



## Loogootee Middle 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 their future. We work to build every student's talent to reach their 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 all new and returning students and families to Loogootee Middle School. The beginning of a new school year offers many opportunities and challenges for students and their teachers to find success and happiness. The worth of any school depends on the school spirit and interest of the students, staff, families, and community.

Loogootee Middle School is striving for a reputation for excellence, and we challenge our students to meet the goals which have been set, to carry on the tradition, and to make this a better place. The faculty and staff will remain available throughout the school year to assist in any way we can to make this school year your most successful yet.

The information contained in this handbook will answer many of your questions concerning school policies. Parents will be notified of changes as they occur. Please keep and refer to this booklet for later reference. All policies and regulations of the school are made with the safety and welfare of the children in mind.

We welcome and encourage you to communicate with us at school. We look forward to working together to give the students an opportunity to be successful in the education. If you have any questions or concerns during the school year, 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

### **LOOGOOTE COMMUNITY SCHOOLS ADMINISTRATION**

Mr. Chip Mehaffey - Superintendent

Mr. Mike Tippery - 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.

## SCHOOL CALENDAR - 2017-2018

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

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<b>GENERAL INFORMATION</b>
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**DAILY CLASS SCHEDULE**

School is open 7:30-3:15 (Main doors 7:30 and other doors 7:45)  
 Student Day 8:00-2:55 (5th/6th - students will be counted tardy after 8:05 AM)  
                   8:00-3:12 (7th/8th - students will be counted tardy after 8:00 AM)  
 Bus Entry 7:45 AM

**TEXTBOOK FEES**

Each student is charged a book rental fee. The fee is set by guidelines established by the State. The money is used for classroom materials, chromebook rental, consumable workbooks, copies, technology, and textbooks. Parents/guardians receive notification of the amount of fees through the area newspaper, or they can call the school office. This amount is payable during registration at the beginning of the school year. Students may qualify for book assistance. The care of textbooks is the responsibility of each student. Books that are in damaged condition or lost will be replaced at the student’s expense.

**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.

## ACADEMICS

### ADVANCED COURSES/HIGH SCHOOL CREDIT COURSES

Seventh and Eighth grade students at LMS have an opportunity to get a start on their high school credits while in middle school and take courses that provide more rigor. Below are the courses currently offered for 7th and 8th graders.

#### A. Accelerated Math 7

This course includes a combination of 7th and 8th grade math standards and moves at a quicker pace than the Math 7 course. Seventh grades students may enroll in this course. It is a semester 1 and semester 2 course. Students must meet the criteria below to enroll in the course.

##### a. Prerequisite:

- i. Earn at least a B or higher for each semester in Math 6, pass the 6th grade mathematics portion of the ISTEP+ exam, and 6th math teacher makes recommendation.

#### B. Algebra I

Eighth grades students may enroll in this course. It is a semester 1 and semester 2 course. Students must meet the criteria below to enroll in the course.

##### a. Prerequisite:

- i. Earn at least a B- or higher for each semester in Accelerated Math 7 and pass 7th grade mathematics portion of the ISTEP+ exam, or;
- ii. Earn at least a B- or higher for each semester in Math 7, pass 7th grade mathematics portion of the ISTEP+ exam, and 7th grade math teacher makes recommendation.

##### b. In order to receive high school credit for Algebra I, an 8th grade student must satisfy the following criteria:

- i. Earn at least a B- or higher for each semester.
- ii. Pass the 8th grade mathematics portion of the ISTEP+ exam

If this criteria is not met, then the student will not receive high school credit for Algebra I, and will retake the course during their freshman year.

#### C. Intro to Agriculture

Eighth grade students may enroll in this course. Students may enroll in this course for just semester 1 or for both, semester 1 and semester 2. Students cannot enroll for only semester 2. This course is offered for high school credit.

#### D. Careers

Eighth grade students may enroll in this course. It is a semester 1 course only. This course is offered for high school credit.

#### E. Physical Education

Eighth grade students may enroll in Physical Education for semester 1 or semester 2 . An eighth grade student who chooses this option, may still apply for the PE Waiver for an additional credit in high school. However, students getting a high school PE credit in 8th grade will need to participate in two sports in the same school year to receive the waiver.

