Lafayette Tecumseh Junior High School Student Handbook

2026-2027

WELCOME TO STUDENTS

Welcome to Lafayette Tecumseh Junior High School, Home of the Bronchos! This handbook has been prepared to help students get acquainted with Tecumseh Jr. High. Beyond the information presented in this handbook lies many experiences, opportunities, and friendships. Administrators, teachers, and staff are committed to upholding Tecumseh traditions and providing students with resources that support them on the journey to high school graduation.

LAFAYETTE SCHOOL CORPORATION MISSION STATEMENT

Inspire and empower all children to learn, hope, dream, appreciate, create, innovate, integrate, excel and contribute.

LAFAYETTE SCHOOL CORPORATION VISION STATEMENT

Nurture the promise of our children – toward living a meaningful life and shaping the future.

LAFAYETTE TECUMSEH JUNIOR HIGH SCHOOL MISSION STATEMENT

Lafayette Tecumseh Junior High School, in partnership with parents and the community, provides a safe, supportive, and challenging learning environment for all students. Through effective interaction, students gain knowledge and develop skills necessary to become productive, responsible citizens.

LAFAYETTE TECUMSEH JUNIOR HIGH SCHOOL VISION STATEMENT

The vision of Tecumseh Junior High School (TJHS) is to create an environment where all students and staff become the best version of themselves each and every day.

Origination of Nickname "Broncho"

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

PREFACE TO PARENTS

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

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

This handbook is designed to acquaint junior high school students and parents with practices, procedures, policies, and the organization of Tecumseh Junior High School.

What a student can expect from Lafayette Tecumseh Junior High School:

1. Highly qualified teachers, committed to students, willing and able to teach and to provide opportunities for:
   a. Intellectual, emotional, social, cultural, and moral growth;
   b. Experiencing self-worth
2. Student Services Department dedicated to helping students make sound choices that will enable them to develop their potential.
3. A comprehensive educational program designed to develop skills and interests, to broaden viewpoints, and to challenge students to achieve.
4. Equal opportunity to pursue academic and/or vocational goals; to be involved in a comprehensive extracurricular program regardless of race, sex, creed, color, or national origin.
5. Clearly defined behavioral and academic expectations whose purpose is to ensure a nurturing atmosphere for learning.
6. A well-equipped, well-maintained, and modern facility.

What Lafayette Tecumseh Junior High School expects from its student body:

1. Students who accept personal responsibility for their education (good attendance, being prepared for class, punctuality, study, independently complete school and homework, participate in class, and cooperate with staff).
2. Students who attempt to achieve growth in honesty, tolerance, mindset, sportsmanship, friendliness, and compassion.
3. Students who exhibit socially acceptable behavior and language (responsible, respectful, positive, and safe).
4. Students who are good citizens; students who exhibit respect for authority, school rules, city, state, and national laws; students who exhibit respect for fellow students, staff, and faculty members regardless of race, religion, sex, color, or national origin.
5. Students whose pride in the school is evident by their involvement in programming and by the care given to the facility to keep it neat and attractive.

Section I: Daily Operations

Administration of Lafayette School Corporation

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

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

Lafayette Tecumseh Junior High School Administrative Staff

Mr. Leo Leffert - Principal
Mr. David Barrett – Assistant Principal
Ms. Tanya Koeppen- Assistant Principal
Mrs. Julie Schmidt-Goecker- Assistant Principal
Mr. Jeremy Robinson- Athletic Director

Student Services Department

Mr. Silas Brown – Guidance Counselor
Mrs. Emily Nolan – Guidance Counselor
Mrs. Laura Wilcoxson – Guidance Counselor
Mrs. Dianna Hinesley - Nurse
Mrs. Cindy Diaz - Receptionist
Mrs. Jamie Mills - Administrative Asst. to Principal
Mrs. Grayson Hyde - Guidance Secretary
Mrs. Damonica Cahue - Student Services Secretary
Ms. Deanna Hershberger - Student Discipline Secretary
TBA- Student Success Coordinator
Ms. Kara Fenton - Youth Liaison
Mrs. Melissa Weast-Williamson - Special Education Coordinator

School Phone Numbers

Receptionist……772-4750
Attendance Line……...……....588-2222

Tecumseh Bell Schedule 2026-2027

1st Period: 7:40 - 8:25
2nd Period: 8:29 - 9:17
3rd Period: 9:21 - 10:06
4th Period: 10:10 - 10:55

(5th Period: 10:59 - 1:07)
*Lunch A: 10:59 - 11:29
Advisory: 11:31 - 12:01
~5th Period A: 12:03 - 1:07

Advisory: 10:59 – 11:29
*Lunch B: 11:31 - 12:01
~5th Period B: 12:03 - 1:07

~5th Period C: 10:59 – 12:03
*Lunch C: 12:05 - 12:35
Advisory: 12:37 - 1:07

~5th Period D: 10:59 - 12:03
Advisory: 12:05 - 12:35
*Lunch D: 12:37 - 1:07

6th Period: 1:11 - 1:56
7th Period: 2:00 - 2:45

STUDENT AND PARENT INFORMATION

Within this chapter of the handbook students and parents will find information about the daily operations at Tecumseh. In the event that something is unclear, please contact the main office.

Absences

A parent or guardian should call the school before 9:00 am each day their child is absent. If a parent or guardian is unable to call, their child must bring a note (with a reason for the absence) to the Student Services Office before school starts on the day the student returns. Alarm did not go off, missed the bus, overslept, running late, had to baby-sit are examples of unexcused absences or tardies. On a normal school day, school starts at 7:40am. If a student arrives to school after 8:00am, the student will be marked as tardy truant for every class period that he/she has missed. Students will be marked as tardy if they arrive from 7:40-8:00am. Anytime students go to the doctor/dentist/therapist/court/probation, etc., a note for the appointment must be brought to the school within six (6) school days in order for the absence to be classified as "exempt".

Accidents and Insurance

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

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

Indiana statutes do not allow school corporations to purchase medical or accident coverage for students. However, parents or guardians can be provided an opportunity to purchase accident insurance. The Board of School Trustees has approved making such insurance available. Each school has applications available for parents to purchase accident insurance if they desire. These applications will be available at the school office.

Appointments

Whenever possible, passes for appointments should be obtained before school starts in the morning.

Appointments before school

Students arriving from an appointment after 7:40am start time report to the Main Office for a pass.

Appointments During the School Day

Students needing to leave the building during the day for any reason must get a pass from the secretary in the office. Passes will not be issued without parental contact (note or phone call). When students leave for the appointment, the pass should be shown to the teacher and then taken to the secretary in the office.

Arriving by Car

Parents can access the Tecumseh parking lot from 18th street before, during, and after school hours. Students may enter the building at 7:20am.

Bicycles, Skateboards, Mopeds

Bicycles may be ridden to school and should be locked securely to the bicycle racks. MOPEDS AND MOTORCYCLES ARE NOT PERMITTED as a means of getting to and from school.

Change of Address or Phone

Any changes in address, phone number, custody, or emergency contact information should be reported to the Guidance Office as soon as possible.

Communication is essential to success at Tecumseh. Current parental contact and emergency information is key to this communication. Students and parents can report changes to contact information through one or more of the following steps:

- Update information in PowerSchool
- Contact the school office
- Contact the Student Services Dept.

Email Addresses

The Tecumseh website has a full list of the staff email addresses.

Entering the Building

The front lobby doors open at 7:20am each day. As a result, students should not be dropped off prior to 7:20am. At 7:35am, students should proceed to their classrooms.

Homework Requests

For extended absences of two or more days, homework may be requested by calling the school receptionist at (765) 772-4750 by 9:00am. Homework will be made available by 3:30pm the day of the call. Students are encouraged to make electronic requests via email or to check their classroom OneNote notebook and Canvas.

Illness or Injury

Tecumseh has a full-time nurse on staff. The nurse is located in the 200 hallway. In the event the nurse's office is closed, students should report to the Main Office. Other than emergency situations, students that become ill or are injured report to class and ask permission to see the nurse. (Refer to the Health Service Policy in the Appendix M).

Leaving School

School dismisses at 2:45pm; students should be out of the building by 2:55pm. Busses will promptly leave at 2:54pm. Students waiting for parents to pick up should wait on the benches outside of the main entrance.

Moving to Another School

The parent or guardian of a student moving to another school should notify the Guidance Office as soon as possible. Prior to withdrawal, students should return their device and all associated accessories to the Guidance Office. Student should also return all library and textbooks prior to withdrawal.

Releasing Student Records and Information

The Student Records Policy of the Lafayette School Corporation complies with the provisions of the Family Educational Rights and Privacy Act of 1974, Public Law 93-380. **(Appendix A – Family Educational Rights and Privacy Act of 1984, Public Law 93-380)**

Searches

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Policy

The principal, or another administrator designated by and acting at the direction of the principal, may conduct a search of a student's person during the school day or at a school-sponsored activity when there is reasonable suspicion to justify the search. Any individual designated to conduct such a search must be an administrator. Searches of a student's person may be limited to the following:

1. any object in the possession of the student, such as a purse, backpack, and/or
2. a "pat down" of the exterior of the students' clothing, including the search of or emptying of pockets.

If said search reveals contraband or evidence of violation of the school rules, there may be a reasonable extension of said search of the student based upon reasonable suspicion.

Searches of a student's person shall be conducted in a private location. The search shall be led by an administrator and observed by a designated adult witness. When possible, the administrator conducting the search should be of the same sex as the student. If the administrator conducting the search is of the opposite sex of the student, the witness shall be of the same sex as the student. The parent or guardian of any student searched shall be notified of the search as soon as reasonably possible.

Board Adopted: August 8, 1994
Board Revised: May 8, 2006;
April 13, 2026

Telephone

A telephone is available in the Guidance Office for student use. Students using the phone in the Guidance Office must have a pass from their current teacher and permission from the Guidance Secretary. The Guidance Secretary has the authority to deny students access to the phone if the request is not one that merits an interruption to the instructional day.

Vacations

School vacations will be observed on the following dates:

September 7	Labor Day
October 19, 20, 21, 22, 23	Fall Break
November 25, 26, 27	Thanksgiving Break
December 21 - January 1	Winter Break
January 18	Martin Luther King Jr. Day
February 15	President's Day
March 22, 23, 24, 25, 26	Spring Break
May 21	Last Day of School

Visitors

See Appendix D for corporation policy.

Volunteers

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

Section II: Attendance

Attendance Policy

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

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

IC 20-33-2 Compulsory School Attendance

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

child attends school.

It is the responsibility of the parent(s)/legal guardian(s) to inform the school of changes to their contact information. Current contact information is critical in the school's efforts to work together with families to ensure student academic success.

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

It is the responsibility of the parent(s) and/or legal guardian(s) to notify the school regarding their students' absences. The attendance line (765-588-2222) is available 24 hours a day, seven days a week. The attendance line is available in English and Spanish.

Parent(s) and/or guardian(s) should contact Student Services at any time between the hours of 7:45am and 3:45pm with questions or concerns regarding their student's attendance.

Reporting Absences

1. To report absences, parents or legal guardians need to call the school on the day of the absence before 9:00am, giving the reason for the absence. (attendance hotline (765) 588-2222) If a phone is not available, please send an explanatory note with the student when he/she returns to school. On returning to school, students should bring a note stating the reason for the absence to the Main Office. Those whose parents have called reporting the absence need not report to the office but should report directly to class. A student returning to school during the day should report to the Main Office.
2. Extended, pre-arranged absences that exceed three (3) days or occur during the final week of the semester will require a parent/guardian to complete an Extended Pre-arranged Absence Form. The student will take the form (prior to the occurrence of the absences) to all of his/her teachers to make arrangements to make up the work.
3. Appointments: Permission to arrive late or leave school during the day for medical or dental appointments will be granted by sending a note to school or calling the school office.
4. For extended illnesses of two or more days, homework may be requested by calling the school receptionist at (765) 772-4750 by 8:30am. Homework will be made available by 3:30pm the day of the call.
   a. Students will not be held responsible for making up assignments or tests on the day following an absence. Students are responsible for contacting the teacher to schedule make-up work.
   b. If assignments are not picked up as scheduled, if a student returns to school before assignments are picked up, or if assignments are not completed and returned to the teacher, this service will not be available to the student during future absences.

Special Types of Absences

5. If a student is suspended out-of-school, parents may pick-up assignments in the office twenty-four (24) hours following the suspension. The student must complete the assignments by the time he/she returns to school.
6. Students may be granted permission to go home for lunch on a regular basis only after written request is received from the parent and permission granted by the appropriate administrator.

Full Day Absences

- *It is recommended that the parent(s)/guardian(s) call the day of the absence to avoid receiving an absence verification call from the school.*
- *A call must be made within 6 school days of the absence to prevent the absence from being classified as truant.*

Partial Day Absences

- *A call to legally release a student must occur **before** the student leaves the building.*
- *Calls must be made at least two hours prior to the student's departure.*
- *Students must check in to the Main Office when returning from an appointment.*
- *In **emergency situations** where departure is unplanned, a parent(s)/guardian(s) will need to come to the Main Office to release the*

student.

Late Arrival

- *Students arriving late to school or class must report to the Student Services Office for a tardy admit before proceeding to class.*

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

PowerSchool – https://powerschool.lsc.k12.in.us/public/ PowerSchool link

School Messenger– automated call system – will notify you of your student's non-reported absence or tardy

Email – parent(s)/guardian(s) can request attendance reports be sent via email through PowerSchool

Parent Notices – written notification is provided to parents when students have accumulated 5, 7, or 10 absences

EXCESSIVE CLASS ABSENCES (UNEXCUSED OR OUT OF ASSIGNED AREA)

The following interventions and/or consequences may be used at any time to address the needs of students who have missed classroom instruction due to skipping class.

Infraction	*Potential Interventions*	*Potential Consequences*
Out of Assigned Area unexcused absences)	• *Notification of infraction to parent* • *Conference with student* • *Conference with parent* • *Referral to community support agency* • *Attendance Contract* • *Juvenile Justice Jeopardy*	• *Zeros for work missed* • *Detention* • *In School Suspension* • *Out of School Suspension* • *Restriction of privileges*

ATTENDANCE PROCEDURES

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Policy

A. Definition/Clarification of Types of Absences

Student is counted as present and not penalized:

1. Service as a page in the Indiana Legislature
2. Serving as a poll worker on election day or helper to a political party or candidate
3. Active duty with the Indiana National Guard, the United States Armed Forces, or their reserve components
4. Civil Air Patrol participation
5. Exhibiting at or participating in the Indiana State Fair or member of the student's household (up to five days, and if the student is in good academic standing)
6. Participating in a scheduled competition, exhibition, or event for educational purposes offered by the national or Indiana FFA organization or a 4-H club approved in writing by the principal (up to six days, and if the student is in good academic standing)
7. Court appearances with a subpoena

Medical – Student is counted as absent but excused

1. Personal illness with note from doctor

2. Absences due to medical or dental appointment with doctor's office note or documentation

Administrator Approved – Student is counted as absent but excused unless otherwise noted

1. School-sponsored field trips (student will be considered in attendance)

2. Sent home by the school nurse

3. College visits (no more than 2 per school year)

Family Bereavement – Student is counted as absent but excused

1. Death in the immediate family (with documentation)

2. Funeral for a member of the family – grandparents, parents, guardians, siblings, first cousins (with documentation)

Religious Observation/Event – Student is counted as absent but excused

1. Observation of a recognized religious holiday

2. Attendance at a required religious event

Family Choice Planned – Student is counted as absent but excused

1. Pre-arranged and approved by principal attendance at special family event (no more than 5 days in the school year, must be in good academic standing)

Family Choice Unplanned – Student is counted as absent but excused

1. Parent choice to keep child home due to weather - school in session (limited to 3 days per school year)

Unexcused Absences:

All absences not designated as excused shall be considered unexcused absences. All Unexcused absences will count toward the ten-day limit.

Truant:

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

• Administration will define what is considered truant in each school handbook.

For the 2026-2027 school year, a student will not be suspended or expelled solely for being a habitual truant (missing ten or more unexcused absences in a school year) or being chronically absent (missing eighteen (10%) or more days during a school year).

