

LaVille Jr. - Sr. High School

Student Handbook

2026 - 2027



Welcome to LaVille Jr. - Sr. High School

This handbook contains the rules, policies, and procedures that govern the day-to-day operations of the school and all school sponsored activities. These rules, policies, and procedures have been developed to insure that the rights of the individual have been balanced against the needs of the entire school population. Please take time to read the handbook and become familiar with its contents.

Mission Statement

To provide our students with a community that promotes academic excellence, personal growth, and lifelong learning through quality education and extracurricular experiences

Vision Statement

To provide a nurturing and innovative educational experience that empowers all students to achieve their full potential and become responsible, engaged citizens.

Lancer Fight Song

Charge on you Lancers for the Blue and White,
We will have a victory if we get out there and fight
Rah Rah Rah
Charge on you Lancers, Victory for LaVille,
Charge on and fight you Lancers and
We will have a Victory
Let's Go Lancers Go
Let's Go Lancers Go
Hit'em High
Hit'em Low
Let's Go Lancers Go
Repeat

LaVille Jr. - Sr. High School

Student Handbook

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www.lavilleschools.org

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Delegation of Authority Under Indiana Law

Each administrator may take action concerning this school or any school activity within his/her jurisdiction that is reasonably necessary to carry out or prevent interference with an educational function or school purpose. Such action may include establishing written rules and standards to govern students' conduct.

School Hours

Doors open for students at 7:50 am. Instructional Classes are in session from 8:15 am until 3:20 pm. The school office is open from 7:00 am until 4:00 pm.

Students are expected to be in attendance and on time for classes.

Regular Bell Schedule			
FLEX			8:15am – 8:30am
1st Period:			8:35am - 9:21am
2nd Period:			9:26am - 10:12am
3rd Period:			10:17am - 11:03am
4th Period:	High School Classes		11:08am - 11:54am
Junior High School	A Lunch / B Zone		11:08am - 11:28am
	A Zone / B Lunch		11:33am - 11:54am
5th Period:	Junior High Classes		11:59am - 12:45pm
High School	C Lunch / D Zone		11:59am - 12:19pm
	C Zone / D Lunch		12:24pm - 12:45pm
6th Period:			12:50pm - 1:36pm
7th Period:			1:41pm - 2:28pm
8th Period:			2:33pm – 3:20pm

1 - Hour Delay Schedule			
1st Period:			9:15am - 9:55am
2nd Period:			10:00am - 10:40am
3rd Period:			10:45pm - 11:25am
4th Period:	High School Classes		11:30am - 12:15pm
Junior High School	A Lunch / B Zone		11:30am - 11:50am
	A Zone / B Lunch		11:55am - 12:15pm
5th Period:	Junior High Classes		12:20pm - 1:05pm
High School	C Lunch / D Zone		12:20pm - 12:40pm
	C Zone / D Lunch		12:45pm - 1:05pm
6th Period:			1:10pm - 1:50pm
7th Period:			1:55pm - 2:35pm
8th Period:			2:40pm – 3:20pm

2 - Hour Delay Schedule			
1st Period:			10:15am - 10:40am
2nd Period:			10:45am - 11:10am
3rd Period:			11:15am - 11:40am
5th Period:	Junior High Classes		11:45am - 12:30pm
High School	D Lunch / C Zone		11:45am - 12:05pm
	D Zone / C Lunch		12:10pm - 12:30pm
4th Period:	High School Classes		12:35pm - 1:20pm
Junior High School	B Lunch / A Zone		12:35pm – 12:55pm
	B Zone / A Lunch		1:00pm - 1:20pm
6th Period:			1:25pm - 2:00pm
7th Period:			2:05pm - 2:40pm
8th Period:			2:45pm – 3:20pm

Daily School Information

Chain of Command

Should a parent have a concern with their child's teacher/class, they should first contact the teacher. If, after speaking with the teacher, the parent/guardian is still not satisfied with the resolution to their concerns, they then should contact the building principal.

Authority of Staff

The administrative staff, teachers, and paraprofessionals of this school are vested with legal public authority. Refusal on the parent or a student to respect this authority shall be considered insubordinate conduct and dealt with accordingly.

School and Technology Fees

Any school and technology fees will be collected each school year. Statements will be issued to parents. Payment is due 30 days from the date on the invoice. Checks may be made payable to LaVille Jr. Sr. High School. Payment plans or assistance forms are available. Contact the school treasurer with any questions. As an option, insurance for students' chromebooks is available at a cost of \$25 per year during registration in Final Forms. If a device is lost, stolen, or intentionally damaged then the entire replacement cost will be charged to the student. If the protective case is damaged beyond normal wear and tear, then the family could be charged up to the replacement cost at the discretion of the administration.

Announcements

Announcements can be viewed by students in their Flex class and on their email every day. They can also be seen on the school Facebook and Instagram pages each day. The only information that will be announced at the end of the day will be in emergency situations only, i.e. cancellations, student emergencies, faculty reminders, etc. All announcement requests must be signed by a member of the faculty and should be submitted to the Main Office before 8:15 the day **before** the announcement is to be made

School Day Requirement

All students must enroll in 7 courses. Administrative directives are the only exception.

Arrival and Departure from School

Students are to enter the building promptly upon arriving at school and are to remain inside the building. Students are not permitted to enter the building prior to 7:50 a.m. without the permission and supervision of a staff member. **Once a student arrives at school they may not leave without proper administrative permission.** After 8:15, all doors will be secured and all students are to arrive at the main doors, Door A, in front and **report to the office.**

Entering/Exiting the building:

- Bus Riders and Car drivers are to enter/exit the building at the west doors (entrance "M") until 8:15
- PARENTS** are to drop off and pick up students on the southeast side (Entrance "W") of the building.

After school, students are to leave the building at the close of the school day unless they are attending a school event, an activity, a practice, or are meeting in conference with a member of the teaching staff. If a student is involved with an after school activity they are to report to their coach/sponsor and stay in the area with the coach/sponsor where they are to be supervised. Students involved in an after school activity are not to be roaming the halls. Students are not to be in the building during hours or days when school is not in session unless they are under the direct supervision of a member of the teaching, coaching, or administrative staff of the school system.

Leaving School Early

No student is permitted to leave the building during the school day except with the knowledge and approval of school administration and the parent and/or guardian. The student will not be allowed to leave unless contact has been made with the main office. All students approved to leave the building during the school day **MUST** sign out every time in the school's main office. This includes CTE students.

Notes from parents to dismiss students early must be turned into the office by 8:15 a.m or a phone call for early dismissal should be received by 9:00 a.m. **If a student needs to leave school for an appointment, the student must verify the appointment with documentation in the main office upon return from that appointment. Failure to bring a medical note back upon return will be marked as an unexcused absence and the student will be considered truant from school.** Students/parents may ask the medical office to fax a note to the school at 574-784-8695. Parents should then check powerschool a few days after to ensure the note has arrived at the school. All students must sign out each time they leave the school building in the main office. If a student leaves school without permission they will be considered truant. All students must be signed out by a parent/guardian or have written permission from the parent/guardian. If the student drives, written permission or a phone call from a parent/guardian must be received prior to leaving.

Arriving to School Late

All students arriving at school after the start of the day, 8:15, **MUST** enter door A and sign in at the main office. This includes students who drive. Medical or parent notes can be turned in at this time. All students approved to arrive at the building during the school day, **MUST** enter through door A and sign in every time in the main office. This includes CTE students.

Visitors

Due to legal liabilities, LaVille will not allow visitors within the school building during the school day. Exceptions to this rule will be parents/guardians of enrolled students and students who are contemplating future enrollment into LaVille. While parents are encouraged to visit, they must check in with the office. Visitor badges are required and will be issued for all visitors to LaVille Jr/Sr High School after a driver's license is presented. The visitor identification will be issued at the main office. The Principal or his/her designee is empowered to take action against non-students who are on campus. This action includes the right to call the police and swear out warrants.

Family Emergencies

When a family emergency occurs, parents/guardians are asked to contact the main office first so the counselor and/or administrators will have the opportunity to discreetly bring the student to a safe area to share any upsetting news or help in whatever way is necessary. When a student receives a message via text or similar communication, the student is unprepared for an emergency message which could produce anxious behavior for the student and cause a disruption in the learning environment for other students. In the best interest of all students, parents/guardians should communicate potentially upsetting news with the office.

Bus Safety and Transfer Passes

Students are expected to ride the complete route of the bus they are assigned. No student will be let off the bus before it arrives at school or any place other than their assigned drop off location.

In the interest of safety, students must obey the following rules:

- Never run to or from the bus
- Always cross at least 12 feet in front of the bus
- All students must remain seated
- Unacceptable language will not be tolerated

- Students must keep hands, heads, and feet (body parts) inside the bus at all times
- Drivers and/or administrators may assign seats
- Fighting, pushing, or hitting will not be tolerated
- Smoking, eating, drinking, or littering on the bus will not be tolerated
- All school rules will be in effect
- Drivers may assign additional rules to provide for the safety of the students

Bus Transfer Request - Students wishing to ride another bus must first have a note from their parent/guardian with the full name and bus number of the student they wish to ride with. The note must then be turned into the main office by 8:15 am on the day the student wishes to ride the other bus. The office will write a Bus Transfer pass and give it to the riding student in the afternoon. Administrators may deny any request.

Inappropriate Bus Behavior- A bus conduct form will be completed by the bus driver and sent to the administration for review and appropriate discipline action. A phone call or copy of this form will be sent to the parents. All school rules are in effect during a student's time on the bus.

Driving and Parking

All student drivers must register their cars and must display the decal on the window of the vehicle. Student drivers will have 2 weeks once school begins to register their vehicles and receive a parking pass. Students who wish to start driving after the school year begins **MUST** register prior to driving. **Students who fail to agree to sign the Student Parking Permit form will not be eligible to drive to school. The operators of a vehicle which does not display a parking pass within the allotted time to be registered may be subject to disciplinary action.**

Yearly Registration Procedure:

Students are to pick up a Student Parking Permit registration form from the main office, fill it out, sign it with their parent/guardian and return it to the main office.

- For students who have already received a parking permit sticker in a previous year and are registering the same vehicle, the Student Parking Permit Registration Form must be signed yearly and include your current parking permit number affixed to the same vehicle it was previously registered to in the previous year.
- For new registrations (new driver or car), after turning in the form, the student will then receive a sticker which has instructions to adhere it to the lower, driver's side of the windshield.

Students who drive to school are expected to observe all traffic laws, both on and off the school premises. Safe driving is very important to everyone. The area around the school is usually congested at the beginning and end of the school day, and...**EXTREME CAUTION IS A MUST.** Disciplinary action will be considered for students with unsafe driving.

Students are to park only in the area to the West of the building (the area between the school and the football stadium). Parking spaces are marked for student use and markings are to be observed. All drivers are to obey the traffic-flow pattern indicated by arrows on the pavement and by any other devices that may be used. Special 'Senior Only' spaces will be for that specific senior assigned to that space. Please do not park in these reserved spaces. Students and non-students are to lock their cars while parked on school property. The school assumes no responsibility for damage or for lost or stolen items.

CAR TROUBLE, FLAT TIRES, ETC. WILL NOT BE EXCUSED REASONS FOR ABSENCE OR TARDINESS.

Permission for a student to bring a vehicle on school property shall be conditioned upon consent of the search of the vehicle and all containers inside the vehicle by a school administrator or police officer with reasonable

suspicion to believe the search will produce evidence of a violation of law, a school rule, or a condition that endangers safety or health of the student driver or others. The student shall not have any expectation of privacy in any vehicle operated on or parked on school property. The student, by signing the Student Parking Permit registration form and attaining a parking sticker, also agrees to participate in random drug tests per the drug testing policy. Permitted student drivers who refuse to participate in the random drug screening test could lose all driving/parking privileges. Students who test positive will have their driving privilege suspended for a minimum of 30 days and must have a parent paid negative test conducted by the school to resume driving/parking on school property. The cost of the test will be the same as the school's cost.

BEFORE SCHOOL: Students are to enter the parking area from the southwest entrance on Tyler Road and are to go directly to the parking space and park their car.

Once a student arrives to school, the student is to enter the school building and not to return to their car or be in the parking lot during the school day without administrative permission. Students are not to leave the school grounds in their car or in another student's car during the school day without an early exit pass from the office AND signing out in the main office. Failure to comply with any Driving and Parking Guidelines could result in a loss of parking privileges and possible further consequences.

