

WELCOME TO STUDENTS

Welcome to Lafayette Tecumseh Junior High School, Home of the Bronchos! We are very excited to have all of the 7th and 8th graders in the Lafayette School Corporation attending Tecumseh.

This handbook has been prepared to help you get acquainted with Tecumseh. We also hope you will get acquainted with the facilities, rules, schedules, teams, and organizations and will make every effort to get to know your teachers and make new friends.

By taking part in all Tecumseh has to offer, you will have a great year! Not only will you become a part of the great Tecumseh tradition but also, more importantly, you will take a big step in the direction of becoming a success!

LAFAYETTE SCHOOL CORPORATION MISSION STATEMENT

Inspire and empower Children – to learn, hope, dream, appreciate, create, innovate, integrate, excel and contribute.

LAFAYETTE SCHOOL CORPORATION VISION STATEMENT

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

LAFAYETTE TECUMSEH JUNIOR HIGH SCHOOL MISSION STATEMENT

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

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

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

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

1. Students who accept personal responsibility for their education (good attendance, being prepared for class, punctuality, study, doing their own school and homework, participation in class, and cooperation with staff).
2. Students who attempt to achieve growth in honesty, tolerance, open-mindedness, sportsmanship, friendliness and loyalty.
3. Students who exhibit socially acceptable behavior and language (courtesy, respect for others, proper language and dress).
4. Students who are good citizens; students who exhibit respect for authority, school rules, city, state, and national laws; students who exhibit respect for fellow students, staff, and faculty members regardless of race, religion, sex, color, or national origin.
5. Students whose pride in the program and facility are evident by their involvement in school life and by the care they take of school property in helping to keep it neat and attractive.

Specific Classroom Expectations:

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

Origination of Nickname “Broncho”

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

DAILY SCHEDULE

Homeroom	8:00-8:17
Period 1	8:17-9:02
Period 2	9:06-9:51
Period 3	9:55-10:40
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1st Lunch	
Lunch	10:40-11:10
Period 4	11:14-11:59
Period 5	12:03-12:48
2nd Lunch	
Period 4	10:44-11:29
Lunch	11:29-11:59
Period 5	12:03-12:48
3rd Lunch	
Period 4	10:44-11:29
Period 5	11:33-12:18
Lunch	12:18-12:48
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Period 6	12:52-1:37
Period 7	1:41-2:26
Period 8	2:30-3:15



Tecumseh Success Traits: Expectations For Student Behavior



<u>Making a Difference</u>	<u>All Instructional Settings</u>	<u>Hallways</u>	<u>Restrooms</u>	<u>Cafeteria</u>	<u>Before and After School</u>
<u>Be Safe</u> •We live clean and healthy. •We care.	•Maintain personal space. •Keep chair legs on the floor. •Report unsafe or harmful activities.	•Walk •Maintain personal space. •Report unsafe or harmful activities.	•Maintain personal space. •Flush the toilets and wash your hands. •Report unsafe or harmful activities.	•Walk •Maintain personal space. •Report unsafe or harmful activities.	•Walk •Maintain personal space. •Report unsafe or harmful activities.
<u>Be Responsible</u> •We show up. •We work. •We tell the truth.	•Be on time (in your seat when the bells rings), prepared, and attentive. •Complete all assignments. •Keep personal space clean. •Follow all classroom/library/lab rules. •Turn off and store all electronic devices.	•Get Prepared •Keep track of personal belongings. •Take ownership for your actions.	•Observe time limit (be quick). •Put trash in the wastebaskets. •Refrain from socializing.	•Keep your area clean. •Know and follow cafeteria rules. •Put trash in the wastebaskets. •Sit and eat at the lunch table.	•Enter and exit the school in a timely manner. •In the morning report to the gym or cafeteria. •Board your own bus on time.
<u>Be Respectful</u> •We dress right and speak right. •We respect ourselves, others and property. •We respect diversity and individuality.	•Listen. •Respect all property. •Respect staff members and peers. •Follow directions. •Actively and appropriately participate in class work and discussions. •Dress appropriately for the school setting. •Use appropriate volume, language, and tone.	•Stay to the right and keep moving. •Use appropriate volume, language, and tone. •Respect all peers and staff members.	•Respect others' privacy. •Use appropriate volume, language, and tone. •Keep floor and walls clean. •Knock on stall doors before entering.	•Use good table manners. •Use appropriate volume, language, and tone. •Respect others' place in line. •Say please and thank you to cafeteria staff. •Clean up after yourself.	•Use appropriate volume, language, and tone. •Listen to and respond appropriately to the bus driver's directions.

Section I: Daily Operations

Welcome to Lafayette Tecumseh Junior High School

Administration of Lafayette School Corporation

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

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

Lafayette Tecumseh Junior High School Administrative Staff

Mr. Brandon Hawkins – Principal
Mrs. Denise DesEnfants - Assistant Principal
Mr. Ben Murray – Assistant Principal
Mr. Dave Patton - Assistant Principal

Lafayette Tecumseh Junior High School Office Staff

Mr. Silas Brown – Counselor for teams 7-1, 7-3, 7-4
Ms. Robyn Foley – Counselor for teams 7-2, 8-2, Challenge and Excel Coordinator
Mr. Du Shaun Goings – Counselor for teams 8-1, 8-3, 8-4
Mrs. Diane Horner – Nurse
Mrs. Ana Lopez – Receptionist
Mrs. Jamie Mills – Guidance Secretary
Mrs. Kathy Schroll – Book Rental / Discipline Secretary
Ms. Patty Small – Discipline Secretary / School Treasurer

School Phone Numbers

Attendance.....772-4750 x1
Guidance Office.....772-4750 x3
Athletic Office.....772-4750 x4
Nurse.....772-4750 x5
Receptionist.....772-4750 x7

PREFACE TO PARENTS

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

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

This handbook is designed to acquaint junior high school students and parents with practices, procedures, policies, and the organization of Tecumseh Junior High School. Please read it carefully and refer to it when needed. If you do not find your answers, please call the school and you will be directed to someone who will assist you.

THINGS STUDENTS NEED TO KNOW

Listed below are things you need to know. Your teachers will be working with you by going over each of these items. If you have any questions during the school year, please look up the answers here.

Absences

Your parent or guardian should call the school before 9:00 a.m. each day you are absent. If your parent or guardian is unable to call, you must bring a note (with a reason for the absence) to the Guidance Office before school starts on the day that you return. Alarm did not go off, missed the bus, overslept, running late, had to baby-sit are examples of unexcused absences or tardies. On a normal school day, school starts at 8:00 a.m. If a student arrives at school after 8:25, the student will be marked as tardy truant for every class period that he/she has missed. Students will be marked as tardy from 8:00-8:20. Anytime you go to the doctor/dentist/therapist/court/probation, etc., a note for the appointment must be brought to the school within three (3) school days to be filed.

Accidents and insurance

Any accident occurring on school premises is to be reported to the nurse. A record of each reported accident is filed in the nurse's office. If a student is injured at school or at a school extracurricular function, the parent or guardian is responsible for any resulting medical cost. If there is a question of school liability, the Lafayette School Corporation's insurance carrier will be responsible for determining any such liability. Indiana statutes do not allow school corporations to purchase medical or accident coverage for students. However, parents or guardians can be provided an opportunity to purchase accident insurance. The Board of School Trustees has approved making such insurance available. Each school has applications available for parents to purchase accident insurance if they so desire. These applications will be available at the school office. If you as a parent do not receive an application and do wish to apply, please contact the principal.

Appointments

If you arrive at school from an appointment after 8:00 a.m., report to the office for a pass. If you need to leave the building during the day for any reason, you must get a pass from the secretary in the office. NO PASS will be issued without parental contact (note or phone call). Whenever possible, passes for appointments should be obtained before school starts in the morning.

When you leave for the appointment, the pass should be shown to your teacher and then taken to the secretary in the office. Upon returning to school after the appointment, pick up the same pass before returning to class.

Arriving by Car

Hiatt Drive between the front and back entrances to Tecumseh will be closed from 7:35 to 8:05 a.m. and 3:00 to 3:30 p.m. When using the front lot, enter from the one-way entrance. If your parents pick you up at the back, they must enter and exit Hiatt Drive using 22nd Street.

Backpacks and Purses

Backpacks and purses are to be stored in the students' lockers when they enter the building. Backpacks and purses may not be carried to class.

Bicycles, Skateboards, Mopeds

Bicycles may be ridden to school and should be locked securely to the bicycle racks. SKATEBOARDS, IN-LINE SKATES, MOPEDS, AND MOTORCYCLES ARE NOT PERMITTED.

Candy and Gum

Candy eating and gum chewing are not permitted at Tecumseh.

Change of Address or Phone

If you move, change phone numbers, or have a parent change jobs, please go to the guidance office and report this information. You can also have parents call the guidance office to report this information.

Electronic Communication Devices

Students may use electronic communication devices (cell phones and other communication devices) before school, after school, and during lunch periods. At all other times between 7:52 and 3:15 these devices are to be turned off and placed out of sight when school is in session. During a student's lunch, electronic devices may be used in the cafeteria and gym lobby. Failure to comply with this policy may result in disciplinary penalty and the item being confiscated and returned only to the parent or guardian. Information contained on devices is subject to inspection.

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

- The Child Abuse/Neglect Law requires school personnel to report to law enforcement or child protective services whenever there is reason to believe that any person/student is involved with "child exploitation" or "child pornography" as defined by Indiana Criminal Statutes.
- Child exploitation. It is a Class C felony under I.C. 35-42-4-4(b) for any person/student (1) to exhibit, photograph or create a digitalized image of any incident that includes "sexual conduct" by a child under the age of 18; or (2) to disseminate, exhibit to another person, or offer to so disseminate or exhibit, matter that depicts or describes "sexual conduct" by a child under the age of 18. Sexual conduct is defined at I.C. 35-42-4-4(a).

- Child pornography. It is a Class D felony under I.C. 35-42-4-4(c), for any person/student to possess a photograph, motion picture, digitalized image, or any pictorial representation that depicts or describes “sexual conduct” by a child who the person knows is less than 16 years of age or who appears less than age 16. Sexual conduct is defined at I.C. 35-42-4-4(a).
- The Indiana Sex Offender Registration Statute at I.C. 11-8-8-7 and the Sex Offender Registry Offense Statute at I.C. 35-42-4-11, as of May 2009, require persons convicted of or adjudicated as a juvenile delinquent for violating the Child Exploitation Statute at I.C. 35-42-4-4(b) to register as a sex offender.
- Because student cell phones have been found in a number of Indiana school districts to have contained evidence of “sexual conduct” as defined above, it is important for parents and students to be aware of the legal consequences should this occur in our school system.

Email Addresses

The proper convention for the e-mail addresses for Lafayette School Corporation staff members is the first letter of the staff members name followed by the staff member’s last name followed by @lsc.k12.in.us For example, Joe Smith’s email address would be : jsmith@lsc.k12.in.us. The Tecumseh website has a full list of the staff email addresses.

Entering the Building

If you arrive before 7:50 a.m., you must report directly to the cafeteria or gym. From 7:30-7:52, students must either be in the gymnasium or eating breakfast in the cafeteria.

Homework Requests

For extended illness of two or more days homework may be requested by calling the school receptionist at 772-4750 by 9:00 am. Homework will be made available by 3:30 pm the day of the call.

Illness or Injury

If you become ill or are injured, report to class and ask permission to see the nurse in room 204. If the nurse is not on duty, please report to the front office. (Refer to the Health Service Policy in the [Appendix M](#)).

Leaving School

When school dismisses at 3:15, you should be out of the building by 3:25. Busses will leave at 3:25. If you are waiting for a parent please stay in the front entrance area of the building.

Moving to Another School

If you move to another school district during the school year, go to your counselor as soon as you know you are moving and tell him/her you will be leaving Tecumseh.

The Nurse

A school nurse is in the building throughout the entire school day. The nurse is located in room 204. When the nurse is not in the building, you will need to report to the front office.

Releasing Student Records and Information

The Student Records Policy of the Lafayette School Corporation complies with the provisions of the Family Educational Rights and Privacy Act of 1974, Public Law 93-380. (For complete details refer to Rights and Privacy Act in Appendix).

Searches

Searches or inspection of personal belongings or an area assigned to a student shall be made in the presence of a witness and, when reasonably possible, in the presence of the student. Tools to aid searches may include technology and/or sniff canines. Backpacks are subject to examination by technology and/or trained dogs.

Telephone

A telephone is available in the main office for students to use. Please check with the receptionist and she will direct you to the phone.

To and From Classes

You are to walk at a reasonable rate when in the hallways before school, between classes, and after school. Yelling, shouting, pushing or shoving is not permitted during these times. When walking up or down stairways, keep to the right.