### 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 for 7th and 8th grade will not be mailed home but can be picked up in the office or viewed online. 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 with the teacher.

### A. Mid-term reports

Midterm reports will be sent every 4½ weeks during each grading period. Each student should receive mid-term reports for every class; an accessible on-line grade book is available for parental access.

### B. Grade Scale

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

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

### Semester Weighting

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

### C. 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.

### D. 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 a 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, etc.

### **A. 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.

### **LEARNING LUNCH/WIN “What I Need” PROCEDURES - 7th -8th Grade**

1. All students will be assigned to a WIN classroom and a lunch time after 4<sup>th</sup> 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 classrooms 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 mandated 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.
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.

### **RETENTION POLICY**

The school has the right to retain or assign any student when the following criteria are met:

1. The principal, working with the teachers and other professional staff members, shall determine the progress of the student. Such determination shall be based on the student’s academic, physical, social, and emotional growth.
2. When considering the promotion, retention, or assignment of any student, the welfare of the individual student will be of prime importance, and each case will be considered on its own merits.
3. The principal, teachers, and other members of the professional staff will work cooperatively with the parents in an attempt to place the student where he will have the greatest opportunity to develop his potential.
4. Parental agreement and cooperation is highly desirable but is not a prerequisite.
5. The principal will make the final decision to retain or promote the student.

## TESTING

### A. ISTEP+ Testing

Indiana Department of Education will still administer some form of statewide testing. At this time, the test is the ISTEP+ Test, which is administered twice per year in the spring. The first test is open-ended form and the second test is the multiple choice form. More information regarding the tests will be sent home closer to the time of testing.

### B. Final Exams

**Final exams will be given to all students in 7th and 8th grade 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 up to 15% of the grade.)

### C. Formative Assessment

Students at Loogootee Middle School participate in Formative Assessments throughout the year. These assessments are given 2-3 times per year. The assessments provide data to teachers so they know what standards students understand, do not understand, and predict how they will perform on the ISTEP+ test.

## WITHDRAWAL 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 principal or 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.

## ACTIVITIES AND CLUBS

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

**B. Specific activities and clubs:**

7/8 BETA	5/6 Cheerleading	5/6 Spell Bowl	5/6 Student Council
5/6 Math Bowl	7/8 Cheerleading	7/8 Spell Bowl	7/8 Student Council

**BETA CLUB**

The mission of the National Junior BETA Club is to promote 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 that 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 Middle 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 ECA Code of Conduct governing substance use, law infractions, and the cheating/plagiarism policy - all items found in this student handbook.

**A. Qualifying Criteria**

- a. To qualify for Semester 1 of 7th grade, students must meet the following criteria:
  - i. Pass all three portions of the 6th Grade ISTEP+ exam
  - ii. Obtain a 3.5 GPA in Math, ELA, Science, and Social Studies for Semester 1 and Semester 2 of their 6th Grade year.
- b. To qualify for Semester 2 of 7th grade and semester 1 or 2 of 8th grade, students must meet the following criteria:
  - i. Obtain a 3.5 cumulative GPA beginning their 7th grade year

**ATHLETICS**

**ATHLETICS**

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

## **A. Fall Sports**

Eighth Grade Girls Volleyball  
Sixth Grade Volleyball  
Middle School Boys Tennis

Seventh Grade Girls Volleyball  
Middle School Boys & Girls Cross Country

## **B. Winter Sports & Activities**

Eighth Grade Boys Basketball  
Seventh Grade Boys Basketball  
Sixth Grade Boys Basketball  
Fifth Grade Boys Basketball

Eighth Grade Girls Basketball  
Seventh Grade Girls Basketball  
Sixth Grade Girls Basketball  
Fifth Grade Girls Basketball

## **C. Spring Sports**

Middle School Boys & Girls Track  
Middle School Girls Tennis  
Middle School Softball

Middle School Golf  
Middle School Baseball

# **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 Schools. 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. 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:

- Improve 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 Middle School athlete is defined as and includes all young men and women who represent a team that engages in competition and further includes cheerleaders, student managers, trainers, and statisticians.