AFTER SCHOOL: Students are to leave the parking lot by the southwest drive immediately after school is dismissed but must stop to allow school buses onto Tyler Road. Student drivers are to stay away from the elementary school areas due to the added danger to elementary students unless you are picking up a sibling/family member. If doing so, please follow the elementary school procedures for student pick-up.

Articles Prohibited in School

Hazardous and unsafe items brought to the school will be impounded and students subject to disciplinary action. Examples of these items are/but not limited to: wallet chains, laser pointer, water weapons, spiked or chain jewelry.

Severe Weather-School Closings

In case of severe weather, snow, low temperatures, ice, fog, an official announcement for school closings may be heard over the local radio and TV stations posted for our district and Facebook pages. A call will also be made to announce the closing.

Zone Class

Zone is a regularly scheduled time during the day for all students and will give them the opportunity for remediation, enrichment, study hall, clubs, and other education needs.

Breakfast - Lunch - Procedures / Conduct

LaVille Jr/Sr High School has a CLOSED LUNCH and students are NOT permitted to leave the school building without the approval of an administrator. Outside food and/or deliveries are NOT allowed without prior approval from the administration. There are to be no outside visitors during lunch periods without the prior approval of the administration. Sack lunches from home are permissible. The parking lot is off limits at all times during the day. Classes are in session at all times during the lunch period, so please stay out of the halls.

Breakfast - Breakfast is served from 7:50 - 8:10, from the Al La Carte line. **Breakfast is FREE for all students.**

Lunch - There are 4 serving lines open during the 4 lunch periods for your convenience, 2 regular lunch lines, 1 salad line and 1 Al La Carte line. **Student lunch is \$2.90 per day with reduced lunch at \$.40 and adult lunch is \$4.40 per day.**

Menus are posted in the lunchroom and on various hallway displays. Every student has a Mealtime account and may deposit money into their account. Money may be placed into a student's account by using the Mealtime on-line option or directly with the cashier. For an online deposit, go to **mymealtime.com** and follow the online directions. For new online accounts, use the student's 5 digit student ID number to create a new account and deposit money following the online directions. **If you pay by check, the check must have the student's name or names on the memo line and the amount for each account.** You may go through any line and use your 5-digit ID number to pay from your account or pay cash. You may not take any money out of your account and there is NO CHARGING.

Students are expected to use proper etiquette and follow all school rules in the cafeteria at all times. Students are to remain in their seats unless getting food or taking their tray to the proper area. Students are not allowed to take food from the cafeteria. All food purchased from the cafeteria is to be eaten in the cafeteria. There is to be no food or drinks in any classroom at LaVille Jr/Sr High School without prior approval from the administration. Students may be assigned lunch detentions (will eat apart from fellow students), Friday Night School, After School Detention, clean – up of the area, and/or In-School Suspension based on the severity of their misconduct in the cafeteria.

Lockers

Students will be assigned a hallway locker with a built-in combination lock at the beginning of the year and will be expected to use that locker. Lockers are the sole property of the school. It is your responsibility to keep the locker assigned to you **LOCKED, CLEAN, and in APPROPRIATE ORDER**. The school administration has the authority to open and examine the contents of any locker located on the school property. The student is presumed to have no expectation of privacy in that locker or its content. The school will not assume responsibility for lost items, therefore, it is important that the lockers are kept locked and the combination be kept confidential.

Lost and Found

All articles found should be turned in to the main office. Lost articles may be claimed from this office but they will be disposed of if they are not claimed within a reasonable amount of time.

Care of Building and Grounds

Any damage done to the building, equipment, buses, books or any other part of the school corporation must be paid by the student and his/her family's money. Take pride in LaVille Jr-Sr High School.

Directory Information

Federal law states that directory information can be disclosed to outside organizations without a parent's prior written consent as long as it is not considered harmful or an invasion of privacy. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, schools are required to provide military recruiters, upon request, with three directory information categories – names, addresses, and telephone listings – unless parents have advised the school that they do not want their students' information disclosed without their written consent. If you do not want the school to disclose directory information from your child's educational records without your prior written consent, you must notify the school in writing by the first student day of the first semester.

Attendance - Guidelines and Definitions

Attendance Policy

The school board, administration, faculty, and staff of LaVille Jr/Sr High School believe that attendance is the cornerstone upon which the foundation of a good education is built. Regular attendance is absolutely essential for children to be successful in their educational endeavors. Students are expected to be in attendance at school in order to drive maximum benefit from instructional programs and to develop habits of self-discipline and responsibility as they transition to the next phase of their education or into the world of work. Being absent from school/class has a negative effect on a student's academic achievement and forms bad habits that could impact a student's future education or performance once he/she is a member of the workforce. LaVille Jr/Sr High School and the Union-North United School Corporation place the responsibility for attendance on the student and parent(s)/guardian(s). Students should expect to be held accountable for their attendance. Union-North United School Corporation follows all state laws and regulations as it pertains to attendance.

Under Indiana Code 20-33-2-28 Compulsory Attendance Duty of Parent, it is unlawful for a parent to fail, neglect or refuse to send the parent's child to a public school for the full term as required under this chapter unless the child is being provided with instruction equivalent to that given in the public schools. Any person who knowingly violates this chapter commits a Class B misdemeanor, which is punishable by imprisonment up to 180 days and/or a fine up to \$1,000.00.

Students should plan to miss no more than nine (9) days or individual classes each semester.

An **Absence** occurs when a student misses 10 or more minutes of a class.

Absence Verification

All absences must be verified by either:

1. A call or email to the school office, (574) 784-3151 or ewilliamson@lavilleschools.org, by a parent or guardian each day of the absence. **Please contact the office by 8:15 am**
 2. Written documentation by the provider office where a student had an appointment on the date of the absence which includes the date and time of the appointment- presented to the school office on the day of the absence by fax (574) 784-8695 or email: ewilliamson@lavilleschools.org or a paper note brought to the school office upon the student's return to school.
- All absences must follow the guidelines below.
 - Parents/Guardians who do not telephone/email the school by 8:15am, when their student is going to be absent for the day, will receive a phone call from Powerschool via an automated call informing the parent of the student's absences for any period during the school day. Parents are responsible for making sure their settings in Powerschool are set to receive this call. Contact Ms. Williamson in the main office for information about Powerschool, (574) 784-3151.

Tardy Policy

The first class starts at 8:15AM (9:15 on Wednesdays). When the bell rings for each period, any student without a pass who is late to class, within 10 minutes of the bell ringing, will be marked tardy. The following is the tiered consequences for tardies:

- | | |
|------------------------------------|--------------------------------------|
| 1st Tardy - Warning | 6th Tardy - two (2) Lunch Detentions |
| 2nd Tardy - Warning | 7th Tardy - Friday Night School |
| 3rd Tardy - Lunch Detention | 8th Tardy - two (2) Lunch Detentions |
| 4th Tardy - Lunch Detention | 9th Tardy - Friday Night School |
| 5th Tardy - After school Detention | 10th Tardy - Suspension |

Excused Absence - up to 9 in a semester

- **Illness** - Individual days in a school year will be excused for illness as long as the parent follows the Absences Verification Policy. Failure to call-in or deliver a note to the school office will result in the absence(s) being marked as unexcused.
- **Appointments (Doctor, Dentist, Counseling, Therapy, etc)** - As much as possible, appointments should be made outside of school hours or early/late in the day so as to avoid missing school. Students are expected to attend school when they are not at or traveling to/from these appointments. One time appointments will be excused with a note from the office verifying the appointment **date and time**. The note must be presented upon the return of the student or the appointment office can fax the note to the school office at (574) 784-8695. Excused absences for appointments are not meant for a full day. For repeated weekly/monthly ongoing appointments (therapy, counseling, PT, etc), please schedule these ahead of time to avoid missing the whole school day. The counseling department can assist with onsite at school support for virtual therapy/counseling appointments.
- **Death in the immediate family**
- **Religious observations**
- **Family Trip/Pre-Arranged Absences**- Family vacations and trips taken during the school year are strongly discouraged. As a school, we realize family vacations outside of the school calendar's scheduled time off may not always be possible. A family vacation will be excused as long as the number of total absences of the student does not put a student over the nine (9) day limit per semester. See "Family Trip Guidelines/Pre-Arranged Absences" below for specific instructions to follow.
- **Military-connected families**- absences related to deployment and return

** Per Indiana Code 20-33-2, when a student has 15 or more excused absences, the parent(s)/guardian(s) of the student may be recommended to the county prosecutor's office for violation of attendance law.

Exempt Absence

Under law, certain absences are excused and not counted towards total absence days:

- the student is serving as a page or honoree of the General Assembly;
- the student is serving on the precinct election board or for a political candidate or party on the day of a municipal, primary, or general election;
- the student is subpoenaed to testify in court;
- the student is serving with the National Guard for at least 15 days in a school year;
- the student is serving with the Civil Air Patrol for up to five days;
- the student is approved for an educationally related, non-classroom activity;
- the student or a member of the student's household exhibits or participates in the Indiana State Fair for educational purposes;
- the student participates in a scheduled competition, exhibition, or event offered by the National FFA Organization, Indiana FFA Association or 4-H Club.

Unexcused Absence

An unexcused absence is any absence not covered under the definition of excused or exempt absences outlined above. These include:

- the school does not receive a call from a parent/guardian on the day of the absence or a note is not received upon the student's return to school;
- a student leaves the school building without properly checking through the main office and receiving permission;
- A student skips a class or the day;
- a student goes over the nine (9) day limit and verification/communication has not taken place with administration.

Per Indiana Code 20-33-2, when a student has 10 or more unexcused absences, the parent(s)/guardian(s) of the student may be recommended to the county prosecutor's office for violation of attendance law.

After School Participation - Students must be in attendance at school for a minimum of half the school day (4 full periods) in order to attend or participate in any afterschool activity including, but not limited to clubs, activities, and/or athletic events (participation or as a spectator). If a student leaves school early or arrives at school late, the student must bring either a doctor's note or a note from a parent in order to participate or attend in any after school activity. Athletes- Please see the Athletic Handbook for specifics.

Loss of High School Class Credit due to Absences

High School Students who exceed the attendance limit of nine (9) days absent or nine (9) periods of any one class per semester, regardless of reason, might be requested to go before an attendance review with the assistant principal and possibly an Attendance Review Committee to determine whether or not the student will be denied credit for such class(es). The Attendance Review Committee will discuss each case on an individual basis. Possible consequences MAY be any of the following:

- 1) A meeting to better understand the situation;
- 2) The Attendance Review Committee will monitor the student's attendance for repetitive behavior in future semesters;
- 3) A student will be placed on an attendance contract stipulating the guidelines to keep their credit(s) if the contract guidelines are met;
- 4) If attendance improvements are not made, loss of class credit (Non-Credit status) is possible.

Truancy

Any unexcused absences for which the school can determine that the student was absent from class without permission from both the school and the parent/guardian will be considered truant. Any student leaving school without checking out properly through the main office will be considered truant. It is at the administration's discretion as to what action is taken for each individual circumstance.

Habitual Truancy

Under Indiana Law, a student is considered habitually truant if they have 10 or more unexcused absences in a school year. Parents of students who are habitually truant, per Indiana Law, will be reported to the intake officer of the county prosecutor's office/juvenile justice system.

Chronic Absenteeism

Students with 10% or more (18 or more absences) in a school year of combined excused and/or unexcused absences are considered chronically absent. Parents of students who are chronically absent, per Indiana Law, will be reported to the intake officer of the county prosecutor's office/juvenile justice system.

Certificate of Incapacity

If a parent/guardian does not send his/her child to school because of the child's ongoing illness, or mental or physical incapacity, a parent/guardian must provide a Certificate of Incapacity after the student's sixth (6th) consecutive day of absence. It is unlawful for the parent to fail or refuse to produce a Certificate of Incapacity after it is requested by school administration. Parent(s)/guardian(s) are required to provide a Certificate of Incapacity signed by a licensed physician within six (6) calendar days of school's request. The certificate must be signed by an Indiana Physician holding a valid license to practice medicine in the state of Indiana.

CTE Students

CTE students are expected to follow the schedule for the host school during the time they are scheduled to be at each school.

- **Home School:** LaVille Jr./Sr. High School

- **Host School:** The assigned school the CTE student is attending (Plymouth, Knox, or John Glenn).

Example:

- If LaVille delays the start of school and a student is scheduled to be at a host school for an AM session but the host school does not delay, then the CTE student must arrive on time according to the host school's schedule.
- If the host school closes, but not LaVille, then the student is expected to follow the closure policy for the CTE host school during the time they are to be attending their CTE program but arrive at LaVille during their scheduled time.