Excused Absences and Written Verification

Written verification must be presented for all excused absences. The written excuses must be turned into the main office upon the student's return to school. In the case of an absence due to a doctor's appointment or illness, for which the student is under the care of a physician, the student must present a signed and dated note from the physician's office to verify this absence.

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.

Vacations and Other Planned Absences (Including College Visits)

The parent or guardian should contact the school personally to arrange for such absences. Contact must be made BEFORE the absence.

Intervention Procedure

When a student has accumulated five (5) absences, the Attendance Officer or designee will send a letter to the parent or guardian. When the student has accumulated seven (7) absences, a parent conference will be requested. After a student has reached the ten-day limit, a violation will occur upon the next unexcused absence. This violation will result in a mandatory meeting of the parent and student with the Attendance Officer or designee. The Attendance Officer or designee may recommend the following:

1. Written contract as an individual intervention plan.

The recommendation of the Attendance Officer or designee will be presented to the principal for final determination.

Truancy Prevention Procedures:

The following procedures apply to students enrolled in Kindergarten through Twelfth Grades who have five (5) unexcused absences in a 10-week period:

1. The school shall, upon the student's fifth unexcused absence in the 10-week period, immediately provide a written notice to the parents.

Such written notice shall include:

A) the student is an absent student based upon having five unexcused absences within a 10-week period;

B) the parent is responsible for monitoring the school attendance of the student and ensuring the student attends school;

C) the school will be initiating truancy prevention measures in regard to the absent student;

D) the parent is required to attend an attendance conference concerning the truancy measures the school will be implementing, and such conference will be held not more than ten instructional days after the fifth unexcused absence occurred; and

E) the Superintendent or the Attendance Officer are required to report if the student is a habitual truant to juvenile court or the Department of Child Services, wherein the juvenile court may determine the student is committing a delinquent act under state law, and the parent may be prosecuted for educational neglect.

2. The school shall hold an attendance conference to discuss the student's absences and establish an attendance plan. The conference will be with the following people:

A) Principal or designee

B) A teacher of the student

C) The parent of the student

D) Parent's Representative if parent gives 48 hours' notice of the representative's attendance and the name of the representative

3. The school shall establish an attendance plan that includes

A) Wraparound services to ensure school attendance for the student.

B) A description of the behavior required and/or prohibited for the student.

C) The effective time period for the plan but not exceed 45 instructional days.

D) Disciplinary actions the school will take if the student does not comply with the plan.

E) A referral to counseling, mentoring, or other services for the student as appropriate.

F) Whether the parent is required or expected to attend the services assigned to the student.

G) The signature of the student and the parent agreeing to the plan.

TARDY PROCEDURES:

A. Definition/Clarification of Tardy

1. In order for a student to be on time for a class, he/she must be in the classroom when the bell rings. A student who is not in the classroom when the bell rings is tardy.
2. A student is tardy to school if he/she is not in class at 7:40am

B. Consequences for Tardies:

A student is tardy if they are not in their first hour class by 7:40am. Students arriving after 7:40am must report to the Student Services Office for a tardy admit. Students accumulating 3 or more tardies to any individual period during a nine-week period may receive a detention, in-school suspension, or out-of-school suspension in accordance with the frequency of tardiness coupled with their response from previous interventions during a quarter. Tardies will reset at the end of each nine-weeks.

C. Parent and Student Procedures:

1. When a student is delayed at home, his/her parents should send a note or call explaining the tardiness.
2. Students who come to school after 7:40am should report to the Student Services Office to receive a pass.
3. When students are delayed between classes by school personnel, they should obtain a regular student pass to the next class. The office staff will issue no passes.

Section III: Curriculum

Curriculum

The junior high school provides a comprehensive curriculum for students. It emphasizes instruction in essential skills and knowledge, as well as an opportunity for exploratory experiences that meet the varied needs and interests of early adolescents.

Possible Courses for Grade 7	Possible Courses for Grade 8
Language Arts 7	Language Arts 8
English as a New Language (ENL)	English as a New Language (ENL)
Math 7	Math 8
Science 7	Science 8
Social Studies 7	Social Studies 8
Language Arts Lab 7	Language Arts Lab 8
Math Lab 7	Math Lab 8
Resource 7	Resource 8
Art 7	Honors English 9*
Health	Algebra 8*
Reading	Geometry*
Gateway 7	Biology*
FACS 7	Art 8
Computer Science	Creative Dramatics
Choir 7	Gateway 8
Band 7	FACS 8
Orchestra 7	Choir 8
Pre-Algebra	Band 8
Algebra 7*	Orchestra 8
Physical Education 7 (PE 7)	Physical Education 8 (PE 8)
	American Sign Language (ASL)
	Spanish I*
	Chinese I*
	Preparing for Colleges and Careers (PCC)*
	Personal Financial Responsibility*
	Computing Foundations for a Digital Age*
**Denotes a high school credit course.*	**Denotes a high school credit course.*

Specific Classroom Expectations:

Academic achievement is important. Students should understand that homework is expected. Students are to do independent work. Students are to participate in class activities and discussion. Care of school equipment is important. Classroom teachers will communicate their specific classroom expectations. Class disruptions will not be tolerated.

Special Education

See Appendix F for corporation policy.

Excel/Challenge Program

The Lafayette School Corporation is committed to the implementation of a program for High Ability students that will develop skills and attitudes that lead to a life of learning, self-development, and service to society.

The Lafayette School Corporation High Ability Program for High Ability students is based on a consideration of the characteristics and needs of gifted youth. It addresses the concerns of students, parents, educators, and the community in its attempt to meet the needs of student's gifted in general intellectual ability, specific academic aptitude, leadership, creativity, and the visual and performing arts. The K-12 program provides for the sequential development of higher-level thinking skills, study at an appropriate pace and level, appropriate materials, opportunities for independent study and research, and appropriate activities within the school and in the community.

Individual building programs vary because of the number and needs of gifted students. Secondary programs may include Challenge (Honors) classes, Mentorships, and Individual Challenge Plans (I.C.P.).

Eligibility for placement in the High Ability Program is determined by consideration of achievement test scores, academic records, teacher recommendations, parent referral, student self-referral, and other relevant information. Parents who feel their children have need for High Ability Program services may refer their children for consideration for placement by contacting the High Ability Coordinator, Mrs. Nolan.

Digital Conversion

Every student will have access to a student 1-to-1 device for the purpose of enhancing the overall education experience. The digital conversion is intended to increase, improve, and enhance instructional opportunities for all students.

Foundational Reasonings:

- Students must be prepared for a college and/or career
- TJHS must acknowledge and embrace the current and future needs of students
- Students and staff must do more in the time that they have together
- Learning is not exclusively an 7:40am – 2:45pm activity

Guiding Principles

- TJHS believes that the digital conversion must increase, improve, and enhance instructional opportunities for all students
- TJHS believes that the digital conversion must support efficient means for teachers to deliver and collect formative assessment data
- TJHS believes that the device selected for digital conversion should have the capacity to be used for the entire school day
- TJHS believes that the device selected for digital conversion provides an optimal experience for students during state required testing
- TJHS believes that the touchscreen functionality of the device selected will increase student engagement in the content
- TJHS believes that the digital conversion process must be cognizant of the cost to parents

Digital Conversion Expectations

Tecumseh	Student	Parent
• Provide digital opportunities that increase student achievement	• Bring device to school every day • Bring device charged and ready to use	• Establish routines at home that promote daily usage and charging of the device
• Provide timely and meaningful instruction by collecting formative assessments to gauge student learning	• Complete assessments • Give each assessment your full attention • Use the assessment feedback to learn about yourself	• Monitor your student's progress in PowerSchool • Routinely discuss assessment feedback as opportunities to grow and improve
• Provide opportunities that extend student learning beyond the school day	• Use tutorials and digital resources to learn about the efficiencies of the device • Complete assignments	

	• Work within the approved websites, resources, and networks	
• Provide opportunities that promote college and career awareness	• Establish short- and long-term goals	

Assessment

A combination of formative and summative assessments is used to measure student progress and to inform instruction.

Schedule of Student Achievement Impact Assessments			
Category	**Instrument**	**Gr. 7**	**Gr. 8**
State/District Outcome	ILEARN or IAM Gr. 7 & 8	**Spring**	
	ILEARN CHECKPOINTS	3 Times Yearly	
	Common Assessments in Language Arts, Math, Science, and Social Studies	Frequency varies by content area	Frequency varies by content area

Indiana's Learning Evaluation Assessment Readiness Network

I**LEARN** measures student achievement and growth according to Indiana Academic Standards. ILEARN is the summative accountability assessment for Indiana students in grades 3-8 and assesses:

- English/Language Arts (Grades 3-8)
- Math (Grades 3-8)
- Science (Grades 4 and 6)
- Social Studies (Grade 5)

Common Assessments

Teacher created common assessments are utilized in the four core subject areas. Internally, they are referred to as the common formative assessments. They are used at varied rates to fit the curriculum. Each PLC came to consensus on the length and format of the common assessments.

Library & Media Center

An effective library serves as foundational piece of any school-wide literacy program. Tecumseh has a well-equipped library that contains a collection of over 34,000 books and materials. It is a quiet place where you may go to use reference books, magazines, and digital resources for your schoolwork and for recreation. The librarian and library assistants will be glad to help students find what they want. Students may access the library from 7:35am – 2:50 pm daily.

Before and After School

Students may come to the library before and after school hours (7:35am – 7:40am; 2:45pm – 2:50 pm) without a pass.

During School Hours

During school hours, students may come to the library with a pass during a study break or enrichment period. During the lunch period, students may come to the library except when there are classes scheduled.

Check Out Procedures

Books may be kept out for a period of two weeks. Books may be renewed for one period (two weeks). Encyclopedias (except for circulating copies), reference books, and books on reserve are not checked out. Magazines (except current copies) may be checked out for overnight use. The student is responsible for each book that they check out. **Students should not check out damaged books. If a student finds a damaged book in the library, do not check it out; he or she should immediately bring it to the Media Specialist's attention.**

All books and materials taken out must be checked out at the circulation desk. All books and materials are to be returned to the charging

desk. Library books that are lost and not paid for will be treated as unpaid book rental, and subject to the Lafayette School Corporation's collection policy. Each student will be expected to conduct him/herself in a quiet and orderly manner.

Field Trips

The Lafayette School Corporation encourages field trips when they relate to the Indiana curriculum standards and augment and enrich classroom instruction. Field trips taken on school time are typically limited to those specifically related to classroom instruction and regularly scheduled curricular or extracurricular activities. Field trips arranged as a reward for participating in contests, for general cultural betterment, etc. are planned in a manner which prevents interference with classroom activities.

TECUMSEH HOMEWORK GUIDELINES

Introduction

The following guidelines have been developed by a committee of parents, teachers, and administrators at Tecumseh and is intended to be a general guideline that will benefit students, teachers and parents at Tecumseh.

Purpose of Homework

Homework may be assigned for the purpose of preparing students for activities that will occur in a future classroom setting; reinforcing learning that has previously been taught; extending to a higher order of thinking; or promoting creativity by having students combine concepts and skills in new and different ways.

Role of Teacher

Teachers should develop a homework policy and discuss it with students and parents at the start of the school year, be specific in making/assigning individual homework assignments, and notify parents of students who fail consistently to complete homework.

Role of Student

Students should write down all homework assignments, take home all necessary material and information needed to complete assignments, and turn in all assignments when they are due. Students should immediately request work from their teachers that they have missed due to absence. Students should check their grades through PowerSchool each week during Advisory.

Role of Parent

Parents should provide a quiet study area and specific study time for homework to be done, check with children on homework assignments each day, and communicate with teachers when homework difficulties arise. Parents should check their child's grades through PowerSchool on a weekly basis.

Homework Guidelines

1. Homework should be conducive to enhance student learning and therefore used for diagnostic as well as assessment purposes.
2. Whenever possible, students should be provided with a period of directed instruction during which they may begin their assignments and receive assistance from the teacher.
3. The amount and frequency of homework should vary based on grade level, subject matter, and ability level of each student. As a general guide, homework in each class may range between 15-45 minutes daily and could include directed instruction, time spent in enrichment, and/or time spent at home.
4. When major assignments or tests overlap, students and parents should communicate with teachers.
5. If a student or parent believes that these guidelines are not being followed, they should first communicate with the teacher involved. If a problem still persists, the student's counselor or administrator should be contacted.
6. Late policies will be determined by teachers at the departmental level.

Homework Support

Homework support is offered in Homework Club Tuesday through Thursday from 2:45pm – 3:45pm.

GRADES

Grading Period

Progress Reports will be issued two times during each nine-week period. Report cards will each be issued four times during the 2026-2027 school year according to the following schedule:

1st Quarter – October 15

2nd Quarter – January 7

3rd Quarter – March 11

4th Quarter – May 27

Grading System

Each teacher will evaluate student work and assign a grade of either A, B, C, D, or F on report cards. Students and Parents will be notified in writing of the evaluation system used by each teacher at the beginning of each course.

The following is the grading scale for Lafayette Tecumseh Junior High School:

A= 90-100 (4 pts.)

B = 80-89 (3 pts.)

C = 70-79 (2 pts.)

D = 60-69 (1 pts.)

F = 59 and below (0 pts.)

Grading System for Biology 1 Honors, English 9 Honors, Geometry Honors

Each teacher will evaluate student work and assign a grade of either A, B, C, D, or F on report cards. Students and Parents will be notified in writing of the evaluation system used by each teacher at the beginning of each course.

The following is the grading scale for Lafayette Tecumseh Junior High School:

A+= 90-100 (5 pts.)

A = 80-89 (4 pts.)

B = 70-79 (3 pts.)

D = 60-69 (1 pts.)

F = 59 and below (0 pts.)

Honor Roll

Students who have a GPA of 3.0 (A=4, B=3, C=2) or above AND have no Ds or Fs will be on the honor roll for the grading period.

There are three honor rolls:

Distinguished Honor Roll = GPA greater than or equal to 3.75

High Honor Roll = GPA greater than or equal to 3.5 and less than 3.75

Regular Honor Roll = GPA greater than or equal to 3.0 and less than 3.5

SECTION IV: SUPPORT SERVICES

Getting Help

If students are having problems, Tecumseh has many people who can offer assistance. Junior High students can face challenges with grades, teachers, friends, parents, brothers and sisters, and many other things. The following staff are ready to help students work through challenges:

Teachers - Students learn and mature at individual rates. The process can often pose challenges and adjustments in thinking and behavior. Teachers are available to students for instruction and guidance.

Counselors - Counselors are specially trained to help students.

Mr. Silas Brown – Multilingual
Mrs. Emily Nolan – High Ability
Mrs. Laura Wilcoxson – McKinney Vento

Counselors can help in many areas. Tecumseh counselors help students plan and participate in the Tecumseh academic program. Counselors also support students in the many social and emotional experiences that Junior High students face. College and career readiness is also a large part of the counselor's role at Tecumseh.

Nurse - The nurse can help and advise students about health-related topics. If students have health issues or questions, they should stop by the nurse's office.

Book Rental

The Lafayette Board of School Trustees authorizes a rental and fee program for providing textbooks and related materials. Book Rental payments are typically mailed to parent the second week of September. Due dates and payment options are presented to parents in this mailing. Should assistance with Book Rental be needed, please contact the school office and they can direct to the appropriate staff. Fees will be assessed at the beginning of each school year and the administration will be empowered through school board policy to collect all fees by methods that may include a collection agency or legal action in court.

Bus Transportation

The Lafayette School Corporation operates buses to and from all schools every school day. Though buses do not pass each student's home, bus routes include all neighborhood areas within the LSC boundaries. Additional information about transportation services can be found on the LSC website.

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

Transporting items on the Bus

The following items are non-transportable objects: any item that is too large to be held on a student's lap or placed on the floor between student's legs or between the side wall of the bus and student's leg, live animals, glass objects, guns, ammunition, explosives, or dangerous materials. The following guidelines will be used in determining band and orchestra instruments that students will be allowed to carry on school buses: instruments must be able to be carried on the student's lap or rest on the floor between the student's legs or between the side wall of the bus and student's leg. Students with instruments should be assigned a seat next to the window and probably near the front for ease of boarding and exiting. Instruments will not hinder a student's ability to evacuate the bus quickly. Students and drivers need to cooperate to make this work effectively. Instruments which can safely be transported in a student's possession: saxophone, trombone, trumpet, flute/piccolo, clarinet, and violin.

