

# Lebanon Community School Corporation



## Lebanon High School Student Handbook 2025-2026

Approved June 17, 2025

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# LCSC Mission + Guiding Principles

Lebanon Community School Corporation challenges *everyone, every day* to reach a *new best*.

**GUIDING PRINCIPLES**

- STUDENT CENTERED**  
We focus on students in all actions and decisions.
- SERVICE**  
We serve each other, our families, and our community.
- GROWTH**  
We achieve more today than yesterday.
- HIGH EXPECTATIONS**  
We believe everyone can be extraordinary.

## LCSC Safety Tip Line

The LCSC Safety Tip Line allows students, parents, staff, and community members to submit concerns or threats to school safety. Tips can be submitted anonymously 24 hours a day, 7 days a week. Tips may include photos, including screenshots. Intentional reporting of false information may result in disciplinary action.

**if you see something,  
SAY SOMETHING.**

All tips are evaluated and investigated as needed.

Submitting a Tip:

To send an anonymous tip via text message, text your school's keyword and you tip to 847411.

School Keywords

- Lebanon High School - LHS
- Lebanon Middle School - LMS
- Lebanon Elementary Schools - LCSC

Tips may also be submitted using the form and links below, or through the LCSC app. In the event of an emergency, please call 911. Do not use the LCSC Safety Tip Line. [Click here](#) to visit our district website where you can learn more about LCSC Safety and the Tip Line.

# Lebanon High School

Welcome to the Lebanon High School Student Handbook – your essential guide to fostering organization and accountability in your academic journey. Lebanon High School is not just a place of learning; it's a community built on rich traditions, where each individual contributes to our collective success. Together, let's strive to uphold these traditions and make Lebanon High School the best it can be.

This handbook serves as a resource to address common questions and concerns you and your parents may have throughout the school year. It outlines your rights and responsibilities as a student, so it's important for you to familiarize yourselves with its contents. By keeping this handbook readily available, you can easily reference it to clarify any confusion and avoid misunderstandings.

Please note that this handbook supersedes all previous editions and other written materials on the same subjects. In cases where there's a discrepancy between a handbook statement and LCSC school board policy, the policies set forth by LCSC will prevail. Throughout this handbook, the term 'parent' refers to both parent and/or guardian. Additionally, it's important to recognize that school rules and guidelines may be subject to change by the administration at any time.

As we embark on this academic journey together, we extend our best wishes for the year ahead and look forward to collaborating with you for a successful school year.

## The LHS Tiger Way

LHS is recognized as a leader in making bright futures possible through rigorous education which enriches the lives of students, is a source of community pride, and a family in which each member feels safe to grow and succeed.

## LHS Loyalty Song

### School Song

We're loyal to you, LHS  
We'll always be true, LHS  
We'll back you to stand  
'Gainst the best in the land,  
For we know you have sand,  
LHS Rah! Rah!  
Our team is the best in the state.  
We're also quite good in debate;  
We shall always be winning,  
We made a good beginning.  
Come on, let's go, LHS  
Go, Go, Go, Go, Go LHS  
Go, Go, Go, Go, Go LHS  
See our team now making the field goals,  
Go L.H.S. Go os-kee wah-wah!  
Play ball, play ball, play ball like sin.  
Play ball, play ball, play ball to win.  
See us score for dear old Lebanon  
Rah!, Rah! for LHS

Yearbook: Cedars

School Newspaper: Pennant

Mascot: Tiger

Colors: Black and Gold

Athletic Conference: Sagamore Conference



Administration + Student Services Team



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# Schedules

Our school building opens its doors to students from 7:30 a.m. until 3:00 p.m. each day. The main office, where our dedicated staff is ready to assist you, operates from 7:30 a.m. to 3:30 p.m. throughout the school year and summer months. Please note that the main office observes closure during July for Moratorium Week and on scheduled breaks during the academic year.

Upon arrival, students are free to move around the building. However, we kindly ask that students refrain from congregating or blocking the hallways, ensuring smooth movement for everyone. Classes begin promptly at 7:55 a.m. and end at 2:45 p.m.

## Regular Bell Schedule

# Regular Bell Schedule



<b>Black 1   Gold 1</b>	7:55-9:15 am			
<b>Black 2   Gold 2</b>	9:20-10:40 am			
<b>Student Success Time (SST)</b>	10:45-11:25 am <small>*10:50 am-Bell rings to dismiss student from SST with a pass *10:53 am-Students are to be in the approved location for the rest of SST</small>			
<b>Black 3   Gold 3</b>	<b>A</b>	Lunch 11:25-11:55 am	Class 12:00-1:20 pm	
	<b>B</b>	Class 11:30-12:10 pm	Lunch 12:10-12:38 pm	Class 12:43-1:20 pm
	<b>C</b>	Class 11:30-12:50 pm		Lunch 12:50-1:20 pm
<b>Black 4   Gold 4</b>	1:25-2:45 pm			

*\*5 minute passing periods between classes*

# 2-Hour Delay Bell Schedule



<b>Black 1   Gold 1</b>	9:55--10:54 am			
<b>Black 2   Gold 2</b>	10:59--11:58 am			
<b>Black 3   Gold 3</b>	<b>A</b>	Lunch 12:03--12:31 pm	Class 12:36--1:39 pm	
	<b>B</b>	Class 12:03--12:31 pm	Lunch 12:36--1:04 pm	Class 1:09--1:39 pm
	<b>C</b>	Class 12:03--1:04 pm		Lunch 1:09--1:39 pm
<b>Black 4   Gold 4</b>	1:44--2:45 pm			

*\*5 minute passing periods between classes*

## Emergency Closings and Delays

In the event of severe or hazardous weather conditions or other emergencies requiring school closure, delay, or early dismissal, parents and students will be notified through the ParentSquare alert system. Notifications will also be sent to local media outlets.

Parents and students are responsible for ensuring contact information is up-to-date in ParentSquare to receive notifications. Emergency closing alerts will also be posted on the school district website and social media pages. Contact the main office if you need assistance updating your ParentSquare account information or have any other questions regarding emergency notifications and school closures.

## eLearning

The school district will implement eLearning days as a replacement for missed school days due to unplanned emergency closings. The eLearning days will meet the assurances set forth by the Indiana Department of Education in order to be considered an instructional day.

LCSC will utilize Canvas, along with other technology-rich instructional activities as common practices, in our K-12 classrooms. Teachers will post their assignments, availability and contact information on their Canvas course home page. Students and parents may contact teachers for instructional support during regular school day hours by following the directions posted by the individual teachers on their Canvas home page.

Lessons must be published by 9:00 AM on an eLearning Day. If there was a 2-Hour delay that turned into an eLearning day lessons must be posted by 11:00 AM. Students' work will be due on the eLearning Day or as directed by their teacher. Attendance expectations for students will be communicated by administration.

# Attendance

(IC 20-33-2.5-4 and IC 20-33-2-14)

Promptness and dependability are important values in our society and it is appropriate that they be stressed in school. All students are expected to attend school regularly and to be on time for classes in order to receive maximum benefit from the instructional program and to develop habits of punctuality, self-discipline, and responsibility.

Some Truths about School Attendance

- Regular school attendance is a valuable characteristic.
- There are legitimate reasons for students to miss school.
- When a student is not in attendance, school does go on.
- It is legitimate and proper for the school to set time limits of controllable absences from school beyond which students and their parents will be referred to an Attendance Review Committee.

Absences are classified into two classes: Excused and Unexcused. These absence categories do not reset at the semester break. Instead, the total number of excused and unexcused absences will be calculated cumulatively over the entire school year.

State law requires students attend school for a required 180 instructional days, within the school calendar, until the age of eighteen. Students who do not maintain good attendance may fail or lose certain privileges. School attendance is important for school success. The Lebanon Community School Corporation, in cooperation with the Boone County Department of Child Services (DCS), and the juvenile division of the Boone County Prosecutor's Office, will be using an attendance policy that reflects this belief. Communication with school is essential.

## Procedures to Report an Absence

Parents/guardians must notify the school's attendance office for each student's absence by calling 765-482-0400 and selecting option 2 on the keypad. This voicemail line is available 24 hours a day. A call is required each day the student is absent. Calls before 8:00 a.m. are encouraged and appreciated, as it helps the school operate efficiently.

If a parent/guardian fails to call on the day of the absence, a note or call from the parent/guardian must be provided on the first day the student returns to school. Otherwise, the absence will be unexcused. Any absence not excused by a parent/guardian within 24 hours after the student returns to school will be considered truancy.

The school administration reserves the right to make the final determination regarding whether an absence is excused or unexcused. The policy aims to ensure accurate attendance records and promote a safe and productive learning environment for all students.

## Exceptions to Compulsory Attendance

(LCSC Policy 5200)

The School Board, as an agency of the State, is required to enforce regular attendance of students. The Board recognizes that being present in the classroom enables the student to participate in instruction, class discussions, and other related activities. As such, regular attendance and classroom participation are integral to instilling incentives for the student to excel.

Attendance shall be required of all School Corporation students, except those exempted under other provisions of State law, during the days and hours that the school is in session or during the attendance sessions to which the student has been assigned.

The following are state statutory exceptions to compulsory attendance that the school corporation shall recognize as exempt absences (not counted toward the annual sum of excused and unexcused absences):

- service as a page or honoree of the general assembly (I.C. 20-33-2-14)
- service on a precinct election board or helper to a political candidate on the date of an election (I.C. 20-33-2-15)
- subpoena to appear in court as a witness in a judicial proceeding (I.C. 20-33-2-16)
- service in active duty with the National Guard for not more than ten (10) days (I.C. 20-33-2-17)
- 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)
- 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)
- 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/guardians must request the absence in writing, it must be approved in writing by the principal or principal's designee, and it may not exceed five (5) days. For any of these exceptions, a student shall not be recorded as absent from school.

## Excused Absences

(LCSC Policy 5200)

The Superintendent shall require, from the parent of each student or from an adult student who has been absent for any reason, a written statement of the cause for such absence. The Board reserves the right to verify such statements and to investigate the cause of each prolonged absence, absence of more than ten (10) days duration, and/or repeated unexplained absence and tardiness.

The Board considers the following for excused absences:

- A. Administrator Approved – This category could include an absence from school that has been reviewed and authorized by a school administrator. This approval is based on a variety of circumstances including but not limited to health issues, family emergencies, religious observations, or other personal/extenuating circumstances. The decision to approve is at the discretion of the school administrator, ensuring that the absence meets the criteria set forth by school policies.
- B. Family Choice Planned – This category could include an absence pre-arranged by the student's family for reasons such as vacations, family events, or other personal matters. This absence is generally considered a planned, non-emergency event that is scheduled in advance.
- C. Family Choice Unplanned – This category could include an absence that occurs unexpectedly due to unforeseen family circumstances or decisions such as a sudden emergency, an urgent need to attend to personal matters, School Nurse Request, weather, lack of transportation, or other impromptu situations. Even though the absence is not planned, it is still recognized by the school administration if it meets these criteria as determined by the school's policies.
- D. Funeral/Bereavement – This category could include an absence due to the death of a close family member or loved one that requires a student to attend a funeral or engage in related mourning and family responsibilities. The absence is approved based on the student's need to grieve, support their family, or participate in funeral-related activities.
- E. Medical – This category could include an absence that occurs due to physical or mental illness, school avoidance, injury, or other health related conditions that require the student to seek treatment or recovery. This type of absence is excused when documented by a parent call in, a healthcare provider, or when the nature of the medical issue justifies the absence. The absence is approved based on the student's need for rest, medical care, or recovery that ensures the student's health and wellbeing are prioritized while maintaining compliance with school policies.
- F. Religious – This category could include an absence for the observance of religious holidays, practices, or events that are significant to a student's faith.

## Unexcused Absences

(LCSC Policy 5200)

An unexcused absence is any absence not covered under the definition of excused absence or an exception to compulsory attendance. An out-of-school suspension shall not be considered an unexcused absence.

Repeated instances of unexcused absences may result in disciplinary action up to suspension or expulsion of a student. These consequences may include, but are not limited to, attending multiple detentions, Tuesday School (an after-school detention) or multiple Tuesday Schools, in-school suspension, or out of school suspension. Repeated violations may result in further disciplinary action, up to and including expulsion from the institution.

Lebanon High School, along with the Indiana Department of Education, does not recognize senior skip day as an excused absence. Therefore, a student who participates in a skip day will be considered unexcused.

If a parent/guardian fails to call on the day of the absence, a note or call from the parent/guardian must be provided on the first day the student returns to school. Otherwise, the absence will be unexcused. Any absence not excused by a parent/guardian within 24 hours after the student returns to school will be considered truancy.

## Excessive Absences Due to Chronic or Prolonged Illness

A student who suffers from prolonged or chronic illness may be eligible for waiver of consequences for unexcused absences. A conference with the school administration is required to discuss this possibility and a Certificate of Student's Incapacity must be provided by the student's doctor.

## Consequences for Excessive Absences

The State and Federal government measures attendance rates of students each year to determine the grade and point values earned by each public school in Indiana.

The following standards apply:

- Federal ESSA Habitual: The Federal determination for habitual attendance is based on the yearly cumulative absences that are 10-17 days a student has missed within the school year.
- Federal ESSA Chronic: The Federal determination for chronic attendance is based on the yearly cumulative absences that are 18+ days a student has missed within the school year.
- State: The state of Indiana sets the benchmark for success for students as being less than 10 absences within the school year.

Semester	Type of Absence	# of Absence(s)	LMS and LHS Procedures
Cumulative Absences for Semester 1 and Semester 2	Excused/Unexcused	1-4	Attendance Office records and documents attendance in Skyward.
	Excused/Unexcused	5	Informational 5 day Attendance Letter generated by building Attendance Office and sent to parent/guardian, student and assigned administrator via ParentSquare. Letter informs families of the state attendance requirements, along with informational attendance resources. Families are encouraged to communicate concerns to school so we can work together to address them as needed.

	Excused/Unexcused	8	8 day Attendance Warning Letter generated by building Attendance Office and sent to parent/guardian, student and assigned administrator via ParentSquare. Letter states that at the 10th absence a meeting will be held, an Attendance Contract put into place, and the Prosecutor's Office will be made aware of the student's status. Additionally families are informed that at the 14th absence an official referral to the Prosecutor's Office will be submitted by the school.
	Excused/Unexcused	10	Skyward referral submitted by the Building Attendance Office to administrator. Meeting w/ student, parent/guardian held and Attendance Contract is established. Disciplinary consequences may be assigned moving forward. The Prosecutor's Office is sent notification from the school.
	Excused/Unexcused	11-13	Disciplinary consequences may be assigned. Consequences include, but are not limited to, attending multiple detentions, Tuesday School (an after-school detention), or multiple Tuesday Schools, in-school suspension, or out of school suspension.
	Excused/Unexcused	14	An official referral will be submitted to the Prosecutor's Office for Truancy/Chronic Absenteeism. Disciplinary consequences may be assigned. Consequences include, but are not limited to, attending multiple detentions, Tuesday School (an after-school detention), or multiple Tuesday Schools, in-school suspension, or out of school suspension. In addition, the building administrator will notify the Department of Child Services about the Chronic Absenteeism.
	Excused/Unexcused	16-17	Disciplinary consequences may be assigned. Consequences include, but are not limited to, attending multiple detentions, Tuesday School (an after-school detention), or multiple Tuesday Schools, in-school suspension, out of school suspension or expulsion.
	Excused/Unexcused	18 or more	Disciplinary consequences may be assigned. Consequences include, but are not limited to, attending multiple detentions, Tuesday School (an after-school detention), or multiple Tuesday Schools, in-school suspension, out of school suspension or expulsion.

Administrative Discretion: If the student has historical cumulative absences that have impacted his/her access to educational experiences, the administrator or truancy officer may use their discretion to address attendance concerns with a higher level of intervention than those listed on the school measures charts and/or to report concerns to the Boone County Prosecutor's office or the Department of Child Services.

## Truant

(LCSC Policy 5200)

Truancy is defined as absence from school without permission of the parent. A student will be considered truant when the absence from school is without the knowledge and approval of a school official or parent.

## Habitual Truancy

(IC 20-33-2-11 and IC 20-33-2-14(c))

A "Habitual Truant" is defined as a student who has ten (10) or more days of unexcused absences.

1. All students who are at least thirteen (13) years of age but less than the age of fifteen (15) years, and who are determined to be a habitual truant per the definition above, are subject to Indiana law, which provides that any person who is determined to be a habitual truant as defined by school board policy cannot be issued an operator's license or learner's permit until the age of 18 years, or until the student's attendance record has improved as determined by the principal upon review of the student's record of at least once per school year.

2. Procedures developed for the administration of this policy shall include provisions for periodic review of all students determined to be habitual truants and their reclassification, when warranted. These procedures will be developed by the Superintendent or designee.
3. The student's principal may report to the Indiana Bureau of Motor Vehicles of the student's status as a habitual truant.
4. The student upon initial designation of being a habitual truant is entitled to the same statutory procedures as a student who is being expelled.
5. A student who has been designated as a Habitual Truant may be prohibited from participation in extracurricular activities and/or co-curricular activities. Eligibility for participation will be determined by the principal and be included in the student's attendance plan.

## One-Block Absences

A student may have four (4) one block absences at the discretion of the parent/guardian during a semester. Any one block absence after four (4) will be considered unexcused.

Students who exceed the maximum number of permissible one block absences per semester will face disciplinary consequences. These consequences may include, but are not limited to, attending a detention, Tuesday School (an after-school detention) or multiple Tuesday Schools, in-school suspension, or out of school suspension. Repeated violations may result in further disciplinary action, up to and including expulsion from the institution.

## Half-Day Absences

A student arriving after the end of 1st block but before 11:25 a.m. will be marked absent for a half-day morning. A student leaving after 11:25 a.m. but before 4th block will be marked absent for a half-day afternoon.