A student should be in communication with the counselor of LaVille for any concerns or questions with their schedule and understanding their CTE program.

CTE students MUST sign in/out at the approved time in the LaVille school office every time they are arriving from/leaving for the CTE program. Failure to do so could result in After School Detention, Friday Night School, Suspension or removal from the program.

Family Trip Guidelines/Pre-Arranged Absences

Family vacations and trips taken during the school year are strongly discouraged.

1. All trip requests, only with the student's family or other designated adults, must be initiated by the Parent/Guardian making a written request to the school office 10 days before the trip is to begin. The student will be given a 'Family Trip Application Form'.
2. Students will take the form to each teacher to have it signed by the teacher. It is the responsibility of the student to communicate with their teachers to make sure they know what instruction was missed and what is expected to be turned in and when.
3. Students must take the form home for a parent's signature after the teachers have completed it. That form must be returned, at least 2 days before the trip, to the office of the assistant principal who will approve or reject the application.
4. If approved, the student may take up to **five days** per semester with make-up work allowed in this manner.
5. **The assistant principal will not approve the pre-arranged absence if it puts the student over the 9 day limit per semester.**
6. Upon return from a family trip, students must present all completed work and be prepared to take any missed test, etc. on the day of the return, if the student received the assignments ahead of the vacation. Otherwise, the student will have the number of days missed to make up assignments in all of their classes.
7. Family Trip days are counted as part of the 9 days absence allowed per semester.

Driver's License Law

If a person is less than eighteen (18) years of age and is a habitual truant, is under suspension or an expulsion or has withdrawn from school, the Drivers License Bureau shall, upon notification by the principal, invalidate the person's license or permit until the earliest of the following:

- 1) The person becomes eighteen (18) years of age
- 2) One hundred twenty (120) days after the person is suspended, or the end of a semester during which the person returns to school, whichever is longer
- 3) The suspension or expulsion is reversed after the person has had a hearing pursuant to Indiana Code.

Out of District Enrollment

LaVille Jr-Sr High School Administration reserves the right to accept or deny the enrollment of interested students. Any student that wishes to apply needs to contact LaVille Jr/Sr High counseling office to get more information. Please note: the administration can deny the enrollment or the continued enrollment of any out of district student in accordance with IC 20-33-8-7 (Suspension) or IC 20-33-8-3 (Expulsion) during the twelve (12) months preceding the student's request to transfer under this section:

- 1) for ten (10) or more absent school days;
- 2) for causing physical injury to a student, a school employee, or a visitor to the school; or
- 3) for a violation of a school corporation's drug or alcohol rules.

Student Information

Student I.D.

At the beginning of the school year, all students will be provided a picture student I.D. Students are encouraged to carry this identification with them at all times.

Telephones

School phones are available throughout the day for students to use. We would encourage students to use the phone in the main office to contact a family member when needing to make a call during the school day.

Backpacks/Bags/Purses

Students will not be allowed to carry any sort of bag or backpack during the school day. Students will be allowed to carry a pencil pouch, cross body bag or purse smaller than 7" x 4" x 2". Upon arrival at the school building, students are to put their backpack/bags/purses/etc inside their lockers and leave them there until 3:20 dismissal or early release.

Wireless Communication Devices - Cell Phones, etc

Indiana Public Law 107 was enacted in the Spring of 2026 and became EFFECTIVE JULY 1, 2026: Students may not **possess** or use during the instructional school day (8:15 - 3:20) any "wireless communication device" defined as any portable wireless device that has the capability to provide voice, messaging, or other data communication between two (2) or more parties, including a cellular telephone; smart watch; earbud/ear piece/headphone; tablet computer; personal laptop or computer; smart glasses (or similar - meta glasses), any device that could record pictures or sound, any device that can transmit or receive, or gaming device during time designated for instructional purposes.

All wireless communication devices are to be **powered off** and placed in student lockers prior to arriving to class at 8:15 (or during late arrival) and remain in the locker until the 3:20 dismissal bell (or approved early dismissal). Students are not to engage with the device at any time from 8:15 - 3:20. All staff members may take a student's wireless communication device, if it appears a student has a phone, or the phone is visible or audible, and/or may send the student to the office with the wireless communication device.

Offense	Consequence
1st	Wireless device is turned into the office, and a phone call is made to the parent or guardian for an adult to come pick up the wireless device.
2nd or more	Wireless device is turned into the office, a phone call is made to the parent or guardian for an adult to come pick up the wireless device and the parent will be fined \$25 for each

Electronic Devices

Students are not permitted to bring or use games, toys, (including water weapons), electronic entertainment devices (radios, tape players, CD players, beepers, laser pointers, MP3/IPOD players, etc.) or any other similar devices in school, on school property, and at school sponsored events. Such devices will be confiscated. An exception to this rule applies to electronic, musical devices used on buses traveling to and from school/events. In this instance, students must have the permission of the bus driver/coach/sponsor/and these devices must be stored in the student's locker and may not be used during school hours. (Note: A laser pointer's potential, to be used as a weapon, demands that students possessing laser pointers face immediate disciplinary action, including suspension and expulsion.) Parents or guardians may claim confiscated devices. (Please note Grounds for Suspension and Expulsion).

Locker Rooms

PE lockers rooms are for the use of students assigned to be in the PE class for each period. Students not in PE class should not be in or around the locker rooms or gym area. Students are given 5 minutes at the start or end of PE class to use the PE Locker Rooms. Students should NOT remain in the locker rooms during PE class. A student assigned to another class, NOT PE, who is in the locker room, athletic hallways or gyms during the school day may face discipline including but not limited to after school detention, Friday night school, suspension and/or expulsion.

Athletic Locker Rooms are for members of an in-season athletic team. Team members may place items in their lockers before 8:15am but should not expect access or return to the Athletic Locker Rooms until after the end of the day (3:20). No one is to be in the Athletic Locker Rooms between 8:15 - 3:20. Athletes who have a PE class should bring a set of clothing for PE class and should NOT expect to go into the Athletic Locker Rooms to retrieve anything between 8:15 - 3:20.

Personal Care Products

Students who need to use any personal care products such as, but not limited to, deodorant, hair products, sprays, powders, perfumes, etc, should do so only in the lockerrooms or bathrooms.

Dress Code

Students are encouraged to "dress for success" as mature young adults. Spirit Days will be based upon the Administration's approval. All rules and guidelines apply to **BOTH GENDERS**.

The Dress Code is implemented for the following reasons:

- 1) To ensure the safety, health, and well-being of all students and staff.
- 2) To further the school's mission: to assist students in becoming productive, responsible members of society and in having a lifelong desire to learn and improve.
- 3) To ensure that clothing and personal appearance do not distract a student or others from the pursuit of their academic goals.
- 4) To respect the beliefs of the community we serve.

Students must dress appropriately in order to provide an atmosphere conducive to learning; all students will follow the regulations below:

- Students may not wear clothing with writing, slogans, pictures, or symbols that depict alcohol, tobacco, drugs or similar (this includes their manufacturer's name).

- Students may not wear clothing with writing, slogans, pictures, or symbols that depict obscenities, vulgarity, violence, racism, mutilation of humans or animals, sex, have a suggestive meaning, or gang affiliation.
- Shoulders must be covered. Tanks/sleeveless shirts will be prohibited unless the width of the shirt's shoulder is at least four(4) fingers wide (Approximately 2-½-3+ inches). **Undergarments shall not be visible or exposed** under the shirt. Spaghetti straps or thin shoulder straps are not permitted.
- Oversized armholes/jersey-type tanks are not permitted without a garment beneath. Off shoulder garments, shirts/sweatshirts, must have an under shirt covering the shoulder and all undergarments. This includes shirts with a large head hole that have the possibility of falling off the shoulder.
- Halter tops, tube tops, short tops, exposed midriffs, strapless and/or low cut tops that expose breasts or cleavage, exposed backs, spaghetti straps and see-through clothing are not permitted. **Undergarments shall not be visible or exposed. Shirts must cover the midriff when the arms are fully raised above the head.**
- Sheer clothing is prohibited.
- Students may not wear pants in a sagging manner; all pants must be worn at or above hip level. There shall be no visible undergarments or visible holes with the exception that the holes are below the fingertip. If there are visible holes above the fingertips then there must be some type of clothing underneath to cover those holes from bare skin.
- Students may not wear shorts or skirts that are above their fingertips when standing in an upright position. Shorts must come fully onto the thigh in both the front and back with a minimum 3 inch inseam or longer. Students should not have interior pockets exposed below the length of the shorts and no holes exposing skin.
- Students may not wear immodest clothing, which includes clothing that exposes undergarments or inappropriately exposes the body (**bare midriffs are not allowed**).
- Students may not wear shirts that expose cleavage. V-neck, scoop neck, and crew neck shirts are permissible as long as they display no visible cleavage.
- Students may not wear or carry hats, caps, hoods, head wraps, scarves, bandanas, or other head apparel during the school day unless the head apparel is part of the school's spirit days. Head bands of 1" in width or less may be worn.
- Students may not wear chains or wallets with chains attached to them.
- Students shall wear footwear at all times with a rubber or sturdy sole. Slippers may not be worn.
- Students may not wear sunglasses during the day unless a doctor has provided a medical note to the school with the diagnosis and duration.
- Students may not have spikes or similar protruding and/or sharp decoration beyond typical small ornamentation on their clothing.

Any apparel or attire that is considered to be distracting and/or disruptive to the educational environment or is considered a safety concern is prohibited.

All coats will remain in the locker during the day. IF THERE WOULD BE A HEATING/COOLING SITUATION IN THE BUILDING, FACULTY/ADMINISTRATION WILL USE THEIR DISCRETION.

Violations of the dress code will result in the student calling a parent or guardian to bring in a change of clothes. The student will remain in the office until a change of clothes is brought in. If continued abuse of the dress code continues, the administration will use a tiered approach to punishment, which could include detention, Friday Night School, In School Suspension, Out of School Suspension, and possible expulsion.

Drug Testing

Students involved in extracurricular activities such as athletics and clubs, or driving to school, may be subject to random drug screenings throughout the year. Additional areas for drug testing which are allowable by law may be added. If a student in athletics tests positive for drugs, alcohol, or tobacco then the athletic handbook

will serve as the guide for disciplinary action. If a student involved in a club or activity tests positive for tobacco, drugs or alcohol then that student will be ineligible to participate in the club or activity for 30 days. A second test will be given to the student the following month. If the student involved in the club or activity still tests positive then he/she will be removed from the club or activity for the remainder of the semester. If a student driver tests positive for an illegal substance then that student will not be allowed to drive to school for 20 school days. Furthermore, the student driver must be drug tested again, at the parent's expense, and must test negative before being allowed to drive to school.

After-school and Evening Activities

Students who are attending school activities after school or in the evening must attend at least half their classes (4 periods) during the same school day. This includes athletics, clubs, events, awards, etc. Suspended students may not attend any after school activities on the same day as their suspension.

Field Trips

Parents or guardians **MUST** sign Field Trip Consent and Emergency Treatment Release Forms **BEFORE** a student may go on a trip. Any teacher/administrator may restrict a student's participation on a field trip due to excessive absenteeism, student behavior or low class grades. Homework must be completed when students return to class. Students not attending a field trip are expected to attend classes as scheduled. Field trips are a school function and all school rules apply.

Students will not be allowed to attend a field trip if they have a failing grade (F). If there are less than 4 weeks in the current grading quarter and a student has an F then the previous quarter's grade will be the guideline for whether or not a student is allowed to attend the field trip (Passing or F). There are certain field trips that attendance is required by the administration such as Career Fair, Principle class trips, etc, where students with F's will still be allowed to attend. The final decision for students attending a field trip will be made by the administration.

Homebound Study

Instruction for student's home or alternative setting:

Pursuant to Indiana Code a student may receive special education and related services from a licensed teacher in the student's home or alternative setting, for reasons other than identified in section 12 of this rule, if the CCC determines it to be the least restrictive environment appropriate to enable the student to benefit from special education and related services. If the CCC determines the student's placement to be the student's home or an alternate setting, the public agency's written notice described in section 7 of this rule must include the following:

- 1) The reason the student is not attending school.
- 2) Other options tried or considered.
- 3) The reasons the other options were rejected.

****The CCC must convene at least every sixty (60) instructional days to review the IEP.**

- 1) type;
- 2) length;
- 3) frequency;
- 4) initiation; and
- 5) duration;

of the special education and related services must be determined by the CCC.

