



## Loogootee High School ~ 2017-2018 ~ *Student Handbook*

### LOOGOOTEE HIGH SCHOOL MISSION STATEMENT

*The mission of Loogootee Community Schools, in partnership with our community, is to provide an innovative and technological foundation that will prepare each child for the future. We work to build every student's talent to reach the highest potential through rigorous curriculum, enhanced one to one technology, and flexible instruction that meets the needs of all learners today to become tomorrow's leaders.*

### WELCOME

The faculty, staff and administration welcome you to Loogootee High School. It is our sincere hope that you will find this year challenging, exciting and rewarding. Your success in school will depend upon many factors including the development of effective study habits, regular attendance and self-discipline.

The goal of Loogootee High School is for each student to achieve his/her greatest potential. To reach this goal, there must be a cooperative effort on the part of students, teachers, administrators, parents and the community. We urge your cooperation in this venture and assure you that the results will be well worth the effort.

It is generally recognized that participation in school activities increases one's academic success and generates a sense of loyalty and pride within the student. For this reason, all of us at LHS encourage you to become involved in a wide variety of activities. Remember, this is YOUR school. Plan to attend extracurricular events and show your school spirit.

The purpose of this handbook is to help you become aware of your privileges, opportunities and responsibilities as a citizen of this school. While this handbook does encompass most policies and procedures, it does not claim to provide a complete statement of all regulations set forth by the school. Similarly, the school reserves the right to change notices that appear in this handbook if necessary. Each student should read this handbook and be knowledgeable of its contents. Please allow your parents to read this handbook as well.

If you or your parents have questions or concerns during your time as a student at LHS, please feel free to contact a teacher, counselor or administrator.

## **ADMINISTRATION**

### **BOARD OF EDUCATION**

Mr. Brent Courter - President

Mr. Scott Hall

Mr. T.J. McAtee

Mrs. Nancy Summers

Mr. Chad Wade

### **LOOGOOTEE COMMUNITY SCHOOLS ADMINISTRATION**

Mr. Chip Mehaffey - Superintendent

Mr. Mike Tippersy - Director of Technology and Curriculum

Mrs. Andrea Huff - High School Principal

Mrs. Lacey Wade - Middle School Principal

Mrs. Dara Chezem - Elementary School Principal

Mr. Josh Mullis - Athletic Director/Dean of Students

### **COUNSELING DEPARTMENT**

Mrs. Tracy Anderson - Guidance Counselor

Mrs. Elizabeth Christmas - Youth First Social Worker

Mrs. Stephanie Stoll - Graduation and Career Coach

### **CORPORATION NURSE**

Mrs. Tiffany Lingenfelter

### **APPROVAL BY SUPERINTENDENT AND BOARD OF SCHOOL TRUSTEES**

These handbook policies were presented to and approved by the Superintendent of Schools and Board of School Trustees on May 18, 2017.

## TABLE OF CONTENTS

<b>Mission Statement</b>	<b>1</b>
<b>Welcome</b>	<b>1</b>
<b>Administration</b>	<b>2</b>
<b>School Calendar</b>	<b>5</b>
<b>Activities and Clubs</b>	<b>6</b>
<b>Athletics</b>	<b>7</b>
<b>Athletic Handbook</b>	<b>7</b>
<b>Attendance System</b>	<b>15</b>
<b>Beta Club</b>	<b>20</b>
<b>Bomb Threats</b>	<b>20</b>
<b>Book Rental and Classroom Fees</b>	<b>20</b>
<b>Bus Conduct</b>	<b>21</b>
<b>Cafeteria Procedures</b>	<b>21</b>
<b>Court Assisted School Suspension</b>	<b>22</b>
<b>Cell Phones</b>	<b>22</b>
<b>Class Officers/Student Council</b>	<b>23</b>
<b>Closed Campus Lunch</b>	<b>23</b>
<b>Closing School</b>	<b>24</b>
<b>Computers (Use Of)</b>	<b>24</b>
<b>Confidentiality/FERPA</b>	<b>25</b>
<b>Deliveries</b>	<b>25</b>
<b>Detention</b>	<b>25</b>
<b>Discipline Policies</b>	<b>26</b>
<b>Grounds for Suspension or Expulsion</b>	<b>26</b>
<b>Dress Code</b>	<b>32</b>
<b>Drills</b>	<b>32</b>
<b>Driving</b>	<b>33</b>
<b>Driver's License Law</b>	<b>33</b>
<b>Extracurricular Activities Drug Testing Program</b>	<b>34</b>
<b>Field Trips</b>	<b>36</b>
<b>Final Exams</b>	<b>36</b>
<b>Food, Drinks, and Candy</b>	<b>36</b>
<b>Gang Activity</b>	<b>37</b>
<b>Grade Classification</b>	<b>37</b>
<b>Grade Reports</b>	<b>38</b>
<b>Guidance Information</b>	<b>39</b>
<b>Hall/Restroom Pass</b>	<b>42</b>
<b>Head Lice</b>	<b>42</b>
<b>Health Services/Nurse's Office</b>	<b>42</b>
<b>Learning Lunch / Win "What I Need" Procedures</b>	<b>42</b>

<b>Lockers</b>	<b>43</b>
<b>Loogootee High School Scholarship Trust</b>	<b>44</b>
<b>Medication</b>	<b>44</b>
<b>Meningococcal Disease</b>	<b>45</b>
<b>Messages for Students</b>	<b>45</b>
<b>Phone System</b>	<b>45</b>
<b>Policy Statement</b>	<b>46</b>
<b>Prom</b>	<b>46</b>
<b>Release of Directory Information</b>	<b>46</b>
<b>School Dances</b>	<b>47</b>
<b>Searches and Seizures</b>	<b>47</b>
<b>Student Wellness Policy</b>	<b>48</b>
<b>Study Hall</b>	<b>50</b>
<b>Thursday School</b>	<b>50</b>
<b>Tobacco Free Campus Statement</b>	<b>51</b>
<b>Visitors</b>	<b>51</b>
<b>Withdrawing From School</b>	<b>51</b>
<b>Work Permits</b>	<b>52</b>

## 2017-2018 SCHOOL CALENDAR

August	7 & 8 9	Professional Days #1 & 2 First Student Day
September	4	Labor Day - No School
October	6 9 - 13	End Of Term 1 (42 Days) Fall Break - No School (Monday-Friday)
November	2 22 - 24	Parent Teacher Conferences 5:00-8:00 Thanksgiving Break - No School (Wednesday - Friday)
December	21 22	End Of Term 2 (46 Days) Winter Break Begins
January	3 4	No School or Make-up Day #1 School Resumes - Term 3 Begins
February	19	No School or Make-up Day #2
March	9 26 - 30	End Of Term 3 (46 Days) Spring Break (Monday - Friday)
April	2 27 30	School Resumes No School or Make-up Day #3 No School or Make-up Day #4
May	23 24 & 25 25	End Of Term 4 (46 Days) No School or Make-up Day #5 & 6 Graduation Ceremonies

Professional Day #3 will follow the last student day.

### **Semester 1 Early Release Days**

August 16, 30  
September 6, 20  
October 4, 18  
November 1, 15, 29  
December 6, 20

### **Semester 2 Early Release Days**

January 17, 31  
February 7, 21  
March 7, 21  
April 4, 18  
May 2, 16

## ACTIVITIES AND CLUBS

Extracurricular opportunities enrich the curriculum of the school by making available many activities in which a student may participate. Each student has the opportunity to join the many clubs open every year. Requesting any new club or activity is possible for students if enough students are interested in it, if a faculty sponsor is available, and if space and facilities can be provided. Approval will be based upon demonstrated interest and the manner in which the organization could fit into the extracurricular structure.

All school activities are under the supervision of the school faculty and are to be planned with and by the faculty sponsor. The principal is the executive in charge of school activities and must be notified if school facilities will be used or a school function is going to take place. Social activities during school or out of school must be planned in advance. Some school time has been allotted for part of the school-sponsored activities. However, sometimes the students will have to spend time after or before school.

### A. Specific policies for activities and clubs:

1. All members are subject to random drug testing.
2. All activities will have proper supervision of a faculty sponsor and/or administrator.
3. All school policies apply at all school related activities.
4. If a student leaves an activity, then he/she may not return.
5. The athletic director and/or principal (designee) will schedule all activities.
6. Each club or activity may have additional rules for membership, etc.

### B. Specific activities and clubs:

Academic Teams	BETA	Cheerleading
FACS Club	French Club	IBA
Pep Band	Lionettes	Lion Pride Club
Musical Cast/Crew		Right to Life SADD
Spanish Club	Spell Bowl	Student Council

## ATHLETICS

There are numerous interscholastic sports offered for both boys and girls. At the present time, the following sports are offered:

Fall Sports	Winter Sports	Spring Sports
<ul style="list-style-type: none"><li>• Varsity &amp; JV Girls Volleyball</li><li>• Varsity &amp; JV Boys Tennis</li><li>• Varsity Boys &amp; Girls Cross Country</li></ul>	<ul style="list-style-type: none"><li>• Varsity &amp; JV Boys Basketball</li><li>• Varsity &amp; JV Girls Basketball</li><li>• Freshmen Boys Basketball</li></ul>	<ul style="list-style-type: none"><li>• Varsity and JV Girls Tennis</li><li>• Varsity &amp; JV Boys Baseball</li><li>• Varsity Boys &amp; Girls Track</li><li>• Varsity Golf</li><li>• Varsity &amp; JV Girls Softball</li></ul>

*The Athletic Handbook has been added to the student handbook. All student-athletes and their guardians must sign and agree to follow the stated regulations via a consent form which will be available at registration.*

## ATHLETIC HANDBOOK FOR STUDENT-ATHLETES

### **ATHLETIC STATEMENT**

This athletic handbook is designed to inform athletes and their parents or guardians of the rules, regulations, and information that continues to help develop the rich and competitive tradition of Loogootee High School. Athletic participation on our teams is a privilege and not a right. Those who choose to participate are expected to follow the code of conduct established by the athletic council and school administration as well as specific coaches' rules for their sport as well as for cheerleaders and Lionettes dance team. Athletes should always remember that they represent their family, school, student body, and community.

### **ATHLETIC MISSION**

The staff and administration of Loogootee Middle/High School strongly support our athletic program. Athletics are considered an integral part of the broad spectrum of education; competent coaches, safe equipment, and outstanding facilities are provided. Any individual who is capable and willing to meet the standards of the program is afforded the privilege to participate. Athletics can provide meaningful and beneficial experiences for later years. Qualities of competition, loyalty, discipline, teamwork, and leadership are frequently honed from athletic participation. Games with neighboring and conference schools have a primary purpose of promoting friendly rivalry, new friendships, playing skills, sportsmanship, and improved community relations. Every student at Loogootee Middle/High School is encouraged to become actively involved in an activity outside of the classroom.

### **ATHLETIC PHILOSOPHY**

The Loogootee Middle/High School athletic department believes that competitive athletics are desirable as part of the overall educational program of the school. To achieve maximum effectiveness, the athletic program must be closely coordinated with the instructional program of the

school. In doing such, the athletic program helps establish standards and ideals that are incorporated in the community as being fundamental to the growth and development of our youth. At all times, the welfare of the individual takes precedence over any other interest.

Participation in competitive athletics:

- Improves the health, fitness, and general well-being of individuals.
- Engages a maximum number of students in the various sporting activities.
- Stimulates achievement leading to successful academic progress.
- Encourages student-athletes to make a contribution to the educational program.

### ***ATHLETE DEFINED***

The Loogootee High School athlete is defined as and includes all young men and women who represent a team that engages in IHSAA sanctioned competition and further includes cheerleaders, Lionettes dance team, school mascot, student managers, trainers, and statisticians.

### ***ATHLETIC COUNCIL***

The Athletic Council consists of the principal, athletic director, and the head coaches in IHSAA recognized sports as well as the cheer and dance squads. Each council member has one vote. The athletic director serves as the council chairperson, and regular meetings may be called as needed. The council's functions consist of submitting and legislating Loogootee Middle/High School athletic policy.

### **ELIGIBILITY**

#### ***IHSAA REGULATIONS***

IHSAA rules must be followed in all cases of eligibility, transfer, physical examinations, insurance coverage, starting dates, use of school equipment, gifts and awards, etc. Each coach has the responsibility to enforce IHSAA rules and to inform team members and parents as well.

#### 1.) **RULE 18 SCHOLARSHIP (C-18-1)**

To be eligible scholastically, students must have received passing grades at the end of their last grading period in school in at least seventy percent (70%) of the maximum number of full credit subjects (or the equivalent) that a student can take and must be currently enrolled in at least seventy percent (70%) of the maximum number of full credit subjects (or the equivalent) that a student can take.

Two semesters of the state required physical education course may be counted as a full credit subject for eligibility purposes. A full credit subject requires a minimum number of 250 minutes of instruction per week for one semester.

Maximum Classes	4	5	6	7	8
Must Pass	3	4	5	5	6

18-1.6 Students who are ineligible scholastically at the end of a grading period or semester, are ineligible for the following grading period.

