Assistant

III. STUDENT SERVICES

SECTION 504 OF THE REHABILITATION ACT OF 1973

The Metropolitan School District of Lawrence Township, under Section 504 of the Rehabilitation Act of 1973, does not discriminate on the basis of disability in admission to its programs, services, or activities, in access to them, in treatment of individuals with disabilities, or in any aspect of their operations. MSDLT schools have the obligation to identify, evaluate, and if the student is determined to be eligible under Section 504, to afford access to appropriate educational services. If the parent or guardian disagrees with the determination made by the professional staff of the school district, he/she has the right to a hearing. If there are questions, please feel free to contact the school principal.

WEBGRADES

Teachers will post student's progress on a secure on-line grade book program that can be accessed by students and parents via LTOnline, the township's student/parent resource portal. Parents will need to acquire a logon and password in order to see your student's grades. Parents need one logon and password to view all of their children's grades even if they have students in multiple township schools. Students will be issued their own logon and password during the first week of school.

If you do NOT already have a parent username and password to LTOnline:

1. Go to **(https://lawrencenorth.ltschools.org OR https://lawrencecentral.ltschools.org)**
2. On the right hand side under "LT ONLINE" Click on the link that reads: "PARENTS: Click here to sign up for a username and password to get grades, student information and news."
3. Fill out the on-line form. Your username and password will be mailed to your home. **NOTE:** The turn around time for parent usernames and passwords is approximately 2 weeks.

Lost/forgotten username or password?

1. Go to **(https://lawrencecentral.ltschools.org or https://lawrencenorth.ltschools.org)**
2. On the right hand side under "LT ONLINE" Click on the link that reads: "Forgot your username or password" and fill out page and "Submit".

NOTE: The turn around time for parent usernames and passwords is approximately 2 weeks.

To access your students' grades:

1. Go to (**https://lawrencecentral.ltschools.org or https://lawrencenorth.ltschools.org)** and login using the password you obtained from our Technology Department.
2. Click on the link on the left-hand side of the screen that says: View Student Information. You will have to log in again, using the same username and password.
3. After logging into the Skyward Family Access component of the website, click on the Grading link on the left-hand side of the screen.

ALTERNATIVE LEARNING CENTER

The Alternative Learning Center (ALC) provides students who have lost credits due to academic adversity, an opportunity to recover credits and move toward meeting the requirements for graduation.

"AVID" ADVANCEMENT VIA INDIVIDUAL DETERMINATION

AVID is a program that a student begins in middle school after he/she is identified as a young person who has the test scores to show that he/she should be having greater success in the classroom. Generally these students have an average G.P.A. of 2.3-2.8/4.0. Some students are not identified in middle school and should be referred to the grade level administrator if the teacher believes he/she falls into this category. It is the belief system of the AVID facilitators that these students will be enrolled in at least one Advanced Placement course by his/her junior year of high school.

BOOKSTORE / LOST AND FOUND

The Bookstore is open 8:30 am – 2:00 pm each school day and sells uniforms, school supplies, and distributes Chrome Book/Textbook/Workbook. Lost and found is also located in the Bookstore.

STUDENT ACCESS TO SCHOOL PROPERTY-RESTRICTIONS

At the end of the school day students must leave the building by 4:00 p.m. unless under the direct supervision of a staff member. Students should arrange transportation from the building immediately after an activity concludes. Unsupervised students remaining in the building will be subject to disciplinary action. Students are encouraged to utilize school resources, and participate in activities and programs made available to them on school property. However, the protection of our students, staff, visitors and property is of paramount importance. Students and staff must also be guaranteed a harassment-free educational and work environment. School administrators may take reasonable and non-discriminatory measures to restrict student access to school property and access to other students and staff. During normal school hours, only students who are in good standing and currently enrolled may access school property through all authorized points of entry. All other students must enter through the main administrative entrance to the building and check in with office personnel. After normal school hours of operation, only students who have a legitimate school business purpose; or are engaged in a school sanctioned or sponsored event under adult supervision or under adult sponsorship; or attending an event, performance, or exhibition open to the public; will be considered to have legitimate access to the school. Any other student or visitor may be considered to be criminally trespassing on school property. Students who are expelled, suspended, or otherwise under school disciplinary action may be prohibited from accessing school property during the time period covered by the disciplinary action. The student may be prohibited from attending athletic events, dances, and school/club events, including those events held off school property. Students who have been reassigned temporarily to another school, program or academic endeavor will not be permitted normal student access to their home school without permission. Students who have legitimate school access but engage in disruptive behavior may be asked to leave school property. Refusal by that student to leave school property may result in the arrest of that student for criminal trespass. Students, found in areas of school property that are generally closed to students; and/or areas where access has restrictions applicable to students or to the public, are subject to disciplinary consequences and/or arrest. The school may enforce these restrictions regarding access, relying upon and through the execution of the criminal trespass statute under Indiana Code 35-43-2-2.

DISTRIBUTION / POSTING OF MATERIALS

All posted advertisements, notices, and fliers must be placed in a designated area and have a stamp of **approval** in the lower right hand corner. All others will be removed.

Students **may not** distribute material which is libelous, invades the privacy of others, is obscene, pornographic, indecent, or vulgar, causes disruption of the orderly operation of the school or school activities, or advertises products or services not permitted for use by minors under the law.

Students shall distribute materials that are **approved** by the principal in an orderly manner. Students shall be responsible for cleaning up any materials thrown on the floors or grounds of the school and take down material that is outdated.

LIBRARY / MEDIA CENTER

Monday–Friday, 8:30–4:00 p.m.

STUDENTS VISITING THE LIBRARY/MEDIA CENTER

Students may use the library resources during instructional time with proper permission. To visit the Library/Media Center during a study hall, students must obtain a library pass from one of the library staff members. Students may check out up to 10 items at any time. Materials are due back as follows: Videos - 2 days; Magazines - 1 wk; Reference – overnight; Books – 3 wks. Accounts with overdue books are fined $0.05 per day. Food and drink are not permitted in the Library/Media Center.

Use of Electronic Resources in the Library/Media Center

Students must abide by the guidelines established in **Board Policy 7540.3 (Student Technology Acceptable Use and Safety)** at all times. They may use computers on any library visit if one is available. To use a computer during a study hall session, students must reserve one when they are issued a pass from library staff, prior to that session. Any printouts generated by students from the Internet or online databases must be for school use only. Students are responsible for the computer while using it and should report any technical or equipment problems to Library personnel.

LOCKERS

Each student may request a locker and combination at the beginning of the school year. Lockers are school property and are to be treated as such. **DO NOT REVEAL YOUR LOCKER COMBINATION TO ANYONE.** Any theft should be reported to the office and a theft report should be filed. If your locker fails to lock, report it immediately. Administrative staff or his/her designee may search lockers if there is reason to believe it contains inappropriate or illegal items.

LUNCHROOM GUIDELINES / VENDING MACHINES

Our student cafeteria is an area of the building used for many purposes and by many groups of people both in and out of our school community. Students are expected to keep the cafeteria clean and orderly. Food purchased in the cafeteria must be eaten in the cafeteria or a designated area. Lunches from home are acceptable. **Students are expected to:**

- **not take purchased food out of the cafeteria**
- **clear tables and return trays**
- **not sit on the tables**
- **remain in the cafeteria or commons area until the assigned lunch period is over**

Vending machines are in operation before school, during lunch periods, and after school only. Vending usage will be at your own risk. **MSDLT will not refund lost currency.**

FOOD/MEAL DELIVERY

Students and/or parents/guardians are not permitted to order food from outside vendors (GrubHub, DoorDash, etc.), to be delivered to them at school, during the school day. This is a safety concern that also disrupts the educational process within our school community. Disciplinary action may be taken for a student that does not abide by this policy. Any unauthorized deliveries may be confiscated by administration.

PARKING PERMITS

All students driving to school **must have a valid parking permit**. Students who are juniors or seniors may get a new permit or renew the previous permit before school starts, as long as the student's fees/fines are paid in full. Sophomores, in good standing, may obtain a parking permit. All valid permits need to be purchased and displayed by September 1st.. Cars without valid parking permits will receive a ticket and be charged a **$25.00 fine**.

STUDENT ID'S

Students will be issued school I.D. cards and must be on their person while in school. Failure to produce a valid School ID when requested by a faculty or staff member or administrator will result in progressive discipline. **Students are required to carry I.D.'s while on campus and will be required to show ID for things such as: check-in, check out, purchasing lunch, MAC pass, dances (school functions), hall pass, checking out materials from the library, riding a shuttle bus, and leaving the building early.**

STUDENT MESSAGES / DELIVERIES

Only **emergency** messages **from parents** to students will be delivered. Items dropped off for students will only be delivered to the classroom if they are needed for the **particular class in session.** Students will be called down during passing periods to receive all other items and will be given to the student after proper ID has been presented. Please note: items of value (cash, ID, wallets, purses) are never delivered to the classroom – they must be picked up in the Main Office) Items such as flowers, balloons, gifts, cards, etc. that are delivered for distribution to students should be brought to the Main Office, for delivery at the **end of the day**. **Latex balloons are NOT permitted in MSDLT schools**. This includes any school-related event and any community-based events held at the school. This action is necessary due to the number of students, staff, parents, and visitors who have a latex allergy. Mylar balloons are an acceptable alternative.

WORK PERMITS

Work permits for students age 14-17 are obtained through the receptionist at the front office. Below are the steps taken to secure a work permit: Obtain an "Intent to Employ" form at school or from the prospective employer. Complete the "Intent to Employ" form. Note: This must be signed by the student, prospective employer, and the parent; include date of birth, state of birth, and age. Return the completed "Intent to Employ" form to the receptionist **before school starts** on any given day. It will be processed and the work permit will be ready **the next day, after grades and attendance have been checked. Note:** According to state law, the student must personally sign his/her work permit in the presence of the issuing officer. Only the student may pick up his/her permit and not a friend or parent. The student must have at least a 2.00 cumulative GPA to hold a work permit.

IV. SCHOOL SAFETY

ACCIDENTS OR OTHER INJURIES

Every accident or other injury in the school building, on school grounds, at athletic practices, or at any school-sponsored event must be reported immediately to school personnel. **An Incident Report must be filed with the school nurse.**

FIRE, TORNADO AND CODE BLUE DRILLS

Fire, tornado, and code blue drills are conducted for the students' protection. When the fire alarm sounds, all students are to evacuate the building in a quiet and orderly manner; evacuation routes and procedures are posted in each room and must be followed.

PARKING AND DRIVING CONDUCT

Driving to school is a privilege, not a right. Each student who wishes to drive to school must:

- Have a valid driver's license, car registration, and current insurance.
- Have a valid parking permit. (Forms are available in the athletic office.)
- Display permit properly by hanging the tag from the rearview mirror.
- Have all school fees and fines paid.
- Park in the student parking lot only.

Violators may be towed at owner's expense.

Driving privileges may be revoked for multiple violations, reckless driving citations, speeding, and excessive first period tardies. Tardies to school due to car-related problems are not excused. A student's car may be searched if there is reasonable suspicion of inappropriate behavior or suspicion of illegal items.

SPEED LIMIT ON LNHS PROPERTY IS 10 MPH!*

SCHOOL BUSES

Bus Rules and Regulations

Bus transportation is a privilege and is an essential part of the school day. In accordance with board policy 8600, "failure of students to maintain proper conduct while at the bus stop, proceeding to or from the bus stop or while on the school bus may relinquish their privilege to ride the school bus and/or be subject to other disciplinary measures by the school."

Bus Rules

1. Observe classroom conduct while on the bus.
2. Be courteous, do not use profane language.
3. Do not eat or drink on the bus.
4. Keep the bus clean.
5. Cooperate with the driver.
6. Do not smoke.
7. Do not damage, cut or write on the bus or equipment.
8. Stay in your seat.
9. Keep head, hands, and feet inside the bus.
10. The bus driver is authorized to assign seats.
11. Students who ride buses with seatbelts are required to wear them.

Additional General Guidelines

1. Students should be at the bus stop ten minutes prior to pick-up time.
2. Students should respect the property near the bus stop.
3. Students should stand back away from the road until the bus is COMPLETELY STOPPED. Students waiting on the opposite side of the road should wait until the bus stops and the driver checks both the oncoming and following traffic. The driver will signal before students cross the road.
4. Students must walk ten feet in front of the bus while watching for traffic (enter or exit).
5. Students are to ride on their assigned bus. Students will have the same pick up and drop off assignment.
6. Students should be able to hold all belongings on their lap. The following items are prohibited from being on the bus: animals, glass items, and other objects that may endanger students.
7. Once a student is on the bus, they will not be allowed to exit the bus without authorization from school personnel.
8. Student conversation should be at a level where the driver CANNOT clearly hear the conversation.
9. Students are to avoid pushing, crowding, and shoving when entering or departing the bus. Students are not to tease others or throw objects.
10. Students shall have assigned seats on regular routes designated by the bus driver.
11. Students must identify themselves if requested by the driver. Any student who refuses to identify himself/herself is subject to bus suspension or other disciplinary measures by the school.
12. Bullying and harassment is prohibited. The bus driver may report any suspected case of bullying or harassment to school personnel.
13. The MSD of Lawrence Township including the transportation department is NOT responsible for lost cell phones, ipods, ipads, and other similar electronic devices.

(See Addendum at the end of this document for bus tracking information.)

STUDENTS DRIVING BETWEEN LN, LC AND MCIT

Students who elect to provide their own transportation for shuttling between LN, LC and MCIT are expected to have appropriate parking permits. Students may leave the building only at the proper time and drive directly from one school to the other. Parent permission forms for driving to MCIT are available at the MCIT Main Office. Driving privileges can be revoked if driving violations occur.

TECHNOLOGY ACCEPTABLE USE GUIDELINES

(Board Policy 7540 - TECHNOLOGY)

MSDLT is committed to the effective use of technology to enhance the quality of student learning. Students' use of technology is a privilege, not a right, and is subject to regulation, denial and discipline for misuse. MSDLT reserves the right to require every student to sign an acknowledgement of Board Policy 7540.03 – Student Technology Acceptable Use and Safety.

Students shall receive education about appropriate online behavior including, but not limited to, using social media to interact with others online; interacting with other individuals in chat rooms or on blogs; and, recognizing what constitutes cyberbullying, understanding cyberbullying is a violation of MSDLT policy, and learning appropriate responses if they experience cyberbullying. MSDLT defined social media as Internet-based applications that facilitate communication and networking between individuals or groups (e.g., Facebook, Twitter, Instagram, text messaging, chat, blogs, and instant messaging). Social Media does not include sending or receiving e-mail through the use of MSDLT-issued e-mail accounts. MSDLT prohibits students from using MSDLT Technology Resources to access and/or use social media.

(Board Policy 7540.02 – WEB ACCESSIBILITY, CONTENT, APPS AND SERVICES)

MSDLT defines Apps and Web Services as software (i.e., computer programs) that supports the interaction of personal communication devices over a network, or client-server applications in which the user interface runs in a web browser. Apps and Web Services are used to communicate/transfer information/data that allow students to perform actions/tasks that assist them in attaining educational achievement goals/objectives, enable staff to monitor and assess their students' progress, and allow staff to perform other tasks related to their employment. Apps and Web Services also are used to facilitate communication to, from and among and between, staff, students, and parents.

Students may create content for web pages/site(s), and Apps and Services that will be hosted by the School Corporation on its servers or Corporation-affiliated servers and published on the Internet. The content of web pages/site(s), and Apps and Services must comply with State and Federal law, e.g., copyright laws, Children's Internet Protection Act (CIPA), Section 504 of the Rehabilitation Act of 1973 (Section 504), Americans with Disabilities Act (ADA), and Children's Online Privacy Protection Act (COPPA), and reflect the professional image/brand of the Corporation, its employees, and students. Content of web pages/site(s), and Apps and Services must be consistent with the Board's Mission Statement. The creation of web content, for web pages/site(s) and Apps and Services, by students must be done under the supervision of a professional staff member and is subject to Policy 5722 - School-Sponsored Student Publications and Productions.