To be considered present for a half day, a student must be in attendance for 2 full blocks. To participate in after school activities, events, practices, or contests, a student is expected to be present for the second half of the day (11:25 a.m. to 2:45 p.m.) on the day of the activity. The only exceptions are pre-approved appointments or college visits scheduled through the school administration or student services office. If absent on a Friday or before a vacation, a student may still participate the following day.

## Late to School

Late to school is defined as coming to school after 8:05 a.m. until 9:15 a.m. Any arrival after 9:15 a.m. will be considered a half-day absence.

Violation	Consequences
1st Violation	Warning given by Attendance Office
2nd Violation	One (1) detention
3rd Violation	One (1) Tuesday School

Repeated violations may result in further disciplinary action, up to and including out of school suspension.

## Classroom Tardies

A student is considered tardy to class if they are not in their assigned classroom and ready to begin when the bell rings. It is the responsibility of the classroom teacher to mark tardies in Skyward, track the total number of classroom tardies per student, and assign consequences based on the chart below. Tardy counts reset at the start of each semester. If a student arrives with a Late to School pass from the front office, the classroom teacher does not need to record the tardy.

Violation	Consequences
1st Violation	Warning given by Classroom Teacher
2nd Violation	Warning given by Classroom Teacher
3rd Violation	One (1) lunch detention assigned by Classroom Teacher
4th Violation + above	Referral submitted by Classroom Teacher

## Appointments

Students must sign out at the Attendance Office before leaving school during the school day. Permission to leave may be granted after the Attendance Office receives a phone call from a parent/guardian authorizing the student's dismissal.

To leave class, students need an appointment pass from the attendance office. Since attendance is calculated per class period, students should make every effort to attend school before and after appointments to minimize missed class time. In some cases, students may not need to take a full or half-day absence if they only miss one class block (see section on one-block absences).

If a student arrives late to school due to a scheduled appointment or other pre-arranged reason, they must sign in at the front office and will receive a pass to class. Failure to follow the proper sign-in procedure will result in an unexcused absence.

## College Visitation, Employment Interview, or Military Recruitment

Students in grades 10-12 may be granted an excused absence for up to two (2) days per school year for the purpose of visiting a college campus. College visit and recruitment forms are available in Student Services and must be obtained 48 hours prior to the visit. Requests for additional days will need prior administrative approval.

Confirmation of the scheduled college visit, employment interview, or military recruitment must be submitted to the Student Services Department in order to obtain the necessary form. The student must have the form signed by the Student Services office prior to the college visitation, employment interview, or military recruitment. The form must be signed by the college representative, potential employer, or military recruiter and returned to the Attendance Office the day the student returns to school. Visits of this nature are not approved to occur during the months of December or May.

## Make-up Work

Students must make up all work missed due to an absence. It is the student's responsibility to arrange for making up the work. As a rule, the student will have the same number of days to make up the work missed as the length of the absence. In the case of a planned absence, the arrangements to determine when the work will be due should be made before the absence.

# Student Conduct

Students are expected to conduct themselves in a manner that contributes to the school's best interest and does not infringe upon the rights of others. Each teacher has developed a classroom management plan that outlines expected student behavior, the classroom policies, and procedures to correct unacceptable behavior. When student misconduct occurs, disciplinary action will be taken. The goal of disciplinary action is to properly address the misconduct and prevent future occurrences.

## Student Expectations

We challenge everyone, every day to reach a new best. Our student behavior expectations are rooted in our guiding principles of being student-centered, focused on service, promoting growth, and maintaining high expectations. By upholding these expectations in every setting, our students demonstrate the Tiger PRIDE that defines our school community.

Expectation	Classroom	Cafeteria	Hallway and Restrooms	Parking Lot
Persistence	<ul style="list-style-type: none"> <li>Be attentive and aware of others and surroundings</li> <li>Listen to and follow all announcements or directions given by staff</li> <li>Report suspicious activity related to safety, security, and health of others</li> </ul>	<ul style="list-style-type: none"> <li>Be attentive and aware of others and surroundings</li> <li>Listen to and follow all announcements or directions given by staff</li> <li>Report suspicious activity related to safety, security, and health of others</li> </ul>	<ul style="list-style-type: none"> <li>Be attentive and aware of others and surroundings</li> <li>Listen to and follow all announcements or directions given by staff</li> <li>Report suspicious activity related to safety, security, and health of others</li> </ul>	<ul style="list-style-type: none"> <li>Be attentive and aware of others and surroundings</li> <li>Listen to and follow all announcements or directions given by staff</li> <li>Report suspicious activity related to safety, security, and health of others</li> </ul>
Respectfulness	<ul style="list-style-type: none"> <li>Treat others with acceptance, consideration, and politeness in both speech and actions</li> <li>Keep school facilities clean</li> <li>Demonstrate courtesy to staff and students</li> <li>Maintain personal space</li> </ul>	<ul style="list-style-type: none"> <li>Clean your area and encourage others to do the same</li> <li>Wait your turn in line</li> <li>Maintain conversational volume</li> <li>Use language that reflects acceptance and consideration</li> </ul>	<ul style="list-style-type: none"> <li>Maintain conversational volume</li> <li>Keep facilities clean and tidy</li> <li>Use language that reflects acceptance and consideration</li> </ul>	<ul style="list-style-type: none"> <li>Take turns letting others in</li> <li>Use aisles -- not parking spaces -- to drive through the lot</li> </ul>
Initiative	<ul style="list-style-type: none"> <li>Have materials prepared and personal electronic devices charged</li> </ul>			<ul style="list-style-type: none"> <li>Arrive in the parking lot by 7:50 a.m.</li> </ul>
Dependability	<ul style="list-style-type: none"> <li>Be in class when the bell rings</li> <li>Use cell phones appropriately</li> </ul>	<ul style="list-style-type: none"> <li>Remain in assigned area</li> <li>Place trash/recycling in appropriate areas/containers</li> <li>Leave area clean</li> <li>Stay seated</li> </ul>	<ul style="list-style-type: none"> <li>Be in class when the bell rings</li> <li>Use hallway passes for intended purposes</li> </ul>	<ul style="list-style-type: none"> <li>Follow traffic rules and signage (15 mph max)</li> <li>Park in student parking spaces only</li> </ul>
Efficiency		<ul style="list-style-type: none"> <li>Wait your turn in line</li> <li>Be inclusive and welcoming to those around you</li> <li>Maintain positive and appropriate interactions between peers</li> </ul>	<ul style="list-style-type: none"> <li>Move with purpose, keep hallways clear</li> <li>Use restrooms appropriately (no double-occupancy)</li> </ul>	<ul style="list-style-type: none"> <li>Be alert when entering and exiting parking lot</li> <li>Report hazardous driving</li> <li>Refrain from distracted driving</li> </ul>

## Grounds for Suspension or Expulsion

(IC 20-33-8-14)

The grounds for suspension or expulsion listed below apply when a student is:

1. On school grounds immediately before, during and immediately after school hours and at any other time when the school is being used by a school group (including summer school);
2. Off school grounds at a school activity, function or event; or
3. Traveling to or from school or a school activity, function, or event.

A school activity, function, or event includes e-Learning, virtual instruction and remote learning days.

A violation by a student of a rule listed in sections A and B is subject to a range of disciplinary consequences imposed by teachers or administrators intended to be progressive in nature and move to a more serious consequence with each violation of the same or similar rule. In recognizing that violations of certain rules and the resulting consequences will be dependent upon the age of the student, the number of prior violations and the severity of the violation. The appropriate consequences should be the least severe that will adequately address any danger to the student and other persons, prevent further disruption of activities, and promote student achievement.

## Misconduct and Substantial Disobedience

(Section A)

Grounds for suspension or expulsion are student misconduct and/or substantial disobedience. The following rules define student misconduct and/or substantial disobedience for which a student may be suspended or expelled.

1. Using violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or other conduct constituting an interference with school purposes, or urging other students to engage in such conduct. The following is only illustrative and not limited to the type of conduct prohibited by this rule:
  - a. Occupying any school building, school grounds, or part thereof with intent to deprive others of its use.
  - b. Blocking the entrance or exits of any school building or corridor or room therein with intent to deprive others of lawful access to or from, or use of the building, corridor, or room.
  - c. Settling fire to or damaging any school building or school property.
  - d. Prevention of or attempting to prevent by physical act the convening or continued functioning of any school or education function, or of any meeting or assembly on school property.
  - e. Intentionally making noise or acting in any manner so as to interfere with the ability of any teacher or any other person to conduct or participate in an education function.
2. Engaging any kind of aggressive behavior that does physical or psychological harm to another person or urging other students to engage in such conduct. Prohibited conduct includes coercion, harassment, hazing, or other comparable conduct.
3. Engaging in violence and/or threat of violence against any student, staff member, and/or other persons. Prohibited violent or threatening conduct includes threatening, planning, or conspiring with others to engage in a violent activity.
4. Causing or attempting to cause damage to school property, stealing or attempting to steal school property.
5. Causing or attempting to cause damage to private property, stealing or attempting to steal private property.
6. Causing or attempting to cause physical injury or behaving in such a way as could reasonably cause physical injury to any person. Self-defense or reasonable action undertaken on the reasonable belief that it was necessary to protect oneself and/or another person is not a violation of this rule.
7. Threatening or intimidating any person for any purpose, including obtaining money or anything of value.
8. Threatening (whether specific or general in nature) injury to person or damage to property, regardless of whether there is a present ability to commit the act.
9. Failing to report the actions or plans of another person to a teacher or administrator where those actions or plans, if carried out, could result in harm to another person or persons or damage property when the student has information about such actions or plans.
10. Possessing, handling, or transmitting a knife or any object that can reasonably be considered a weapon, is represented to be a weapon, or looks like a weapon.

11. Possessing, using, transmitting, or being affected by any controlled substance, prescription drug, narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, intoxicant or depressant of any kind, or any paraphernalia used in connection with the listed substances. Also prohibited is the consumption of any of the stated substances immediately before attending school or a school function or event [Low THC Extract products as defined by state law are included in this rule and/or violations of the school corporation administration of medication policy are included in this rule.] [Low THC Extract products as defined by state law are excluded from this law.]
  - a. Exception to Rule 11: A student with a chronic disease or medical condition may possess and self-administer prescribed medication for the disease or condition if the student's parent has filed a written authorization with the school clinic and/or building principal. The written authorization must be filed annually. The written authorization must be done by a physician and must include the following information:
    - i. That the student has an acute or chronic disease or medical condition for which the physician has prescribed medication.
    - ii. The nature of the disease or medical condition requires emergency administration of the prescribed medication.
    - iii. The student has been instructed in how to self-administer the prescribed medication.
    - iv. The student is authorized to possess and self-administer the prescribed medication.
12. Possessing, using, or transmitting any substance which is represented to be or looks like a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, stimulant, depressant, or intoxicant of any kind.
13. Possessing, using, transmitting or being affected by caffeine-based substances other than beverages, substances containing phenylpropanolamine (PPA), stimulants of any kind, or any other similar over-the-counter products.
14. Possessing, using, distributing, purchasing, or selling tobacco or nicotine-containing products of any kind or in any form. These products include e-cigarettes, vaping devices, any type of look-alike products or other related products or devices associated with tobacco or nicotine use or electronic nicotine delivery systems.
15. Offering to sell or agreeing to purchase a controlled substance or alcoholic beverages.
16. Failing to comply with directions of teachers or other school personnel during any period of time when the student is properly under their supervision, where the failure constitutes an interference with school purposes or an educational function.
17. Failing to completely and truthfully respond to questions from a staff member regarding school-related matters including potential violations of the student conduct rules or state or federal law.
18. Falsely accusing any person of sexual harassment, or of violating a school rule, and/or a state or federal law.
19. Engaging in any activity forbidden by the laws of Indiana that constitutes an interference with school purposes or an educational function.
20. Aiding, assisting, agreeing or conspiring with another person to violate these student conduct rules or state or federal law.
21. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, and wrongfully obtaining test copies or scores.
22. Taking, recording, displaying and/or distributing pictures (digital or otherwise), video or audio recordings without the consent of the student or staff member in a situation not related to a school purpose or education function.
23. Possessing sexually-related materials which include images displaying uncovered breasts, genitals, or buttocks.
24. "Sexting" or using a cell phone or other personal communication device to possess or send text or email messages containing images reasonably interpreted as indecent or sexual in nature. In addition to taking any disciplinary action, phones will be confiscated and any images suspected to violate criminal laws will be referred to law enforcement authorities.
25. Engaging in pranks or other similar activity that could result in harm to another person.
26. Using or possessing gunpowder, ammunition, or flammable/combustible substance.
27. Violating any board policy or administrative rules that are reasonably necessary in carrying out school purposes or an educational function, including, but not limited to:
  - a. engaging in sexual behavior on school property;
  - b. engaging in sexual harassment of a student or a staff member;
  - c. disobedience of administrative authority;
  - d. willful absence or tardiness of students;
  - e. engaging in speech or conduct, including clothing jewelry or hair style, that is profane, indecent, lewd, vulgar, or refers to drugs, tobacco, alcohol, sex, or illegal activity;
  - f. violation of the school corporation's acceptable use of technology policy or rules;
  - g. violation of the school corporation's administration of medication policy or rules;

- h. possessing or using a laser pointer or similar device.
28. Possessing and/or using a wireless electronic device which is portable and is capable of providing voice, messaging, or other data communications between two or more persons and includes cellular phones, tablet computers, laptop computers, digital cameras, and/or gaming devices in a manner which constitutes an interference with a school purpose or educational function, an invasion of privacy, or an act of academic dishonesty, or is profane, indecent, or obscene. This rule is not violated when the student has:
- been given permission from a teacher to use a wireless device for educational purposes during instructional time;
  - to use a wireless device in an emergency or to manage the student's health care;
  - to use a wireless device as part of the student's Individual Education Plan (IEP) or 504 Plan.
- In addition to being disciplined, students who use a wireless electronic device in a manner which violates this rule may have the device confiscated by school administration. Such a device will be returned to the parent.
29. Possessing or using an electronic device (e.g. cellular phone, tablet computer, digital camera, or similar device) in a manner which constitutes an interference with a school purpose or educational function, an invasion of privacy, or an act of academic dishonesty, or is profane, indecent, or obscene. In addition to being disciplined, students who use an electronic device in a manner which is inconsistent with this rule may have the device confiscated by school administration. Such devices will be returned to the parent or guardian.
30. Possessing or using on school grounds during school hours an electronic device, a cellular telephone, or any other telecommunication device, including a look-a-like device, in a situation not related to a school purpose or educational function or using such device to engage in an activity that violates school rules. This rule is not violated when the student has been given clear permission from a school administrator or a designated staff member to possess or use one of the devices listed in this rule. In addition to being disciplined, students who use an electronic device in a manner which is inconsistent with this rule may have the device confiscated by school administration. Such devices will be returned to the parent or guardian.
31. Any student conduct rule the school building principal establishes and gives notice of to students and parents.

## Bullying

### (Section B)

- Bullying committed by students toward other students is strictly prohibited. Engaging in bullying conduct described in this rule by use of data or computer software that is accessed through any computer, computer system, computer network, or cellular telephone or other wireless or cellular communication device, is also prohibited.
- For purposes of this rule, bullying is defined as overt, unwanted, repeated acts or gestures, including verbal or written communications or images transmitted in any manner including electronically or digitally, physical acts committed, aggressions, or any other similar behaviors that are committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the targeted student and create for the targeted student an objectively hostile school environment that:
  - places the targeted student in reasonable fear of harm to the targeted student's person or property;
  - has a substantially detrimental effect on the targeted student's physical or mental health;
  - has the effect of substantially interfering with the targeted student's academic performance; or
  - has the effect of substantially interfering with the targeted student's ability to participate in or benefit from the services, activities, and privileges provided by the school.
- This rule may be applied regardless of the physical location of the bullying behavior when a student committing bullying behavior and the targeted student attend a school within the school corporation and disciplinary action is reasonably necessary to avoid substantial interference with school discipline or prevent an unreasonable threat to the rights of other students to a safe and peaceful learning environment.
- Any student or parent who has knowledge of conduct in violation of this rule or any student who feels he/she has been bullied in violation of this rule should immediately report the conduct to school administration, who has responsibility for all investigations of student misconduct including bullying. A student or parent may also report the conduct to a teacher or counselor who will be responsible for notifying school administration. This report may be made anonymously.
- The [school administration shall immediately investigate all reports of bullying made pursuant to the provisions of this rule. Such investigation must include any action or appropriate responses that may be taken immediately to address the bullying conduct wherever it takes place. The parents of the alleged perpetrator and the targeted student(s) shall be notified of the reported bullying incidents within five business days of the report of such incidents and on a regular, periodic basis of the progress and the findings of the investigation and of any

remedial action that has been taken. During the investigation, the school's priority will be the safety of the victim. The investigation may include a determination of the severity of the bullying incident(s) and whether the transfer of the alleged perpetrator or victim to another school within the school corporation is warranted.