**NOTE: IHSAA Scholarship Rule 18-6 dictates that an incomplete at the end of a grading period or semester counts as a failure until deficiency has been removed.**



## 2.) CONSENT AND RELEASE CERTIFICATES (PHYSICAL EXAMINATIONS)

Between April 1 and student's first official practice in preparation for interschool athletic participation:

- a) the student shall have had a physical examination by or shall provide certification from a physician holding an unlimited license to practice medicine; and
- b) the parent or guardian shall give written consent for such participation unless the student is emancipated; and
- c) the parent or guardian shall consent to the disclosure by the school, to the IHSAA, of all requested detailed financial (athletic or otherwise), scholastic, and attendance records of the school, including records which may concern or be related to the student unless the student is emancipated in which event the student shall give such consent; and
- d) the Consent and Release Certificate shall be on file in the athletic department office prior to the student-athlete's first official practice. Such certificate may suffice for the entire school year. This rule cannot be waived.

## **CODE OF CONDUCT**

### **STATEMENT**

The following Loogootee Middle/High School athletic rules are in accordance with the IHSAA Constitution. The conduct of participants in athletics at Loogootee Middle/High School, in or out of school, year-round shall be such as: 1) not to reflect discredit upon our school, and 2) not to create a disruptive influence on the discipline, good order, moral or educational environment in our school. Any such misconduct violating these principles shall be subject to disciplinary measure.

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

The principal shall enforce all rules and regulations as described in the code of conduct for athletes. All rules regarding behavior and training as outlined in IHSAA regulations apply. The code will be re-enforced by each coach during the appropriate contest season. Parents/guardians and athletes are required to sign the acknowledgment, consent, and disclosure document stating that they understand the code of conduct as well as the athlete's subjection to disciplinary measure should he or she violate the code. Any alleged violation of the code should be reported first to the principal and/or athletic director as well as the head coach.

### **EXPECTED STANDARDS OF CONDUCT FOR ATHLETES**

The coach of a particular sport or squad may require rules in addition to those of the IHSAA and the general regulations detailed below. An athlete at Loogootee Middle/High School should remember that participation in athletics is a privilege not a right. Loogootee Middle/High School has the right to expect a higher standard of conduct from its athletes than from the students who do not participate in school athletics. Student-athletes are in the public eye and represent the school and community, not only while participating in a particular contest but at all other times, both in and out of school and during non-school hours, including vacations, field trips, and summer break. All rules, regulations, and policies in this handbook apply year-round.

- 1.) Athletes are responsible for the care of athletic equipment issued to them and may be expected to pay for any lost or damaged equipment or uniform.
- 2.) Athletes are not allowed to wear any type of jewelry during practices or games.
- 3.) Athletes are not to be in the school buildings, weight room, or any of the school gymnasiums, if they are unsupervised.

- 4.) Athletes should only practice on one athletic team per season. Exceptions can be made when the coaches involved, athletic director, and principal devise a reasonable schedule.
- 5.) Athletes are reminded that awards, and especially letter jackets, should not be purchased without consent from the athletic director.
- 6.) Athletes are not eligible to practice or play in a game if they are not in attendance at school during periods 5,6 & 7. NOTE: Doctor signed notes, funerals and court appearances are considered to be excused.
- 7.) No athlete shall participate in, permit, condone or tolerate hazing to a teammate or other students.
- 8.) In addition to these athletic rules, athletes are bound to the rules set forth in the Loogootee Middle and High School handbook as well as all IHSAA regulations.
- 9.) Athletes should respect officials' decisions at all times. Officials do not lose a game or contest but rather are there for fair play.
- 10.) Athletes should appreciate that coaches, teachers, and school officials have the best interests of all athletes in mind as they equip, schedule, and conduct the athletic program.

### ***ECA SUBSTANCE POSSESSION, USE, OR ABUSE AND FELONY AND MISDEMEANOR, LAW INFRACTIONS***

Possession or use of tobacco, alcohol, drugs, narcotics, or hallucinogens by any student who participates in an extra-curricular activity is prohibited 365 days per year. Misdemeanor and Felony law infractions are also prohibited 365 days per year and may be enforced under these guidelines.

#### 1.) Tobacco, Alcohol or Misdemeanor Violations

- First Occurrence:
  - 1.1) Athletics/Cheerleading/Lionettes - suspension from 25% of sport contests & Activities/Clubs - suspension from activities for 25 scheduled school days
- Second Occurrence:
  - 1.2) Athletics/Cheerleading/Lionettes - suspension from 50% of sport contests & Activities/Clubs - suspension from activities for 90 scheduled school days
- Third Occurrence:
  - 1.3) Athletics/Cheerleading/Lionettes - suspension for 365 days from infraction date & Activities/Clubs - suspension from activities for 365 days from infraction date

#### 2.) Drugs, Narcotics, or Felony Infractions

- First Occurrence:
  - 2.1) Athletics/Cheerleading/Lionettes - suspension from 50% of sport contests & Activities/Clubs - suspension from activities for 90 scheduled school days
- Second Occurrence:
  - 2.2) Athletics/Cheerleading/Lionettes - suspension for 365 days from infraction date & Activities/Clubs - suspension from activities for 365 days from infraction date
- Third Occurrence:
  - 2.3) The student will be denied participation in all of the above categories for the remainder of his/her high school career if a third offense involving drugs or felony infractions occurs.

- I. The rules or regulations in this code shall apply to any violations, on or off school premises, 365 days a year.
- II. A student under suspension shall be ineligible for participation in all extra-curricular activities associated with the sport(s) and/or club organization(s).

- III. Number of games suspended in athletics will be based on the percentage from the regularly scheduled season contests in that particular sport. The regularly scheduled season will be determined complete by the Athletic Director and Principal prior to the suspension being determined and will remain in effect for the current school year season. In cases of cheerleading and dance, all competitions as well as basketball contests count in determining the total number of games suspended. An athlete may be allowed to participate in a scrimmage at the discretion of the Head Coach.
- IV. If the suspension falls near enough to the end of a season that the full penalty of the suspended contests cannot be assessed, the penalty shall carry over into the next sport season in which the athlete participates. If the student is not participating on an athletic team at the time of the violation, the student shall be removed from the percentage of the contests of the first athletic season in which the student would normally participate. An attempt to circumvent this policy by going out for an athletic team on which a student-athlete does not normally participate is prohibited.
- V. If Discipline/Suspension is given, the athlete must successfully complete the season in good standing during which the suspension was served or the suspension will be added to the next sport season.

### 3.) Self-Report Clause

- In order to encourage honesty and develop responsibility for a student's own actions, any student who voluntarily reports on himself/herself as to a violation of this policy before being reported by other means will be permitted leniency. When this occurs, the student has the opportunity to pay a lesser penalty than stated above (suspension numbers cut in one-half). Also, a program that focuses on education and prevention of harmful bodily substances may be prescribed by the Athletic Director to the student, and a report must be completed detailing evidence of the student's lesson learned. Finally, this self-report clause can be used only once and only during the first occurrence during the student's career at Loogootee Middle/High School. Any future occurrences or infractions would be handled according to the established policy listed above.

## AWARDS

### **ATHLETIC AWARDS**

- 1) Varsity Letter - Team Sports (Volleyball, Basketball, Baseball, Softball)
  - a) Compete in ½ varsity contests and certified for sectional and complete the season.
- 2) Varsity Letter - Individual Sports (Cross-Country, Tennis, Golf, Track)
  - a) Cross-Country: Compete in Top 7 in 1/2 team meets and run in the conference or sectional meet and complete the season.
  - b) Tennis: Compete in Top 7 in 1/2 team matches and participate in sectional and complete the season.
  - c) Golf: Compete in Top 5 in 1/2 team matches and participate in the conference or sectional meet and complete the season.
  - d) Track: Compile a total of points 1½ times the number of meets run and complete in the sectional and complete the season.
- 3) Varsity Letter Cheerleaders - perform at all required boys and girls' basketball games and complete the season in good standing.
- 4) Varsity Letter Lionettes - perform at all hosted boys' basketball games and complete the season in good standing.
- 5) Student Managers - perform managerial duties at all practices and games, complete the season.

- 6) Additional Letters: The varsity coach and Athletic Director may award a Varsity "L" when circumstances prevent an athlete or student from meeting the prescribed standards. Injury, illness, rising performer who greatly impacts team success late in the season, or other contributing factors may play a part in this decision. In such cases, the decision must be agreed upon by both the coach and the Athletic Director.
- 7) Certificate of Participation - A participation certificate will be presented to a participant who does not meet the necessary requirements to earn a varsity letter.
- 8) Patches - Patches for varsity athletes who lettered will be ordered through the athletic office and presented to student-athletes at the end of the respective sport season when they are eligible for a letter jacket.
  - a) Team Sports - All-Conference, All-State, team conference championship, IHSAA tournament championship(s).
  - b) Individual Sports - All-Conference, All-State, team conference championship, IHSAA tournament championship(s), and individual advancement beyond sectional.
  - c) Academic - senior student-athlete selected First-Team Academic All-State.
- 9) Letter Jacket
  - a) Boys - Black wool body, black non-wool (vinyl) sleeves, Gold 6" Block "L"
  - b) Girls - Gold wool body, gold wool sleeves, Black 6" Block "L"

NOTE: Letter jackets can be ordered by any athlete who has earned their first varsity letter. The letter jacket is earned based on a point scale (see July, 2015 board minutes):

- a.) For the Class of 2018, 100 points are necessary for an athlete to obtain a jacket that is fully funded by the athletic department. All team sports as well as cheerleading and dance are equated 25 points per varsity letter. Students can pay a percentage (25%, 50%, or 75%) of the jacket cost if they have not acquired enough points to obtain the jacket outright.
- b.) Beginning with the Class of 2019, the athlete may order their jacket after their 1<sup>st</sup>, 2<sup>nd</sup> or 3<sup>rd</sup> varsity letter and pay the full price. If the athlete chooses to wait until after their 4<sup>th</sup> varsity letter, the athletic department will pay 50% of the cost.

## **MAJOR SPORTS AWARDS**

### 1) Varsity Sports Awards List:

- a) Cross-Country (Boys/Girls) - Most Valuable Runner, Most Improved, Academic Award
- b) Volleyball - Most Valuable, Service Points, Service %, Kills, Assists, Blocks, Digs, Passing Average, Hustle/Desire/Attitude
- c) Tennis (Boys/Girls) - Most Valuable, Mental Attitude, Most Improved
- d) Basketball (Boys/Girls) - FG%, FT%, Rebound, Assist, Defensive, 70% Club, James M. Haigerty Lion's Club Award, Booster Club MVP Award
- e) Baseball and Softball - Most Valuable, Batting Average, Defensive, E.R.A. Mental Attitude, RBI, Steals, Scholastic, Les Page Award
- f) Golf - Most Valuable, Mental Attitude, Most Improved, Low Rounds (9/18)
- g) Track (Boys/Girls) - Sprints, Distance, Field, Mental Attitude (based on points earned)
- h) Cheerleading - Mental Attitude, Award of Excellence, Spirit of Cheer, Best Gymnast, Best Jump
- i) Lionettes - Award of Excellence

### 2) Junior Varsity Sports Awards List:

- a) Volleyball - Serving Points, Kills, Assists, Hustle/Desire/Attitude
- b) Basketball - FG%, FT%, Rebound, Assists
- c) Tennis - Most Valuable, Most Improved
- d) Baseball & Softball - Most Valuable, Batting Average, Defensive, E.R.A.
- e) Cheer - Mental Attitude

### 3) Freshman Sports Awards List:

#### a) Basketball - FG%, FT%, Most Improved

Plaques are presented to a squad's most valuable award winner as well as for broken individual or team records. Framed certificates are distributed for other designated awards. Any change and/or addition in awards must be presented to the athletic director for consideration. If an award is ordered /presented without consent, the coach is solely responsible for payment.

## **INFORMATION FOR ATHLETES**

### ***ATTENDANCE***

Athletes must be in full attendance during periods 5, 6 and 7 to be eligible to participate in a practice or game on any school day. This applies to cheerleaders and Lionettes as well. Certified absences for funerals, doctor visits (with a doctor's signed pass), two senior college visitation days, and one junior college visit etc. will be excused and the athlete can still participate. Non-Certified absences like parent phone calls of student illness etc. will not be acceptable for the athlete to participate.

### ***ATHLETIC COACH***

The athletic coach of each sport as well as cheer and Lionettes shall have charge of the entire team and shall arrange and be responsible for the training and practice program of that group of athletes. They shall be responsible for the conditioning of the members of the squad and for their physical welfare. They shall enforce the code of conduct adopted in the athletic handbook. They shall cooperate and accept the decisions of school administrators as well as keep the best interest of student-athletes in mind when it comes to sharing personnel and working with the myriad of activities that students enjoy participating in.

Additional duties and responsibilities of the coach are as follows:

- Verify all athletes have a current, completed physical form on file.
- Protect team issues by never discussing with parents'/players other individuals on team.
- Maintain all equipment and uniforms and facilities (especially collection after season).
- Cooperate with local media including the reporting of game scores and stats.
- Insure athletes conduct themselves properly during school and athletic events.
- Follow school and IHSAA rules and regulations.
- Certify student-athlete grade checks, and daily attendance/participation eligibility.
- Attend coach's general rules meetings, annual physical day, and athletic council meeting.
- Report any maintenance/appearance problems within the particular facility.
- Document misconduct, health problems, and injuries immediately.
- Approve ALL purchases through athletic director PRIOR TO ordering.
- Submit all requests for fundraisers to athletic department for approval.
- Turn in all monies collected (fundraising, uniforms, equipment, donations) to the athletic department immediately after receiving funds. Deposits will be made in proper account(s)
- Compile athletic awards list and present at end of season athletic awards program.
- Keep accurate game by game and season stats and turn in results to athletic department.
- Return all school property (including keys and equipment) when tendering resignation
- Determine up-to-date inventory of equipment including uniforms and supplies

## ***BLUE CHIP CONFERENCE***

Loogootee is a member of the Blue Chip Conference, hereafter referred to as the BCC. Members of the BCC include:

Barr-Reeve	Loogootee	Northeast Dubois
North Knox	Shoals	South Knox
Vincennes Rivet	Washington Catholic	Wood Memorial

Loogootee High School belongs to a very competitive conference. The BCC promotes athletics, academics, activities, and information exchange between the nine schools. Cross-country, soccer, tennis, volleyball, basketball, baseball, softball, track, and golf are BCC recognized. A conference Spell Bowl and Academic Competition are also held between the schools in October and March respectively.