### ***ATHLETIC COUNCIL***

The Athletic Council consists of the principal, athletic directors, and the coaches in recognized sports as well as the cheer squads. Each coach 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.

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

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 unless a valid absence has been excused by office administration.
- 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. 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.

## **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 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 IHSA rules and regulations.
- Certify student-athlete grade checks, and daily attendance/participation eligibility.
- Attend coaches 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 Middle 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 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 Middle/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.

<b>ADMISSION FEES</b>	<b>Adult / Student</b>
HS Volleyball	\$5.00
Boys Basketball	\$5.00
Girls Basketball	\$5.00
JV standalone event	\$4.00
Freshman standalone	\$3.00
Baseball	\$5.00
Softball	\$5.00
Middle School Sports:	\$3.00
Boys Basketball Season Ticket:	\$45.00 / \$10.00
All-Sports Passes:	\$85.00 / \$20.00
Senior Citizen Price:	\$55.00
All-Sports Family Pass:	\$170.00 for two adults (\$20.00 for each additional child in family)



**ATTENDANCE SYSTEM**

**ATTENDANCE POLICY**

The most desirable results of a child’s education are obtained when the parents and the school work together. This attendance policy has been formulated to develop a sound and deliberate method to improve attendance records and to teach responsibility to our students. We ask your support in promoting good school attendance. All students are expected to attend school regularly and to be on time. Students miss important experiences when they are not in school. While it is true that students have the opportunity to make up the academic work missed, it is impossible to make up the total educational experience that can only be gained with regular attendance. Student absences for reasons other than a bus not running its normal route because of extenuating circumstances or approved school trips will be considered absent from school.

**ABSENCE POLICY**

When a student is absent from school for any reason, it is the parent or guardian’s responsibility to notify the school by 9:30 a.m. on each day of the absence. On occasion, the school may call the parent (at home or work) to verify the student’s absence.

**Certified Absences** (will not count towards the 8 allowable per semester - Verification required upon return.

- Students sent home by school nurse
- Doctor's notes verifying visits/illness
- Family member funeral/visitation
- School sponsored activities that have been pre-approved by the Principal
- Participation in state fair 4-H activities
- Suspensions/exclusions/expulsions
- Court related appearances or appointments
- Approved college visits
- Legislature page

**Excused Absences** (will count toward limit of 8 per class per semester)

- Illness, not under physicians care, parent call in
- Absence due to parent call-in (i.e. oversleeping, transportation issues, etc.)
- Vacations/family trips pre-approved by the Principal
- Failure to provide verification for excused absences upon return to school

**Unexcused Absences** (will count toward limit of 8 per class per semester)

- An unexcused absence is defined as any absence for which a parent/guardian makes no contact with the school to inform them of the absence.

### **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.

## **PROCEDURES FOR EXCESSIVE ABSENCES**

### **Reporting Absences**

If you are absent...

1. It is necessary for a parent/guardian to call the school office prior to 9:30 a.m. to report your absence.
2. Try to have someone get your homework so you won't fall too far behind in your schoolwork.
3. Do not plan to attend any activities after school. If you are sick enough to stay home during the day, you need to get all the rest you can.
4. Be certain you catch up on missed work as soon as possible

Parents/guardians please note that a student needs to be signed in and out of the office when arriving late or needing to leave school early. If a student will be absent for an extended period of time, the parents/guardians must complete prior arrangements with the teacher and principal.

### **Excessive Absences**

The attendance policy at Loogootee Schools is based on the premise that something important happens each day in each class. The following attendance policy had been developed to promote good school attendance:

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.

## **Truancy**

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 a truancy. 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. 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.

## **TARDIES**

## **TARDINESS TO SCHOOL - 5TH/6TH GRADE**

When students are habitually tardy, they miss critical academic instruction. The academic school day begins at 8:05 a.m. for 5th and 6th grade. The following guidelines are used in determining tardies:

- 5/6 students arriving to class after 8:05 a.m. are considered tardy.
- A student arriving after 10:00 a.m. will be considered absent half day.
- Students who attend 3½ hours of the day will be considered present for a half day. Attendance exceeding 3½ hours is considered a full day absent.
- Students who leave early before dismissal will be counted as half day absent.