Requests for Alternative Bus Routes

The following is an explanation of Lafayette School Corporation policy regarding alternatives to regular transportation routes. There will be no transfers for students who want to go home with friends or an alternate location. In the event of an emergency, a transfer can be approved in writing, signed, and dated by a school principal or the head of the LSC Transportation Department. The emergency must be in the interest of the safety of the student and limited to a time period considered "necessary". If a student wants to go home with a friend or to a place other than home, a note must be signed and dated by a parent or guardian, signed by a building administrator, and then presented to the bus driver. Parents of students needing permanent bus transportation to an alternate address, such as to a place of employment, must present a letter of request to the transportation department for their child to ride a bus to the alternate location. Bus transportation to an alternate destination is not the responsibility of the school corporation. Bus routes are established for students living in a specific area. Approval will

depend upon seating availability. A request letter will be processed for possible transportation. A written reply will be sent from the transportation office before transportation begins.

Bus Procedures:

Students riding the bus are participating in moving classrooms. Behavioral expectations at school apply to bus behavior. Bus drivers have the challenging role of promoting safe driving habits and monitoring student behavior. For this to work, students must display self-discipline and respect for drivers.

Riding the school bus is therefore a privilege**.** Behavior on the bus that potentially is dangerous to the physical safety of others may be dealt with in the following manner:

a. First Violation – warning from the bus driver
b. Second Violation – may result in a suspension up to and including five (5) days.
c. Third Violation – may result in a suspension up to and including one (1) month.
d. Fourth Violation – may result in a suspension from the bus for the remainder of the year.
e. If any violation occurs during the last month of school, the suspension may carry over through the end of the first semester of the following year.
f. If the incident is judged by the administrator to be of an especially serious nature, the student may be immediately suspended from riding the bus for a period of time.

Health Services

The Health Services program follows the State Department of Health laws and recommendations and is under the direction of the school administration, school physician, and school nurses. Tecumseh has a full-time registered nurse. The Health Services Office is open from 7:30am-3:45pm daily. If the Nurse is unavailable, students should report to the Main Office for assistance. First aid, when needed, is administered by available school personnel. If questions arise or in case of serious injury, it is the policy of the school to contact parents, if at all possible, and arrange for the student to be taken home. Further care and treatment are the responsibility of the parents. A student is never released unless permission is given by the student's parent, guardian, or other responsible adult. School authorities, school nurse, or other school personnel do not attempt to treat or diagnose cases of illness or injury. The nurse is available to counsel students and parents about health-related problems and concerns. Parents MUST let the school nurse know if students suffer from a life-threatening condition or health-related problem, such as asthma, severe allergies, seizures, etc. In case of severe injury, severe illness, or medical emergency, an ambulance will be called, and the student will be taken to the hospital. Parents MUST let the school office know about changes in addresses or phone numbers or temporary situations which may affect the school's ability to contact the parent in emergencies. Students who are ill and have a fever of over 100 degrees (F) should not attend school until the temperature has been below 100 degrees for at least 24 hours.

IMMUNIZATION REQUIREMENTS: Indiana law requires that all students in 7th and 8th grade have 5 DPT, 4 Polio, 2MMR, 3 Hepatitis B, 1 Tdap, 1 MCV4 and 2 varicella. It is the parent's responsibility to provide verified records of immunizations. Students may enroll but not attend school without documentation of required immunizations or verified medical or religious exemptions. All exemptions must be renewed every year.

Meningococcal Disease: The following information is provided in compliance with IC 20-30-5-18: Meningococcal disease is a dangerous disease that can strike children and youth. One type of meningitis is caused by bacteria called Neisseria meningitidis. Infections caused by these bacteria are serious and may lead to death. Symptoms of this infection may include a high fever, headache, stiff neck, nausea, confusion, and a rash. This disease can become severe very quickly and often leads to deafness, mental retardation, loss of arms or legs and even death. It can be spread through the air or by direct contact with saliva from another person with the disease. There is a vaccine (Menactra) that can prevent most cases of meningitis caused by these bacteria in people over age 2. Beginning with the 2010-2011 school year, one dose of Menactra will be required for students in grades 6-12. This is a legal requirement.

Medication/Medical Procedure Policy: Parents are encouraged to administer medications and/or medical procedures during non-school hours. By state law teachers and counselors are not permitted to give out any medicine, including aspirin. If a student's physician determines that a medication or medical procedure must be administered by school personnel during school hours, the school must have written doctor's instructions, a completed school parent permission form, and medication in the original pharmacy container. Nonprescription medication must be in the original container and accompanied with a school parent permission form. Anaphylaxis is a life-threatening medical emergency.

Anaphylaxis is a severe response resulting in cardiovascular collapse (shock) after ingestion or exposure to an antigen. If this occurs, immediate intervention with epinephrine injection and a 911 call is necessary. Each school health office is equipped with an EpiPen to be used to treat an unexpected anaphylactic reaction. The school nurse or trained first responder will administer the EpiPen if a student is assessed to have severe allergic reaction symptoms that are life-threatening. If an EpiPen is administered, a 911 call will be made. (The School's EpiPen is to be used for life-threatening emergencies only and does not replace a child's own prescribed medication. Students with known allergies should have an individual health care plan and keep prescribed medication at school. If your student has a known severe allergy, please inform your student's school nurse.)

J 700 Policy

ADMINISTRATION OF MEDICATION AT SCHOOL
With the exception of medications, which may be administered by a school nurse or trained first responder during a life-threatening emergency**,** no medication shall be administered to a student without the written and dated consent of the student's parent or guardian. The consent of the parent or guardian shall be valid only for the period specified on the consent form and in no case longer than the current school or program year. All nonprescription medicine to be administered to a student must be accompanied by a statement describing the medicine, the dosage, and the time for it to be administered to the student. USDA-approved topical, non-aerosol sunscreen products are exempt from this requirement. A school employee may assist in applying the sunscreen with written permission of the student's parent or guardian. A student may possess and use the above-described sunscreen product while at school and at school events.
All prescription medicine, including injectable medicine and all blood glucose tests by finger prick to be administered to a student must be accompanied by a physician's prescription, a copy of the original prescription and the pharmacy label. If the medication is to be terminated prior to the date on the prescription, the written and dated consent or withdrawal of consent of the parent or guardian is required. The written consent of the parent or guardian and the written order of the physician shall be kept on file. All prescription and non-prescription medications to be administered at school or school functions must be FDA approved.
Medication shall be administered in accordance with the parent's statement (in the case of nonprescription medicine) or the physician's order (in the case of prescription medicine) only by a school nurse or other employee(s) designated in writing by the school principal unless the medical condition requires the student to self-administer the medication. All administration of medicine shall be documented in writing. Any designated employee who is responsible for administering injectable insulin or a blood glucose test by finger prick shall receive proper training, and such training shall be documented in writing.

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

Students may possess and self-administer medication if the following conditions are met:
1. The student's parent has filed an authorization with the student's principal for the student to possess and self-administer the medication. The authorization must include the statement described in part (2). J 700 Policy
2. A physician states in writing that:

a. the student has an acute or chronic disease or medical condition for which the physician has prescribed medication.

b. the student has been instructed in how to self-administer the medication; and

c. the nature of the disease or medical condition requires emergency administration of the medication.

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

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

1. the student's parent or guardian; or

2. an individual who is:

a. at least eighteen (18) years of age; and

b. designated in writing by the student's parent to receive the medication.

Medication possessed by the school for administration during school hours or at school functions, for students in grades K-8 functions may be released to the student's parent or to an individual who is eighteen (18) years of age or older and who has been designated, in writing, by the student's parent to receive the medication may be sent home with a student in grades 9 through 12 if the student's parent or guardian provides written permission for the student to receive the medication.

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

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

Legal Reference: I.C. 20-19-2
I.C. 20-35-2-1
I.C. 34-4-1-16.5-3.5
511 IASC 7-6-7
I.C. 20-33-8-13
I.C. 20-34-3-18
I.C. 20-34-3-22
Date Adopted: August 14, 1995
Date Revised: August 13, 2001; July 11, 2005; May 12, 2008; February 2019

Illness/Injury: Students who are ill or seriously injured prior to the school day should be kept home until improved (fever free for 24 hours) or released by a physician. Please do not send ill or injured students to school to be diagnosed by school personnel. Parents are responsible for all follow-up care. Conditions usually requiring exclusion from school include:

- Temperature of 100 or more
- Severe sore throat
- Persistent cough
- Vomiting
- Severe headache
- Undiagnosed rash or skin infection
- Undiagnosed red and/or draining eye(s)
- Lice
- Scabies
- Injury making it hazardous to be in school

If a student becomes ill or is injured, they should report to class and ask permission to see the nurse. If the nurse is not on duty, the student should report to the Main Office. During the school day, if a student becomes too ill to remain in school or is seriously injured, reasonable effort will be made to contact the parents. Parents are responsible for both transportation and follow-up care. If a sudden, possibly life-threatening condition should occur, immediate safety of the student is the school's first concern. Ambulance transportation to a hospital will be arranged. Parents will be contacted as soon as possible. PLEASE BE CERTAIN THAT EMERGENCY INFORMATION IS AVAILABLE IN THE OFFICE. If the student has had a major surgery, major injury or significant communicable disease, please provide doctor's orders for precautions and activity orders upon returning to school.

Health Concerns: Parents are responsible for informing the school nurse each new school year of any medical conditions that may affect their student's functioning and welfare at school.

Accidents: All potentially serious school injuries must be reported to school personnel at the time of the injury. Any school personnel present at the time of the injury are to initiate an Accident Report and file it with the school nurse. The parent is responsible for the cost of all medical care and other services associated with the accident.

Personal Supplies: Parents and students are responsible for providing personal items.

Physical Education Exemption: Any health condition requiring an excuse from PE classes for more than a few days must be verified in writing by the student's physician. School personnel do not diagnose and do not exempt students from PE classes on a routine basis.

Cleanliness: During the school year, the school nurse may speak to students regarding cleanliness and healthy hygiene habits. Students may be checked for pestilence and skin disorders. Students are to be clean when sent to school and may be excluded under State Department of Health regulations if good hygiene is disregarded.

Hearing Screenings: Hearing screenings are given to all seventh graders, new students, and those referred. Parents are notified of any problems by the speech and hearing clinicians.

Vision Screenings: Vision screenings are given to eighth graders, new students, and those referred. The school nurse informs parents if the screening test indicates a need for medical follow-up. If a parent prefers his/her child not receive a screening test, the nurse must be notified in writing.

Religious or other Objections to Vision & Hearing Screenings: If the student has a religious or other objection to testing, the nurse must be notified in writing. All exemptions must be renewed every year.

Insurance: The school does not provide health insurance for students. Information for obtaining health insurance for children is available from the Tippecanoe Community Health Clinic or Tippecanoe County Division of Family and Children.

Lockers and Desks

Locker assignments will be assigned by administration. Locker problems should be reported to the office. To open a locker, turn the dial to the right, go past the first number once, and stop on the second number. Then turn the dial to the left. Go past the second number one time and stop on it the second time. Turn the dial to the right to the third number and lift the handle of the locker door. To lock a locker, spin the dial at least one full turn to the left.

Friendly reminders about lockers:

- Your locker combination is unique to you. Sharing your locker combinations with other students is not a good idea. The school is not responsible for items left inside lockers.
- The items in your locker belong to you. Other students should not store items in your locker.
- Lockers may only be accessed during arrival and dismissal.
- Lockers should not be set. Please use your combination each time you access your locker.

Students are not allowed to put stickers or decals on the inside of their lockers.

Equipment, such as lockers and desks, belong to the school district and are used by students as a convenience. The lockers and desks are not to be used to store items which cause, or can reasonably be foreseen to cause, interference with school purposes or education function, or which are forbidden by state law, federal law, or school rules. Students should realize that they have no expectation of privacy from school authorities as to desks and lockers that the student uses, and such equipment may be inspected or searched by school authorities when the school authorities deem it appropriate.

BREAKFAST/LUNCH PROGRAM

Lafayette School Corporation has partnered with Chartwells. This partnership provides our students with a nutritious and exciting culinary program that includes:

- Scratch cooking
- More menu options
- Nutrition education
- Healthy options
- Local purchasing
- Advanced technology resources
- You can find out more about Chartwells here: http://www.chartwellsschools.com/

School breakfast and lunch are planned following government standards as well as provide food that children will eat so they will gain the full nutritional benefit of the meal. Monthly menus are available for students and parents/guardians at www.lsc.nutrislice.com. In addition, menus are posted in the school and are available on the Food Service page of the LSC website. **Menus are subject to change if circumstances warrant it.**

Parents/guardians may send money to school in an envelope marked with the student's name. Payments should be turned into any food service cashier. The payment will be credited to the student's cafeteria account. Payments may also be made at My School Bucks. This link can be found on the LSC website under the Parents tab. The cafeteria account balance will carry over from school year to school year.

An application for free and reduced priced meals must be completed each school year unless the family receives notification that they are directly certified for free meal benefits. Applications may be submitted any time during the school year. Free and Reduced Lunch Application

Forms are available on the LSC website or in the Guidance Office. Please see your guidance counselor to learn more about the process of completing application forms.

Please refrain from removing food from the cafeteria. Students are responsible for cleaning up after themselves. All paper and left-over food should be placed in a trash can.

Policy on Charging School Lunches:

The Federal Guidelines for the Child and Nutrition Program require that notice be given to you about how the charging of school lunches must be handled. This policy applies to all students purchasing a school meal.

The guidelines for the Lafayette School Corporation require that when a child has requested a school meal without funds to pay for it, payment is expected the following day. A maximum of three (3) unpaid lunches is allowed before students are allowed the following two options. The first option is receiving a cheese sandwich (in lieu of the main item served that day), along with the normally served fruit, vegetables, and milk. This alternate serving is a qualified meal per the federal guidelines and will be charged to the child's (parent's) account. The second option is that the child may call home (from the school office) to request money or have a lunch brought from home.

Please help your child by keeping your account current and not charging additional school lunches when getting to the overdrawn level. Should you have questions about this procedure, contact the Director of Food Services for the Lafayette School Corporation at (765) 771-6145.

Cafeteria Expectations

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

- Students must pay for all items. Students who cannot account for payment will be reported to administration for disciplinary review.
- Students will use their lunch account information only. Using the account of another student will also lead to a disciplinary review.
- Food will not be eaten in the cashier line.
- To keep the serving lines moving, visiting with friends is reserved for seating.
- Students will place trash in the waste cans located throughout the cafeteria.
- Movement at lunch is encouraged. Students are asked to follow passing period conduct when going to and from the cafeteria during lunch period. This is important as classes will be in session.

Outside Food

Food delivery from parents, guardians, or third-party services are not permitted during the school day. Students may participate in the school lunch program or bring sack lunches from home.

Section V: Student Services

Guidance Counselors

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

1. **Social/Emotional Assistance Services**
    - Prevention services
    - Assessment
    - Intervention
    - Referral
2. **Academic Services**
    - Admission and orientation
    - Study skills and tutoring
    - Achievement testing
    - Advising and scheduling

3. **College/Career Services**
    - Career education
    - Career information
    - Career assessment
    - Career planning
    - Placement and follow-up

Student Success Coordinator

The Student Success Coordinator focused on ensuring that Tecumseh students have a quality experience. Services include but are not limited to the following:

1. **Social/Emotional Assistance Services**
    - Peer Conflict Counseling
    - Restorative Justice
    - Multi-Tiered Systems of Support
    - Community based services to support at-risk students
2. **Academic Services**
    - Transition support
    - Grade monitoring and mentoring
3. **College/Career Services**
    - College visits
    - Community based field experiences for students

Youth Liaison

The Youth Liaison provides Tier III support for behaviorally at-risk students. Services include but are not limited to the following:

1. **Social/Emotional Assistance Services**
    - Aggression Replacement Therapy
    - Interactive Journaling
    - Restorative Justice
    - Behavior Checks

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

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

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

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

- on school grounds immediately before or during school hours; immediately after school hours, or at any other time when the school is being used by a school group;
- off school grounds at a school activity, function, or event;

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

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

- verbal or written communications transmitted,
- physical acts committed, or
- any other behaviors committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the other student.