Instruction for students with injuries and temporary or chronic illnesses:

Pursuant to Indiana Code all students with injuries and temporary or chronic illnesses that preclude their attendance in school, including students who are not eligible for special education and related services, must be provided with instruction.

Before instruction for a student unable to attend school can begin, the parent must provide the school corporation with a written statement from a physician (which includes a doctor of osteopathy) with a valid, unlimited license to practice medicine, or a Christian Science practitioner, that states one (1) of the following:

- 1) The student has a temporary illness or injury that will require the student's absence from school for a minimum of twenty (20) consecutive instructional days. If the:
 - A) illness or injury occurs less than twenty (20) instructional days prior to the end of the school year; and
 - B) student needs instruction to meet promotion or graduation requirements; the physician's statement must indicate that the student will be unable to attend school through the end of the current school year.
- 2) The student has a chronic illness or other medical condition that will require the student's absence for an aggregate of at least twenty (20) instructional days over the period of the school year.

For a student who is:

- 1) eligible for special education and related services; and
- 2) unable to attend school as described in subsection (b); special education and related services, including access to the general education curriculum, must be provided in accordance with the IEP as determined by the CCC.

Instruction provided under this rule may continue through the summer to enable a student to complete a semester to meet promotion requirements.

For a student who is eligible for special education and related services, instruction and related services must be provided by appropriately licensed personnel. For all other students, instruction must be provided by teachers licensed to teach the grade level of the student.

The mediation and due process procedures provided under Indiana Code do not apply to nondisabled students who receive instruction under this section.

Homework Policy

Homework is an essential part of the educational process of the students at LaVille Jr/Sr High School.

Homework serves the purpose of reinforcement of the curriculum being taught in the classroom and as an enrichment or extension of the learning process. It is the responsibility of the students to complete all assignments to the best of their ability and meet the deadlines for turning in homework. Failure on the student's part to complete assigned homework will dramatically affect grades in their classes.

Absent/Makeup Work

Students have the same number of days to make-work up as when they were absent. Work that was due on the day of the absence is due on the first day of return to school or that class period. No more than ten days may be allowed despite the length of the absence unless one of the principals grants an extension.

Personal Property

The school cannot and will not be responsible for any personal property, which is brought into the school. If such property is lost, stolen or damaged, replacement will be at the student's expense. Students should place their items in their locker and not share the combination with any other student or person.

Public Display of Affection

Students are expected to limit the use of their affectionate expressions toward others while in school. Holding hands in the halls is not considered objectionable or immoderate. **ALL other** displays of public affection are objectionable and disciplinary action.

Possessing a Firearm, Explosive Device or Edged Weapon

LaVille Jr./Sr. High School follows all Indiana Code (I.C.) laws and regulations.

- 1) No student shall possess, handle or transmit any explosive device, firearm or any type of an edged weapon on school property. (IC 35-47-9-2)
- 2) The following devices are considered to be a firearm (IC 35-47-9):
 - Any weapon which will or is designed to or may readily be converted to expel a projectile by the action of an explosive
 - The frame or receiver of any weapon described above
 - Any firearm muffler or firearm silencer
 - Any destructive device which is an explosive, incendiary, or poison gas bomb, grenade, rocket having a propellant charge, missile having an explosive or incendiary charge, mine, or any similar device
 - Any weapon which will, or which may be readily converted to expel a projectile by the action of an explosive or other propellant.
 - Any combination of parts either designed or intended for use in converting any device into any destructive device described in the two immediately preceding examples, and from which a destructive device may readily be made.
 - An antique firearm, rifle or a shotgun that the owner intends to use solely for sporting, recreation, or cultural purposes of an edged weapon is any device that has either one side or both that have sharp edges that could inflict injury upon another.
 - An explosive device is any explosive or incendiary device designed to release destructive materials or force or dangerous gasses that is detonated by impact, proximity to an object, a timing mechanism, ignition, or other predetermined means.
- 3) The appropriate law enforcement agency will be notified when a student is expelled under this rule.

Security of the School Building

During the school day, students are not permitted to open an exterior door or let anyone into the building regardless as to whether they know the person or not. Students should not unlock or prop open any doors. Entrance to the building should be reserved for the office staff's discretion. Failure to abide by these guidelines could result in possible detention, Friday night school, in school suspension, out of school suspension, and /or expulsion.

Search and Seizure (IC-20-26-18.2-3)

A. School Property

School facilities such as lockers and desks are school property and are subject to inspection by the Superintendent or his/her designee. Students shall not have an expectation of privacy in any school facility and shall not deny entry to a building or corporation administrator by the use of a lock or other device.

B. Student's Person and Possessions

Consent of the student shall be sought by a building administrator or school safety office, prior to the search of a student's person or personal items in the student's immediate possession. If the student

does not consent, a search may be permitted based only upon the building administrator's individualized reasonable suspicion that the search will produce evidence of a violation of a law, school rule, or a condition that endangers the safety or health of the student or others. Searches performed of a student themselves shall be conducted and witnessed by a person of the same gender as the student and shall be conducted in a private place. The parent or guardian of a searched student shall be notified of the search within twenty-four (24) hours if possible.

Searches, pursuant to this policy, also shall be permitted in all situations in which the student is under the jurisdiction of the Board as defined by Indiana Code 20-33-8-32 (locker and locker contents) and Indiana Code 20-26-18.2-3 (search or seizure of a person or property).

Permission for a student to bring a vehicle on school property shall be conditioned upon consent of the search of the vehicle and all containers inside the vehicle by a school administrator or school safety officer with reasonable suspicion to believe the search will produce evidence of a violation of law, a school rule, or a condition that endangers the safety or health of the student driver or others. The student shall have no expectation of privacy in any vehicle or in the contents of any vehicle operated or parked on school property.

The Superintendent may request the assistance of a law enforcement agency in implementing any aspect of this policy. Where law enforcement officers participate in a search on school property or at a school activity pursuant to a request from the Superintendent, the search shall be conducted by the law enforcement officers in accordance with the legal standards applicable to law enforcement officers.

C. Breath Test Instruments

Administrators are authorized to arrange for the use of breath-test instruments for the purpose of determining if a student has consumed an alcoholic beverage. It is not necessary for the test to determine blood-alcohol level, since the Board has established a zero tolerance for alcohol use.

D. Metal Detectors

To help maintain a safe learning environment free of the potential presence of weapons, school officials, school resource officers, and other school personnel have been trained in the usage of metal detectors, either hand-held wands or walk-through devices, for the purpose of determining if a person is in possession of weapons or other dangerous objects containing metal.

E. Use of Dogs

The use of specially-trained dogs to detect the presence of drugs or devices such as bombs on school property will be used as needed per the discretion of the Superintendent's administrative guidelines. Anything found in the course of a search pursuant to this policy which constitutes evidence of a violation of a law or a school rule or which endangers the safety or health of any person shall be seized and utilized as evidence if appropriate. Seized items of value shall be returned to the owner if the items may be lawfully possessed by the owner. Seized items of no value and seized items that may not lawfully be possessed by the owner shall be destroyed.

Seclusion and Restraint

There is an administrative code per the state of Indiana involving the seclusion and restraint of students in which it is deemed appropriate by administrators and trained/certified school personnel. Refer to the policy handbook for further information.

Union-North United School Corporation follows all state laws and policies regarding the seclusion and restraint of any student. Each school building has CPI (Crisis Prevention Institute) certified and trained personnel on staff should a situation arise where a student may need to be secluded and restrained.

Unlawful Activity (IC 20-33-8-15)

A student may be suspended or expelled for engaging in unlawful activity on or off school grounds if the unlawful activity is 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 during the weekends, holidays, other school breaks, and the summer period when a student may not be attending classes or other school functions. School administrators will determine whether a student has been involved in unlawful activity and whether the incident will be reported to local authorities.

Student Services

Media Center

The media center is open from 7:55 a.m. to 3:20 p.m. Monday-Friday. Students may borrow materials for a 2-week checkout period with a student I.D. Students are expected to use the resources (printer and computer) respectfully and responsibly. If books are not returned, the student may be assigned a detention in the library after school and/or receive a fee for the replacement of the book.

Non-Discrimination Policy

Union-North School Corporation is committed to equal opportunity and does not discriminate on the basis of age, race, color, religion, or sex, handicapping conditions, or national origin including limited English proficiency, in any employment opportunity. No person is excluded from participation in, denied the benefits of, or otherwise subjected to unlawful discrimination on such basis under any educational programs or student activity. Inquiries regarding compliance may be directed to the Superintendent, Union North United School Corporation, 22601 Tyler Road, Lakeville, Indiana 46536 Or Section 504/Americans with Disabilities Act Coordinator.

School Nurse

The nurse will determine if a student is allowed to leave school due to illness. If the nurse is not present, the office will make the determination based on parental permission. Everyone must see the nurse to leave. If the guidelines are not followed the student will not be excused for leaving.

Medication

School personnel cannot distribute medication to any student unless the following procedures are followed. All medication, including all over the counter medications that must be taken during the school day must be brought from home in its original container and left in the nurse's office. Prescription and non-prescription medicine will be given only if you provide us with a note of permission from your parent-guardian. You must report to the nurse's office to take all the medicine.

Extra-Curricular Activities

There are academic competitions and clubs available for those who wish to become involved in extracurricular activities. The organization of these clubs will be held within the first month of school. A complete listing of all activities will be distributed from the Assistant Principal's office.

A student must be in attendance for a minimum of 4 periods on the day of an extracurricular activity in order to attend or participate in the activity. Extra-curricular activities include athletic practices and contests, clubs events, ceremonies, presentations and/ or any school function. This rule may be waived by the administration in unusual or emergency situations. Students attending an extra-curricular activity will not be permitted to leave and return unless permission is received from the supervising staff member. Transportation

arrangements must be made in ADVANCE. Students who are suspended from regular school day attendance are also suspended from extra-curricular activities on the day(s) of their suspension.

Clubs

Not all clubs are active every year. Please watch announcements for 'call outs' as clubs start each year.

Students who wish to serve as officers in the various clubs of the school may accept two elected positions only. These two positions may not duplicate each other; for example, the president of one club may not serve as the president of another. Some of the clubs are; Art Club, Drama Club, Fellowship of Christian Students, FFA, National Honor Society, Science Club, Ski Club, Speech Club, Student Council & World Language Club. Each club will develop their own rules and expectations for those students who wish to join. Certain clubs are open to junior high students.

Dances

High school dances are reserved for LaVille High School students and their high school guests under the age of 21 years. No student less than a freshman in high school may attend any high school dance, including Homecoming and the Prom. All guests must be properly registered ahead of time in the main office. All school rules are still in effect during the dance.

Junior High dances are exclusively for LaVille Junior High students.

General rules for all dances include:

- 1) There will be NO pass-outs at dances
- 2) Students must have their student I.D.
- 3) Students must enter the dance within the first 30 minutes of the start. Afterwards, there will be NO admittance - Doors will be locked
- 4) Appropriate attire must be worn. Students must follow the school dress code.
- 5) Objectionable dancing will not be permitted
- 6) Students must clear the building immediately following the dance

National Honor Society

To qualify for the LaVille Chapter of the National Honor Society, students must achieve a minimum cumulative weighted grade point average of 3.5 on a 4-point scale. In addition students must have completed 1 honors or 1 dual credit course (2 full semesters) in their previous semesters of high school. The honors or dual credit course must be an in-person course (it cannot be a virtual or online course). The earliest a student can be inducted into the National Honor Society is the spring of his/her sophomore year, but a student must have been a student at LaVille for at least one semester before they can be inducted. Selection decisions are made by the Faculty Council, which is made up of five teachers. The induction ceremony is held every April. NHS members whose grade point average falls below the required 3.5 will be placed on probation for a semester. If after that semester their g.p.a. is back at or above 3.5 they will be removed from probation. If, however, their g.p.a. has not risen to 3.5 or above they will be dismissed from membership. The Faculty Council may also place NHS members on probation if they do not maintain the other standards of induction (leadership, service, and character) as determined by the Faculty Council. It is important to note that an NHS member is allowed only one probationary period during their membership. If the Faculty Council finds cause for an NHS member to be placed on probation for a second time, it will result in dismissal from membership. In addition some violations of the NHS standards may result in dismissal without first having a probationary period.

Off-Campus Events

Students at school sponsored extracurricular activities not at LaVille Jr. Sr. High School shall be governed by school district rules and regulations and are subject to the authority of school district officials.

On-Campus Events

During any sporting and/or extra-curricular event, students will not be allowed to carry backpacks or bags on their person.