### **Excessive Tardies**

3rd Tardy	Letter to the parent/guardian notifying that the student has three tardies.
5th Tardy	Letter to the parent/guardian requesting a conference to discuss tardiness.
7th Tardy	Principal will follow the guidelines of Martin County's Protocol for referring attendance problems to the Martin County Office of Family and Children's Services .

\*Students who are late to school due to medical or dental care will not be issued a tardy if they return to school with a physician's note.\*

## **TARDINESS TO CLASS - 7TH/8TH GRADE**

This policy is a term policy. A tardy is classified as being in your seat or in the classroom when the bell rings. This is determined by the teacher. If a teacher determines that a student is tardy to class, the following actions could be taken:

### **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. 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.

### **Excessive Tardies**

1st Tardy	Verbal Warning & Recorded by classroom teacher.
2nd Tardy	Verbal Warning & Recorded by classroom teacher.
3rd Tardy	Lunch Detention assigned
4th Tardy	Two additional Lunch Detentions
5th Tardy	Thursday School
6th Tardy	CASS or ISR - One Day
7th Tardy	CASS or ISR - Two Days
8th Tardy	Meeting with parents to determine next steps

## **ATTENDANCE AWARDS**

**Perfect Attendance** - There are five perfect attendance awards given at Loogootee Middle School. One is given for perfect attendance at the end of each grading period, and one for perfect attendance all year. Perfect attendance means that a student is present all day as defined by his/her curriculum, except those days that are allowed by state statute. The school day differs from elementary to high school. The school day will be defined by the building principal in compliance with state law.

## CAFETERIA

### 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 spring 2017 charges.)

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.

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.***

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.
6. All food is to be consumed in the cafeteria. No food or drink will be consumed in the bathrooms, lobby, or hallways.

## POLICIES AND PROCEDURES

### **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.

### **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. (1<sup>st</sup> offense: verbal warning, 2<sup>nd</sup> offense: phone call by bus driver, 3<sup>rd</sup> offense: 1-3 day bus suspension and phone call by administrator, 4<sup>th</sup> offense: at least a three-day bus suspension and parent conference with bus driver and principal, 5<sup>th</sup> 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.**

### **CANCELLATION OF SCHOOL**

Due to weather conditions, it may become necessary to delay the buses, cancel school, or dismiss students early. When the decision is made to cancel school, all Loogootee Community Schools will be closed for that day. Whatever decision is made may not please everyone, but the safety of our students has been and will continue to be our primary concern. The decision is made before 6:15 AM based on road conditions throughout the district. Sometimes rapidly changing weather conditions will occur after 6:15 AM and decisions to close or delay have to be made. Once the decision is made to close or delay school, the following radio stations are contacted: Loogootee WRZR 94.5 FM; Washington WWBL 106.5 FM; Washington WAMW 107.9 FM; Jasper WITZ 104.7 FM and Jasper 990 AM. Information is also available from these television stations: WTWO Channel 2, and WTHI Channel 10. In addition, we have a weather announcement telephone message that will be available as well.

### **CAR RIDERS-DELIVERY TO SCHOOL**

5th and 6th Grade students brought to school in cars are to be delivered to the north side of the Middle School building. Cars need to enter the parking lot through the main entrance of the school. Cars are to stay in a single file and may unload in front of Entrance Door E. Allow the car to come to a complete stop before allowing your child to depart.

7th and 8th Grade students brought to school in cars are to be delivered to the south side of the Middle School building. Cars are to pull into parking spots directly across from Entrance Door F.

### **C.A.S.S. - COURT ASSISTED SCHOOL SUSPENSION**

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 PHONES/ELECTRONIC DEVICES**

Students at Loogootee Middle School are discouraged from bringing cell phones to school. If a student brings a cell phone to school, it must remain turned off and in the child’s backpack in their locker. This applies to all cell phones, whether or not they are in working order. Any cell phone not in a student’s locker will be confiscated and the parent will be required to pick the phone up at school.

Students may not use cellular telephones, including camera phones, or other electronic communication devices during the school day. In addition, students are not 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.