Vacations

School vacations will be observed on the following dates:

September 7	Labor Day
October 29 & 30	Fall Break
November 25, 26 & 27	Thanksgiving Break
Dec. 21 - Jan. 1	Winter Break
January 18	Martin Luther King Jr. Day

February 15	President's Day
March 21 – March 25	Spring Break
May 19	Last Day of School

Visitors

Parents and adults who have business at the school are required to register in the main office when entering Tecumseh. No school age children are permitted to visit at any time unless pre-approved by the principal.

1. No visitors are permitted to enter classrooms without prior permission from the Principal or his/her designee.
2. An attempt will be made to provide adequate notification to staff prior to a requested visitation.
3. Visitors report to the General Office and sign in as a guest visitor.
4. Visitors will be provided with a visitor's pass, a building map, and the class schedule of the person being visited.
5. Visitors should visit only classes they have been given permission to attend.
6. Visitors should enter the classroom prior to the beginning of class in order to greet the teacher and find the location where they will sit.
7. Visitors need to be respectful of the class instruction taking place by shutting off any cell phones or pagers that may disrupt the class.
8. Visitors should not participate in the discussions or activities in the class unless asked to do so by the instructor.
9. Only the person approved for the visit may attend the class. No substitute visitors or children are permitted to accompany the visitor.
10. Visitors should not attempt to discuss grades or individual concerns with the teacher during the visitation. Instead the visitor needs to make an appointment to meet at another time.
11. If visitors wish to eat lunch at Tecumseh during the visit, they must notify the general office prior to the classroom visit.
12. If visitors are approached by school personnel in the hallways, visitors need to show their visitor's permission slip.
13. Once the visit is completed, visitors need to return to the general office to drop off their visitor's badge and to sign out.
14. The administration and security have the option to remove a guest at any time if the guidelines are not followed or a disturbance occurs which interferes with the educational process.
15. The Administration may direct that a visitor be permitted to observe a teacher's classroom.

Section II: Attendance

Attendance Policy

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

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

IC 20-33-2 Compulsory School Attendance

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

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

ensure student academic success.

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

Parent(s) and/or guardian(s) may contact individual teachers or Student Services at any time between the hours of 7:45 AM and 3:45 PM with questions or concerns regarding their student's attendance.

It is the responsibility of the parent(s) and/or legal guardian(s) to notify the school regarding their student's absences. The attendance line (765-772-4702) is available 24 hours a day, seven days a week. The attendance line is available in English and Spanish.

Full Day Absences

- It is recommended that the parent(s)/guardian(s) call the day of the absence to avoid receiving an absence verification call from the school that evening.
- A call must be made within 3 school days of the absence in order to prevent the absence from being classified as truant.

Partial Day Absences

- A call to legally release a student must occur **before** the student leaves the building.
- Calls must be made at least two hours prior to the student's departure. This will allow time for the Student Services Office to create an out-of-school pass and time for the student to pick up the pass.
- Students must pick-up their out-of-school passes before exiting the building. Such passes are not routinely delivered to students.
- Students must also check in to the Student--Services Office when returning from an appointment.
- In **emergency situations** where departure is unplanned, a parent(s)/guardian(s) will need to come to the Student Services Office to release the student.

Late Arrival

- Students arriving less than 5 minutes late for a class must report directly to class and will be considered tardy.
- Students arriving more than 5 minutes late to class must report to Student Services to receive a "late admit" slip. This absence will be considered truant unless a parent(s) and/or guardian(s) contacts school within 3 school days.

Released Students

- Students released from all or part of the school day **must exit the building. To remain in the building during release time, a student must be in possession of a pass from the teacher who will be supervising them during the indicated time.**

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

PowerSchool – www.lafayettejeff.org / PowerSchool link

Phonemaster – automated call system – will notify you of your student's non-reported absence each evening

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

Student Notices – weekly written notification will be provided to students regarding accumulated truanancies

Parent(s) and/or guardian(s) may contact individual teachers or Student Services at any time between the hours of 7:45 AM and 3:45 PM with questions or concerns regarding their student's attendance.

EXCESSIVE ABSENCES (NON-EXEMPT OR TRUANCY)

The following interventions and/or consequences may be used at any time to address the needs of students who have missed classroom instruction due to excessive (non-exempt and/or truanancies) absences.

Tiers	Interventions	Consequences
Tier 1 (1 or more truanancies)	<ul style="list-style-type: none"> • Written notification of truancy to student • Automated call home advising of truancy • Conference with student • Conference with parent 	<ul style="list-style-type: none"> • Zeros for work missed due to truancy • Detentions
Tier 2 (5-14 class truanancies, 5-14 tardy truanancies and/or 36 non-exempt absences)	<ul style="list-style-type: none"> • Truancy Education class • Conference with student 	<ul style="list-style-type: none"> • Detentions • Friday School

	<ul style="list-style-type: none"> • Conference with parent • Saturday School 	<ul style="list-style-type: none"> • Saturday School • PASS (Positive Alternative to Suspension (in school suspension program)). • Out of school suspension • Restriction of privileges
Tier 3 (15 or more class trancies, 15 or more tardy trancies and/or 48 non-exempt class absences)	<ul style="list-style-type: none"> • Attendance Contract • Conference with student • Conference with parent • Referral to community support agency • Saturday School • Truancy Ed Class • Truancy Mediation 	<ul style="list-style-type: none"> • Referral filed with the Juvenile Probation Department or Truancy Mediation Program and/or Child Protective Services • Loss of Work Permit • Loss of Driver's License • Credit denial • Withdrawal from class assign failing grade • Detention • Friday School • Saturday School • PASS (Positive Alternative to Suspension (in school suspension program)). • Out of school suspension • Truancy Education class • Restriction of privileges • Expulsion Agreement
Tier 4 (16 or more class trancies, 16 or more tardy trancies and/or 49 non-exempt class absences)		<ul style="list-style-type: none"> • Expulsion

ATTENDANCE PROCEDURES

A. Definition/Clarification of Types of Absences

1. "Exempt" absences will be marked on the record as "Absent-Exempt." "Exempt" absences will need to be verified by official documentation. Parents must report the absence and submit official documentation within **three (3) school days** of return to school in order for the absence to be classified "Exempt." "Exempt" absences will be granted for:
 - a. Personal illnesses requiring a doctor's care. Documentation from a currently licensed medical doctor is required.
 - b. Death and funeral of members of the household and family. Documentation from funeral home is required.
 - c. Religious observances.
 - d. Work rendered at election polls on Election Day. Documentation from election board or political candidate is required.
 - e. Appointments to appear in court. Documentation from the court clerk, judge, or designee is required.
 - f. Medical or dental appointments that must be scheduled during the school hours. Documentation from a currently licensed medical doctor or doctor of dentistry is required.
 - g. Out of School suspensions.
 - h. A unique educational opportunity approved by the principal.
2. Students will not be counted absent if they miss school while engaging in the following activities.
 - a. Serving as a legislative page. Documentation from the legislator for whom the student paged is required.
 - b. School-sponsored activities requiring an absence (i.e. field trips, performances).
3. An absence for which no parent/guardian confirmation is received or is without the knowledge of the parent/guardian is considered truancy.
4. A student who arrives at school after 8:25 will be considered tardy-truant, unless that student is accompanied by a doctor's note from an appointment.
5. Absences not covered in (1.) or (2.) above will be marked on the record as "Absent Non-Exempt". Absences that are not confirmed with the appropriate documentation will be marked on the record as "Absent Non-Exempt" instead of "Absent-Exempt".

6. Students will not be permitted to leave school during the day without permission from the building principal or his/her designee. A student who leaves the building without the school's knowledge is considered truant. On a normal school day, school starts at 8:00, if a student arrives at school after 8:20, the student will be marked as truant for every class period that he/she has missed. Students will be marked as tardy from 8:00-8:20. Students will not be released during the school day except to the custody of parents or legal guardian unless the parent or legal guardian identifies a designee in writing.

B. Consequences for Non-Attendance:

1. After six (6) days of absences during the school year, a letter will be sent to the parent/guardian notifying them of their child's sixth (6) absence. "Exempt" absences identified in (1.) and (2.) in Part A of this section does not count toward this total of six (6) absences.
2. After nine (9) days of absences during the school year, a certified letter will be sent to the parent/guardian notifying them of their child's ninth (9) absence and/or a Petition of Delinquency may be filed with the Truancy Mediation Program. "Exempt" Absences identified in (1.) and (2.) in Part A of this section does not count toward this total of nine (9) absences.
3. After twelve (12) days of absences during the school year, a Petition of Delinquency will be filed with the Truancy Mediation Program. "Exempt" absences identified in (1.) and (2.) in Part A of this section does not count toward this total of twelve (12) absences.

C. Consequences for Truancy:

1. The first class and/or daily truancy will result in student counseling, parent contact being made by the counselor, and the possibility of additional school consequences.
2. Once a student has accumulated (9) class truanies, a Petition of Delinquency may be with the Truancy Mediation Program in addition to other school consequences.

D. Reporting Absences, Special Absences and Requesting Homework:

1. To report absences, parents or legal guardians need to call the school on the day of the absence after 7:35 a.m. and before 9:00 a.m. giving the reason for the absence. If a phone is not available, please send an explanatory note with the student when he/she returns to school. On returning to school, students who bring a note stating the reason for the absence must report to the Main Office. Those whose parents have called reporting the absence need not report to the office but should report directly to class. A student returning to school during the day should report to the general office.
2. Extended, pre-arranged absences that exceed three (3) days or occur during the final week of the semester will require a parent/guardian to complete an Extended Pre-arranged Absence Form. The student will take the form (prior to the occurrence of the absences) to all of his/her teachers to make arrangements to make up the work.
3. Appointments: Permission to arrive late or leave school during the day for medical or dental appointments will be granted by sending a note to school or calling the school office.
4. For extended illnesses of two or more days, homework may be requested by calling the school receptionist at 772-4750 by 8:30 a.m. Homework will be made available by 3:30 the day of the call.
 - a. Students will not be held responsible for making up assignments or tests on the day following an absence. Students are responsible for contacting the teacher to schedule make-up work.
 - b. If assignments are not picked up as scheduled, if a student returns to school before assignments are picked up, or if assignments are not completed and returned to the teacher, this service will not be available to the student during future absences.
5. If a student is suspended out-of-school, parents may pick-up assignments in the office twenty-four (24) hours following the suspension. The student must complete the assignments by the time he/she returns to school.
6. Students may be granted permission to go home for lunch on a regular basis only after written request is received from the parent and permission granted by the appropriate administrator.

TARDY AND TARDY-TRUANCY PROCEDURES:

A. Definition/Clarification of Tardy and Tardy-Truant

1. In order for a student to be on time for a class, he/she must be in their seat when the bell rings. A student who is not in his/her seat when the bell rings is tardy.
2. A student is tardy to school if he/she is not in class at 8:00 a.m.
3. A student is tardy-truant if he/she arrives to school after 8:25 a.m.

B. Consequences for Tardies and Tardy-Truancies:

1. You are tardy if you are not in your first hour class by 8:00 a.m. If you are tardy to your first hour class or you arrive in the building after 8:00 a.m., you are to report directly to the office for a tardy admit. After the fifth tardy, excused or unexcused, a conference with your

counselor will be scheduled. After the sixth tardy, excused or unexcused, a letter will be sent home notifying parents of the number of tardies. After the seventh tardy a conference will be held with an administrator or his/her designee. After the eighth and for each succeeding tardy a detention will be assigned. After the 12th Tardy, a letter will be sent home.

2. For tardies to periods 2-8, students will receive a lunch detention the following school day.
3. The first tardy-truancy will result in a conference with an administrator or his/her designee. After the first, each tardy-truant may result in an office detention. After nine (9) tardy-truancies during the school year, a certified letter will be mailed to the parent/guardian notifying them of their child's ninth (9) tardy-truancy and/or a Petition of Delinquency may be filed with the Truancy Mediation Program. After twelve tardy-truancies during the school year, a Petition of Delinquency will be filed with the Truancy Mediation Program..

C. Parent and Student Procedures:

1. When a pupil is delayed at home, his/her parents should send a note or call explaining the tardiness.
2. Students who come to school after 8:00 a.m. should report to the front office to receive a pass.
3. When students are delayed between classes by school personnel, they should obtain a regular student pass to the next class. The office staff will issue no passes.

SECTION III: Curriculum

Curriculum

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

Grade 7	Grade 8
Language Arts	Language Arts
Science	Science
Math	Math
Social Studies	Social Studies
Reading	Reading
Art - 9 Weeks	Art - 9 Weeks
FACS-9 Weeks	FACS – 9 Weeks
Financial Literacy/Careers - 9 Weeks	Technology Education - 9 Weeks
Health - 9 Weeks	Health - 9 Weeks
Physical Education – 18 Weeks	Physical Education-18 Weeks
Performing Arts or Enrichment	Performing Arts or Enrichment
Intensive Language Arts/Math or Foreign Language or Math Extension	Intensive Language Arts/Math or Foreign Language or Math Extension

Special Education

In addition to the regular curriculum, the junior high school provides a program for students with special educational needs.