## ***CHANGING AN ATHLETIC TEAM***

An athlete cannot quit their respective team to join another respective team until that team's season is concluded without the consent of the coach from the team the athlete quit. An example: an athlete quitting cross-country could not go out for basketball until the cross-country season is completed. However, athletes will be allowed to transfer from one athletic team to another during a given season only upon mutual agreement of both coaches and the AD.

## ***COMMUNICATION***

As you become involved in your choice of activities at Loogootee Middle/High School, you will experience rewarding moments and times when things do not go the way you wish. At these times, your best choice is to express directly to the coach your concerns. It is always appropriate for the athlete to discuss position, consideration for future play, treatment, behavior, and ways to improve. Also, it is important for each athlete to inform their parent(s) that they are encouraged to discuss treatment, improvement, and behavior with the coach but it is not appropriate for parents to discuss playing time, strategy, play calling, or other student-athletes with the coach.

## ***EQUIPMENT***

All issued equipment and uniforms remain the property of Loogootee High School and must be returned at the conclusion of the season. Any missing items will be charged to the student-athlete. Graduation or next year's registration will be affected until all fees are paid.

## ***INSURANCE***

Loogootee's athletic department does not provide insurance coverage for student-athletes. Parents must carry the responsibility for providing medical care and insurance coverage for their son/daughter. Parents are encouraged to have a family insurance policy to cover athletic injuries and the cost of treatment or rehabilitation. Catastrophic insurance through the IHSAA is also available for purchase. Insurance should be documented information on the consent/release form.

## ***TITLE IX***

A.) General - No person shall, on the basis of sex, be excluded from participation in, be denied the benefits of, be treated differently from another person or otherwise be discriminated against in any interscholastic athletics offered by a recipient, and no recipient shall provide any such athletics separately on such basis.

B.) Separate Teams - Notwithstanding the requirements of paragraph one of this section, a recipient may operate or sponsor separate teams for members of each sex where selections for such teams is based upon competitive skill or the activity involved is a contact sport. However, where a recipient operates or sponsors no such team for members of the other sex, the athletic opportunities for members of that sex have been previously limited, members of the excluded sex must be allowed to try out for the team offered unless the sport involved is a contact sport. Contact sports include basketball and other sports that involve contact.

**WEIGHT ROOM**

The weight room is available for use by teams before and after school. No student shall use the weight room without supervision from the weight room coordinator, coach, or faculty member.

**ADMISSION FEES      ADULT / STUDENT**

HS Volleyball:	\$5.00
Boys Basketball	\$5.00
Girls Basketball:	\$5.00
JV standalone event:	\$4.00
Freshman standalone event:	\$3.00
Baseball:	\$5.00
Softball:	\$5.00
Middle School:	\$3.00
Boys Basketball	
Season Ticket:	\$45.00 / \$10.00
All-Sports Passes:	\$85.00 / \$20.00
Senior Citizen Price (55+):	\$60.00

All-Sports Family Pass: \$170.00 for two adults (\$20.00 for each additional child in family)

NOTE: Pricing reflects 2015-2016 school year fees



<b>ATTENDANCE SYSTEM</b>
--------------------------

**A. Overview:**

The attendance policy at Loogootee High School is based on the premise that something important happens each day in each class. The faculty and staff believe that there is a direct relationship between good attendance and successful academic achievement. The attendance and study habits, both good and bad, which are formed during these high school years, tend to carry over into the adult years once students graduate from Loogootee High School. A successful attendance program takes the efforts of parents, students and school staff. The following policy has been developed to promote a high standard of good school attendance.

Indiana Law IC 20-8.1-3-34, Section 34 states: "Compulsory Attendance for Full Term; Duty of Parent. It is unlawful for a parent to fail, neglect or refuse to send his child to a public school for the full term as required under this chapter unless the child is being provided with instruction equivalent to that given in the public schools." IC 20-8.1-3-37, Section 37: "Penalty. A person who knowingly violates this chapter commits a Class B misdemeanor."

#### **B. Three (3), Five (5) and Seven (7) day attendance policy:**

1. A THREE-DAY ATTENDANCE NOTICE will be issued to every student who reaches three non-certified absences (absences that are not excused by a doctor) in a class within a semester. The student will be required to sign the ATTENDANCE NOTICE and parent will be contacted via email, text or phone call.
2. A FIVE-DAY ATTENDANCE NOTICE will be issued to every student who reaches five non-certified absences (absences that are not excused by a doctor) in a class within a semester. The student will be required to sign the ATTENDANCE NOTICE and parent will be contacted via email, text or phone call.
3. A SEVEN-DAY ATTENDANCE NOTICE will be issued to every student who reaches seven non-certified absences in a class within a semester. The student will be required to sign this seven-day attendance notice and a copy will be sent to the parent via e-mail. The student will be placed on "Certified Absence Only" Policy for the remainder of the semester. The following action can be taken if a student incurs additional non-certified absences (the principal will recommend the course of action):
  1. Absences will be considered unexcused and count towards habitual truant status.
  2. Student may lose credit in the class.
  3. Student may be required to attend Thursday School or Detention make-up sessions. (30 minutes = make-up for one missed class period)
  4. Student may lose open-campus lunch privilege.
  5. Student may be expelled.

**NOTE:** If a student accumulates ten (10) unexcused absences in one-half or more of his/her classes, he/she may lose class credits and a potential recommendation for expulsion for the remainder of the semester can be made to the superintendent.

#### **D. Additional guidelines:**

An absence count will start only upon a student's first registered day in a class. Absences which are due solely to hospitalization, long-term home illness, or absences which occur due to the necessity to see a medical doctor, will not count against the seven-day limit if parents provide the school with a written doctor's excuse immediately upon the student's return to school (immediately shall be interpreted as within 48 hours). **In addition, if a student misses ten days in a semester for any health reason, a Certificate of Incapacity from a physician may be required. The proper form as put forth from the State of Indiana Attendance Manual can be obtained from the high school office. IC 20-8.1-3-20, Indiana Compulsory School Attendance Law, section 20 requires a parent to produce a certificate of a child's incapacity on demand to the school within six (6) days if requested.**



Class absence, as a result of approved school activities, will not count toward the seven-day limit. Examples of approved school activities would include field trips (*when timely notification and proper notification is granted by all school staff members*), approved senior college visitation days, and other such absences that are approved by school administration. Class absence, as a result of internal or external suspension, will not count against the seven-day limit.

### **E. College visitation days:**

Seniors who intend to enroll in a college, university, or technical school after graduation from Loogootee High School may be granted two days for the purpose of visiting such campuses and speaking to school personnel. Juniors are allowed one college visit day during their junior year. Attendance on college visits must be pre-approved on the "College Visitation Form" by each student's teacher. Teachers have the right to request a 48-hour notice in their class syllabus for the absence to be excused.

#### **PROCEDURE:**

1. Parents notify the guidance office **in advance** via phone or in person that they desire their son or daughter to visit a particular campus.
2. Prior to the absence, the student completes a COLLEGE VISIT REQUEST FORM in the guidance office. A copy of the completed form is given to the attendance officer and the student, which is signed by a college representative and returned to the attendance officer upon return to school. (NOTE: **No more than 3** students may visit the same college on the same day)

### **F. Make-up work:**

All students are expected to complete all assignments missed due to an absence from any class. Assignments (homework, papers, projects, quizzes) and tests that are completed within expected time limits (*one day for each day missed unless an announced due date for the work has been previously established*) will receive full credit. Teachers may extend the time if unusual circumstances exist. Alternative assignments may be given to a student for class activities missed which cannot be made up.

**With the exception of final examinations, suspended students will not be allowed to make up general assignments, projects, quizzes or tests.**

### **G. Classification of absences:**

An excused absence permits a student to make up work missed. **It is the parent/guardian's responsibility to call the high school (295-3254, ext. 495) or junior high (295-2409, ext. 397) by 8:00 am each day his/her child is absent.** Only married or legally emancipated students are permitted to handle their own excuses. It is the student's ultimate responsibility to request and/or submit all make-up work. He/she should not wait for the teacher to take the initiative.

#### **Non-Certified Absences-counted toward the seven-day policy:**

- a. Student illness
- b. Personal absence; (Must be verified by parent and approved by the principal prior to this absence.) Each student must come to the office and fill out an absence request form, which requires a parent signature, before taking this absence.

#### **Certified Absences-not counted toward the seven-day policy:**

- a. Medical, dental, and/or other clinic appointments (Parents need to call prior to the appointment time, and the Indiana Department of Education Certificate of Child's Capacity Form must be completed in order to be certified. The forms are in the office.)

- b. Funerals of relatives or friends (Not counted toward seven-day policy with approval of principal.)
- c. Two college visitation days for seniors before May 1 with prior arrangements made by the Guidance Department. One college visitation day for juniors before May 1 with prior arrangements made through the Guidance Department.
- d. Service as a page in the Indiana General Assembly with prior notice to the high school office.
- e. Work at the general and primary elections (high school students only) with prior notice to the high school office.
- f. Court appearance or witness in judicial proceeding (the court will issue you a form that states date and time of appearance).
- g. Duty with Indiana National Guard
- h. Specific religious obligations documented (not to exceed 120 minutes in total in any week).

**Unexcused absences** indicate the student is absent from school for an unknown reason or for a reason that is not acceptable to the school even if they have parental consent. At Loogootee, we expect students to give their utmost effort. Unexcused absences are a disciplinary problem, adversely affect a student's academic performance and demonstrate a student's lack of overall effort. Appropriate and "reasonable" action for unexcused absences will be taken. **For each unexcused absence, three percent (3%) may be deducted from the student's average in the classes missed (as determined by the teacher of that class and the administrative team).**

**Unexcused absences are classified as follows:**

- a. Oversleeping;
- b. Car trouble;
- c. Parents fail to notify the school within 48 hours of the absence;
- d. Failure to prearrange a personal day;
- e. Failure to prearrange a college day;
- f. Failure to sign out;
- g. Personal appointment such as nail, hair, tanning, etc.;
- h. Any absence that results from working for hire.

**I. Tardy policy:**

Tardiness, unless a staff member detains a student, is defined as any unexcused appearance of a student beyond the scheduled time that a class begins. Students arriving more than 15 minutes late for class will be considered absent. Students start each new nine weeks with a tardy amount of zero. If a student is arriving to school late, they must come to the high school office and sign in. Almost all tardiness is avoidable. Tardiness disrupts not only your school program but also the progress of your class. It seriously interferes with the educational atmosphere.

**Leaving School Early:** A doctor's note is expected for medical reasons. **A student leaving school early will be considered absent if leaving more than 15 minutes early before normal dismissal.** This is to be used only in cases of family emergencies. Hair, nail, tanning appointments, and the like do not constitute a family emergency.

**WHAT IS A CLASS TARDY? - You must be in your class or seat when the bell begins to ring.**

- a. 1st Offense - Recorded by classroom teacher
- b. 2nd Offense- Recorded by classroom teacher
- c. 3rd Offense- Lunch detention assigned\*
- d. 4th Offense- Two additional lunch detentions assigned\*
- e. 5th Offense- Thursday School
- f. 6th Offense - 1 day ISS or 1 Thursday School
- g. 7th Offense- 2 days ISS or 2 Thursday Schools
- h. 8th Offense- Meeting with parents to determine next steps

Senior students are given the privilege of an “Open Lunch” due to the expectation they have developed responsibility and accountability in their high school career. This privilege can be revoked due to chronic tardiness or other lack of appropriate behaviors that demonstrate poor decision making. Any senior who receives a combination of three (3) tardies or absences when returning from lunch during a nine-week term shall have their “open lunch” privilege revoked for the rest of the term.

**J. Truancy:**

Truancy is defined as the action of staying away from school without good reason; absenteeism. When a student is truant, the discipline action may be taken as outlined on the discipline chart. Failure to report to an assigned class will be considered skipping a class. An assigned class is defined as one of the following:

- 1. A regularly scheduled class as per student schedule
- 2. After school detention room as assigned
- 3. Thursday school as assigned
- 4. Lunch detention
- 5. Learning Lunch as assigned

*Habitual Truant* is defined under IC 20-33-2-11 as “at a minimum, a student who is chronically absent, by having unexcused absences from school for more than ten (10) days of school in one (1) school year. *Note: See more regarding habitual truant under the Driver’s License Law.*

**Martin County Anti-Truancy Program - Policy Statement**

The Martin Circuit Court developed the Anti-Truancy Program to help local school corporations deal with student truancy and absenteeism. The Program reflects the combined ideas and efforts of the Martin Circuit Court Judge and staff, the Martin County Probation Department, the Martin County Prosecutor and staff, the Martin County Office of Family and Children, the Loogootee Community School Corporation, and the Shoals Community School Corporation. The program states that if, during one of the two prior semesters, a student had ten (10) or more unexcused absences, the student will be reported to the Martin County Probation Department after the student accumulates their 5<sup>th</sup> absence of any kind during the next semester.