6. The school administration will be responsible for working with the school counselors and other community resources to provide information and/or follow-up services to support the targeted student and to educate the student engaging in bullying behavior on the effects of bullying and the prevention of bullying. In addition, the school administration and school counselors will be responsible for determining if the bullying behavior is a violation of law required to be reported to law enforcement under Indiana law based upon their reasonable belief. Such determination should be made as soon as possible and once this determination is made, the report should be made immediately to law enforcement.
7. False reporting of bullying conduct as defined in this rule by a student shall be considered a violation of this rule and will result in any appropriate disciplinary action or sanctions if the investigation of the report finds it to be false.
8. A violation of this rule prohibiting bullying may result in any appropriate disciplinary action or sanction, including suspension and/or expulsion.
9. Failure by a school employee who has a responsibility to report bullying or investigate bullying or any other duty under this rule to carry out such responsibility or duty will be subject to appropriate disciplinary action, up to and including dismissal from employment with the school corporation.
10. Counseling, corrective discipline, and/or referral to law enforcement will be used to change the behavior of the perpetrator. This includes appropriate intervention(s), restoration of a positive climate, and support for victims and others impacted by the bullying.
11. Educational outreach and training will be provided to school personnel, parents, and students concerning the identification, prevention, and intervention in bullying. Parents will be allowed to review any or all materials used in the school corporation's bullying and/or suicide prevention programs.
12. All schools in the corporation are encouraged to engage students, staff, and parents in meaningful discussions about the negative aspects of bullying. The parent involvement may be through parent organizations already in place in each school.
13. The superintendent or designee will be responsible for developing detailed administrative procedures consistent with the Indiana Department of Education guidelines for the implementation of the provisions of this rule.

## Possessing A Firearm or A Destructive Device

### (Section C)

1. No student shall possess, handle, or transmit any firearm or destructive device on school property.
2. The following devices are considered to be a firearm under this rule:
  - any weapon that is capable of expelling, designed to expel, or may readily be converted to expel a projectile by means of an explosion.
3. For purposes of this rule, a destructive device is:
  - an explosive, incendiary, or overpressure device that is configured as a bomb, a grenade, a rocket with a propellant charge or more than four ounces, a missile having an explosive or incendiary charge of more than one-quarter ounce, a mine, a Molotov cocktail or a device that is substantially similar to an item described above,
  - a type of weapon that may be readily converted to expel a projectile by the action of an explosive or other propellant through a barrel that has a bore diameter or more than one-half inch, or
  - a combination of parts designed or intended for use in the conversion of a device into a destructive device.

A destructive device is NOT a device that although originally designed for use as a weapon, is redesigned for use as a signaling, pyrotechnic, line throwing, safety or similar device.

4. The penalty of possession of a firearm or a destructive device: suspension of up to 10 days and expulsion from school for at least one calendar year with the return of the student to be at the beginning of the first semester after the one year period. The superintendent may reduce the length of the expulsion if the circumstances warrant such reduction.
5. The superintendent shall immediately notify the appropriate law enforcement agency when a student engages in behavior described in this rule.

## Possessing A Deadly Weapon

(Section D)

1. No student shall possess, handle or transmit any deadly weapon on school property.
2. The following devices are considered to be deadly weapons for purposes of this rule:
  - a weapon, taser or electronic stun weapon, equipment, chemical substance, or other material that in the manner it is used, or could ordinarily be used, or is intended to be used, is readily capable of causing serious bodily injury;
  - an animal readily capable of causing serious bodily injury and used in the commission or attempted commission of a crime; or
  - a biological disease, virus, or organism that is capable of causing serious bodily injury.
3. The penalty for possession of a deadly weapon: up to 10 days suspension and expulsion from school for a period up to one calendar year.
4. The superintendent may notify the appropriate law enforcement agency when a student is engaged in behavior described in this rule.

## Unlawful Activity

(Section E)

A student may be suspended or expelled for engaging in unlawful activity on or off school grounds if:

1. The unlawful activity may reasonably be considered to be an interference with school purposes or an educational function, or
2. The student's removal is necessary to restore order or protect persons on school property. This includes any unlawful activity meeting the above criteria that takes place during weekends, holidays, other school breaks, and the summer periods when a student may not be attending classes or other school functions.

## Discipline Consequences for Violation of Student Conduct

School officials may find it necessary to discipline students when their behavior interferes with school purposes or educational functions of the school corporation. In accordance with the provisions of Indiana Code (IC) 20-33-8, administrators and staff members may take the following actions:

1. Removal from Class or Activity - Teacher or Administrator
  - a. A high school teacher may remove a student from the teacher's class or activity for a period of up to five school days if the student is assigned regular or additional work to be completed in another school setting.
  - b. If a teacher or administrator removes a student from class under a.), the student may be placed in one of the following settings: another appropriate class, another appropriate setting, or in-school suspension. The student may not be placed back into the original class until administration has a meeting with the teacher, the student, and the student's parent or guardian to determine an appropriate behavior plan for the student. If the parent or guardian does not attend this meeting within a reasonable time, administration may place the student in another class or educational setting.
2. Suspension from School – Administration

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

  - a. A meeting will be held prior to the suspension of any student. At this meeting the student will be entitled to:
    - a written or oral statement of the charges;
    - if the student denies the charges, a summary of the evidence against the student will be presented; and,
    - the student will be provided an opportunity to explain his or her conduct.

- b. The meeting shall precede suspension of the student except where the nature of the misconduct requires immediate removal. In such situations, the meeting will follow the suspension as soon as reasonably possible following the date of the suspension.
- c. Following the suspension, the parent or guardian of a suspended student will be notified in writing. The notification will include the dates of the suspension, describe the student's misconduct, and the action taken by the principal.
- d. During the suspension, the student is required to complete all school work assigned during the suspension. The principal or designee will ensure the student receives notice of all assignments due during the suspension and will provide teacher contact information to the student so the student may contact the teacher if the student has any questions about the assignments. For any assignments and/or school work completed by the student during the student's suspension period, credit will be given to the student to the same extent and in the same manner as students who are not suspended receive.
- e. The assigning administrator will notify teachers of the suspension.
- f. The student must take necessary books and school-issued technology to complete assignments.
- g. During suspension, the student cannot attend school activities or be on school grounds without prior approval.

### 3. Expulsion – Administration

An expulsion means a student is separated from school attendance for a period in excess of ten (10) school days, and is separated from school attendance for a period no longer than the remainder of the current semester plus the following semester. In cases where the student is being expelled for possession of a firearm, a destructive device, or a deadly weapon, the maximum length of the expulsion period is listed under the Grounds for Suspension and Expulsion, Section C and Section D. Disabled students under IDEA or Section 504 shall be expelled only in accordance with Board policy 2460 and Federal due process rights appropriate to disabled students.

The following procedures will be followed:

- a. The superintendent (or designee) may conduct an expulsion meeting or may appoint one of the following persons to conduct the expulsion meeting:
  - legal counsel
  - a member of the administrative staff who did not expel the student and was not involved in the events giving rise to the expulsion.
- b. The student and parents will be requested in writing (certified mail or personal delivery) to appear at an expulsion meeting, including reasons for expulsion and meeting details. Failure to appear is deemed a waiver of rights to contest the expulsion or appeal to the school board.
- c. At the Expulsion Meeting:
  - The principal (or designee) will present evidence supporting the charges against the student.
  - The student/parents may answer the charges and present evidence.
  - The meeting conductor will summarize the evidence heard and take appropriate action, notifying the student/parents.

### 4. Other appropriate actions including, but not limited to:

- a. Probation with specific conditions set by Principals for a definite time period
- b. Alternative programs:
  - Time-out (working on assignments under staff supervision instead of classes)
  - Tuesday School (attending after-hours for additional work, counseling, tutoring)
- c. In-School Suspension (working on assignments at school under staff supervision, no cell phones)
- d. Detention before or after school hours
- e. Counseling (individual or group)
- f. Parent/Guardian conferences
- g. Assigning additional work
- h. Rearranging class schedules
- i. Restricting extracurricular activities
- j. Removal from school transportation

## Dress Code + Grooming Policy

(LCSC Board Policy 5511)

The School Board recognizes that each student's mode of dress and grooming is a manifestation of personal style and individual preference. The Board will not interfere with the right of students and their parents to make decisions regarding their appearance, except when their choices interfere with the educational program of the School Corporation. Accordingly, the Superintendent shall establish such grooming guidelines as are necessary to promote discipline, maintain order, secure the safety of students, and provide a healthy environment conducive to academic purposes. Such guidelines shall prohibit student dress or grooming practices which:

1. present a hazard to the health or safety of the student or to others in the school;
2. interfere with school work, create disorder, or disrupt the educational program;
3. cause excessive wear or damage to Corporation property;
4. prevent the student from achieving his/her own educational objectives because of blocked vision or restricted movement.

## Dress + Grooming Standards

The purpose of having dress and grooming standards is to ensure that all students are treated equitably and that regardless of race, sex, gender identity/expression, sexual orientation, ethnicity, religion, cultural observance, household income or body type/size, all students come to school ready to receive the best education possible. Dress and grooming may be regulated by the school when the health or safety of any student is endangered, when the learning environment is disrupted, or where an existing ordinance/policy/law is violated. Much of the responsibility to uphold these standards is with the student and his/her/their parent or guardian. It is the school's responsibility to define and communicate what dress and grooming will allow students to achieve the best results, minimizing disruptions and putting more of an emphasis on how our young people express themselves through their thoughts and ideas and less emphasis on their external appearance.

The following are dress and grooming expectations that Lebanon High School will support, but some courses may have expectations specific for that course due to safety and/or providing the best possible opportunities for learning. For such courses, see the teacher's syllabus. In general, please adhere to the following guidelines.

1. Tops should cover the torso and shoulders when standing or sitting in a relaxed position. The torso includes the chest, abdomen, and back.
2. Pants or other bottoms should be fastened at the waist and cover all private parts.
3. Any head covering worn must allow the face and ears of the student to be visible and not interfere with the line of sight of any staff member or student. If a hood, hat, or head covering is determined to be a detriment to learning or safety, then the student will be asked to remove it.
4. Any accessory or apparel, by virtue of its color arrangement, trademark, or any other characteristic denoting membership in a gang, advocating drug or alcohol use or violence, or clothing bearing racially, sexually offensive, or discriminatory messages, is unacceptable. Sunglasses are not acceptable. Any accessory or jewelry (including but not limited to spikes and chains) which can be used as a weapon is not permissible.
5. All clothing and accessories should cover all private parts and undergarments, should be opaque, not present a safety hazard, and not cause a disruption to learning.
6. Blankets/Pillows should be kept at home.
7. Footwear is required and should have a solid sole. Teachers may provide instructions for specific footwear that is required for courses including but not limited to physical education, culinary, welding, Work-Based Learning, etc.

Lebanon High School will attempt to fix all dress/grooming offenses so that students do not miss valuable learning time. Students may call home for a change of clothing when needed. If the violation is unable to be remedied or the student is unwilling to change, he/she/they will be assigned in-school suspension for the remainder of the day. Below are consequences for violations:

Violation	Consequences
1st Violation	<ul style="list-style-type: none"> <li>→ Warning</li> <li>→ Parent Communication via phone call, email, or ParentSquare</li> </ul>
2nd Violation	<ul style="list-style-type: none"> <li>→ Warning</li> <li>→ Parent Communication via phone call, email, or ParentSquare</li> </ul>
3rd Violation	<ul style="list-style-type: none"> <li>→ Lunch Detention</li> <li>→ Parent Communication via phone call, email, or ParentSquare</li> </ul>
4th Violation	<ul style="list-style-type: none"> <li>→ (1) Tuesday School</li> <li>→ Parent Communication via phone call, email, or ParentSquare</li> </ul>
5th Violation	<ul style="list-style-type: none"> <li>→ (2) Tuesday Schools</li> <li>→ Parent phone call from the student's assigned administrator</li> </ul>
6th Violation	<ul style="list-style-type: none"> <li>→ Suspension</li> <li>→ Parent phone call from the student's assigned administrator</li> </ul>

Continued refusal to adhere to these standards will be considered insubordination and dealt with accordingly. The school administration reserves the right to define dress code standards throughout the school year. If a violation is egregious, the student may receive disciplinary action in accordance with the severity of the violation which may not adhere to the above consequences.

Because we believe this is a worthy endeavor, Lebanon High School will work to hold students accountable to these expectations. We need and ask for the support of our parents in ensuring that our students come to school properly clothed and groomed, ready to learn. If support or further explanation is needed to aid in this process, please contact your student's assigned administrator.

## Personal Communication Devices

(Pursuant to IC 20-26-5-40.7 and LCSC Board Policy 5136)

Possessing and/or using a wireless electronic device which is portable and is capable of providing voice, messaging, or other data communications between two or more persons and includes cellular phones, tablet computers, laptop computers, digital cameras, and/or gaming devices in a manner which constitutes an interference with a school purpose or educational function, an invasion of privacy, or an act of academic dishonesty, or is profane, indecent, or obscene.

This rule is not violated when the student has

- been given permission from a teacher to use a wireless device for educational purposes during instructional time;
- to use a wireless device in an emergency or to manage the student's health care;
- to use a wireless device as part of the student's Individual Education Plan (IEP) or 504 Plan.

In addition to being disciplined, students who use a wireless electronic device in a manner which violates this rule may have the device confiscated by school administration. Such a device will be returned to the parent.

Expectations	
<ul style="list-style-type: none"> <li>→ Cell phones will be placed in the designated cell phone caddy in each classroom, per teacher instructions</li> <li>→ Students may take their cell phone out of the caddy at the end of the class period</li> <li>→ Students should not be using cell phones in the hallways or restrooms during instructional—if violated, the student will be escorted to their classroom where the assigned teacher will determine the consequence/violation number.</li> </ul>	
Consequences	
1st Violation	<ul style="list-style-type: none"> <li>→ Teacher will assign student a lunch detention and communicate it with the student</li> <li>→ Failure to comply with the teacher's request will result in the student being sent to the office and discipline consequences will be assigned by an administrator</li> </ul>
2nd Violation	<ul style="list-style-type: none"> <li>→ Student will be asked to report to the office and a referral will be submitted by the teacher</li> <li>→ Cell phone will be confiscated from the student</li> <li>→ Student will remain in in-school suspension for the remainder of the class period</li> <li>→ The cell phone will be released at the end of the day to a parent/guardian</li> </ul>
3rd Violation	<ul style="list-style-type: none"> <li>→ Student will be asked to report to the office and a referral will be submitted by the teacher</li> <li>→ Cell phone will be confiscated from the student</li> <li>→ Student will remain in in-school suspension for the remainder of the class period</li> <li>→ The cell phone will be released at the end of the day to a parent/guardian</li> <li>→ Assigned a Tuesday School</li> </ul>
4th Violation	<ul style="list-style-type: none"> <li>→ Student will be asked to report to the office and a referral will be submitted by the teacher</li> <li>→ Cell phone will be confiscated from the student</li> <li>→ Student will remain in in-school suspension for the remainder of the class period</li> <li>→ The cell phone will be released at the end of the day to a parent/guardian</li> <li>→ Assigned 2 Tuesday Schools</li> </ul>
5th Violation	<ul style="list-style-type: none"> <li>→ Student will be asked to report to the office and a referral will be submitted by the teacher</li> <li>→ Cell phone will be confiscated from the student</li> <li>→ Student will remain in in-school suspension for the remainder of the school day</li> <li>→ The cell phone will be released at the end of the day to a parent/guardian</li> <li>→ Assigned an additional day of in-school suspension</li> </ul>

Students found in the hallways or restrooms using their cell phones during instructional time will be escorted to their classrooms for the classroom teacher to determine the consequence/violation number.

## 1:1 Program Policies

Each student will be issued an iPad, case with keyboard, and power charger for the school year. Students are responsible for the care and proper use of the assigned device and accessories. Students must use LCSC technology responsibly, ethically and legally.

1. Proper Device Usage
  - iPads must be used responsibly, ethically, and legally
  - No food, drink, or heavy objects near the device
  - Careful insertion of cords/cables
  - Avoiding use in harsh conditions or near pets/liquids
  - No writing, drawing, or stickers on the device
  - Only using on a flat, stable surface
  - Keeping the device secured and attended at all times
  - Charging at home unless permitted by a teacher
  - No unauthorized use, including recordings or software installations
2. Device Care
  - Transport the device with care, avoiding overstuffing bags
  - Never leave the device in a car or use it in the cafeteria during meals
  - Lock the iPad in your school locker when not in use for P.E./extracurriculars
  - Avoid exposing the device to damage; report issues to the Media Center
  - Do not tamper with LCSC asset labels
  - Clean the screen only with a microfiber cloth
  - Avoid removing the iPad from its case
3. Monitoring and Restrictions
  - Content filtering applies both at school and off-campus
  - LCSC personnel can monitor device activity
  - Devices are not permitted in locker rooms
4. Consequences for Misuse
  - Inappropriate use will result in escalating consequences, including detentions, disciplinary referrals, loss of privileges, or suspensions.
  - Not bringing the device to school is treated similarly to forgetting a textbook - the student is responsible for being prepared with their materials.
5. Device Return
  - iPads and accessories must be returned at the end of the school year
  - Unreturned items may result in theft charges

# Digital Citizenship

School-issued devices should be used for educational purposes, in adherence with the Acceptable Use Policy and administrative procedures. When working in a digital and collaborative environment, students should conduct themselves as good digital citizens by:

1. Respecting Yourself
  - Use appropriate online names and content
  - Be cautious about sharing personal information
  - Act with integrity and avoid obscenity
2. Protecting Yourself
  - Don't post information or media that could put you at risk
  - Report any inappropriate behavior directed at you online
  - Secure passwords and accounts
3. Respecting Others
  - Do not antagonize, bully, harass or stalk others
  - Avoid inappropriate websites
  - Do not access others' private spaces/areas
4. Protecting Others
  - Report abuse and do not forward inappropriate content
  - Avoid unacceptable materials and conversations
5. Respecting Intellectual Property
  - Request permission and cite sources when using copyrighted materials
  - Validate information from websites/media
  - Follow fair use rules
6. Protecting Intellectual Property
  - Request to use others' software/media
  - Purchase licenses or use free/open source software
  - Purchase music/media legally

## Anti-Harassment

(LCSC Board Policy 5517)

The school believes that every individual should be able to come to school without fear of demeaning remarks or actions. The harassment of other students, staff members, or any other individuals is not permitted. This includes any speech or action that creates a hostile, intimidating, or offensive learning environment. Students may not have another student harass anyone on their behalf. Conduct constituting harassment may take different forms, including but not limited to the following:

### 1. Title IX/Sexual Harassment

- a. Verbal: The making of written or oral sexual innuendos, suggestive comments, jokes of a sexual nature, sexual propositions, or threats to a fellow student, staff member, or other person associated with the Corporation.
- b. Nonverbal: Causing the placement of sexually suggestive objects, pictures, or graphic commentaries in the school environment, or the making of sexually suggestive or insulting gestures or sounds (leering, whistling, etc.) to a fellow student, staff member, or other person associated with the Corporation.
- c. Physical Contact: Threatening or causing unwanted touching, contact, or attempts at same, including patting, pinching, pushing the body, or coerced sexual activity, with a fellow student, staff member, or other person associated with the Corporation.