(Board Policy 7540.03 – STUDENT TECHNOLOGY ACCEPTABLE USE AND SAFETY)

Technology has fundamentally altered the ways in which information is accessed, communicated, and transferred in society. As a result, educators continually adapt their means and methods of instruction, and the way they approach student learning, to incorporate the vast, diverse, and unique resources available through the Internet. Technology Resources afford students an opportunity to acquire the skills and knowledge to learn effectively and live productively in a digital world. MSDLT provides students with access to the Internet for limited educational purposes only and utilizes online educational services/apps to enhance the instruction delivered to its students.

MSDLT defines Technology Resources to include computers, laptops, tablets, e-readers, cellular/mobile telephones, smartphones, web-enabled devices, video and/or audio recording equipment, SLR and DSLR cameras, projectors, software and operating systems that work on any device, copy machines, printers and scanners, information storage devices (including mobile/portable storage devices such as external hard drives, CDs/DVDs, USB thumb drives and memory chips), the computer network, Internet connection, and online educational services and apps.

MSDLT regulates the use of Technology Resources by principles consistent with applicable local, State, and Federal laws, MSDLT's educational mission, and articulated expectations of student conduct as delineated in the Student Code of Conduct. Students are prohibited from engaging in actions that are illegal (e.g., libel, slander, vandalism, harassment, theft, plagiarism, inappropriate access) or unkind (e.g., personal attacks, invasion of privacy, injurious comment, and the like) when using Technology Resources. Students have no right or expectation to privacy when using Technology Resources (including, but not limited to, privacy in the content of their personal files, e-mails, and records of their online activity when using MSDLT's computer network and/or Internet connection). MSDLT prohibits the sending, receiving, viewing, or downloading of materials that are harmful to minors on computers and other technology related devices owned or leased by MSDLT or connected MSDLT's computer network.

MSDLT utilizes technology protection measures that protect against (e.g., filter or block) access to visual displays/depictions/materials that are obscene, constitute child pornography, and/or are harmful to minors, as defined by the Children's Internet Protection Act or IC 35-49-2-2, as well as any other material considered inappropriate for students to access. MSDLT also utilizes software and/or hardware to monitor students' online activity to restrict access the same material. Any student who attempts to disable any of these technology protection measures will be subject to discipline. Students and parents recognize that a determined user may be able to gain access to services and/or resources on the Internet that MSDLT has not authorized for educational purposes. In fact, it is impossible to guarantee students will not gain access through the Internet to information and communications that they and/or their parents may find inappropriate, offensive, objectionable or controversial. Parents of minors are responsible for setting and conveying the standards that their children should follow when using the Internet.

Pursuant to Federal law, students shall receive education about the following:

- safety and security while using e-mail, chat rooms, social media, and other forms of direct electronic communications
- the dangers inherent with the online disclosure of personally identifiable information
- the consequences of unauthorized access (e.g., "hacking", "harvesting", "digital piracy", "data mining", etc.), cyberbullying, and other unlawful or inappropriate activities by students online

- unauthorized disclosure, use, and dissemination of personally identifiable information regarding minors

Furthermore, staff members will monitor the online activities of students while at school. Monitoring may include, but is not necessarily limited to, visual observations of online activities during class sessions or use of specific monitoring tools to review browser history and network, server, and computer logs. Students utilizing school provided technology are responsible for good behavior in utilizing that technology just as they are in a classroom, in school hallways, on other school premises and at school sponsored events. The same general rules for behavior and communications apply. Students who disregard this policy and its accompanying guidelines may have their use privileges suspended or revoked, and disciplinary action taken against them. Students are personally responsible and liable both civilly and criminally, for unauthorized uses of Technology Resources.

Unauthorized use of Technology Resources includes, but is not limited to, the following:

- Using access to the Internet for other than educational purposes
- Gaining intentional access or maintaining access to materials which are obscene, pornographic or whose dominant appeal is sexual arousal
- Downloading lyrics, images, games, music, copying music for non-educational purposes
- Using the Internet for any illegal activity, including gambling, computer hacking and copyright, plagiarism or intellectual property law violations
- Accessing "chat rooms/instant messaging services" unless authorized by the instructor for a class activity directly supervised by a staff member
- Using abusive or profane language in private messages on the system or using the system to harass, insult or verbally attack others
- Posting anonymous messages on the system
- Electronic Forgery
- Using encryption software
- Using limited resources provided by the school including wasting paper
- Causing congestion of the network through lengthy downloads of files such as non- educational games and music or by engaging in idle activities
- Obtaining or sending information which could be used to make destructive devices such as guns, weapons, bombs, explosives or fireworks
- Gaining unauthorized access to resources or files identifying oneself with another person's name or password or using an account or password of another user without proper authorization
- Using technology for financial/commercial gain without District permission
- Theft or vandalism of data, equipment or intellectual property
- Invading the privacy of individuals
- Attempting to gain access/gaining access to student records, grades or files
- Introducing a virus to, or otherwise improperly tampering with the system
- Degrading or disrupting equipment or system performance
- Creating a web page or associating a web page with the school or school district without proper authorization
- Providing access to the District network to unauthorized individuals failing to obey school or classroom technology use rules

Taking part in any activity related to technology use which creates a reasonable basis to believe that the use will cause a substantial disruption or material interference with the District's activities or the orderly operation of the district or any of its schools is prohibited. Any violation of District policy and rules may result in loss of District-provided access to the technology. Additional disciplinary action may be determined at the building level in keeping with existing procedures and practices. When and where applicable, law enforcement agencies may be involved.

(Board Policy 7540.06 – CORPORATION-ISSUED STUDENT E-MAIL ACCOUNT)
MSDLT will assign students a school email account they are required to utilize for all school-related electronic communications, including those to staff members and individuals and/or organizations outside MSDLT with whom they are communicating for school-related projects and assignments. MSDLT may block personal e-mail accounts through other providers at any time if concerns for network security, SPAM, or virus protection arise. MSDLT expects students to exercise reasonable judgment and prudence and take appropriate precautions to prevent viruses from entering MSDLT's network when opening or forwarding any e-mails or attachments to e- mails that originate from unknown sources.

Students shall not send or forward mass e-mails, even if educationally-related, without prior approval of their classroom teacher. Students may join list servs or other email services (e.g., RSS feeds) that pertain to academic work. MSDLT encourages students to keep their inbox and folders organized by regularly reviewing e-mail messages and purging e-mails once they are read and no longer needed for school. Unauthorized use of the network in connection with the transmission of unsolicited bulk e-mail, including the transmission of counterfeit e-mail, may result in civil and criminal penalties and/or possible disciplinary action.

Electronic Devices and Cell Phones

- Personal Communication Devices (PCDs) including cell phones and smart watches must be turned off, put away, and undetectable during instruction time unless:
    - Teacher authorizes use for education purposes.
    - In the event of an emergency.
    - Used to manage student health care.
    - Use is included in IEP or 504.

- Parents who need to speak to their child should call the main office, not the child's phone. **Students must follow any additional school and classroom rules for phones.**
- Except as authorized by IEP, CCC, or Administrator students are prohibited from using PCD's during school day including while off campus on field trip, to capture record and/or transit words, images, video of any student, staff member or another person as it is considered an invasion of privacy and is not permitted.
- PCDs with a camera may not be activated at any time where a reasonable expectation of personal privacy would be expected.
- Students shall have no expectation of confidentiality with respect to their use of PCDs on school premises/property.
- Students may not use PCDs in a way to threaten, humiliate, harass, embarrass and/or intimidate.
- Violations of this policy may result in disciplinary action or confiscation of the PCD.
- **The school is NOT responsible for lost or stolen electronic devices and cell phones; and is not obligated to seek the return of such items**.

VISITOR'S POLICY

School visitation by students other than those enrolled in the school cannot be facilitated between the hours of **8:50 a.m. and 3:40 p.m.** Students are not to bring members of their family to school. All visitors must enter the building through Entrance #1 and register in the Main Office.

WEATHER-RELATED SCHOOL CLOSING

If school is delayed or closed due to bad weather, notifications will be sent to the local TV and radio stations. Information will also be sent to families via email and the automated phone and text message system. The website, www.ltschools.org will also have information.

V. School Regulations

ATTENDANCE

TO REPORT AN ABSENCE: LN 317-964-7705 LC 317-964-7405

A student's attendance is essential to learning - learning includes not only factual subject matter, but also attendance habits, work habits, and attitudes. Reading the material and performing satisfactorily on tests does not compensate for the loss of insight gained during class discussion, explanation, or supervised drill. Furthermore, every student contributes to every student's learning; therefore, a student who is absent adversely affects a student who is present. Students missing more than 8 class periods may jeopardize their ability to earn credit in class and receive a W/F for the class.

The student, parent or legal guardian, and the school must cooperate to achieve the school's philosophy of education where school attendance is concerned; however, students must be encouraged to exercise self-discipline within the framework of the stated policy. The framework itself must be flexible enough for educationally sound exceptions.

Each student and parent or guardian is expected to take school attendance seriously. To report **each day of** an absence and/or a tardy, call the **ATTENDANCE LINE**, available **24** hours daily. When leaving a message, please give the following:

Your name, phone number, and relationship to student (must be the legal guardian)
-Student's name, spell student's name (first and last)
-Dates and reasons for absence
-If calling for an appointment or early release, state type of appointment and release time.
-Please speak loudly so the machine will not cut you off.

SCHOOL TIME SCHEDULE

The school day begins at 8:50 a.m. and ends at 3:40 p.m. The bell schedule most frequently used is as follows:

	LN GREEN DAY		LN RED DAY	
Blocks	1	8:50 – 10:20	5	8:50 – 10:20
	2	10:28 – 11:50	6	10:28 – 11:50
	3	11:58 – 2:10	7	11:58 – 2:10
	A Lunch	11:58 – 12:28	A Lunch	11:58 – 12:28
	B Lunch	12:32 – 1:02	B Lunch	12:32 – 1:02
	C Lunch	1:06 – 1:36	C Lunch	1:06 – 1:36
	D Lunch	1:40 – 2:10	D Lunch	1:40 – 2:10
	4	2:18 – 3:40	8	2:18 – 3:40

LC GREY DAY			LC MAROON DAY		
Blocks	1	8:50 – 10:20	5		8:50 – 10:20
	2	10:28 – 11:50	6		10:28 – 11:50
	3	11:58 – 2:10	7		11:58 – 2:10
	A Lunch	12:01 – 12:31		A Lunch	12:01 – 12:31
	B Lunch	12:34 – 1:04		B Lunch	12:34 – 1:04
	C Lunch	1:07 – 1:37		C Lunch	1:07 – 1:37
	D Lunch	1:40 – 2:10		D Lunch	1:40 – 2:10
	4	2:18 – 3:40	8		2:18 – 3:40

2 HOUR DELAY BELL SCHEDULE

The 2-hour delay bell schedule will be communicated as necessary.

ATTENDANCE POLICY & PROCEDURES

School Arrival

All students arriving late to school or returning from an appointment during the school day are to check in at the office. Students are to report immediately to class after signing in and receiving a hall pass to class. Any delay to class (more than 10 minutes) may make the student subject to disciplinary action by the classroom teacher or grade level Administrator.

Exempt Absences

The school recognizes that there are times when students need to be absent from school to participate in activities and events outside of school. **Students are permitted "8" absences per class whether excused/unexcused each semester.** These absences exclude exempt absences identified by state law (Indiana Code 20-8.1-3-1) and recognized by school board policy listed below as Category A absences:

CATEGORY A

1. Service as an Indiana General Assembly Page
2. Service on local Election Board during date of local primary elections
3. Jury duty
4. Court subpoena
5. Active military duty
6. Indiana National Guard ordered active duty (no more than 10 days)
7. Participation in the project exhibition in the Indiana State Fair

CATEGORY B

The following student absences are recognized by the school, but are **NOT** deemed as the student being present, but may be considered excused.

1. Job Shadowing
2. Immediate family funerals
3. College Visitations
4. Driver's license exam
5. Illness or injury*
6. Medical and dental appointments*
7. Religious observances

IMPORTANT!!!

All absences bulleted in Category A and B are to be pre-arranged absences where the parent has informed the attendance office by **12 noon of the school day prior to the absence.**

Emergency student illness or injury requiring immediate medical or dental attention is to be reported to the attendance office by 8 AM of the day of absence. Upon return from the above absences, the student is to provide documentation to verify the absence.

Not all pre-arranged absences will be excused.

All other absences from school fall under the "8" day absence limit, i.e., job shadowing, college visitations, doctor appointments, religious observance and

funerals, etc. In cases of student illness, if student illness persists past the "8" day absence limit then medical documentation must be provided for any illness that goes beyond the allotted days.

It is the student's responsibility to appropriately manage their days. If the student goes over the "8" day absence limit then the student may be W/F from the class and placed within a study hall or offered a credit recovery course.

CATEGORY C

The school recognizes the absences in this category as exempt to the (8) day limit.

Student assignment to the ISS (In School Suspension)
Out of School Suspension
Incarceration
Doctor's order for home stay

IMPORTANT!!!

Parents/guardians have up to 72 hours to call a student's absence in for it to be excused. All unexcused absences which are not verified by a parent/guardian **within 72 hours** become documented as truant. Only calls from the student's listed parent or guardian will be considered valid to excuse students from school, unless the student is legally emancipated and documentation has been provided to the school.

ATTENDANCE CODES AND DEFINITIONS

The following codes are to assist you in translating school attendance codes:

U- AB	Unexcused Absence
U/T-AP	Unexcused or Tardy Appt. Without Verification
U-PU	Absent Without a Prearranged Excuse
E-PE	Absent with a Prearranged Excuse
T-TU	Unexcused Tardy to School or Class
U-CC	Unexcused Class Cut
U-NC	Unexcused No Parent Call
A	Absent
X-SS	Exempt - Special Situation
U/T-MB	Unexcused or Tardy Missed Bus
E/T-AN	Excused or Tardy Appointment with Verification
T-AN	Tardy Appointment with Verification
X-FT	Exempted Field Trip
U/T-MS	Unexcused or Tardy Missed McKenzie Shuttle
U-CT	Unexcused Due to Being at Court (if not for student)
U-RE	Unexcused Released (violation of dress code, sent home to change and does not return)
E-CE	Excused College Visit without Verification
X-CE	Exempted College Visit with Verification
E-FE	Excused Family Emergency (have to be Specific)
E-EF	Excused Funeral (Immediate Family Funerals)
X-GA	Exempted Government Activity (Absent due to serving at polls, page, etc)
U-IL	Unexcused Illness (leave school due to illness without nurse's authorization and/or sick over 5 days without doctor verification)
U-FE	Family Emergency (w/out further explanation, questionable)

Absent

This refers to situations where the student is somewhere in the school without authorization, does not attend class as expected, or leaves the school without authorization, or willfully fails to attend school without the parent or guardian's knowledge. Students are **not** allowed to leave campus during lunch. Leaving school property without appropriate administrative permission will be considered absent.

Class Cut

A class cut is when a student has arrived at school, but chooses to not attend an assigned class or classes throughout the school day. A student would be considered cutting by either not attending class after arriving to school or showing up for attendance, but leaving class without permission. Any class work missed by the student while cutting class may be subject to an academic penalty.

Loitering

Loitering is when a student delays or remains in an area of the school for an **unreasonable amount of time,** as determined by the administrator without

permission to do so from school personnel. A student is considered to be loitering if he is on school grounds after school and not involved with an extra-curricular activity. Also, a student will be considered to be loitering with a hall pass if the student does not return to class within a time span deemed reasonable by school personnel.