## BETA CLUB

The mission of the National BETA Club is to promote the ideals of academic achievement, character, service, and leadership among elementary and secondary school students. Membership is a privilege and not a right. The qualifications for membership on the part of the student shall be: (a) worthy, moral, and ethical character, (b) good mentality, (c), creditable achievement, and (d) commendable attitude. The standards and means for appraising these qualities are determined by: recommending teachers, the local sponsor, and the school principal. Loogootee High School has settled upon a 3.5 grade point average as the mandatory minimum for BETA selection and induction. The local club's motto is: "Let us lead by serving others." In order to remain in good standing, students must maintain the grade requirement, actively participate in community service and fund-raising projects, and refrain from violating school policies in regards to the ECA Code of Conduct governing substance use, law infractions, and the cheating/plagiarism policy – all items found in this student handbook.

## BOMB THREATS

Perpetuating a bomb threat is a felony. Any student who makes the threat will face expulsion and will be reported to the authorities. Also it is important to emphasize that providing information in such cases is not only assumed but also expected as the safety and well-being of our entire school is at stake when a bomb threat is made.

## BOOK RENTAL AND CLASSROOM FEES

All basic textbooks are rented to students for their use during the school year. The student will be responsible for the workbooks, textbook rental, and other supplies. If a student adds a class anytime during the year he/she will be responsible for payment of all textbook rental, workbook, and course fees pertaining to that class. Equipment maintenance and a supply fee for perishables will be added to the textbook rental fees in lab classes. Textbooks are to be kept clean and handled carefully. You will be required to pay for lost or damaged books. Students will be responsible for their books even if they are stolen. Students who may have a problem concerning payment should contact the High School Office at 295-3254, ext. 493. Financial aid forms will be given to all parents and/or guardians who qualify at the time of registration.

### **REFUNDS:**

1. There will be no refund given to students who drop out or are expelled from school.
2. Students moving out of the school district and who enroll in another school will be given a pro-rated refund.
3. There will be no refund on workbooks or perishables at any time.

4. If a student changes his/her schedule in the first three days of a new semester, he/she will be given a full refund on textbook rental fees on the classes they drop for that semester only. Again, there will be no refund on workbooks or perishables even if that class is dropped.
5. After the first three days of each semester, the student will not be given a refund on the classes he/she drops.

## BUS CONDUCT

Bus transportation is provided as a convenience for those students who live outside the city limits of Loogootee. Students are expected to maintain a level of behavior at least equal to that expected of them while at school. Students and parents are reminded that bus transportation to and from school is a privilege and not a legal right. Students that cannot maintain a reasonable level of self-discipline while riding as a passenger on a bus will be disciplined for unacceptable behavior. (1st offense: verbal warning, 2nd offense: phone call by bus driver, 3rd offense: 1-3 day bus suspension and phone call by administrator, 4th offense: at least a three-day bus suspension and parent conference with bus driver and principal, 5th offense: loss of bus privileges for remainder of school year).

**NOTE: Administrators have the right to skip steps depending on the severity and nature of the improper behavior.**

## CAFETERIA PROCEDURES

Lunch times appear in the daily schedule. Daily meals will cost \$2.60 for students and \$3.35 for adults. Parents can also access their student account through Skyward for lunch costs. A federally funded full and reduced price breakfast and lunch program is available to eligible students; consult the office. Parents may lunch accounts online through efunds. Please visit the school website [www.loogootee.k12.in.us](http://www.loogootee.k12.in.us) for more information. NOTE: (Pricing reflects fall 2017 charges.) All cafeteria charges should be paid in prompt fashion to avoid hefty financial obligations.

***Parents and students have the ability to take advantage of an automated pin number system that allows for instant purchases of lunch items. A tracking system keeps a running balance, provides detailed consumption reports, and produces notices whenever one's balance runs low via Parent Access and/or e-mail where available.***

The school cafeteria is maintained as a vital part of the health program of the school. To encourage good eating habits, nutritious food is offered at reasonable prices. Students may also bring their lunch from home. Due to state regulations, outside food from local restaurants may not be brought into the cafeteria. Students with a lunch from local restaurants will be given an alternative location to eat their lunch. In order to ensure that a pleasant atmosphere for eating is maintained, the following rules must be observed by all:

1. Students should not cut into the line.
2. Breakfast will be sold daily before school. The time will be established upon return to school each

fall.

3. Return all trays and utensils to the dishwasher area.
4. Leave the tables, chairs, and floor in a clean condition ready for use by others.
5. Students may not have guests visit them during lunch except for:
  - a. Parents/Guardians that have been granted permission by the principal.

## **C.A.S.S. - COURT ASSISTED SCHOOL SUSPENSION - MARTIN COUNTY COMMUNITY CORRECTIONS**

Students who have violated school rules and are subject to a possible out-of-school suspension may participate in the Court Assisted School Suspension (“CASS”) Program. CASS is a program in which the Martin County Circuit Court, Martin County Community Corrections Department, Martin County Probation Department, and Loogootee Community School Corporation work together to provide an educational alternative to an out-of-school suspension. The CASS program is comprised of two programs: the CASS classroom and potential CASS field service programs.

## **CELL PHONE - CONTENTS AND DISPLAY LIABILITY ACCORDING TO INDIANA CODE**

- The Child Abuse/Neglect Law requires school personnel to report to law enforcement or child protective services whenever there is reason to believe that any person/student is involved with “child exploitation” or “child pornography” as defined by Indiana Criminal Statutes.
- It is “child exploitation,” a Class C felony under I.C. 35-42-4-4(b), for any person/student (1) to exhibit, photograph, or create a 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.
- It is “child pornography,” a class D felony under I.C. 35-42-4-4(c), for any person/student to possess a photograph, motion picture, 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 by I.C. 35-42-4-4(a) to include sexual intercourse, exhibition of the uncovered genitals intended to satisfy or arouse the sexual desires of any person, or any fondling or touching of a child by another person or of another person by a child intended to arouse or satisfy the sexual desires of the child or other person.
- The Indiana Sex Offender Registration Statute at I.C. 11-8-8-7 and the Sex Offender Registry Offense Statute at I.C. 35-42-4-11, as of May 2009, requires 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.

## **CLASS OFFICERS/STUDENT COUNCIL**

Students wishing to be a class officer or a member of the student council must meet the following criteria:

1. Scholarship: at the time of filing a petition for a class officer or council member, a student must have an accumulated 2.0 grade point average.
2. Grades, citizenship/discipline, and attendance may be reviewed at any time by a class sponsor and/or an administrator, and may result in removal from office if appropriate standards are not met (violation of the school's substance abuse or plagiarism/cheating policy could certainly result in such a removal).
3. Teachers, sponsor, and administration will evaluate those wanting to be class officers or student council members. A positive teacher evaluation is necessary in order for a student's name to be placed on the ballot; principals may also have a say-so in whether or not a student is in good standing for class office.
4. Officers and student council members must follow the additional operating policies and constitution of the organization.

## **CLOSED CAMPUS/LUNCH**

Loogootee Middle/High School operates as a closed campus. Students are not allowed to leave school unless:

1. They are leaving for job shadowing, student intern, or Twin Rivers. (Elementary cadets must walk)
2. They are signed out by a parent/guardian for health reasons or their parent is picking them up for lunch and their parent is returning them. NOTE: All students in extracurricular activities may not be absent during periods 5, 6 and 7 to be able to participate in practice, competitions or events. It is critical that parents signing a student out for lunch have their child back in time for class.
3. They are seniors traveling to lunch. Any senior who receives a combination of three (3) tardies or absences when returning from lunch during a nine-week term shall have their "open lunch" privilege revoked for the rest of the term.
4. Lunch detentions will be served in the back of the cafeteria. Students with Lunch Detention should report to the Detention table and wait until given permission to get in line for lunch. Phones/Electronic Devices are not allowed to be used by students serving a detention.

## CLOSING SCHOOL

In the event of severely inclement weather or mechanical breakdown, school may be closed or the starting time delayed. Also, it may be necessary to sometimes dismiss school early for similar reasons. Thus, ***an emergency call response system was activated in the fall of 2008. By providing contact phone numbers to the corporation, parents can receive immediate voice/text message notification warnings.***

## COMPUTERS - RESPONSIBLE USE GUIDELINES

The use of school provided devices (Computers, Chromebooks, iPads, and iPods) at Loogootee Middle/High School is a privilege and not a right. These guidelines safeguard the rights and privileges of all users. Students will agree to adhere to these guidelines and any changes/additions to this Board Acceptable Use Policy that may become necessary. Students further understand that failure to comply with these guidelines may result in loss of his/her computer privileges and may result in legal charges being made against him/her.

Students will:

- keep private information private. (My password and identity are mine and not to be shared with anyone other than my parent/guardian, teacher or administrator.)
- treat others with respect, both online and offline.
- strive to be a responsible digital citizen and encourage others to be good digital citizens.
- use school provided electronic device for school-related purposes only during school hours.
- credit sources when using other people's information, images, or other material.
- respect the work of other students and not copy, alter, or otherwise damage work that is not mine.
- notify an adult (parent/teacher/administrator) immediately if the electronic device is damaged in any way.

Students will not:

- share their account information with anyone.
- use other student accounts.
- read another student's private communications and schoolwork without permission.
- use improper language or pictures.
- use any form of electronic communication to harass, intimidate, ridicule, or otherwise harm others.
- pretend to be someone else online.
- give out full name, address, or any other contact or personal information to someone unknown.
- take pictures and/or record audio/video of someone else without the consent of that student or staff member.
- search for, possess, read, view, or copy inappropriate pictures or information.



Students understand:

- their work, if stored on a local drive, can be lost and I should backup important work.
- it is their responsibility to validate information or research on the Internet.
- there is no expectation of privacy with the school-owned electronic device, and therefore the electronic device is always subject to inspection in order to ensure that the electronic device is being used for school purposes only.

## CONFIDENTIALITY/FERPA

A student, parent, or guardian who wishes to examine student records may do so by contacting the high school office. There will be a fee of fifty (.50) cents per page for documents copied. Confidentiality of records is important to the school for the safety and security of the students. The school does provide directory information to governmental agencies. If a parent or guardian wishes to have directory information withheld from governmental agencies, written notice must be on file in the high school office for each applicable school year.

## DELIVERIES

Although we recognize the importance of birthday greetings, valentine messages, etc., we must remember our primary concern is education. Our office will accept a delivery, but it is to remain in the office until the closing of school. The school cannot and will not be responsible for anything lost, damaged, or not delivered.

## DETENTION

Any student assigned to detention will be offered at least twenty-four (24) hours' notice for parents to make arrangements to provide transportation to school for the student. Morning Detention and some After-school Detention are served in the high school office. Other After-School Detentions will be served in the study hall room. A parent or guardian for reasons such as a family emergency may reschedule a detention or Thursday school. Students will not be allowed to initiate rescheduling. The final determination will be made by the building administration. Failure to report/serve will result in further discipline action as defined by the discipline chart.

## DISCIPLINE POLICIES

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 provision Indiana Code (IC) 20-33-8, administrators and staff members may take the following actions:

1. **REMOVAL FROM CLASS OR ACTIVITY:** A teacher will have the right to remove a student from his/her class or activity for one class period if the student is assigned regular work to be completed in another school setting.
2. **SUSPENSION FROM SCHOOL:** A school principal (or designee) may deny a student the right to attend school or take part in any school function for a period of up to ten (10) school days.
3. **EXPULSION:** A student may be expelled from school for a period no longer than the remainder of the current semester plus the following semester, with the exception of possession of a fire-arm or a deadly weapon listed under the Grounds for Suspension and Expulsion. Removal for the remainder of the semester will result in a W (withdrawal).

## GROUNDS FOR SUSPENSION OR EXPULSION

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

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

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

- a. The unlawful activity may reasonably be considered to be an interference with school purposes or an educational function.
- b. The student's removal is necessary to restore order or protect persons on school property; including an unlawful activity during weekends, holidays, others school breaks, and the summer period when a student may not be attending classes or other school functions.

**NOTE: SCHOOL OFFICIALS ARE REQUIRED TO REPORT TO LOCAL LAW ENFORCEMENT AGENCIES ANY THREATS MADE TO SCHOOL EMPLOYEES.**

## **A. Out-of-School Suspension or Expulsion**

### **Major Student Violations**

The acts set forth below are prohibited. Offenders may be subject to suspension and/or expulsion for such misconduct.