Notify LCSC Title IX Coordinator:

Lebanon Community School Corporation  
Title IX Coordinator  
1810 North Grant Street Lebanon, IN 46052  
Phone: 765-482-0380 ext. 31812  
Email: [TitleIXCoordinator@leb.k12.in.us](mailto:TitleIXCoordinator@leb.k12.in.us)

Notify the United States Department of Education office of Civil Rights.

Civil Rights Hotline – Call the Office for Civil Rights (OCR) at 1-800-421-3481 to report any educational discrimination on the basis of race, sex, disability, etc., request information on civil rights compliance programs, procedures for filing discrimination complaints, or access to civil rights regulatory and policy documents. [Federal Relay Service](#)

Email: [ocr@ed.gov](mailto:ocr@ed.gov)

[How to File a Discrimination Complaint with the Office for Civil Rights Information](#)

### 2. Gender/Ethnic/Religious/Disability Harassment

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

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

- b. Nonverbal: Placing objects, pictures, or graphic commentaries in the school environment, or making insulting or threatening gestures toward a fellow student, staff member, or other person associated with the Corporation.
- c. Physical Contact: Threatening or causing unwanted touching, contact, or attempts at same, including patting, pinching, pushing the body, or coerced sexual activity, with fellow student, staff member, or other person associated with the Corporation.

Reporting Harassment: Any student who believes that s/he is the victim of any of the above actions or has observed such actions taken by another student, staff member, or other person associated with the Corporation should immediately take the following steps:

1. If the alleged harasser is a student, staff member, or other person associated with the school (other than the student's principal), the affected student should contact their principal as soon as possible after the incident.
2. If the alleged harasser is the student's principal, the affected student should, as soon as possible after the incident, contact the Superintendent of Schools at 482-0380.
3. The student may submit a report in writing, by telephone, or in person. The reporting student should provide the name of the person(s) whom s/he believes to be responsible for the harassment and the nature of the harassing incident(s).
4. The report will be investigated in a timely and confidential manner. Only those directly involved in the investigation will have access to information about the complaint. No one involved will discuss the matter outside of the investigation.
5. If the investigation reveals that the complaint is valid, then appropriate remedial and/or disciplinary action will be taken promptly to prevent the continuance of the harassment or its recurrence. Such discipline may include any of the following: oral warning, written warning, in-school suspension, out-of-school suspension, restriction of privileges, restriction of access, or expulsion.
6. Given the nature of harassing behavior, the school recognizes that false accusations can have serious effects on innocent individuals. Therefore, all students are expected to act responsibly, honestly, and with the utmost candor whenever they present a charge of harassment.
7. Some forms of harassment of a student by another student may be considered a form of child abuse, which will require that the student-abuser be reported to proper authorities.
8. Hazing by any school group, club, or team is not permitted. This includes any form of initiation that causes or creates a risk of causing mental or physical harm, no matter how willing the participant may be. Under no circumstances will the school threaten or retaliate against anyone who raises or files a harassment complaint. Any form of harassment will not be tolerated. Disciplinary action will result.

# School Services

## Annual Student Registration

Annual student registration is an opportunity for parents and guardians to update personal information and review annual notices. All students must complete registration for the current school year. Current students can complete the registration process online. Parents or guardians should login to Skyward Family Access during the online registration window.

## New Student Enrollment

(LCSC Board Policy 5111)

Students who are new to Lebanon Community School Corporation and Lebanon High School must complete the enrollment process, which includes:

- Submission of required documentation
- Meeting with a school counselor to create a student schedule
- Completion of Annual Student Registration

The following documentation is required to enroll a student in any grade level:

- Proof of residency (at least one form)
  - To verify residency, a parent or guardian must submit at least one form of documentation. Sample forms of documentation may include such items as a current utility bill, telephone bill, tax return, bank statement, mortgage statement, rental/lease agreement, medical bill, or similar information that provides a verifiable address. Documentation should be dated within 60 days of student enrollment, and the date should be clearly identified and readable on the copy on file for the student.
- Student's original birth certificate
- Current immunization records
  - Proof of immunization is required for students in accordance with the Indiana State Department of Health's vaccination program.
- Student transcript if student has earned high school credit
- Guardianship documents (if applicable)

## Out-of-District Transfer Students

Students who reside outside of district boundaries, but wish to attend any LCSC school are eligible to apply for Out-of-District Transfer. The application can be found on the district's website, [www.leb.k12.in.us](http://www.leb.k12.in.us). Contact the LCSC Administration Center, at 765-482-0380 with any questions.

## Withdrawal from School

(LCSC Board Policy 5130)

The School Board affirms that, while Indiana Law requires attendance of each student until eighteen (18) years of age, it is in the best interests of both the students and the community that they complete the educational program that will equip them with skills and increase their chances for a successful and fulfilling life beyond the schools.

The Board directs that whenever a student, sixteen (16) to eighteen (18) years of age, wishes to withdraw from school, an exit interview will be conducted. The following individuals shall attend the exit interview:

- the student;
- the parent(s);
- principal and/or school counselor;
- school counselor.

The exit interview will include a determination of whether or not the student is withdrawing for reason of financial hardship, requiring the student to be employed to support the student's family or a dependent, illness, or an order by a court that has jurisdiction over the student.

During the exit interview, the individual(s) designated by the Board to attend, shall provide the student and the student's parent(s) a copy of statistics concerning the likely consequences of life without a high school diploma.

The student may not withdraw from school unless the student, the student's parent or guardian, and the principal agree to the withdrawal and the parent or guardian and the principal provide written consent for the student to withdraw from school. If the principal (this duty may not be delegated to a designee) does not consent to the student's withdrawal, the student's parent may appeal the denial to the Board.

At least five (5) days before holding an exit interview, the Corporation shall give notice by certified mail or personal delivery to the student, the student's parent(s), or the student's guardian that the student's failure to attend an exit interview or return to school if the student does not meet the requirements to withdraw from school will result in the revocation or denial of the student's driver's license or learner's permit and employment certificate.

The Superintendent shall develop a withdrawal form (Form 5130 F4) which is to be signed by the student, his/her parent, and the principal in accordance with this policy.

## Student Identification Cards

1. Each student will receive a student identification card with his/her picture on it. Students will carry the card on their person at all times. Anytime a school employee asks to see the card, the student will present the card.
2. Failure to present your student ID may result in disciplinary action.
3. The ID may be needed for such activities as checking out library materials, eating in the school cafeteria, entering school dances, etc., and all school admittance/releases which should originate through the attendance office.
4. All ID replacements will be handled by the Main Office for a replacement fee.
5. An ID card becomes void upon withdrawal or dismissal from school.

## Student Lockers

1. Each student will be assigned a hallway locker.
2. Protection of locker contents is the responsibility of each student; therefore, sharing lockers and locker combinations is strongly discouraged.
3. Each student should inspect the locker for damage at the time the locker is assigned. If the locker is damaged, this should be reported in the Main Office to avoid liability at a later date.
4. Only authorized school locks may be used. Unauthorized locks may be removed and destroyed.
5. Lockers are to be used to store school supplies and personal items necessary for use at school.
6. A principal or his designee may search a student's locker and its contents at any time.
7. All lockers must be cleaned of personal items by the last full day of school. An inspection of the locker will be made at that time. Damage to a locker or lock, graffiti, or other problems will be billed to the student assigned to the locker. This will include parts and labor.
8. The school resource officer or a law enforcement agency may, at the request of the school principal, assist a school administrator in searching a student's locker and the locker's contents.

## Canvas

Canvas is a learning management system (LMS) that your student's teachers may use to deliver instruction and manage their courses. It is a web-based platform that students can access from anywhere with an internet connection.

Canvas provides a variety of features that can help students succeed, including:

1. Course materials: Teachers can post assignments, quizzes, exams, and other course materials in Canvas. Students can access these materials at any time, from anywhere.
2. Communication tools: Canvas provides students with a variety of ways to communicate with their teachers and classmates, including email and discussion forums.

Canvas is a powerful tool that can help students succeed in school. By working together, we can help students get the most out of Canvas. Please [click here](#) to view the steps for Parent or Student Access.

## ParentSquare

ParentSquare is a web-based and mobile app platform that allows schools to communicate with families in a variety of ways, including text messages, emails, and push notifications that has been adopted by our school district. We encourage you to visit our website by [clicking here](#) to learn more about managing your account settings, accessing the parent dashboard, along with how to view, send or reply to a direct message.

## Securly Pass

Securly Pass is a digital hall pass system implemented to promote safety, accountability, and efficient movement throughout our school. With Securly Pass, teachers can easily create digital passes for students using a computer or mobile device. These digital passes contain key details like the student's name, destination, time issued, and expected return time. Students simply show the pass on their device when traveling in the hallways or entering designated locations. Securly Pass allows for better monitoring of student locations and reduces disruptions caused by unplanned student movement. This system enhances our procedures for ensuring student security while minimizing classroom interruptions.

## Skyward

Skyward is our district's web-based system that allows families to view their student's grades, attendance, class schedule, lunch account and other important information. We have provided resources on how to access your account, add money to your student lunch account along with how to access the Free and Reduced Lunch application on our school website. [Click here](#) to access these resources and more!

## Posters + Signs

Posters and signs will be permitted only in designated areas. All signs and posters must be submitted to the Main Office for approval and location assignment. The organization posting the signs will be responsible for their removal at the end of the event being advertised.

Signs and posters that are approved may be placed on lockers and bulletin boards only by using masking tape. Signs that haven't been approved or that are not placed correctly will be removed.

## Care of Property

(LCSC Board Policy 5513)

Students are responsible for the care of their own personal property. The school will not be responsible for the property or its loss. Valuable items such as jewelry, electronic devices, large sums of money or irreplaceable items should not be brought to school. The school may confiscate such items and return them to the student's parent/guardian.

## Lost + Found

A lost and found department is maintained by the Main Office. Found articles that may have been lost should be taken immediately to the office. A student who has lost an item should check in the main office. Lebanon High School will not be responsible for any items lost or stolen.

## Study Trip Experience

Study Trip Experiences, also known as Field Trips, are off-campus experiences that complement and enhance classroom learning. Study Trip Experiences provide students with unique opportunities to explore real-world applications of course material. In order to participate in Study Trip Experiences, students must adhere to the following policies and procedures:

1. Students must complete and return a detailed permission slip at least 5 school days prior to the Study Experience. The permission slip includes:
  - parent/guardian signature
  - student signature
  - teacher signatures of those classes that will be missed
  - the date and location of the experience
  - parent/guardian approval for transportation
2. Students who do not return a completed permission slip by the deadline will not be allowed to attend the Study Experience. They will be expected to complete the alternative assignment.
3. By returning the completed permission slip the student is opting-in and will attend the Study Experience.
4. Students who do not attend a Study Experience due to an absence or a parent/guardian opt-out will be provided with an alternative assignment. The alternative assignment will be related to and proportionate to the study experience.
5. It is the students' responsibility to obtain assignments from classes (other than the class attending the Study Experience) before the day of the Study Experience. All assignments will be due the next class period unless instructed differently by the teacher/staff member.

## Student Success Time (SST)

Student Success Time (SST) is a time that is structured to improve and promote student academic performance, to build a sense of school community and culture, to provide an opportunity for clubs and organizations to meet, and to provide opportunities for personal enrichment.

SST Policies and Procedures:

1. Students are assigned to a SST teacher, by grade level.
2. SST is held between the end of the 2nd block and the beginning of the 3rd block.
3. The passing period before Homeroom will be 5 minutes. Students will be counted tardy if they are not in their SST by the bell.
4. Students with SST must sign out from their SST and then sign in to their destination.
5. Teacher academic requests to see students will trump all other SST activities. If a teacher needs a student for academic reasons, the request must be honored.
6. Students without a SST pass must remain in their assigned SST unless given a pass by another teacher.
7. SRT detentions are served as lunch detentions.

## Visitors

Visitors must sign-in at the main office and provide a State issued ID to obtain a visitor pass.

Those who wish to consult with teachers, school counselors or administrators should arrange a date and time that is mutually agreeable to each party.

Students from other schools may visit as part of an authorized exchange program. Other students and non-students are not to be in the high school building unless on official business with the high school office.

## Volunteers-Chaperones

Any adult visiting the school during the school day to assist teachers with field trips or preparation for special events must complete the online Criminal Background check and Anti-Bullying training fifteen days prior to the event. Visit this [webpage](#) or the LCSC website and search for Volunteer for more details and begin the process.

## Emergency Preparedness Plans and Drills

(LCSC Board Policy 8420)

The school complies with all safety laws and will conduct drills in accordance with State law. Specific instructions will be provided to students by their teachers who will be responsible for safe, prompt, and orderly compliance with safety protocol. Emergency evacuation plans and procedures will be posted in every room throughout the school building.

## Telephone

School office and business telephones are for school business only and are not to be used for personal calls without permission from members of the staff. Students may use the office telephones to make calls to parents/guardians with staff permission. Telephone messages to students will be taken only at parent's request.

## Change of Address and Family Information

Skyward Family Access should be used to make changes to a student's information including guardian, emergency contacts, email, etc. A change of address along with proof of residency and documentation must be provided to the attendance office as soon as possible. If the requirements cannot be met, parents will need to file documentation declaring homeless in accordance with the McKinney Vento Act. If residency is requested by your school you have five (5) school days to provide the requested proof of residency. After five (5) days the student will be un-enrolled and cannot attend school until proof of residency is provided.

## Food Service

The cafeteria is open for breakfast and lunch each full school day. Lebanon Community School Corporation follows a "No Charging Policy" for school meals. Please ensure that your student's account has sufficient funds for breakfast and/or lunch every day. Otherwise, an alternate National School Lunch Program approved lunch will be provided.

Parents and guardians can manage their student's account and add funds using the pre-pay system through Skyward Family Access. Funds should be added to the account for purchasing meals, snacks, and extra items. If funds are not added on time, resulting in a negative account balance, students will be allowed to take a qualifying school meal only and charge their account into the negative temporarily. However, students will not be allowed to charge a la carte items, snacks, or extras if the account is in the negative. Families will be required to pay back any charges owed, and unpaid charges are subject to collections at the end of the school year.

Students eligible for Free or Reduced-Cost meals are always provided a qualifying meal, but this does not include a la carte items, snacks, and extras. If the account is in the negative, they will not be able to purchase a la carte items, snacks, and extras.

It is the responsibility of the parent/guardian to ensure the student is supplied with meals for the school day. If the parent/guardian feels the family is eligible for free or reduced-cost meals, they must apply through the school portal. If the application is made after the school year begins and the student is granted free or reduced status, the status is applied from the date of the application. If a direct certification approval occurs after the start of the school year, then that status will be applied to the beginning of that month for school meals only. In both cases, all previous charges are still the responsibility of the parent/guardian.

Decisions regarding free or reduced-cost meal eligibility are made at the school corporation level if the application is made directly by the parent/guardian. They are not shared or connected with any other government agency.

High School Meal Prices (as of Spring 2024)	
Breakfast	\$1.55
Lunch	\$3.30

Students eating in the cafeteria should conduct themselves in an orderly fashion at all times. They should properly return trays and dispose of trash at the end of the lunch period. During lunch, we ask that students remain in the cafeteria. Students may leave to use the restroom at the intersection of C-hall and A-hall. No other restrooms should be used during your lunch. See the lunch supervisory teacher when questions arise.

Carryout food from restaurants is not to be delivered to students during the school day.

## Senior Lunch Privilege

Seniors with permission from their parents/guardians and school officials may obtain a lunch pass giving permission to leave school grounds during the student's regularly scheduled lunch period. Applications may be picked up and returned to the high school office. Exceptions to the guidelines must be approved by a building administrator.

1. To qualify for open lunch for each grading period, students must:
  - Be registered for Drug Testing program
  - Maintain a passing grade of C or higher in all classes for the previous grading period
  - Have no more than one tardy to school and/or late return from lunch
  - Demonstrate responsible behavior with no office disciplinary referrals, including excessive classroom tardies
  - Have no unexcused absences (truancies)
  - Have a completed Senior Lunch Privilege permission slip signed and on file with the main office for the current school year
2. Seniors whose applications are approved will receive a sticker/punch for their student ID. The ID with the sticker/punch must be in the student's possession when entering or leaving the building for lunch.
3. Students who are granted a lunch pass have agreed to the following responsibilities:
  - Carry and present the lunch pass when requested
  - Leave and return to the building in an orderly, timely manner
  - Only leave with other students who also have authorization for open lunch
  - Refrain from sitting in parked cars or cruising the school grounds during the lunch period
  - Dispose of any trash or food/drink items properly before re-entering the building
  - Use the designated entrances when returning to the school
4. Students who do not return to class promptly after leaving for lunch will be marked as truant.
5. Failure to uphold the responsibilities associated with the lunch pass may result in the temporary or permanent suspension of this privilege.

## Student Drivers

All vehicles (including scooters) must be permitted to park on property during the school day. Students who desire to drive to school must complete an application form, which may be obtained from and returned to the Main Office.