Students may bring an electronic device to school, however, the screen must be 7” or larger. The device should stay in their locker unless the teacher has given permission otherwise. If WIFI access is enabled on the electronic device, it may only connect to the Loogootee Community School Corporation Network while on school property. Electronic devices are not to be taken on the playground. They may not be used during inside recess unless a staff member is present in the classroom during the entire recess.

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

- The Child Abuse/Neglect Law requires school personnel to report to law enforcement or child protective services whenever there is reason to believe that any person/student is involved with ‘child exploitation’ or ‘child pornography’ as defined by Indiana Criminal Statutes.
- 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, require persons convicted of or adjudicated as a juvenile delinquent for violating the Child Exploitation Statute at I.C. 35-42-4-4(b) to register as a sex offender.



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

## **CLASSROOM PARTIES**

5th and 6th Grade Classroom parties are scheduled as a fun time for our children. We also use this classroom party situation to help teach such concepts as sharing, playing fairly, and good manners. Treats sent to school for parties must be store bought, prepackaged treats with a list of ingredients. Parents should send healthy foods and beverages. Classroom parties are scheduled as follows:

**Fall Party** - Classroom celebration with refreshments.

**Christmas** - Classroom celebration with refreshment and gift exchange.

**Valentine's Day** - Classroom celebration with refreshments and valentine exchange.

**Birthdays** - There will be one birthday celebration per month. All students having a birthday that month will be able to celebrate on that date. Students who have birthdays in the summer will be celebrated during a different month in the school year. The classroom teacher will notify families as to when the celebration will occur for their student. Large balloon bouquets, birthday flowers, or other such specialty items may not be delivered or brought to school.

## **CLASSROOM TELEPHONES**

Telephone calls from parents to the classroom during instructional time should be limited to emergencies only. Arrangements for how your child will get home should be made before school, and a note should be sent to the teacher. **Parents should not make a habit of calling daily to inform the teacher how the child should go home.** If you need to speak to the teacher, you may call during their prep time. Teachers' preparation times will be sent home at the beginning of the year. Please do not call the classroom during instructional time. In the event that you must call the school to arrange for a different ride home, call the office. The call should be made before 2:00, so that the office has adequate time to deliver the message.

## **CLOSED CAMPUS/LUNCH**

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

1. 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.
2. 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. Electronic Devices are not allowed to be used by the student serving a detention.

## **CONFIDENTIALITY/FERPA**

A student, parent, or guardian who wishes to examine student records may do so by contacting the middle 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 middle 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 and safety. Flowers and/or balloons and other such items pose a safety hazard on school buses and a disruption to the school day. Therefore, deliveries to students are not allowed at school. The only exception to this policy is when deliveries are related through school sponsored activities.

## **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 After-school Detention are served in the middle school office.

## **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 Community Schools designates the following items as Directory Information: student's name, address, telephone number, 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 the first student day of the current school year.

## **DRESS CODE**

All students shall come to school clean, neat, and dressed in a manner conducive to the promotion of personal health and an effective learning environment. Clothing that symbolizes any type of gang activity is not permitted. The administration determines if clothing is gang related. Garments that have pictures and/or writing that is vulgar, suggestive, indecent, double meaning, or otherwise offensive is not permitted. Garments with pictures of, or allusions to drugs, tobacco, or alcohol are not allowed. Clothing that symbolizes any type of gang activity is not permitted. The administration determines if clothing is gang related.

1. **Hats** – 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.
2. **Tops** – Clothing that permits display of the stomach or chest is not permitted. This includes,

but is not limited to, cutoff t-shirts, halters, and tube tops. Tank top straps must be at least three fingers wide. Clothing which results in inappropriate exposure such as, but not limited to, that with low necklines, strapless, or sheer design are unacceptable.

3. **Pants** – All pants must be properly fitted (worn at the waist, not sagging or displaying boxers). 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). Shorts should not be flimsy or transparent. Shorts should not be excessively short.
4. **Shoes** - Shoes must be worn at all times. Shoes should be casual or athletic in style. No flip-flop sandals, high-heeled shoes, or boots with heels will be allowed at recess.
5. **Piercings** - 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 judgement 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

## **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. All behavior and dress codes apply to field trips.

## **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 with water 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 of 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.