Every child has the right to a free, appropriate public education – even a child with the most severe disability. This right was established in the Individuals with Disabilities Education Improvement Act (IDEA). In Indiana, Article 7 governs and implements IDEA. Children with special educational needs in our school corporation are served by Greater Lafayette Area Special Services (GLASS). GLASS is a cooperative program with the Lafayette School Corporation, Tippecanoe School Corporation, and West Lafayette School Corporation.

GLASS serves students with disabilities. Special education is considered “special” because specific methods, programs, and teaching techniques are developed to meet each child’s particular needs and abilities.

One of the most significant changes in public policy brought about by IDEA is involvement of parents in every step of providing services for their disabled child. A child may be referred to GLASS for evaluation by a teacher, principal, or parent. Parental permission must be obtained before any testing specifically related to determining qualification for special services may be done. If a special education placement seems advisable based on the test results, the parents and education professionals work together in the planning of the educational program for that individual child and, subsequently, in the educational placement decision. The rights of the parents are specified in IDEA so that parents may protect the rights of their children.

If you feel that your child’s educational needs are not being met in his/her current classroom setting and you would like to refer your child for evaluation or re-evaluation, please contact the building principal for the proper procedures to follow.

The school maintains the following special services for the benefit of all students:

Psychological Services personnel assist other members of the school community and parents in producing the optimal learning environment for the growth of each student in grades kindergarten through twelve. They may assist staff in planning for remediation in learning and adjustment, provide in-service training, or consult with staff in the areas of curriculum development, motivation, evaluation, assessment, group process, behavior management, and mental health.

The Special Services department may refer students with special problems to appropriate agencies located at Purdue University or in the Greater Lafayette community.

School age children who are found to be disabled are generally placed in special programs in the Lafayette School Corporation. Speech and Hearing services are available for those in need of educational professionals with such specialized training.

Excel/Challenge Program

The junior high school also provides a curriculum for gifted and talented students.

The ultimate test of any educational program is its success in encouraging and enabling each individual to achieve his fullest potential. Although the regular school curriculum meets the needs of most students, it does not serve adequately the needs of those highly able students who require special challenges to develop the many different kinds and degrees of ability or talent they possess. An educational program specifically designed to enable highly capable students to achieve at their own pace and at an appropriate level is an essential part of the total educational commitment. Such a program meets the needs of the individual, offers K-12 continuity, provides for peer interaction, and develops responsibility for learning.

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

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

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

Eligibility for placement in the Challenge Program is determined by consideration of achievement test scores, academic records, teacher recommendations, parent referral, student self-referral, and other relevant information. Parents who feel their children have need for Challenge Program services may refer their children for consideration for placement by contacting their building principal. For more information about the program contact the Challenge Coordinator at Tecumseh.

TECUMSEH HOMEWORK POLICY

Introduction

The State of Indiana has mandated that every school corporation develop a homework policy. Realizing that a rigid, corporation-wide policy could not serve the needs of students of various ages and abilities in all its schools, the Lafayette School Corporation has instructed each

school to develop its own homework policy.

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

Purpose of Homework

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

Role of Teacher, Student, Parent

Teachers should develop a homework policy and discuss it with students and parents at the start of the school year, be specific in making individual homework assignments, and notify parents of students who fail consistently to complete homework. Students should write down all homework assignments, take home all necessary material and information needed to complete assignments, and turn in all assignments when they are due. Parents should provide a quiet study area and specific study time for homework to be done, check with children and on homework assignments each day, and communicate with teachers when homework difficulties arise.

Homework Guidelines

1. Homework should be conducive to facilitating student learning and therefore used for diagnostic as well as evaluative purposes.
2. Whenever possible, students should be provided with a period of directed study during which they may begin their assignments and receive assistance from the teacher.
3. The amount and frequency of homework should vary based on grade level, subject matter, and ability level of each student. As a general guide, homework in each class may average between 15 minutes and 45 minutes daily and could include supervised study in class, time spent in enrichment, and/or time spent at home.
4. Major assignments and tests should, whenever possible, be coordinated among grade level teachers so that overloading does not occur.
5. If a student or parent believes that these guidelines are not being followed, they should first communicate with the teacher involved. If a problem still persists, the principal should be contacted.

GRADES

Grading Period

Progress Reports and Report cards will each be issued four times during the 2015-2016 school year according to the following schedule:

Progress Reports

Quarter 1 Progress Report

Quarter 2 Progress Report

Quarter 3 Progress Report

Quarter 4 Progress Report

Progress Report Distribution

September 18 Mailed Home

November 20 Mailed Home

February 12 Mailed Home

April 22 Mailed Home

Nine Week Periods

Quarter 1 Report Card: August 11 – October 13

Quarter 2 Report Card: October 14 – December 18

Quarter 3 Report Card: January 4 – March 9

Quarter 4 Report Card: March 10 – May 19

Report Card Distribution

October 21 Mailed Home

January 8 Mailed Home

March 16 Mailed Home

May 27 Mailed Home

Grading System

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

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

A= 90-100

B = 80-89

C = 70-79

D = 60-69

F = 59 and below

Honor Roll

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

There are three honor rolls:

Distinguished Honor Roll = GPA greater than or equal to 3.75

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

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

SECTION IV: STUDENT SERVICES

Getting Help

If you are having problems, Tecumseh has many people who can offer you assistance. Young people your age can have problems with grades, teachers, friends, parents, brothers and sisters, and many other things. The following people are here to help you:

Teachers - If you are having problems in class, the first person you should ask to help is your teacher. They will be willing to spend extra time with you. You will be able to ask for help from your language arts, math, science, and social studies teachers during your enrichment period.

Teachers may also help you with other problems; and if you feel comfortable talking to a teacher about a problem, please do so because part of the junior high school involves teachers serving as advisors.

Counselors - Counselors are specially trained to help students. They are: Mr. Du Shaun Goings, Mr. Silas Brown and Ms. Robyn Foley.

Mr. Goings will be the counselor for any student on teams 7-1, 7-3, & 7-4.

Mr. Brown will be the counselor for any student on teams 8-1, 8-3, & 8-4.

Ms. Foley will be the counselor for any student on teams 7-2, 8-2, & Ottawa. She will also serve students in the Emotional Disabilities program and students in the Cognitive Disabilities program.

Counselors can help you with problems with school work, problems with classmates, or problems at home. You should also see them if you have problems with your schedule, locker, or lunch account. They will spend more time working with you directly as part of the junior high school, so do not hesitate to come in and talk to them.

The Nurse - The nurse, Mrs. Horner, can help and advise you about things that relate to your health. If you have health problems or questions, please come and see her.

Secretaries - Four of the most helpful people at Tecumseh are the secretaries. They are:

1. Mrs. Lopez
2. Mrs. Mills
3. Mrs. Schroll
4. Ms. Small

They can answer many of your questions about how things work at Tecumseh and they can help you out when you need a safety pin, spill food on your clothes during lunch, and many other situations students frequently face.

Book Rental

Book rental will be mailed out during the second week of September. If parents need assistance in paying book rental, please contact Mrs. Schroll in the main office. Book rental payments are due on September 26, 2014. The

Lafayette Board of School Trustees authorizes a rental and fee program for providing textbooks and related materials. Fees will be assessed at the beginning of each school year and the administration will be empowered to collect all fees by methods that may include a collection agency or legal action in court.

Bus Transportation

The Lafayette School Corporation operates buses to and from all schools every school day. Though buses do not pass each student's home, bus routes include all neighborhood areas within the LSC boundaries.

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

The following items are non-transportable objects: any item that is too large to be held on a student's lap or placed on the floor between student's legs or between the side wall of the bus and student's leg, live animals, glass objects, guns, ammunition, explosives, or dangerous materials.

The following guidelines will be used in determining band and orchestra instruments that students will be allowed to carry on school buses: Instruments must be able to be carried on the student's lap or rest on the floor between the student's legs or between the side wall of the bus and student's leg. Students with instruments should be assigned a seat next to the window and probably near the front for ease of boarding and exiting. Instruments will not hinder a student's ability to evacuate the bus quickly. Students and drivers need to cooperate to make this work effectively. Instruments which can safely be transported in a student's possession: saxophone, trombone, trumpet, flute/piccolo, clarinet, and violin.

The following is an explanation of Lafayette School Corporation policy regarding alternatives to regular transportation routes.

There will be no transfers for students who want to go home with friends or an alternate location. In the event of an emergency, a transfer can be approved in writing, signed and dated by a school principal or the head of the LSC Transportation. The emergency must be in the interest of the safety of the student and limited to a time period considered "necessary". If a student wants to go home with a friend or to a place other than to home, a note must be signed and dated by a parent or guardian, signed by a building administrator, and then presented to the bus driver.

Parents of students needing permanent bus transportation to an alternate address, such as to a place of employment, must present a letter of request to the transportation department for their child to ride a bus to the alternate location. Bus transportation to an alternate destination is **not the responsibility of the school corporation. Bus routes are established for students living in a specific area. Approval will depend upon seating availability.** A request letter will be processed for possible transportation. A written reply will be sent from the transportation office before transportation is to begin.

Bus Procedures: Riding the school bus is a privilege not a right. Behavior on the bus that potentially is dangerous to the physical safety of others may be dealt with in the following manner:

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

There will be no transfers for students that want to go home with friends or an alternate location. In the event of an emergency, a transfer can be approved in writing, signed and dated by a school principal or the head of LSC Transportation. The emergency must be in the interest of the safety of the student and limited to a time period considered "necessary".

Health Services

The Health Services program follows the State Department of Health laws and recommendations and is under the direction of the school administration, school physician, and school nurses.

IMMUNIZATION REQUIREMENTS: Indiana law requires that all students in 7th and 8th grade have 5 DPT, 4 Polio, 2MMR, 3 Hepatitis, B, 1 Tdap, 1 MCV4 and 2 varicella. The 1 Tdap, 1 MCV4, and 2 Varicella are new requirements beginning with the school year 2010-2011. It is the parent's responsibility to provide verified records of immunizations. Students may enroll but not attend school without documentation of required immunizations or verified medical or religious exemptions. All exemptions must be renewed every year.

Medication/Medical Procedure Policy: Parents are encouraged to administer medications and/or medical procedures during non-school hours. By state law teachers and counselors are not permitted to give out any medicine, including aspirin. If a student's physician determines

that a medication or medical procedure must be administered by school personnel during school hours, the school must have written doctor's instructions, a completed school parent permission form, and medication in the original pharmacy container. Nonprescription medication must be in the original container and accompanied with a school parent permission form. Anaphylaxis is a life-threatening medical emergency. Anaphylaxis is a severe response resulting in cardiovascular collapse (shock) after ingestion or exposure to an antigen. If this occurs, immediate intervention with epinephrine injection and a 911 call is necessary. Each school health office is equipped with an EpiPen to be used to treat an unexpected anaphylactic reaction. The school nurse or trained first responder will administer the EpiPen if a student is assessed to have severe allergic reaction symptoms that are life-threatening. If an EpiPen is administered, a 911 call will be made. *(The School's EpiPen is to be used for life-threatening emergencies only and does not replace a child's own prescribed medication. Students with known allergy should have an individual health care plan and keep prescribed medication at school. If your student has a known severe allergy, please inform your student's school nurse.)* The following is the full policy:

Administration of Medication at School J700

No medication shall be administered to a student without the written and dated consent of the student's parent or guardian. The consent of the parent or guardian shall be valid only for the period specified on the consent form and in no case longer than the current school or program year. All non-prescription medicine to be administered to a student must be accompanied by a statement describing the medicine, the dosage, and the time for it to be administered to the student. All prescription medicine, including injectable medicine, and for all blood glucose tests by finger prick to be administered to a student must be accompanied by a physician's prescription and a copy of the original prescription and pharmacy label. If the medication is to be terminated prior to the date on the prescription, the written and dated consent or withdrawal of consent of the parent or guardian is required. The written consent of the parent or guardian and the written order of the physician shall be kept on file. All prescription and non-prescription medications to be administered at school or school functions must be FDA approved.

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

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

The student's parent or guardian has filed an authorization with the student's principal for the student to possess and self-administer the medication. The authorization must include the statement described in part (2) below.

A physician states in writing that:

- The student has an acute or chronic disease or medical condition for which the physician has prescribed medication.
- The student has been instructed in how to self-administer the medication; and
- The nature of the disease or medical condition requires emergency administration of the medication.

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

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

1. The student's parent or guardian; or
2. An individual who is:
 - a. At least eighteen (18) years of age; and
 - b. Designated in writing by the student's parent or guardian to receive the medication.

Medication possessed by the school for administration during school hours or at school functions may be sent home with a student in grades 9 through 12 if the student's parent or guardian provides written permission for the student to receive the medication.