LSC Bullying Categories:

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

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

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

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

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

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

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

Choice Language:

- Bullying - An intentional, repeated, unwanted, intimidating behavior.
- Conflict - A disagreement or argument.
- Resolution - A decision or solution to a conflict.
- Retaliation - An action that is given in return to an offense.
- Cyber bullying - Online social cruelty using cellphones, computers, or other electronic devices to humiliate, harass, embarrass, or taunt someone with words or images. It may include social-emotional threats or threats of violence.
- Harassment - To be tormented.
- Sexual Harassment - Repeated comments or gestures of a sexual nature, or unwanted sexual contact.
- Teasing - To make fun or provoke someone.
- Hazing - To force someone to participate in unwanted tasks.
- Bystander/Witness - A person that witnesses an event or action but doesn't take part in the event or action.

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

Step 1: Student that is being bullied must identify the initiator, incident, and any witnesses.
Step 2: Appropriate school personnel will investigate and interview the person being bullied, the initiator, and all witnesses.
Step 3: Research will be done to see if there are any patterns of behavior.
Step 4: School personnel will assess the effects of the incident in correlation of safety and to ensure that no one's civil rights are being violated and determine whether or not the incident is bullying. If it is bullying, the Anti-Bullying plan will be implemented which will also consist of steps 6-9.
Step 5: School officials will determine consequences.
Step 6: In conjunction with step 6, school officials will notify the parents of the victim, the parents of the initiator, and if appropriate, Lafayette Police Department, of the incident.
Step 7: All details of the investigation and/or administrative actions will be documented in PowerSchool.
Step 8: Within thirty (30) days, school administration or their designee should conduct follow up inquiries to see if there have been any new incidents. If so, there will be further action in order to prevented repeated incidents.

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

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

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

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

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

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

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

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

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

For additional resources, please call 765-771-6000

Section VI: School Safety

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

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

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

Video Surveillance

Video cameras are used inside and outside of Tecumseh Junior High School. The data provides the administration with an additional tool to enhance safety and security of guests, students, staff, and school property. Video data is to be used exclusively by the Tecumseh administration and LSC security staff. Certain circumstances may warrant parents the administrative permission to view video surveillance. Storage of recorded data will be limited to 10 calendar days unless the situation requires longer storage according to Tecumseh administration or the LSC security staff.

Fire Drill

The State of Indiana requires that each school conduct at least one drill per month. The following rules should be observed during a drill:

1. **In the classroom:**
   a. Students leave all books and working materials where they are.
   b. Perfect order is to be observed. Please be silent.
   c. First student passes to the door and holds it open.
2. **In the Corridors and Stairways:**
   a. Pass in single file unless otherwise instructed.
   b. The first person through the corridor doors is to hold doors open until all students are through the doors.
   c. The first person through the outside doors is to hold doors open until all students are through the doors.
   d. Follow the route assigned, keep silent, walk briskly, but do not run.
3. **Outside the Building:**
   a. All groups pass to points beyond danger.
   b. KEEP PERFECT ORDER and silence while the teacher takes attendance.
   c. Sections enter in reverse order - on signal - keeping silent!

Each teacher will explain the route to take from his/her class during the first week of school.

Severe Storm Drill

The State of Indiana requires that each school conduct one severe storm drill each semester. Students should remain silent at all times in order to hear instructions. Students should remain single file during the drill when reporting to the first floor. Each teacher will explain the route to take from his/her class during the first week of school.

Drills - Evacuation

Evacuation and fire drills are held from time to time, and every room has a specific pattern of evacuation. All students and teachers should be

familiar with the pattern for any room they occupy.

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

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

Law Enforcement and Security Personnel

A School Liaison Officer from the Lafayette Police Department maintains an office at Tecumseh for the purpose of communication and coordination with the local judicial system. Additionally, off-duty police officers are hired to maintain security at the school. They swear to uphold the law at all times. As they are still police officers when they are at the school, they must make arrests as they would if they were on the street.

Quest

In order to provide coordinated services for students and families, an inter-governmental agreement was created to allow information related to attendance, discipline, and grades to be shared for students who are on court-ordered probation and truancy mediation. Information is entered and shared through the QUEST database. In addition, the principal may enter information into the QUEST database for students suspended or expelled from school or students arrested for actions related to school incidents. The QUEST database allows people permitted by the Judge of the Juvenile Court to share information intended to coordinate services for a particular individual or family. People currently designated to share information contained in the QUEST database include people representing schools, probation, Superior Court 3, the Lafayette Police Department, the Prosecutor's Office, Juvenile Alternatives, and Child Protective Services.

Section VII: Student Activities

Student Activities Program

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

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

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

The student activities program is planned:

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

Expectations for Students in School Activities

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

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

Sports, Clubs, Organizations

Extracurriculars
Lafayette Tecumseh Junior High School provides a variety of extra-curricular activities. Students need an opportunity to work in groups, practice leadership skills, develop school spirit, and explore in more detail activities they really enjoy. Students are encouraged to get involved at Tecumseh by joining a club, participating in a sport, or being a member of one of the various organizations.

A user fee is charged for each sport, and scholarships will be provided for students unable to pay. An interscholastic sports program is provided at the seventh and eighth grade levels, which consists of the following:

Fall	Winter	Spring
Cross Country	Boys' Basketball	Track
Soccer	Girls' Basketball	Boys' Golf
Volleyball	Swimming & Diving	Girls' Tennis
Girls' Golf	Wrestling	Girls' Softball
Football		Boys' Baseball
Boys' Tennis		
Gymnastics		

Athletic Eligibility: Athletic eligibility for all grades will be determined based on the Tecumseh Athletic Code. The complete code is in the Appendix.

Physical Exams: If you participate in an interscholastic sport, you must have a physical examination and submit an IHSAA Physical Form on Final Forms before you may participate in the first practice.

Intramurals: Intramural activities will be provided for you as part of your physical education program. Some activities will be extended into after school hours as student's needs and interest dictate.

Clubs, Organizations, Activities
You have an opportunity to be members of numerous clubs, organizations, and activities at Tecumseh which may include:

Academic Superbowl	Foreign Language Club
Student Council	Game Club
NJHS & SIA	Tecumseh Singers (audition required)
Jazz Band	Photography Club/Yearbook
Spell Bowl	Student Newspaper
Round-up	First Robotics-Lego League Club
TTRPG	Robotics Club
Drama Club	E-Sports
Inclusion Club	Art Club

Parties and Dances: Parties and other activities will be scheduled during the school year. They will be scheduled either immediately after school or in the evening depending on the nature of the activity.

Athletic Banquets: Athletic Banquets may be held at the end of each of the interscholastic and after school sports seasons. Students will be recognized for their participation in these sports and honored for their accomplishments.

Section VIII: Student Behavior Expectations

Tecumseh Success Traits: Expectations For Student Behavior

Broncbos have a serving HEART	Honesty	Effort	Attitude	Respect	Teamwork
All Instructional Settings	*Do your own work *Take ownership of your work *Report unsafe or harmful activities.	*Participate *Be on time (in your seat when the bells rings), prepared, and attentive. *Complete all assignments. *Keep personal space clean.	*Take pride in classroom *Be positive *Persevere -Never give up *Cooperate *Show grit -work hard even when you are frustrated	*Use appropriate language, volume, tone *Listen *Keep hands, body to self *Follow directions first time given *Respect all property. *Respect staff members and peers.	*Be kind *Encourage others *Share *Take turns *Collaborate *Help others succeed
Cafeteria	*Have integrity -Pay for what you take *Report unsafe or harmful activities.	*Clean up area *Stay in space *Know and follow cafeteria rules.	*Be kind *Be patient *Try new things	*Use good manners *Be mindful of portions and waste -eat all your food *Use appropriate volume and language *Respect boundaries *Say please and Thank you.	*Help others *Make new friends *Take pride in cleanliness. *Be pleasant. *Have concern for others.
Hallway	*Be efficient *Be where you are supposed to be *Report unsafe behavior *Take ownership for your actions.	*Do your personal best * Be efficient -walk and talk -plan your restroom breaks	*Be kind *Be purposeful -walk on the right side of the hallway	*Use appropriate volume/noise *Be aware of others *Keep hands and feet to self *Respect all peers and staff members.	*Be helpful *Take pride in your school. *Be pleasant. *Have concern for others.

Playground (K-8)	*Take ownership *Be fair *Report unsafe behavior	*Be safe *Dress appropriately for weather *Walk out to recess	*Use kind words *Have good sportsmanship	*Keep hands and feet to self *Be fair *Stop when the whistle blows.	*Allow all students to participate *Use equipment appropriately *Clean-up after yourself *Share
Broncbos have a serving HEART	**Honesty**	**Effort**	**Attitude**	**Respect**	**Teamwork**
Restroom/ Locker Room	*Be responsible *Report unsafe behavior/activity	*Be quick *Observe time limit (be quick). *Put trash in the wastebaskets. *Refrain from socializing.	*Be patient *Be kind *Take pride in cleanliness. *Be pleasant. *Have concern for others.	*Maintain personal space and privacy -phones out of sight *Respect others' privacy. *Use appropriate volume, language, and tone. *Keep floor and walls clean. *Knock on stall doors before entering.	*Have concern for others *Take pride in cleanliness.
Bus	*Take ownership *Report unsafe behavior	*Be safe *Stay in seat *Face Forward *Maintain Personal Space	*Be kind *Be polite *Cooperate with driver	*Keep hands and feet to self *Keep voices quiet *Listen	*Maintain personal space *Be helpful with cleanup and use
Special Events	*Take ownership * Have Integrity	*Be an active listener *Be responsible for self *Positive Engagement -cheer when appropriate - quiet when appropriate	*Smile *Be appreciative *Be kind	*Have appropriate audience manners -cheer when appropriate - quiet when appropriate	*Interact with presenters when expected
Athletic Events (5-12)	*Take ownership *Be loyal * Pay to attend	*Be supportive *Be responsible for self *Positive Engagement *Sit in stands during the game	*Be positive	*Have good sportsmanship *Be kind *Use appropriate volume, language, and tone.	*Cheer *Cooperate *Participate

STUDENT BEHAVIOR AND DISCIPLINARY CODE

Discipline Philosophy

The Lafayette School Corporation Board of School Trustees believes that learning takes place in an environment that is safe, caring, positive, cooperative, pleasant, and challenging. It is the policy of the Lafayette School Corporation to provide students with an environment that will enable them to focus upon learning as their major goal. In order for the expected learning environment to exist, students must conduct themselves with self-control, exhibiting respect for the rights of fellow students, teachers, administrators, and other employees. Self-discipline is the controlling behavior. Self-discipline is best defined as the control exhibited in an individual's behavior so that the civil rights and dignity of others are protected. Parental involvement, guidance, and support are necessary aspects in the development of student self-discipline.

Behavior of any student that disrupts the learning environment of others or creates conditions, which jeopardize the safety of others, will cause discipline procedures to be initiated by teachers, and/or administrative personnel. School personnel will use discipline procedures throughout the corporation in order to maintain the expected learning environment.

Lafayette School Corporation does not discriminate on the basis of race, sex, or national origin in regard to disciplinary actions against students who choose to violate school corporation rules and regulations.

Commerce

Students are not permitted to participate in any commercial activities on school property, including the sale or advertisement of products, services, or goods. This prohibition applies to all types of commerce, whether conducted in person, through digital platforms, or via any other medium, without prior written authorization from school administration.

Restorative Practice

While negative consequences can impact student behavior, it is often even more impactful to direct the student to repair the harm that they have done. Tecumseh strives to implement restorative practices alongside negative consequences and, in some cases, in lieu of negative consequences in order to repair the harm to the relationships between offenders and victims, and offenders and the community that resulted from their actions. Restorative practices allow the response to shift from strictly punishment of the offender towards a focus on positive outcomes for both parties.

Lunch Detentions

A lunch detention may be assigned when a student violates classroom or school rules. A lunch detention is assigned by an administrator but individual teachers have the ability to assign their own lunch detention as well. Students receiving lunch detention will be given prior notice. Failure to serve a teacher detention will result in a referral to an administrator.

Teacher Detentions

A teacher detention may be assigned when a student violates classroom or school rules. A teacher detention is assigned by a classroom teacher. The student will be given a 24-hour notice prior to serving the detention. Failure to serve a teacher detention will result in a referral to an administrator.

Tuesday, Wednesday & Thursday Office Detentions

Detentions may be assigned when a student violates classroom or school rules. A detention can be assigned by an administrator or teacher. The student will be given a 24-hour notice prior to serving the detention. Failure to serve a detention will result in a referral to an dministrator. Detentions are held from 2:48pm-3:45pmMonday through Thursday. Students serving a detention will be released from the cafeteria at 3:45.

In-School Suspension

In-school suspension is utilized when a student's removal from class is necessary to maintain a school climate that is conducive to student learning and safety. A student may be assigned to in-school suspension for the period or the entire day depending on the level of classroom disruption they have caused.

Out-of-School Suspension

Out-of-school suspension is utilized when a student's removal from Lafayette Tecumseh Junior High School is necessary to maintain a school environment that is conducive to student learning and safety. A student may be assigned to out-of-school suspension for up to ten days.

Possession of Tobacco/Vape

Indiana Law prohibits young adults under the age of eighteen to possess or purchase tobacco products. If a student is found in possession of tobacco the following two things may occur:

- In school suspension or out-of-school suspension for up to five days.
- Police may be notified and a ticket issued for possession of tobacco by a minor.

Off School Grounds

The school has responsibility for students while they are going to school, attending school and returning home. During these times, students who violate school rules or otherwise commit misdemeanor/felony offenses will be referred to the appropriate administrator and/or police for appropriate action. Indiana law states that a student may be expelled or suspended for engaging in unlawful activity on or off school grounds if the unlawful activity may reasonably be considered to be an interference with school purposes or an educational function.

8th Grade Graduation

The graduation ceremonies will consist of 8th grade students who currently attend Tecumseh Junior High School in-person and on a daily basis. Students who are virtual or at other alternative placements may not attend (Should your student attend Tecumseh virtually due to medical concerns, please contact the guidance office if you would like for him or her to participate). Students who are not to attend will not walk across the stage nor have a slide in the presentation. Please reach out to an administrator if you have any questions regarding this expectation.

DISCIPLINE

Recognizing that the behavior of some students may be so disruptive that it interferes with school purposes or educational functions of the school corporation, school officials may find it necessary to discipline a student. In this event and in accordance with the provisions of I.C. 20-33-8-14, administrators and staff members may take the following actions:

1. **REMOVAL FROM CLASS OR ACTIVITY - TEACHER:**

   A teacher may remove a student from his/her class or activity for a period of up to one (1) school day if the student is assigned regular or additional work to be completed in another school setting.

2. **SUSPENSION FROM SCHOOL - PRINCIPAL:**

   A school principal (or designee) may deny a student the right to attend school or take part in any school function for a period of up to ten (10) school days.

3. **EXPULSION:**

   A student may be expelled for a period no longer than the remainder of the current semester plus the following semester, with the exception of possession of a firearm, destructive device, or a deadly weapon listed under the Grounds for Suspension or Expulsion, which may result in an expulsion period of at least one calendar year. See J300 Student Discipline

GROUNDS FOR SUSPENSION OR EXPULSION:

The grounds for suspension or expulsion listed in section A. below apply when a student is:

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

A. Misconduct and/or Disobedience

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

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

   a. Occupying any school building, school grounds, or part thereof with the intent to deprive others of its use.

   b. Blocking the entrance or exits of any school building or corridor or room therein with the intent to deprive others of lawful access to or from, or use of the building, corridor, or room

   c. Setting fire to or damaging any school building or 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 to interfere with the ability of any teacher or any other person to conduct or participate in an education function.
2. Engaging in any 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 person. 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 some other person does not constitute 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 persons or property damage, regardless of whether there is a present ability to commit the act.
9. Any student who overtly or covertly participates in repeated acts or gestures, including verbal or written communications transmitted, physical acts committed, or any other behaviors committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the other student. This includes bullying and/or racial and/or sexual harassment. Bullying includes cyberbullying which takes place on or immediately adjacent to school grounds, at any school sponsored activity, or on school provided transportation or at any official school bus stop, through the use of the district's Internet system while on or off campus, through the personal use of a personal digital device on campus, or off campus activities that cause or threaten to cause a substantial disruption at school.
10. 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.
11. 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.
12. Possessing, using, transmitting, or being under the influence of any controlled substance, prescription drug, narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, intoxicant, or depressant of any kind, or any paraphernalia used in connection with the listed substances. Also prohibited is the consumption of any of the stated substances before attending school or a school function or event.