1. Driving privileges must be approved by parents and school officials. The student must be registered for Drug Testing. A parking registration fee is required.
2. Students approved to drive to school will receive a parking tag to display on the rear view mirror of the vehicle and an assigned parking area. A fee will apply to replace lost or damaged parking tags.
3. A school administrator or his agent may enter and inspect any vehicle on school grounds if, in his judgment, there is reasonable evidence the vehicle contains materials forbidden by law, school policy, or school rules.
4. Disciplinary actions, which may include the suspension of driving and parking privileges, will occur if:
  - the student drives or rides a motorized vehicle (including scooters) which is not properly registered.
  - the student operates the motorized vehicle in a reckless, irresponsible, and/or negligent manner.
  - the student parks in an unauthorized area or in a parking spot not registered to the student.
  - the student violates any city and state law of driving.
  - the student exceeds the maximum speed limit of 15 M.P.H. while on school property
  - No student shall be in a vehicle except to leave school for lunch, off-campus course experience or at the end of the school day.
  - All vehicles must be currently registered with the Bureau of Motor Vehicles and a current license plate must be in place to park on LCSC property.
5. No golf carts are permitted to be driven to school and parked on LCSC property during the regular school day (7 a.m. to 4 p.m.).
6. Motorcycles must follow the same registration & parking guidelines as automobiles.
7. Mopeds, Scooters and Motorized Bicycles may be ridden/driven to school as long as they are parked appropriately in the designated area.

## Media Center

The Media Center is to provide service to students and staff in an atmosphere that promotes reading, computer use and an overall positive learning environment. The Media Center is open from 7:15 AM until 3:15 PM each school day. No food or drinks are allowed in the Media Center.

### Admission

- Students may use the Media Center before and after school hours without a pass.
- Study hall students may use the Media Center with permission of the study hall teacher.
- Teachers may schedule their classes into the Media Center by working with the Media Specialist.

### Conduct

- If students elect to come to the Media Center, they must plan to work on academics (browse, study, read, etc.).
- Quiet talking is permitted while students are working; however, students will not be permitted to spend the time visiting and talking.
- Students are expected to respect the right of others to enjoy a positive and quiet environment without distractions.
- Students are expected to treat property, equipment, and materials with care.

### Circulation

- Most books are available for checkout for two weeks and may be renewed once for an additional two weeks.
- Reference books, magazines, and digital video cameras may be checked out overnight only.
- Student IDs must be used to check out materials.

### Lost or Damaged Materials

- Students will be charged for lost or damaged materials.
- Charges will be based on the replacement cost of the item. The original cost of the item will be used if replacement cost cannot be determined.

## Technology, Textbooks, Fees and Supplies

Students at Lebanon High School are responsible for the proper care and handling of all school-issued devices, textbooks, and materials.

- Books and materials are issued by the classroom teacher and must be returned to the same teacher upon completion of the school year. Responsibility for device and textbooks rests with the student to whom the device/textbooks are issued.
- Loss of device, books or any school property due to theft or other circumstances will not be accepted as an excuse for nonpayment or the failure to complete assignments.
- If a device or textbook is lost, the student will be required to pay the cost of replacing the device or textbook. Contact the main office to report a lost laptop.
- If the device or book is found and returned, a refund will be made to the student.
- If the device or book is damaged, the student is required to pay a damage charge depending upon the degree of damage and the condition of the device or book when it was issued.
- All devices and books are rented on a semester basis and should be taken care of properly and returned in good shape as they are the property of Lebanon High School.

# Academics

## Grading System

The Lebanon High School grading scale is:

Percent Value	Letter Grade	Grade Points
99-100	A+	4.0
93-98	A	4.0
90 - 92	A-	3.7
87 - 89	B+	3.3
83 – 86	B	3.0
80 - 82	B-	2.7
77 - 79	C+	2.3
73 - 76	C	2.0
70 - 72	C-	1.7
67 - 69	D+	1.3
63 - 66	D	1.0
60 - 62	D-	.7
59 and Below	F	0

*\*GPA is determined by Quality Points*

## Weighted Grade Policy

The purpose of having weighted grades is to encourage our students to enroll in our most rigorous academic courses in order to maximize preparation for their post-secondary education. Weighted courses may change based on articulation agreements with our university partners.

Weighted Grade Qualification: In order to receive the additional weighted points, a student must complete the course with a semester grade of a C- or higher.

Definitions:

- ACP – Advanced College Project dual credit course offered at Lebanon High School through an articulation agreement with Indiana University.
- AP Courses – Advanced Placement (AP) courses approved through the College Board.
- Core Courses – Courses taught by the Mathematics, English, Science, Social Studies, and World Language departments.
- Dual Credit Courses – Courses offered for credit by an accredited post-secondary institution through an adjunct agreement with Lebanon High School. The courses will be taught at LHS, and credit for the courses must appear on a college transcript with the intent of transferable credits to a 4-year institution.
- Elective Courses – Courses taught in all other departments not listed as Core Courses.
- Formula - The weight from a weighted course will be added to the GPA prior to averaging the GPA.

Tier	Criteria
Tier 1	<ul style="list-style-type: none"> <li>No weight</li> <li>Diploma Track Courses not listed in Tier 2 or Tier 3</li> </ul>
Tier 2	<ul style="list-style-type: none"> <li>0.5 weight per semester</li> <li>Courses denoted as Honors (H)</li> <li>2-year Institution Dual Credit Courses</li> <li>Advanced World Language, level 3 and beyond</li> </ul>
Tier 3	<ul style="list-style-type: none"> <li>1.0 weight per semester</li> <li>AP Courses</li> <li>ACP Courses</li> </ul>

## Class Rank Calculations

The cumulative weighted Grade Point Average (GPA) is used to determine class ranking. Updates to class rank occur at the end of each semester. The cumulative GPA includes all courses and credits earned in grades 9 through 12, and also includes high school courses and credits that were earned while in middle school. Students will obtain a weighted GPA by taking more rigorous courses that include AP, honors and/or dual credit courses.

If a student receives a C- or above at semester in a weighted course, they will then receive the additional weighted points per the weighted grading policy adopted in 2012. It is the weighted GPA that is used to determine class rank. The senior with the highest weighted GPA at the end of their 7th semester will be designated at the class Valedictorian. The senior with the second highest weighted GPA at the end of their 7th semester will be designated as the class Salutatorian. Only students who have attended Lebanon High School for the last two years will be eligible for Valedictorian or Salutatorian.

## Audit Policy

To better master the course content and/or to meet the minimum grade requirements for an Indiana Academic Honors Diploma and/or a Technical Honors Diploma, a student may audit/retake a course in which they received a C+ or lower. All audits/retakes must be approved by the principal or principal designee, and audits/retakes may be denied on the basis of class size and sections.

When auditing/retaking a course, the grade earned for the second course will replace the first grade on the transcript and will become the credit bearing course. All courses taken will appear on the student's transcript in order to provide an accurate course history. The first grade will be replaced with an "AUD" to stand for Audit and will not factor into the cumulative GPA. In the event the student fails a previously passed course, the grades for both courses will appear on the transcript, and both grades will be factored into the cumulative GPA.

If a student received a WF – Withdrawal Fail, in a course, the WF will not be replaced by the symbol of "AUD" for Audit, but the grade earned in the audited/retaken course will be the grade that factors into the cumulative GPA. Grades earned in approved audited/retaken courses will count toward eligibility in athletics, all extra-curricular activities, work permits, lunch, and driving privileges.

## Incomplete Grades

Incomplete grades are denoted with an "I" on a student's report card. Students have a maximum of two weeks from the end of the grading period to complete any missing work and have the "I" removed. If a student requires an extension beyond the two-week period, they must receive approval from the administration. Failure to resolve an incomplete grade by the end of the next grading period will result in the "I" becoming a permanent failing grade. For the purposes of determining athletic eligibility, an incomplete "I" grade counts as a failing grade until it is replaced with a permanent letter grade. Student grades are issued every nine weeks at Lebanon High School.

## Homework Policy

All homework should be meaningful and serve as an extension of classroom activities. All homework should be evaluated by the teacher and should be equated to the total classroom performance of the individual student. Homework assignments should be used to provide additional experiences that will enhance learning and strengthen the self-discipline needed. Parents or guardians can check homework assignments and keep updated on class and school activities on the LHS website ([www.leb.k12.in.us/lhs](http://www.leb.k12.in.us/lhs)), by individual Skyward Family Access, through ParentSquare and by being connected to the Canvas Parent Portal. Call the main office or visit our school website to obtain directions about how to access these platforms.

## Make-up Work

Whether a student is excused or unexcused, students are expected and allowed to complete all missed work for credit. Students, who are excused, receive full credit. The student has the same number of days missed to complete the makeup work. When a student is absent from school it is their responsibility to communicate with his/her teacher (s) regarding make-up work upon their return, or via email/Canvas while absent. If additional help is needed contact his/her school counselor.

## Final Assessment Policy

To prepare students for future challenges, Lebanon High School has implemented a Final Assessment Policy for each semester:

- A final assessment is any evaluation that measures a student's semester performance.
- Every student will have a final assessment in every course.
- The final assessment will account for 20% of the semester grade, separate from grading periods.
- Each department ensures all its courses have a final assessment.
- Finals are scheduled during the last five days of the semester.
- Attendance is mandatory on scheduled final days, except for dire family emergencies.
- Students may not take Final Exams early; if they must miss the exam, they will receive an incomplete until arrangements are made with the school counselor and teacher to take the exam within the two weeks following the end of a term.

## Outside Course Work

It is the intent of the Administration and Student Services Department to provide LHS students an opportunity to use outside credit as a means of enhancing curricular offerings (Advanced classes not offered at LHS), of attaining dual credit (Simultaneous High School and College Credit), and/or of recovering credit missed by failing classes (Maximum 4). Edmentum PLATO credits and Summer School credits taken through Indiana Online are not considered outside credits, but are credits awarded by Lebanon High School. Any LHS student wishing to attempt outside course work for any of the above reasons should contact his/her school counselor to secure permission prior to enrolling in any outside course. A student requesting additional credits beyond the maximum of four would need to receive prior approval from the building principal on an individual basis.

## Information for the College-Bound Athlete

The National Association of Intercollegiate Athletics (NAIA) is a governing body for athletic programs at its nearly 300 colleges and universities throughout the United States and Canada. The long-held mission of the NAIA is to promote the education and development of students through intercollegiate athletics participation. Founded in 1937, the NAIA is a leader in the development of student-athletes and continues to be a pioneer in implementing exceptional standards for academics, diversity and character. For eligibility regulations regarding high school curriculum, high school performance, class rank and standardized testing, go to [www.naia.org](http://www.naia.org).

The National Collegiate Athletic Association (NCAA) is a voluntary organization through which the nation's colleges and universities govern their athletics programs. It comprises more than 1,250 institutions, conferences, organizations and individuals committed to the best interests, education and athletics participation of student-athletes. All prospective student-athletes intending to enroll in an NCAA Division I or II institution for the first time on or after August 1, 2007 must complete the NCAA Amateurism Certification questionnaire. For more information about Clearinghouse registration, required high school core subjects, grade point averages and standardized testing, go to [www.ncaa.org](http://www.ncaa.org).

# Student Services

## Scheduling Requirements

Class status is equivalent to the number of years in school. Below are the recommended number of minimum credits to stay on track for graduation.

9th Grade	10th Grade	11th Grade	12th Grade
12 credits	24 credits	36 credits	48 credits

Every student must be enrolled in at least seven credits per semester. Courses will be offered based on student interest and staffing. In the event that a class is closed or canceled, the next alternative course will be selected.

Drop/Add Dates for Schedule Concerns and Requests:

1. Schedule request changes for the new school year must be communicated with your counselor by the Thursday before Spring Break. This allows all individual schedule requests to be considered before the Master Schedule is built for the next school year.
2. Schedule requests for 2nd semester classes must be communicated with your counselor by the Wednesday before Thanksgiving Break. No changes will be guaranteed. Course numbers as well as section and teacher availability will be considered.

Schedule Changes will be considered or made if:

- A class is closed or canceled.
- An error is made in proper sequencing of classes.
- A student fails or does not meet the requirement to move on to the next class in sequence.
- A student meets the deadline dates for Schedule Concerns and Requests as stated previously.
- A student wants to increase the level of rigor in their schedule with principal approval.

Transfer students must meet our subject requirements. The administration of Lebanon High School realizes that there is a great variety of credit or unit systems in high schools throughout the United States. We want to reassure transfer students by stating we will not penalize any student without cause. Every case of credit evaluation will be considered on an individual basis. The principal reserves the right to make all academic decisions. Only students who have attended Lebanon High School for the last two years will be eligible for Valedictorian or Salutatorian.

## Special Education

The School provides a variety of special education programs for students identified as having a disability as defined by the Individuals with Disabilities Education act (IDEA).

A student can access special education services only through the proper evaluation and placement procedure. Parent involvement in this procedure is required. More importantly, the School wants the parent to be an active participant. To inquire about the procedure, a parent should contact the Student Services Department.

## Graduation Requirements–Diploma

(LCSC Board Policy 5460)

It shall be the policy of the School Board to acknowledge each student's successful completion of the instructional program appropriate to the achievement of corporation goals and objectives as well as personal proficiency by the awarding of a diploma or a certificate at appropriate ceremonies.

The Board shall award a high school diploma to every student enrolled in this corporation who meets the requirements for graduation established by the Board and by the state of Indiana.

For the class of 2023 and beyond, graduation must be earned by passing all mandated subjects, earning total credits required for the specific diploma sought and meeting the requirements of the Indiana Graduation Pathways. Students who complete all the requirements of graduation established by the Board as provided by the State but do not meet the State Standards as required by the Graduation Pathways, shall receive a certificate of course completion.

Commencement exercises will include those students successfully completing requirements for graduation, who will receive a diploma as certified by the high school principal, and those who will be receiving a certificate. (No student shall be denied a diploma or certificate merely as a disciplinary measure.) A student may be denied participation in the commencement ceremony when personal conduct so warrants at the principal's discretion.

As adopted by the Lebanon School Board, all students will be required to have the minimum of forty (40) credits to graduate. It is the responsibility of the individual student to make appointments with the Student Services Department if they have questions regarding the graduation requirements.

The requirements for graduation are based on grades nine (9) through twelve (12) and can be viewed by visiting the LHS Student Services website ([click here](#)).

Other requirements for a student graduating from Lebanon High School include:

1. Meeting all requirements of the school board's policy pertaining to standards;
2. Meeting all financial obligations to LHS regarding book rental, lost or damaged materials, etc.

It shall be the policy of the School Board to acknowledge each student's successful completion of the instructional program appropriate to the achievement of School Corporation goals and objectives as well as personal proficiency by the awarding of a diploma at fitting graduation ceremonies.

## High Ability Program

The Lebanon High School component of the LCSC Program for High Ability Students consists of Honors Classes, Advanced Placement (AP) classes, and classes for dual high school and college credit. The purpose of all of these courses is to challenge students and prepare them to continue their advanced studies at a post-secondary institution. Although students are encouraged to enhance their education by taking honors classes, honors classes are not specifically required for the Academic Honors Diploma. Be sure to check out the most up to date list of courses by visiting our LHS Course Description Guide by [clicking here](#) or visiting [www.leb.k12.in.us/schedulinginfo](http://www.leb.k12.in.us/schedulinginfo).

## AP Program Testing Fee

There is a testing fee for AP courses. The testing fee is equivalent to the fee that the College Board charges to administer each test which was \$99.00 per test for the school year. We assume the testing fee will be approximately the same year to year. In addition, the Indiana Department of Education has covered the testing fees for AP tests in the areas of English, Mathematics and Science. If the state continues to pay for AP tests in these three areas for the upcoming school year, our students will not be assessed a testing fee in these courses. Courses the state does not cover will be the responsibility of the student to pay. Cancelled AP exams are subject to a \$40.00 fee; this expense will be the student's financial responsibility. A testing fee statement will be sent home in the spring semester and will include payment details.

### AP Program:

The Advanced Placement Program is a cooperative educational endeavor between secondary schools and colleges and universities. Since its inception in 1955, the Program has provided motivated high school students with the opportunity to take college-level courses in a high school setting. Students who participate in the Program not only gain college-level skills, but in many cases they also earn college credit while they are still in high school. AP courses are taught by dedicated and enthusiastic high school teachers who follow course guidelines developed and published by the College Board. Over 90 percent of the nation's colleges and universities have an AP policy granting incoming students credit, placement, or both, for qualifying AP Exam grades. More information is available at [www.collegeboard.org](http://www.collegeboard.org)

## ACP Program

### ACP Program:

The Advance College Project (ACP) is a partnership program between Indiana University and participating high schools within the states of Indiana, Ohio, and Michigan. ACP offers college credit to qualified high school seniors who enroll in IU general education courses that are offered at their local high schools during the regular school day and taught by certified high school teachers who hold adjunct lecturer status with Indiana University.

ACP is for high school students, generally juniors and seniors, who have adequate preparation and the desire for more advanced work. Through its course offerings, ACP provides an opportunity for high school students to begin college work while in high school. ACP is not a gifted and talented program. ACP courses are actual college courses intended to allow a wide range of students to engage in college level work for college credit. ACP courses are designed for students who have both a solid academic foundation, whose interests can be furthered by acquiring college credit prior to high school graduation, and who make a serious commitment to completing the ACP course successfully.