Legal Reference: I.C. 20-1-1-6, I.C. 20-1-6-2.1, I.C. 34-4-1-16.5-3.5, 511 IAC 7-6-7, I.C. 20-8.1-5.1-7.5, I.C. 20-8.1-7-22 Date Adopted: August 14, 1995 Date Revised: August 13, 2001 Date Revised: May 5, 2005 Date Revised: May 12, 2008

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

- Temperature of 100 or more
- Severe sore throat
- Persistent cough
- Vomiting

- Severe headache
- Undiagnosed rash or skin infection
- Undiagnosed red and/or draining eye(s)
- Lice
- Scabies
- Injury making it hazardous to be in school

During the school day, if a student becomes too ill to remain in school or is seriously injured, reasonable effort will be made to contact the parents. Parents are responsible for both transportation and for follow-up care. If a sudden, possibly life-threatening condition should occur, immediate safety of the student is the school's first concern. Ambulance transportation to a hospital will be arranged. Parents will be contacted as soon as possible. PLEASE BE CERTAIN THAT EMERGENCY INFORMATION IS AVAILABLE IN THE OFFICE. If the student has had a major surgery, major injury or significant communicable disease, please provide doctor's orders for precautions and activity orders upon returning to school.

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

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

Personal Supplies: Parents and students are responsible for providing personal items. Machines for feminine supplies dispense for \$.25.

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

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

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

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

Illness or Injury: If a student becomes ill or is injured, they should report to class and ask permission to see the nurse. If the nurse is not on duty the student should report to the Main Office.

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

Injury or illness occurring during school: Students should report to their teacher and obtain a pass to the Health Center.

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

Meningococcal Disease: The following information is provided in compliance with IC 20-30-5-18:

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

Library

The library is yours to enjoy. It is a quiet place where you may go to use reference books and magazines for your schoolwork and for recreation. The librarian and library assistants will be glad to help you find what you want. Students may come to the library before and after school hours (7:45 - 8:00 a.m.; 3:15 - 3:25) without a pass. During school hours, students may come to the library with a pass during a study or enrichment period. During the lunch period, students may come to the library except when there are classes scheduled. Books may be kept out for a period of two weeks. Books may be renewed for one period (two weeks). Encyclopedias (except for circulating copies), reference books, and books on

reserve are not checked out. Magazines (except current copies) may be checked out for overnight use. The student is responsible for each book that they check out. **Do not check out damaged books. If a student finds a damaged book in the library, do not check it out; he or she should immediately bring it to the Media Specialist's attention.**

All books and materials taken out must be checked out at the circulation desk. All books and materials are to be returned to the charging desk. Library books that are lost and not paid for will be treated as unpaid book rental, and subject to the Lafayette School Corporation's collection policy. Each pupil will be expected to conduct him/herself in a quiet and orderly manner. The library must be kept clean, neat, and orderly. All materials must be returned to a designated place. Waste paper should be put into the wastebasket. Chairs are to be straightened and pushed into place.

Lockers

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

DO NOT GIVE YOUR LOCKER COMBINATION TO ANY OTHER STUDENT! DO NOT ALLOW OTHER STUDENTS TO KEEP THEIR BOOKS IN YOUR LOCKER AND DO NOT PUT YOUR BOOKS IN ANOTHER STUDENTS LOCKER!

DO NOT SET YOUR LOCKER!!!!

Students are not allowed to put stickers or decals on the inside of their lockers. Students may only use Scotch tape to post appropriate pictures, cards, or notes.

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

Lunch Program

Parents may send money to school with the child who will turn it into the school cafeteria where it will be credited to the students cafeteria account or make payments online at the LSC website under the parent tab using their student's keypad number (PIN). Before school is the best time to add money to your account. The cafeteria account may be used for items from the regular lunch line or the ala cart line. School lunches will be \$2.10 PER DAY for full pay students, \$.40 PER DAY for reduced status students. Breakfast is \$1.20 PER DAY for full pay and \$.30 for reduced status students. Ala carte items are not available under the free/reduced program.

Any cafeteria purchase can be paid for from the student's cafeteria account or with cash. By recommendation of the State Board of Accounts no charging is allowed in the cafeteria.

Students that do not have enough in their account to cover the total purchase must bring the remainder the next day. No change will be returned if a student has a negative balance in their account. No ala Carte purchases are allowed until negative balances are paid.

If you do not have money for lunch, you will have the option of getting a peanut butter & jelly sandwich, fruit & milk that can be paid for the next day.

Students with free or reduced meal status are responsible for any debt incurred due to a status change. Free/reduced lunch applications are available in the school office. Applications for free/reduced lunch may be made at any time during the school year.

Any student that takes food from the serving area without paying for it will be reported to the administration for disciplinary action. Students should not eat while standing in line. Using another student's account is also considered theft.

You are responsible for cleaning up after you eat. Paper and food not eaten should be placed in trash cans. Trays, dishes and silverware should be returned to the washing pass-through. No food may be taken out of the cafeteria.

Section V: Guidance

Guidance Counselors

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

1. Student Assistance Services

- A. Prevention services
- B. Assessment
- C. Intervention
- D. Referral

2. Educational Services

- A. Admission and orientation
- B. Study skills and tutoring
- C. Achievement testing
- D. Advising and scheduling

3. Career Services

- A. Career education
- B. Career information
- C. Career assessment
- D. Career planning
- E. Placement and follow-up

Counselors

Counselors are specially trained to help students. They are: Mr. Du Shaun Goings, Mr. Silas Brown and Ms. Robyn Foley.

Mr. Goings will be the counselor for any student on teams 7-1, 7-3, & 7-4.

Mr. Brown will be the counselor for any student on teams 8-1, 8-3, & 8-4.

Ms. Foley will be the counselor for any student on teams 7-2, 8-2, & Ottawa. She will also serve students in the Emotional Disabilities program and students in the Cognitive Disabilities program.

Counselors can help you with problems with school work, problems with classmates, or problems at home. You should also see them if you have problems with your schedule, locker, or lunch account. They will spend more time working with you directly as part of the junior high school, so do not hesitate to come in and talk to them.

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

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

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

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

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

- through the use of data or computer software that is accessed through a computer, computer system, or computer network of LSC.

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

- verbal or written communications transmitted,
- physical acts committed, or
- any other behaviors committed

by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the other student.

LSC Bullying Categories:

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

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

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

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

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

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

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

Choice Language:

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

Investigations: The investigation should take place at least within three (3) days of receiving a **misconduct report**

(see Appendix A). The investigation should be completed at least within ten (10) days of receiving the misconduct report.

Step 1: Student that is being bullied must identify the initiator, incident, and any witnesses.

Step 2: Appropriate school personnel will conduct an investigation and interview the person being bullied, the initiator, and all witnesses.

Step 3: Research will be done to see if there are any patterns of behavior.

Step 4: School personnel will assess the effects of the incident in correlation of safety and to ensure that no one's civil rights are being violated and determine whether or not the incident is bullying. If it is bullying, the Anti-Bullying plan will be implemented which will also consist of steps 6-9.

Step 5: School officials will determine consequences.

Step 6: In conjunction with step 6, school officials will notify the parents of the victim, the parents of the initiator, and if appropriate, Lafayette Police Department, of the incident.

Step 7: All details of the investigation and/or administrative actions will be documented in PowerSchool.

Step 8: Within thirty (30) days, school administration or their designee should conduct follow up inquiries to see if there have been any new incidents. If so, there will be further action in order to prevent repeated incidents.

Interventions for faculty and staff: The following are ways the faculty and staff can intervene with bullying. Note, LSC faculty and staff members would violate the Civil Rights statutes (Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and Title II of the Americans with Disabilities Act of 1990) if they fail to respond or investigate a bullying situation that leads to a hostile environment. It is a faculty or staff member's legal obligation to address bullying under these laws, and to follow the investigative steps when it does occur.

Step 1: Intervene in the situation.

Step 2: Notify school administration.

Step 3: Cooperate in the investigation.

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

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

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

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

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

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

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

- DARE: (765) 807-1200
- School security guards
- Health classes offered in school
- Core curriculum classes in school
- Kids First: (765)474-0758 or Tippkidsfirst@aol.com
- PBIS
- <http://www.stopbullying.gov/resources/index.html/>
- School counselors/classroom teachers
- Student Council or Student Ambassadors
- Crisis Hotline: (765) 742-0244 or lafayettecrisiscenter.org
- Suicide Prevention Hotline: 1 (800) 784-2433
- Big Brothers Big Sisters of Wabash Valley (765) 446-2227 or bbbslaf.org
- Wabash Valley School Based Case Management
- Lafayette Police Department: (765) 807-1200
- School Problem Solving/RTI team
- School Safety Task Force: According to IC-5-2-10.1-12, each school within LSC shall establish a safe school task force to address school violence, bullying, and other issues that prevent the maintenance of a safe school. The task force will be established and led by the school safety specialist or school administrator.

For additional resources, please call 765-771-6000

Section VI: School Safety

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

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

Safe School Help line: Please call toll-free (888) 435-7572 or (888) HELP-LSC, to report anonymously suspicious incidents involving drugs, violence, and weapons in our school community.

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

Video Surveillance

Video cameras are used inside and outside of Tecumseh Junior High School. The data provides the administration with an additional tool to enhance safety and security of guests, students, staff, and school property. Video data is to be used exclusively by the Tecumseh administration and LSC security staff. Storage of recorded data will be limited to 3 calendar days.

Fire Drill

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

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

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

Severe Storm Drill

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

Drills - Evacuation

Evacuation and fire drills are held from time to time, and every room has a specific pattern of evacuation. All students and teachers should be familiar with the pattern for any room they occupy.

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

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

Law Enforcement and Security Personnel

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

Quest

In accordance with the S.A.F.E.P.O.L.I.C.Y. and SHOCAP, information related to attendance, discipline, and grades will be entered into the QUEST database for students who are on court-ordered probation and truancy mediation. In addition, the principal may enter information into the QUEST database for students suspended or expelled from school or students arrested for actions related to school incidents. The QUEST database allows people permitted by the Judge of the Juvenile Court to share information intended to coordinate services for a particular individual or family. People currently designated to share information contained in the QUEST database include people representing schools, probation, Superior Court 3, the Lafayette Police Department, the Prosecutor's Office, Juvenile Alternatives, and Child Protective Services.

Section VII: Student Activities

Student Activities Program

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

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

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

The student activities program is planned:

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

Expectations for Students in School Organizations

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

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

Sports, Clubs, Organizations

Lafayette Tecumseh Junior High School provides a variety of extra-curricular activities. We believe that young people your age need an opportunity to work in a group, practice leadership skills, develop school spirit, and explore in more detail activities you really enjoy. Get involved at Tecumseh by joining a club, participating in a sport, or being a member of one of our organizations.

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

Cross Country	Fall	Basketball	Winter
Soccer	Fall	Swimming	Winter
Volleyball	Fall	Wrestling	Winter
Girls Golf	Fall	Track	Spring
Football	Fall	Boys Golf	Spring
Tennis	Fall		
Gymnastics	Fall		

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

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

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

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

Academic Competitions	Foreign Language Club	Guitar Club
Computer Club	Chess Club	Sign Language Club
Pow Wow	Student Council	FCA

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

Athletic Desserts: Athletic Desserts will be held at the end of each of the interscholastic and after school sports seasons. Students will be recognized for their participation in these sports and honored for their accomplishments. The desserts are excellent ways to bring fun and rewarding seasons to an end. The desserts are not considered to be formal events for the athletes, but we encourage athletes to look their finest. Hopefully, all these efforts to honor you for positive achievement and actions will reinforce in you the concept that such actions are recognized and rewarded.

Section VIII: Student Behavior Expectations

STUDENT BEHAVIOR AND DISCIPLINARY CODE

Discipline Philosophy

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

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

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

Lunch Detentions

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

Teacher Detentions

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

Friday Office Detentions

Friday detentions may be assigned when a student violates classroom or school rules. A Friday detention is assigned by an administrator. The student will be given a 24 hour notice prior to serving the Friday detention. Failure to serve a Friday detention will result in a referral to an administrator. Friday detentions are held from 3:15-5:00 each Friday. Students serving a Friday detention will be released from the front office at 5:00.