1. Engaging in any conduct that disrupts or interferes with school purposes. No student will be permitted to use any form of violence, force, noise, intimidation, fear, or any comparable conduct. In the case of physical violence, such as a fight, both students will be treated firmly in regards to discipline.
2. Trespassing, vandalizing school property or private property, breaking and entering a school building or facility, or private property, attempting to set fire or setting fire or intentionally damaging any school property or private property.
3. Stealing or attempting to steal property on school grounds.
4. Intentionally causing or attempting to cause physical injury to a student or school employee.
5. Refusing to follow the directions of school employees or engaging in other acts of serious disrespect to school employees.
6. Engaging in immoral conduct - including sexual misconduct.
7. Engaging in any activity forbidden by Indiana State Law.
8. Willfully truant from school.
9. Possession of any weapon, including but not limited to, knives, will lead to immediate suspension and possible expulsion.
10. Possessing, using, distributing, purchasing, or selling tobacco or nicotine-containing products of any kind or in any form. These products include e-cigarettes, vaping devices, any type of look-alike products or other related products or devices associated with tobacco or nicotine use or electronic nicotine delivery system.
11. Possession of drugs, drug paraphernalia, look-alike drugs, alcoholic beverages, stimulants, depressants, or intoxicants of any kind will lead to immediate suspension pending expulsion.
12. Other serious disruptive acts as determined by the building principal.
13. Possession of firearms and destructive devices will result in immediate suspension pending expulsion.
14. Threat - Any threat directed at a fellow student or school employee will be taken seriously and the authorities may be notified. This includes verbal, written, and electronic threats both during and outside of school hours. Any threat will result in disciplinary action.
15. Knowledge of any situation listed 1-14 and failure to notify school officials.

It is currently a violation of Indiana law for a student to fail to inform school representatives that he/she is seeking admission after being expelled from another school. The penalty to be applied is expulsion without due process.

There are times when a serious offense requires a student's removal from the school environment. When, in the opinion of the principal, such conduct warrants, a student may be suspended from attending school for a maximum of ten days.

**Students who are suspended out-of-school receive zeroes for all class work and/or tests missed for credit. Suspended students are not permitted to return to school, attend any home or away school-affiliated or sponsored events, or come on to school property for any reason until the morning following the final day of their suspension. This includes all athletic activities and all other scheduled activities during and after school hours.** Parents are encouraged to contact the administration to deter any further misbehavior.

## B. Discipline Definitions and Discussion

1. Fighting/Promoting a fight: A fight between individuals over a personal grievance between them and not directly involving other students is typical of most fights at Loogootee. Words and or a push/shove may cause a fight. It usually takes two people to fight – one does not have to throw punches or shove a person to merely defend oneself. Nor does one have to say words that may be offensive to another person. Walking away or seeking help from a teacher or administrator before a fight takes place is advised. **Fighting will not be tolerated at our school.**
2. Physical attack: A physical attack is an incident where one student, with little or no provocation, attacks another student or staff member who is unable to escape the attack.
3. Exceptions/notes on fighting: An administrator may decrease or increase punishment in any given situation depending upon the facts of the situation. Students will not be permitted to attend classes the remainder of the day and their parents will be requested to come to the school and take them home. Students will also be held accountable for the statements made to administrators and other staff members while being separated in a confrontation or while being taken to the office. Students will be subject to expulsion if they fail to comply with the directions of school personnel, fail to demonstrate self-control, require physical restraint, make threats, or become physically aggressive.
4. Physical display of affection: (excessive touching and/or close contact beyond hand holding)
5. **Cell Phone / Electronic Device: Cell Phone / Electronic Device: Students may use cellular telephones, including camera phones, or other electronic communication devices during lunch and passing periods only. However, within the classroom, students are NOT to use their phone/electronic device for any reason. Phones should never be out during class time. This includes using the school's outlets for charging or having a phone laying out on a desk. Texting, tweeting, emailing, posting to social media etc. is prohibited. See Loogootee High School Disciplinary Chart for consequences under "Cell phone / Electronic Device."**  
Students are never permitted to use cellular telephones, including camera phones, or other electronic devices to record, store, send, and/or transmit the spoken work or visual image of any person, including other students or staff members, or educational instrument/document (e.g., test, quiz, etc.) any time while on school property or at a school-sponsored event. Finally, students may not use cellular telephones or other electronic devices on school property or at a school-sponsored activity to access and/or view Internet web sites that are otherwise blocked to students at school.
6. Insubordination (Belligerence) / interference with authority: No student shall be argumentative, confrontational, belligerent, or threatening to faculty or any other school staff members. Students will not interfere in the discharge of school staff's duties or withhold information / lie when asked for information in a disciplinary matter.
7. Disruption of the orderly learning process: Behavior that seriously disrupts any school activity or the operation of the school (i.e. boycotts, sit-ins, walk-outs, etc.) is prohibited.
8. Bullying/hazing/harassment and/or relational aggression of other students:

**Bullying** - Bullying means overt, repeated acts or gestures, including verbal or written communications transmitted, physical acts committed, or an other behaviors 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:

- (1) places the targeted student in reasonable fear of harm to the targeted student's person or property;
- (2) has a substantially detrimental effect on the targeted student's physical or mental health;
- (3) has the effect of substantially interfering with the targeted student's academic performance; or
- (4) 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.

**Hazing** - Hazing shall be defined for purposes of this policy as performing any act or coercing another, including the victim, to perform an act of initiation into any class, group, or organization that causes or creates a risk of causing mental, emotional, or physical harm. Permission, consent, or assumption of risk by an individual subjected to hazing shall not lessen the prohibitions contained in this policy.

**Harassment** - Harassment includes any speech or action that creates a hostile, intimidating, or offensive learning environment. In a group situation, **each person is guilty of lending his or her influence to the group and will be responsible for what may have happened as a result of the actions of the group.**

**Relational Aggression** - Relational Aggression (RA) is behavior that is intended to harm someone by damaging or manipulating his or her relationship with peers. The Loogootee Community School Corporation recognizes that students often use RA to gain social status or to handle conflict. RA is unacceptable, as it leads to lowered self esteem, absenteeism, and possibly violence. Examples of RA are: spreading rumors, gossip, exclusion, taunting, and building social alliances. Within the Loogootee Community School Corporation, practicing empathy and inclusion is the rule!

9. Sexual harassment: No student shall harass another student or a school employee through conduct or communications of a sexual nature. Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature. Conduct of sexual nature is defined as including verbal or physical sexual advances and/or comments regarding physical or personality characteristics of a sexual nature. Sexual harassment, as previously defined, may include but is not limited to the following unwelcome activities:
  - a. Verbal harassment or abuse.
  - b. Repeated remarks with sexual or demeaning implications.
  - c. The circulated graphic or printed materials in which content has sexual or demeaning implications.
  - d. Unwelcome touching.
  - e. Pressure to participate in sexual activity.
  - f. Suggesting or demanding sexual involvement accompanied by implied or implicit threats.

10. Profanity and abusive language directed to a school employee: No student shall use profanity, abusive language, or direct an obscene gesture at a staff member. Any obscene words spoken loud enough for the school employee to hear will be regarded as being directed to that school employee.
11. Cheating/Plagiarism – Cheating is defined as: “the use of unauthorized assistance of material or giving of unauthorized assistance of material in the carrying out of an academic assignment. An academic assignment includes all homework, projects, quizzes, and tests assigned by the instructor. Students will also be expected to follow the rules by a teacher as presented on a written syllabus.” **Eliminating an attitude of disregard for academic integrity is essential.**
12. Computer policy: It is a criminal act under Indiana law to access a computer program/date without the consent of the computer owner. Any student who tampers with, or is guilty of trespassing on any of the school corporation computers, computer programs or networks is in violation of school policy. The use of the Internet must be consistent with Loogootee’s educational objectives. Transmissions of any material in violation of any U.S. or state regulation are prohibited. (Disclaimer: This only partially covers our school acceptable use policy.) **PENALTY:** Violation of this policy could result in suspension, expulsion, and/or legal action. **NOTE: Typical action includes: computer access suspended for 10 days, 30 days, and for the calendar year.**

**NOTE: ADMINISTRATORS MAY SKIP STEPS AND INCREASE ALL DISCIPLINE GUIDELINES IN EACH INDIVIDUAL CASE AT THEIR DISCRETION.**

### **C. Loogootee High School Disciplinary Chart**

Disciplinary action will be progressive and appropriate. A final alternative might be to assign the student an alternative plan of education or be expelled from Loogootee High School. The chart below is to serve as a guide as to the recommended disciplinary procedures which will be used at Loogootee High School. Offenses not addressed in the chart will be handled in a manner consistent with the overall disciplinary philosophy of Loogootee High School. Administrators may skip steps and increase all discipline guidelines if needed.

VIOLATION	FIRST OFFENSE	SECOND OFFENSE	THIRD OFFENSE	FOURTH OFFENSE
Alcohol/Drug/Paraphernalia Violation	OSS and Recommend to expel (police called)			
Bullying (must meet State definition) / Hazing / Intimidation	1 day ISS to 5 days OSS to expel	2 days ISS to 10 days OSS to expel	Recommend expel	
Cell Phone / Electronic Device (includes taking picture/video with phone)	1-hour Th. School and confiscation for day	1:30 Th. School + PC and confiscation for day	2 Th. School + PC and confiscation for week	2-5 days OSS + PC and confiscation for term
Class Disruption/Class Rules (Minor)	1 day CS	2 day CS + PC	3 day CS + PC	Poss. remove from class
Class Disruption (Major)-Insubordinate and/or Leaving Class w/o Permission	1 Thursday School	1 day ISS	2 days ISS to 2 days OSS	2-5 Days OSS
Cheating/Plagiarism	"0" & up to 2 ASD	Up to 2 days ISS & "F" for 9 wks.	2 ISS up to 2 days OSS & "F" for sem.	
Defacing Property	Restitution and 1 ASD	Restitution and Th. School	Restitution and up to 2 days ISS	Restitution and OSS
Defiance/Disrespect to School Personnel / Providing False Info to Staff	1 Thursday School	2 Days ISS	3-5 Days OSS	Recommend Expel
Defiance (Major)	Up to 10 days OSS and possible expulsion			
Disruption of Learning (Boycotts, etc.)	5 Days OSS	OSS with Recommendation to Expel		
Dress Code Violation	Change & Warning	Change & 1 ASD	Change & Thur. School	Change & 1 Day ISS
Driving/Parking Lot Violation	Warning	2 ASD + PC	1 Thur. School + PC	Suspend park privilege
Failure to Follow Rules/Requests – Includes not Serving Detention etc.	1 Thursday School and Serve Missed Time	1 Th. School and 1 ISS + missed time	2 Th. School or 2 days ISS+missed time	2-5 Days OSS + missed time
False Reporting/911/Bomb/Fire Alarm	Suspension with Recommendation of Expulsion and Subject to Prosecution under Indiana Law			
Fighting / Promoting / Provoking a Fight (Police may be called)	1 ISS up to 3 days OSS	5 days OSS up to Expel	OSS/Recommend Expel	
Food or Drink Violation	1 LD	1 ASD	1 Thursday School	2 Thursday Schools
Forgery or Misuse of a Pass – includes False Attendance Call or Note	1 Thursday School & Loss of Pass Privileges	1 Th. School and 1 day ISS	Up to 2 Th. School and/or 2 days ISS	OSS up to 5 days
Harassment / Ridicule of Other Student	1 Day ISS	2 Days ISS	3-5 Days OSS	Recommend Expel
Inappropriate Affection "PDA"	Warning/guidance meeting + PC	2 LD	1 Thursday School	1 Day ISS
Insubordination (Belligerence) / Interference w/ Authority (Lying)	2 days ISS to 3-5 days of OSS	Five days OSS up to recommend to expel		
Out of Area w/o Permission	1 ASD	2 ASD	1 Thursday School	1 Day ISS
Physical Attack on Staff/Student	10 days OSS and possible Expel (Police Called)		Recommendation for Immediate Expel	
Profanity / Abusive Language or Gesture to a School Employee	2 days ISS to 3 days OSS	5 days OSS to expel & poss. class withdrawal	Recommend expel	
Profanity / Inappropriate Language or Gesture (spoken or written)	1 ASD	1 Thursday School	1 Th. School and 1 ISS	Up to 2 Th. School and/or 2 Days ISS
Refusing to be Searched	5-10 Days OSS to possible expel		Recommend to expel	
Sexual Misconduct/Sex Harass (Including Indecent Exposure)	1 day ISS to 5 days OSS	2 days ISS to 10 days OSS to Recommendation expel		
Theft (Major - Police Called)	Restitution & up to 3 Days OSS	OSS & Recommendation of Expulsion		
Threat to an Employee or Student	1-5 Days ISS or OSS	10 OSS – Recommend expel; Class D Felony		
Tobacco Violation or Lighter or Matches or E-cigarette or Vaporizers	Complete a school approved tobacco/nicotine cessation program	1 day ISS or 1 day CASS	Up to 3 days OSS	Ten Days OSS to expel
Truancy / Leaving School w/o Permission or Skipping a Class	1 Thursday School	1 Th. School and 1 day ISS – Probation notified	2 Days ISS up to 5 Days OSS	5 – 10 Days OSS to expel
Vandalism	Restitution & up to 3 days OSS	Restitution & 3-5 OSS	OSS and Recommend Expel	
Weapons/Knives/Explosives/Firearms	Suspension with Recommendation of Expulsion (common sense will prevail based on circumstance)			

### Chart Key / Legend

ASD = After School Detention

LD = Lunch Detention

PC = Parent Contact

CASS = Court Assisted School Suspension

ISS = 1 Day In-School Suspension

CS = Class Suspension

OSS = 1 Day Out of School Suspension

## DRESS CODE

The general policy of Loogootee Middle/High School is to allow as much individual freedom of choice as possible in matters of dress and grooming - consistent with cleanliness, decency, and appropriateness to school purposes. Students and parents are expected to display good judgment in making sure students' clothing is neat, clean, and appropriate for the classroom.