Exception to Rule 13: a student with a chronic disease or medical condition may possess and self-administer prescribed medication consistent with the provisions outlined in Lafayette School Corporation policy J700.

13. Possessing, using, 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.
14. Possessing, using, transmitting, or being affected by caffeine-based substances, substances containing phenylpropanolamine (PPA), or stimulants of any kind, be they available with or without a prescription.
15. Possessing, using, selling, transmitting, or being under the influence of any vaping device, electronic cigarette, or related product

16. Engaging in the selling of a controlled substance or engaging in a criminal law violation that constitutes a danger to other students or constitutes an interference with school purposes or an educational function.
17. Failing in several instances to comply with directions of teachers or other school personnel during any period of time when the student is properly under their supervision, where the failure constitutes an interference with school purposes or an educational function.
18. 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.
19. Falsely accusing any person of sexual harassment or violating a school rule and/or state or federal law.
20. Engaging in any activity forbidden by the laws of Indiana that constitutes an interference with school purposes or an educational function.
21. Aiding, assisting, or conspiring with another person to violate these student conduct rules and/or state or federal law.
22. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, and wrongfully obtaining test copies or scores.
23. Violating any rules that are reasonably necessary in carrying out school purposes or an educational function, including but not limited to:
    a. engaging in sexual behavior on school property;
    b. disobedience of administrative authority;
    c. willful absence or tardiness of students;
    d. engaging in speech, conduct, or behavior, including clothing, jewelry, or hairstyle, which is profane, indecent, lewd, vulgar, offensive, disruptive to school purposes, or interferes with the educational environment. This includes racial and/or sexual harassment.
24. Exhibiting or participating in any behavior related to gang membership or affiliation, recruiting or furthering the interest of gangs, or possessing, using, distributing, displaying, wearing, or selling anything deemed to be evidence of gang membership or affiliation.
25. Possessing, using, transmitting, or selling tobacco.
26. The unauthorized taking, recording, displaying, or distribution of images (including digital or AI-generated), video, or audio recordings of any student or staff member, without that individual's consent, in situations not related to a legitimate school purpose or educational function, and which results in a disruption to the educational environment.
27. Possessing or transmitting sexually related materials that include images displaying uncovered breasts, genitals, or buttocks.
28. 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 inconsistent with this rule may have their device confiscated by the school administration. Such a device will be returned to the parent/guardian.

B. Possessing a Firearm or a Destructive Device

1. No student shall possess, handle or transmit any firearm or a destructive device on school property.
2. The following devices are considered to be a firearm under this rule:
    a. Any weapon which will or is designed to or may readily be converted to expel a projectile by the action of an explosive
    b. The frame or receiver of any weapon described above
    c. Any firearm muffler or firearm silencer
    d. Any destructive device which is an explosive, incendiary, or poison gas bomb, grenade, rocket having a propellant charge of more than four ounces, missile having explosive or incendiary charge of more than one-quarter ounce, mine, or any similar device
    e. Any weapon that will, or that may readily be converted to, expel a projectile by the action of an explosive or other propellant, and that has any barrel with a bore of more than one-half inch in diameter
    f. Any combination of parts either designed or intended for use in converting any device into any destructive device in the two immediately preceding examples, and from which a destructive device may be readily assembled
    g. An antique firearm
    h. A rifle or shotgun which the owner intends to use solely for sporting, recreational, or cultural purposes

3. For the purposes of this rule, a destructive device is:
   a. An explosive, incendiary, or over pressure device that is configured as a bomb, a grenade, a rocket with a propellant charge of more than four ounces, a missile having an explosive or incendiary charge of more than one-quarter ounce, a mine, a Molotov cocktail or a device that is substantially similar to an item described above,
   b. 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 of more than one-half inch, or
   c. A combination of parts designed or intended for use in the conversion of a device into a destructive device. A destructive device is NOT a device that although originally designed for use as a weapon, is redesigned for use as a signaling, pyrotechnic, a line throwing, safety, or similar device.
4. The penalty for possession of a firearm or destructive device: suspension for up to ten (10) days and expulsion from school for at least one calendar year with the return of the student to be at the beginning of the first semester after the one-year period. The length of the expulsion may be reduced by the superintendent if the circumstances warrant such reduction.
5. The superintendent shall notify the county prosecuting attorney's office when a student is expelled under this rule.

C. POSSESSING A DEADLY WEAPON

1. No student shall possess, handle or transmit any deadly weapon on school grounds.
2. The following devices are considered to be deadly weapons as defined in I.C. 35-41-1-8:
   a. 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
   b. An animal readily capable of causing serious bodily injury and used in the commission or attempted commission of a crime.
3. The penalty for possession of a deadly weapon: up to ten (10) days suspension and expulsion from school for a period of not more than one calendar year.
4. The superintendent shall notify the county prosecuting attorney's office when a student is expelled under this rule.

D. Unlawful Activity

A student may be suspended or expelled for engaging in unlawful activity on or off school grounds if the unlawful activity may reasonably be considered to be an interference with school purposes or an educational function, or the student's removal is necessary to restore order or protect persons on school property. This includes any unlawful activity meeting the above criteria which takes place during the weekend, holidays, other school breaks, and the summer period when a student may not be attending classes or other school functions.

E. Legal Settlement

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

SUSPENSION PROCEDURES

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

1. A meeting will be held prior to the suspension of any student. At this meeting the student will be entitled to:
   a. A written or oral statement of the charges;
   b. If the student denies the charges, a summary of the evidence against the student will be presented; and,
   c. An opportunity to explain his or her conduct.
2. The meeting shall precede suspension of the student except where the nature of the misconduct requires immediate removal. In such situations, the meeting will follow the suspension as soon as reasonably possible following the date of the suspension.
3. 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.

EXPULSION PROCEDURES

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

1. The superintendent (or designee) may conduct an expulsion meeting, or may appoint one of the following persons to conduct the expulsion meeting:
   A. Legal counsel

B. A member of the administrative staff who did not expel the student and was not involved in the events giving rise to the expulsion.

2. An expulsion will not take place until the student and the student's parent or guardian are asked to appear at an expulsion meeting conducted by the superintendent or the person designated above. Failure by a student or a student's parent or guardian to appear at this meeting will be deemed a waiver of rights administratively to contest the expulsion or to appeal it to the school board.
3. The request to appear at the expulsion meeting will be in writing, delivered by certified mail or by personal delivery, and contain the reasons for the expulsion and the date, time, place, and purpose of the meeting.
4. At expulsion meeting, the principal (or designee), will present evidence to support the charges against the student. The student or parent will have the opportunity to answer the charges against the student, and to present evidence to support the student's position.
5. If an expulsion meeting is held, the person conducting the expulsion meeting will make a written summary of the evidence heard at the meeting, take any action found to be appropriate, and give notice of the action taken to the student and the student's parent.

The student or parent has the right to appeal the decision of the person conducting the expulsion meeting to the school board within ten (10) days of the receipt of notice of the action taken. The student or parent appeal to the school board must be in writing. If an appeal is properly made, the board must consider the appeal unless the board votes not to hear the appeal. If the board hears the appeal, it will consider the written summary of the expulsion meeting and the arguments of both the school administration and the student and/or the student's parent or legal guardian. The board will then take any action deemed appropriate. The Board will not hear the appeal if the appeal meets the following criteria:

A. The student has not been expelled or required to attend an alternative school.

B. The expulsion officer has found the student has engaged in prohibited conduct of the type enumerated below, unless a.) the student has denied commission of the misconduct for which the expulsion has been ordered and b.) significant new evidence favorable to the student and not available at the time of the expulsion meeting has been discovered, and is specifically described in the request for appeal:

   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 and from, or use of the building, corridor, or room.
   c. Setting fire to or substantially damaging any school building or property.
   d. Possessing, firing, displaying, or threatening use of firearms, explosives, or other weapons on school premises.
   e. Prevention of or attempting to prevent by physical act the convening or continued functioning of any school or educational function, or any lawful meeting or assembly on school property.
   f. Causing or attempting to cause substantial damage to school property, stealing or attempting to steal school property of substantial value, or repeatedly damaging or stealing school property of small value.
   g. Intentionally behaving in such a way as to endanger the safety of any person, except where self-defense or reasonable action undertaken on the reasonable belief that it was necessary to protect some other person has been raised at the expulsion meeting as a defense to finding of a violation of this provision.
   h. Threatening or intimidating any student or school employee for the purpose of, or with the intent of, obtaining money or anything of value from the student.
   i. Except for approved school purposes, knowingly possessing, handling, or transmitting a knife or any other object that can reasonably be considered a weapon, or looks like a weapon.
   j. Knowingly possessing, using, transmitting, or being under the influence of any controlled substance, prescription drug, narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, intoxicant or depressant of any kind, or any paraphernalia used in connection with the listed substances. Proper medical use of a prescription or non-prescription drug is not a violation of this subdivision.
   k. Engaging in the selling of a controlled substance or engaging in a criminal law violation that constitutes a danger to other students or constitutes an interference with school purposes or an education function.
   l. Possessing, using, transmitting, or selling tobacco.

C. The student has admitted the rule violation for which expulsion has been ordered, unless the appeal is limited to a challenge to the imposition of expulsion or the length of the expulsion imposed.

D. The length of the expulsion imposed is less than one semester or is the remainder of the current semester.

The Board may also make exceptions to these criteria if the Board deems it necessary out of fairness considerations or an extraordinary circumstance.

Legal Reference: 20 U.S.C. 8001, 20 U.S. C. 8002, I.C. 20-8.1-5.1-1 et esq, I.C. 35-47.5-2-4, I.C. 35-41-1-8, I.C. 35-47-1-5, I.C. 20-

Personal Electronic Device Discipline

The school designates lockers as the only allowable secure location for personal electronic device storage. Lockers may only be accessed during arrival and dismissal. (See Corporation Policy J306)

OFFENSE	CONSEQUENCE
1st Offense	Parent/Guardian Pickup & Signature Required
2nd Offense	1 Day Out-of-School Suspension (OSS) & Parent/Guardian Pickup & Signature Required
3rd Offense	3 Days Out-of-School Suspension (OSS) & Parent/Guardian Pickup & Signature Required
4th Offense	5 Days Out-of-School Suspension (OSS), Mandatory Parent Meeting, & Parent/Guardian Pickup & Signature Required
5th Offense	Suspend Pending Expulsion & Parent/Guardian Pickup & Signature Required

Section IX: Dress Expectations

DRESS & GROOMING

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

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

Students Must Wear*, while following the basic principle of section above:

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

Allowable Dress & Grooming

- Clothing must cover undergarments, waistbands, and bra straps.
- Fabric covering all private parts must not be see through.
- While in the classroom, hats and other headwear must allow the face and ears to be visible and not interfere with the line of sight to any staff member or student.
- Clothing must be suitable for all scheduled classroom activities including physical education, lab settings, and other activities where unique hazards exist.
- Specialized courses may require specialized attire, such as sports uniforms, athletic shoes, or safety gear. Courses that include attire as part of the curriculum (for example, professionalism, public speaking, and job readiness) may include assignment-specific dress, but should not focus on covering bodies in a particular way or promoting culturally-specific attire.

Non-Allowable Dress & Grooming

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

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

Appendices

Appendix A – Family Educational Rights and Privacy Act of 1984, Public Law 93-380
Appendix B – LSC policy J480 – Drug Free Policy
Appendix C – Electronic Information Source Policy I609
Appendix D – Visitors to Schools K122
Appendix E – Student Lockers and Student Personal Possessions
Appendix F – Special Education
Appendix G – General Education Intervention
Appendix H – Section 504 of the Rehabilitation Act of 1973
Appendix I – McKinney Vento Homeless Student Statement of Rights
Appendix J – Notice of Intent to Comply with Title IX
Appendix K – Athletic Code of Conduct
Appendix L – Student/Athlete Concussion Action Plan, Dissemination and Training
Appendix M – LSC Policy J700 – Administration of Medication at School
Appendix N – Electronic Communication Devices

Appendix A – Family Educational Rights and Privacy Act of 1984, Public Law 93-380

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

In broad outline, this policy provides for the following:

1. The Act concerns the student records of both elementary and secondary schools.
2. The parent's right under this Act extends until the student is 18 years of age, or is enrolled in a post-high school institution; hereafter, only the student may exercise the rights.
3. Parents have a right to examine their children's records at reasonable times and, in certain circumstances, in accordance with school policy to purchase a copy of such records.
4. The parent has a right to have a record corrected if it is inaccurate, misleading, or is otherwise in violation of the privacy or other rights of students.
5. If, as a result of a hearing, the school decides that the information in the record is not inaccurate, misleading, or otherwise in violation of the privacy or other rights of the student parents have the right to place in the education records of their child a statement commenting upon the information in the education records and/or setting forth any reasons for disagreeing with the decision of the school to leave the

contested information in the students record.

6. A record must be kept with each student record showing who examined it, the date on which it was examined, and the purpose of the examination. School officials of this district who have a legitimate education interest in the student are exempted from this requirement by the Act.
7. Certain persons may examine student records without a parent's consent. These include school officials, including teachers who have legitimate education interest; officials of other schools or school systems where a transfer is made; and certain representatives of the state and federal government with various limitations.
8. Any person may receive the records, if the parents execute a written consent specifying the records to be released, the reasons for such release, and the person to whom they are to be released. A copy will be sent to the parents in such case if requested. The parent may also request and receive a copy of any student record forwarded to another school or school system with a transfer.
9. A copy may also be furnished pursuant to a court order or subpoena, but only if the parents are given advance notice.
10. Certain directory information including the students name, address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, weight, and height of members of athletic teams, dates of attendance, awards received, and other similar information may be released without parental consent unless the parent notifies the school district in accordance with the Students Records Policy that they do not want certain designated directory information released without prior consent.

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

<u>Appendix B</u> – LSC policy J480 – Drug Free Policy

I. THE POLICY

A. It is the policy of the Lafayette School Corporation to maintain a learning and working environment that is free of illicit drugs, alcohol, marijuana and controlled substances.

B. It shall be a violation of this policy for any student of the Lafayette School Corporation to consume, possess, offer, provide, transmit, administer, or be under the influence of an illicit drug, alcohol, marijuana, controlled substance, a prescription drug (except as authorized in a prescription by a licensed health care provider and in accordance with policy J700)' inhalant, solvent, or other volatile substances, or combination of volatile substances, contrary to safety instructions provided on the product's labeling, or the direction of school personnel, or to abuse an over-the-counter-medication while under the jurisdiction of the Lafayette School Corporation.

C. It shall be a violation for a student to possess a raw material, an instrument, a device, or other object that the student intends to use for:

1. Introducing into the person's body a controlled substance;
2. Testing the strength, effectiveness, or purity of a controlled substance; or
3. Enhancing the effect of a controlled substance.

D. For any student participating in extra-curricular, co-curricular, or leadership activities, there is a higher expectation regarding the use of the substances described in section I.B. This higher expectation applies to conduct on or off school grounds, beyond the normal school day, and beyond the normal school year.

II. DEFINITIONS/EXPECTATIONS

A. A controlled substance is defined as set out in the Indiana Criminal Code (I.C. 35-48-1-9) and includes but is not limited to narcotic drugs, hallucinogenic drugs, amphetamines, barbiturates, marijuana, inhalants, or intoxicants of any kind. In this policy, any substance represented to be or thought by the intended recipient to be an illicit or prescription drug is considered to be a controlled substance.