In-School Suspension

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

Out-of-School Suspension

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

Possession of Tobacco

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

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

Off School Grounds

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

DISCIPLINE

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

1. REMOVAL FROM CLASS OR ACTIVITY - TEACHER:

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

2. SUSPENSION FROM SCHOOL - PRINCIPAL:

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

3. EXPULSION:

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

GROUND FORS SUSPENSION OR EXPULSION:

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

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

A. Misconduct and/or Disobedience

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

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

type of conduct prohibited by this rule:

- a. Occupying any school building, school grounds, or part thereof with intent to deprive others of its use.
 - b. Blocking the entrance or exits of any school building or corridor or room therein with the intent to deprive others of lawful access to or from, or use of the building, corridor, or room.
 - c. Setting fire to or damaging any school building or property.
 - d. Prevention of or attempting to prevent by physical act the convening or continued functioning of any school or education function, or of any meeting or assembly on school property.
 - e. Intentionally making noise or acting in any manner so as to interfere with the ability of any teacher or any other person to conduct or participate in an education function.
2. Causing or attempting to cause damage to school property, stealing or attempting to steal school property.
 3. Causing or attempting to cause damage to private property, stealing or attempting to steal private property.
 4. Causing or attempting to cause physical injury or behaving in such a way as could reasonably cause physical injury to any person. Self-defense or reasonable action undertaken on the reasonable belief that it was necessary to protect some other person does not constitute a violation of this rule.
 5. Any student who overtly or covertly participates in repeated acts or gestures, including verbal or written communications transmitted; physical act committed; or any other behaviors committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the other student. This includes bullying and/or racial and/or sexual harassment. Bullying includes cyber bullying which takes place on or immediately adjacent to school grounds, at any school sponsored activity, or on school provided transportation or at any official school bus stop, through the use of the district's Internet system while on or off campus, through the personal use of a personal digital device on campus, or off campus activities that cause or threaten to cause a substantial disruption at school.
 6. Failing to report the actions or plans of another person to a teacher or administrator where those actions or plans, if carried out, could result in harm to another person or persons or damage property when the student has information about such actions or plans.
 7. Possessing, handling, or transmitting a knife or any object that can reasonably be considered a weapon, is represented to be a weapon, or looks like a weapon.
 8. Possessing, using, transmitting, or being under the influence of any controlled substance, prescription drug, narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, intoxicant or depressant of any kind, or any paraphernalia used in connection with the listed substances. Also prohibited is the consumption of any of the stated substances before attending school or a school function or event.
Exception to Rule 8: a student with a chronic disease or medical condition may possess and self-administer prescribed medication consistent with the provisions outlined in Lafayette School Corporation policy J700.
 9. Possessing, using, transmitting any substance which is represented to be or looks like a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, stimulant, depressant, or intoxicant of any kind.
 10. Possessing, using, transmitting, or being affected by caffeine-based substances, substances containing phenylpropanolamine (PPA), or stimulants of any kind, be they available with or without a prescription.
 11. Engaging in the selling of a controlled substance or engaging in a criminal law violation that constitutes a danger to other students or constitutes an interference with school purposes or an educational function.
 12. Failing in a number of instances to comply with directions of teachers or other school personnel during any period of time when the student is properly under their supervision, where the failure constitutes an interference with school purposes or an educational function.
 13. Falsely accusing any person of sexual harassment or violating a school rule and/or state or federal law.
 14. Engaging in any activity forbidden by the laws of Indiana that constitutes an interference with school purposes or an educational function.
 15. Aiding, assisting, or conspiring with another person to violate these student conduct rules and/or state or federal law.
 16. Violating any rules that are reasonably necessary in carrying out school purposes or an educational function, including but not limited to:
 - a. Engaging in sexual behavior on school property;
 - b. Disobedience of administrative authority;
 - c. Willful absence or tardiness of students;
 - d. Engaging in speech, conduct, or behavior including clothing, jewelry or hair style, which is profane, indecent, lewd, vulgar, offensive, disruptive to school purposes, or interferes with the educational environment. This includes racial and/or sexual harassment. For

clarification see the "Appearance" Section.

17. Using on school grounds during school hours an electronic paging device or a hand held portable telephone in a situation not related to a school purpose or education function.
18. Exhibiting or participating in any behavior related to gang membership or affiliation, recruiting or furthering the interest of gangs, or possessing, using, distributing, displaying, or selling anything deemed to be evidence of gang membership or affiliation.
19. Possessing, using, transmitting, or selling tobacco.
20. Failing to completely and truthfully respond to questions from a staff member regarding school-related matters including potential violations of the student conduct rules or state or federal law.

B. Possessing a Firearm or a Destructive Device

1. No student shall possess, handle or transmit any firearm or a destructive device on school property.
2. The following devices are considered to be a firearm under this rule:
 - a. Any weapon which will or is designed to or may readily be converted to expel a projectile by the action of an explosive
 - b. The frame or receiver of any weapon described above
 - c. Any firearm muffler or firearm silencer
 - d. Any destructive device which is an explosive, incendiary, or poison gas bomb, grenade, rocket having a propellant charge of more than four ounces, missile having explosive or incendiary charge of more than one-quarter ounce, mine, or any similar device
 - e. Any weapon that will, or that may readily be converted to, expel a projectile by the action of an explosive or other propellant, and that has any barrel with a bore of more than one-half inch in diameter
 - f. Any combination of parts either designed or intended for use in converting any device into any destructive device in the two immediately preceding examples, and from which a destructive device may be readily assembled
 - g. An antique firearm
 - h. A rifle or shotgun which the owner intends to use solely for sporting, recreational, or cultural purposes
3. For the purposes of this rule, a destructive device is:
 - a. An explosive, incendiary, or over pressure device that is configured as a bomb, a grenade, a rocket with a propellant charge of more than four ounces, a missile having an explosive or incendiary charge of more than one-quarter ounce, a mine, a Molotov cocktail or a device that is substantially similar to an item described above,
 - b. A type of weapon that may be readily converted to expel a projectile by the action of an explosive or other propellant through a barrel that has a bore diameter of more than one-half inch, or
 - c. A combination of parts designed or intended for use in the conversion of a device into a destructive device. A destructive device is NOT a device that although originally designed for use as a weapon, is redesigned for use as a signaling, pyrotechnic, a line throwing, safety, or similar device.
4. The penalty for possession of a firearm or destructive device: suspension for up to ten (10) days and expulsion from school for at least one calendar year with the return of the student to be at the beginning of the first semester after the one year period. The length of the expulsion may be reduced by the superintendent if the circumstances warrant such reduction.
5. The superintendent shall notify the county prosecuting attorney's office when a student is expelled under this rule.

C. POSSESSING A DEADLY WEAPON

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

D. Unlawful Activity

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

E. Legal Settlement

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

SUSPENSION PROCEDURES

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

1. A meeting will be held prior to the suspension of any student. At this meeting the student will be entitled to:
 - a. A written or oral statement of the charges;
 - b. If the student denies the charges, a summary of the evidence against the student will be presented; and,
 - c. An opportunity to explain his or her conduct.
2. The meeting shall precede suspension of the student except where the nature of the misconduct requires immediate removal. In such situations, the meeting will follow the suspension as soon as reasonably possible following the date of the suspension.
3. Following the suspension, the parent or guardian of a suspended student will be notified in writing. The notification will include the dates of the suspension, describe the student's misconduct, and the action taken by the principal.

EXPULSION PROCEDURES

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

1. The superintendent (or designee) may conduct an expulsion meeting, or may appoint one of the following persons to conduct the expulsion meeting:
 - A. Legal counsel
 - B. A member of the administrative staff who did not expel the student and was not involved in the events giving rise to the expulsion.
2. An expulsion will not take place until the student and the student's parent or guardian are asked to appear at an expulsion meeting conducted by the superintendent or the person designated above. Failure by a student or a student's parent or guardian to appear at this meeting will be deemed a waiver of rights administratively to contest the expulsion or to appeal it to the school board.
3. The request to appear at the expulsion meeting will be in writing, delivered by certified mail or by personal delivery, and contain the reasons for the expulsion and the date, time, place, and purpose of the meeting.
4. At expulsion meeting, the principal (or designee), will present evidence to support the charges against the student. The student or parent will have the opportunity to answer the charges against the student, and to present evidence to support the student's position.
5. If an expulsion meeting is held, the person conducting the expulsion meeting will make a written summary of the evidence heard at the meeting, take any action found to be appropriate, and give notice of the action taken to the student and the student's parent.

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

- A. The student has not been expelled or required to attend an alternative school.
- B. The expulsion officer has found the student has engaged in prohibited conduct of the type enumerated below, unless a.) the student has denied commission of the misconduct for which the expulsion has been ordered and b.) significant new evidence favorable to the student and not available at the time of the expulsion meeting has been discovered, and is specifically described in the request for appeal:
 - a. Occupying any school building, school grounds, or part thereof with intent to deprive others of its use.
 - b. Blocking the entrance or exits of any school building or corridor or room therein with intent to deprive others of lawful access to and from, or use of the building, corridor, or room.
 - c. Setting fire to or substantially damaging any school building or property.
 - d. Possessing, firing, displaying, or threatening use of firearms, explosives, or other weapons on school premises.

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

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

Legal Reference: 20 U.S.C. 8001, 20 U.S. C. 8002, I.C. 20-8.1-5.1-1 et esq, I.C. 35-47.5-2-4, I.C. 35-41-1-8, I.C. 35-47-1-5, I.C. 20-33-8-14, SEA 285

Section IX: Student Rights

APPEARANCE

Public school education is considered formal education, and students should dress appropriately. Appearance, including make-up, dress, and hairstyles, within the prevailing rules of modesty, decency, safety, and health, are the responsibility of the student and his/her parent.

Student appearance, including dress, make-up, and hairstyles, must conform to the requirements of law and must be conducive to the educational process.

It is expected that students will wear clothing that is neat and clean while attending classes and school functions. Appearance, including dress, make-up, and hairstyles, may be regulated by the school when the health or safety of a student is endangered; the appearance is disruptive, and thus, distracting to the educational process; or there is an existing ordinance or law. The administrator will make the final determination regarding appropriateness of clothing. Teachers, administrators, coaches, and activities sponsors may take disciplinary action against students whose appearance is not consistent with expectations of school officials.

Below is clarification of clothing, jewelry, or hairstyles, but is not limited to the following:

- a. Shoes must be worn at all times.
- b. Jackets, coats, hats and other headgear are not to be worn in school by male or female students without prior administrative approval. These items, if worn to school, are to be placed in your locker until school is dismissed.
- c. Body piercing jewelry or ornamentation that causes a disruption, interferes with the learning environment, or in the judgment of the principal constitutes a health or safety hazard will not be allowed.
- d. Appearance, including dress, make-up, and hairstyles, deemed disruptive to the educational process will not be permitted. Torn or

ripped clothing is not permitted on any piece of clothing. Hair color must be a natural color.

- e. It is expected that while at school or at school functions or activities, students will not wear, possess, use, distribute, display, or sell any clothing, jewelry, emblems, badges, symbols, signs, graffiti, or other items deemed to be evidence of membership or affiliation with a gang. Bandanas are not allowed.
- f. Clothing must be appropriately sized. Clothes (both tops and pants) cannot be skin tight. No jeggings, skinny leg, spandex, or skin-tight pants.

STANDARD DRESS CODE FOR TECUMSEH STUDENTS

Dress Code for Tecumseh Males

<p style="text-align: center;">Shirts</p> <p>Accepted:</p> <ul style="list-style-type: none"> • Solid colors • Cotton, Polyester, Linen, Twill, Corduroy, Canvas • Straight, button-down collar • Turtleneck or mock turtleneck collar • Long or short sleeves • Polo style • Approved school logos <p>Restrictions (not allowed):</p> <ul style="list-style-type: none"> • T-shirts • Untucked shirts • Logos larger than 1"x1 ½" 	<p style="text-align: center;">Sweaters/Vests/Fleece Jackets</p> <p>Accepted:</p> <ul style="list-style-type: none"> • Solid colors • V-Neck or Crew-Neck • Cardigan • Worn over a collared or turtle neck shirt <p>Restrictions (not allowed):</p> <ul style="list-style-type: none"> • Logos larger than 1"x1 ½" • Hoods • Jean material 	<p style="text-align: center;">Pants/Shorts</p> <p>Accepted:</p> <ul style="list-style-type: none"> • Solid colors: Khaki (tan), Navy Blue, Brown, Olive, Gray, or Black • Pleated or flat front • Shorts that extend to the student's finger-tip length* <p>*Finger-tip length is determined by having the student stand with their arms fully extended downward at their sides.</p> <p>Restrictions (not allowed):</p> <ul style="list-style-type: none"> • Sweat pants • Pajama bottoms • Unfastened snaps, buttons, etc. • Belt loops without a belt • Pants/shorts worn below the waist • Jeans 	<p style="text-align: center;">Sweatshirts</p> <p>Accepted:</p> <ul style="list-style-type: none"> • Solid colors • Worn over a collared or turtle neck shirt • Collars that extend over the sweatshirt <p>Restrictions (not allowed):</p> <ul style="list-style-type: none"> • Logos larger than 1"x1 ½" • Hoods
<p style="text-align: center;">Belt</p> <p>Accepted:</p> <ul style="list-style-type: none"> • Any color • Cloth or leather • Elastic waistband or clothing with no belt loops-belt not required <p>Restrictions (not allowed):</p> <ul style="list-style-type: none"> • Clothing with belt loops requires a belt 	<p style="text-align: center;">Undershirts</p> <p>Accepted:</p> <ul style="list-style-type: none"> • Solid colors • Long or short sleeves • Tucked into pants/shorts <p>Restrictions (not allowed):</p> <ul style="list-style-type: none"> • Untucked 	<p style="text-align: center;">Shoes</p> <p>Accepted:</p> <ul style="list-style-type: none"> • Any color <p>Restriction (not allowed):</p> <ul style="list-style-type: none"> • Flip-flops • Slippers • Wheels inside the sole or heel 	<p style="text-align: center;">Boots</p> <p>Accepted:</p> <ul style="list-style-type: none"> • Any color • Any style <p>Restrictions (not allowed):</p> <ul style="list-style-type: none"> • Wheels inside the boot sole or heel