1. Garments that have pictures and/or writing that is vulgar, suggestive, indecent, double meaning, or otherwise offensive are not permitted (this includes Hooter's T-shirts). Garments with pictures of, or allusions to, drugs, tobacco, or alcohol are banned. Derogatory or inflammatory racial, ethnic, or religious apparel is not allowed.
2. Clothing that permits display of the stomach is not permitted. This includes, but is not limited to, cut off t-shirts, halters, and tube tops.
3. Pants must be "properly" fitted (worn at the waist, not sagging or displaying boxers).
4. Coats/jackets may not be worn in the classroom (unless room temperatures necessitate such).
5. Tank tops/sleeveless shirts are not allowed.
6. Slippers/sunglasses/chain or rope wallets/cut-off sweats/biking shorts are not allowed.
7. Wearing of caps/hats of any kind including toboggans and hoodies inside the building is prohibited unless the principal has given approval. In addition, sweatbands, handkerchiefs and bandanas are not permitted.
8. Jeans with distracting holes or that are substantially ripped or frayed above the knee may NOT be worn (sewn-in patches to cover such areas are fine but shorts/boxers are not an acceptable means for coverage).
9. Students may wear shorts or skirts to school if they meet the following requirements:
  - a. They should not be flimsy or transparent.
  - b. They should not be excessively short. Fingertip length is a good guideline, but it is understood that this may vary from student to student.
11. Ear and external nare (outside skin of the nose) piercing is allowed (tongue, eyebrow, nasal septum, etc. is absolutely prohibited). Students who violate this policy are subject to suspension.

The principal will have the final judgment as to whether or not a student meets the dress code policy.

## DRILLS

Fire, man-made occurrence, security, and tornado drills are conducted periodically, according to state regulations. A list of general instructions follows, but students should follow the rules for safety and drill procedure that are posted in each room and familiarize themselves with the drill route in their classrooms.

*Fire* – continuous buzzer, *Security* – intercom announcement, *Tornado* – siren or announcement



## DRIVING

Driving to school and parking at Loogootee High School is a privilege granted by the Loogootee Community School Corporation. It is not an inalienable right. Any student who drives to school is required to give consent to random drug testing and register their car in the High School Office. Car registration costs \$1.00. Registration numbers should be hung from your car rear-view mirror. Specific driving behavior and responsibilities are expected as outlined below:

1. When entering or leaving the school grounds, students are expected to use Butcher Boulevard. Do not use the street that runs around West Elementary unless picking up a younger sibling is a responsibility.
2. Student traffic is not permitted in the area east of the cafeteria, south of the gymnasium, and west of the guidance office from 7:30 am to 3:20 pm.
3. Students should park between the yellow lines.
4. Speeding, peeling out, or careless driving on the streets bordering the school or in the parking lots will not be tolerated. (Those offenders found in violation will be subject to the school Discipline Chart.)
5. Once students enter the parking lot, the car is to be parked. Students are not allowed to drive in and out of the lot and/or circle the school continuously on the roads bordering the school.
6. Students' cars may be searched if suspected of harboring illegal contraband, weapons, or other illicit materials.

## DRIVER'S LICENSE LAW

IC 9-24-2 states that a driver's license or a learner's permit may not be issued to an individual less than eighteen (18) years of age who meets any of the following conditions;

1. Is a habitual truant under IC 20-33-2-11 defined as "at a minimum, a student who is chronically absent, by having unexcused absences from school for more than ten (10) days of school in one (1) school year.
2. Is under at least a second suspension from school for the school year under IC 20-8.1-5.1-8 or IC 20-8.1-5.1-9.
3. Is under an expulsion from school under IC 20-8.1-5.1-8, IC 20-8.1-5.1-9, or IC 20-8.1-5.1-10
4. Has withdrawn from school, for a reason other than financial hardship and the withdrawal was reported under IC 20-8.1-3-24(a) before graduating.

IC 9-24-2-4 also states that if a person is less than eighteen (18) years of age and is a habitual truant, is under a suspension or an expulsion or has withdrawn from school as described in Section 1 of this chapter, the bureau shall, upon notification by the person's principal, invalidate the person's license or permit until the earliest of the following: the person becomes eighteen (18) years of age or 120 days after OSS.

## EXTRA CURRICULAR ACTIVITIES DRUG TESTING PROGRAM

### INTRODUCTION

The Board of School Trustees of the Loogootee Community Schools recognizes that the misuse of drugs is a serious problem with legal, physical, and social implications for the entire community.

As the educational institution of this community, the school should strive to prevent drug abuse and help drug abusers by education, rather than punitive means.

Loogootee Community Schools prohibits the use, possession, concealment, or distribution of any drug or drug paraphernalia at any time on corporation property or at any school-related event.

This drug-testing program does not affect the policies, practices, or rights of Loogootee Community Schools in dealing with drug and/or alcohol possession or use, where reasonable suspicion is obtained by means other than drug testing through this policy. Loogootee Community Schools reserve the right to test any student who at any time exhibits cause of reasonable suspicion of drug and/or alcohol usage.

### PURPOSE

The extracurricular programs of Loogootee Community Schools are an integral part of the school system and the community. The recognized value of extracurricular participation to a student's personal development has given these activities a high priority in the total school program. All students are encouraged to participate in the extracurricular programs of the school, but the opportunity for such participation is not an absolute right. Rather, it is a privilege offered to students who meet both the scholastic and the physical conditions of eligibility. Students involved in extracurricular activities need to be exemplary in the eyes of the community and other students.

This testing program serves several purposes. One is intended as an integral component of the overall physical and mental educational program at Loogootee Community Schools. Another is intended as a medical diagnostic aid in disclosing possible drug related problems and providing opportunities for early interdiction. Another purpose of this drug-testing program is to prevent students from participating in extracurricular activities while he/she has drug residues in his/her body.

This policy applies to all students at Loogootee High School who wish to participate in extracurricular activities. It also includes any student who is in drivers' education and students who drive on school property.

### CONSENT FORM

Each student shall be provided with the consent form, which must be dated and signed by the student and by a custodial parent or guardian before such student shall be eligible to practice or participate in an extracurricular activity. The consent form must be on file within the first five (5) days of school.

Consent forms giving permission for testing that are returned at a later date must be filed twenty (20) days before the student can participate in any extracurricular activity. By signing the consent form, the student agrees to provide, at any time requested, a urine sample to be tested for drugs, alcohol, and tobacco. The custodial parent or guardian also gives consent for their child to provide the urine sample by signing the form.

In addition to those students who choose to participate in extracurricular programs of the school, the school will test any student who volunteers to participate in the program as well as students under the age of eighteen (18) whose parents wish to have them included in the program. Such students and/or parents of students under the age of eighteen (18) must provide the school with their consent to participate in writing.

Once consent is given for testing, it shall be in effect for the remainder of the student's tenure at Loogootee Jr./Sr. High School or until either the student or consenting parent or guardian withdraws their consent in writing.

## **TESTING PROCEDURES**

Each student will be assigned a number. The principal, administrative team and the administrative assistant will maintain one cross-reference list of names and numbers. The selection of students to be tested will be done randomly on Monday through Saturday throughout the school year.

All students will remain under school supervision until they have produced an adequate urine specimen. If still unable to produce a specimen by the end of the school day, the student will be treated as if the test was given and the results were positive for alcohol/drugs.

If it is proven that tampering or cheating has occurred during the collection, the student will become ineligible for all the extracurricular activities for the remainder of the school year.

When students' test results are complete, the principal compiles the results of each test by the identification numbers on the samples. The specific test results of any test shall not be made known to anyone else other than the student, the student's custodial parent(s) or guardian(s), the principal, administrative team and the administrative assistant. The fact of testing and the results of testing of any student shall not be made known to any school official other than stated. The coach, sponsor, and athletic director will be notified of any suspension resulting from a "positive" result.

If the results of the test are "positive", that is, if they show drug-residue substances and/or alcohol the principal will so advise the student and the student's custodial parent(s) or guardian(s) in person. At this meeting, the student and student's custodial parent(s) or guardian(s) may submit any prescription or other explanation or information which will be considered in determining whether a positive test can be satisfactorily explained. If not, the parent/guardian will be given names of agencies that can be of help to the child. The principal will notify the student of any disciplinary action, based on the policies as outlined in this Handbook.

Once a student who was found to have a positive urine test through provisions of the policy, a "follow-up" test of that student will be conducted after such an interval of time that the substance previously found would normally have been eliminated from the body if no intervening drug use has occurred. If a second "positive" result is obtained from the "follow-up" test or any later test of that student, the said student will be subject to the terms of this policy and the school code at the "second offense" level.

Loogootee Community Schools also reserves the right to test any student who at any time exhibits cause for reasonable suspicion of drug or alcohol use. Factors for reasonable suspicion will include, but are not limited to, excessive disciplinary problems and/or excessive absences from school. Also, a parent/guardian may request testing of his/her child.

## CONSEQUENCES

Students who are using, possessing, or having a positive test for drug, alcohol, or tobacco will be suspended from participation in extracurricular activities according to the guidelines published in this Student Handbook.

### FIELD TRIPS

When students are taken on a field trip as part of an educational experience that enhances the curriculum beyond the normal classroom setting, parents will be notified of departure, arrival, and location. Proper supervision is provided by professionals, selected staff members, and, in some cases, approved parents. Parent permission will be requested for all field trips, and teachers must also give approval in order for students to attend. Permission to attend a field trip may be denied by a teacher, sponsor, or administrator for students who possess poor attendance, encounter discipline issues, and/or maintain below average grades. All make-up work must be completed either prior to leaving or immediately upon return depending on a specific teacher's requirements. Out-of-school suspension may disqualify a student from a field trip. Students are expected to follow the school code of conduct while on school sponsored trips. Failure to do so may result in the student not being allowed to attend field trips.

### FINAL EXAMS

***Final exams will be given to all students at the end of each semester.*** This policy applies to all classes. A space has been provided on student report cards where the final exam grades will be registered. The semester average will be determined by averaging the two nine week grades (each worth 42.5% of grade) and the final exam grade (which is worth 15% of the grade.)

### FOOD, CANDY, AND DRINKS

These items are not permitted outside of the cafeteria and are not allowed in any of the classrooms unless it is provided for a special reason by the principal or teacher. Water bottles are allowed in classrooms as long as the teacher allows it. Only water bottles that are transparent with a secure lid are allowed in the classrooms/hallways. Energy drinks are not permitted at any time.

## GANG ACTIVITY

It is the policy of Loogootee schools to prohibit gang activity and similar destructive or illegal group behavior on school property or school buses or at school-sponsored functions. It is the policy of Loogootee schools to prohibit reprisal or retaliation against individuals who report gang activity and similar destructive or illegal group behavior or who are victims, witnesses, bystanders, or others with reliable information about an act of gang activity and similar destructive or illegal group behavior.

“Criminal Gang” defined (per IC 35-45-9-1) means a group with at least three members that specifically:

1. promotes, sponsors, or assists in; or
2. participates in; or requires as a condition of membership or continued membership; the commission of a felony or an act that would be a felony if committed by an adult or the offense of battery (IC 35-42-2-1) or
3. 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 IC 20-33-9-10.5, a school employee shall report any incidence of suspected criminal gang activity, criminal gang intimidation, or criminal gang recruitment to the principal or the school safety specialist. The principal and/or the school safety specialist may take appropriate action to maintain a safe and secure school environment, including providing appropriate intervention services.

NOTE: The Loogootee Schools Criminal Gang Activity policy can be found in its' entirety on the corporation website and also in the Superintendent's office.

## GRADE CLASSIFICATION

In order to be classified as a freshman you must be passed out of the eighth grade.

In order to be classified as a **sophomore** and granted the privileges of a sophomore, the student must have acquired a **minimum of eleven (11) credits** and completed two (2) semesters of high school work.

In order to be classified as a **junior** and granted the privileges of a junior, the student must have acquired a **minimum of twenty-two (22) credits** and completed four (4) semesters of high school work.

In order to be classified as a **first semester senior** and granted the privileges of such, the student must have completed a **minimum of thirty-three (33) credits** and completed six (6) semesters of high school work. In order to be classified as a **graduating senior**, a student **must have at least thirty-seven (37) credits** after seven (7) semesters. If a student does not work to gain the needed credits, he/she will not be participating in the same activities as the students with whom they began their high school career.

## GRADE REPORTS

Report cards will be issued to students following the end of each nine (9) week grading period (term). End of the spring semester report cards will not be mailed home but can be picked up in the office. The report card is a report to you and your parents concerning your achievement level in each class. Parents are encouraged to talk with teachers concerning a student's grades. Appointments for a conference with teachers during school hours should be made in advance through the principal's office.

### A. Mid-term reports

Midterm reports are sent out during the third and sixth week of each grading period, giving you at least three (3) weeks to improve your grades before report cards are issued. Each student should receive mid-term reports for every class; an accessible on-line grade book is available for parental access.

### B. Grade Point Average

A student's grade point average will be computed using the following scale.

A+ 4.0	B+ 3.33	C+ 2.33	D+ 1.33	F 0.0
A 4.0	B 3.00	C 2.00	D 1.00	
A- 3.67	B- 2.67	C- 1.67	D- .67	

### GPA Weighting

All students taking Dual Credit or AP classes will automatically have their grades increased by 8%. (Note: Students taking CHEM 105 in 16-17 will be weighted in the traditional manner for one (1) more year.)