Off Limits

A student is considered to be off limits if they leave the school building or campus without permission from an administrator or if they are more than a reasonable distance from the immediate area of instruction without permission from a teacher.

Tardy

A student is considered to be tardy if he/she is not in the classroom when the bell rings. Student should report to the *tardy room*. Tardies are recorded and cumulative, any day/any period.

PARTICIPATION IN EXTRA-CURRICULAR EVENTS DURING ABSENCE

A student who is absent more than ½ of the school day on the day of the competition/performance may not participate unless approved by the Principal or designee. This includes the Friday before a weekend event. **This policy also applies to students in out-of-school suspensions and expulsions.**

EMANCIPATION RULE

Only legally emancipated minors are allowed to call in and verify their own absences. These are students who receive no financial support from parents and who are not claimed as tax deductions by either parent, do not live with parents, and have filed emancipation documents with the school.

APPOINTMENT

If a student has need for an appointment, a parent/guardian must call the attendance office for student release prior to any appointment. Before the appointment, the Student Services personnel will deliver an appointment slip from the attendance office, which will allow the student to be released from class. A parent does not need to come into the school to check out a student if he/she has already called the school about the appointment. If a parent arrives to pick up a student from school without a call, they must show photo ID. We encourage appointments after school. If necessary during school hours, appointment times should be rotated. The student is expected to return after his/her appointment unless it is too late for class, or for some medical reason, the doctor feels the student should go home. In such cases, the student should have a note from the doctor excusing him/her all day, not just for time during the appointment. All appointment slips must be signed by the doctor and returned to the attendance office upon the student's return to school. If the above procedures are not followed, the absence may be documented as unexcused.

COLLEGE VISITATIONS

College visits are permissible for all grades on days LT is in session. Any absence from school taken for this purpose will be treated as a pre-arranged absence and must be properly arranged as such by the parent and student through the attendance office. Upon return to school, the student must submit documentation from the college showing the student made the official visit. Students are limited to **3** visits per year. LT encourages making visits on vacation days or weekends if possible. To report a college visit call 964-7705.

EXPULSION POLICY

A student, who violates an expellable school code of conduct rule on the last day of school, can be recommended for expulsion for the full semester. A senior can lose his/her semester credits and not graduate.
The M.S.D. of Lawrence Township Board of Education, in accordance with Indiana Law, has chosen not to hear expulsion appeals. Any appeal may be made through the Courts.
(See under Indiana Codes 20-33-8, Board Policy 5610, Expulsion Procedures Appeals).

VI. HIGH SCHOOL DISCIPLINE CODE

STUDENT CODE OF CONDUCT

MSDLT high schools seek to establish a climate in which all students are able to learn without disruption and interference, where teachers can teach and students can learn. Consequently, all high school students are expected to behave in a way that does not disrupt or interfere with the education of fellow students. The guidelines for student conduct contained in this handbook have been established to set a standard of student behavior which will allow our school to accomplish, with maximum effectiveness, its primary purpose-the provision of the best educational opportunity for each student. These guidelines are based upon I.C. 20-8.1-5.1 of the State of Indiana and the Standards of Student Conduct set forth by the School Board of the MSDLT.

The jurisdiction of MSDLT extends to any activity for which MSDLT is responsible, whenever and wherever it occurs. Students are also subject to this jurisdiction while traveling to and from any school-related activity, whatever the form of transportation may be.

DISCIPLINARY ACTIONS

Detention: A detention can be served before school, lunch time, or after school. If at all possible, students that are assigned a detention shall receive the notice of action on the day prior to the detention. Students should come to detention with academic work to complete, school appropriate reading material, etc. Non-attendance to detention will be considered a "failure to serve" and further discipline action will be taken.

In-School Intervention (ISI): Students assigned to ISI shall come prepared with study material for the time assigned. Non- compliance to the guidelines of the ISI room may result in out-of-school suspension. Also, ISI is a classroom for students that are demonstrating poor behavior choices and may be teacher assigned. The parent will be notified if his/her student is assigned to ISI.

Out-of-School-Suspension (OSS): A school principal (or designee) may suspend a student from school for a period of up to ten (10) school days. Students that are suspended are not to be on school grounds or will be considered trespassing.

Discipline Agreement/Attendance Agreement: Students who show a pattern of attendance or behavior violations will be placed on a Discipline/Attendance Agreement. This agreement addresses three primary areas: 1) school attendance, 2) academic expectations, and 3) discipline referral accumulations.

LTEC / Home Access Placement: A school principal (or designee) may place a student on LTEC placement from school for a period up to 2 semesters. Students that are placed on LTEC are not to be on school grounds or will be considered trespassing. Students will also be required to meet the expectations set forth before returning.

Expulsion: In accordance with the due process procedures defined in the district's policy, a student may be expelled from school for a period of no longer than the remainder of the current semester plus the following semester.

DISCIPLINE INFRACTIONS

Abusive/Offensive Language: Written or oral language that is obscene. Any obscene or abusive language that is directed towards students and /or staff is highly unacceptable behavior. Language that is considered abusive will be determined by the teacher and/or administrator.

Bullying/Intimidation: A student is considered to be bullying if he/she commits "overt, unwanted, repeated acts or gestures, including verbal or written communications or images transmitted in any manner (including digitally or electronically), physical acts committed, aggression, or any other behaviors, that are committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the targeted student." (IC 20-33-8-0.2).

Bus Misconduct: Any behavior that interferes with the driver's ability to operate the bus will result in disciplinary action by an administrator.

Cheating/Plagiarism: Cheating or plagiarizing documents that are intended to affect an academic grade **including the use of unauthorized electronic devices**.

Classroom Rules Violations: Classroom rules/expectations set forth by a teacher.

Co-Conspiring: Students who are aiding, assisting, agreeing or conspiring with another student to violate school rules.

Criminal Violations: Students are expected to obey state and federal laws. Students who violate these laws during normal school hours or while attending any school sponsored activity on or off school property are subject to arrest at the discretion of law enforcement.

Disrespect to Faculty and Staff: Respect of staff is expected at all times. Disrespectful actions, such as, insults, abusive language/ profanity, threatening remarks, posturing, obscene gestures, and any verbal assaulting of a staff member are not aligned with our school's' vision.

Driving/Parking Violations: Driving to school and parking on campus is a privilege not a right. Reckless driving, speeding, and illegally parking will not be tolerated.

Drugs/Alcohol: Possession of or use of drugs, drug paraphernalia or alcohol and any substance which is, or contains, or is a look-a-like: alcohol, stimulants, narcotics, hallucinogens, marijuana, intoxicants, depressants, caffeine, and inhalants (glue or solvents).

Forgery: Students that falsify signatures of students, staff, faculty, or parents on school issued and professional documents. Forgery also includes the imitation of persons in telephone conversations or emails.

Gambling: Gambling is strictly prohibited in school or at school events and all items, such as dice, playing cards, poker chips, "flipping coins", etc., are not to be brought on school grounds or disciplinary action will be taken against all participants and money seized will be placed in student activity fund.

Gang Activity/Paraphernalia: The Board prohibits the presence of gangs or gang like activity on school property or school-related functions or events. Gang like activity is viewed as the following, but not limited to:
Hand signals, hand shakes, gestures or other communications showing membership or affiliation in a gang; wear, possess, use distribute, display or sell

any clothing, apparel, accessory, manner of grooming, symbol or decoration on the body, notebook, book, locker, jewelry, or other such trappings identified which, by virtue of its color, arrangement or trademark or any other attribute, denotes or associated with gang membership or affiliation. Furtherance of gang activity through solicitation for membership, threatening or intimidating others, or inciting others to commit physical violence ("jumping students").

Habitual Misconduct: A student that has habitually broken school rules whether the same or different and despite the administration of discipline has failed to comply with school rules and meet behavior expectations.

Harassment: A person who, with intent to harass, annoy, or alarm another person but with no intent of legitimate communication; 1) makes a phone call, whether or not a conversation ensues, 2) communicates with a person by mail or other written form 3) uses a computer network or other form of electronic communication to communicate with a person or transmit an obscene message or indecent or profane words to a person.

Human Dignity: The Board believes it is part of our mission to provide a positive, orderly and harmonious environment in which respect for the dignity and worth of every member of the school community is recognized and promoted. The Board all employees, parent/guardians, and students are entitled to be treated, and are obligated to treat others with courtesy, fairness and decency. Only through the commitment and ongoing attention of each of us to a safe, caring and supportive atmosphere can we expect to achieve our objective of enabling all of our students to achieve their maximum potential as students, citizens and productive members of society. Lawrence Township has a diverse, multicultural school community; a fact the Board considers an asset and a source of pride and enrichment. This diversity, however, underscores the importance of sensitivity to the backgrounds, feeling, and concerns of students an equal opportunity society free of prejudice and discrimination. Accordingly, in this district, any statements or behavior by any member of the school community which insults, degrades, harasses or stereotypes any other person on the basis of race, color, religion, sex, national origin, ancestry, age, disability, veteran status, marital status, socioeconomic background, sexual orientation, and gender identity is unacceptable. It is the goal of Lawrence Township Schools to educate students in professional etiquette in action and word for success in the workforce.

Inappropriate Dress: Any attire that is distracting, offensive, (profanity, vulgarity, obscene, foul language, symbols of violence, discriminatory messages, gang or gang-like symbols, sexually suggested symbols, alcohol, tobacco, or drug messages) overtly provocative, or worn inappropriately.

Insubordination: Noncompliance of the directives of school personnel on school grounds or during school field trips or sports activities away from school. Refusal to follow a directive of school personnel and/or advocating others to do the same is an act of insubordination.

Off Limits: Students that are outside of the immediate area of their scheduled class of instruction without prior permission.

Physical Confrontations (Fighting): Any form of violence that results in a physical altercation.

Sexting: Use of an electronic device to communicate, display, or share nude photos or other sexually provocative material.

Sexual Harassment: Sexual harassment shall consist of unwelcome sexual advances, requests for sexual favors, or other inappropriate verbal or physical conduct of a sexual nature. Examples of sexual harassment are:

- Verbal harassment or abuse,
- Repeated remarks to a person with sexual or demeaning implications,
- Unwelcome touching,
- Pressure for sexual activity,
- Suggesting or demanding sexual involvement,
- Inappropriate postings on internet social sites (Facebook, Twitter, You Tube, etc.).

Sexual Misconduct: Engagement in conduct of a sexual nature.

Social Media: The use of social media when targeting a student and using the school's name, or referencing the school during a threat or insult. Also, posting unauthorized videos of events that happen on school property without the school's permission.

Technology Misuse: Failure to follow MSDLT's Acceptable Use Policy.

Theft: The taking of others personal possessions or school property without permission or without returning the property is considered theft. Lawrence Township is not responsible for students' lost or stolen items.

Vandalism: The damage or destruction of personal or school property.

Verbal Confrontations: Verbal altercations that result in a disruption of the educational environment.

Tobacco: Possession, use, or transmitting of chewing/smoking tobacco, cigars, e-cigarettes, vaporizers, pipe tobacco, tobacco paraphernalia, etc. is strictly forbidden on school grounds regardless of age.

Trespassing: A student is deemed as trespassing if he/she is on school grounds without permission.

Unlawful Activity: Activities students may be involved in that are illegal according to state legal codes. If the unlawful activity may be reasonably considered to be an interference with school purposes, an educational function, or the student's removal is necessary to restore order or protect persons on school property; including an unlawful activity during weekends, holidays, other school breaks, and the summer period when a student may not be attending classes or other school functions.

Weapons: Possession of a weapon will not be tolerated and depending upon intent, can result in disciplinary action including suspension and expulsion. A look a like weapon is a device that simulates a firearm (ex. Pellet gun, BB gun, plastic gun), an explosive device (ex. Hand grenade, fireworks, bomb), or knife (ex. Pocket knife, any kind of blades, nail cutter).

STUDENT DRUG TESTING POLICY [Board Policy: 5530.01]

The administration shall have the authority to require any student to submit to a chemical test of the student's breath or urine if the administration has "reasonable suspicion" (as defined below) that the student is using or is under the influence of alcohol, marijuana or any controlled substance (as defined by Indiana law) while:

a. On school grounds, immediately before, during and immediately after school hours and at any other time when a school group is using the school.
b. Off school grounds at a school activity, function or event; or
c. Traveling to or from a school activity, function or event.

The administration also has the authority to require any student participating in athletics or other extra-curricular or co-curricular activities and any student issued a parking permit to submit to testing if the administration has reasonable suspicion to believe the student has violated rules adopted by the school prohibiting such students from using or being under the influence of alcohol, marijuana or any controlled substance. **Reasonable suspicion** may arise from the following**:**

a. A student's behavior, in conjunction with physical appearance and/or odor, indicates the possible use of alcohol, marijuana or any controlled substance.
b. The student possesses drug paraphernalia, alcohol, marijuana or any controlled substance. Information communicated to an administrator by a teacher, parent, other adult or a student indicating a student is using, possessing or under the influence of alcohol, marijuana or any controlled substance. (Any such report will be investigated by the administration and will be substantiated by other indicators, if deemed necessary.)

A chemical test of the student's breath and/or urine will be conducted in accordance with the adopted procedures. If any student tests "positive," disciplinary action may be taken as outlined by the school's Student Handbook. Students participating in privileges granted by the school, such as parking or extra-curricular activities, will be subject to restriction of those privileges as outlined by the school's Student Handbook and/or the respective athletic and extra-curricular co-curricular handbooks/guides.

A student's refusal to submit to the chemical test will result in the administration's proceeding with the appropriate disciplinary action. If a parent or guardian refuses to allow the test to be administered to their child, the **disciplinary action will be taken as if the test were positive.**

NON-COMPLIANCE OF PARENTS

1) Educational Neglect: "Educational neglect" occurs where the school behavior of a student under the age of eighteen (18) has been repeatedly disruptive, the student's parent fails to participate in a disciplinary action, and the student needs care, treatment, or rehabilitation that the child is not receiving and is unlikely to be provided or accepted without the coercive intervention of the court. If a parent commits educational neglect, the child may be designated as a "child in need of services" under I.C. 31-34-1-7. The effect of a student becoming a "child in need of services" is a referral to the Child Protective Services Division of Public Welfare. This referral may result in the parent being summoned to juvenile court.
2) Failure to Pick Up: If a parent doesn't pick up their child, the Coordinator of School Safety and Security will call the student's parents and give them the following options:

a. pick up the child at school;
b. permit the school to transport the child to the parent's place of work; or
c. permit the school to transport the child to the parent's home.

If the parent refuses to choose one of these options, the Coordinator of School Safety and Security will choose the second or third option if he/she determines such action appropriate under the circumstances.

POSITION STATEMENT ON GANG BEHAVIOR

The Board of Education is committed to maintaining safe schools and to keeping students and staff free from threats, intimidation or harmful behaviors of any groups or gangs which advocate drug use, violence or disruptive behavior. The Board of Education and the administration are prepared to take whatever legal action is necessary **and appropriate** to ensure that our schools are safe places to be for our students and staff.

Consistent with this philosophy, the Board prohibits the presence **on school property or at school-related functions or events** any apparel, jewelry, accessory, manner of grooming, symbol or decoration on the body, notebook, book, clothing or locker which, by virtue of its color, arrangement or trademark or any other attribute, denotes possible membership in **any such groups or gangs**.

The superintendent or his/her designee shall have the authority and responsibility to interpret and implement this policy and to ensure that it is fairly, reasonably and consistently applied at each school.

The superintendent or his/her designee shall provide in-service training which helps staff to identify gangs and gang symbols, recognize early manifestations of disruptive activities and respond appropriately to gang behavior in school or at school related events and activities.