Dress Code for Tecumseh Females

Shirts	Sweaters/Vests/Fleece Jackets	Pants/Shorts/Skirts/ Skorts/ Capris/Jumpers	Sweatshirts
<p>Accepted:</p> <ul style="list-style-type: none"> • Solid colors • Cotton, Polyester, Linen, Twill, Corduroy, Canvas • Straight, button-down collar • Turtleneck or mock turtleneck collar • Cowl Neck collar • Long or short sleeves • Polo style • Approved school logos <p>Restrictions (not allowed):</p> <ul style="list-style-type: none"> • T-shirts • Transparent or lace material • Logos larger than 1"x1 ½" • Exposure of cleavage or undergarments 	<p>Accepted:</p> <ul style="list-style-type: none"> • Solid colors • V-Neck or Crew-Neck • Cardigan • Worn over a collared or turtle neck shirt <p>Restrictions (not allowed):</p> <ul style="list-style-type: none"> • Logos larger than 1"x1 ½" • Hoods • Jean material 	<p>Accepted:</p> <ul style="list-style-type: none"> • Solid colors: Khaki (tan), Navy Blue, Brown, Olive, Gray, or Black • Pleated or flat front • Shorts that extend to the student's finger-tip length* <p>*Finger-tip length is determined by having the student stand with their arms fully extended downward at their sides.</p> <p>Restrictions (not allowed):</p> <ul style="list-style-type: none"> • Jeans • Sweat pants • Pajama bottoms • Unfastened snaps, buttons, etc. • Belt loops without a belt • Clothing worn below the waist 	<p>Accepted:</p> <ul style="list-style-type: none"> • Solid colors • Worn over a collared or turtle neck shirt • Collars that extend over the sweatshirt <p>Restrictions (not allowed):</p> <ul style="list-style-type: none"> • Logos larger than 1"x1 ½" • Hoods
<p style="text-align: center;">Belt/Accessories</p> <p>Accepted:</p> <ul style="list-style-type: none"> • Any color • Cloth or leather • Elastic waistband or clothing with no belt loops-belt not required <p>Restrictions(not allowed):</p> <ul style="list-style-type: none"> • Optional for grades 5-8 • Shawls or scarves • Bandanas 	<p style="text-align: center;">Undershirts</p> <p>Accepted:</p> <ul style="list-style-type: none"> • Solid colors • Long or short sleeves <p>Restrictions (not allowed):</p> <ul style="list-style-type: none"> • Visible camisoles or articles of clothing similar to undergarments 	<p style="text-align: center;">Shoes/Boots</p> <p>Accepted:</p> <ul style="list-style-type: none"> • Any color • Any style of boot <p>Restrictions(not allowed):</p> <ul style="list-style-type: none"> • Flip-flops • Slippers • Wheels inside the sole or heel • Shoes without a back strap 	<p style="text-align: center;">Tights/Leggings</p> <p>Accepted:</p> <ul style="list-style-type: none"> • Solid colors • Worn under appropriate skirts/skorts <p>Restrictions (not allowed):</p> <ul style="list-style-type: none"> • Stripes, polka dots, or other designs

Appendices

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

Appendix B – LSC policy J480 – Drug Free Policy

Appendix C – Electronic Information Source Policy I609

Appendix D – Visitors to Schools K122

Appendix E – Student Lockers and Student Personal Possessions

Appendix F – Special Education

Appendix G – General Education Intervention

Appendix H – Section 504 of the Rehabilitation Act of 1973

Appendix I – McKinney Vento Homeless Student Statement of Rights

Appendix J – Notice of Intent to Comply with Title IX

Appendix K – Athletic Code of Conduct

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

Appendix M – LSC Policy J700 – Administration of Medication at School

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

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

In broad outline, this policy provides for the following:

1. The Act concerns the student records of both elementary and secondary schools.
2. The parent's right under this Act extends until the student is 18 years of age, or is enrolled in a post-high school institution; hereafter, only the student may exercise the rights.
3. Parents have a right to examine their children's records at reasonable times and, in certain circumstances, in accordance with school policy to purchase a copy of such records.
4. The parent has a right to have a record corrected if it is inaccurate, misleading, or is otherwise in violation of the privacy or other rights of students.
5. If, as a result of a hearing, the school decides that the information in the record is not inaccurate, misleading, or otherwise in violation of the privacy or other rights of the student parents have the right to place in the education records of their child a statement commenting upon the information in the education records and/or setting forth any reasons for disagreeing with the decision of the school to leave the contested information in the students record.
6. A record must be kept with each student record showing who examined it, the date on which it was examined, and the purpose of the examination. School officials of this district who have a legitimate education interest in the student are exempted from this requirement by the Act.
7. Certain persons may examine student records without a parent's consent. These include school officials, including teachers who have legitimate education interest; officials of other schools or school systems where a transfer is made; and certain representatives of the state and federal government with various limitations.
8. Any person may receive the records, if the parents execute a written consent specifying the records to be released, the reasons for such release, and the person to whom they are to be released. A copy will be sent to the parents in such case if requested. The parent may also request and receive a copy of any student record forwarded to another school or school system with a transfer.
9. A copy may also be furnished pursuant to a court order or subpoena, but only if the parents are given advance notice.
10. Certain directory information including the students name, address, telephone number, date and place of birth, major field of study, participation in officially recognized

activities and sports, weight, and height of members of athletic teams, dates of attendance, awards received, and other similar information may be released without parental consent unless the parent notifies the school district in accordance with the Students Records Policy that they do not want certain designated directory information released without prior consent.

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

Appendix B – LSC policy J480 – Drug Free Policy

I. THE POLICY

- A. It is the policy of the Lafayette School Corporation to maintain a learning and working environment that is free of illicit drugs, alcohol, marijuana and controlled substances.
- B. It shall be a violation of this policy for any student of the Lafayette School Corporation to consume, possess, offer, provide, transmit, administer, or be under the influence of an illicit drug, alcohol, marijuana, controlled substance, a prescription drug (except as authorized in a prescription by a licensed health care provider and in accordance with policy J700) inhalant, solvent, or other volatile substances, or combination of volatile substances, contrary to safety instructions provided on the product's labeling, or the direction of school personnel, or to abuse an over-the-counter-medication while under the jurisdiction of the Lafayette School Corporation.
- C. It shall be a violation for a student to possess a raw material, an instrument, a device, or other object that the student intends to use for:
 - 1. Introducing into the person's body a controlled substance;
 - 2. Testing the strength, effectiveness, or purity of a controlled substance; or
 - 3. Enhancing the effect of a controlled substance.
- D. For any student participating in extra-curricular, co-curricular, or leadership activities, there is a higher expectation regarding the use of the substances described in section I.B. This higher expectation applies to conduct on or off school grounds, beyond the normal school day, and beyond the normal school year.

II. DEFINITIONS/EXPECTATIONS

- A. A controlled substance is defined as set out in the Indiana Criminal Code (I.C. 35-48-1-9) and includes but is not limited to narcotic drugs, hallucinogenic drugs, amphetamines, barbiturates, marijuana, inhalants, or intoxicants of any kind. In this policy, any substance represented to be or thought by the intended recipient to be an illicit or prescription drug is considered to be a controlled substance.
- B. The Lafayette School Corporation's jurisdiction is defined as:
 - 1. On school grounds, including facilities where school programs are conducted, at any time;
 - 2. Off school grounds at a school activity, function, or event; and
 - 3. Traveling to or from school or a school activity, function, or event; and
 - 4. On or off school grounds, beyond the normal school day, and beyond the normal school year for students participating in extra-curricular, co-curricular, or leadership activities.
- C. Abuse of an over-the-counter medication is defined as the consumption of a dosage of medication in excess of the recommended maximum dosage listed on the original container.
- D. Extracurricular participation is defined as the participation of a student who represents any school in the Lafayette School Corporation in any of the following circumstances: athletics, school organizations which function during non-instructional time, co-curricular activities that perform or have activities that take place outside of the normal school day or school year, or positions of leadership/role model (defined as, but not limited to, student government officers and class officers). When a student participates in any of these activities, the student accepts and assumes a special responsibility to conduct himself/herself in an exemplary manner. S/he must abide by the higher conduct described in Section I.D. and set forth in Appendix D.
- E. In addition to the higher expectations cited in the sections I.D., II.D., and III. C., students choosing to participate in an extra-curricular, co-curricular, or leadership activity are expected to comply with any rule or rules that the coach, teacher, director, or sponsor of the activity may deem necessary for the success of his/her extra-curricular, co-curricular, or leadership activity. These rules shall be provided in writing.
- F. The Letter of Participation (J480 –Appendix D) shall be signed by all students who participate in any extra-curricular, co-curricular, or leadership activity in the Lafayette School Corporation.

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

- A. Any person who alleges violation of the drug policy by any student in the Lafayette School Corporation may use the reporting procedure explained below in Section III. C. or may complain directly to her/his immediate supervisor or building principal. Filing of a valid complaint or otherwise reporting violations of the drug free policy will not reflect upon the said complainant's status, nor will it affect future grades or work assignments.
- B. The right of confidentiality, both of the complainant and of the accused, will be respected consistent with the school corporation's legal obligations and the necessity to investigate allegations of misconduct and to take corrective action when this conduct has occurred.
- C. All allegations of violations of the drug free policy shall be handled in the following manner:
 - 1. Any and all reports of the violation shall be investigated by the building principal, supervisor, superintendent, or designee;
 - 2. Reports must be in writing on forms supplied by the Corporation. The person making the report must sign the report. The name of the person making the report will remain confidential unless there is a written waiver of this confidentiality or as required by law;
 - 3. Reports must name the person/s charged with the violation if known and state the facts;
 - 4. Reports must be presented to the building principal where the student attends. The building principal shall inform the superintendent or his/her designee of all filed reports;

5. The building principal who receives a report shall investigate the alleged violation within ten (10) days or as soon as practical;
6. The report and the results of the investigation will be presented to the superintendent or his/her designee within ten (10) days of the completed investigation or within a reasonable period of time;
7. The superintendent or designee will take appropriate action consistent with due process; and
8. The complainant shall not be subjected to any adverse treatment for having made a valid complaint of a violation of the drug-free policy.

IV. SANCTIONS FOR MISCONDUCT

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

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

V. FALSE REPORTING

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

VI. NOTIFICATION OF THIS POLICY

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

Appendix C – Electronic Information Source Policy I609

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

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

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

ELECTRONIC INFORMATION SOURCE AGREEMENT

Please read this document carefully before signing.

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

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

1. Electronic mail (e-mail) - the ability to communicate with people around the world.
2. Libraries - access to many university library catalogs, the Library of Congress, and ERIC.

3. Discussion groups - a wide variety of interest area discussions take place on topics ranging from the environment, to music, to politics, to Star Trek.
4. NASA - the ability to obtain the most current information and news from NASA to correspond with their scientists and other research institutions.
5. Software - both public domain and software of all types are available.

The District expects that teachers will blend thoughtful use of the Internet throughout the curriculum and will provide guidance and instruction to students in its use. As much as possible, access from school to Internet resources should be structured in ways which point students to those resources which have been evaluated prior to use. While students will be able to move beyond those resources which have not been previewed by staff, they shall be provided with guidelines and lists of resources particularly suited to learning objectives.

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

Electronic information is provided through a complex association of governmental agencies, regional and state networks. The operation of the network relies on the proper conduct of the user, who must adhere to strict guidelines. The guidelines are provided here so students and parents are aware of the responsibilities assumed.

This means using the network resources efficiently, legally, and ethically. If a Lafayette School Corporation user violates any of these provisions, his/her account will be terminated and future access could be denied. The signature(s) at the end of this document is (are) legally binding and indicate(s) the party(ies) who signed has (have) read the terms and conditions carefully and understand(s) their significance.