ACP courses provide both high school and college credit (concurrent enrollment), and therefore, allow students to fulfill requirements for high school graduation and requirements for college admission while beginning a college transcript. The same general standards that apply for admission to Indiana University apply to students seeking to enroll in ACP courses. However, student participation in ACP courses does not constitute admission to IU. More Information is available at [www.acp.indiana.edu/](http://www.acp.indiana.edu/)

## Transcript Request

We understand the importance of transcript requests in supporting our students' academic and professional journeys. Whether you're applying to colleges, seeking employment opportunities, or pursuing further education, your transcript serves as a vital record of your academic achievements. Our dedicated Student Services department is committed to guiding you through the process of obtaining your transcripts swiftly and accurately. For detailed instructions on how to submit your request, please visit the designated section of our website by [clicking here](#). Rest assured, we are here to support you at every stage of your journey.

## Exchange Students

1. The exchange student must be a full year student in attendance on the first day of school and staying through the close of the school year.
2. The exchange student can enter as no greater than a sophomore. We do not allow exchange students to have senior status and participate in exclusive senior functions (graduation, senior last walk, etc.). We classify exchange students as 9<sup>th</sup> or 10<sup>th</sup> graders.
3. The exchange student needs to be highly proficient in English. This is a critical area for their immersion into our academic and social settings.
4. The exchange student needs to take a challenging academic schedule based on their prior academic experiences, and they are expected to perform with the same expectations as all students in our building.
5. The exchange student and host family are expected to follow all student handbook policies no different than our own local students. Particular attention needs to be placed on adherence to the LHS attendance policy. Travel needs to be scheduled during our breaks/vacations and not during academic time.
6. We encourage our exchange students and their host families to get heavily involved in the school community. The best way for an exchange student to have a great experience is to be a highly engaged and involved student.
7. All applicants (applications) must be screened by May 1 preceding the school year of enrollment which includes a meeting with a LHS representative, the potential host family, and a representative of the exchange program provider/company. This meeting should take place prior to May 1 with the goal of providing official acceptance by that date.
8. If accepted, we would need a copy of the student's high school transcript translated in English prior to the end of the school year as well as defined dates of arrival and departure.
9. Lebanon High School will not issue an Honorary Diploma to exchange students.
10. Only those students who have or are on approved programs (Youth for Understanding/International Youth Fellowship, etc.) will be admitted to Lebanon High School.
11. Students will be placed in their grade levels by the Student Services Department according to age and past experiences. Final determinations are to be made by the school Principal.
12. For information regarding Foreign Exchange Student athletic eligibility see new IHSAA regulations.

# Student Activities

## Extracurricular Participation

All students at Lebanon High School are encouraged to be leaders in school activities. With this opportunity comes student accountability to the school and those who are represented.

Class officers, clubs, and social groups will be open to all students enrolled in the Lebanon Community School Corporation. To maintain their position, each member must earn passing grades in all classes.

Any student who holds a class office and/or has membership in a club or activity runs the risk of losing said position and/or club membership if found to have violated any local or state laws or school policies, as determined by the school authorities.

The principal will make the final determination of a student's eligibility to participate, including those who have been arrested or accused of misconduct. Students who represent the school in any way must have impeccable character or risk losing the privilege to do so.

These are the minimum expectations for student participation in an extracurricular activity or leadership role at LHS. Other activities may hold its members to higher standards.

## Non-School Sponsored Clubs/Activities

Non school-sponsored student groups organized for religious, political, or philosophical reasons may meet during non-instructional hours. Requests must be made to the building principal. School rules will still apply regarding behavior and equal opportunity to participate.

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

No non-district-sponsored organization may use the name of the school or school mascot.

## Athletics, Co-Curricular and Extra-Curricular Activities

Extracurricular activities and athletic participation are vital components of our students' overall educational experience. By getting involved in clubs, events, organizations, and sports outside the classroom, students can enhance their social development, explore personal interests, and achieve greater academic success.

Research shows that students who participate in extracurricular activities and athletics tend to have higher GPAs, better attendance, and stronger connections to the school community. These activities provide opportunities for students to develop important life skills such as leadership, teamwork, and time management.

Any school-sponsored activity that is not part of a course offering, including all clubs, organizations, events, and athletic teams, is defined as an extracurricular activity. All extracurricular and athletic participants are subject to the school's Drug Testing Guidelines. For detailed information regarding athletic policies, eligibility requirements, and the Drug Testing Guidelines, please refer to the Athletics Handbook found at [lebanonathletics.com](http://lebanonathletics.com).

We encourage all students to get involved in the vibrant extracurricular and athletic life at our school. The benefits of participation are numerous and far-reaching.

Athletics		
Fall	Winter	Spring
Tennis (B) Cheerleading Cross Country (B, G) Football Golf (G) Soccer (B, G) Unified Sports (B, G) Volleyball (G)	Basketball (B, G) Cheerleading Swim & Dive (B, G) Unified Sports (B, G) Wrestling (B, G)	Baseball (B) Golf (B) Tennis (G) Softball Track & Field (B, G) Unified Sports (B, G) Volleyball (B)
Co-Curricular and Extra-Curricular Activities		
Academic Teams ALLY (GSA) Anime Club Best Buddies Black Student Union Charisma + Musical Chess Club Comedy Sportz Creative Writing League DECA Drama Club + Spring Play Fellowship of Christian Athletes	FFA Gaming Club Key Club LHS Girls Christian Group Marching Band, Tiger PRIDE National Honors Society Newspaper (Pennant) SADD Spell Bowl Student Ambassadors Student Council Sunshine Society	Sustainability Club The Gathering Club Thirst Project Tigerettes + Color and Winter Guard Winter Percussion Yearbook (Cedars) Z-Club

## Extra-Curricular Activity (ECA) Rules and Regulations

All meetings of classes, clubs, committees, or other school-sponsored groups must be attended by a designated faculty sponsor. The sponsors are responsible for supervising these programs and ensuring they are conducted properly.

No meetings or events for any school organization shall be held away from the school campus without the principal's permission. Only members of the specific club or class should attend meetings, except when outside speakers are invited.

The finances of each class and club are to be carefully overseen by the sponsor, who is responsible for:

- Ensuring all collected funds are promptly turned over to the school treasurer
- Paying bills in a timely manner, using school checks only
- Maintaining accurate records of all receipts and expenditures
- Storing receipts securely in the school safe and making regular deposits
- Financial records must be kept in a standardized format, with claims and deposits numbered consecutively and identified by account letter (e.g. 32104-1).

While clubs may elect their own treasurers, the sponsor retains overall responsibility for the proper management of the organization's funds.

The formation of any new clubs requires a proposed constitution and authorization from the principals.

Additionally, all school fundraising activities must be scheduled and approved through the Athletic Office.

## Student Fundraising

(LCSC Board Policy 5830)

Students participating in school-sponsored groups and activities will be allowed to solicit funds from other students, staff members, and members of the community in accordance with school guidelines. The following general rules will apply to all fundraisers.

1. Students involved in the fund raiser are not to interfere with students participating in other activities in order to solicit funds.
2. A student will not be allowed to participate in a fundraising activity for a group in which she/he is not a member without the approval of the student's counselor.
3. No student may participate in fundraising activities off school property without the written consent of his/her parents.
4. Any fundraisers that require students to exert themselves physically beyond their normal pattern of activity, such as "runs for...." will be monitored by a staff member in order to prevent a student from over-extending himself/herself to the point of potential harm.
5. No student may participate in a fund raising activity conducted by a parent group, booster club, or community organization on school property without the approval of the principal.

## Substance Abuse Policies for Athletics and Extracurricular Activities

(Policy can be found in the Athletic Handbook found at [lebanonathletics.com](http://lebanonathletics.com) )

Lebanon Community School Corporation recognizes the use of mood-altering illicit chemicals as a significant health problem for many youth. The use of these mood-altering chemicals results in negative effects on behavior, learning, and the total development of the person. Coaches and sponsors have a unique opportunity to observe and help the student-athletes of Lebanon High School change for the better. This goal can be best accomplished by giving those who need help a chance to redirect their lives. Therefore, the following extracurricular policy exists to help those student-athletes who are in need of assistance with a substance abuse problem.

### Definitions

1. Controlled substance is any narcotic drug, hallucinogenic, amphetamine, barbiturate, steroid, mood altering drug, or any intoxicant of any kind including alcoholic beverages and "near beer." Such terms further include marijuana, K2, Spice, any synthetic drug, and any other substances (look-a-likes), whether in fact such substance actually is a controlled substance.
2. Confirmed violation takes place when a student uses, possesses or transmits a controlled substance and is identified by means of one of the ways described below:
  - a. a communication from the office of the prosecuting attorney which indicates there is probable cause to support the filing of a criminal information or petition of delinquency on grounds involving possession, transfer, or use of a controlled substance.
  - b. a voluntary admission of guilt of such act by the student alleged to have violated this policy.
  - c. a finding by school officials, based on observations and/or first-hand information, that a student violated this policy.
  - d. Positive result of the Lebanon High School Drug Testing Policy. Consequences of positive results will follow the Athletic Handbook as a substantiated report.

### General Provisions

General Provisions are provided for the purpose of governing those student-athletes who are confirmed as substance abusers. Substance abusers will be treated in a manner which provides a penalty and rehabilitation. The intent of these provisions is for the substance abuser to redirect his/her life with a goal of eliminating the use of controlled substances. In the following provisions, the term "Student-Athlete" will also include student-managers and school mascot.

1. Rules regarding substance abuse violations are in effect year-round; off-season and summer as well as in season.

2. Substance abuse violations are not removable as they relate to subsequent violations. All are counted and are removable only when the student-athlete graduates from Lebanon High School. Violations are carried over to high school from middle school.
3. A student-athlete not participating in an extracurricular activity at the time of a violation of this policy shall have the penalty applied to the next extracurricular activity in which he/she participates and the penalty shall remain in effect until successfully completed.
4. A student-athlete who does not successfully complete a penalty during the sport/activity in which it was imposed may be required to serve the remaining penalty in full in each subsequent sport/activity in which he/she participates.
5. If the penalty is not completed during the school year, the remainder may be carried over into the following school year.
6. Nothing in this policy shall be construed to require the school to follow the provisions of the Due Process and Pupil Discipline Status (IC 20-8.1-5) in removing a student-athlete from participation in any extracurricular activity.

#### Penalty Measures

1. A student-athlete that violates the substance abuse policy will also be required to complete an assessment/intake by a licensed substance abuse counselor. Upon completing this assessment/intake the student athlete will be required to follow-up and complete all recommendations from the counselor in order to fulfill the obligation of the penalty. Any fees associated with this process will be the responsibility of the student-athlete.
2. The student-athlete will be permitted to practice and travel el to all contests while serving their suspension, however participation in a contest at any level is prohibited.

#### First Violation

1. If a student athlete violates the substance policy, he/she will not be permitted to participate in a number of contests equal to 50% of an athletic season.
2. Any student-athlete that violates the substance policy, but does not complete the required assessment/ intake and follow-up recommendations, will not regain eligibility until the assessment/intake and recommendations are completed. It may be possible for the student-athlete to be reinstated after serving a suspension and completing the assessment/ intake but prior to the completion of the recommendations if the recommendations are ongoing.

#### Second Violation

1. If a student has a second violation of the substance policy, he or she will not be permitted to participate for a period of 365 Days from the date the violation occurred. Upon notification of the second violation the student will be issued a reinstatement date from the Athletic Department / Principal.

#### Third Violation

1. If a student has a third violation of the substance policy, he or she will lose their remaining athletic / extracurricular eligibility while enrolled at Lebanon High School.

Offense	Consequence (Percent of season(s) suspended)
First	50%
Second	365 Days
Third	Loss of High School Athletic / Extracurricular Eligibility while enrolled at Lebanon HS.

## Serving a Suspension

For the purpose of determining the length of suspension under this policy, "an athletic season" shall be defined as the actual number of contests scheduled plus one sectional contest. A contest is defined as an official game or competition between LHS and another school. Any intra-squad scrimmage or scrimmages against other schools do not count towards a suspension. Appropriate percentages will be rounded to the nearest whole number. Suspensions under this policy will take effect immediately upon the verification of any violation and will include games in succession, including any regular season tournaments.

Suspensions, which cannot be fully served during an athletic season, may be carried over to the next athletic season in which the student successfully completes (i.e., an athlete may not quit or be removed from a team and count the suspension served during that sport). A student-athlete may not serve a season suspension in a sport that he/she has not participated in or already started at Lebanon High School. For example, a junior winter athlete who has not played a fall sport in his or her previous two years will not be allowed to serve his or her season suspension in a fall sport if he or she decides to participate for the fall team for the purpose of serving the suspension during this season. However, if a student-athlete decides to participate in a sport that they have no prior history of participation in, they will serve the same assessed percentage of disciplinary action for that sport as was assessed for the sport they had participated in. In addition, they will serve penalties assessed in sport with prior history.

## Leadership Positions

1. Any violation will require that a student relinquish for an entire year any leadership offices presently held (i.e. class president, president of National Society.)
2. The school will work with the local law enforcement and the Boone County Juvenile Court to obtain names of students who may be in violation of the Extra-Curricular Substance Abuse Policy. School officials will strive to keep these names confidential. Names will only be shared with those school officials involved with either discipline of the student or assisting that student in some type of assistance program.

## Illegal Contraband Detection on School Corporation Property

Lebanon Community School Corporation policy allows for the use of law enforcement agencies to assist school personnel in the detection of illegal contraband, which could include but is not limited to explosive devices, weapons, bio-chemical materials, and illegal drugs or narcotics. In addition to the use of local, county, and state police officers, law enforcement canine police units may be incorporated into the detection process.

In the event a student is suspected of being in possession of any form of illegal contraband on school property, the student will be placed in the custody of the school principal and the student's parents or guardians will be notified and informed of the circumstances.

# Health Services

## Immunizations

(LCSC Board Policy 5320)

Each student is required by state health codes (20-8.1-7-10.1) to be properly immunized against diphtheria, pertussis/whooping cough, tetanus, polio, measles, mumps, rubella (German measles), hepatitis A & B, chickenpox, and meningococcal disease. (See chart below) The State Board of Health may expand/modify the list of communicable diseases that require documentation of immunity. A written statement of the student's immunization records by a physician shall be turned into the school office no later than the first day of school. Students whose parents/guardians do not provide the required documentation by the opening day of school may be admitted to school provided the documentation or a prescription indicating your appointment for immunizations is received within twenty days. If the proper documentation or prescription is not received within those twenty days, the student shall be excluded from school until the proper documentation has been filed in the office, unless the parents have filed a religious objection or has obtained a medical exemption submitted by a physician. Students previously enrolled in the school will have their immunization records kept on file. Each student enrolled is to have a health history completed by the parents/guardians at registration. The health history form AND specific care plan forms completed by a physician MUST be returned for any student with an acute or chronic ailment (ex: asthma, diabetes, or anything requiring attention by a physician). All care plans and medication forms are available on the LCSC website under the Health Services Department.

Grade	Required	Recommended
Grades 6 to 11:	3 Hepatitis B 5 DTaP 4 Polio 2 Varicella 2 MMR 2 Hepatitis A 1 MCV4 (Meningococcal) 1 Tdap (Tetanus, Diphtheria & Pertussis)	Annual influenza 3/3 HPV (Human Papillomavirus)
Grade 12:	3 Hepatitis B 5 DTaP 4 Polio 2 Varicella 2 MMR 2 Hepatitis A 1 MCV4 (Meningococcal) 1 Tdap (Tetanus, Diphtheria & Pertussis)	Annual influenza 3/3 HPV (Human Papillomavirus) 2 MenB (Meningococcal)

## Injury and Illness

All injuries must be reported to a teacher and the clinic. If the injury is minor, the student will be treated and may return to class. If medical attention is required, the clinic will follow the school's emergency procedures. The clinic is to be used by students for illness or accidents which occur during school hours or at school activities. It is not an outpatient or diagnostic center.

A student who becomes ill during the school day should request permission from the teacher to go to the clinic. The school medical staff will evaluate the student's condition and determine if the student should remain in school or go home. Contact with the parent/guardian will be handled only through the attendance office or clinic. No student will be released from school without proper parental/guardian permission. Students will be sent home from school with a temperature of 100 or more. Students must be fever free for 24 hours before returning to school.

In an emergency situation, the school will attempt to contact the parent or guardian. If the parent or guardian cannot be reached, the person designated as the emergency contact will be contacted. In the event that none of the above contacts can be made, the school will take appropriate action as deemed necessary. The school medical staff or attendance office will make telephone calls relating to injury or illness from the clinic.

## Blood-Borne Pathogens Notification

(LCSC Board Policy 8453.01)

The Corporation has been notified by the Federal government that the Corporation is subject to new regulations from the Occupational Safety and Health Administration (OSHA) to restrict the spread of hepatitis B virus (HBV) and human immunodeficiency virus (HIV) in the workplace. These regulations are designed to protect employees of the Corporation who are, could be, exposed to blood or other contaminated bodily fluid while performing their job duties.

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

Part of the Federally-mandated procedures includes a requirement that the Corporation request the person who was bleeding to consent to be tested for HBV and HIV. This information would then be provided both to the exposed employee and the treating physician to determine proper medical treatment.

The law does not require parents or guardians to grant permission for the examination of their student's blood, but it does require the Corporation to request that consent. Although we expect that incidents of exposure will be few, our intent is to notify parents of these requirements ahead of time. If you have any questions or concerns, please contact the Office of the Superintendent, at 765-482-0380.

## Control of Casual Contact Communicable Diseases

(LCSC Board Policy 8450)

The School Board recognizes that control of communicable disease spread through normal school contact is essential to the well-being of the school community and to the efficient Corporation operation. For purposes of this policy, "casual-contact communicable disease" shall include diphtheria, scarlet fever, and other strep infections, whooping cough, mumps, measles, rubella, and others designated by the Indiana Department of Public Health.

In order to protect the health and safety of the students, Corporation personnel, and the community at large, the Board shall follow all State statutes and Health Department regulations which pertain to immunization and other means for controlling casual communicable disease spread through normal interaction in the school setting.