VII. ACADEMIC GUIDELINES

COUNSELING SERVICES

The Counseling and Guidance Departments offer a full range of services and programs to meet the academic and personal growth needs of students in the following areas: Academic Guidance, Parent and Community Communication and Consultation, Post Secondary Guidance, Scholarship and Financial Aid, Testing Services, Personal Counseling, Career Guidance, and Special Programs.

FINANCIAL AID AND SCHOLARSHIPS

Seniors may obtain a FAFSA worksheet from the Guidance Office. Students are also encouraged to contact their college Financial Aid Office to find scholarship opportunities. The Guidance Department routinely publishes a "Scholarship Update", which is posted in classrooms, in the Guidance Office, and on our website. Students and parents are welcome to pick up scholarship applications associated with the **"Scholarship Update"** in the Scholarship File. A **Financial Aid Night** help session is held annually in January.

HONOR ROLL

To be eligible for any honor roll, a student must be enrolled in a minimum of four full credit courses and not carry incomplete grades. Requirements for the Honor Roll are as follows 3.0 GPA and no grade lower than a C-.

VALEDICTORIAN AND SALUTATORIAN

Since finalizing the calculations for the valedictorian and salutatorian after eight semesters would involve recalculating class rank for only a few individuals, those calculations will be made and will include the eighth semester. The highest rank and GPA in the class determines valedictorian designation. Valedictorian(s) must also meet Core 40 and Academic Honor Diploma requirements. Due to the number of students involved in the "Top Ten Percent" designation, which is honored at graduation, we must utilize seventh semester class standings. (To do otherwise would delay presentation until after graduation, which would, in our opinion, make the honors less meaningful.)

TRANSCRIPTS

Requests for transcripts should be made on-line. From the Guidance Webpage, click on Docufide Secure Transcript link and enter your password and email address. Choose the colleges that you're applying to and sign off. There is no fee for most Indiana colleges. College applications that require a Counselor signature page or High School Report should be given to your counselor with a stamped envelope. College applications should be given to your counselor at least two weeks before the application deadline.

ADDITIONAL TIME TO COMPLETE COURSEWORK & REVISION OF TRANSCRIPT

Students may have an opportunity for additional time to complete coursework (ie. extended school year offerings).

In such instances, the following documentation is required (Note: the revision will not be reviewed unless all documents below are provided):

- Written copy of your high school's policies about changes made to an official transcript.
- Written documentation about how those policies were specifically applied, including details about why the transcript was changed.
- Supporting documentation including:
    - a report card or grade report from the course and term in question AND
    - a copy of the grade book from the course and term in question. (A gradebook from the re-take must be provided)

Each document should include the PSA's name and NCAA ID number.

TESTING OPPORTUNITIES

Sophomores and Juniors can take the PSAT each year in October. ACT and SAT are available during many test administrations each year.. Registration is online at www.collegeboard.com or www.act.org.

GRADUATION REQUIREMENTS

It is the responsibility of each student to plan with his/her parents and counselor for graduation. Seeing that all required courses and total credits are in order is the responsibility of each student. Graduation checklists are available in the Counseling Center. See Section III –School Board Policies for graduation requirements.

COMMENCEMENT CEREMONY PRIVILEGE

It is important to know the commencement ceremony is a privilege but not a right. Seniors are still considered students and are subject to all school rules and policies until the completion of the commencement ceremony. This means seniors who are involved in "senior pranks" that are considered by the administration to be vandalizing in nature, pose a danger to others, are substantially disruptive of the school learning environment or violate any of the school rules or Indiana Code of Conduct may lose their privilege to participate in or attend the commencement ceremony or post-commencement school activities. A student also is subject to suspension or expulsion.

A student who is not permitted to participate in graduation exercises for any of the above reason and has met the school and state requirements for graduation, will receive his/her diploma by the district. Any exception must have the prior approval of the school principal.

REQUIRED CREDITS

A Lawrence Township graduating senior must have earned a minimum of eight credits from a high school in Lawrence Township in order to be granted a high school diploma by the district. Any exception must have the prior approval of the school principal.

STUDENT GRADE CLASSIFICATION

Fourth year students will be reassigned as a junior if they do not possess 30 credits by the beginning of school. New enrollees will be classified as follows: 1St year in high school: Freshman; 2nd year in high school: Sophomore; 3rd year in high school: Junior

LAWRENCE TOWNSHIP HIGH SCHOOLS GRADING SCALE, GPA AND CLASS RANK

The following grading scale will be used for all students for nine weeks, semester exam, and semester grades. GPA's will be carried to three decimals for purposes of determining class ranks.

LETTER GRADE	QUALITY POINTS	GRADING SCALE
A+	4.333	98-100
A	4.0	93-97
A-	3.667	90-92
B+	3.333	87-89
B	3.0	83-86
B-	2.667	80-82
C+	2.333	77-79
C	2.0	73-76
C-	1.667	70-72
D+	1.333	67-69
D	1.0	63-66
D-	0.667	60-62
F	0	59 and below

GRADING SCALE DESCRIPTORS

A
Shows advanced understanding of concepts
Knows material and how to use it
Rarely have errors
Participates fully in class
Works independently
Masters all class requirements
Consistently excellent work on tests

B
Shows advanced understanding, but needs help with concepts
Knows much of the material and how to use it
Have minimal errors
Participates frequently

Works somewhat independently
Masters most class requirements
Does above average work on tests

C

Knows basic concepts but has trouble using them
Knows some material but is dependent on reminders
Has some errors
Participates in class when prompted
Works independently only when encouraged
Masters minimum requirements
Does consistent work on tests

D

Does not demonstrate understanding of concepts
Fails to know most material or how to use it
Have many errors
Rarely participates
Must be prompted to work independently and bothers others
Meets minimum requirements
Have very poor test scores

F

Demonstrates little or no mastery of concepts or skills (work does not communicate understanding)
Fails to show understanding of concepts and how to use them
Has more errors than correct work
Does not pay attention or is frequently distracted
Never works independently
Meets few or no requirements
Has below minimum test scores

DUAL COLLEGE CREDIT COURSES

Dual college credit courses are available for high school students who have adequate preparation and desire for more advanced work. Students must meet admission standards equivalent to university admission criteria. Acceptance for credit does not constitute college admission. Specific information identifying courses, costs, transfer of credits, and grades can be obtained from the Guidance Department.

ADVANCED PLACEMENT COURSES

AP courses provide in-depth study in a number of subjects and preparation for national tests administered by the College Board in May of each year. Many students who perform well on AP exams receive college credit or advanced placement in their college work, upon entering college. Students enrolled in AP courses are expected to take the AP exam. All grades in AP courses will receive additional weight if the College Board exam is taken.

INTERNATIONAL BACCALAURETTE

The International Baccalaureate (IB) Diploma Program gives students the opportunity to undertake a challenging whole curriculum that prepares them for the critical thinking and high standards colleges require. IB students complete classes in six subject areas, take the IB Theory of Knowledge course, and become part of an IB cohort of engaged, hard-working LT students. Students take IB exams and complete official IB in-class activities, and colleges use these scores to determine whether or not the students qualify for college credit.

CORE 40 EXPECTATIONS

CORE 40 is the minimum Indiana graduation requirement. CORE 40 directs the student toward achievement of life goals beyond high school. By defining requirements for success in future education and work, the Indiana CORE 40 guides this planning process. MSDLT courses, which meet CORE 40 curriculum requirements, are printed in the high school curriculum guide. Indiana four-year colleges require Core 40 for admission.

ACADEMIC HONORS DIPLOMA

The State Board of Education has established an academic honors diploma, which has been implemented in each school district. The diploma is intended to bring honor to those students who choose challenging courses and accumulate 47 credits in high school. To be eligible for an academic honors diploma, a student must have a grade point average of B- (2.67) or above. The awarding of this diploma will be noted on the student's transcript. No grade lower than a C- will count toward the diploma. Courses may be taught with applied methodology. Courses eligible for the AHD have been designated by each department. Candidates for the AHD should be certain they have completed minimum requirements for graduation as stipulated by the State of Indiana and the MSDLT.

Course Options for Academic Honors Diploma

English/Language Arts – 8 credits (in Literature and Composition or Etymology)
Mathematics – 8 credits (must include Alg. I, Geometry, Alg. II, and either Pre-Calculus, Prob./Stat, or Discrete Math)
Social Studies – 6 credits (including U.S. History, U.S. Government, and others with
emphasis on economics, geography or world history)
Science – 6 credits (2 credits in Biology, 2 credits in Chemistry, Physics or Integrated Chemistry-Physics, and 2 additional credits from Biology, Chemistry, Physics, Earth Space Science, or an equally challenging program)

Foreign Language – 6 credits (must include 6 credits in 1 language OR 4 credits in 1 language and 4 credits in another. Students who complete the middle school foreign language program and are placed into level II (semesters 3-4) of a foreign language have 2 choices for completing the requirements for the AHD. After semester 4 they can: elect to take 2 more semesters in the language they have been studying, or elect another foreign language and successfully complete 4 semesters of the new language being studied.
Arts – 2 credits; **Computers**; **Career Area**; **Electives** – 9 credits; **Phys. Ed.** – 1 credit, **Health** – 1 credit
Complete one of the following:

- Two AP courses and corresponding AP exams
- Academic, transferable dual high school/college courses resulting in 6 college credits
- One AP course and corresponding AP exam and academic transferable dual high school/college course(s) resulting in 3 college credits
- Score a 1200 or higher combined SAT math and critical reading
- Score a 26 composite ACT

MSDLT WEIGHTED GRADES

Students must receive a passing grade in the weighted course in order to receive the weighted impact. Weighted courses will be open to all students.

ACADEMIC LETTERS

A student will be eligible to receive an academic letter by meeting the following criteria:

Completion of:	Attainment of:
3 semesters and 15 credits	3.667 GPA
5 semesters and 25 credits	3.333 GPA
7 semesters and 35 credits	3.000 GPA

The awardees must:
Have made no F's in any semester.
Have completed the semester immediately preceding the awarding of the letter at one of the two M.S.D. of Lawrence Township high schools.
These awards are given only to the 10th, 11th, and 12th grades.

ACADEMIC EXCELLENCE RECOGNITION PROGRAM GUIDELINES

The Distinguished Scholar Program recognizes the accomplishments of members of the senior class. The Distinguished Scholar Program recipients will be determined by GPA, service, leadership, athletics, performing arts, clubs, and other organizations beyond the classroom. To apply to be a Distinguished Scholar, please review the rubric available in the online application. Students that receive Distinguished Scholar recognition will be invited to the Distinguished Scholar Banquet in April/May. Additional details are communicated in the spring.

LATE ENROLLMENT OF STUDENTS

Credit will not be awarded for students who enroll after the first grading period of the semester. Should the student request to enroll after the first grading period of the semester, he/she may receive "F's" for the first grading period, which will be averaged with the remaining grading period and the final exam. **The school may place the student on an attendance contract. The principal may modify this enrollment procedure based upon the time of enrollment and other mitigating circumstances.**

HOME-SCHOOLED STUDENTS

Students who are home-schooled, and wish to become candidates for a Lawrence Township diploma, can receive credit towards that end only by taking the final exam for courses for which credit is to be given and counted towards a diploma. This is done under the direction of the high school principal. Upon passing the final exam, a grade of "P" (Pass) will be given for this credit.

FOREIGN EXCHANGE STUDENT GUIDELINES

1. Only student foreign exchange programs designated by the United States Information Agency and listed by the Council on Standards for International Educational Travel will be considered.
2. Applicants must secure written acceptance for enrollment in MSDLT prior to arriving in the attendance area of the school.
3. If a change of home is necessary, the sponsor should make every effort to place the student with another family in MSDLT. A foreign exchange student making a change of home stay into MSDLT must receive prior acceptance **before** a host family is contacted.
4. Exchange organizations must have a local representative living in or near Lawrence Township who will assume responsibility for each student, provide an orientation, and ongoing support for host families and students on at least a monthly basis.

Criteria for Acceptance:

- Preference will be given to candidates from countries different than those already represented by accepted foreign exchange students.
- Preference will be given to foreign exchange companies who have established good relations with the school through close monitoring of their foreign exchange students and host families.
- Applicants will be evaluated on a first-come, first-serve basis, but enrollment limits may be placed upon foreign exchange programs.
- A maximum of five foreign exchange students will be enrolled. No students will be accepted after the first week of school

- Must be at least 16 years of age and not graduated from high school in their native country.
- Evaluation of the foreign exchange student's application packet.

Requirements:

- Letter or essay from student
- English proficiency skills assessment
- Original transcript of student's grades with English translation ("B" average required)
- Medical history including proof of immunizations

1. **Foreign Exchange students will be classified as seniors**. The curriculum for foreign exchange students may include Eng. 11 (Am. Lit.) and U.S. History and/or U.S. Gov. and Econ. Foreign Exchange students may participate in Graduation Exercises but will receive a Certificate of Attendance, not a diploma.

PLAGIARISM AND CHEATING

Plagiarism is intellectually dishonest and, therefore, a form of stealing. it is an extremely serious offense and may result in severe consequences. The following are forms of plagiarism:
Failure to document with quotation marks any material copied directly from other sources.
Failure to acknowledge paraphrased material of someone else's ideas.
Failure to provide a bibliography.
Use of others' work, as one's own, particularly in the creative arts and work taken from the Internet.
Use of unauthorized electronic devices during assessments
Use of others' ideas as one's own for themes, poems, musical compositions or artwork. Cheating, including, but not limited to, plagiarism, use of notes without permission, copying from another student or other forms of such dishonest behavior will be considered as a violation of acceptable behavior.

- First instance of cheating will result in a grade of "0"
- Second instance of cheating will result in a grade of "F" for the six (9) weeks.
- Third instance of cheating will result in a Withdrawal/Failure for the semester.

Parents are to be notified by the teacher in all instances of cheating or plagiarism.

REMOVING A STUDENT FROM A CLASS WITH AN "F"

Removal of a student from a class because of disruptive behavior or violation of attendance policy may result in a grade assignment of **"WF"** and a schedule change will result. Any student that has exceeded "8" days of excused/unexcused absences from class will jeopardize their credits and may be removed from class. Any student that has not been removed from class by teacher request to the guidance counselor by the 14th week of the 1st and 2nd semester due to their exceeding of the "8" day limit, but are passing the course shall remain in the class for the duration of the semester.

REPEATING A CLASS FOR CREDIT

- Students wishing to repeat a class for credit may do so dependent upon availability.
- Students must have a C or lower grade and will have one chance to repeat the class.
- Upon completion of the class, the higher grade will remain on the transcript and be reflected in the GPA, while the lower grade will be removed from the GPA calculation.
- It is the students' responsibility to see their guidance counselor about the grade change after the course has been completed.

VIII. CLINIC / NURSE

MSD Lawrence Township/Community Health Network/School Health Guidelines

CLINICS:

Parents/guardians have primary responsibility for the health care their children receive, but school clinics are available for emergencies, injuries, and illness that arise while the child is at school, in addition to management of chronic illnesses and special needs. Each Lawrence Township clinic is staffed with a Community Health Network nurse (RN or LPN). Nurses do not make medical diagnoses, but they are skilled in assessment, planning, intervention, evaluation, promotion of wellness, health counseling/education, prevention, emergency care, and referral.

School nurses may provide non-emergency first aid treatment, emergency care, and conduct health screenings to students, without the return of the Permission for School Nurse Services form. This form must be filled out for your student to receive student specific medications, treatment and procedures during the school day. If you do not want your

student to receive basic first aid in the clinic, please contact your school nurse.