Terms and Conditions

- I. **Acceptable Use** - The purpose of Lafayette School Corporation providing Internet access is to support research and education by providing access to unique resources and opportunity for collaborative work. The use of the account MUST be in support of education and/or research and be consistent with the educational objectives of the Lafayette School Corporation. The following uses of school-provided Internet access are NOT permitted: (This list is not all inclusive).
 - A. To access, upload, download, or distribute pornographic, obscene, or sexually explicit material
 - B. To transmit obscene, abusive, sexually explicit, or threatening language;
 - C. To violate any local, state, or federal statute;
 - D. To vandalize, damage, or disable the property of another individual or organization;
 - E. To access another individuals materials, information, or files without permission; and,
 - F. To violate copyright or otherwise use the intellectual property of another individual or organization without permission.
- II. **Privileges** - The use of electronic information is a privilege, not a right. Access entails responsibility. Inappropriate use will result in cancellation of privileges. The network administrators may close an account at any time, and will deem what is inappropriate use. Their decision is subject only to review by the administrator or designated certified personnel of the Lafayette School Corporation. Additional disciplinary action may be determined at the building level in keeping with existing procedures and practices regarding inappropriate language or behavior. When and where applicable, law enforcement agencies may be involved.
- III. **Network Etiquette** - Users are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to the following:
 - A. Politeness. Do not threaten or become abusive in messages to others.
 - B. Appropriate language. Do not swear, use vulgarities or any other inappropriate language.
 - C. Personal addresses or telephone numbers should not be revealed, including one's own, friends, family, or colleagues.
 - D. E-mail is not guaranteed to be private. Electronic messages and files stored on school-based computers may be reviewed. Administrators and faculty may review files and messages to maintain system integrity and ensure that users are acting responsibly.
 - E. Do not respond to unsolicited e-mail. If you receive offensive unsolicited e-mail, notify your network/building administrator or the Lafayette School Corporation K-12 Computer Coordinator immediately.
- IV. **The Lafayette School Corporation makes no warranties of any kind, whether expressed or implied, for the service it is providing.**
 - A. The Lafayette School Corporation will not be responsible for any damages suffered by the user. This includes loss of data resulting from delays, nondeliveries, misdeliveries, or service interruptions regardless of cause, or user errors or omissions.
 - B. Use of any information obtained via these resources is at the user's risk. The Lafayette School Corporation specifically denies any responsibility for the accuracy or the quality of information obtained through its service.
- V. **Security** - Security is very important, especially when many users are involved. The Lafayette School Corporation takes security issues very seriously.
 - A. If an electronic information security problem has been identified, a network administrator or the Lafayette School Corporation K-12 Computer Coordinator must be notified. Problems must not be demonstrated to other users.
 - B. Another person's account shall not be used without written permission from the individual.
 - C. Attempts to logon to any system as a network administrator will result in cancellation of user privileges.
 - D. Any user identified as a security risk or having history of problems with other computer systems may be denied access to electronic information sources.
- VI. **Vandalism** - Vandalism will result in cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy the information of another user or any of the agencies or networks connected to the Internet. This includes, but is not limited to, the uploading or sending of computer viruses.

Appendix D – Visitors to Schools K122

The board invites parents and/or citizens of the school corporation to visit schools. Because schools are a place of learning, the following stipulations are established concerning these visits:

- A. A visitor is defined as anyone who is not a regular staff member or student of a particular school.
- B. Any visitor shall inform the principal's office of his/her presence upon arrival at the school.
- C. Parents or citizens who desire to observe a particular classroom while school is in session shall obtain approval for such visits in advance from the principal, assistant principal, or central office administrator. In the event the principal is not available, the principal shall designate an assistant principal to determine the approval for such visits. Before approving any visit the principal or the designated assistant principal shall confer with the teacher whose class is to be visited not less than 24 hours before the requested visit, to determine whether and when a visit may be appropriate, the length of the visit and any other issues or concerns the teacher may have. Time limitations may be established so that class disruptions and distractions may be kept to a minimum.
- D. Teachers who arrange visitors to their own classrooms or school shall inform the principal's office of such visitations.
- E. Teachers shall not take instructional time to discuss class events, procedures or individual matters with visitors. It is recommended that a separate time be arranged with the teacher to discuss the visitor's classroom observations.

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

Board Adopted: August 8, 1994

Revised: November 11, 2002

Appendix E – Student Lockers and Student Personal Possessions

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

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

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

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

Legal Reference: 20-33-8-32

Date Adopted: February 28, 1994

Revised: June 11, 2007; April 13, 2010

Appendix F – Special Education

The Individuals with Disabilities Education Act of 1990 (IDEA) is a federal law which guarantees all students with disabilities between the ages of 3 through 21 the right to a free appropriate public education designed to meet their individual needs. It also offers protection for the rights of students with disabilities and their parents/guardians or educational surrogate parents.

The Indiana Special Education Rules, known as Article 7, Rules 3-16, provide the legislative and department of education guidelines for implementing special education programs in Indiana, effective January 8, 1992. Article 7 regulates special education programs and related services provided by the public schools as well as the state operated and state supported programs.

Greater Lafayette Area Special Services, better known as G.L.A.S.S., is a special education cooperative sponsored by Lafayette School Corporation, Tippecanoe School Corporation, and West Lafayette Community School Corporation. General educators and special educators work together to implement the responsibilities of public schools defined in Article 7. Parents are also involved in every step of planning educational services for a student with a disability.

Students who are eligible to receive special education services must be evaluated by a multidisciplinary evaluation team and, at a case conference, must be determined eligible based on one of the following eligibility categories: Autism, Communication Disorder, Dual Sensory Impairment, Emotional Handicap, Hearing Impaired, Learning Disabled, Mental Handicap, Multiple Handicap, Orthopedic Impairment, Other Health Impairment, Traumatic Brain Injury, or Visual Impairment.

The case conference committee, which includes the student's parents, will then develop an individualized education program (IEP). The IEP will be designed to meet the student's unique needs and will include related and other supportive services as needed in order to assist a student with disability to benefit from special education. Each student with a disability should be educated in his least restrictive environment. The amount of time the student with a disability spends with students who have no disabilities will be determined on an individual basis.

Parents, teachers, school administrators or specialists may initiate an educational evaluation for a student. Students are referred for an educational evaluation when:

- General education intervention procedures have been exhausted or
- The nature and severity of the suspected disability is such that general education intervention would be of no benefit; or
- Review of recent diagnostic and treatment information from a hospital psychiatric unit or residential treatment center by the school psychologist indicates the need for further evaluation; or
- The parent has requested an educational evaluation and does not elect to withdraw or delay the request.

The parent, teacher, school administrator or specialist can obtain a referral form from the principal/designee. This form should be completed and returned to the principal/designee. The parent may also initiate a referral by sending a letter requesting an educational evaluation to the principal or to the G.L.A.S.S. office, 2300 Cason Street. The principal/designee will then schedule a meeting with the parent and the school psychologist to explain the reason for the referral, the assessment techniques to be used and parent rights. A case conference will be scheduled within 40 school days of the parent signing permission to evaluate.

Parents who have questions regarding referral procedures should contact the school principal or the G.L.A.S.S. office, 449-3208.

Appendix G – General Education Intervention

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

Procedures:

1. A student study may be initiated by a parent, a teacher, a specialist or an administrator who is concerned about the educational progress of a student. The referring agent will obtain the "Request for Student Study" form from the building principal or his designee.
This form will include a checklist of criteria behavior.
2. The general education intervention procedure shall not preclude or delay an educational evaluation if:
 - a. The nature and severity of the student's learning problems, or suspected or known disability, are such that general education intervention is considered to be of no benefit; or
 - b. The parent has requested an educational evaluation and does not elect to withdraw or delay that request.
3. The date the "Request for Student Study" form is complete and received by the principal or his designee begins a twenty instructional day period during which the following will occur:
 - a. The building principal/designee will convene a building based team which includes the student's general education teacher.
 - b. The building based team will review the "Request for Student Study" and determine whether interventions in the general classroom are appropriate to pursue. If so, the checklist will be used to generate appropriate intervention strategies.
 - c. If general education interventions are not appropriate, the team determines whether an Article 7 referral or a Section 504 referral should be initiated.
4. School personnel are not required to notify a student's parent that generalized observation of the student in the course of the student's daily school activities prior to or during the implementation of general education intervention procedures by school personnel may or will occur.
5. The design of the general education intervention strategies will include specific timelines for implementation in the classroom and the review of the results of those strategies. At the end of the specified period of time, if the interventions have not produced a desirable change in the student's educational progress, one of the following will occur:
 - a. The intervention will be redesigned, implemented for another specified period, and documented.
 - b. The parent will be asked to consent to an Article 7 or Section 504 education evaluation.
6. The building principal/designee will send the parent the "Parent Notification of General Education Intervention Plan". This form letter will include the following:
 - a. The types of intervention to be used and the reasons for the interventions.

- b. The timelines established for implementation and review of the interventions.
 - c. The parent's right to meet with the persons involved in the interventions.
 - d. The parent's right to initiate a formal request for an educational evaluation.
7. All forms and checklists become part of the student's educational record and, as such, can be released and/or accessed by the parent.

Appendix H – Section 504 of the Rehabilitation Act of 1973

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

1. LSC assures students, parents, employees, applicants for employment, and patrons that it will not discriminate against any individual.
2. The Section 504 Compliance Coordinator is as follows: Tracy Stradling, Assistant Principal/Section 504 Coordinator.
3. Parents are provided procedural safeguards, which are included in the "Notice of Disabled or Who Are Believed to Be Disabled."
4. An impartial due process hearing and review (appeal) are provided upon request. Procedures are detailed in the "Notice of Parent/Student Rights in Identification, Evaluation, and Placement of Individuals Who Are Disabled or Who Are Believed to Be Disabled."
5. Notice to students, parents, employees, and general public of non-discrimination assurances and parent/student rights in identification, evaluation, and placement will be disseminated annually in the following manner:
 - a) Public service announcement in local newspapers;
 - b) Announcement in local school systems; and,
 - c) Posted notice in each public school building.

Additionally, the notice will be included in the professional handbook and disseminated to each principal for inclusion in each student/parent handbook.
6. LSC has established the following local grievance procedure to resolve complaints of discrimination (*These procedures parallel those outlined in The Family Educational Rights and Privacy Act [FERPA].*):
 - a) An alleged grievance under Section 504 must be filed in writing fully setting out the circumstances giving rise to such grievance.
 - b) Such claims must be made in writing and filed with the following individual: *Tracy Stradling, Assistant Principal/Section 504 Coordinator, Sunnyside Middle School, 530 N. 26th Street, Lafayette, IN 47094.*
 - c) A hearing will be conducted according to the procedures outlined in the regulations implementing the Family Educational Rights and Privacy Act (FERPA).
 - d) The Section 504 Coordinator will appoint a hearing officer who will conduct the hearing within a reasonable time after the request was received.
 - e) The Section 504 Coordinator shall give the parent, student, employee, applicant, or patron reasonable advance notice of the date, time, and place of the hearing.
 - f) The hearing may be conducted by any individual, including an official of the local school district, who does not have a direct interest in the outcome of the hearing.
 - g) The local school district shall give the parent, student, employee, applicant, or patron full and fair opportunity to present evidence relevant to the issues raised. The grievant may, at their own expense, be assisted or represented by individuals of his or her choice, including an attorney.
 - h) The local school district shall make its decision in writing within fifteen (15) days after the hearing.
 - i) The decision must be based solely on the evidence presented at the hearing and shall include a summary of the evidence and reasons for the decision.
7. LSC will conduct an extensive annual "Child Find" campaign with the goal to locate and identify all Section 504 qualified individuals with disabilities (ages 0 to 21) who reside within the participating school districts.
8. LSC will inform all individuals with disabilities and their parents or guardians of the district's responsibilities and procedural safeguards under Section 504, as well as those under Indiana Article 7-- Special Education Regulations and the Individuals with Disabilities Education Act (IDEA) of 1997.
9. LSC will seek to identify individuals with disabilities in our community that wish to receive access to our facilities, activities, programs, and services.
10. LSC will notify the community of our responsibilities according to the Americans with Disabilities Act (ADA) with regard to recruitment, advertisement, application, and employment.

Appendix I – McKinney Vento Homeless Student Statement of Rights

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

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

permanently housed, also called their school of origin, even if you are not staying in that district. Alternatively, your children may attend the school where you are temporarily staying. This right lasts the entire duration of your homelessness or until the end of the school year after you achieve permanent housing.

- **The right to transportation services.** Schools must provide your children with transportation to their school, if feasible, until you get permanent housing. Parents who need this service for their children should request it from the McKinney-Vento Liaison.
- **The right to other services.** The fees for breakfast and lunch provided by the school, as well as the fees for textbooks, should be waived for your children. They also are automatically eligible for Title I services which may include before- and after-school programs, tutoring programs, or other assistance such as graphing calculators required for math classes.
- **The right to appeal decisions regarding enrollment and services.** If the school district makes a decision about your child's school enrollment or the services that your child receives (such as transportation) that you disagree with, you have the right to appeal that decision. The school's McKinney-Vento Liaison should be contacted immediately to assist you with the appeal. While the dispute with the school district is being resolved, your child has the right to attend the school or receive the services in question.
- **The right to attend school and school activities without the fear of being singled out.** Children in unstable housing situations cannot be separated from their peers just because of their housing situation. They have the right to attend school and participate in extracurricular activities just like any other student.