Scheduling of School Events

The scheduling of all school events must be pre-approved by the administration through the use of a Facility Request Form and placed on the school calendar well in advance of the anticipated activity. School activities always take priority over outside activities.

Athletics

Athletic Eligibility

All students as well as parents of students involved in athletics must complete all forms digitally in Final Forms before practicing. A signed physical form must also be on file before a student competes in athletics. LaVille Jr/Sr High School is a member of the Indiana High School Athletic Association and abides by the rules and regulation of the organization. Academic eligibility is of particular importance - each participant must have earned a passing grade in the equivalent of five solid subjects during the preceding 9 weeks or semester of enrollment in high school and must currently be passing in five or more solid subjects. Enrollment in physical education constitutes enrollment in a solid subject. Any student who is ineligible at the end of a semester is ineligible for the first grading period the following semester. The same applies on a 9 week grading period basis. Junior high school students who participate in interscholastic athletics must also meet similar eligibility requirements. For additional information about interscholastic athletics please refer to the "LaVille Athletic Handbook". A copy of the handbook is available in the Athletic Office.

Please see the LaVille Jr Sr High School Athletic Handbook for specific guidelines for participation in athletics.

Spectator Guidelines

The purpose of the event is to enjoy extra-curricular activities. Your presence at the event is to give support and provide spirit for our students. This should always be done by positive comments. Avoid comments or gestures, which are degrading to yourself and LaVille Jr. Sr. High School.

- 1) Although seats are not reserved, please respect other students and avoid pushing, piling on, or moving people out of a seat because of being an upperclassman.
- 2) Interfering with the visiting team or their fans in any way distracts from our position as a good host school. You are expected to stay in your seats on the home side and be a good spectator.
- 3) Everyone is expected to stand and be respectful during the playing of the National Anthem. Many people have given their lives so that we may live in a free society. You owe them your respect and attention for their sacrifices.
- 4) All students are to remain in the contesting or concessions area during the athletic event.
- 5) All students younger than high school, 8th grade and below, must be accompanied to all games by an adult who stays for the entire contest and be seated with this adult. An older sibling who is in High School is not considered an adult.
- 6) No balls will be allowed to be taken into an athletic event by spectators and will be confiscated if used inside the event.

If you cannot follow these few simple guidelines, please stay home. Our student support must be positive and this is what we expect from you. All the rules in the Student Handbook are still in effect during extra – curricular events. Any conduct that is viewed by the administration to be detrimental to the spirit of the contest will cause the patron to be removed from the strands and could lead to the patron's banishment from further contest at LaVille Jr. Sr. High School.

LaVille School Corporation's **Computer and Internet Acceptable Use Policies**

The educational value of student technology and Internet access is the joint responsibility of students, teachers, parents and employees of the Union North United School Corporation (UNUSC). Since access to technological advances are a valuable and limited resource, students are expected to place a premium on the quality of use. Taking up valuable bandwidth and access time to pursue frivolous ends, would not be consistent with the mission of the UNUSC. These statements are responsible for setting and conveying the standards that their children should follow when using media and information sources. UNUSC makes the district's complete Internet policies and procedures available for review by all parents, guardians, and other members of the community.

Care and Usage Expectations

- 1) All users must be consistent with the educational mission and goals of the school district.
- 2) The intent of the use policy is to make clear certain cases, which are consistent with the educational objectives of the school district, not to exhaustively count all such possible uses.
- 3) The Superintendent and his designees may at any time make determinations that particular users are or are not consistent with the purpose of the school district.
- 4) Parents and students will be required to sign the Internet usage form for their students to participate in accessing the Internet. Students will also be required to sign the form.
- 5) Electronic devices and the cases loaned or leased to students and staff shall be used only for educational purposes that directly relate to school projects or assignments, unless otherwise explicitly authorized by a building administrator.
- 6) Users are responsible for the proper care of electronic devices at all times, whether on or off school property, including costs associated with repairing or replacing the device.
- 7) If a device is stolen, a report will be made immediately with the building principal and the technology director. If the principal or technology director cannot locate the device, then the parents will need to file a report with the local law enforcement.
- 8) The policy and rules apply to the use of the electronic device at all times and/or places, on or off school property. Students are responsible for obeying any additional rules concerning care of devices issued by school staff.
- 9) Users shall not alter the device configuration in any way. No software applications shall be installed, removed, or altered on the device unless the technology director explicitly gives permission.
- 10) The device is to be used only by the student or staff member to whom it is issued. The person to whom the device is issued will be responsible for any activity or action performed on the device.
- 11) The device, cords, and case must be returned in acceptable working order by the last day of each school year, upon withdrawal or exit date from the school district, and whenever requested by school staff.

Outlining Prohibited Uses

Unacceptable uses of school electronic resources include, but are not limited to, the following:

- 1) Accessing or Communicating Inappropriate Materials – Users may not access, submit, post, publish, forward, download, scan or display defamatory, abusive, obscene, vulgar, sexually explicit, sexually suggestive, threatening, discriminatory, harassing, bullying and/or illegal materials or messages.
- 2) Illegal Activities – Users may not use the school district's computers, electronic devices, networks, or Internet services for any illegal activity or in violation of any Board policy/procedure or school rules.

- 3) Violating Copyrights or Software Licenses – Downloading, copying duplicating and distributing software, music, sound files, movies, images or other copyrighted materials without the specific written permission of the copyright owner is prohibited, except when the use falls within the Fair (Extra Carriage Return)
- 4) Use Doctrine of the United States Copyright Law (Title 17, USC) and content is cited appropriately.
- 5) Plagiarism – Users may not represent as their own work any materials obtained on the Internet (such as term papers, articles, music, etc). When using other sources, credit must be given to the copyright holder.
- 6) Use for Non-School-Related Purpose – School district's computers, electronic devices, networks and Internet services are provided for purposes related to educational programs, school operations, and performance of job responsibilities. Incidental personal use of school devices is permitted as long as such use:
 - A) Does not interfere with the user's responsibilities and performance
 - B) Does not interfere with system operations or other system users
 - C) Does not violate this policy and the accompanying rules, or any other Board policy, procedure or school rules. "Incidental personal use" is defined as use by an individual for occasional personal communications
- 7) Misuse of Passwords/Unauthorized Access – Users may not share passwords; use other users' passwords; access or use other users' accounts; or attempt to circumvent network security systems.
- 8) Malicious Use/Vandalism – Users may not engage in any malicious use, disrupting or harming the school district's computers, electronic devices, network and Internet services, including but not limited to hacking activities and creation/uploading of computer viruses.
- 9) Avoiding School Filters – Users may not attempt to or use any software, utilities or other means to access Internet sites or content blocked by the school filters.
- 10) Unauthorized Access to Blogs/Social Networking Sites, Etc. – Users may not access blogs, social networking sites, etc. prohibited by building administration or the Technology Department. Teachers and students using authorized social networking sites for educational projects or activities shall follow the age requirements and legal requirements that govern the use of social networking sites in addition to the guidelines established in this policy.
- 11) Wasting System Resources – Users shall not use the network in such a way that would waste system resources or disrupt the use of the network by others. This includes but is not limited to excessive printing, file storage, online games, and video/audio streaming not directly related to educational projects, as determined by the supervising instructor or building administrator.
- 12) Unauthorized Equipment – Users may not attach unauthorized equipment, including personal laptops, tablets, and handheld devices, to the district's secured network without permission from the Technology Department.
- 13) Devices or cases will not be decorated with stickers, writings, or other markings.
- 14) Users shall not use school district computers or networks for purposes of personal profit.
- 15) The use of cameras in any type of electronic device is strictly used for educational purposes only.
- 16) Cameras used in the restroom and locker room are strictly prohibited.

Consequences for Misuse

- 1) School administrators may revoke the use of devices due to poor performance in academics, attendance, not having a device in the supplied case, destruction or misuse of devices, and/or behavior.
- 2) Violation of policies or rules governing the use of electronic devices or any careless use of the device may result in a student's device being confiscated and/or a student only being allowed to use the device under the direct supervision of school staff. The student will also be subject to disciplinary action for any violations of Board policies/procedures or school rules.
- 3) Use of the Internet is a privilege, not a right. Students violating policies pertaining to standards of conduct or Internet use shall be subject to revocation of privileges and potential disciplinary and/or appropriate legal action.

Supplies and Technology Fees

- 1) When school property, equipment, or supplies are damaged, lost, or taken by a student, a fee will be

- assessed. The fee will be reasonable, seeking only to compensate the school for the expense or loss incurred. The device, cord and/or case apply to this policy.
- 2) A charge shall not exceed the combined cost of the material used, freight and/or handling and processing charges, and nominal add-on for loss.
 - 3) In the event the above course of action does not result in the fee being collected, the Board authorizes the Superintendent to take the student and/or his/her parents to small Claims Court for collection.
 - 4) The Device may be restricted due to:
 - A) Failure to pay for Device damages and/or cost of repair.
 - B) Failure to pay for textbook/technology rental by the end of the first semester or an approved payment plan.
 - C) Multiple instances for Device damages.

Accidental or Intentional Damage

- 1) Accidental, purposeful, and/or malicious damage as determined by school administrators will be subject to the full replacement value of the electronic device. In addition, students may be responsible for compensating the school district for any losses, costs, or damages incurred for violations of Board policies/procedures and school rules, including the cost of investigating such violations. The school district assumes no responsibility for any unauthorized charges or cost incurred by users while using school district computers, devices, or the school network.
 - Students are not to touch any other student's device in a playful or aggressive manner. Damage resulting from an act could result in monetary and disciplinary consequences. Students also should not hide another student's device and could face disciplinary action for doing so.
- 2) UNUSC makes no assurances of any kind, whether expressed or implied, regarding any Internet service provided. The school district will not be responsible for any damages the user suffers. Use of any information obtained via the Internet is at the user's own risk. The school district will not be responsible for any damages users suffer, including but not limited to;
 - A) Loss of data resulting from delays or interruptions in service.
 - B) Accuracy or quality of information stored on school district's computers.
 - C) Nature or quality of information gathered through UNUSC's Internet access.
 - D) Personal property used to access school district computers or network for school district-provided Internet access.
 - E) For unauthorized financial obligations resulting from UNUSC's Internet.
 - F) UNUSC and its employees and agents assume no responsibility for illegal activities of students while using school computers or school issued electronics resources
 - G) Families will not be charged insurance for technology. However, if a device is lost, stolen, or intentionally damaged then the entire replacement cost will be charged to the student. If the protective case is damaged beyond normal wear and tear, then the family could be charged up to the replacement cost at the discretion of the administrator.

Student Information Security

- 1) Users may not reveal personal information, including a home address and phone number, about themselves or another individual on any unsecured electronic medium, such as web sites, blogs, podcasts, videos, wikis, or social networking sites. If users encounter dangerous or inappropriate information or messages, they shall notify the school administration immediately.
- 2) Staff may post student pictures on district/school/classroom "public" websites as long as the student's name or other identifying information is not included. Students' grades, test results, or identifying pictures may be stored only on district-approved secure sites that require a username and password for authorized individuals to access.
- 3) UNUSC staff must maintain the confidentiality of student data in accordance with the Family Education Rights and Privacy Act (FERPA). 4) The Superintendent, principals, and other administrators may review and monitor all student computers and Internet activity to maintain system integrity and ensure that users are acting responsibly. Privacy is not guaranteed. Electronic messages and files stored on school-based computers are school property.

Counseling Department

The Counseling Department is located in the main office area. The counselor and school interventionist are available to help provide assistance to all students in our school. Student-Counselor involvement varies with each student depending upon individual needs, but may include personal, social, emotional, academic, or crisis counseling. The counselor and school interventionist also guide students in planning their academic programs and their post-secondary endeavors.

Student Assistance Plan

All Union-North United School Corporation students in grades Pre-K through 12 are provided a benefit of two free prepaid sessions of counseling at any Bowen Center outpatient location. Parent permission is required for students under the age of 18. Referrals can come from parents, students or school staff. If interested in this service, parents may call 1-800-342-5652 and say "I am the parent of a Union-North United School Corporation student and would like to schedule counseling sessions for my child."

Changes of Address

Inform the office immediately if you have a change of address, email address, or phone number in order to help in addressing mailings and in case of an emergency. Please contact **Erin Williamson** in the main office to update or make changes.