The school clinics are open daily during normal school day hours. Students must have a pass to enter the clinic, unless it is an emergency. Students without a pass will be sent back to class to obtain one. They will be asked the nature of the complaint, will have their temperature taken, and may be allowed to rest for a short period of time. Please remember that time in the clinic is time out of a class—instructional time is being lost. If the nurse needs to send a student home due to a sign of illness (see below), the nurse will call the phone numbers listed in Skyward. If contact information changes, it is essential that phone numbers be updated in Skyward. If the nurse is unable to reach a contact, the student will be sent back to class unless there are signs of a contagious illness (below). An illness-related early release from school is only excused when sent home by the nurse. If the student has an emergent or urgent health need and/or the parent or other contact cannot be reached, EMS may be contacted.

If a student has a chronic illness and needs an emergency care plan followed at school, it is the parent's responsibility to get these plans filled out by a doctor and returned to school. Some examples of chronic illnesses are asthma, seizures, diabetes, allergies and sickle cell anemia. Any other health related accommodations for the school day will be initiated after the nurse receives written doctor's orders. This includes, but is not limited to, open bathroom passes, physical restrictions, PE restrictions, and concussion accommodations. If a student needs a procedure during the school day, the nurse must also have doctor's written orders. This includes, but is not limited to, gastrostomy tube feedings, in and out catheterizations, wound dressing, diabetes care, and medication administration.

ILLNESS:
General guidelines for illness follow the guidelines, laws, and recommendations of the Indiana Department of Health, the Marion County Health Department, Community Health Network, and Indiana State Code to prevent the spread of communicable diseases. If the nurse should call home for a student pick up, they are acting in accordance with these laws and their professional nursing judgement. Parents should make every effort to come to the school to pick up their students in a timely manner. Bus transportation should not be utilized if the child exhibits symptoms of a contagious illness (below).

Please do NOT send a student to school if one or more of the following symptoms are present: diarrhea*, vomiting*, undiagnosed body rash, sore throat with swollen lymph nodes, severe coughing, eye discharge or redness*, or fever of 100 degrees or above.
Please do NOT send a child back to school until he/she has been fever-free (without fever-reducing medications) and without vomiting/diarrhea for 24 hours. Antibiotics which have been prescribed for eye or throat infections must have been given for 24 hours before the student returns to school. This will help prevent the spread of infection to others and ensure that the student is feeling well enough to learn. Students who have had a surgery or hospital stay may be asked to provide a doctor's note to return to school.

***Diarrhea – Student with diarrhea, defined as three or more loose or liquid stools in 24 hours, should stay home or be sent home from school.**
***Vomiting – Students who vomits more than two times in a 24 hour period or vomiting and a fever are present should stay home or be sent home from school.**
*** Eye Discharge and Redness – Some students might have allergies or eye irritation that is normal. If a student normally does not have these eye issues, they should not be at school and be seen by a doctor or nurse practitioner. Nursing assessment and judgement will be used to determine appropriate course of action during the school day.**

INJURY:
Students who are injured at school will be assessed at the time of the injury, if they report to the clinic. If a student has a deep laceration, cannot walk, has extreme swelling, pain, obvious deformity, head injury, or has any other sign of an emergent/urgent need for further evaluation, the nurse will determine the best course of action for the situation. This may include a call home or an EMS call. Only an x-ray can determine if a fracture has occurred. The clinics possess wheelchairs for emergency response by school staff only. Lawrence Township cannot provide a wheelchair or any other medical supplies or devices which are necessary for student injuries or recuperation from surgeries, including crutches, dressing supplies, wraps, splints, etc. Parents should contact their healthcare provider or insurance carrier if these devices are needed beyond the school's initial response.

MEDICATIONS:
Lawrence Township clinics do not stock any medications. All medication must be supplied by the parent/guardian. Medication given for the academic success of students or other medications given for acute or chronic conditions may be administered at school. Please try to schedule a three-time-per-day medication at home. Do not send once daily or every twelve hour medications to school. Once a daily morning medications should be given at home unless a note is provided from the student's physician or after discussion and approval by the school nurse. Medication administration forms are available at each school or online. This form must be filled out and signed by the parent or guardian before a medicine will be administered by the nurse. Prescription medication must have the current prescription label with student's name attached to the medication. Per Indiana State code, all medications must be in the ORIGINAL containers. For the safety of your

student, if medication is received in a baggie or envelope, it will NOT be given. A physician's order is necessary in order for an emergency medication (EpiPen or inhaler) to be carried by a student. It is helpful and best practice to have a backup of this medication in the clinic. If cough drops are needed, we suggest that hard candy be substituted for the same effect, with no time out of class to go to the clinic.

Over-the-counter (OTC) medications for children must state that the medicine may be given to children under twelve years of age. The label on an OTC serves as the guideline for dosing and frequency. If the parent desires a dose or schedule that is different than the label, a physician's order shall be necessary for administration. Over the counter medications will only be accepted in the clinic in a new, unopened bottle. Used medication will not be accepted. **Supplements are not considered appropriate for school administration.**

No medication should not be transported by students in grades PK-8. Parents must transport all medications to school. Students in grades 9-12 may transport medications with written permission from the parent or guardian.

LICE:
Students who exhibit scratching or evidence of live bugs in the hair may go to the school clinic for evaluation by the School Nurse. The School Nurse will examine the student's hair and scalp in a confidential manner. If live lice (crawling bugs) are visualized, the parent/guardian shall be contacted by phone. Factors such as the severity of infestation, child's age, or other health concerns influence professional judgment regarding parent pick up and recommended treatment options. Close household contacts should be inspected. Students remaining at school until the end of the day will be discouraged from direct head to head contact with other students in the classroom. School Nurses will assist parents/guardians with strategies for prevention and ways to enable the student to return to school as quickly as possible. If nits only are visualized, the student may remain in school and the parent will be notified at the end of the school day. Nits located closer than ½ inch on the scalp require parental action at home. Nits farther than ½ inch are not considered to be viable.

The American Academy of Pediatrics states that classroom and school wide head checks are not the best use of school time. Therefore, nursing will only check a student with suspected lice.

MISCELLANEOUS:
In the event that Indiana Poison Control is consulted, the advice received shall be absolutely followed by clinic/school personnel, including emergency transport.

It is the parent's responsibility to provide any student-specific supplies that are needed on a regular basis at school. This includes dressing supplies for injuries beyond initial first aid, supplies of clothing, hygiene items, equipment/supplies for any type of special need, etc.

Immunization records shall be reviewed at the time of the student's enrollment or whenever a change in the law requires additional immunizations for current students. Lawrence Township clinics shall inform parents about changes in state laws. All students must meet state requirements for immunizations. Students may be excluded from school if immunizations are not up to date. The nurse may be contacted for further information.

Vision and hearing screenings for certain grade levels take place sometime during the school year and are performed by the Marion County Health Department. Referrals for follow-ups are mailed to the home. Parents should make every effort to act promptly if a referral is received, as vision and hearing deficits greatly impact educational performance. Notice of screenings shall be by newsletter, call system or via the school/district website.

Please do not hesitate to contact the nurse for any concerns during the school year.

IX. CO-CURRICULAR AND NON-ATHLETIC EXTRA-CURRICULAR ACTIVITIES & CLUBS

CO-CURRICULAR AND NON-ATHLETIC EXTRA-CURRICULAR PHILOSPOHY

The co-curricular and non-athletic extra-curricular programs strive to provide the best opportunities for students to excel beyond the school day in knowledge, skills, teamwork, self-discipline, and moral character. The purpose is to provide each participant with experiences that will be positive, memorable and helpful to them to develop the capacity for commitment to a cause, acceptance of responsibility and loyalty toward any chosen endeavor, as well as enhance knowledge and skill.

DEFINITION OF TERMS

A co-curricular activity is a credited course in which students are required as part of the course work to attend rehearsals, practices, concerts, events, etc. beyond the school day. A student's grade is impacted by the student's attendance and the student's degree and quality of participation in these activities. A non-athletic extra-curricular activity is a non-athletic school sponsored activity, which is not a part of a credited course. There is no grade impact on participation unless through voluntary extra credit.

EXPECTED STANDARDS OF CONDUCT

Each individual shall put the good of the group first and foremost.
Each individual shall accept responsibility for the care of all equipment. Negligence shall result in financial accountability.
Each individual shall obey the specific guidelines set forth for each activity as given to him by the instructor or sponsor.
Each individual shall be a good citizen at all times, displaying honesty, self-discipline, courtesy, responsibility, and respect for self, others, and property.
Each individual shall strive to be a positive influence in all he/she tries to do, representing the activity, school, Lawrence Township and community with pride and dignity.
Each individual shall refrain from the use of profanity.
No individual shall participate in any unlawful act. Unlawful acts include, but are not limited to, possession of illegal drugs, alcohol, tobacco, weapons, gambling, theft, forgery, vandalism and assault.
Each individual shall comply with standards set forth in this handbook, school rules, and school board policies or be subject to disciplinary action and/or dismissal from the activity as determined by the appropriate school officials.

ATTENDANCE POLICY

Students are required to attend all rehearsals, practices, concerts, events, etc. of the activities in which they participate.
Students must attend a full school day on the day of participation in a co-curricular or extra-curricular activity after school. Approved field trips or school activities constitutes attending school. Any exceptions must be granted by the principal or designee.

FINANCIAL OBLIGATIONS

Students must pay all fees associated with each activity by the established due dates. Special financial arrangements must be made in writing with the department chairperson, director of performing arts, principal or designee.

CONDUCT AND CHARACTER

Students are required to represent their school in a manner as outlined by the expected standards of conduct. Students who bring discredit upon their school shall be subject to disciplinary measures.

PARENT/GUARDIAN AND STUDENT CERTIFICATE

The Parent/Guardian and Student certificate must be completed and returned. The signatures of the parent/guardian and the student indicate that each has read, has understood and has agreed to abide by the stated policies.

TRAVEL

All participating students are required to travel to and from events in school-approved vehicles under adult supervision. Extenuating circumstances should be cleared with the director of performing arts, department chairperson, principal or designee.

SCHEDULE CONFLICT POLICY

We feel it is important that students in MSDLT be encouraged to participate in a wide range of school-sponsored activities. The expanding of both extra curricular and co-curricular programs in LT schools has allowed for a large number of our students to be actively involved. However, with this increased involvement, we have increased possibilities for scheduling conflicts to occur. It should be understood that students having direct conflicts with rehearsals, practices, performances, and/or games would need to make a choice at the beginning of the year concerning the extracurricular activities in which they choose to participate.
By providing clearly defined guidelines, staff members, students, and parents will be able to communicate with each other in an atmosphere of fairness and consistency. Prior to the fall, winter, and spring sport seasons and in advance of conflicting situations, involved faculty members will meet with either the music department chairperson, or the athletic director to seek out any possible conflicts. After learning of possible conflicts, the music department chairperson, the athletic director, and the principal and/or his/her designee will meet to determine how these conflicts can be resolved. (The principal or designee will call this meeting.)
The following basic guidelines will be used in determining appropriate resolutions to conflicting performance schedules:

- Scheduled state athletic association tournaments (IHSAA) and state association (ISSMA) division of student activity contests, including travel time, shall have the number one precedence.
- Scheduled M.I.C. Tournaments and scheduled Marion Co. Tournaments, and scheduled Saturday major marching performances beyond Item A shall be the second priority. Out of state competition shall not take precedence over these school schedules, games and events. A scheduled event on the school calendar will take precedence over a calendar addition or a rescheduled event.
- Regularly scheduled games and major performances beyond Items A and B shall be the third priority. Out of state competition shall not take precedence over these school schedules, games and events, unless the coach or music teacher approves the student's attendance at the out of state event over the school's scheduled game or performance. A previously scheduled event on the school calendar shall take precedence over a calendar addition or a rescheduled event.
- If there is a direct conflict, which cannot be rescheduled through those conditions as outlined in A, B, or C, then the following procedure will prevail:
- The importance of a student's participation in the success of the group's performance will be considered. The music dept. chairperson and the athletic director will make the decision. If the music dept. chairperson and the A.D. cannot reach such a decision, the principal will render a decision, and there will be no penalty assessed to the student.
- No penalty shall be assessed to the student participant if he or she properly communicates the conflict to all parties. All decisions will be adhered to: however, if any unusual circumstances do occur at a later date, the student may request a change of the decision by filing his or her request in writing to the principal no later than 10 days prior to the scheduled conflict.

RULES & CONSEQUENCES

RULE 1: students participating in co-curricular and/or non-athletic extra curricular activities that are found to be in violation of the MSDLT Drug and Alcohol Policy will face the following consequences in addition to those set forth for all students as stated in this policy:

- The student shall relinquish any leadership position.
- The student shall be ineligible to participate in any voluntary trips.
- The student shall be ineligible to participate in any all-state or honor activities.
- The student shall be ineligible to audition for any solos, parts in musicals, drama productions, etc.

Penalty period:
1st offense-the remainder of the semester
2nd offense- the remainder of the school year
3rd offense- the remainder of a student's school career

RULE 2: Students participating in co-curricular and/or non-athletic extra curricular activities that are charged with and convicted of a misdemeanor, felony or juvenile status offense constituting a misdemeanor or a felony shall face the following consequences:

- The student shall relinquish any leadership position.
- The student shall be ineligible to participate in any voluntary trips.
- The student shall be ineligible to participate in any all-state or honor activities.
- The student shall be ineligible to audition for any solos, parts in musicals, drama productions, etc.
- The student may be suspended from these activities upon arrest or detention pending the outcome of the charge.

Penalty period:
1st offense- the remainder of the semester
2nd offense-the remainder of the school year
3rd offense- the remainder of a student's school career

RULE 3: Students participating in co-curricular and/or non-athletic extra curricular activities who are found in possession of, using, or transmitting tobacco products or the paraphernalia associated with tobacco products shall face the following consequences:

- The student shall relinquish any leadership position.
- The student shall be ineligible to participate in any voluntary trips.
- The student shall be ineligible to participate in any all-state or honor activities.
- The student shall be ineligible to audition for any solos, parts in musicals, drama productions, etc.

Penalty period:
1st offense- the remainder of the present grading period
2nd offense- the remainder of the semester
3rd offense- the remainder of the school year

RULE 4: Students participating in co-curricular and/or non-athletic extra curricular activities who are found in violation of school rules shall be disciplined in accordance with the school's student handbook. The student may be subject to further disciplinary action in accordance with the rules of each activity.
RULE 5: Students participating in co-curricular and/or non-athletic extra curricular activities who are found in violation of the code of conduct as listed in this handbook shall be disciplined in accordance with the rules set forth by each activity.
RULE 6: Specific rules and guidelines for each activity may be set forth by the activity sponsor. These rules and any stated penalties will be given to the participants within the first week of a student's participation. These written regulations will be on file in the appropriate department office and/or the principal's office.

PROCEDURES

Upon reasonable suspicion of a student's violation of Rule 1, 2 or 3, an investigation will be conducted by the director of performing arts, music department chairperson, principal or designee. If the student is found in violation, a conference will be held with the student. Following the conference, the student will be notified in writing by the appropriate administrator as to the consequences as described in this handbook. One copy of the violation record will be given to the student, another mailed home, another given to the activity sponsor, and another kept on file at school.
Upon reasonable suspicion of a student's violation of Rule 4, 5 or 6, an investigation will be conducted by the activity sponsor. If the student is found in violation, a conference will be held with the student. Following the conference, the student will be notified by the activity sponsor as to the consequences. These consequences will be separate from any assigned under the school's disciplinary code.

EXTRA-CURRICULAR CONSEQUENCES FOR FIRST OFFENDERS: ALCOHOL/SUBSTANCE ABUSE

Students who participate in a class activity which has a performance or competition component, such as choirs, the band flag corps, competitive speech, or vocational youth organizations, will attend class upon return, but may not perform or compete unless the approved educational or counseling program is completed.
Students who participate in clubs and other extracurricular activities (Brain Game, National Honor Society, Student Government, etc.) will have participation limited or suspended according to the specific guidelines of the organization and/or administrative judgment.