### **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.

### **HATCH AMENDMENT**

**RIGHT TO INSPECT CERTAIN INSTRUCTIONAL MATERIALS** - In addition to any other right with respect to the inspection of instructional materials, the parent of a child enrolled in a school within the Loogootee School Corporation which receives funds from the US Department of Education either directly or indirectly, shall be entitled to inspect those materials which will be used in connection with any survey, analysis, or evaluation as part of any school program or curriculum. Any complaints arising under this policy may be submitted in accordance with the policy for public complaints.

**STUDENT SUBMISSION TO REQUIRED SURVEYS, ANALYSIS, OR EVALUATIONS OF SCHOOL PROGRAMS** - No student shall be required without prior written consent of the student's parent or guardian, as part of any school program or curriculum which receives funds from the US Dept. of Education, to submit to a survey, analysis, or evaluation in which the primary purpose is to reveal information concerning: political affiliations or beliefs of the student or the student's parent; mental and psychological problems potentially embarrassing to the student and his/her family; sex behavior and attitudes; illegal, anti-social, self-incrementing and demeaning behavior; critical appraisals of other individual with whom respondents have close family relationships; religious practices, affiliations or beliefs of the student or the student's parent; or legally recognized privileged and analogous relationships, such as those of lawyers, physicians, or ministers; income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such programs).

### **HEAD LICE**

Checks for head lice are done periodically. Please make a habit of checking your 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 your 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.

## **ILLNESS OR INJURY**

A child running a fever should be kept at home until the temperature has been below 100°F for 24 hours without the use of fever controlling medication. Any student who has a temperature over 100°F or is vomiting will be sent home. A child will be cared for temporarily by the school nurse or a member of the school staff if they become ill or injured at school. School personnel will render first aid treatment only. If emergency medical treatment is necessary, the parents will be contacted. If parents are not available attempts will be made to inform emergency contacts, and/or the child may be taken to the emergency room. Remember, an emergency telephone number where parents can be reached and the name and telephone number of the student's family doctor must be on file at the school.

## **IMMUNIZATIONS**

According to Indiana law, every child residing in Indiana who enters Kindergarten or grade one must have the following immunizations:

5 doses of DTaP/DTP/DT

4 doses of polio

2 doses of MMR

3 doses of Hepatitis B vaccine

2 doses of Varicella vaccine (chickenpox)

- If your child has had chickenpox, a Physician's statement documenting a history of Chickenpox disease including the month and the year of the disease is acceptable.

2 doses of Hepatitis A required

1 dose of Tdap (6<sup>th</sup> Grade)

1 dose of Meningococcal (6<sup>th</sup> Grade)

It is the parents/guardians responsibility to provide one of the following types of information:

1. Documentation that the child is fully immunized.
2. Documentation that immunizations have been started with a schedule for completion.
3. An authorization for the new school to receive medical records from a prior school.
4. A written objection to immunization due to religious, parental, or medical reason.

## **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.

## **MEDICATIONS**

No medication shall be administered to a student without the written and dated consent of the student's parent. The consent of the parent shall be valid only for the period specified on the consent

form and in no case longer than the current school or program year. All nonprescription medicine to be administered to a student must be accompanied by a signed statement from the parent describing the medicine, the dosage, and the time for it to be administered to the student. All prescription medicine, including injectable medicine and all blood glucose tests by finger prick to be administered to a student, must be accompanied by a physician's prescription, a copy of the original prescription, or the pharmacy label, along with written consent from the parent to administer the medication. If the medication is to be terminated prior to the date on the prescription, the written and dated consent or withdrawal of consent of the parent is required. The written consent of the parent and the written order of the physician shall be kept on file.

No student shall be allowed to keep medicine at school except as provided by state law. Any medicine to be administered to a student shall be brought to either the principal's or school nurse's office where it will be kept in a secure place. The medication will be administered to the student by the school nurse or a person designated by the school nurse or designated by the school principal.

Medication shall be administered in accordance with the parent's statement (in the case of nonprescription medicine) or the physician's order (in the case of prescription medicine) only by a school nurse or other employee(s) designated by the school principal. Medicine unused by a student may be sent home through the student's parent or an individual who is at least 18 years old and is designated in writing by the student's parent to receive the medication. Unused medicine may be sent home with the student only with the written permission of the student's parent.