**For the Class of 2018 and beyond, Valedictorian and Salutatorian will be determined AFTER the completion of the eighth semester of his/her senior year. Criteria will be solely based on GPA. If there are ties, multiple Valedictorians or Salutatorians will be awarded.**

### C. Grading Scale

A	94-100	C	73-76
A-	90-93	C-	70-72
B+	87-89	D+	67-69
B	83-86	D	63-66
B-	80-82	D-	60-62
C+	77-79	F	0-59

In determining a student's final grade, teachers will round up at .5 or above. (Example 81.54 will round up to 82%.)

## Semester Weighting

All terms will be weighted 42.5% and the final exam will be worth 15%.

If a Dual Credit course affiliated with a college/university requires a different grading scale and semester weighting format, the college requirement will supersede the local grading and weighting requirements.

## **D. Incomplete grades**

If a student has not completed course work, then a grade of Incomplete (I) may be given. If this work is not completed within two weeks from the end of the grading period, then the teacher will submit the grade to the guidance department as an “F” unless further arrangements have been made by the student with the teacher to extend the two-week deadline. The student bears the responsibility for the completed work to be turned in after the grading period has ended or making arrangements with the teacher, in writing, for extending the time to complete class work. The teacher has the responsibility to contact both the student and the student’s parents regarding the incomplete grade and the work needing to be completed. **NOTE: IHSAA Scholarship Rule 18-6 dictates that an incomplete at the end of a grading period or semester counts as a failure until deficiency has been removed.**

## **E. Honor Roll Requirements**

Honor roll students are announced at the end of each grading period. Students who attend school full time and achieve at least B- or higher in all classes will qualify for honor roll. The honor rolls are classed as follows:

All A’s	High Honor Roll
A’s and B’s	Honor Roll

## **GUIDANCE INFORMATION**

Students are most welcome and encouraged to come to the guidance office to talk with the counselor about any area of concern, whether it is vocational, educational, or personal. Students are asked to come to the counselor’s office during their free time.

The Guidance Department is organized to assist our students in developing self-awareness and self-direction. They will help devise strategies for educational or career planning and accepting responsibilities for decisions. The Guidance Department is also organized to assist the school. These services include: scheduling of students, staff consultation, parent contact, program planning and management, public relations, record keeping, and institutional contact.

The Guidance Department can specifically help with:

1. Scheduling questions
2. Enrollment
3. Interpreting and evaluating test scores

4. Assessing student progress
5. Teacher/Parent communication
6. Establishing parent conferences for failures, college planning, financial aid scholarships, etc.

**Students and parents are advised to read the Loogootee High School Course Description and Schedule Guide (available via the school webpage) which has in-depth descriptions and pre-requisites for all classes offered to LHS students.**

### **A. Graduation requirements**

**In order to graduate with a general diploma from Loogootee High School and participate in commencement, a student must have completed a minimum of forty-two (42) credits and passed any statewide assessment exams the Department of Education implements.** All subjects are equal in credit. The forty-two (42) credits of work shall consist of twenty-six (26) credits of required work and sixteen (16) credits of elective work in approved fields. The twenty-six (26) credits taken by everyone include:

English and Literature	8 credits
Mathematics	6 credits
Science	4 credits (6 for a Core 40)
Physical Education	2 credits
Health and Safety	1 credit
U.S. History	2 credits
Government/Economics	2 credits
Geography or World History	1 credit (both semesters to get 2 for a Core 40)
Career Ed. or CTE Alternative	1 credit

It is the responsibility of the student to make sure he/she meets graduation requirements. In order to participate in commencement, ALL 42 credits required for graduation must be obtained by the end of the second semester. If a student is taking correspondence courses, those classes must be completed and sent to that school before commencement. The school counselor will be working closely with you on this important matter.

*Any student who has fees or other outstanding obligations including discipline obligations at the close of his/her senior year will not be allowed to participate in commencement until all obligations are fully met.*

### **B. Early Graduation**

Loogootee Community Schools strongly encourages our students to attend high school for eight (8) semesters. We offer a strong curriculum that allows our students to grow academically and socially to prepare for college and career readiness. However, alternative options for early graduation do exist. The School Board has established deadlines and requirements that must be met to qualify for early graduation. Families are encouraged to consult with School Board policy regarding this option.

### **C. Core 40**

Students may want to pursue a specific course of study. Core 40 is recommended for those students wishing to enroll in a four (4) year university or two (2) year trade school. **Students must complete at least forty-four (44) credits.** Additional information may be obtained from the Guidance Office.



## **D. Academic/Technical Honors Diploma**

In order to encourage and reward students who pursue a rigorous course of study, Loogootee High School offers an Academic Honors Diploma. To earn such a special diploma with this distinction, students must complete **at least forty-seven (47) credits** with at least a 3.0 grade point average in the core classes the following areas required. Technical Honors includes six hours in technical courses and an exam.

**ENGLISH LANGUAGE ARTS** - Eight (8) credits.

**SOCIAL STUDIES** - Six (6) credits. Credits must include: US History, Government, Economics, World History (two (2) semesters), or Geography (two (2) semesters), and either Sociology or Psychology.

**MATHEMATICS** - Eight (8) credits. This would include Algebra I, Geometry, Algebra II, Trigonometry, and may include Calculus.

**SCIENCE** - Six (6) credits. Science credits include two (2) credits in Biology, plus two (2) credits in either Chemistry or Physics, plus two (2) credits in Biology, Biology II, Physics, Chemistry, College Chemistry, Advanced Environmental Science, or Earth Science.

**FOREIGN LANGUAGE** - Six (6) or eight (8) credits. This would include at least six (6) credits in one (1) language or four (4) credits in one (1) language and four (4) credits in another language.

**FINE ARTS** - Two (2) credits. This could be in art, music, or other areas, which encompass visual, aural, performing, and creative modes of student learning.

**PHYSICAL EDUCATION** - Two (2) credits.

**HEALTH** - One (1) credit.

**INTRODUCTION TO CAREERS** - One (1) credit.

Total credits in required subjects for the Academic Honors Diploma would equal thirty-nine (39) to forty-one (41) (depending on the number of credits in Foreign Language). Students would use electives to satisfy the forty-seven (47) credit requirements. Also, to be eligible for an Academic/Technical Honors Diploma, a student must have a grade point average of a "B" or above and only courses in which a student has earned a grade of a "C" or better may count toward this diploma. **In the past, LHS has awarded a \$500.00 scholarship from the Loogootee High School Scholarship Trust to students who complete the Academic/Technical Honors Diploma requirements.** The LHS Scholarship Committee reserves the right to change the above amount whenever necessary.

## **E. Schedule Changes**

Schedule changes will be kept to a minimum, unless a mistake has been made. Students dropping classes after the first three days of each semester may receive a WF (withdrawal failure) in that class with the exception of students taking weighted and/or dual courses for college credit who will be granted five full days of classroom instruction to make a change.

## **F. Courses repeated**

Students may repeat a class if they received a failing grade. The failing grade will remain on their record along with the repeated grade. Both the F and repeated grade will figure in the student's cumulative grade point average. In certain situations, students may want to repeat a class even if they received a passing grade (D- or better). This is referred to as auditing and if the student chooses to audit a class that was already passed, credit in the class will be granted only once but

both grades will appear on the permanent record and both grades will figure in the student's cumulative grade point average.

## **HALL/RESTROOM PASS**

Students shall not be in the halls, except during passing periods, unless they possess a legitimate signed classroom hall pass issued by a staff member or are in possession of the unique teacher pass allowed in each classroom.

## **HEAD LICE**

Checks for head lice are done periodically. Please make a habit of checking the child's hair regularly. Students who are found to have an active (live bugs) case of head lice will be sent home and not allowed back into school until the hair has been washed with a lice shampoo. The nits (eggs) must be combed or picked out to the best of one's ability. A form is sent home with the student, which must be returned to school when the student returns. The name of the lice shampoo that was used must be filled in on the form, and a parent or guardian must sign the form. Students must report to the school nurse for a head check when they return to school before being allowed to return to class.

## **HEALTH SERVICES/NURSE'S OFFICE**

Aid is available when needed in the health suite. If the nurse is not there, the student is to report to the principal's office for instructions. Students may not leave school, without first reporting to the principal's office. Students who leave without permission will be considered truant. The parents/guardians will be contacted before a student is allowed to leave the school. Students who sit in the restroom during a period will be classified as truant from class. If a student is ill and unable to get to the office, the teacher should call the office for immediate help.

## **LEARNING LUNCH/WIN "What I Need" PROCEDURES**

1. All students will be assigned to a WIN classroom and a lunch time after 4th period. Students may only leave their WIN classroom with a signed pass from another teacher who has requested the student attend their room for remediation. NOTE: WIN will be approximately 31 minutes and Lunch will also be approximately 31 minutes.
2. Teachers can also use this time to remediate students in their classroom by giving them a pass to

leave their WIN assigned room and report to their teacher for additional remediation.

3. WIN time will also be used for:
  - a. Remediation of students for state assessments
  - b. Department Meetings as they can be built into the schedule
4. Learning Lunch is for students who did not complete their homework. Students assigned to Learning Lunch will report to the high school Study Hall room and are required to complete all missing assignments for the entire hour. The principal (or designee) may also assign students to learning lunch who are failing multiple classes to help a student earn valuable credits.
5. A teacher can assign a student for Learning Lunch to make up any missing work or to rework non-satisfactory assignments. Teachers are expected to include the assignment that is missing and a copy of the work to be completed in the write-up. It is not the Learning Lunch supervisor's responsibility to track down the work.
6. Students are to report to the high school Study Hall room with necessary materials. Students in Learning Lunch will be released for lunch after everyone in "A" lunch is through the line and will return to the Study Hall room to eat their lunch and complete their work.
7. Learning Lunch trumps all other activities during WIN / Lunch.
8. If a student fails to report to Learning Lunch, the discipline is the same as being "Out of Area" on the Discipline Chart

## LOCKERS

Lockers are made available for student use on the school premises, including lockers located in the hallways, physical education, and athletic dressing rooms, and are the property of the school corporation. These lockers are made available for student use in storing school supplies and personal items necessary for use at school. 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, and which are forbidden by state law or school rules. It is important that students do not bring valuables to school and store them in their locker. Any valuables should be brought to the office for safekeeping.

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 insure that the locker is being used in accordance with its intended purpose, to eliminate fire or 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, alcohol, or tobacco. Students may be assessed damage fees for misuse that leads to repair.

## LOGOOTEER HIGH SCHOOL SCHOLARSHIP TRUST

The Loogootee High School Scholarship Trust was started in 1983. The purpose of this trust is to provide scholarships for graduates of Loogootee High School for use in partial payment of their first year expenses for academic studies at accredited colleges or universities. The award of said scholarships shall be made by the steering committee based upon **academic abilities and a shown need for financial assistance by the applicants**. Students must meet the following criteria to be considered:

1. Graduate of Loogootee High School that school year (and been at LHS for at least one full year.)
2. Have a 2.0 grade point average.
3. Three (3) recommendations returned by the specified due date.
4. Application completed and returned by the specified due date.
5. Financial reports turned in at the high school office by the specified due date.

The Loogootee High School Scholarship Trust Committee reserves the right to change the criteria by which students are selected and the amount of money available for scholarships. All provisions of the Trust must be followed.

## MEDICATION

Indiana law will not permit school personnel to administer any medication if a medication permit signed by a parent or guardian is not on file in the school.

- A medication permit must be on file for each type of medication or each time of illness. A new medication permit must be completed each year.
  - Indiana Law requires schools to permit students with acute medical conditions to possess and self-administer medication with the written permission of the physician and parent.
  - Indiana Law prohibits medications stored at school from being sent home with any student below grade nine (9).
  - Indiana Law permits students in high school to take home medications with parent permission.
1. Non-prescription medication: A medication permit signed by a parent/guardian must be on file in the office. Unless the child has a chronic illness requiring that a supply of medication be stored in the office, the amount of medication sent to school should be for one (1) day only.
  2. Prescription medication: A medication permit signed by a parent/guardian must be on file in the school office and the number of pills in the container needs to be listed. The medication given to school personnel for dispensing must be in the original container with the practitioner's dosage instructions. A supply of medication will be stored in the office for students with a chronic illness or who may require medication for emergency situations such as asthma, diabetes, and stings.

## MENINGOCOCCAL DISEASE

IC 20-30-5-18, Indiana state law code, states that parents/guardians be informed “about meningococcal disease and its vaccine.”

Meningococcal disease is a dangerous disease that can strike children and youth. The disease can progress rapidly and within hours of the first symptoms, may result in death or permanent disability including loss of hearing, brain damage, and limb amputations. Symptoms of meningococcal disease often resemble the flu and include a fever, headache, nausea, and stiff neck, making the disease difficult to diagnose. The bacteria that cause meningococcal diseases are transmitted through air droplets and by direct contact with an infected person. Fortunately, there is an immunization available and the U.S. Centers for Disease Control and Prevention require routine meningococcal immunization prior to sixth grade. A second meningococcal vaccine is required for students in grade 12 if the first dose was given prior to age 16. Please talk with your child’s healthcare provider about meningococcal disease and vaccination.