APPEALS

A student and his/her parents or guardian have the right to appeal a ruling by so notifying the principal in writing within five (5) business days after notification of the decision. If written notification is not received within five (5) business days requesting a meeting, the right of appeal is forfeited.
The Co-Curricular and Non-Athletic Extra Curricular Appeal Board is composed of the principal or designee, the director of performing arts or music department chairperson where applicable, two school officials not affiliated with the specific activity and the activity sponsor. The activity sponsor is a non-

voting member of the Appeal Board.
The purpose of the appeal meeting is to inquire into the student's alleged violation and to allow the student and parent(s) guardian to speak on the student's behalf. The meeting is not an evidentiary hearing. The entire meeting will be tape recorded with copies available upon request to the parties involved.
Within five (5) business days after the hearing the parent(s)/guardian and student will be notified of the board's decision.
All assigned consequences will remain in place until the appeal process has been completed and a decision has been reached.

NATIONAL HONOR SOCIETY APPLICATION PROCESS

- All juniors who have a *cumulative G*PA of (at least) 3.40 at the end of their fourth semesters are eligible to apply. In order to be inducted, the student must have maintained a 3.50 cumulative GPA at the end of his/her fifth semester.
- All seniors who have a *cumulative G*PA of (at least) 3.45 at the end of their sixth semesters are eligible to apply. In order to be inducted, the student must have maintained a 3.50 cumulative GPA at the end of his/her seventh semester.
- Students must be enrolled at LNHS by the 1st Mon. in Oct. of the present school year.
- Selection of each member shall be by a majority vote of the Faculty Council.

Students violating the NHS Charter Code of Conduct will be subject to appropriate disciplinary action, which may result in their removal from NHS.

X. LT AND IHSAA ATHLETIC POLICIES AND GUIDELINES

EXTRA-CURRICULAR ELIGIBILITY PROCEDURES

1. The following GPA requirements for extracurricular participation are required for participation:
   Grade 9 Pass 5 credits
   Grade 10 Pass 5 credits and a 1.667 average
   Grade 11 Pass 5 credits and a 1.834 average
   Grade 12 Pass 5 credits and a 2.0 average
2. In determining participation, the higher of the overall GPA or the current nine-week's grading period GPA will be used.
3. Any Special Education student who plans to participate should have an IEP that states the appropriate eligibility standard.
4. High school credit awarded for the summer school, correspondence classes, and evening classes will count toward the standard.
5. The Superintendent or the Superintendent's designee may defer the implementation of the eligibility standard for a period not to exceed one (1) semester to allow for unforeseen circumstances.
6. Any student transferring from another high school shall have the remainder of that semester as a grace period to meet the appropriate grade level eligibility standard. A student enrolling during the second grading period of a semester will have the following semester as a grace period.
7. All coaches, teachers, guidance counselors, and all other appropriate staff will continue to give assistance to all students unable to meet the eligibility standard.
8. All extracurricular organizations/activities that have students representing our schools must have constitutions and/or standards that meet the above GPA criteria.
9. Students not meeting the above standards can maintain eligibility by attending tutoring sessions twice per week. The coach will be responsible for coordinating those tutoring sessions and the coach will be responsible for reporting the attendance of those students to the director of athletics. Students not attending the required sessions will be ineligible for the following contest(s). They can regain their eligibility by attending the tutoring sessions the following week.

MSDLT HIGH SCHOOL ATHLETIC PHILOSOPHY

MSDLT recognizes that interested students should be given the opportunity to develop their potential as athletes in activities appropriate to their level of ability. LT schools provide programs of interscholastic athletics that promotes participation for qualified students within the rules and regulations of the Indiana High School Athletic Association and MSDLT Athletic Departments. The goal of the MSDLT athletic departments is to promote an environment that allows the LT athlete to develop and to grow in the areas of teamwork, sportsmanship, leadership, self-discipline, and moral character. It is hoped that the lessons learned and the experiences gained from participation in athletics will play an integral part in the overall education of the Lawrence Township student athlete.

MSDLT AND IHSAA POLICIES AND GUIDELINES

Participation in athletics is a privilege earned by meeting the rules and standards set by schools, conferences and the IHSAA. Students who have questions concerning eligibility should contact the Athletic Director or Principal BEFORE they endanger their athletic eligibility.

ACADEMIC ELIGIBILITY

Academic eligibility is addressed in section I: Eligibility Procedures for Extra-curricular and Athletic Participation.

ATHLETE DEFINED

An LT athlete is defined as and includes all young men and women representing MSDLT as they participate in interscholastic competition. Included under this definition are the members of our twenty sports and their support personnel such as trainers, managers, statisticians, etc. Students currently in good standing with the Athletic Department may be eligible for the athletic weight training classes offered.

ATTENDANCE

Student athletes are expected to make school attendance a priority. This includes attendance both the day of and the day after athletic contests. Student athletes and student staff are expected to be in attendance at school on time the day following any and all evening activities. All efforts are made to avoid late activities on school nights, but sometimes they are necessary. Students must attend school all day in order to participate in an extracurricular activity after school. The Principal or Athletics Director must grant any exceptions. Extenuating circumstances must be brought to the attention of the Principal or Athletic Directors.

AWARDS / GIFTS

Athletes may not receive any award in recognition for athletic ability not approved by the high school principal or the IHSAA. Athletes may not accept awards, medals, recognition, gifts and/or honors from colleges/universities or their alumni. Athletes and parents with questions may refer to the IHSAA by-laws.

CHANGING A SPORT

If an athlete is cut from a team, the athlete may join another team or program in that sport season. An athlete may transfer from one sport to another within the same sport season with the agreement of both coaches and the athletic directors. If an athlete quits or is removed from the team for any reason, the athlete cannot join another team nor participate in any conditioning or weight-training program until the original team is no longer competing. For example: A football player cannot quit the football team to begin wrestling until the football team has played its last game. If the athlete wishes to appeal, a written appeal must be submitted to the athletic directors.

CONFLICTS IN EXTRACURRICULAR ACTIVITIES

MSDLT recognizes that every student should have the opportunity for a broad range of experiences in the area of extracurricular activities. However, students should be cautious about participating in too many activities. Interscholastic sports at the high school level require a substantial time commitment that usually extends Monday through Saturday from the first official day of practice until the end of the tournament series. If a conflict between activities arises, the student should refer to the Schedule Conflict Policy found in the Co-Curricular and Non-Athletic Extra Curricular Activities section of this handbook.

EQUIPMENT ISSUE AND RETURN

MSDLT endeavors to provide each team member with the best and safest equipment. All equipment issued to an athlete is expected to be returned in the same condition as when issued (excepting normal wear and tear) or the athlete is expected to compensate the athletic department for the lost or damaged equipment. Failure to return equipment, including athletic locks, or to compensate the school for lost or damaged equipment will result in forfeiture of award and the debt will be added to the student's book rental.

MULTIPLE SPORT PARTICIPATION

The MSDLT Athletic Depts. support the concept of participation in more than one high school sport. High school coaches should not establish expectations "out of season" which would prohibit or restrict a student's participation in another sport which is "in season." A student athlete who wishes to participate in more than one sport in the same season must have prior approval of the coaches and the Athletic Director. A schedule resolving all practice and competition conflicts must be established prior to the season and the student athlete will be asked to designate a "primary" sport if necessary.

PARTICIPATION ON TEAMS OUTSIDE OF SCHOOL ATHLETICS

Athletes who participate as members of any similar teams on the same sport season, not under the direct supervision and management of their school, shall not be eligible for participation on the school team. Participation in other sports while participating on a school team should only be done with the knowledge of the high school coach.

PHYSICAL EXAMINATIONS

Students desiring to participate in interscholastic athletics must undergo a physical examination performed by a licensed medical doctor (M.D.) prior to the first practice of any sport. The physical form, which must be signed by an M.D., may be picked up in the Athletic office. It must be signed and returned to the Athletic office prior to practice of any kind. The doctor's signature must be dated after April 1, preceding the current school year. It is valid for one year. The student must complete the medical history and sign it to be eligible for participation. The MEDICAL HISTORY and EMERGENCY INFORMATION forms must be completed and returned to be eligible for participation.

RESIDENCY REQUIREMENTS

Student athletes, managers, trainers, and other athletic support personnel must be students of MSDLT high schools.

TRANSFER STUDENTS INTO LAWRENCE TOWNSHIP SCHOOLS

Parents of students who wish to participate in athletics at LT schools but who did not attend LT during their intended sports season the previous school year are required to complete an Athletic Transfer Report Form which will be sent to the student's former school and to the IHSAA for approval. The student cannot become eligible for competition until approval has been granted by the IHSAA. Students who transfer without a corresponding change in

residence MAY be granted "limited eligibility" which allows for participation at the junior varsity level only for a period of 365 days. (Note: Athletic transfers do no apply to incoming 9th graders who have not yet been enrolled in the 9th grade.)

SANCTIONED SPORTS

As a general rule, Lawrence Township High School sanctions the sports, which are sanctioned by the IHSAA. Sanctioning of any other sports by MSDLT would require School Board approval. Such approval would include consideration of available schools to schedule, costs, revenue, supervision, availability of facilities, availability of qualified coaches, student interest, etc.

INSURANCE

MSDLT administrators, coaches and trainers are safety conscious and are trained to instruct athletes in the safe and proper techniques of their individual sport(s). In recent years, the IHSAA has carried catastrophic insurance to cover major injuries incurred during participation in approved IHSAA sports programs. More information about the IHSAA plan is available upon request at the Athletic Office. **It should be noted that neither the IHSAA nor MSDLT carry any kind of first dollar medical insurance for athletic injuries. All athletic events carry some risk of injury or even death, and MSDLT is not responsible for a student's injuries during participation in an athletic activity**

TICKET INFORMATION

MSDLT offers a variety of ticket plans for the convenience of students, parents and patrons. Substantial saving on admission costs to events can be realized through the purchase of annual all-sports tickets, good for entry into all MSDLT athletic events except IHSAA, county or conference events, or special events. Students and patrons may also purchase single session tickets at the gate for any event they wish to attend. For further information, contact the Athletic Office.

TRAVEL

MSDLT athletes are required to travel to and from athletic contests and special events in school-approved vehicles under adult supervision provided by MSDLT. Extraordinary circumstances should be submitted to the Athletic Directors for review prior to the day of the event. Students must have parent release forms signed and in the Athletic office prior to a change of transportation. Coaches may allow parents to sign off responsibility if they wish to take their son/daughter home from competition.

UNDUE INFLUENCE

Per the IHSAA, students shall be ineligible if a person uses undue influence to retain or secure them as student-athletes or to retain or secure their parents as residents.

WEIGHT ROOM

The weight room is available for use by athletes after school as scheduled by their coaches. No student shall use the weight room facilities without adult supervision. Students are urged to request assistance from the coaches when planning and initiating a workout regimen.

CONDUCT AND CHARACTER

LT athletes are expected to present and to conduct themselves in a manner worthy of respect and honor at all times both in and out of season. What is best for the team should be foremost in the mind of each athlete and not until the team has been eliminated from competition should the advancement of the individual take precedence. Athletes are also expected to place good sportsmanship ahead of the desire to win and should not engage in any tactics that might provide an unfair advantage over an opponent. Good sportsmanship also applies to the treatment of officials and is expected when athletes attend other sporting events as spectators and supporters. Athletes should refrain from engaging in negatives such as vulgar language, disrespectful and violent behavior, use of tobacco, alcohol or drugs, theft, vandalism, and other behaviors that will bring discredit upon themselves, their teams, their families, and their school. In short, LT athletes are expected to maintain a higher standard of conduct than that of those not involved in athletics.

MSDLT ATHLETIC DEPT. GUIDELINES, RULES, & CONSEQUENCES

Without limiting the applicability of the Conduct and Character section above, the following specific rules apply:

RULE 1. Athletes shall not possess, use, transmit, or be under the influence of any narcotic drugs, hallucinogenic drugs, stimulants, depressants, marijuana, steroids, tobacco, or alcohol. In addition, athletes shall not possess, use or transmit paraphernalia for use of such substance. (Use of an authorized drug as prescribed by a registered physician shall not constitute a violation of this rule.)

1st Offense-Suspension from 20% of the total number of regular season games including one Marion County/MIC tournament games in that season. Suspended athletes may not dress for any competition or be involved in any recognition ceremony during the suspension. If less than 20 % of the regular season remains, the athlete will be removed from the team, forfeit any awards, and will serve the remainder of his/her suspension.

2nd Offense-One calendar year suspension from athletics.

3rd Offense-Removal of all athletic privileges for the remainder of the high school career.

RULE 2. Any athlete that is in violation of school rules will be punished according to the LT Student Handbook. The athlete may be subject to further disciplinary action in accordance within the rules of each sport. If an athlete is suspended out of school for any reason the athlete will be ineligible for all contests during the term of suspension. Out-of-school suspended athletes cannot practice during that time.

RULE 3. Specific team rules and guidelines may be set forth by the coach of each sport. These rules and the consequences for violating them will be given to the athletes by the coach at the first meeting of the team and at the first parent meeting of that sport. These rules and guidelines will be on file in the Athletic office.

RULE 4. An athlete who commits an act that would otherwise constitute a felony, misdemeanor, act of delinquency or status offense may face the following:

Consequences:

1ST Offense- the penalty is to be determined by the Principal, the Athletic Directors and Coach with the maximum being a 365-day exclusion from athletics. Any student arrested or detained as a juvenile on such a charge may be suspended from any participation pending investigation of the incident.
2nd Offense- Athlete will be excluded from athletics for one year from the day that the violation is confirmed.
Rationale- Rule 8, Section 1 of the IHSAA by-laws states that the conduct of an athlete in and out of school shall be such as:
not to reflect discredit upon his/her school or the association
not to create a disruptive influence on the discipline, good order, moral or educational environment in the school.
RULE 5. Stealing and vandalism- an athlete shall not vandalize property at school or at other schools or have in their possession any stolen item from any source, including uniforms or equipment from LNHS or other schools, an athlete shall not commit an act of theft. An athlete who commits these acts may face the consequences defined in Rule 4 or the following:
Consequences:
1st Offense- the penalty is to be determined by the Principal, AD, and Coach with the maximum being removal from the team for the remainder of the season. Suspended athletes may not dress for any competition or be involved in any recognition ceremony during the suspension.
2nd Offense- 1 calendar year suspension from athletics.
3rd Offense- Removal of all athletic privileges for the remainder of the high school career.

Athletic rules and consequences are cumulative and in effect year round.
In the case of one calendar year suspensions, the Principal and AD will determine the date on which the suspension will end.
The athletic season is defined as commencing with the first practice and ending with the last contest.
All consequences take effect immediately upon declaration by the AD and will include contest in succession.
An athlete who does not complete the season in good standing, or is in violation of a rule between the last contest and the awards ceremony, will forfeit any award(s) earned.
When an athlete is serving a percentage of a season suspension, it is at the discretion of the coach to determine the athlete's attendance at athletic contests and practices involving the team. An athlete must adequately fulfill the terms of the suspension for credit to be given.

APPEALS

An athlete and parent/guardian may appeal a ruling by notifying in writing the Assistant Principal in charge of student activities within five business days after notification of the decision. The assistant principal will set a date for a meeting and will notify all parties involved. The Athletic Appeal Board may limit attendance at the meeting at its discretion. If written notification is not received within five business days, the right of appeal is forfeited.
The Athletic Appeal Board is composed of the Assistant Principal in charge of student activities, the two Athletic Directors, two school faculty members not affiliated with the Athletic Department, and the coach of the team of which the athlete is a member.
The purpose of the appeal meeting is to inquire informally into the athlete's alleged violation and to allow the athlete and parent/guardian to speak on the athlete's behalf. It is NOT an evidentiary hearing. Both sides will make every effort to acquire as much factual information as possible. The entire meeting will be tape recorded with copies available upon request to the parties involved.
Within five days after the meeting, the parent/guardian will be notified of the Athletic Appeal Board's decision.
The decision to the Board may be appealed to the Principal in writing within five business days of notification. Again, if there is no appeal within those five days, the right of appeal is forfeited. The Principal will review the situation and render a final decision.