College Visitations

Students intending to visit a college on a school day need to pick up a College Day form from the Counseling Office at least three days prior to the visit. Upon return to school the College Day form needs to be turned in to the Counseling Office with the college verification portion of the form having been filled out by a representative from the college. Juniors and seniors are allowed two college visit days each. If the above requirements are met, these days will not be counted as an absence from school. If the above requirements are not met, the day will be counted as an unexcused absence.

Enrolling, Transferring and Withdrawing from School

New Student Enrollment

The parents/legal guardians of a student moving into the school district must make an appointment with the counselor to enroll their child/children. Any out of district student will be referred to the principal. Transfer paperwork will be required for ALL students.

Withdrawing from School/Transfer

The parent or guardian of a transferring student must participate in an exit interview with the counselor/principal prior to withdrawal for transfer to another school. The student and parent will be required to complete a withdrawal form. All school equipment (iPad or school electronic device, textbooks, library books, athletic uniforms etc.) must be returned or the student will be charged accordingly prior to withdrawal.

Withdrawing from School/Drop-out

Pursuant to Indiana Code **20-33-2-28.5**

An individual more than 16 years of age but less than 18 years of age may withdraw from school **only** if all of the following conditions are met:

1. An exit interview is conducted.
2. The individual's parent consents to the withdrawal.
3. The school principal approves of the withdrawal.

4. The withdrawal is due to
 - a. Financial hardship and the individual must be employed to support the individual's family or a dependent; b. Illness; or
 - c. An order by a court that has jurisdiction over the child.
- If an individual is 18 years of age or older, he/she must personally begin the withdrawal process by coming to school (preferably with a parent or guardian) and completing and signing a withdrawal form.

Frequency of Grades

At any given time a parent may log into PowerSchool to check grades (Please contact **Erin Williamson** if you need assistance in accessing PowerSchool). Report cards are available to students every 9-weeks upon request (an email can be sent to the counseling secretary).

Graduation Requirements for the Required CORE 40 DIPLOMA (Class of 2027, 2028)

- 1) Students must attend school for 8 semesters.
- 2) A minimum of 41 credits is required.
- 3) State local course/credit requirements:
 - a) Language Arts – 8 credits
 - i) English 9, 10, 11 and 12 (2 credits each)
 - b) Social Studies – 6 credits
 - i) U.S. Government (1), Economics (1), U.S. History (2)
 - ii) Geography & History of the World (2) OR World History (2)
 - c) Mathematics – 6 credits (6 credits must be earned while in high school)
 - i) Algebra I (2), Geometry (2), Algebra II (2)
 - d) Science – 6 credits
 - i) Biology (2)
 - ii) Integrated Chemistry/Physics (2) OR Chemistry (2) OR Chemistry-Physics (2)
 - iii) Additional CORE 40 Science (2)
 - e) Health & Wellness Education – 1 credit
 - f) Physical Education I & II – 2 credits
 - g) Preparing for College and Careers – 1 credit
 - h) Directed Electives - 5 credits
 - i) World Languages, Fine Arts, OR Career and Technical Education
 - j) Electives - 6 credits
 - i) College and Career Pathway courses recommended
- 4) All students must complete the requirements of employability skills. They will have a document attached to their file to prove they have completed this requirement. More information is available at the Indiana Department of Education website.
- 5) All students must complete the post-secondary requirements indicated by the department of education. This includes the completion of one of the following:
 - a) Academic or Technical Honors Diploma
 - b) SAT (passing scores indicated by the DOE)
 - c) ACT (passing scores indicated by the DOE)
 - d) State and Industry recognized credentials or certifications
 - e) Federally-recognized apprenticeship
 - f) Career-Technical Education Concentrator (A minimum of 6 credit hours with a C avg. or above)
 - g) Dual Credit courses (A minimum of 6 credit hours with a C avg. or above)
 - h) Locally Created Pathway (Fine Arts)

- 6) Job Shadowing: All graduating students will be required to shadow for 1 hour minimum outside of the regular school day and complete a job shadowing document that will be provided to them with 4 specific standards to reflect upon.
- 7) The Core 40 with Academic Honors Diploma and the Core 40 with Technical Honors Diploma require 47 credits in specified areas and specific grade requirements. More information is available at the Indiana Department of Education website.
- 8) All graduation requirements including passing all regular and correspondence or credit recovery classes must be met, all fines and fees paid and all school-owned books, computers, and computer equipment returned before a student participates in the Commencement Exercises. It is ultimately the parents' and students' responsibility to see that all course work for graduation requirements is complete.

Graduation Requirements for the NEW DIPLOMA (Class of 2029 and beyond)

- 1) Students must attend school for 8 semesters.
- 2) A minimum of 42 credits is required.
- 3) State local course/credit requirements:
 - a) **Language Arts** – 8 credits minimum
 - i) 2 credits: English 9
 - ii) 1 credit: Communications
 - iii) 5 additional English credits (English 10, 11, and 12 will be required at LaVille)
 - b) **Social Studies** – 5 credits minimum
 - i) 2 credits: US History
 - ii) 1 credit: US Government
 - iii) 1 credit: Economics (Dual Credit options will be available starting in the Fall of 2026)
 - iv) 2 credits: World Perspectives (Flexible options, including advanced world language or world-focused social studies courses)
 - c) **Mathematics** – 7 credits minimum
 - i) Algebra I (full year)
 - ii) Personal Finance
 - iii) 4 additional math credits (Algebra II and Geometry at LaVille will be required)
 - d) **Science** – 7 credits minimum
 - i) Biology (full year)
 - ii) 1 credit: Computer Science
 - iii) 2 additional Science credits (Chemistry, Anatomy, Physics, ICP, Earth and Space, etc.)
 - iv) 2 STEM-focused credits
 - e) Health & Wellness Education – 1 credit
 - f) Physical Education - 1 credit (A full year will be required at LaVille)
 - g) Preparing for College and Careers – 1 credit
 - h) Electives - 12 credits
 - i) CTE, Performing or Fine Arts, and World Languages are some examples for Electives

Diploma Seals

Readiness seals are designed to be permeable, allowing students to update their graduation plan and pivot, if their original interests and goals change. Although seals are optional, students are encouraged to utilize the blueprints below to focus their flexible credits into a connected pathway that aligns with their future goals. Students may earn one or multiple seals. Graduation Pathways requirements will be satisfied through completion of any seal.

Honors Enrollment:

- Complete at least 4 World Language and 6 Social Studies credits
- Complete at least 8 Math credits (Algebra I plus Geometry, Algebra II, and Pre-Calculus or any advanced math credits aligned to their course of study)
- Complete at least 6 Science credits (Biology plus Chemistry and Physics or any advanced lab science credits aligned to their course of study)
- Earn a C or higher in all courses and earn a cumulative B average
- Complete one of the following:
 - Earn 6 college credits
 - Score a 1250 on the SAT or a 26 on the ACT

Honors Enrollment Plus Seal:

- Earn the Honors Enrollment Seal, **PLUS**
- Earn a credential of value that may include, for example:
 - Associate degree
 - Technical Certificate
 - Indiana College Core
- Complete at least 75 hours of work-based learning (may include multiple experiences that are paid, unpaid, on-site, or simulated)
- Demonstrate skill development in the following areas: Communication, Collaboration, and Work Ethic

Honors Employment Seal:

- Complete one of the following:
 - 3 courses in a Career and Technology Education (CTE) pathway
 - A state approved, locally-created pathway (LaVille is approved for Fine Arts and JAG pathways)
- Complete 150 hours of work-based learning (may include multiple experiences that are paid, unpaid, on-site, or simulated)
- Demonstrate skill development in Communication, Collaboration, and Work Ethic
- Meet attendance goal (no more than 3 unexcused absences per year): SEE ATTENDANCE POLICY

Honors Employment Plus Seal:

- Earn the Honors Employment Seal, **PLUS**
- Earn a credential of value that may include, for example:
 - Associate degree
 - Technical Certificate
 - Indiana College Core
- Complete additional work-based learning (total of 650 hours in one or more experiences)
- Demonstrate skill development in Communication, Collaboration, and Work Ethic

Honors Enlistment & Service Seal:

- Complete one of the following:
 - Introduction to Public Service course or approved locally-created equivalent
- Emphasis on developing an awareness of the physical standards and character required for service
 - One year of JROTC in high school (this is not offered at LaVille)
- Achieve a score of 31 or higher on the ASVAB and complete one of the following:
 - All three components of the Career Exploration Program
 - A career exploration tool approved by IDOE
- Meet attendance goal (no more than 3 unexcused absences per year): SEE ATTENDANCE POLICY
- Demonstrate skill development in Communication, Collaboration, and Work Ethic

Honors Enlistment & Service Plus Seal:

- Earn the Honors Enlistment & Service Seal, **PLUS**
- Complete one of the following:
 - Achieve a score of 50 or higher on the ASVAB
 - Enrollment in ROTC at the collegiate level
 - Acceptance to a service academy
- Demonstrate excellence in leadership through one of the following:
 - Completion of at least 100 hours of public service
 - Holding a leadership role in a co/extracurricular activity
 - Completion of two seasons of a team-based physical sport or activity

Earning Credits

Credits: Each semester of a class has a potential credit to earn. To actually earn the credit, a student must pass the class with the grade of a “D-” or better. The final semester grade determines whether a credit is earned and is the grade that appears on the transcript. Semester grades are comprised of:

- 9-weeks grade (40%)
- 9-weeks grade (40%)
- Semester Exam (20%)

Course Retake Policy

Retaking a Failed course:

- A student may earn credit for a failed course by repeating that course.
- Grades from both attempts of the class will appear on the student’s transcript but only the passing grades will be figured into the student’s grade point average.
- A student must take the failed course upon the next time it is offered.

Auditing a Course (Retaking a Course in which credit was already earned):

- When a student retakes a class in which they have already earned a credit it is considered an AUDIT. Another credit cannot be earned. The class may, however, be repeated to improve the grade previously earned (for example when a higher grade is needed or desired for the Academic Honors Diploma) or to gain a better mastery of the content.
- Students may retake a course for a higher grade regardless of the grade received during the original attempt.
- A student must retake the course the next school year or the next possible opportunity.
- A course can be retaken only if space is available and class size does not exceed recommended capacity.
- Retakes cannot be done through the credit recovery program unless approved by the principal and school counselor.
- Grades from both attempts of the class will appear on the student’s transcript.
- Once the course is retaken and completed only the higher of the two grades will be figured into the student’s grade point average.

Post-Secondary Classes

LaVille students may participate in post-secondary credit classes at approved, accredited institutions with the prior approval of the principal and counseling department. Students may earn dual credit (high school credit as well as post-secondary credit). In order to participate, the following criteria must be met:

- A student may not enroll in a course at the post secondary level if that course is offered at LaVille High School unless a schedule conflict exists or course cancellation occurs.
- A student may not enroll in a post-secondary level course that he/she has already taken and received credit for at the secondary school.

- A student is ineligible if participation in the program would cause a delay in graduation.
- Students and parents are required to provide their own transportation and are responsible for the financial obligations of the postsecondary credit.
- Students will be required to sign a release form with the university so that progress/grades can be shared with LaVille's Counseling Office.

Transcripts

Transcripts are a student's official academic record. Information included on a student's transcript includes all semester grades earned in high school course work and year earned, the number of credits earned for individual courses, and which school the credits were earned from. Additional information that will be printed on a transcript will include: student name, current grade, student test number, total credits earned, cumulative grade point average (on a 4.0 scale), diploma type, most current class rank, graduation date (once there is one), dual credits courses taken, WBL Level 1: Employability Skills Development, standardized test scores (ISTEP+, PSAT, SAT, ACT, ASVAB), immunization records and attendance records. Students may request a transcript by filling out a request form on Parchment (<https://www.parchment.com/log-in/>) or by seeing the counseling secretary. The preferred method is to email Jessica Maenhout, counseling secretary, at jmaenhout@lavilleschools.org

Transfer Grades

Students who earn credits from other schools or accredited institutions, through summer school, online schools, or transfer student situations, will have those grades transferred to their LaVille Jr. Sr. High School transcript as transcribed from the school where the credit was earned. The grade issued and not the percentage is visible on the transcript. It will also be noted on the transcript from what institution those credits were earned. Grades earned from other schools will be weighted on a student's LaVille transcript regardless of the course description.

It is the student's responsibility to make contact with the school counselor, at the school where they might be taking other classes, to ask about their grading system and how they transcript grades. Any questions following the communication with the outside institution can then be directed to the school counselor at LaVille.

Students who transfer into LaVille Jr. Sr. High School must show adequate school attendance records involving the dates prior to the requested entry date. Students transferring from a private religious affiliated school will be given credit for the Religion courses appearing on their transcript. Grades will be figured into a student's grade point average. Religion credits, however, will NOT count towards the number of credits required for graduation.