Employee and student use of personal protective equipment (such as face coverings, masks, gloves) may be recommended or required when on school-owned property including school vehicles or while performing their duty or function as an employee or student engaged in any school-related activity. If a student exhibits symptoms of a casual-contact communicable disease, the principal will isolate the student in the building and contact the parents/guardians. Protocols established by the County Health Department shall be followed.

## Control of Non-Casual Contact Communicable Diseases

(LCSC Board Policy 8453)

In the case of non-casual contact communicable diseases, the school still has the obligation to protect the safety of staff and students. In these cases, the person in question will have their status reviewed by the panel of resource people, including the County Health Department, to ensure that the rights of the person affected and those in contact with that person are respected. The school will seek to keep students and staff persons in school unless there is definitive evidence to warrant exclusion. Non-casual contact communicable diseases include sexually-transmitted diseases, AIDS, ARC (AIDS Related Complex), HIV, Hepatitis B, and other diseases that may be specified by the Board of Health.

The School Board shall not be responsible for the diagnosis and treatment of student illness. Unless a student suffers a chronic disease or medical condition discussed in the "Indiana Medication Law" the administration of prescribed medication and/or medically prescribed treatments to a student during school hours will be permitted only when failure to do so would jeopardize the health of the student, or the student would not be able to attend school if the medication or treatment were not made available during school hours. For purposes of this policy, "medication" shall include all medicines including those prescribed by a physician and any non-prescribed (over-the-counter) drugs, preparations, and/or remedies. "Treatment" refers to both the manner in which a medication is administered and to health care procedures which require special training, such as catheterization.

## Administration of Medication at School

(LCSC Board Policy 5330)

The School Board shall not be responsible for the diagnosis and treatment of student illness. The administration of prescribed medication and/or medically-prescribed treatments to a student during school hours will be permitted only when failure to do so would jeopardize the health of the student, the student would not be able to attend school if the medication or treatment were not made available during school hours.

For purposes of this policy, "medication" shall include all medicines including those prescribed by a physician and any non-prescribed (over-the-counter) drugs, preparations, and/or remedies. "Treatment" refers both to the manner in which a medication is administered and to health-care procedures which require special training, such as catheterization.

Before any medication or treatment may be administered by school personnel to any student during school hours, the Board shall require the written prescription from the child's physician for all prescription drugs accompanied by the written authorization of the parent. In the case of non-prescription drugs, preparations, or remedies, a written authorization from the parent must be on file prior to administration of the treatment. These documents shall be kept on file in the Office of the School Nurse.

Only medication in its original container and, if a prescription, labeled with the date, the student's name, and exact dosage will be administered. Parents, or students at the secondary level authorized in writing by the physician and parents, may administer medication or treatment but only in the presence of another adult.

The Board shall permit the administrator by staff of any medication requiring intravenous or intramuscular injection or the insertion of a device into the body when both the medication and the procedure are prescribed by a physician and the staff member has completed any necessary training.

Students who may require administration of an emergency medication such as inhalers, Epi-Pens, Diabetic supplies, and Diastat may have such medication identified as aforementioned, stored in the school nurse's office and administered in accord with this policy. However, if authorization for self-medication has been provided by the parent and physician which complies with the requirements of Policy 5330.01, Self-Administered Medication, then the student may retain possession of the self-administered medications.

School employees may administer auto-injectable epinephrine obtained via a prescription written for the school or Corporation by a healthcare provider who is licensed in Indiana and whose scope of practice includes the prescribing of medication if the following are met:

1. The school employee has voluntarily received training in:
  - a. recognizing anaphylaxis;
  - b. the proper administration of auto-injectable epinephrine; by a health care provider who is licensed or certified in Indiana, for whom the administration of auto-injectable epinephrine is within the health care provider's scope of practice, who has received training in the administration of auto-injectable epinephrine, and who is knowledgeable in recognizing the symptoms of anaphylaxis and the administration of auto-injectable epinephrine.
2. The individual to whom the epinephrine is being administered is:
  - a. a student at the school;
  - b. a member of school personnel; or
  - c. a visitor at the school.

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

Student's Grades 6-12: The student's Parent/Guardian may send and pick up all medications, or the student self-carry method may be utilized if the Medication Release form is signed by Parent/Guardian. All medications are to be sent and picked up in the Office of the School Nurse, regardless of method.

## Self-Administered Medication

(LCSC Board Policy 5330.01)

A student may possess and self-administer medication for chronic diseases or medical conditions provided the student's parent files a written authorization with the principal. The written authorization must be filed annually. A physician's written statement must be included with the parent's authorization.

The physician's statement be filed annually and include the following information:

- An acute or chronic disease or medical condition exists for which the medication is prescribed.
- The student has been given instruction as to how to self-administer the medication.
- The nature of the disease or medical condition requires emergency administration of the medication.

The School or School Board is not liable for civil damages as a result of a student's self-administration of medication for an acute or chronic disease or medical condition except for an act or omission amounting to gross negligence or willful and wanton misconduct.

## Health Screenings

(IC 20-34-3-14)

As required by the state of Indiana, health screenings will be conducted with all students in the grade levels mentioned below. The screenings will be conducted during the first semester of each school year. If a parent/guardian does not wish for their student to be screened, please notify the main office.

Speech and Hearing Screenings: Students in kindergarten, 1st, 4th grade, 7th grade, 10th grade, students who transfer into the school corporation, and students receiving special education services will have their speech and/or hearing screened during the fall semester of the school year by district speech-language pathologists.

## Insurance

There are no provisions of the Lebanon Community School Corporation to carry general medical insurance on its students.

## Mental Health Services

Lebanon Community School Corporation partners with Integrated Wellness, LLC (INWELL) to provide behavioral therapy and skills training to students in the school setting. This service offers:

- Therapy to address behavioral issues in the classroom and home, treating symptoms of depression, anxiety, trauma, and other emotional health concerns.
- Communication facilitation between clinicians, teachers, and families to support student functioning in school.
- Skills training to help students manage behaviors related to emotional distress.
- Therapist participation in meetings and case conferences to discuss treatment goals and student progress.
- Crisis support for the student body and staff in the event of an all-school crisis.

INWELL accepts most insurances and offers a sliding fee scale. Contact the school clinic to enroll for services.

# Transportation

LCSC will provide all eligible students with free transportation from the designated pick up location to school and transportation to the same pick-up location at the end of the school day for those LHS students who live more than 1 mile from school. In order to maximize our efforts to ensure student safety and minimize operational costs, students will not be allowed to change from the authorized routes. Any change to the originally authorized route will only be approved by the Director of Transportation. Individual bus drivers, teachers, or building Principals are not authorized to grant parental requests for a student to change from authorized bus assignments. Any questions concerning this transportation use policy should be directed to the LCSC Office of Transportation at (765) 482-1499.

## School Bus Conduct and Safety Rules

The school bus conduct and safety rules are designed to promote student safety. Each student is expected to obey the rules and the bus driver. The authority of the driver is recognized under the law and supported by the Corporation. Bus transportation is a privilege and inappropriate behavior may result in transportation being denied. Transportation will not be provided to students for social events (dates, sleepovers, birthday parties, or studying together).

## Expected Bus Behavior

### At the Bus Stop

1. Be on time. Board and leave the bus only at your regularly assigned stop.
2. Stay out of the street and away from the road. Help protect the surrounding property while you wait for the bus.
3. Students are expected to exhibit appropriate and courteous behavior at the bus stop. The same rules and routines apply at the bus stop and on the bus.
4. Wait until the bus has come to a full stop and the door has been opened by the driver before you enter. Take your turn and do not push when you enter or leave.

### On the Bus

1. Always obey the driver.
2. Promptly be seated and stay in your assigned seat.
  - o All buses will have assigned seating charts.
3. Keep all books and materials on your lap or contained in a backpack or sack.
4. No Wireless Devices can be used on the bus.
5. Be courteous and do not use profane language. Speak in low tones.
6. Never push, shove, scuffle, or horseplay, as it is considered to be a serious safety hazard.
7. Keep your head, hair, hands, feet and all belongings inside the bus and to yourself.
8. No tobacco products are acceptable on the bus.
9. Fighting is prohibited. Never throw objects inside or outside the bus.
10. Do not eat or drink on the bus.
11. All students should respect everyone while riding on the bus.
12. Keep the bus clean and orderly.

### Leaving the Bus

1. Take your turn and do not push.
2. Once off the bus, clear the area immediately. If crossing the street, wait for a signal from your driver.

## Bus Consequences

When a student's behavior becomes unacceptable to the point where the bus driver or Transportation Department personnel must refer the behavior to school administration, the following consequences will be imposed:

Violation	Consequence
1st Violation	→ Warning
2nd Violation	→ 5 day loss of riding privilege
3rd Violation	→ 10 day loss of riding privileges
4th Violation	→ Loss of riding privileges for the remainder of the current semester

The Administration and/or Director of Transportation reserve the right to impose a consequence outside the schedule above for serious violations. Any offense falling under state code will receive consequences according to the Discipline Section of the handbook.

## Rules for Bus Parents

1. Open enrolled students will not be transported by a LCSC bus. Transportation is the responsibility of the parent/guardian and a condition of open enrolled status.
2. Due to capacity limits, students will only be allowed to ride their assigned bus.
3. Your student must be waiting at his/her boarding station when the school bus is scheduled to arrive.
4. Students are not allowed to get off their morning bus early to go into school unless they have a pass from a school official.
5. Any long term change to pick-up or drop off address will need three business days to process.
6. It is the responsibility of the parent/guardian to inform the Transportation Department in writing of any new or ongoing medical concerns regarding their student(s).

# Student Drug and Alcohol Testing Program

## Individual Suspicion-Based Testing

This program supplements existing school policies, practices, and procedures. In particular (but not by way of limitation), it is noted that this program will not affect the policies, practices or rights of the Lebanon Community School Corporation in dealing with drug or alcohol possession/use where reasonable suspicion is obtained by means other than random sampling Lebanon Community School Corporation, pursuant to U.S. Supreme Court precedent, may, if it has reasonable individualized suspicion, (a) test any student for drugs and/or alcohol, or other harmful substance, and (b) have a school administrator or his or her designee contact the student's parent/guardian/guardian and suggest that the student be tested for such use.

## Statement of Purpose

Lebanon Community School Corporation student drug and alcohol testing program ("RDTP") has three primary objectives:

- A. To ensure student safety: Safety is a necessity any time students are at school, a school sponsored activity, in route to or from school, and in route to or from a school-sponsored activity.
- B. To provide a positive learning environment for students and assist them in handling peer pressure: A successful and productive learning environment cannot exist if students' mindsets are dulled by drug/substance abuse, or they are pressured by others to engage in illegal and/or harmful consumption.
- C. To ensure that those students who represent Lebanon Community School Corporation are free from illicit drugs, alcohol, and other dangerous substances: Students free of these harmful products are essential to a successful and productive learning environment in classrooms and athletic and other extracurricular programs.

## Objectives

The purpose of the random ("suspicion less") testing program is not punitive, but to assist students and their parent/guardians in deterring drug/substance use and aiding any users to cease this harmful practice by providing a minimally intrusive diagnostic tool to identify and disclose it to parent/guardians, while rendering other assistance to guide students toward healthy, safe, and drug-free participation in school activities. This program is an extension of Lebanon Community School Corporation educational substance abuse programs and is not intended to deprive students of school attendance or to affect academic progress. By promoting health and safety, this program is a part of the High School's physical and mental education programs. Students involved in extracurricular, co-curricular activities and who park vehicles on school grounds need to be free of drugs, alcohol, and other harmful substances in order to safely and successfully participate in these activities. The need to ensure student health and safety is the primary reason for restricting students from participating in school activities and parking on school grounds if they test positive for drug/alcohol abuse.

For purposes of this Drug and Alcohol Testing Program, the term "extracurricular activities" means all athletic programs, student government, and recognized school clubs. " A co-curricular activity is a school-based program that takes place during regular class hours but also extends beyond the school day, including after-school hours and potentially weekends, to host, participate in, or perform at events."

## Composition of the Group to be Tested

All High School students who participate in athletics, extracurricular activities, co-curricular and parking vehicles on school grounds are subject to random drug and alcohol testing (collectively, "Activities"), and are deemed to have consented to the student drug and alcohol testing program. A consent form will be provided and is required to be executed by the student and parent/guardian/guardian.

For a parent/guardian/guardian of a student not subject to Lebanon Community School Corporation student drug and alcohol testing program but who still wishes to have the student tested, Witham Toxicology Laboratory offers a home collection kit. To obtain a kit, Witham Toxicology Laboratory can be contacted at (1-800-752- 8822; <http://www.witham.org/toxicology> for a minimal fee). These urine collection kits have postage paid return labels and come with instructions for proper collection and procedures. All results of the drug testing performed on the collected sample are confidential. The kits are free for residents residing in Boone County, Indiana. Proof of residency required.

## Use Made of Results

The program is not intended to be punitive or disciplinary in nature. Its purpose is to identify a student with drug/alcohol residues in his/her system, to provide notification to the parent/guardian/guardian, and to educate, help and direct students away from drug and alcohol use and toward a healthy, safe, and drug-free participation in school activities. However, a positive test result may lead to school disciplinary actions, depending on the situation and the guidelines outlined in the School, Athletic, and Co-Curricular Handbooks. The result of a positive test will be shared with the appropriate individuals involved with the student's Activities. Test results will be secured in a location accessible only by an Administrator in the office of Student Services.

## Procedure Following a Positive Test

- A. If a student tests positive, the Administrator will be notified of a student' sample testing positive (that is, if the test shows that drug residues are in the student's system after using at least two different types of analyses).
- B. The Administrator will contact the student and parent/guardian/guardian to meet with the principal or his or her administrative designee and any applicable athletic director or program supervisor.
- C. During this meeting, the test results will be reported, and the student and parent/guardian/guardian will be notified of any potential suspension/exclusion from the relevant Activities.
- D. The student or parent/guardian/guardian may appeal by requesting that the urine specimen be tested again by the certified laboratory at their cost.
- E. The student or parent/guardian/guardian will be given an opportunity to submit any documented prescription, explanation, or information which will be considered in the appeal.
- F. The information submitted by the student and/or parent/guardian/guardian will be reviewed by Administration who will determine whether an assessment, enrollment in a drug education class, and/or private counseling at parent/guardian expense should be encouraged. A list of resources and agencies that may be of help to the student will be provided.
- G. Refusal by any student enrolled in the Program to submit to a drug screen when directed, following the random drawing, will be considered a "withdrawal of consent to participate under the terms of this Program and disqualify the student from participation in all Activities stated in this Program.
- H. If the test is verified positive, the Administrator will communicate with the student and his/her parent/guardian/guardian. The student and parent/guardian/guardian can be given the names of counseling and assistance agencies that the family may want to contact for help.
- I. After completing the prescribed loss of privilege suspension the student will be allowed to resume Activities.

## Loss of Activity Privilege Guidelines

- A. The loss of the privilege to participate in Activities applies to all Activities in which the student is involved that occur during the privilege's suspension period (if the student is an athlete, the student will lose privileges in both athletic and non-athletic Activities):
  1. Athletics – Discipline will be assessed according to the rules, policies, and procedures in the LHS Athletic Handbook
  2. Non-Athletic Activities –
    - a. 1st Positive Test – 30 Day Loss of Privilege
    - b. 2nd Positive Test – 60 Day Loss of Privilege
  3. Co-Curricular Activities: Discipline will follow the Non-Athletic Activities above (#2) and the rules, policies and procedures in the LHS Student Handbook and provided by the adult in charge of the program.
- B. Information on a verified "positive" test will be shared on a "need to know" basis with the student's coach or sponsor. The results of all tests, "positive" or "negative," will be kept confidential to protect the identity of all students being tested.
- C. Drug testing result sheets will be returned to the Administrator. Names of students tested will not be kept in open files.

## General Information

### AHERA Notice

In accordance with the US EPA's AHERA Standard (ref: 40 CFR 763.80), all information concerning asbestos-containing material in the schools of the Lebanon Community School Corporation is available for review and copying by students, staff and guardians during normal business hours.

### Americans with Disabilities Act–Section 504

The Americans with Disabilities Act (A.D.A.) and Section 504 of the Rehabilitation Act requires the School to ensure that no individual is discriminated against on the basis of a disability. This protection applies not just to the student, but all individuals who have access to the Corporation's programs and facilities.

Students with disabilities who do not qualify for Individuals with Disabilities Education Act (IDEA) may be served within the regular education program with an accommodation plan developed by the school staff. Parents, who believe their child may have a disability that interferes substantially with the child's ability to function properly in school should contact the Student Services Department.

### Cell Phone Content and Display

(LCSC Board Policy 5136.02)

The Child Abuse/Neglect Law requires school personnel to report to law enforcement or child protective services whenever there is reason to believe that any person/student is involved with "child exploitation" or "child pornography" as defined by Indiana Criminal Statutes.

It is "child exploitation," a Class C felony under I.C. 35-42-4-4(b), for any person/student (1) to exhibit, photograph or create a digitized image of any incident that includes "sexual conduct" by a child under the age of eighteen (18); or (2) to disseminate, exhibit to another person, or offer to so disseminate or exhibit, matter that depicts or describes "sexual conduct" by a child under the age of eighteen (18).

It is "child pornography," a Class D felony under I.C. 35-42-4-4(c), for any person/student to possess a photograph, motion picture, digitized image, or any pictorial representation that depicts or describes "sexual conduct" by a child who the person knows is less than sixteen (16) years of age or who appears less than age 16.

"Sexual conduct" is defined by I.C. 35-42-4-4(a) to include sexual intercourse, exhibition of the uncovered genitals intended to satisfy or arouse the sexual desires of any person, or any fondling or touching of a child by another person or of another person by a child intended to arouse or satisfy the sexual desires of the child or other person.