XI. School Board Policies

MINIMUM CREDIT REQUIREMENTS FOR GRADUATION (GENERAL DIPLOMA)

English	8
Geography/History of the World	2
U.S. History	2
U. S. Government	1
Mathematics	4
*Laboratory Science	4
Health	1
Physical Education	2
Technology	1
Electives	15
Total	40

*Credits must be obtained from two of the following science areas: life, physical or earth.

To be eligible for graduation by State Department of Education ruling, a student must be enrolled in high school (grades 9-12) for a minimum of seven full semesters. Thus, a senior who has completed all requirements may choose to graduate at the end of seven semesters. Any student choosing mid-year

graduation needs written permission from his/her parents and approval from his/her counselor. Summer school shall not be considered as one of the seven required semesters. Students must have permission to attend Evening School if they are also enrolled full-time in MSDLT.

MSDLT SCHOOL SAFETY POLICY 8400

The Board of School Trustees is committed to maintaining a safe environment in all of the Corporation's schools. To that end, in accordance with State and Federal law, the Corporation shall establish a *Safe School Committee* for the entire Corporation, the composition of which shall be in accordance with the Superintendent's guidelines.

Each *Safe School Committee* shall include at least one (1) member who is a member of the school or Corporation career and technical education school.

The *Safe School Committee* shall be responsible for developing a plan that addresses the following issues:

A. Unsafe conditions, crime prevention, school violence, bullying, and other issues that prevent the maintenance of safe schools.

B. Professional development needs for faculty and staff to implement methods that decrease problems identified above.

C. Methods to encourage involvement by the community and students, development of relationships between students and school faculty and staff, and use of problem solving teams.

D. Provide a copy of the floor plans for each building that clearly indicates each exit, the interior rooms and hallways, and the location of any hazardous materials located in the building to the local law enforcement agency and the fire departments that have jurisdiction over the school. The Corporation shall not disclose any record or part of any record if the disclosure of which would have a reasonable likelihood of threatening public safety by compromising the Corporation's security.

WEAPONS (Policy 5772)

The Board prohibits students from possessing, storing, making, or using a weapon in any setting that is under the control and supervision of the Corporation for the purpose of school activities approved and authorized by the Corporation including, but not limited to, property leased, owned, or contracted for by the Corporation, a school-sponsored event, or in a Corporation vehicle.

Generally, the possession of a firearm in or on school property, in or on property that is being used by a school for a school function, or on a school bus is a felony (I.C. 35-47-9-2) and is prohibited by Board policy. However, State law permits a person who may legally possess a firearm to maintain that firearm if it is locked in the person's trunk, kept in the glove compartment of the person's locked vehicle, or stored out of plain sight in the person's locked vehicle. This exception does not apply to students unless it is a high school student who is a member of a shooting sports team and the principal has approved the student keeping a firearm concealed in the student's motor vehicle on days the student is competing or practicing as a member of a shooting sports team. This exception also does not apply to former students if the person is no longer enrolled in school due to a disciplinary action within the previous twenty-four (24) months.

The term "weapon" means any object which, in the manner in which it is used, intended to be used, or represented, is capable of inflicting serious bodily harm or property damage, as well as endangering the health or safety of persons. Weapons include, but are not limited to, firearms, tasers, handguns, stun guns, guns of any type whatsoever, including air and gas-powered guns (whether loaded or unloaded), knives, razors, clubs, electric weapons, chemical weapons, metallic knuckles, martial arts weapons, ammunition, and destructive devices (bombs, incendiary, grenade, Molotov cocktail, rocket with a propellant charge of more than four (4) ounces, etc.). A "knife" is defined as "an instrument that: 1) consists of a sharp edge or sharp pointed blade capable of inflicting cutting, stabbing, or tearing wounds; and 2) is intended to be used as a weapon." I.C. 35-47-5-2.5(a)

This policy will also encompass such actions as possession of look-alike items, false fire alarms, bomb threats, or intentional calls to falsely report a dangerous condition.

The Superintendent will report any student who violates this policy to the student's parents or guardians and to the law enforcement agency having jurisdiction over the property where the offense occurs. The student also may be subject to disciplinary action, up to and including expulsion.

Exceptions to this policy include:

A. items approved by a principal as part of a class or individual presentation under adult supervision, if used for the purpose of and in the manner approved; (Working firearms and ammunition shall never be approved.)

B. theatrical props used in appropriate settings;

C. starter pistols used in appropriate school related sporting events;

ATTENDANCE POLICY 5200

The Indiana Compulsory School Attendance Law requires students to attend school daily. Without regular attendance at school, students cannot take full advantage of the learning opportunities necessary for their full development as individuals and citizens. The student and his/her family or legal guardians have the primary responsibility for ensuring attendance at school.

The Lawrence Township Board is responsible for providing a rich and diverse learning experience which will provide motivation for student's daily school each day. The Board also believes those students who do not attend school risk failing academically and those who arrive late to class interrupt instruction for themselves and others. Finally, the Board is committed to the proposition that it is essential for students, parents and/or legal guardians to understand there are consequences for students who are habitually tardy and/or absent without excuse from school.

The following MSDLT Attendance Policy is intended to outline, for students, parents and educators the Board's expectations, the students', parents', and school personnel's responsibilities and the consequences for violating the District's attendance policy. The Superintendent or his/her designee shall ensure procedures are developed for each of the Kindergarten, elementary, middle and high school levels. Each school can develop attendance monitoring procedures, parent notification, and determine consequences for tardies, truancy and unexcused absences, as long as the procedures and consequences complement the policy.

Truancy

Under I.C. 20-33-2-11, a child who is designated a habitual truant is defined as "a student who is chronically absent, by having unexcused absences from school for more than ten (10) days of school in one (1) school year."

Excused Absences

Excused absences are defined as absences that the School Corporation regards as legitimate reasons for being out of school, as included in the school policy. These could include:

A. Illness verified by note from parent/guardian

B. Illness verified by note from Physician

C. Family funeral

D. Maternity

E. Military Connected Families (e.g. absences related to deployment and return)

F. Exhibiting at the Indiana State Fair or member of household exhibiting at the same

G. Such other good cause as may be acceptable to the Superintendent or permitted by law

Exempt Absences

Exceptions to compulsory attendance that shall be recognized by the school corporation as provided by State statute are:

A. service as a page or honoree of the general assembly (I.C. 20-33-2-14)

B. service on a precinct election board or helper to a political candidate on the date of an election (I.C. 20-33-2-15)

C. subpoena to appear in court as a witness in a judicial proceeding (I.C. 20-33-2-16)

D. service in active duty with the National Guard for not more than ten (10) days (I.C. 20-33-2-17)

E. participating as a member of the Indiana wing of the civil air patrol for not more than five (5) days (I.C. 20-33-2-17.2)

F. exhibiting or participating in the Indiana State Fair for educational purposes by a student or member of the student's household (I.C. 20-33-2-17.7 The student must be in good academic standing as determined by the Corporation. Parents must request the absence in writing, it must be approved in writing by the principal, and it may not exceed five (5) days.

G. participating in an educationally related non-classroom activity which is consistent with and promotes educational philosophy and goals of the School Corporation, facilitates the attainment of specific educational objectives, is part of the goals and objectives of an approved course or curriculum, represents a unique educational opportunity, cannot reasonably occur without interrupting the school day, and is approved in advance by the school principal (I.C. 20-33-2-17.5)

Consequences for Unexcused Absences:

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 Class B misdemeanor. A person convicted of a Class B misdemeanor may be given up to 180 days in jail and a fine of up to $1,000.

If your failure to ensure your child's school attendance worsens to such a point that it is clear you are knowingly and intentionally depriving your child of an education as required by law, you may be prosecuted for Neglect of a Dependent, a Class D felony. A person convicted of a Class D felony may be given up to three (3) years in jail and a fine of up to $10,000.

If your failure to ensure your child's school attendance worsens to such a point that it is clear that your child's physical or mental condition is seriously impaired or seriously endangered as a result of your inability, refusal or neglect to supply your child with necessary education, you and your child may be subject to the filing of a Child in Need of Services (CHINS) case in Juvenile court. This may result in your child being removed from your care.

Extended Absences Related To Injury Or Illness

The MSD of Lawrence Township recognizes that some students will enter school with a chronic illness, or will develop a medical condition that persists; such conditions may have an impact on academic life as well as activities of daily living. To adequately address the impact on student attendance, two (2) specific provisions will apply.

Certificate of Incapacity

Pursuant to I.C. 20-33-2-18 and I.C. 20-8.1-3-20, the school may:

A. Demand that the parent provide a Certificate of Incapacity that is signed by appropriate medical personnel and provides requested detail related to the specific medical diagnosis/condition within six (6) school days of the request; and,

B. If the Certificate of Incapacity verifies the illness/condition, and the absence will be less than twenty (20) instructional days, the school will count the student as having an "excused absence" and the student will be able to make up missed assignments and examinations.

Instruction for a Student with an Injury, Temporary or Chronic Illness

The State of Indiana and the MSD of Lawrence Township establish the process for consideration of instruction for students with an injury, temporary or chronic illness pursuant to 511 IAC 7-42-12. As such, the following will apply:

A. There must be substantiated medical documentation that the illness or injury will prevent the student from attending school for a minimum of twenty (20) consecutive instructional days or a chronic illness or other medical condition that will require the student's absence for an aggregate of at least twenty (20) instructional days over the period of the school year;

B. During the period of time that the student is being provided with instruction under the established guidelines, the student will be counted as "present" for attendance purposes;

C. Because the program is a temporary replacement of classes in school, students are expected to participate in the instruction and complete subject requirements and homework assignments; and,

D. Failure to participate in or complete requirements of the established process for instruction may lead to lack of course completion and/or unexcused absences which would follow the same guidelines as in the Unexcused Absences section of this Policy.

EXPECTATIONS RE: STUDENT ABSENCES AND TARDIES

1. The administration of each school will identify students who have had a pattern of poor attendance and/or frequent tardies and contact the student and the parents early in the year to make specific plans for preventing such patterns from continuing.
2. Each occasion on which a student is absent, tardy, or needs to leave the school during the day, the parent must notify the school on the same day using procedures developed by the school administration. Where such contact is impossible, procedures will be developed for alternate contact by the parent within three school days or less of the absence.
3. Detailed records of student attendance will be kept at each school. In the case of extended or frequent absences and/or tardies, the school will make efforts to contact the parent or guardian to seek information related to the cause of the absence or tardy, and discuss the specific consequences if the behavior continues.
4. Each school will develop a system for monitoring student tardiness and discouraging that behavior.

PRE-ARRANGED ABSENCE

At all grade levels, pre-arranged absences are sometimes granted as excused in the event such absences are deemed necessary by a student's parents or guardian **and are deemed reasonable or appropriate by the principal**. Pre-arranged absences at all grade levels, will not be granted as excused during the weeks before or after winter and spring vacations, if such absences include the day before or the day after either holiday period. No pre-arranged absences will be granted during the week of first semester final exams, or during the last week of the school year. Teachers are not expected to

pre-plan assignments for vacation absences or other pre-arranged absences unless extenuating circumstances make it appropriate.

MAKE-UP WORK
In order to have continuity of learning, students who have been absent are expected to get their make-up assignments in the way the teacher designates, and teachers are expected to provide make-up assignments **by allowing one day for make-up for each day missed**. Make up assignments are limited to those that can reasonably be made up (tests, written work, projects, reports, etc.) **The parent/guardian should contact the student services office to make these arrangements.**

STUDENT MAKE-UP WORK PROCEDURES FOR STUDENT ABSENCES
Students who are absent from school (excused or unexcused) are expected to make up work (tests, projects, papers, special assignments, etc.) for credit. Lab work or pop quizzes cannot be made-up unless the teacher chooses to do so. Students may receive full credit for daily work missed, if they take the initiative to get the work and turn it in to their teacher upon their return to school or on a date designated by the teacher.

DAILY WORK
That work which cannot be made-up because the situation for the work cannot be recreated. This includes activities such as: daily classroom assignments including homework, quizzes, group participation activities, recitation, classroom discussion, journal notebooks, laboratory experiments and reports and teacher notes.

ATTENDANCE CONTRACT
Any high school student who **accumulates excessive unexcused absences and demonstrates inconsistent and poor attendance patterns may be placed on an Attendance Contract**, after consultation/contact with the student and the parent/guardian. The Attendance Contract will be implemented after other appropriate interventions have been used (i.e. conference with student, parent contact, notification to student and parent in writing, detention, in-school and/or out-of-school suspension and Saturday School). The contract should be signed by the student and the parent and/or guardian must be notified. Attempts must be made to have the parent and/or guardian sign the contract. The parent's or student's refusal to sign the contract does not nullify the contract.
NOTE: The Attendance Contract can only pertain to matters of attendance and not to other behavioral problems.

ANTI-HARASSMENT (Policy 5517)

It is the policy of the School Board to maintain an education and work environment that is free from all forms of unlawful harassment, including sexual harassment, occurring in the Corporation's educational opportunities, programs, and/or activities, or, if initially occurring off Corporation grounds or outside the Corporation's educational opportunities, programs, and activities, affecting the Corporation environment (hereinafter referred to collectively as "unlawful harassment"). This commitment applies to all Corporation operations, educational opportunities, programs, and activities. All students, administrators, teachers, staff, and all other school personnel share responsibility for avoiding, discouraging, and reporting any form of unlawful harassment occurring in the Corporation's educational opportunities, programs, and/or activities, or, if initially occurring off Corporation grounds or outside the Corporation's educational opportunities, programs, and activities, affecting the Corporation environment. This policy applies to unlawful conduct occurring on school property, or at another location if such conduct affects the Corporation environment.

The Board will vigorously enforce its prohibition against unlawful harassment, that is based on race, color, national origin, sex (including transgender status, sexual orientation and/or gender identity), religion, disability, military status, ancestry, or genetic information, which are classes protected by Federal and/or State civil rights laws (hereinafter referred to as "Protected Classes"), and encourages those within the Corporation community as well as third parties who feel aggrieved to seek assistance to rectify such problems occurring in the Corporation's educational opportunities, programs and/or activities, or, if initially occurring off Corporation grounds or outside the Corporation's educational opportunities, programs and activities, affecting the Corporation environment.

All Corporation employees, including administrators, professional staff and support staff, shall report any incident of alleged unlawful harassment (see definition above) occurring in the Corporation's employment opportunities, programs and/or activities, or, if initially occurring off Corporation grounds or outside the Corporation's employment opportunities, programs and activities, affecting the Corporation environment that the employee observes or which is reported to the employee.

The Corporation will investigate all allegations of unlawful harassment occurring in the Corporation's employment opportunities, programs and/or activities, or, if initially occurring off Corporation grounds or outside the Corporation's employment opportunities, programs and activities, affecting the Corporation environment and, in those cases where unlawful harassment is substantiated, the Corporation will take immediate steps to end the harassment, prevent its recurrence, and remedy its effects.

Individuals who are found to have engaged in unlawful harassment occurring in the Corporation's employment opportunities, programs and/or activities, or, if initially occurring off Corporation grounds or outside the Corporation's employment opportunities, programs and activities, affecting the Corporation environment will be subject to appropriate disciplinary action, up to and including termination of employment or expulsion from school.