Correspondence and Home School Credits

Up to three credits may be accepted from an approved and accredited correspondence school or home school program for regular LaVille Jr. Sr. High School credit. The principal must approve additional correspondence courses or home school course work for credit.

Grading Scale

The following grading scale is the official scale used at LaVille Jr. Sr. High School: The scale follows standard rounding, which rounds up at .5 or higher and rounds down at .4 or lower. For example, 97.5% would round up to 98% and 97.4% would round down to 97%.

A+ = 98% - 100%	B+ = 88% - 89%	C+ = 78% - 79%	D+ = 68% - 69%
A = 93% - 97%	B = 83% - 87%	C = 73% - 77%	D = 63% - 67%
A- = 90% - 92%	B- = 80% - 82%	C- = 70% - 72%	D- = 60% - 62%
			F = 59% - 0%

Laville will be on a 4.0 grading scale starting with the class of 2026 and beyond.

Grade	Unweighted	Weighted
A+	4	4.333
A	4	4.333
A-	3.667	4
B+	3.333	3.667
B	3	3.333
B-	2.667	3
C+	2.333	2.667
C	2	2.333
C-	1.667	2
D+	1.333	1.667
D	1	1.333
D-	0.667	1
F	0	0

Honors Courses

LaVille offers honors classes in Math (7th through 12th grade) and English (8th through 12th grade). We also offer US History Honors which is a dual credit class through Ivy Tech. Students qualify for these courses based on grades, scores on standardized tests, and teacher recommendations. Once enrolled in these courses, students generally continue in them until graduation. However, a student may be removed from an honors course if his or her grade falls below a "B-". Students not in honors classes may apply in the spring for fall enrollment. Interested students should begin the process by sending an email to the counselor.

Schedule Change Policy

The Counseling Office works annually with individual students and parents to help structure an appropriate progression of courses throughout high school. Once the parents, students, and counselor work through course selections the master schedule building begins. The schedules that students make in the spring determine staff needs and curriculum plans for the next year. Therefore, students are asked not to initiate changes to schedule selection because of minor reconsiderations. Counselors will work with students prior to the end of the current school year in order to resolve schedule conflicts.

- Schedules cannot be changed after the first 3-days of class of each semester.
- Schedule changes may be made by the Counseling Department if necessary due to
 - o Failure to meet course prerequisites
 - o Failure to meet graduation requirements
 - o Credits earned during summer school
- Requests for teacher changes, or lunch changes will not be honored

- Requests for additional changes that don't meet any of the requirements stated above will be at the administration's discretion.

Final Exams

Final exams are given in most courses. A modified schedule will be made available prior to final exams being given.

Honor Roll

The Honor Roll is calculated each marking period. Principals Honor Roll requires students to have all "A's" on their report card. The Honor Roll requires students to have all "A's" and "B's".

Academic Awards

Students who have all A's or all A's and one B+ will be considered for academic awards. High school classes must be yearlong. Middle school classes which meet for a semester or less may be considered for awards, however the criteria will be all "A's."

Weighted Grade Courses

Several honors and advanced level courses are given weighted grades. A weighted grade will receive an additional 1/3-point when being calculated (see grading scale above). A weighted course will meet most or all of the following criteria: be an upper level course (third or fourth year); be classified as enriched or advanced; be academically rigorous; and be a course into which students must earn academic placement. Weighted grade courses are as follows: Honors English 9-12, Anatomy and Physiology, Honors Algebra I, Honors Geometry, Honors Algebra II, Honors Pre-Calculus, Calculus, Spanish III, Honors U.S. History, and all Dual Credit courses which are listed below.

Class Rank

The valedictorian (ranked first) and salutatorian (ranked second) of the senior class as well as the Top Ten will be named after the seventh semester. The grade point averages will be rounded up to the hundredths place. If there are any ties for ranking at that point, those students will be named as co-holders of the position for which they are tied. The final eighth semester rankings will not change the official valedictorian or salutatorian, but may change the final class rank. Students with half or more of their schedule in Lancer Achievement Academy (LAA) and all LVS students are not eligible for the Top Ten Ranking.

Dual Credit Courses

ALL Dual Credit courses will be weighted.

Dual Credit courses are courses taught at the college level where the student earns high school and college credit. Students may earn both high school and transcribed college credit (if a grade of "C" or better is earned) for completion of these courses. In most cases students will be responsible for paying for the college credit. All payments for college credits will go through the college issuing the credits. Students must meet certain criteria to enroll in some of these courses. Students may ONLY access their phone/technological device for enrollment purchases while being supervised by the teacher. The following courses have the potential for dual credit and are offered at LaVille High School:

- Honors U.S. History (H105 / H106; IU 3 credits each)
- Calculus (M125; IU 5 credits)
- Agriculture Power, Structure & Technology (AGRI 106; Ivy Tech 3 credits)
- Animal Science (AGRI 103; Ivy Tech 3 credits)
- English 12, Honors (ENGL 112/ ENGL 206; Ivy Tech 3 credits each)
- English 11, Honors (ENGL 111; Ivy Tech 3 credits)

- Speech (S121; IU 3 credits)
- Economics (Macro, Micro, and Fundamentals-starting in Fall 2026)
- ACP Courses through IU
- Principles Courses and other CTE classes

Dual Enrollment

Dual Enrollment courses are courses taught at the college level, however the coursework doesn't meet any high school graduation requirement. Dual enrolled students will be responsible for all components of the college course which includes fees.

ICC and Associates Degree

LaVille High School is proud to be an ICC (Indiana College Core) school while partnering with Ivy Tech and IUSB. ICC allows students the opportunity to gain 30+ college credits that not only transfer to ALL public schools in Indiana, but also get them automatic enrollment into the college. Speciality programs, for example the School of Business, will have further application requirements. Students will also have the opportunity to gain an Associates Degree prior to graduation. Please see the counselor if you have further questions. We are proud to be a small rural school that can offer big opportunities for our community.

Discipline Policy

Bullying

Bullying is defined by the act as overt, repeated acts or gestures, including verbal or written communications transmitted; physical acts committed; or any other behaviors committed by one student or group of students against another student with the intent to harass, ridicule, humiliate or harm the other student. LaVille Jr/Sr High School does not condone "bullying" and disciplinary corrective action will be used to change the behavior of the perpetrator, which may include counseling, parental involvement, reporting to authorities, suspension and possible expulsion. This includes appropriate interventions, restoration of a positive climate, and support for victims and others impacted by the violation. Parents or students who suspect that repeated acts of bullying are taking place should report the matter to the school administration. School personnel will investigate all reports of bullying.

The bullying rule will apply when a student is on school grounds immediately before, during or after school hours. Also any time the school is being used by a school group (including summer); off school grounds at a school activity, function or event: traveling to or from school or a school activity, function or event; or using property or equipment provided by the school.

Harassment of any kind is contrary to the commitment to provide a physically and psychologically safe environment in which to learn and may also be in violation of federal and state laws.

In addition to sexual harassment, which includes unwelcome sexual advances or any form of improper physical contact or sexual remark, harassment shall also include any speech or action that creates a hostile, intimidating, or offensive learning environment. Use of racial or ethnic statements is considered harassment.

Incidents of harassment should be reported immediately to the building principal, assistant principal, director of security, counselors, or teacher. This report may be done orally, but a written description of the incident must follow. All reports will be investigated by the administration. Anyone found to have violated this harassment policy will be subject to disciplinary action up to and including suspension or expulsion.

Cheating

LaVille Jr/Sr High School faculty and administration are unanimously against cheating in any form.

Performance on assignments, quizzes, projects, tests, and other classroom activities is expected to be that of each individual student, unless the teacher designates such work as a group activity. While a student may obtain assistance in understanding concepts through tutoring, all work submitted in fulfillment of course requirements **MUST** be that of the student. **FAILURE TO MEET THIS STANDARD WILL BE CONSIDERED CHEATING.** Examples of cheating include: Copying homework, sharing test information, plagiarism/failure to cite sources, submitting work done by other students/people, use of reports/documents purchased from services, obtaining prior knowledge of test information not communicated by the teacher, transmitting information via any form of technology, using Artificial Intelligence (A.I.) in part or whole to solve or create your paper/assignment and submitting it as your own work, etc.

Students who are caught cheating will receive the following consideration when determining their final academic standing during a nine-weeks or a semester:

- 1) The classroom teacher shall be responsible for determining the weight or penalty towards the student's nine-week grade for the first incident of cheating involving daily homework or minor quizzes. Such incidents will be reported to the office and shall be logged in the student's discipline log. The teacher will notify the parent(s).
- 2) For the first incident of cheating on a major test or assignment, the student will automatically receive a "zero" for the instructional unit up to, and including, the nine-week grade; and shall be referred to the Assistant Principal. Such incidents shall be logged in the student's discipline file and the parent(s) will be notified by phone.
- 3) For any second incident of cheating during the current school year in either of the two categories above, the student shall receive a grade of "F" for the nine-weeks in the course in which the second infraction occurs. The percentage will be $\frac{1}{2}$ of what their grade turns out to be. For example, if a student gets caught cheating a 2nd time and earns a 70% then their "F" would be a 35%.
- 4) Students who cheat on a final exam will receive an "F" for the semester in that particular class, whether it was the first or second offense.
- 5) Seniors who commit a second act of cheating in a course required for graduation will be subject to due-process proceedings as they relate to that class.

Any member of the National Honor Society (NHS) who is caught cheating will be subject to additional consequences through NHS and its committee. Any form of cheating will be considered when applying for the NHS.

Vapor Device

Effective July 1, 2026, Indiana Public Law 144 makes it a Class C infraction for a person less than 21 years of age to purchase, accept, or possess a vapor device. A "Vapor device" means a powered vaporizer that converts e-liquid to a vapor intended for inhalation. Students in possession of a vapor device could be referred to law enforcement in addition to possible school consequences of suspension or expulsion.

Discipline Chart

The following chart is a summary of the school policy. Violations are defined to include, but not limited to the following. Please note that this chart is only a guideline of infractions and consequences. Alternative consequences may be assigned at the discretion of Administration. Suspension will be in-school or out of school as determined by Administration at the time of the violation. Parent(s)/Guardian(s) will be contacted when a violation has occurred and a consequence is assigned. All discipline assignments take priority over extra curricular activities and also includes non-school activities such as jobs, etc...

Violation	Possible Consequence
CHEATING: using information, assistance, or tools not allowed by the teacher, including help from other people or artificial sources, and presenting the work as your own.	● “0” on the assignment or test ● “F” for a grading period ● Loss of credit
DRUGS/ALCOHOL/DRUG PARAPHERNALIA VAPING, TOBACCO, NICOTINE, THC and/or any DRUG PRODUCT(S) or LOOK ALIKE SUBSTANCES: ● Possession or use ● Being under any influence ● Paraphernalia	● Confiscation ● Preventure Program ● Suspension/Expulsion ● Law Enforcement contacted and may issue a Citation ● Driving privilege suspended for 30 days minimum with parent paid negative testing to resume driving/parking on school property
HORSEPLAY ● Pushing, shoving, hitting ● Not in anger	● Detention ● Friday Night School ● Suspension
INSTIGATION OF CONFLICT: ● Annoyance leading to scuffle or fighting ● Involvement ● Information leading to/causing a fight	● Detention ● Friday Night School
SCUFFLE: ● Pushing, shoving – in anger or not ● Playing around but becomes physical	● Detention ● Friday Night School ● Suspension
PHYSICAL AGGRESSION - FIGHTING ● Blows are struck or exchanged ● Aggressive Physical Contact ● Attempted Injury to another ● Injury to another	● Suspension/Expulsion
UNAUTHORIZED RECORDING/VIDEO ● Recording Fights ● Sharing with peers ● Recording students/staff with or without permission	● Friday Night School ● Suspension (ISS/OSS)
POSSESSION OF ELECTRONIC DEVICES or any WIRELESS COMMUNICATION DEVICE DURING school time 8:15 - 3:20: ● Cell Phones, personal computers, Smartwatches, Smart glasses (Meta or similar), iPad, earbuds, headphones, IPod, MP3 Player, CD players, radios, beepers, laser pointers, cameras, and other electronic devices	● First offense - confiscated, returned to parent(adult), ● Repeat offender-confiscated and returned to parent(adult). Parent will be fined \$25 for each incidence beyond the first offence.