The Indiana Sex Offender Registration Statute at I.C. 11-8-8-7 and the Sex Offender Registry Offense Statute at I.C. 35-42-4-11, as of May 2009, require persons convicted of or adjudicated as a juvenile delinquent for violating the Child Exploitation Statute at I.C. 35-42-4-4(b) to register as a sex offender.

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

## Criminal Gang Activity

(LCSC Board Policy 5840)

Lebanon Community School Corporation (LCSC) prohibits criminal gangs, criminal gang activity and similar destructive or illegal group behavior on all school property or school buses or at school-sponsored functions. Lebanon Community School Corporation also prohibits reprisal or retaliation against individuals who report gang activity and similar destructive or illegal group behavior or who are victims, witnesses, bystanders, or others with reliable information about an act of gang activity or illegal group behavior.

The LCSC administration and staff will work diligently to respond to all acts of criminal gang activity in a proactive and responsive manner that ensures all students are afforded the opportunity to attend school in a safe and secure environment.

Definition: Per I.C. 35-45-9-1, "Criminal Gang" means a group with at least three (3) members that specifically either:

- promotes, sponsors, or assists in; or participates in; or
- requires as a condition of membership or continued membership; the commission of a felony or an act that would be a felony if committed by an adult or the offense of battery (I.C. 35-42-2-1).

"Gang Activity" means knowing or intentional participation by a student in a criminal gang, or knowing or intentional solicitation, recruitment, enticement, or intimidation of another individual to join a criminal gang.

## Directory Information

(LCSC Board Policy 8330)

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

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

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

#### Notice of Restriction to Release Directory Information to Military Representatives

Release of Student Directory Information by the high school to recruiting representatives of the various military services and academies are required by State law. (IC 20-10.1-29-3) A parent or a student has the right to restrict the release of such information to the military recruiting representatives if the parent or student signs a written request by the end of the student's sophomore year in high school.

## Equal Education Opportunity

(LCSC Board Policy 2260)

It is the policy of this Corporation to provide an equal education opportunity for all students. Any person who believes that the school or any staff person has discriminated against a student on the basis of race, color, creed, disability, religion, gender, ancestry, national origin, limited English proficiency, place of residence within the boundaries of the Corporation, or social or economic background has the right to file a written complaint with the Lebanon Community School Corporation at 1810 N. Grant Street, Lebanon, IN 46052.

## Homeless/McKinney Vento Act

(LCSC Board Policy 5111.01)

The McKinney Vento Act which was reauthorized in January 2002 ensures educational rights and protections for children and youth experiencing homelessness. The act is a part of the Federal Legislation called No Child Left Behind. The McKinney Vento Act provides school districts guidelines to services, which are available to children that would be classified as homeless. The Lebanon Community School Corporation Administration Center will work with each school in the district and will provide a residency form to be completed twice a year by each family of the children attending and enrolling in our schools. The data collected from these forms will be used for data reporting purposes and to offer assistance when and where needed. The complete McKinney Vento Act can be found under The McKinney Vento Act Homeless Assistance (42 u.s.c.11431 et. Seq). The representative for the Lebanon Community School Corporation is Chad Martin and can be contacted at 765-428-0380 or email [martinc@leb.k12.in.us](mailto:martinc@leb.k12.in.us).

Children who are identified as meeting the Federal definition of "homeless" will be provided a free appropriate public education (FAPE) in the same manner as all other students of the School Corporation. To that end, homeless students will not be stigmatized or segregated on the basis of their status as homeless.

Homeless children and youth are defined as individuals who lack a fixed, regular, and adequate nighttime residence, and include children and youth who meet any of the following criteria:

- a. share the housing of other persons due to loss of housing, economic hardship, or similar reason
- b. live in motels, hotels, trailer parks, or camping grounds due to a lack of alternative adequate accommodations
- c. live in emergency or transitional shelters
- d. are abandoned in hospitals
- e. have a primary nighttime residence that is a public or private place not designed for, or ordinarily used as, a sleeping accommodation for human beings, or
- f. live in a car, park, public space, abandoned building substandard housing, bus or train station, or similar setting

Pursuant to the McKinney-Vento Act, an unaccompanied youth includes a homeless child or youth under the age of twenty-one (21) and not in the physical custody of a parent or guardian.

Additionally, pursuant to Federal and State law, children or youth who are experiencing homelessness also includes migratory children who are living in circumstances described in A-F above.

## Indoor Air Quality (IAQ)

(LCSC Board Policy 8405)

Director of Operations and Resources Chad Martin is Indoor Air Quality (IAQ) Coordinator for the school corporation. Contact by phone 765-482-0380 or email [martinc@leb.k12.in.us](mailto:martinc@leb.k12.in.us).

## Internet Acceptable Use

(LCSC Board Policy 7540.03)

Technology has fundamentally altered the ways in which information is accessed, communicated, and transferred in society. As a result, educators are continually adapting 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. The School Board provides Technology Resources (as defined in Bylaw 0100) to support the educational and professional needs of its students and staff. With respect to students, Corporation Technology Resources afford them the opportunity to acquire the skills and knowledge to learn effectively and live productively in a digital world. The Board 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. The Corporation's computer network and Internet system do not serve as a public access service or a public forum, and the Board imposes reasonable restrictions on its use consistent with its limited educational purpose.

The Board regulates the use of Corporation Technology Resources by principles consistent with applicable local, State, and Federal laws, the Corporation's educational mission, and articulated expectations of student conduct as delineated in the Student Code of Conduct. This policy, its related administrative guidelines and the Student Code of Conduct govern students' use of Corporation Technology Resources and students' personal communication devices when they are connected to the Corporation computer network, Internet connection, and/or online educational services/apps, or when used while the student is on Corporation-owned property or at a Corporation-sponsored activity (see Policy 5136).

Users are prohibited from engaging in actions that are illegal (such as libel, slander, vandalism, harassment, theft, plagiarism, inappropriate access, and the like) or unkind (such as personal attacks, invasion of privacy, injurious comment, and the like) when using Corporation Technology Resources. Because its Technology Resources are not unlimited, the Board also has instituted restrictions aimed at preserving these resources, such as placing limits on use of bandwidth, storage space, and printers.

Users have no right or expectation to privacy when using Corporation 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 the Corporation's computer network and/or Internet connection).

First, the Corporation may not be able to limit access technologically, through its Technology Resources, to only those services and resources that have been authorized for the purpose of instruction, study, and research related to the curriculum. Unlike in the past, when educators and community members had the opportunity to review and screen materials to assess their appropriateness for supporting and enriching the curriculum according to adopted guidelines and reasonable selection criteria (taking into account the varied instructional needs, learning styles, abilities, and developmental levels of the students who would be exposed to them), access to the Internet, because it serves as a gateway to any publicly available file server in the world, opens classrooms and students to electronic information resources that may not have been screened by educators for use by students of various ages.

The Board 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 the Corporation or connected to the Corporation computer network.

Pursuant to State and Federal law, the Board has implemented 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. At the discretion of the Board or the Superintendent, the technology protection measures may be configured to protect against access to other material considered inappropriate for students to access. The Board also utilizes software and/or hardware to monitor online

activity of students to restrict access to child pornography and other material that is obscene, objectionable, inappropriate and/or harmful to minors. The technology protection measures may not be disabled at any time that students may be using the Corporation Technology Resources if such disabling will cease to protect against access to materials that are prohibited under the Children's Internet Protection Act. Any student who attempts to disable the technology protection measures will be subject to discipline.

The Superintendent may temporarily or permanently unblock access to websites or online education services/apps containing appropriate material if access to such sites has been blocked inappropriately by the technology protection measures. The determination of whether material is appropriate or inappropriate shall be based on the content of the material and the intended use of the material, not on the protection actions of the technology protection measures.

Parents/Guardians are advised that a determined user may be able to gain access to services and/or resources on the Internet that the Board 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:

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

Staff members shall provide instruction for their students regarding the appropriate use of technology and online safety and security as specified above. 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.

Building principals are responsible for providing training so that Ed-Tech users under their supervision are knowledgeable about this policy and its accompanying guidelines. The Board expects that staff members will provide guidance and instruction to students in the appropriate use of Corporation Technology Resources. Such training shall include, but not be limited to, education concerning appropriate online behavior, including interacting with other individuals on social media and in chat rooms and cyberbullying awareness and response. Users of Corporation Technology Resources (and their parents if they are minors) are required to sign a written agreement to abide by the terms and conditions of this policy and its accompanying guidelines.

Students will be assigned a school email account that they are required to utilize for all school-related electronic communications, including those to staff members, peers, and individuals and/or organizations outside the Corporation with whom they are communicating for school-related projects and assignments. Further, as directed and authorized by their teachers, they shall use their school-assigned email account when signing up/registering for access to various online educational services, including mobile applications/apps that will be utilized by the student for educational purposes.

Students are responsible for good behavior when using Corporation Technology Resources - i.e., behavior comparable to that expected of students when they are in classrooms, in school hallways, on other school premises and at school-sponsored events. Communications on Education Technology are often public in nature. General school rules for behavior and communication apply. The Corporation does not approve any use of its Technology Resources that is not authorized by or conducted strictly in compliance with this policy and its accompanying guidelines.

Students may use Corporation Technology Resources to access or use social media only if it is done for educational purposes in accordance with their teacher's approved plan for such use.

Users who disregard this policy and its accompanying guidelines may have their use privileges suspended or revoked, and disciplinary action taken against them. Users are personally responsible and liable both civilly and criminally, for uses of Technology Resources that are not authorized by this Policy and its accompanying guidelines.

## Memorandum to Parents Regarding School Board Policy on Drug-Free Schools

In accordance with Federal Law, the School Board prohibits the use, possession, concealment, or distribution of drugs by students on school grounds, in school or school-approved vehicles, or at any school-related event. Drugs include any alcoholic beverage, anabolic steroid, dangerous controlled substance as defined by State statute or substances that could be considered a "look-a-like" controlled substance. Compliance with this policy is mandatory for all students. Any student who violates this policy will be subject to disciplinary action, in accordance with due process and as specified in the student handbooks, up to and including expulsion from school. When required by State law, the Corporation will also notify law enforcement officials.

The Corporation is concerned about any student who is a victim of alcohol or drug abuse and will facilitate the process by which s/he receives help through programs and services available in the community. Students and their parents should contact the school principal or counseling office whenever such help is needed.

## Notification of Rights Under the Protection of Pupil Rights Amendment (PPRA)

PPRA affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

Consent before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is furnished in whole or in part by a program of the U.S.

Department of Education (ED) –

1. Political affiliations or beliefs of the student or student's parent;
2. Mental or psychological problems of the student or student's family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or parents; or
8. Income, other than as required by law to determine program eligibility.

Receive notice and an opportunity to opt a student out of –

1. Any other protected information survey, regardless of funding;
2. Any non-emergency, invasive physical exam or screening required as a condition of attendance. Administered by the school or its agent, and not necessary to protect the immediate health and safety of a student except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under state law; and
3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

Inspect, upon request and before administration or use –

1. Protected information surveys of students;
2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
3. Instructional material used as part of the educational curriculum.

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under State Law.

Lebanon Community School Corporation has developed and adopted policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. LCSC will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. LCSC will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activity or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation in the specific activity or survey. LCSC will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the

planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement:

- Collection, disclosure, or use of personal information for marketing, sales, or other distribution.
- Administration of any protected information survey not funded in whole or in part by ED.
- Any non-emergency, invasive physical examination or screening as described above.

Parents who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-5920

## Notification of Rights Regarding Student Records

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 right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

Parents or eligible students who wish to ask the School to amend a record should write to the School principal, clearly identify the part of the record they want changed, and specify why it should be changed. 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 when notified of the right to a hearing.

3. The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to local school officials with legitimate educational interests. A school official is a person employed by the school district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); or a person serving on the school Board. A school official also may include a volunteer or contractor outside of the school who performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer 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 educational record in order to fulfill his or her professional responsibility.

Optional Upon request. The school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer (Note: FERPA requires a school district to make a reasonable attempt to notify the parent or student of the records request unless it states in its annual notification that it intends to forward records on request.)

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the Lebanon Community School Corporation to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:  
Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, S.W.  
Washington, DC 20202

Questions regarding FERPA rights or requested compliance therewith should be directed to the student's current building principal or the Superintendent of Schools, 1810 North Grant Street, Lebanon, Indiana 46052, telephone (765) 482-0380.

## OSHA Regulations to Restrict the Spread of HIV & HBV

We recently have been notified by the Federal government that the Corporation is subject to new regulations from the Occupational Safety and Health Administration (OSHA) to restrict the spread of hepatitis B virus (HBV) and human immunodeficiency virus (HIV) in the workplace. These regulations are designed to protect employees of the Corporation who are, or could be, exposed to blood or other contaminated bodily fluids while performing their job duties.

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

Part of the Federally-mandated procedures includes a requirement that the Corporation request the person who was bleeding to consent to be tested for HBV and HIV. This information would then be provided both to the exposed employee and the treating physician to determine proper medical treatment.

The law does not require parents or guardians to grant permission for the examination of their child's blood, but it does require the Corporation to request that consent. Although we expect that incidents of exposure will be few, we wanted to notify parents of these requirements ahead of time. That way, if the situation does develop you will understand the reason for our request and will have had an opportunity to consider it in advance. These are serious diseases, and we sincerely hope that through proper precautions and cooperation we can prevent them from spreading. If you have any questions or concerns, please contact Dr. Jon Milleman, Ed.D. Superintendent at 765-482-0380.

## Pest Control and Use of Pesticides Policy

(LCSC Board Policy 8432)

Lebanon Community School Corporation is committed to providing a safe environment for all students and staff, with a focus on minimizing exposure to pests and pesticides. Our pest control strategy combines both chemical and non-chemical methods, aiming for effective pest management while limiting potential pesticide exposure.

To ensure safety, certified pesticide applicators will only apply pesticides during non-instructional times or school breaks, when students and staff are not present. However, as part of our pest management plan and in compliance with Indiana Pesticide Notification Title 357, LCSC may occasionally use pesticides to maintain a safe environment. Parents, guardians, and staff may receive prior notification of pesticide applications made within 48 hours of instructional times by registering with the school district for advance notice. To be added to our pesticide notification registry, please register by using this [Public Link to Sign Up](#) or visit <https://www.leb.k12.in.us/> and search for Pesticide.

## Release of FERPA (Family Educational Rights and Privacy Act) Information

Where disclosure is to a state or local juvenile justice agency and relates to the ability of such agency to serve before adjudication the student whose records are being released and such agency receiving the information certifies in writing that the agency has agreed not to disclose it to a third party without the consent of the student's parent, guardian, or custodian. Such information may not be used to aid in the supervision of a delinquent child.

## Reproductive Health & Family Planning Program

(LCSC Board Policy 2414)

The School Corporation believes that provision should be made for the teaching of reproductive health, family planning, human sexuality, and the recognition, prevention, and treatment of sexually-transmitted diseases, as essential ingredients in a comprehensive school health education curriculum. As required by State law, the curriculum also shall include the teaching of abstinence.

The Corporation shall make available for inspection by the parent of a student any instructional materials, including teachers' manuals, curricular materials, films or other video materials, tapes, and other materials, used in connection with instruction on human sexuality. Before providing instruction on human sexuality, the Corporation shall comply with State law requirements to provide a written request for consent of instruction to a parent of a student or the student, if the student is an adult or an emancipated minor.

## Search and Seizure

(LCSC Board 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:

1. **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 School Corporation administrator by the use of a lock or other device.
2. **Student's Person and Possessions:** 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 shall 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. The student shall be given the option of selecting the witness from the faculty members on the school premises at the time of the search. A searched student's parent or guardian shall be notified of the search within twenty-four (24) hours if possible.

Searches, pursuant to this policy, also shall 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 shall 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.

3. **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.
4. **Metal Detectors:** To address the Corporation's duty to maintain a safe learning environment free of the potential presence of weapons, school officials, school resource officers and other school personnel trained in the usage of metal detectors are authorized to use metal detectors, either hand-held wands or walk through devices, for the purpose of determining if a person is in possession of weapons or other dangerous metal objects and/or other unauthorized objects (e.g., vape pens and other prohibited equipment/devices). When the school administration has a reasonable suspicion to believe weapons or other dangerous metal objects and/or other unauthorized objects (e.g., vape pens and other prohibited equipment/devices) are in the possession of an identified person, a search of the identified person and/or of his/her possessions shall be conducted in accordance with the requirements of this policy's provisions for searching a Student's Person or Possessions (B. above) and AG7440A - Metal Detector Search Procedures.
5. **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 of no value and seized items that may not lawfully be possessed by the owner shall be destroyed.

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

1. the information upon which the search was based
2. the time, date, location, students, or places searched, and persons present
3. a description of any item seized and its disposition
4. the time and date of notice to the parent or guardian in the case of the search of the person of a student

## Student Rights of Expression

(Indiana Code: 20-33-12-4)

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

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

Material cannot be displayed if it:

1. is obscene to minors, libelous, indecent or vulgar
2. advertises any product or service not permitted to minors by law intends to be insulting or harassing
3. intends to incite fighting or presents a likelihood of disrupting school or a school event.

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

## Use of Seclusion and Restraint with Students

(LCSC Board Policy 5630.01)

It is the policy of the Board that all students are to be treated with dignity and respect and to be free from abuse. The Board supports the promotion and training of appropriate student behavior as part of the Corporation's curriculum. It is the policy of the Board to use prevention, positive behavior intervention and support, and conflict de-escalation to eliminate or minimize the need for the use of seclusion or restraint with students. This policy applies to all students, regardless of the existence of a disability.

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LEBANON HIGH SCHOOL



**EVERYONE.  
EVERY DAY.**  
*A new best.*