Medication which does not meet these requirements will not be given to the child.

## **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 recommends routine meningococcal immunization at 11 to 12 years old. For teenagers, immunization is recommended at school entry and incoming college freshman. Please talk with your child's health care 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 295-2409, ext. 397.**

## **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.

### **RECESS**

It is important that children get exercise and fresh air during the school day. All students are expected to go outside for recess daily, weather permitting. Please be sure that your child is properly dressed for outside play each day.

Notes from home requesting a student to remain inside during recess are strongly discouraged. If your child is well enough to come to school, he/she should be well enough to go outside with the class. If a child needs to stay inside for medical reasons, a doctor's note may be required.

When making the decision for outside play, the following situations are considered: wind, temperature, moisture, and playground conditions. As a general rule, students will go outside unless the temperature and/or wind chill are below 25 degrees.

### **RELEASE OF STUDENTS**

Occasionally, non-custodial parents or other relatives request permission to take a child from school. If this happens, the school must have written approval from the custodial parent. If there is a question about the situation, the principal is justified to request the person show evidence that he/she has permission from the custodial parent to remove the child from school. A student will never be released to an unidentified person. In no event shall a student be released unless permission has been obtained from the parent. Students will not be released to any person, including custodial parents, if staff members can detect the odor of alcohol on that person, or have reason to believe such a person poses a threat to the safety of the child.

### **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.

## SCHOOL DANCES

Classes or student organizations may sponsor dances with the approval of the middle school principal. All dances will be held in the facilities at the middle/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 CLASS ASSIGNMENTS**

Students are assigned to class groups by the Principal. Classes are balanced considering such factors as boy/girl ratio, student ability, special needs, etc. ***Requests for specific teachers are not accepted.***

### **STUDENT CUSTODY INFORMATION**

Any child custody information which limits parental or other access to a child should be presented to the building principal. This presentation must be in the written form of a court document or divorce decree. Any court order, restraining order, or other court document pertinent to the child and normal functioning of the school should also be presented in written form to the principal. It is the responsibility of the custodial parents to inform the principal in writing of all pertinent information, special concerns, and restrictions in respect to child custody matters. It is also the responsibility of the parents to notify the principal of updates, changes, and modifications concerning court documents and child custody information important for normal operation of the school and welfare of the child. Information should be updated at the beginning of each school year, or when changes occur. It is the parent's responsibility to notify bus drivers.

Upon request a non-custodial parent, unless restricted by court order, will be given access to all student report cards, student records, and disciplinary actions. The parent will also be allowed to participate in conferences, classroom visitations, and all other school activities. The student will not be released to the non-custodial parent unless the custodial parent gives written permission. A certified copy of a court order restricting the rights of the non-custodial parent shall be provided to the principal should a custodial parent wish to prohibit the distribution of information to, and the school visitations of, the non-custodial parent.

### **STUDENT WELLNESS POLICY**

The Board of School Trustees of LOOGOOTE E 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. 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 a two (2) hour period of time. Thursday School will be supervised by an administrator or 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 office/study hall by 3:20 pm. Students will be dismissed at 5:00 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**

All visitors, including parents, are required to report to the school office upon arrival, sign in, and obtain a Visitor's Pass before proceeding to the classrooms. Classroom visits must be scheduled in advance with the teacher.

### **VOLUNTEERS**

Parent volunteers are welcome. Please contact the school principal if you are interested in volunteering. Volunteers will need to complete a background check. Background check fee is the responsibility of the volunteer. Information on how to obtain this background check is available in the superintendent's office.

### **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 4 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 #2 of the following school year.

## DISCIPLINARY CONSEQUENCES AND PROCEDURES

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).

## GROUND FORS 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. Knowledge of any situation listed 1-13 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:** Students may not use cellular telephones, including camera phones, or other electronic communication devices during the school day. They are to remain turned off. 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 Middle 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.
6. **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.
7. **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!

8. **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.
9. **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.
10. **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.**
11. **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.