## MESSAGES FOR STUDENTS

Only emergency messages will be delivered to students. Messages received by telephone or delivered in person will be forwarded to the student during his/her passing period. **Phone 295-3254, ext. 495.**

## PHONE SYSTEM

### A. Specific phone instructions

Students/Parents may call **295-3254 for the High School and 295-2409 for the Middle School.**

The following directions will be given:

- press 1 to report an absence.
- press 7 for a dial by name directory.
- press 0 to speak with a secretary.

### B. Personal phone calls

The telephone is placed in the school office for school business. Students are not permitted to use the office phone unless it is an emergency or unless they seek permission from one of the office secretaries. Students should not make or request to make phone calls during class time.

## POLICY STATEMENT - TITLE IX AND SECTION 504

It is the policy, and belief of the Loogootee School Corporation that education services, employment, programs, instruction, and facilities will not be denied to anyone as a result of one's race, color, religion, sex, limited English proficiency, national origin, or physical disabilities. Inquiries regarding compliance with Title IX and Section 504 may be directed to the building principal.

## PROM

For numerous years, the Loogootee High School Prom has been a festive spring occasion for our students. Juniors and seniors may attend the prom with anyone who is at least a high school student or under the age of twenty-one (21). Any non-Loogootee student who wishes to attend as a date's guest must be approved by the principal. Junior High students will not be allowed to attend the prom. **In order to attend prom as a junior, students are required to work a minimum of two ballgames in the concession stand as well eight hours for prom decorating PRIOR to the last school day before prom.** On the last school day before prom, all juniors are required to decorate for prom. The prom sponsor will distribute and review appropriate dress apparel with the junior and senior classes. Some general guidelines include: formal attire is expected; modest two-piece dresses may be worn - less than two inches of bare midriff is considered modest; plunging backs or fronts are not permitted; no caps/hats are allowed to be worn during Grand March or Prom (the exception is a top hat rented with a tuxedo); all school dress code rules are enforced.

## RELEASE OF DIRECTORY INFORMATION

The Family Rights and Privacy Act of 1974 provide certain safeguards to the privacy of our students. Parents have certain rights under this law until such time as their student is 18 years of age or is enrolled in a post-high school institution, after which the student may exercise those rights. The parents have the right to examine their children's record, and request corrections if records are "inaccurate, misleading or are otherwise in violation of the privacy or other rights of students." If there is a disagreement on this matter between the parents and the school, parents may request and receive a formal hearing. Even if the results of the hearing support the school, parents may place additional comments or a dissenting opinion in their child's permanent record. The school is obligated to keep a records log indicating who examined the student's record, the date it was examined, and the purpose of the examination. Information in a student's record may be disclosed to other parties including officials from schools where a transfer is made and certain representatives of state and federal government without the parent's consent. Any other person may receive records with written consent of parents. The school will also respond to a subpoena, but the parents will be given advanced notice.

Loogootee Middle/High School designates the following items as Directory Information: student's name, address, telephone/cell number, e-mail address, date of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, hair and eye color, dates of attendance, degrees and awards received, most recent previous school attended, photograph and videotape not used in a disciplinary matter, student work displayed at the discretion of the teacher with no grade displayed. The corporation may disclose any of those items without prior written consent, unless notified in writing to the contrary by September 1st of the current school year.

## SCHOOL DANCES

Classes or student organizations may sponsor dances with the approval of the high school principal. All dances will be held in the facilities at the high school or JFK.

Sponsoring groups are bound to the following regulations:

1. Must have prior approval from principal before scheduling a dance.
2. Must have four adult chaperones, not including administrators.
3. Students are not permitted to leave and later return to the dance; all school rules apply.
4. Members of the sponsoring group are responsible for set-up and clean up of the dance area.
5. High school students are not allowed to attend middle school dances, and middle school students are not allowed to attend high school dances. **Non-Loogootee students are not permitted to attend.**

## SEARCH AND SEIZURE

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

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

The Loogootee Community School Corporation has a policy in place that allows for the use of drug dogs to search the premises. If during a search, items are found which are in violation of school policy and/or state law, the source will be investigated and the school will adhere to strict consequences for violations.

## STUDENT WELLNESS POLICY

The Board of School Trustees of LOOGOOTEE COMMUNITY SCHOOLS support the health and well-being of the school corporation's students by promoting nutrition and physical activity at all grade levels.

In accordance with federal law, it is the policy of the Board to provide students access to healthy foods and beverages; provide opportunities for developmentally appropriate physical activity; and require that all meals served by the school corporation meet or exceed the federal nutritional guidelines issued by the U.S. Department of Agriculture. A Coordinated School Health Advisory Council will be formed and maintained to oversee these activities.

The School Wellness Policy shall be made available to students and families by means of school registration, the student handbook and the corporation's website.

### **I. Coordinated School Health Advisory Council**

The board will engage parents/guardians, food service professionals, teachers of physical education, students, school health care professionals, school board members, school administrators, and other interested community members in developing, implementing, monitoring and reviewing corporation-wide nutrition and physical activity policies. A Coordinated School Health Advisory Council will be formed and maintained at the corporation level to oversee the development, implementation and evaluation of the school corporation's wellness policy.

A) In accordance with state and federal law, the school corporation will form and maintain a corporation level Coordinated School Health Advisory Council that includes at least the following:

- i) Parents/Guardians
- ii) Food Service Director and / or staff
- iii) Teachers of Physical Education
- iv) Students
- v) School health care professionals/Registered Dietitians/School Nurse
- vi) School board members
- vii) School administrators
- viii) Any interested member of the public
- ix) Representatives of interested community organizations

B) The Advisory Council shall meet twice annually to review nutrition and physical activity policies. The goals of these annual meetings will be:

- a. The Fall Meeting will be to review goals for the year and to ensure that all procedures and goals for the year are in place in accordance with the Wellness Policy.



b. The Spring Meeting will be to assess the strengths and weaknesses of the district regarding this policy and to develop goals for the future to enhance the wellness of our students and staff. The Council shall meet as needed during the school year to discuss implementation activities and address barriers and challenges.

C) The Advisory Council shall report annually to the Superintendent and the School Board on the implementation of the wellness policy and include any recommended changes or revisions.

D) The School Board will adopt or revise nutrition and physical activity policies based on recommendations made by the Advisory Council.

## **II. Nutrition Education and Nutrition Promotion**

Nutrition topics shall be integrated within the comprehensive health education curriculum and taught at every grade level (K-12) according to standards of the Indiana Department of Education. Schools will link nutrition education activities with existing coordinated school health programs or other comparable comprehensive school health promotion frameworks.

## **III. Standards for USDA Child Nutrition Programs and School Meals**

The board will provide and promote the National School Lunch and Breakfast Programs to ensure that all students have access to healthy foods to support healthier choices and promote optimal learning.

## **IV. Nutrition Standards for Competitive and Other Foods and Beverages**

The Board will provide and allow foods and beverages that support proper nutrition, promote healthy choices, and comply with federal nutrition standards in vending machines, school stores and concession stands. This also includes food and beverages made available in schools during the school day for such events as school fundraisers and food and beverages brought into the schools by students or other person for such events as birthdays and classroom celebrations.

*Fundraisers selling food items that do not meet the federal nutrition standards are limited to two such fundraisers per school building per year.*

## **V. Physical Activity and Physical Education**

The board supports the health and well-being of students by promoting physical activity through physical education, recess and other physical activity breaks; before- and after-school activities; and walking and bicycling to school. Additionally, the board supports physical activity among elementary students by providing them with at least 30 of the recommended 60 minutes of physical activity per day.

## **VI. Other Activities that Promote Student Wellness**

The board supports the health and well-being of our students and staff by creating and promoting policy and environmental supports to provide physical activity and healthy eating opportunities.

## VII. Evaluation

Through implementation and enforcement of this policy, the corporation will create an environment that supports opportunities for physical activity and healthy eating behaviors. To ensure continuing progress, the corporation will evaluate implementation efforts and their impact on students and staff at least every three years. The board will notify the public of the results of the three-year assessment and evaluation.

The board designates the superintendent to ensure compliance with this policy and its administrative regulations. The superintendent is responsible for retaining all documentation of compliance with this policy and its regulations, including but not limited to each school's three-year assessment and evaluation report and this wellness policy and plan. The superintendent will also be responsible for public notification of the three-year assessment and evaluation report, including any updates to this policy made as a result of the corporation's three-year assessment and evaluation.

LEGAL REFERENCE: 42 U.S.C. 1758b  
7 CFR Part 210  
I.C. 20-26-9-18.5

### STUDY HALL

Study hall procedures conform generally to that of the regular classroom. No student should enroll in more than one study hall without consent from the principal and guidance office. To insure a suitable atmosphere for study, the following regulations apply to study hall:

1. Attendance procedure is the same as that of the regular classroom.
2. Students are to be in their seat when the bell rings. Students must bring materials to study, read, or write.
3. Students are not to be dismissed to any part of the building unless they have a valid pass from a staff member; teachers may deny restroom requests when taken advantage of (the principal can deny a student hall pass privileges).

### THURSDAY SCHOOL

The intent of Thursday School is to reduce the amount of in-school and out-of-school suspensions, to minimize the valuable time lost from regular classes, and to help the student gain acceptable and self-discipline standards. This program should offer a positive impact on the student to correct concern areas.

Students are expected to bring enough class material to Thursday School so they can remain busy for an approximate two (2) hour period of time. Thursday School will be supervised by someone

designated by the principal who will be available to assist the students in case additional help is needed with the subject matter. Students also can be assigned to help in cleaning and community service type activities in and around the school building.

Anyone assigned to Thursday School will be given at least twenty-four (24) hours' notice for parents to make arrangements to provide transportation to and from school. Typically, students serving Thursday School should report to the Study Hall room by 3:20 pm. Students will be dismissed at 4:50 pm. Administration has the right to adjust Thursday school time slots. In cases where a parent has indicated that, due to a conflict, his/her child is unable to attend on a given Thursday, one (1) opportunity will be provided for Thursday School assignment to be completed on the following assigned Thursday. Missing an assigned Thursday School without prior approval from the principal will result in consequences listed under "Failure to Follow Rules/Requests" in the Discipline Chart.

## TOBACCO-FREE CAMPUS STATEMENT

The Board of Education is committed to providing students, staff, and visitors with a tobacco-free environment. The negative health effects of tobacco use for both users and non-users, particularly in connection with second hand smoke, are well established. In addition, students less than eighteen years of age are prohibited by law from purchasing or possessing cigarettes, e-cigarettes, and other tobacco products. Further, providing a tobacco-free environment is consistent with the role-modeling responsibilities of teachers and staff to our students. The Board also recognizes, however, the right of individuals under State law to use lawful products, including tobacco, during non-working hours off school District premises

Accordingly, the Board prohibits the use of tobacco in any form including, but not limited to, cigarettes, e-cigarettes, cigars, snuff, and chewing tobacco on District premises, in District vehicles, within any indoor facility owned or leased or contracted for by the District, and used to provide education or library services to children and at all District-sponsored events.

## VISITORS

It is the policy of Loogootee Middle/High School to encourage parents/guardians to visit our school. All other visitors including siblings, friends, infants etc. are not permitted during the school day.

## WITHDRAWING FROM SCHOOL

There are a number of reasons as to why a student may find it necessary to withdraw from school. When this becomes necessary, the parent must contact the guidance counselor and discuss the procedures to follow to withdraw the student. **No grades will be given nor records transferred**

until the student meets all of his/her responsibilities to the school such as paying fees, returning books, and having each teacher complete the official withdrawal form. The withdrawal process will be complete only after an exit interview is held between the building principal or counselor, the student who is withdrawing from school, as well as the student's parents/guardians. IC20-33-2-9 makes it more difficult for 16- and 17-year-old students to withdraw from school via the exit interview process. Added to the present law that requires the written consent of the principal and student's parent for the student to withdraw is the requirement that the withdrawal must be due to: (a) financial hardship, (b) illness, or (c) an order by a court that has a jurisdiction over the student. As before, the student must provide "written acknowledgement of the withdrawal," with the added requirement that the acknowledgement "must include a statement that the student and the student's parent understand that withdrawing from school is likely to: (1) reduce the student's future earnings, and (2) increase the student's likelihood of being unemployed in the future.

## WORK PERMITS

Most regular jobs for young people, except household domestic help, farm work, and newspaper carriers, require state work permits. Students are asked to obtain a work permit through the high school office in order to comply with the State Labor Law. A birth certificate or a driver's license must be presented when the application for a work permit is made, and an intent of employment form must be obtained from the employer. A new permit must be issued for each new job. Any student between fourteen (14) and eighteen (18) years of age must secure a work permit for employment. Work permits can be lost because of student behavior or student school effort. When the student presents the proper documents, the school may issue an employment certificate. The issuing officer may deny a certificate to a student:

1. Who misses more than 3 unexcused days in a nine-week grading period. (An unexcused absence is one that would not be considered valid under current attendance policy. This policy includes any part of a school day).
2. Who does not make passing grades in at least five (5) subjects.

Failure to comply with guidelines (1) and (2) above may result in revocation of the work permit by the issuing officer. The student's employer will be notified. The issuing officer will review the standing of students each 9 weeks grading period. Special provisions will be given to the end of term<sup>4</sup> which concludes the school year. If a student loses his/her privilege to a work permit based upon attendance and/or academic performance he/she will be allowed to work until the start of the next school year (during the summer). However, the student will lose his/her work permit at the start of the next school year until he/she meets the criteria for receiving a work permit which, at the earliest, will be the start of term<sup>#2</sup> of the following school year.