B. The Lafayette School Corporation's jurisdiction is defined as:

1. On school grounds, including facilities where school programs are conducted, at any time;
2. Off school grounds at a school activity, function, or event; and
3. Traveling to or from school or a school activity, function, or event; and
4. On or off school grounds, beyond the normal school day, and beyond the normal school year for students participating in extra-curricular, co-curricular, or leadership activities.

C. Abuse of an over-the-counter medication is defined as the consumption of a dosage of medication in excess of the recommended maximum dosage listed on the original container.

D. Extracurricular participation is defined as the participation of a student who represents any school in the Lafayette School Corporation in any of the following circumstances: athletics, school organizations which function during non-instructional time, co-curricular activities that perform or have activities that take place outside of the normal school day or school year, or positions of leadership/role model (defined as, but not limited to, student government officers and class officers). When a student participates in any of these activities, the student accepts and assumes a special responsibility to conduct himself/herself in an exemplary manner. S/he must abide by the higher conduct described in Section I.D. and set forth in Appendix D.

E. In addition to the higher expectations cited in the sections I.D., II.D., and III. C., students choosing to participate in an extra-curricular, co-curricular, or leadership activity are expected to comply with any rule or rules that the coach, teacher, director, or sponsor of the activity may deem necessary for the success of his/her extra-curricular, co-curricular, or leadership activity. These rules shall be provided in writing.

F. The Letter of Participation (J480 –Appendix D) shall be signed by all students who participate in any extra-curricular, co-curricular, or leadership activity in the Lafayette School Corporation.

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

A. Any person who alleges violation of the drug policy by any student in the Lafayette School Corporation may use the reporting procedure explained below in Section III. C. or may complain directly to her/his immediate supervisor or building principal. Filing of a valid complaint or otherwise reporting violations of the drug free policy will not reflect upon the said complainant's status, nor will it affect future grades or work assignments.

B. The right of confidentiality, both of the complainant and of the accused, will be respected consistent with the school corporation's legal obligations and the necessity to investigate allegations of misconduct and to take corrective action when this conduct has occurred.

C. All allegations of violations of the drug free policy shall be handled in the following manner:

1. Any and all reports of the violation shall be investigated by the building principal, supervisor, superintendent, or designee;
2. Reports must be in writing on forms supplied by the Corporation. The person making the report must sign the report. The name of the person making the report will remain confidential unless there is a written waiver of this confidentiality or as required by law;
3. Reports must name the person/s charged with the violation if known and state the facts;
4. Reports must be presented to the building principal where the student attends. The building principal shall inform the superintendent or his/her designee of all filed reports;
5. The building principal who receives a report shall investigate the alleged violation within ten (10) days or as soon as practical;
6. The report and the results of the investigation will be presented to the superintendent or his/her designee within ten (10) days of the completed investigation or within a reasonable period of time;
7. The superintendent or designee will take appropriate action consistent with due process; and
8. The complainant shall not be subjected to any adverse treatment for having made a valid complaint of a violation of the drug-free policy.

IV. SANCTIONS FOR MISCONDUCT

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

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

V. FALSE REPORTING

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

VI. NOTIFICATION OF THIS POLICY

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

Appendix C – Electronic Information Source Policy I609

It is the policy of the Lafayette School Corporation to provide access to electronic information sources to all schools within the financial resources of the Lafayette School Corporation. The Lafayette School Corporation views electronic information sources as extensions of school libraries, opening up vast, diverse, and unique resources to extend and enhance the learning process.

It is recognized that a small percentage of the material available in this format may not be considered to be of educational value within the context of the school setting. However, on a network where people from around the globe are adding material continuously, it is impossible to ensure that a user will not encounter controversial material. It is believed that the information and interaction available outweigh the potential that users may encounter material that is inconsistent with the educational goals of the Lafayette School Corporation.

Therefore, prior to using electronic information sources, each user must have a signed Electronic Information Source Use Agreement on the file in the school. Student agreements must contain the signature of the student, and, if the student is under the age of 18, the signature of the parent or guardian.

ELECTRONIC INFORMATION SOURCE AGREEMENT

Access to electronic information is now available to students and taff in the Lafayette School Corporation. It is believed that electronic information sources are extensions of the school library, opening up vast, diverse, and unique resources to extend and enhance the learning process. The goal in providing this service is to continue to promote educational excellence through resource sharing and communication.

The Internet/Intranet (network) is made up of hundreds of thousands of computers throughout the world, and millions of individuals who publish, discuss, and collaborate on the full range of imaginable topics. Some of the multitude of resources available to students and teachers include:

1. Unified Communication (UC)- the ability to communicate with people around the world.
2. Libraries - access to many university library catalogs, the Library of Congress, and ERIC.
3. Software that has been approved by the district.
4. Data Management Systems – the ability to input grades by teachers, view grades and standardized test scores by students and parents, view schedules etc.

The District expects that teachers will blend thoughtful use of the network throughout the curriculum and will provide guidance and instruction to students in its use. As much as possible, access from school to Internet resources should be structured in ways that point students to resources evaluated prior to use.

With access to computers and people throughout the world comes the availability of material that may not be considered to be of educational value within the context of the school setting. On a network where people from around the globe are adding material continuously, it is impossible to ensure that a user will not encounter controversial material. Users bear the same responsibility with information on the Internet as they do with any other information source, such as television, telephones, radio, movies, and other possibly offensive media. The information and interaction available outweigh the potential that users may encounter material that is inconsistent with the educational goals of the Lafayette School Corporation. To this end security systems are in place to protect students and staff to the extent possible from accessing material that is not of educational value.

Electronic information is provided through a complex association of governmental agencies, regional and state networks. The operation of the network relies on the proper conduct of the user, who must adhere to strict guidelines. The guidelines are provided here so students and parents are aware of the responsibilities assumed. This means using the network resources efficiently, legally, and ethically. If a Lafayette School Corporation student user violates any of these provisions, he/she may face disciplinary consequences determined by building level administration. If a Lafayette School Corporation staff user violates any of these provisions a consequence ranging from verbal reprimand to dismissal may result.

The Electronic Information Source Agreement is to be completed annually during registration. Acceptance of this document is legally binding and indicates the party who accepted has read the terms and conditions carefully and understands its significance.

Terms and Conditions

I. Acceptable Use - The purpose of Lafayette School Corporation providing Internet access is to support research and education by providing access to unique resources and opportunity for collaborative work. The use of the account MUST be in support of education and/or research and be consistent with the educational objectives of the Lafayette School Corporation. The following uses of school-provided Internet access are NOT permitted: (This list is not all inclusive).

A. To access, upload, download, or distribute pornographic, obscene, or sexually explicit material;

B. To transmit obscene, abusive, sexually explicit, or threatening language;

C. To violate any local, state, or federal statute;

D. To vandalize, damage, or disable the property of another individual or organization;

E. To access another individual's materials, information, or files without permission; and,

F. To violate copyright or otherwise use the intellectual property of another individual or organization without permission.

G. To access sites protected from use by security systems including but not exclusive of social networking sites and pornography sites.

H. To utilize proxy servers or web sites to circumvent security systems with the intent on reaching web sites deemed inappropriate to the educational environment including pornography sites and social networking sites.

I. To gain access to data management systems when access is not granted via appropriate usernames and passwords.

J. To utilize usernames and passwords issued to others.

II. Privileges - The use of electronic information and data management systems

is a privilege, not a right. Access entails responsibility. Inappropriate use will result in cancellation of privileges. The network administrators may close an account at any time, and will deem what is inappropriate use. Their decision is subject only to review by the administrator or designated certified personnel of the Lafayette School Corporation. The administration, faculty, and staff of the Lafayette School Corporation may request the network administrator to deny, revoke, or suspend specific user accounts. Additional disciplinary action may be determined at the building level in keeping with existing procedures and practices regarding inappropriate language or behavior. When and where applicable, law enforcement agencies may be involved.

III. Network Etiquette - Users are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:

A. Politeness. Do not threaten or become abusive in messages to others.

B. Appropriate language. Do not swear, use vulgarities or any other inappropriate language.

C. Personal addresses or telephone numbers should not be revealed, including one's own, friends, family, or colleagues.

D. Usernames or passwords shall not be shared with others.

E. E-mail is not guaranteed to be private. Electronic messages and files stored on school-based computers may be reviewed. Administrators and faculty may review files and messages to maintain system integrity and ensure that users are acting responsibly.

F. Do not respond to unsolicited Email. If you receive offensive unsolicited Email, notify your network/building

administrator immediately.

G. When using social media, students should not post personal information on-line, engage in threatening behavior towards others or engage in any activities or behaviors that constitute cyberbullying.

H. If a student believes they have been a victim of cyberbullying they should report the offensive content, threat or behavior to the school administration immediately and when possible provide supporting documentation of the cyberbullying that occurred.

IV. The Lafayette School Corporation makes no warranties of any kind, whether expressed or implied, for the service it is providing.

A. The Lafayette School Corporation will not be responsible for any damages suffered by the user. This includes loss of data resulting from delays, nondeliveries, misdeliveries, or service interruptions regardless of cause, or user errors or omissions.

B. Use of any information obtained via these resources is at the user's risk. The Lafayette School Corporation specifically denies any responsibility for the accuracy or the quality of information obtained through its service

V. Security - Security is very important, especially when many users are involved. The Lafayette School Corporation takes security issues very seriously.

A. If an electronic information or data management systems security problem has been identified, a network administratormust be notified. Problems must not be demonstrated to other users.

B. Another person's account, including usernames and passwords shall not be used

C. Attempts to logon to any system as a network administrator will result in cancellation of user privileges.

D. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to electronic information sources and data management systems.

VI. Vandalism - Vandalism will result in cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy the information of another user or any of the agencies or networks connected to the Internet. This includes, but is not limited to, the uploading or sending of computer viruses.

VII. It should be understood that a student who violates the agreement and has access denied to electronic information and data management systems may put themselves at risk of earning the type of diploma they desire. Many courses are constructed with great reliance on electronic information use and/or data management systems use. A student who has lost these privileges may be denied enrollment into certain courses.

Appendix D – VISITORS TO SCHOOL BUILDINGS K122

The Board of Trustees welcomes the active interest of parents and citizens in their public schools and invites the community to visit at any time. Individual school board members will be considered visitors unless they are on board-directed business when visiting a school building. However, since schools are a place of work and learning, certain limits must be set to visits. The building principal is responsible for all persons in the building and on the grounds. For these reasons, the following applies to visitors to the school:

1. A visitor is defined as anyone who is not a regular staff member or student of a particular school.
2. Any visitor shall inform the principal's office of his/her presence upon arrival at the school.
3. Parents or citizens who desire to observe a particular classroom while school is in session shall obtain approval for such visits in advance from the principal, assistant principal, or central office administrator. In the event the principal is not available, the principal shall designate an assistant principal to determine the approval for such visits. Before approving any visit the principal or the designated assistant principal shall confer with the teacher whose class is to be visited not less than 24 hours before the requested visit, to determine whether and when a visit may be appropriate, the length of the visit, and any other issues or concerns the teacher may have. Time limitations may be established so that class disruptions and distractions may be kept to a minimum. No person may disrupt, disturb, or interfere with the teaching of any class of students or any other activity conducted in a school building or upon the campus or grounds at any time. No visitor shall be allowed to videotape or record students in the classroom without the prior consent of the principal, as it may violate the privacy rights of students unrelated to the visitor.
4. Teachers who arrange visitors to their classroom or school shall inform the principal's office of such visitations.
5. Teachers shall not take instructional time to discuss class events, procedures, or individual matters with visitors. It is recommended that a separate time be arranged with the teacher to discuss the visitor's classroom observations.
6. No person on district property may assault, strike, threaten, menace, or use improper, indecent, or obscene language toward a teacher, instructor, other district employees, or students at any time.

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

This policy applies to all Lafayette School properties.

Board Adopted: August 8, 1994

Board Revised: November 11, 2002;

Appendix E – Student Lockers and Student Personal Possessions

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

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

The school corporation also reserves the right to inspect personal property of the students, including coats, jackets, backpacks, purses, and bags or other personally carried items by non-bite dogs through dog sniffs. Based upon reasonable suspicion, probable cause or consent, the school corporation may then search the personal property of students. These inspections and potential searches shall occur by students being required to place their coats, jackets, backpacks, purses, and bags, or other personally carried items wherein said items will be placed in a hallway and the students will then remain in or return to classrooms. All students are advised that under these circumstances the students shall have no expectation of privacy of the contents of said coats, jackets, backpacks, purses, and bags or other personally carried items.

At the direction of the Superintendent, or his designee, the Administration may make use of dogs, law enforcement officials, or other appropriate technology to inspect school premises, including school lockers**,** and students' coats, jackets, backpacks, purses, and bags or other personally carried items.

Legal Reference: 20-33-8-32

Date Adopted: February 28, 1994

Revised: June 11, 2007**; April 13, 2010**

Appendix F – Special Education

The Individuals with Disabilities Education Act (IDEA) ensures that eligible students with disabilities receive a Free Appropriate Public Education (FAPE) designed to meet their unique needs. In Indiana, special education services are governed by Indiana Article 7, which outlines the procedures schools must follow to identify, evaluate, and serve students with disabilities.
School staff work collaboratively to support students with disabilities and provide specially designed instruction when needed. Staff responsible for providing or supervising special education services are knowledgeable about the general education curriculum and the individual learning needs of students with disabilities.
Referral and Evaluation
A student may be referred for an evaluation if there is reason to believe the student may have a disability that affects educational performance. A referral may be initiated by a parent or by school personnel. Parents who wish to request an evaluation should contact their child's teacher, counselor, or school administrator. Before an evaluation is conducted, the school will provide prior written notice to parents and obtain parental consent for the evaluation. A multidisciplinary team will conduct a comprehensive evaluation to determine whether the student meets eligibility criteria under Article 7.
A medical diagnosis alone does not automatically qualify a student for special education services. The evaluation team must determine both that:

- The student meets eligibility criteria under Article 7, and
- The student requires specially designed instruction in order to access and make progress in the educational program.

Students may be found eligible for services under one or more disability categories identified in Article 7, including:

- Autism Spectrum Disorder
- Blind or Low Vision
- Deaf-Blind
- Deaf or Hard of Hearing
- Developmental Delay (through age 7)

- Emotional Disability
- Intellectual Disability
- Multiple Disabilities
- Orthopedic Impairment
- Other Health Impairment
- Specific Learning Disability
- Speech or Language Impairment
- Traumatic Brain Injury

Individualized Education Program (IEP)

If a student is determined eligible and requires specially designed instruction, a Case Conference Committee (CCC) will meet to develop an Individualized Education Program (IEP). The CCC includes parents/guardians, teachers and school staff, and other professionals knowledgeable about the student's needs. The IEP outlines the student's educational goals, services and supports, accommodations or modifications, and/or related services necessary for the student to benefit from special education.

Parents are important members of the Case Conference Committee and are encouraged to actively participate in the development, review, and revision of their child's Individualized Education Program.

Students with disabilities are educated in the Least Restrictive Environment (LRE), meaning they are educated with nondisabled peers to the maximum extent appropriate. The Case Conference Committee determines services and placement based on the individual needs of the student.

Child Find

In accordance with IDEA and Article 7, the school corporation participates in Child Find, an ongoing process used to identify, locate, and evaluate children with disabilities who may need special education services. This responsibility applies to children ages 3 through 21 residing within the district, including students who attend private schools, are homeschooled, or are highly mobile or homeless. Parents who believe their child may have a disability that impacts learning are encouraged to contact their child's school to discuss concerns and possible evaluation.

Procedural Safeguards

Parents of students with disabilities have specific rights and protections under IDEA and Article 7. These rights, known as procedural safeguards, include the right to:

- Participate in educational meetings
- Review educational records
- Receive prior written notice regarding school decisions
- Provide or refuse consent for evaluations and services
- Access dispute resolution options if disagreements arise

A copy of the Notice of Procedural Safeguards is provided to parents at key points during the special education process and is available upon request from the school.

For information related to discipline of students with disabilities in Lafayette School Corporation please see Board Policy J301.