Furthermore, Corporation employees who fail to report any incident of alleged unlawful harassment occurring in the Corporation's employment opportunities, programs and/or activities, or, if initially occurring off Corporation grounds or outside the Corporation's employment opportunities, programs and activities, affecting the Corporation environment that the employee observes or which is reported to the employee also are subject to appropriate disciplinary action, up to and including termination of employment.

For purposes of this policy, "Corporation community" means students, administrators, teachers, and staff, as well as Board members, agents, volunteers, contractors, or other persons subject to the control and supervision of the Board.

For purposes of this policy, "third parties" include, but are not limited to, guests and/or visitors on Corporation property (e.g., visiting speakers, participants on opposing athletic teams, parents), vendors doing business with, or seeking to do business with, the Board, and other individuals who come in contact with members of the Corporation community at school-related events/activities (whether on or off Corporation property).

CLARIFICATION of ASSAULT AND BATTERY

Assault-(as defined by Indiana Law) is when a student makes a verbal threat to intimidate or do physical harm to any staff member.
Battery – is when a student touches, hits, kicks or shoves a staff member in a threatening manner.

CANINE SEARCHES

A principal at any Lawrence school may request a canine search. To support this search, the principal shall provide to the superintendent or designee those facts and circumstances which would support a reasonable suspicion to believe that there is a significant amount of controlled substance use or possession in the school building or in student vehicles in the school parking lot.

EDUCATION RECORDS (FERPA)

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

1. The right to inspect and review the student's education records within 45 days of the day the School receives a request for access. Parents or eligible students should submit to the School principal a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The rights to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask the School to amend a record that they believe is inaccurate or misleading. They should write the School principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student upon request.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. FERPA permits disclosure without consent in at least the following situations: (1) disclosure to school officials with legitimate educational interests; (2) disclosure to officials of another school in which a student seeks or intends to enroll; and (3) disclosure of directory information. A school official may include a School employee, a School Board member, a person or company with whom the School has contracted to perform a special task or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her responsibilities.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA. The name and address of the federal office that administers FERPA will be provided upon request.

As noted above, the School may disclose "directory information" without written consent, unless the parent or eligible student has advised the School to the contrary in a written document submitted to the School principal by October 1 of each school year. One purpose of disclosing directory information is to allow the School to include this type of information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks.
In addition, two federal laws require the School to provide military recruiters, upon request, with three directory information categories -names, addresses and telephone listings - unless parents have advised the School in writing that they do not want their student's information disclosed without their prior written consent.

The School has designated the following information as directory information:

- Student's name
- Participation in officially recognized activities and sports
- Address

- Telephone listing
- Weight and height of members of athletic teams
- Electronic mail address
- Photograph
- Degrees, honors, and awards received
- Date of birth
- Major field of study
- Dates of attendance
- Grade level
- The most recent educational agency or institution attended

Curriculum, Instruction and Assessment (Board Policy 2210)

Citizens Complaints Concerning Instructional Materials
Neither the Board as whole nor individual members will consider any recommendation, grievance, nor complaint from parents, students or patrons until the issue has first been referred to the Superintendent.

If a satisfactory resolution is not accomplished at the Superintendent's level, it shall be forwarded to the Board of Education for review and possible action. The Board of Education reserves the right to deny any appeal of the Superintendent's decision.

The Superintendent will see that administrative procedures are established for dealing with complaints from parents, students, or patrons.

TRANSFER OF STUDENT DISCIPLINARY RECORDS (Policy 8330)

In accordance with federal law, the Board of Education of the MSDLT will retain all records of student misconduct that resulted in suspension or expulsion of the student and that pertain to safety or health concerns. These records will not be destroyed and will be transferred to the school where the student will be attending, either in the district or outside the district without the consent of the parent or the student.

DISCLOSURE OF STUDENT LISTS (Policy 2416)

It is the policy of the Board to not release the lists of students for commercial or political purposes. This policy shall be equally applied to similarly situated organizations and persons. (I.C. 5-14-3-3 (f))

DO NOT RESUSCITATE POLICY (Policy 5341)

The health and safety of students is a primary concern of the District. Advances in medical science and educational programs have resulted in students with significant medical needs attending school on a more frequent basis. While rare, it is now possible for students with potentially fatal conditions to be in school attendance. The Board expects employees to use reasonable care in protecting the health and safety of students. This responsibility includes exercising all reasonable means to preserve a student's life in the case of a medical emergency or crisis even if the student is the subject of a Do No Resuscitate Order or a similar health care direction (collectively called "DNR"). If a parent or guardian presents a school employee with a DNR with respect to a student, the employee should advise the parent or guardian of the school's policy as stated above and advise the parent or guardian to contact the Superintendent or the Asst. Superintendent who oversees educational support services with any further questions.

PARENT/FAMILY INVOLVEMENT POLICY 2281

The Board recognizes that parent/family involvement is essential in helping all children become successful self-directed life-long learners as defined by the Corporation mission statement. Effective education is the shared responsibility of the school, the family, the student and the community. This partnership helps to motivate, support and encourage all children. The Board values our families and encourages and needs their involvement and support.

In the MSD of Lawrence Township, parent/family involvement includes, but is not limited to:

A. instilling in children an appreciation for the value of an education and a sense of individual responsibility for achievement;

B. building good character by modeling the Lifeskills (Caring, Courage, Fairness, Honesty, Initiative, Perseverance, Respect, Responsibility, Teamwork, and Trustworthiness);

C. taking an active role to support learning in the home;

D. participating in school-related activities;

E. complying with school rules, policies and procedures;

F. serving as an advocate for children's educational needs through ongoing communication with school staff.

Family support of academic, social and behavior expectations creates a school/family alliance that helps to ensure all children's success.

In developing the program of parent/family involvement, the Superintendent should ensure:

A. information is provided to parents through the parent-student handbooks regarding their legal rights and responsibilities;

B. the various programs, procedures, and practices the Corporation already is implementing are identified and used as the basis for the formulation of any new efforts.

HUMAN DIGNITY (Policy 2110.01)

The Board of Education believes it is part of our mission to provide a positive, orderly and harmonious environment in which respect for the dignity and worth of every member of the school community is recognized and promoted. The Board believes that all employees, parents/guardians and students are entitled to be treated, and are obligated to treat others with courtesy, fairness and decency. Only through the commitment and ongoing attention of each of us to a safe, caring and supportive atmosphere can we expect to achieve our objective of enabling all of our students to achieve their maximum potential as students, citizens and productive members of society.

Lawrence Township has a diverse, multicultural school community; a fact the Board considers an asset and a source of pride and enrichment. This diversity, however, underscores the importance of sensitivity to the backgrounds, feelings, and concerns of students and community members and of meeting the moral imperative of an equal opportunity society free of prejudice and discrimination. Accordingly, in this school district, statements or behavior by any member of the school community which insults, degrades, harasses or stereotypes any other person on the basis of race, color, religion, sex, gender, national origin, ancestry, age, disability, veteran status, marital status, socioeconomic background, sexual orientation, and gender identity is unacceptable.

SEXUAL HARASSMENT

It is the policy of the MSDLT to maintain learning and working environment that is free from any form of sexual harassment. It shall be a violation of the anti-harassment policy for any student or employee of the Metropolitan School District of Lawrence Township to harass another student or employee through conduct or communications of a sexual nature. Such behavior will not be tolerated on or off corporation premises. (The use of the term “employee” also includes non-employees and volunteers who work subject to the control of school authorities.)

CORPORAL PUNISHMENT (Policy 5630)

The Board recognizes that there are likely to be occasions in which a staff member must use limited physical force in the supervision of students in order to:

A. prevent a student from injuring him/herself or others including self-defense and the defense of others by a staff member;

B. stop a student from damaging the property of the Board or others; or

C. end the disruption of an educational function or prevent interference with a school activity.

In these circumstances, the staff member shall use no more force than the force that is necessary to accomplish the objective of the use of force for the purpose of deterring or punishing misconduct.

Corporal Punishment

The Board believes that corporal punishment is counter-productive to a policy that supports the human dignity of student and affirms that corporal punishment will not be a disciplinary alternative to be used in the MSD Lawrence Township.

I.C. 20-26-5-4

POLICY ON SEARCH AND SEIZURE (Policy 5771)

The School Board recognizes its obligation to balance the privacy rights of its students with its responsibility to provide student, faculty, and authorized visitors with a safe, hygienic, and alcohol/drug-free learning environment.

In balancing these competing interests, the Board directs the Superintendent to utilize the following principles:

A. **School Property**

School facilities such as lockers and desks are school property provided for student use subject to the right of the Superintendent and his/her designee to enter the facility as needed and inspect all items in the facility searched. Students shall not have an expectation of privacy in any facility provided by the school and shall not be permitted to deny entry to a Corporation administrator by the use of a lock or other device.

B. **Student Person and Possession**

Prior to a search of a student's person and personal items in the student's immediate possession, consent of the student shall be sought by an administrator. If the student does not consent, such a search shall be permitted based only upon the administrator's individualized reasonable suspicion to believe that the search will produce evidence of a violation of a law, school rule, or a condition that endangers the safety or health of the student or others. Searches of the person of a student shall be conducted and witnessed by a person of the same gender as the student and shall be conducted in a private place. A searched student's parent or guardian shall be notified of the search within twenty-four (24) hours.

Searches, pursuant to this policy, shall also be permitted in all situations in which the student is under the jurisdiction of the Board as defined by I.C. 20-33-8-14.

Permission for a student to bring a vehicle on school property shall be conditioned upon consent of the search of the vehicle and all containers inside the vehicle by a school administrator with reasonable suspicion to believe the search will produce evidence of a violation of law, a school rule, or a condition that endangers the safety or health of the student driver or others. The student shall have no expectation of privacy in any vehicle or in the contents of any vehicle operated or parked on school property.

The Superintendent may request the assistance of a law enforcement agency in implementing any aspect of this policy. Where law enforcement officers participate in a search on school property or at a school activity pursuant to a request from the Superintendent, the search shall be conducted by the law enforcement officers in accordance with the legal standards applicable to law enforcement officers.

C. **Breath Test Instruments**

Administrators are authorized to arrange for the use of breath-test instruments for the purpose of determining if a student has consumed an alcoholic beverage. It is not necessary for the test to determine blood-alcohol level, since the Board has established a zero tolerance for alcohol use.

D. **Use of Dogs**

The Board authorizes the use of specially-trained dogs to detect the presence of drugs or devices such as bombs on school property under the conditions established in the Superintendent's administrative guidelines.

Anything found in the course of a search pursuant to this policy which constitutes evidence of a violation of a law or a school rule or which endangers the safety or health of any person shall be seized and utilized as evidence if appropriate. Seized items of value shall be returned to the owner if the items may be lawfully possessed by the owner. Seized items that may not lawfully be possessed by the owner shall be destroyed.

The Superintendent shall promptly record in writing the following information for each search pursuant to this policy:

A. the information upon which the search was based

B. the time, date, location, students, or places searched, and persons present

C. a description of any item seized and its disposition

D. the time and date of notice to the parent or guardian in the case of the search of the person of a student

The Superintendent shall prepare administrative guidelines to implement this policy.

STUDENT INTERVIEWS (Board Policy 5540)

As used in this policy, an interview involves situations in which the student is not a suspect of the investigation. If the student is a suspect, then the policy regarding interrogations of students shall apply.

Interviews of students by law enforcement officers or other government agents on school property, without parent notification, will be permitted only if the principal or other designated staff member is present during the interview and one of the following circumstances apply:

A. The interview is essential to the student’s immediate well being or the immediate well being of others; or

B. Conducting the interview with parent notification will further jeopardize the welfare of the student or others.

If neither of the two above circumstances applies, the student’s parent shall be notified of the interview request before an interview is conducted.

Upon consultation with the law enforcement officer or government agent, the principal or other designated staff member need not be present if it is determined that such presence may impair the quality of the interview as, for example, interviews by child protective agencies.

This policy shall not preclude any school administrator or designee (including school safety officers) from conducting interviews regarding issues pertaining to school safety and discipline; or the student's ability to independently initiate a report to a law enforcement officer or government agent while on school grounds.

This policy applies to all students regardless of the age of the student.

STUDENTS INTERROGATIONS (Board Policy 5541)

Student Interrogations by Law Enforcement Officers on School Property
A law enforcement officer shall not be permitted to interrogate a student on school property regarding an investigation in which the student may be a suspect until the principal first attempts to notify the student's parent or guardian of the law enforcement officer's request to interrogate the student and gives the parent or guardian an opportunity to be present for the interrogation. The principal shall secure the student's presence at school pending notification.

The provisions of this policy do not apply if (a) the law enforcement officer is acting under a court order directing the district to provide law enforcement access to the student; (b) the law enforcement officer is executing an arrest; or (c) if, after learning the purpose of the law enforcement officer's request, the principal reasonably believes that parental notification will significantly hinder a law enforcement investigation or endanger the immediate well being of the student or others.

This policy applies to all students regardless of the age of the student.
I.C. 20-33-11 Metropolitan School District of Lawrence Township – Marion, County Indianapolis, Indiana

PEST CONTROL (POLICY 8432)

MSD of Lawrence Township is committed to providing students a safe environment. The policy regarding the development and implementation of proper pest control practices is available in the main office.

MSDLT STANDARDS OF STUDENT CONDUCT

Standards of student conduct will be consistent with those listed in this handbook under**: Indiana Code 20-8.1-5.1 Board Policy 5500**

PROCEDURE FOR THE REVIEW OF ADVERTISING IN SCHOOL PUBLICATIONS

All staff members who supervise publications, which solicit advertising, will observe the following guidelines:
No advertisements will be accepted for any tobacco product.
No ads will be accepted for alcoholic beverages, bars, taverns or liquor stores.
No ads will be accepted for gambling activities.
No ads utilizing sexual references or innuendos will be accepted.
All advertising is subject to the approval of the sponsor and the sponsor's administrative supervisor. In the event of a potentially controversial ad, the principal and the superintendent must approve the ad.

VISITORS TO SCHOOL

The Board of Education and staff of the MSDLT welcome members of the community and other interested persons to visit the schools.
The Superintendent of Schools will see that regulations are established which:

1. Encourage visits to observe the schools. Visits at individual schools must be arranged through the office of the principal(s).
2. Provide for appropriate hospitality to visitors.
3. Channel expressions of approval as well as constructive criticism to the Board.
4. Insure that such visits will enhance the effect of the educational program rather than hinder it.

The Superintendent or his designee may, if circumstances warrant, advise someone in person or by letter that he or she may not enter on school premises without making prior arrangements with school officials. If a person fails to abide by this request, law enforcement will be contacted.
Persons convicted of sex-related crimes or who appear on any registry of sex offenders shall not be allowed on school property. Exceptions will be made for a parent/legal guardian to attend conferences/activities involving his/her child or scheduled appointments with school staff; provided, any such attendance is subject to regulation by the building principal. The Superintendent will also see that proper rules are adopted and enforced to deal with trespass or authorized use.

WELLNESS POLICY 8510

As required by law, the School Board establishes the following wellness policy for the School Corporation as a part of a comprehensive wellness initiative.

The Board recognizes that good nutrition and regular physical activity affect the health and well-being of the Corporation's students. Furthermore, research suggests that there is a positive correlation between a student's health and well-being and his/her ability to learn. Moreover, schools can play

an important role in the developmental process by which students establish their health and nutrition habits by providing nutritious meals and snacks through the schools' meal programs, by supporting the development of good eating habits, and by promoting increased physical activity both in and out of school.

Schools alone, however, cannot develop in students healthy behaviors and habits with regard to eating and exercise. It will be necessary for not only the staff but also parents and the public at large to be involved in a community-wide effort to promote, support, and model such healthy behaviors and habits.

Student handbooks are fluid documents. As policies and practices evolve, revisions will be made as appropriate.