Who can help?

All school corporations must have at least one McKinney-Vento Liaison. The liaison's role is to help families in homeless situations with school related issues. For example, the liaison can help with problems related to enrollment, request transportation on behalf of the children, help obtain immunizations or immunization records and birth certificates, and help mediate disputes with the school district. **Liaisons also help youth without parents or guardians.** To find out who serves as your school's McKinney-Vento Liaison, call your corporation's central administration office to ask for more information.

The Lafayette School Corporation McKinney-Vento Liaison is John Layton. He can be reached at jlayton@lsc.k12.in.us or by calling 765-771-6000

What if I'm not homeless, but I don't have a place of my own?

Many families are not living in homeless shelters, but do not have a home of their own. Families who are staying with family members or friends are referred to as "doubling-up." Not all families that are doubled-up are homeless, but families who stay with others because of a loss of housing or due to economic hardship are covered by the McKinney-Vento Act and are entitled to the rights it provides for students.

Appendix J – Notice of Intent to Comply with Title IX

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

Appendix K – Athletic Code of Conduct

STATEMENT

The conduct of participants in athletics at Lafayette Tecumseh Junior High, 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 violation of these principles shall be subject to disciplinary measures.

ENFORCEMENT OF THE CODE OF CONDUCT

The Athletic Director or his/her designee shall enforce all rules and regulations as described in the Code of Conduct (hereafter the Code) for athletes. While Tecumseh does not belong to the IHSAA, we use their rules as guidelines for our athletes. The Code will be reinforced by the coach of each sport during the year. Parents/Guardians and athletes are required to sign the acknowledgment, consent, injury awareness

and disclosure document stating that they understand the Code and the athlete is subject to disciplinary measure should he/she violate the Code.

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

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

EXPECTED STANDARDS OF CONDUCT FOR ATHLETES

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

RULES OF THE CODE OF CONDUCT

The guidelines set forth below are intended to clarify the consequences for specific behaviors. The guidelines are not intended to serve as a complete list. In the event a student engages in conduct not covered by the guidelines set forth below the student's status will be reviewed by the school administration with input from the activity sponsor. The school administration shall determine the appropriate disciplinary measures to be taken on a case by case basis.

Rule 1. Athletes (hereafter student staff, student athletic trainers, managers, and cheerleaders are included in the term 'athletes') shall not partake in any degree or be in possession of illegal drugs, alcoholic beverages and/or tobacco.

First Violation:

1. The use of illegal drugs, tobacco and/or alcohol is not in accordance with this Code of Conduct and will result in an automatic suspension of participation in athletic events and from the athletic squad or team in which the student is participating or the next sport they participate in for 30% of the contests for such team or squad.
2. Practice for an athlete, who is under suspension, is at the discretion of the coach.
3. The student must undergo formal **Drug/Alcohol Assessment** which may be provided by the school. If it is determined that the student needs assistance in this area, the student will follow the appropriate recommendation of either intervention or education. The parent/guardian will be responsible for all costs associated with services of the recommended program. Further, the student will submit proof of enrollment in, regular participation in, and eventual completion of the recommended program. For one year the student will submit to drug testing during any season they are participating in. The athletic director or his/her designee will determine the number of times and scheduling of the drug testing. The parent/guardian will be responsible for all costs associated with the drug testing.

Rule 2. Misdemeanors and acts of delinquency.

First Violation:

1. An athlete arrested or detained as a juvenile on such a charge will be suspended from participation pending investigation of the incident by the school.
2. Commission of a misdemeanor including charges to which a student may plead *nolo contendere* shall subject the student to suspension of not less than 30% and not more than 50% of the contests for such team or squad.
3. The exact length of suspension shall be at the discretion of the administration.

Rule 3. Felony**Consequence:**

1. An athlete arrested or detained as a juvenile on a felony charge will be suspended from participation pending the school administration investigation of the incident.
2. Commission of a felony at any time shall exclude the student/athlete from participation for one full year (12 months) from the date of the violation.

Rule 4. Students participating in athletics serve as representatives of Tecumseh Junior High School and the Lafayette community. Students are expected to act as role models to other students. A student-athlete may be suspended from participation in events if such student-athlete exhibits personal behavior while in or outside the school that in the judgment of the coach reflects very poor judgment and is not consistent with the conduct expected of a Tecumseh Junior High School student-athlete. For example,

- Attendance at social events (parties, dances, etc.) is up to the athlete and his/her parent/guardian(s). However, athletes are expected to leave social events immediately where there is illegal use of chemical substances and/or alcohol. All athletes must understand that failure to leave such events could result in a violation of the Code of Conduct.

First Violation:

1. Any athlete exhibiting personal behavior or poor judgment that is not exemplary will result in suspension of participation in athletic events and from the athletic squad or team in which the student is participating or the next sport they participate in for up to 50% of the contests for such team or squad.

Rule 5. Any student who is in violation of school rules resulting in truancy, suspension, classroom disruption or other punishable acts will be disciplined by the already-established school rules. The student may further be dealt with within the structure of each coach's rules for their sport or the Code of Conduct. If a student is suspended out-of-school or in school for any reason, he/she will be ineligible for all contests and practices during the term of his/her suspension. A student may start participation on the next day (including Saturday) after the last day of suspension.

Rule 6. The sponsor of each sport or group may set specific team rules that are not addressed in this document. These rules and the penalties for breaking them will be given to the students in writing by the coach at the first meeting or practice of that season. These written regulations must be approved and on file with the Administrator in charge of that group. Violations of the "Rules of the Code of Conduct" would be within the purview of the Code of Conduct and would be addressed by the school administration or their designee.

PROBATION

Any student that has had a first violation of the Code of Conduct is placed on probation for up to one (1) calendar year.

Second Violation of the Code of Conduct:

1. Any student that commits a second violation of the Code of Conduct while on probation may be suspended from all activities for up to one (1) calendar year from the date of the second occurrence.

SELF-REPORT CLAUSE

It is the intent of Lafayette Tecumseh to assist students with developing responsibility for their actions and to encourage honesty. Therefore, except for a student who commits a felony, any student who voluntarily self-reports a violation of the Code of Conduct within 2 week days (Monday–Friday) of the infraction will be granted leniency. The student who self-reports will serve a reduced penalty for the infraction. Self-reporting will have the effect of reducing the penalty imposed by half, but as a minimum a student must miss at least one game/match. This self-report clause may only be used one time to automatically reduce a proposed penalty. Incidents that occur on school property or at a school event are not eligible for use of the self-report clause.

COMPASSION CLAUSE

Any student serving a one year suspension may restore his/her athletic eligibility by completing the Community Service Program established and monitored by the Athletic Director or his/her designee.

ATHLETIC SEASON DEFINED

The athletic season is defined as commencing with the first practice and ending with the elimination of the team and/or individual from the final tournament series. Penalties for violations take effect immediately upon verification of any violation and will include games in succession, i.e. season schedule and tournaments in order of competition.

CARRY-OVER SUSPENSION

If a violation of the Code occurs in the last part of a sport and the violator cannot fulfill the terms of his/her violation in that sport the suspension **does carry-over until the suspension is fulfilled**. This includes the athlete's next sport or the same sport next year, i.e., if the suspension is for two football games with only one remaining, the athlete must also miss the first contest in the next sport the athlete participates in until the suspension has been served. An athlete that completes a suspension in a sport will be required to complete the season in good standing or will have to serve the full suspension again in the next sport.

COMPLETING A SUSPENSION

When serving a temporary suspension, the athlete is expected to be present at ALL athletic contests and practices involving his/her team or squad. The athlete is a member of the team and is expected to fulfill this responsibility. If the athlete does not attend the contest, credit will not be given toward fulfilling the requirements of the suspension. The coach's discretion can excuse the athlete. If a student is a dual sport athlete (two sports at the same time), he/she must serve the suspension in both sports.

All discipline related to sports' participants shall reflect the understanding of procedures and practices included in the policy for Students' Rights and Responsibilities. Procedures of disciplinary action are listed in the document—LAFAYETTE TECUMSEH JUNIOR HIGH SCHOOL ATHLETIC CODE as found in the Tecumseh Junior High School Student Handbook.

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

4/24/2012

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

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

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

1. Athletic Trainer:

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

packet specific to athletic trainers.

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

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

2. Principal and Athletic Director:

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

3. School Nurse:

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

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

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

4. Athletic Coaches/Intramural Sponsors/Club Coaches

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

In addition, ALL Lafayette Tecumseh Junior High School athletic coaches/sponsors/club coaches will watch the Center for Disease Control video titled, "Heads up Concussion in Your Sport". Each athletic coach/sponsor/club coach will take the post test at the end of the video and print off the "Certificate of Completion" form. Each athletic coach will turn in the "Certification of Completion" to the Lafayette Tecumseh Junior High School's Athletic Director. Intramural sponsors and club coaches will turn in the "Certification of Completion" to the administrator in charge of clubs and activities at Tecumseh Junior High School. The Athletic Director and administrator in charge of clubs and activities will keep the "Certification of Completion" form on file in their respective offices.

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

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

5. Parents and Athletes

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

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

Appendix M – LSC Policy J700 – Administration of Medication at School

HEALTH SERVICES

The health services program of the school is under the direction of the school administration, school doctor, and school nurse. All school personnel cooperate in this program. Jefferson High School has a full-time and part-time registered nurse. First aid, when needed, is administered by available school personnel. If questions arise or in case of serious injury, it is the policy of the school to contact parents, if at all possible, and arrange for the student to be taken home. Further care and treatment are the responsibility of the parents. A student is never released unless permission is given by the student's parent, guardian, or other responsible adult. School authorities, school nurse, or other school personnel do not attempt to treat or diagnose cases of illness or injury. The nurse is available to counsel students and parents about health-related problems and concerns.

Parents should let the school nurse know if students suffer from a life-threatening condition or health-related problem, such as asthma, severe allergies, seizures, etc. In case of severe injury, severe illness, or medical emergency, an ambulance will be called, and the student will be taken to the hospital.

Parents MUST let the school office know about changes in addresses or phone numbers or temporary situations which may affect the school's ability to contact the parent in emergencies.

Students who are ill and have a fever of over 100 degrees (F) should not attend school until the temperature has been below 100 degrees for at least 24 hours.

ADMINISTRATION OF MEDICATION POLICY

No medication shall be administered to a student without the written and dated consent of the student's parent or guardian. The consent of the parent or guardian shall be valid only for the period specified on the consent form and in no case longer than the current school year or program. All non-prescription medicine to be administered to a student must be accompanied by a statement describing the medicine, the dosage, and the time for it to be administered to the student. For prescription medicine, including injectable medicine, to be administered to a student and for all blood glucose tests by finger prick to be administered to a student, these must be a physician's prescription and a copy of the original prescription and pharmacy label on file with the school nurse. If the medication is to be terminated prior to the date on the prescription, the written and dated consent or withdrawal of consent of the parent or guardian is required. The written consent of the parent or guardian and the written order of the physician shall be kept on file. **All prescriptions and non-prescription medications to be administered at school or school functions must be Food and Drug Administration approved.**

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

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

1. The student's parent or guardian has filed an authorization with the student's principal for the student to possess and self-administer the medication. The authorization must include the statement described in part (2) below.
2. A physician states in writing that:
 - a. The student has an acute or chronic disease or medical condition for which the physician has prescribed medication;
 - b. The student has been instructed in how to self-administer the medication; and
 - c. The nature of the disease or medical condition requires emergency administration of the medication.

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

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

1. The student's parent or guardian; or
2. An individual who is:
 - a. At least eighteen (18) years of age; and
 - b. Designated in writing by the student's parent or guardian to receive the medication.

Medication possessed by the school for administration during school hours or at school function may be sent home with a student in grades 9 through 12 if the student's parent or guardian provides written permission for the student to receive the medication.

Legal Reference: I.C. 20-1-1-6
I.C. 20-1-6-2.1
I.C. 34-4-1-16.5-35
511 IAC 7-6-7
I.C. 20-8.1-5.1-7.5
I.C. 20-8.1-7-22

HEALTH SCREENINGS

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

MENINGOCOCCAL DISEASE

Parents/guardians are strongly recommended to have children immunized against the potentially fatal bacterial infection commonly known as meningitis. Although rare in

occurrence in the general population, high school and college age individuals are at higher risk. Meningococcal disease can come on quickly and cause death or permanent disability in a matter of hours of the first symptoms. If you have questions about meningococcal disease and immunization, please contact your child's physician or school nurse.

UNEXPECTED SEVERE ALLERGIC REACTION

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