**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.**

**LOOGOOTEE MIDDLE SCHOOL  
Disciplinary Chart**

The following matrix outlines the graduated consequences for various discipline issues at Loogootee Middle School. **NOTE:** The administration may skip steps and increase or decrease all guidelines in each individual case at their discretion.

<b>VIOLATION</b>	<b>1<sup>ST</sup> OFFENSE</b>	<b>2<sup>ND</sup> OFFENSE</b>	<b>3<sup>RD</sup> OFFENSE</b>	<b>4<sup>TH</sup> OFFENSE</b>
Alcohol/Drug/Paraphernalia Violation	OSS & Recommend Expel (Police called)			
Bullying (must meet State definition) / Intimidation / Harassment & Sexual	1 ISR/CASS to 5 OSS to expel	2 ISR/CASS to 10 OSS to expel	Recommend Expel	
Cell Phone / Electronic Device (includes taking	Confiscation – Student Pick Up	1 ASD + PC & Confiscation	1 TS + PC & Confiscation for	1 ISR & Confiscation for

picture/video with phone)			week	term
Class Disruption (Minor) – talking etc.	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 TS	1 ISR/CASS	2 ISR/CASS	2-5 Days OSS
Cheating/Plagiarism	“0” & up to 2 ASD	Up to 2 Days ISR/CASS & “F” for 9 wks.	2 ISR/CASS up to 2 day OSS & “F” for semester	
Defacing Property	Restitution & 1 ASD	Restitution & 1 TS	Restitution & up to 2 ISR/CASS	Restitution and OSS
Defiance/Disrespect to School Personnel/Providing False Info to Staff	1 TS	2 ISR/CASS	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 Expel		
Dress Code Violation	Change & Warning	Change & 1 ASD	Change & 1 TS	Change & 1 ISS
Failure to Follow Rules/Requests – Includes not Serving Detention, etc.	1 TS & Serve Missed Time	1 ISR/CASS + Missed Time	2 ISR/CASS + Missed Time	2-5 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 ISR/CASS up to 3 OSS	5 Days OSS to Expel	OSS/Recommend Expel	
Food or Drink Violation	1 LD	1 ASD	1 TS	2 TS
Forgery or Misuse of a Pass – includes False Attendance Call or Note	1 TS	1 ISR/CASS	2 ISR/CASS	Up to 5 Days OSS
Harassment/Ridicule of Other Student	1 ISR	2 ISR	3-5 Days OSS	Recommend Expel
Inappropriate Affection "PDA"	Warning/Guid. Meeting + PC	2 LD	1 TS	1 ISR/CASS
Insubordination (Belligerence) / Interference w/ Authority (lying)	2 ISR/CASS to 3-5 Days OSS	Five Days OSS up to recommend to expel		
Out of Area w/o Permission	1 ASD	2 ASD	1 TS	1 ISR
Physical Attack on Staff/Student	10 Days OSS & Possible Expel (Police Called)		Recommendation for Immediate Expel	
Profanity / Abusive Language or Gesture to a School Employee	2 ISR/CASS to 3 OSS	5 OSS to Expel & Poss. Cl. Withdrawal	Recommend Expel	
Profanity / Inappropriate Language or Gesture to	1 ASD	1 TS	1 TS & 1 ISR	Up to 2 TS and/or 2 ISR/CASS

another Student / Teasing				
Refusing to be Searched	5-10 Days OSS to Possible Expel		Recommend to Expel	
Sexual Misconduct/ Sexual Harassment (including indecent exposure)	1 ISR/CASS to 5 Days OSS	2 Days ISR to 10 Days OSS to Recommend Expulsion		
Theft (Major - Police Called)	Restitution & up to 3 Days OSS	OSS & Recommendation of Expulsion		
Threat	1-3 Days ISR	3-5 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 ISR or 1 CASS	Up to 3 OSS or CASS	Ten Days OSS to Expel
Truancy / Leaving School w/o Permission or Skipping a Class	1 TS	1 TS & 1 ISR/ CASS – Notify Probation	2 ISS/CASS up to 5 OSS	5 – 10 OSS to Expel
Vandalism	Restitution & up to 3 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

ISR = 1 Day In-School Restriction

CS = Class Suspension

OSS = 1 Day Out of School Suspension

TS = Thursday School