HABITUAL OFFENDER: • Excessive discipline referrals • The disruption of teaching and learning will not be tolerated. Each student needs to make the decision to follow the class and school rules. • The administration will use an escalating level for assigning consequences for habitually offending students. • As is always the case with a student who is moving toward expulsion, decisions will be made on a case-by-case basis.	• Suspension/Expulsion in addition to the consequences for the “new” incident.
FORGERY: • Signing another’s name • Falsifying or changing material already signed	• After School Detention/Friday Night School • Suspension
INSUBORDINATION: • Failure to obey, follow or carry out a request to follow rules and regulations by staff members	• After School Detention/Friday Night School • Suspension/Expulsion
RUDE OR DISRESPECTFUL SPEECH OR BEHAVIOR TO STAFF MEMBER	• Friday Night School • Suspension
PROFANITY: • Verbal abuse/use of expletives • Profanity or threat directed to a staff member	• After School Detention/Friday Night School • Suspension/Expulsion
PUBLIC DISPLAY OF AFFECTION: • Any affectionate physical contact other than holding hands	• Student Conference • Parent(s) contacted • Detention/Friday Night School
HARASSMENT/Bullying • Creating a threatening, hostile or offensive learning environment, physically, sexually, or verbally • Racial or Ethnic slur	• Friday Night School • Suspension/Expulsion
LEAVING WITHOUT PERMISSION/ SKIPPING CLASS: • Leaving assigned classroom • Leaving school building • Leaving school grounds	• Parent(s) contacted • After School Detention/Friday Night School • Suspension/Expulsion • Zero on missed assignment
REPEATED DISRUPTION OR INTERFERENCE WITH CLASS:	• After School Detention/Friday Night School • Suspension/Expulsion
FIREWORKS: • Possession or use of fireworks on school property	• Friday Night School • Suspension/Expulsion
LIGHTERS, MATCHES, CARTRIDGES, SMOKING/VAPING/DRUG PARAPHERNALIA • Possession/use	• Friday Night School • Suspension/Expulsion
RECKLESS DRIVING:	• Suspension of driving privileges • Suspension/Expulsion

PARKING VIOLATIONS: • No sticker displayed • Invalid Parking	• Driving privileges restricted • Vehicle towed away
THEFT/VANDALISM/Destruction of Property • Stealing, defacing, altering or damaging the school, its property, equipment or environment: Including Chromebooks • Stealing or taking another student or staff's personal items	• Police Involvement • Financial restitution • Suspension/Expulsion
FALSE ALARM OR BOMB THREAT:	• Suspension/Expulsion • Legal Consequences

Positive Self Discipline

Students who follow these six guidelines are almost always successful and happy.

Students are expected to:

- 1) Obey rules, respect public and private property and actively promote the general welfare of the school environment.
- 2) Maintain courteous relations with teachers, fellow students and other school personnel.
- 3) Always be prepared for every class, to begin work immediately and to work without disturbing others.
- 4) Establish and maintain an excellent attendance record by avoiding unnecessary absences or tardiness.
- 5) Strive to make the best of themselves while in school.
- 6) Follow instructions from any staff member promptly.

After School Consequences:

After School Detention (ASD)

Detention is assigned for minor offenses. When a detention is assigned the student needs to attend as assigned. Failure to attend detention will result in assignment to Friday Night School. Think Smart – don't turn a short teacher detention into a larger consequence. Detentions take priority over all other school related activities. (Athletic games or practices, clubs, field trips, etc.)

After School Detention takes Priority over all other school related activities.

Friday Night School (FNS)

Friday Night School is an alternative to suspension. When student behavior has not changed by the use of Friday Night School as a consequence, suspension will be assigned. It is the responsibility of the parent and the student to arrange travel for the student to be PROMPTLY picked up from Friday Night School at **5:30**. At the time of assignment to Friday Night School, parents will be called and the student will receive a reminder note on the day of the Friday Night School.

Friday Night School takes Priority over all other school related activities.

After School Detention and Friday Night School Rules:

- 1) Doors will open at 3:20p.m. Students must be in their seats by 3:30 p.m. No students will be admitted after 3:30 p.m. Dismissal will be at 4:30 p.m. for ASD and 5:30 p.m. for FNS and rides can be planned for at that time. Students leaving the program before the release time will receive no credit and must repeat or be assigned another consequence per administration.
- 2) Students are responsible for bringing at least two hours of schoolwork to Friday Night School. All materials needed for study, including books, chromebook, chargers, paper, pens, pencils, etc. will be provided by the student. Lockers are off limits.
- 3) Students are expected to be doing schoolwork.

- 4) Students must be awake and alert at all times.
- 5) Students will not be able to be on cell phones and may be asked to place them in a designated area.
- 6) Students are not permitted to talk, communicate with one another, or to eat or drink.
- 7) Students will be assigned seats and will move only with permission.
- 8) There will be one restroom break.

Student's getting kicked out or written up during Friday Night School for not following these rules will result in suspension.

Suspensions

In-School Suspension (ISS)

For an in-school suspension, the student will be in a designated area in the school building and will be given the opportunity to do classroom assignments, but they do NOT attend their classes. Parents will be called and/or e-mailed if their student has been given an in-school suspension. Full credit will be given for work completed in in-school suspension. If school should be canceled for any reason, the suspension dates will start/continue once school resumes. Students who serve an in-school suspension, cannot attend any school activities on the date of their suspension(s)..

Athletes: Any athlete assigned to in-school suspension is ineligible to practice or compete that day. Any athlete who violates this rule will be suspended from one additional athletic contest. An athlete will be penalized for each separate incident for which an in-school suspension is earned. (NOTE: When a student earns an in-school suspension, they will not be subject to the missing practice rules during their suspensions.)

Out of School Suspension (OSS)

If a student receives an out of school suspension, parents will be called and/or will receive an email of the suspension, and the parent will need to make **immediate** arrangements to pick the student up from school. If school should be canceled for any reason, the suspension dates will not start/continue until the school resumes session. Students will NOT earn credit for work completed during their suspension. Students who serve an out-of-school suspension, cannot attend any school activities on the date of their suspension(s).

Athletes: No athlete will participate in practice or competition on the day(s) that he/she has been suspended from school for that day or any part of that day. Upon return to school, the athlete will additionally be suspended for the next two athletic contests to run consecutively. An athlete will be penalized for each separate incident for which an out-of-school suspension is earned. (NOTE: When a student earns an out-of-school suspension, they will not be subject to the missing practice rules during their suspensions.)

Grounds for Suspension or Expulsion 20-33-8-14

The following are the grounds for student suspension or expulsion, subject to the procedural requirements of this chapter and as stated by school corporation rules:

- 1) Student misconduct.
- 2) Substantial disobedience.

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

- 1) on school grounds immediately before or during school hours, or immediately after school hours, or at any other time when the school is being used by a school group;
- 2) off school grounds at a school activity, function, or event; or
- 3) traveling to or from school or a school activity, function, or event.

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

- 1) Using violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or other conduct constituting an interference with school purposes, or urging other students to engage in such conduct. The following enumeration is only illustrative and not limited to the type of conduct prohibited by this rule:
 - a) Occupying any school building, school grounds, or part thereof with the intent to deprive others of its use.
 - b) Blocking the entrance or exits of any school building or corridor or room therein with the intent to deprive others of lawful access to or from, or use of the building, corridor, or room.
 - c) Setting fire to or damaging any school building or property.
 - d) Prevention of or attempting to prevent by physical act the convening or continued 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 educational function.
- 2) Engaging in any kind of aggressive behavior, or attempted aggressive behavior, that does physical or psychological harm to another person or urging other students to engage in such conduct. Prohibited conduct includes physical aggression), coercion, harassment, bullying, hazing, or other comparable conduct.
- 3) Engaging in violence and/or threat of violence against any student, staff member, and/or other persons. Prohibited violent or threatening conduct includes threatening, planning, or conspiring with others to engage in a violent activity.
- 4) Causing or attempting to cause damage to school property, stealing or attempting to steal school property.
- 5) Causing or attempting to cause damage to private property, stealing or attempting to steal private property.
- 6) Causing or attempting to cause physical injury or behaving in such a way as could reasonably cause physical injury to any person. Self-defense or reasonable action undertaken on the reasonable belief that it was necessary to protect some other person does not constitute a violation of this rule.
- 7) Threatening or intimidating any person for any purpose, including obtaining money or anything of value from the student.
- 8) 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.
- 9) Possessing, handling, or transmitting a knife or any object that can reasonably be considered a weapon, or looks like a weapon.
- 10) Possessing, using, transmitting or being affected by any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, or intoxicant of any kind. Also prohibited is the consumption of any of the stated substances immediately before a drug authorized by a medical prescription from a physician
 - a) Exception to Rule 10: a student with a chronic disease or medical condition may possess and self-administer prescribed medication for the disease or condition if the student's parent has filed annually and must include the following information:
 - i) Physician's statement that the student has an acute or chronic disease or medical condition for which medication has been prescribed.
 - ii) The nature of the disease or medical condition requires emergency administration or the prescribed medication.
 - iii) The student has been instructed in how to self-administer the prescribed medication.
 - iv) The student is authorized to possess and self – administer the prescribed medication.
- 11) Possessing, using, or transmitting any substances 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.

- 12) 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.
- 13) Engaging in the selling of a controlled substance or engaging in a criminal law violation that constitutes a danger to other persons or constitutes an interference with school purposes or an educational function.
- 14) 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 any educational function.
- 15) Falsely accusing any person of sexual harassment, or of violating a school rule, and/or a state or federal law.
- 16) Engaging in any activity forbidden by the laws of Indiana that constitutes an interference with school purposes or an educational function. Aiding, assisting, or conspiring with another person to violate these student conduct rules or state or federal law. 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; engaging in sexual harassment of a student or staff member;
 - b) Disobedience of administrative authority;
 - c) Willful absence or tardiness of students; a
 - d) Engaging in speech or conduct, including clothing, jewelry or hair style, which is profane, indecent, lewd, vulgar, or offensive to school purposes; engaging in speech or conduct, including clothing, jewelry or hair style, that is profane, indecent, lewd, vulgar, or refers to drugs, tobacco, alcohol, sex, or illegal activity, or is plainly offensive to school purposes;
 - e) Failing to tell the truth about any matter under investigation by school personnel; violation of the school's corporation's acceptable use of technology policy or rules;
 - f) Possessing or using a laser pointer or similar device;
 - g) Accumulating three or more periods of unexcused absences in any class during one semester
 - h) Violation of the school corporation's administration of medication policy or rules.
- 17) Possessing or using on school grounds during instructional hours (8:15 - 3:20) a cell phone, smartwatch, smart glasses (Meta or similar) an electronic paging device or a handheld portable telephone in a situation not related to a school purpose or educational function.
- 18) Possessing, using, distributing, purchasing, or selling tobacco products of any kind, or in any form.
- 19) Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, and wrongfully obtaining test copies or scores.
- 20) Threatening (whether specific or general in nature) injury to persons or damage to property, regardless of whether there is a present ability to commit the act.
- 21) Offering to sell or agreeing to purchase a controlled substance or alcoholic beverages.
- 22) Failing to completely and truthfully respond to questions from a staff member regarding school 0-related matters including potential violations of the student conduct rules or state or federal law.
- 23) Taking or displaying pictures (digital or otherwise) without the consent of the student or staff member in a situation not related to school purpose or education function.
- 24) Engaging in pranks that could result in harm to another person.
- 25) Use or possession of gunpowder, ammunition, or an inflammable substance.
- 26) Any student conduct rule the school building principal establishes and gives publication of it to all students and parents in the principal's school building.

Expulsion

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 will appoint an Expulsion Examiner.
- 2) The Expulsion Examiner will send a certified notice to the parents and the student, for a "Request to Appear" at the expulsion meeting. The letter will contain the reason(s) for the expulsion and the date, time, place, and purpose of the meeting. The parent and student will have seven days from the postmark to contact the Expulsion Examiner to request a hearing.
- 3) The superintendent (or designee) will conduct an expulsion meeting with the student, student's parents, and building administrator present. Failure by the student or a student's parent 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.
- 4) At the expulsion meeting, the principal (or designee) will present evidence to support the charge(s) against the student. The student or parent will have the opportunity to answer the charge(s) against the student. The student or parent will have the opportunity to answer the charge(s) against the student and the present evidence to support the student's position.
- 5) At the conclusion of the expulsion meeting will summarize 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 parents.

Right to Appeal

The student or parent has the right to appeal an expulsion decision to the County Court within 10 days of the receipt of notice of the action taken.