Questions

Questions regarding special education services, evaluations, or Child Find responsibilities may be directed to the school corporation's Director of Special Education. Parents may also contact their child's school administrator with questions about the special education process.

Appendix G – General Education Intervention

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

Procedures:

1. A student study may be initiated by a parent, a teacher, a specialist or an administrator who is concerned about the educational progress of a student. The referring agent will obtain the "Request for Student Study" form from the building principal or his designee.

   This form will include a checklist of criteria behavior.
2. The general education intervention procedure shall not preclude or delay an educational evaluation if:
   a. The nature and severity of the student's learning problems, or suspected or known disability, are such that general education intervention is considered to be of no benefit; or

b. The parent has requested an educational evaluation and does not elect to withdraw or delay that request.

3. The date the "Request for Student Study" form is complete and received by the principal or his designee begins a twenty instructional day period during which the following will occur:
   a. The building principal/designee will convene a building based team which includes the student's general education teacher.
   b. The building based team will review the "Request for Student Study" and determine whether interventions in the general classroom are appropriate to pursue. If so, the checklist will be used to generate appropriate intervention strategies.
   c. If general education interventions are not appropriate, the team determines whether an Article 7 referral or a Section 504 referral should be initiated.
4. School personnel are not required to notify a student's parent that generalized observation of the student in the course of the student's daily school activities prior to or during the implementation of general education intervention procedures by school personnel may or will occur.
5. The design of the general education intervention strategies will include specific timelines for implementation in the classroom and the review of the results of those strategies. At the end of the specified period of time, if the interventions have not produced a desirable change in the student's educational progress, one of the following will occur:
   a. The intervention will be redesigned, implemented for another specified period, and documented.
   b. The parent will be asked to consent to an Article 7 or Section 504 education evaluation.
6. The building principal/designee will send the parent the "Parent Notification of General Education Intervention Plan". This form letter will include the following:
   a. The types of intervention to be used and the reasons for the interventions.
   b. The timelines established for implementation and review of the interventions.
   c. The parent's right to meet with the persons involved in the interventions.
   d. The parent's right to initiate a formal request for an educational evaluation.
7. All forms and checklists become part of the student's educational record and, as such, can be released and/or accessed by the parent.

Appendix H – Section 504 of the Rehabilitation Act of 1973

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

1. LSC assures students, parents, employees, applicants for employment, and patrons that it will not discriminate against any individual.

2. For questions pertaining to Section 504 compliance, please contact your student's building administrator.

3. Parents are provided procedural safeguards, which are included in the "Notice of Disabled or Who Are Believed To Be Disabled."

4. An impartial due process hearing and review (appeal) are provided upon request. Procedures are detailed in the "Notice of Parent/Student Rights In Identification, Evaluation, and Placement of Individuals Who Are Disabled or Who Are Believed To Be Disabled."

5. Notice to students, parents, employees, and general public of non-discrimination assurances and parent/student rights in identification, evaluation, and placement will be disseminated annually in the following manner:

   a) Public service announcement in local newspapers;
   b) Announcement in local school systems; and,
   c) Posted notice in each public school building.

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

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

   a) An alleged grievance under Section 504 must be filed in writing fully setting out the circumstances giving rise to such grievance.

b) Such claims must be made in writing and filed with your student's building administrator.

c) A hearing will be conducted according to the procedures outlined in the regulations implementing the Family Educational Rights and Privacy Act (FERPA).

d) The Section 504 Coordinator will appoint a hearing officer who will conduct the hearing within a reasonable time after the request was received.

e) The Section 504 Coordinator shall give the parent, student, employee, applicant, or patron reasonable advance notice of the date, time, and place of the hearing.

f) The hearing may be conducted by any individual, including an official of the local school district, who does not have a direct interest in the outcome of the hearing.

g) The local school district shall give the parent, student, employee, applicant, or patron full and fair opportunity to present evidence relevant to the issues raised. The grievant may, at their own expense, be assisted or represented by individuals of his or her choice, including an attorney.

h) The local school district shall make its decision in writing within fifteen (15) days after the hearing.

i) The decision must be based solely on the evidence presented at the hearing and shall include a summary of the evidence and reasons for the decision.

7. LSC will conduct an extensive annual "Child Find" campaign with the goal to locate and identify all Section 504 qualified individuals with disabilities (ages 0 to 21) who reside within the participating school districts.

8. LSC will inform all individuals with disabilities and their parents or guardians of the district's responsibilities and procedural safeguards under Section 504, as well as those under Indiana Article 7-- Special Education Regulations and the Individuals with Disabilities Education Act (IDEA) of 1997.

9. LSC will seek to identify individuals with disabilities in our community that wish to receive access to our facilities, activities, programs, and services.

10. LSC will notify the community of our responsibilities according to the Americans with Disabilities Act (ADA) with regard to recruitment, advertisement, application, and employment.

Appendix I – McKinney Vento Homeless Student Statement of Rights

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

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

- **The right to enroll immediately, even if you don't have all the required paperwork.** Schools normally require parents to have birth certificates, proof of residency, school records, and medical records with them when they enroll their children. If you are experiencing one of the housing situations covered by the McKinney-Vento Act, then you can enroll your children without these documents, although you may need to get some of them later.

- **The right to school placement at the school in their best interest.** Your children may go to the school they attended when they were permanently housed, also called their school of origin, even if you are not staying in that district. Alternatively, your children may attend the school where you are temporarily staying. This right lasts the entire duration of your homelessness or until the end of the school year after you achieve permanent housing.
- **The right to transportation services.** Schools must provide your children with transportation to their school, if feasible, until you get permanent housing. Parents who need this service for their children should request it from the McKinney-Vento Liaison.
- **The right to other services.** The fees for breakfast and lunch provided by the school, as well as the fees for textbooks, should be waived for your children. They also are automatically eligible for Title I services which may include before- and after-school programs, tutoring programs, or other assistance with the cost of class field trips etc.
- **The right to appeal decisions regarding enrollment and services.** If the school district decides about your child's school enrollment or the services that your child receives (such as transportation) that you disagree with, you have the right to appeal that decision. The school's McKinney-Vento Liaison should be contacted immediately to assist you with the appeal. While the dispute with the school district is being resolved, your child has the right to attend the school or receive the services in question.
- **The right to attend school and school activities without the fear of being singled out.** Children in unstable housing situations cannot be separated from their peers just because of their housing situation. They have the right to attend school and participate in extracurricular activities just like any other student.

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

Who can help?

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

The Lafayette School Corporation McKinney-Vento Liaison is Brandon Hawkins. He can be reached at bhawkins@lsc.k12.in.us or 765-771-6000.}

Appendix J – Notice of Intent to Comply with Title IX

It is hereby made known, as a matter of public information, that the Lafayette School Corporation intends to comply with Title IX of the Education Amendments of 1972 as amended by Public Law 93- 568, effective July 21, 1975, and the Americans with Disabilities Act. You will find the complete Sexual and Racial Harassment policies and procedures for the Lafayette School Corporation on the school's website under the "Parents" heading. Complaint forms may be obtained at the front office of the school. The Title IX Compliance Officer for the Lafayette School Corporation is Brandon Hawkins, Director of HR. Mr. Hawkins' contact information is bhawkins@lsc.k12.in.us or 765-771-6000.

Appendix K – Athletic Code of Conduct

STATEMENT

A student who represents Lafayette Tecumseh Junior High School must exhibit, at all times, the highest standards of personal behavior. When the student becomes an athlete, he/she takes on a special responsibility for exemplary conduct because there will be times when he/she will be representing the school to other communities as well as his/her own. Therefore, he/she should follow all the rules established for the sport in which he/she is participating which go above and beyond what is written here. All Tecumseh athletes will adhere to the following rules and expectations:

EXPECTED STANDARDS OF CONDUCT FOR ATHLETES

- The good of the team is first and foremost. While individual needs are important, teamwork is an expectation.
- No player(s) will ever employ illegal tactics to gain an undeserved advantage. All players will devote themselves to being a true sportsman.
- All athletes will care for all equipment as though it were their own personal property. If equipment is destroyed through normal wear and tear during practice, the school will replace the item(s). If equipment is lost or stolen the athlete(s), will fulfill his/her responsibility by paying for replacement of item(s).
- All athletes will obey the specific training and practice rules of their team as given to them by the coaching staff.
- Athletes should not engage in negative activities. Drinking alcohol, taking controlled drug substances, using tobacco products, using profanity and being disobedient are harmful to athletes and their team. Maximum effort and performance cannot be attained by participation in these activities.
- Athletes should be a positive influence in all they attempt to do. They are to work for the betterment of Lafayette Tecumseh and set a good example by doing what is right and good.
- Officials deserve courteous respect. The purpose of officials is to insure both teams a fair contest; they are not responsible for losing games or contests.
- Athletes should appreciate the fact that coaches, teachers and school officials have the best interest of all athletes in mind as they purchase equipment, schedule contests and conduct the athletic program.
- All Lafayette Tecumseh athletes must comply with the standards of our athletic Code of Conduct and school rules or be subject to disciplinary action or dismissal from a team as determined by the rules, coaching staff, athletic director, and/or principal of Lafayette Tecumseh Junior High School.

RULES OF THE CODE OF CONDUCT

ENFORCEMENT OF THE CODE OF CONDUCT

The Athletic Director or his/her designee shall enforce all rules and regulations as described in the Code of Conduct (hereafter the Code) for athletes. While Tecumseh does not belong to the IHSAA, we use their rules as guidelines for our athletes. The Code will be reinforced by the coach of each sport during the year. Parents/Guardians and athletes are required to sign the acknowledgment, consent, injury awareness and disclosure document stating that they understand the Code and the athlete is subject to disciplinary measure should he/she violate the Code.

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

The Code is in force twelve (12) months a year, grades seven and eight (7-8).

CODE OF CONDUCT PENALTIES

First Offense:

*Intoxicating Beverage	Loss of the next four official contests
*Illegal Drugs	Loss of the next four official contests
*Tobacco or Vaping	Loss of the next four official contests
"Hazing"	Loss of the next four official contests
“Student Arrested”	Loss of the next four official contests

Self-reporting may result in a reduction of the consequence .

Self-Report Clause: Can only be used one time while a student at Tecumseh and must be within 48 hours of incident. Report must be made

to an administrator or LSC Athletic Department Athletic Director.

Second Offense: Student-athlete may be suspended from all athletic participation for the current season and the season immediately following. A season is defined by fall, winter or spring.

* The student may have to undergo formal **Drug/Alcohol Assessment** which may be provided by the school. If it is determined that the student needs assistance in this area, the student will follow the appropriate recommendation of either intervention or education. The parent/guardian will be responsible for all costs associated with services of the recommended program.

General School conduct (ISS or OSS)

1st School Suspension	May result in the loss of the next official contest during the current season.
2nd School Suspension	May result in the loss of up to five official contests during the current season.
3rd School Suspension	May result in the loss of athletic eligibility for the remainder of that season.

All conduct related suspensions will be applied to the contest immediately following the communication of the suspension from the Athletic Director, or designee, to the head coach.

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

ACADEMIC POLICY

Grade checks are conducted every two weeks during the season. Student athlete eligibility will be reassessed during each grade check window. During each grade check window, student athletes are placed in one of two categories: Full Eligibility or Academic Probation. Student athletes that are on Academic Probation can continue to practice with the team but can't participate in any contests. Students athletes that are on Academic Probation can regain Full Eligibility during the next grade check if they have no more than one "F".

Full Eligibility A student athlete has no more than one F. Fully eligible athletes may participate in practices and games with no limitations.

Academic Probation A student athlete with more than one F during the grade check window is placed on Academic Probation. Student athletes on Athletic Probation may practice with the team but may not participate in games. Student athletes that are Academically Ineligible may practice with the team, at the discretion of the coach, but may not participate in games for the rest of that season.

Athletic Attendance--Students must be in the building by 10:55 am in order to practice or play that day.

If a violation of one or more Tecumseh athletic rules and expectations occur the student/athlete will be granted proper due process procedure.

Appendix L – Student/Athlete Concussion Action Plan, Dissemination and Training

4/24/2012

Below is the description of the action plan by athletic department coaches, club sponsors, intramural coaches, nurses, trainers, team doctors and administrators should any Lafayette Tecumseh Junior High School student/athlete be suspected of being concussed:

1. The student/athlete will be removed from the activity immediately if they are suspected of having a concussion.
2. The coach/sponsor will inform the athletic trainer, Athletic Director, or school nurse, in the case of a sponsor of a club or intramural sport,

as soon as possible of the suspected concussion and will contact the student's/athlete's parent or guardian to explain the situation.

3. The student/athlete will be evaluated by a licensed athletic trainer or licensed school nurse that has a certification of completion from the Centers for Disease Control video "Heads up Concussion in Your Sport".
4. The athletic trainer or school nurse will contact the parent or guardian to confirm whether the student/athlete has been suspected of having a concussion. (The athletic trainer will inform the school nurse that the student/athlete is suspected of having a concussion. The school nurse will inform the athletic trainer that the student/athlete is suspected of having a concussion.)
5. If no licensed athletic trainer or licensed school nurse is available the coach/sponsor will contact the parent or guardian and inform them that it is suspected that the student/athlete could have a concussion.
6. Before returning to practices or contests the student/athlete must be seen by an Indiana licensed physician that has been trained in concussion diagnosis and treatment.
7. The student/athlete will only be allowed to return to practices and contests after they have presented the signed "Head Concussion Evaluation and Release to Play Form for License Health Care Providers" to the Lafayette Tecumseh Junior High School athletic trainer or school nurse, in the case of a student involved in club or intramural sports. The form is available on the Indiana Department of Education Learning Connection web site under "IDOE Concussion and Head Injury in Student-Athletes".
8. All signed release forms will be kept on file in the athletic training office AND the nurses' office at Lafayette Tecumseh Junior High School.

The following is a description of how Lafayette Tecumseh Junior High School will ensure that all stakeholders are informed and/or trained in the state mandated concussion education program:

1. **Athletic Trainer:**

   The Lafayette Tecumseh Junior High School athletic trainer will be provided a concussion packet that includes all materials in the "IDOE Concussion and Head Injury in Student-Athletes," distributed by the Indiana Department of Education. This information will include a packet specific to athletic trainers.

   In addition, the Lafayette Tecumseh Junior High School athletic trainer will watch the Center for Disease Control video titled, "Heads up Concussion in Your Sport". The athletic trainer will take the post test at the end of the video and print off the "Certificate of Completion" form. The athletic trainer will turn in the "Certification of Completion" to the Lafayette Tecumseh Junior High School's Athletic Director. The Athletic Director will keep the "Certification of Completion" form on file in the Athletic Director's office.

   The athletic trainer will view the video, take the test and turn in the "Certification of Completion" form by July 1, 2012.

2. **Principal and Athletic Director:**

   The Lafayette Tecumseh Junior High School athletic department will print off the concussion information provided by the Indiana Department of Education "IDOE Concussion and Head Injury in Student-Athletes" and distribute to the Athletic Director and Principal. In addition, the "Packet for Principal and Athletic Director" will also be given to the Lafayette Tecumseh Junior High School Principal and Athletic Director.

3. **School Nurse:**

   The Lafayette Tecumseh Junior High School nurse will be provided a concussion packet that includes all materials in the "IDOE Concussion and Head Injury in Student Athletes," distributed by the Indiana Department of Education. This information will include a packet specific to school nurses.

   In addition, the Lafayette Tecumseh Junior High School nurse will watch the Center for Disease Control video titled, "Heads up Concussion in Your Sport". The nurse will take the post test at the end of the video and print off the "Certificate of Completion" form. The nurse will turn in the "Certification of Completion" to the Lafayette Tecumseh Junior High School's administrator in charge of clubs and activities. The "Certification of Completion" will be kept on file in the respective offices of the administrator in charge.

   The school nurse will view the video, take the test and turn in the "Certification of Completion" form by July 1, 2012.

4. **Athletic Coaches/Intramural Sponsors/Club Coaches**

   ALL Lafayette Tecumseh Junior High School athletic coaches/sponsors/club coaches will be provided a concussion packet that includes all materials in the "IDOE Concussion and Head Injury in Student Athletes," distributed by the Indiana Department of Education. This information will include a packet specific to high school coaches.

   In addition, ALL Lafayette Tecumseh Junior High School athletic coaches/sponsors/club coaches will watch the Center for Disease Control video titled, "Heads up Concussion in Your Sport". Each athletic coach/sponsor/club coach will take the post test at the end of the video and print off the "Certificate of Completion" form. Each athletic coach will turn in the "Certification of Completion" to the Lafayette

Tecumseh Junior High School's Athletic Director. Intramural sponsors and club coaches will turn in the "Certification of Completion" to the administrator in charge of clubs and activities at Tecumseh Junior High School. The Athletic Director and administrator in charge of clubs and activities will keep the "Certification of Completion" form on file in their respective offices.

ALL currently employed athletic coaches/sponsors/club coaches will view the video, take the test and turn in the "Certification of Completion" form by July 1, 2012.

All athletic coaches/sponsors/club coaches hired after July 1, 2012 will receive packet information, watch the video, take the test and turn in the "Certification of Completion" to the Lafayette Jefferson Athletic Director or administrator in charge of clubs and activities before they begin working with any Lafayette Jefferson team or athlete.

5. **Parents and Athletes**

ALL Lafayette Tecumseh Junior High School student/athletes and their parents will be provided a concussion packet that includes all materials in the "IDOE Concussion and Head Injury in Student-Athletes," distributed by the Indiana Department of Education. All of these materials will be included in the physical/participation packets of each student/athlete. All participants and parents will sign the appropriate concussion forms provided in the physical packets and return them to the athletic office or activity sponsor, in the case of club sports and intramurals, before being allowed to practice or compete. The signed forms will be kept on file in the respective administrative offices.

In addition, a link to the "IDOE Concussion and Head Injury in Student Athletes" will be on the Lafayette Jefferson web site. This link will also include the "Packet for Parents" and the "Packet for the student/athlete.

J 700 Policy

ADMINISTRATION OF MEDICATION AT SCHOOL

With the exception of medications, which may be administered by a school nurse or trained first responder during a life-threatening emergency, no medication shall be administered to a student without the written and dated consent of the student's parent or guardian. The consent of the parent or guardian shall be valid only for the period specified on the consent form and in no case longer than the current school or program year. All nonprescription medicines to be administered to a student must be accompanied by a statement describing the medicine, the dosage, and the time for it to be administered to the student. USDA-approved topical, non-aerosol sunscreen products are exempt from this requirement. A school employee may assist in applying the sunscreen with written permission of the student's parent or guardian. A student may possess and use the above-described sunscreen product while at school and at school events.

All prescription medicine, including injectable medicine and all blood glucose tests by finger prick to be administered to a student, must be accompanied by a physician's prescription, a copy of the original prescription, and the pharmacy label. If the medication is to be terminated prior to the date on the prescription, the written and dated consent or withdrawal of consent of the parent or guardian is required. The written consent of the parent or guardian and the written order of the physician shall be kept on file. All prescription and non-prescription medications to be administered at school or school functions must be FDA-approved.

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

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

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

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

1. The student's parent has filed an authorization with the student's principal for the student to possess and self-administer the medication. The authorization must include the statement described in part (2).
2. A physician states in writing that:

• the student has an acute or chronic disease or medical condition for which the physician has prescribed medication;
• the student has been instructed in how to self-administer the medication;

• and the nature of the disease or medical condition requires emergency administration of the medication.
The authorization and statement described in (1) and (2) above must be filed with the student's principal annually.
Medication that is possessed by a school for administration during school hours or at school functions for a student may be released to:
1. the student's parent or guardian; or
2. an individual who is:
a. at least eighteen (18) years of age; and
b. designated in writing by the student's parent to receive the medication.
Medication possessed by the school for administration during school hours or at school functions, for students in grades K-8 functions may be released to the student's parent or to an individual who is eighteen (18) years of age or older and who has been designated, in writing, by the student's parent to receive the medication.
A school may send home medication that is possessed by the school for administration during school hours or at school functions with a student only if the student's parent provides written permission for the student to receive the medication.
Whenever practical and foreseeable, the administration shall work with the school physician and school nurse to develop an appropriate protocol(s) for the use of medication(s) in emergency situations.
Administration of a Federal Food and Drug Administration Approved Opioid Overdose Reversal Medication by School Nurses School nurses are permitted to administer a federal Food and Drug Administration approved opioid overdose reversal medication, including a nasal spray, on school grounds in the event it is warranted. School nurses will be trained by the Tippecanoe County Health Department. The Tippecanoe County Health Department is a registered source; therefore, an annual registration is not required. The school nurse shall reach out to the Tippecanoe County Health Department for directions to make a report when a federal Food and Drug Administration approved opioid overdose reversal medication, including a nasal spray, is administered.
Legal Reference: I.C. 20-19-2
I.C. 20-35-2-1
I.C. 34-4-1-16.5-3.5
511 IASC 7-6-7
I.C. 20-33-8-13
I.C. 20-34-3-18
I.C. 20-34-3-22
IC 20-34-4.5
Date Adopted: August 14, 1995
Date Revised: August 13, 2001;
July 11, 2005;
May 12, 2008;
February 2019;
April 10, 2023;
July 14, 2025

HEALTH SCREENINGS

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

MENINGOCOCCAL DISEASE

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

UNEXPECTED SEVERE ALLERGIC REACTION

Anaphylaxis is a life-threatening medical emergency. Anaphylaxis is a severe response resulting in cardio collapse (shock) after allergic exposure to an antigen. If this occurs, immediate intervention with EpiPen injection and a 911 call is necessary. Each school health office is equipped with an EpiPen to be used for cases of unexpected anaphylactic reaction. The school nurse or trained first responder will administer the EpiPen when allergic reaction symptoms are life-threatening. If an EpiPen is administered a 911 call will be made. (The school's EpiPen is

to be used for life-threatening emergencies only and does not replace the student's own prescribed medication. Students with known allergies should have an individual health care plan and provide prescribed medication at school. If your student has a known severe allergy, please inform your student's school nurse.)

Appendix N – Electronic Communication Devices

WIRELESS DEVICES PROHIBITION

[ISBA Code: 4307]

J 306

Policy

Wireless electronic devices include any portable device capable of voice, messaging, or other data communication between two or more people, such as cellular phones, tablets, laptops, digital cameras, gaming devices, smartwatches, wireless headphones/earbuds, smart glasses, or any similar device connected to a cell phone, cell tower, or the internet.

A student may bring a wireless electronic device to school; however, possession or use of the device during the school day is prohibited. A student may use such a device if a teacher requires the use of a school-supplied device or a school-sanctioned device for instructional purposes only.

During the school day, the wireless devices must be stored away in a secure location, powered off, and inaccessible to students. The secure location shall be designated by the building administration. Secure locations may include, but are not limited to:

- Book bags (when not carried on the person and inaccessible to the student)
- Lockers
- Locking pouches
- Secured storage containers

This policy is not violated in the following circumstances:

a) when a teacher has permitted the student to use a school-sanctioned or school-provided wireless device for educational purposes during the school day;

b) the student is authorized to use the wireless device at an appropriate time during an emergency;

c) the student's use of the wireless device is to manage the student's medical condition as

documented by and pursuant to an order of a licensed health care provider;

d) the use by the student of the wireless device is part of the student's Individual Education

Plan (IEP) or 504 Plan;

e) the use of the wireless device by the student is necessary for language translation when no school-managed device is available;

f) the student uses an unobtrusive audio recording device for notetaking or personal learning assistance as long as the device captures only spoken word audio, does not capture, store, or transmit images or video, is visible to the teacher when in use, is provided for inspection by school officials, and is used in a manner consistent with recording audio provisions of state and federal laws. A recording made by such a device will not be used for a disciplinary, evaluative, or supervisory purpose against a student or employee.

A student may be disciplined, including suspended or expelled, for using a wireless electronic device in a manner that violates this policy and may have the device confiscated by school administration. School corporations and school personnel are immune from civil liability for actions taken in good faith to comply with this law. The device will be returned to the parent/guardian or adult in the residence of the student.

Legal Reference: IC 20-26-5-40.7

Board Adopted: June 10, 2024

Board Revised: May 11, 2026

Important Notice to Students and Parents Regarding Cell Phone Content and Display

- The Child Abuse/Neglect Law requires school personnel to report to law enforcement or child protective services whenever there is reason to believe that any person/student is involved with "child exploitation" or "child pornography" as defined by Indiana Criminal Statutes.
- Child exploitation. It is a Class C felony under I.C. 35-42-4-4(b) for any person/student (1) to exhibit, photograph or create a digitalized image of any incident that includes "sexual conduct" by a child under the age of 18; or (2) to disseminate, exhibit to another person, or offer to so disseminate or exhibit, matter that depicts or describes "sexual conduct" by a child under the age of 18. Sexual conduct is defined at I.C. 35-42-4-4(a).
- Child pornography. It is a Class D felony under I.C. 35-42-4-4(c), for any person/student to *possess* a photograph, motion picture, digitalized image, or any pictorial representation that depicts or describes "sexual conduct" by a child who the person knows is less than 16 years of age or who appears less than age 16. Sexual conduct is defined at I.C. 35-42-4-4(a).
- The Indiana Sex Offender Registration Statute at I.C. 11-8-8-7 and the Sex Offender Registry Offense Statute at I.C. 35-42-4-11, as of May 2009, require persons convicted of or adjudicated as a juvenile delinquent for violating the Child Exploitation Statute at I.C. 35-42-4-4(b) to register as a sex offender.
- Because student cell phones have been found in a number of Indiana school districts to have contained evidence of "sexual conduct" as defined above, it is important for parents and students to be aware of the legal consequences should this occur in our school system.

J304

Policy

Bullying

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, 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, aggression, 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 commits bullying behavior and the targeted student attends 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 the school administrator 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 the school administrator. This report may be made anonymously.

The school administrator shall investigate immediately all reports of bullying made pursuant to the provisions of this rule. Such an 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 before the end of the next school day of the report of such incidents and shall be notified the school is investigating the reported bullying incidents before the end of the next school day of the report of such incidents.

The school shall report to the alleged perpetrator and the targeted student(s) on a regular, periodic basis 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.

The parents of the alleged perpetrator and the targeted student(s) shall be notified of the conclusions of the reported bullying investigations before the end of the next school day after the conclusions of the investigations.

The school administrator 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 administrator and school counselors will be responsible for determining if the bullying behavior is a violation of law that requires reporting to law enforcement under Indiana law based on 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.

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.

A violation of this rule prohibiting bullying may result in any appropriate disciplinary action or sanction, including suspension and/or expulsion.

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.

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.

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.

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.

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.

LEGAL REFERENCE: I.C. 20-33-8-0.2

I.C. 20-33-8-13.5

Board Adopted: August 14, 2023

Board Revised: July 14, 2025

J 611

Policy

RELIGIOUS INSTRUCTION RELEASE TIME

[ISBA Code: 5541]

Students will be excused from school for religious instruction upon the written notice of the parent to attend religious instruction, and said notice is valid only during the school year it is received. Elementary school students may be excused for not more than 120 minutes total in a week, and secondary school students may be excused for not more than the time of attending an elective course during the school week. Release time includes travel to and from the designated location.

Upon receipt of the written notice of the parent, the principal of the student's school and the entity providing the religious instruction shall work collaboratively to determine the periods the student will receive instruction, and to ensure the periods during which the student receives religious instruction are the least disruptive to the student's required instructional time and limited to the time per week set out in this policy or the law.

In the event an entity may be providing religious instruction to more than one student enrolled in the school corporation, the superintendent or a designated principal may arrange in advance with the entity the time periods the students will receive religious instruction per week and least disruptive to the students' required instructional time and limited to the time per week set out in this policy or the law.

The entity providing religious instruction shall keep attendance records on the public school student, and such records shall be available for inspection by the public school attendance officer or designee.

A student who is released for religious instruction under this policy shall receive the same amount of attendance credit that the student would receive for attending the public school for instruction.

A secondary school student may not receive academic credits for the religious instruction the student receives under this policy.

Legal Reference: I.C. 20-33-2-19

Board Adopted: July 8, 2024

Board Revised: July 14, 2025

J303

Policy

CRIMINAL ORGANIZATION ACTIVITY

It is the policy of the Lafayette School Corporation to prohibit criminal organization activity and similar destructive or illegal group behavior on school property, on school buses, and/or at school-sponsored functions.

It is the policy of the Lafayette School Corporation to prohibit reprisal or retaliation against individuals who report criminal organization activity and similar destructive or illegal group behavior or who are victims, witnesses, bystanders, or others with reliable information about an act of criminal organization activity and similar destructive or illegal group behavior.

“Criminal Organization” means a group with at least three (3) members that specifically: (1) either: (A) promotes, sponsors, or assists in; or (B) participates in; or (2) requires as a condition of membership or continued membership; the commission of a felony or an act that would be a felony if committed by an adult or the offense of battery.

“Criminal Activity” refers to a student who knowingly or intentionally actively participates in a criminal gang, or a student who knowingly or intentionally solicits, recruits, entices, or intimidates another individual to join a criminal gang.

Per state law, a school employee shall report any incidence of suspected criminal organization activity, criminal intimidation, or criminal organization recruitment to the principal and the school safety specialist. The principal and the school safety specialist may take appropriate action to maintain a safe and secure school environment, including providing appropriate intervention services. Appropriate consequences and remedial actions are those that take into consideration the severity of the offenses and consider both the developmental ages of the student offenders and the students' histories of inappropriate behaviors per the code of conduct.

Any corporation and school employee who promptly reports an incident of suspected criminal organization activity and who makes this report in compliance with the procedures of this policy is immune from a cause of action for damages arising from any failure to remedy the reported incident.

The principal or designee shall conduct a thorough and complete investigation for each report of suspected criminal organization activity. The investigation shall be initiated by the principal or the principal's designee within one school day of the report of the incident. The principal may appoint additional personnel and request the assistance of law enforcement to assist in the investigation for the administrator’s safety. The investigation shall be completed and the written findings submitted to the principal as soon as possible, but not later than five school days from the date of the report of the alleged incident of criminal organization activity.

The principal shall submit the report to the superintendent or designee of the school corporation within ten (10) school days of the completion of the investigation. The superintendent or his/her designee may report the results of each investigation to the school board every quarter during regularly scheduled board meetings.

Each school within the school corporation shall record the number of investigations disposed of internally and the number of cases referred to local law enforcement, disaggregated by race, ethnicity, age, and gender. Each school shall report this information to the school corporation superintendent, who shall submit a written report to the Indiana Department of Education by June 2 of each year.

The principal shall provide the parents of the students who are parties to any investigation with information about the investigation, per Federal and State law and regulations. The information to be provided to parents includes the nature of the investigation, whether the corporation found evidence of criminal organization activity, and whether consequences were imposed or services provided to address the activity.

The superintendent of the school corporation is authorized to define the range of ways in which school staff and the principal or the principal's designee shall respond once an incident of criminal organization activity is confirmed, according to the parameters described in the corporation's code of student conduct. The school board recognizes that some acts of criminal organization activity may be isolated incidents requiring that the school officials respond appropriately to the individuals committing the acts. Other acts may be so serious that they require a response either at the school corporation level or by local law enforcement officials. Consequences and appropriate remedial actions for a student who engages in gang activity may range from positive behavioral interventions up to and including suspension or expulsion.

The principal shall proceed by the code of student conduct, as appropriate, based on the investigation findings. As appropriate to the investigation findings, the principal shall ensure the code of conduct has been implemented, and provide intervention and/or relevant support services (i.e., refer to counseling, establish training programs to reduce gang activity and enhance school climate, enlist parent cooperation and involvement, or take other appropriate action). The principal shall inform the parents of all students involved in alleged incidents, and, as appropriate, may discuss the availability of counseling and other intervention services.

This policy must be published in student handbooks and posted on the corporation website.

Legal Reference: IC 20-33-9-10.5;

IC 35-45-9-1;

Board Adopted: November 9, 2009

Board Revised: November 9, 2015;

March 13, 2023;

September 8, 2025