LAWRENCE NORTH
HIGH SCHOOL
“Nationally Recognized for Excellence”

STUDENT HANDBOOK 2015-2016

Metropolitan School District of Lawrence Township

7802 N. Hague Road
Indianapolis, Indiana 46256
Main Office: 964-7700
Attendance Line: 964-7705
Guidance Office: 964-7792
Athletic Office: 964-7711
FAX: 576-6406

MSDLT Enrollments/Welcome Center 423-8209
MSDLT Transportation 423-8400

Attendance and web grades can be accessed by logging on to www.ltschools.org.

Vision
“Achieving Excellence, Building Character, Serving Others”

Property of: ____________________________________________
Address: ______________________________________________
Phone #: _______________________________________________

In case of emergency, please notify:
Name: ________________________ Phone #: ________________
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The mission of the Metropolitan School District of Lawrence Township is to empower all students with the knowledge, skills, compassion, and integrity needed to contribute and succeed as self-directed, life-long learners in a competitive global community.

I. General Information

MSDLT BOARD OF EDUCATION

Carol Helmus
Wendy Muston
Reginald McGregor
Matt Brown
Richard Freije

President
Vice President
Secretary
Member
Member

ADMINISTRATIVE STAFF

LECC

Dr. Shawn Smith
Dr. Steven Goeglein
Dr. Kathleen Rieke
Michael Shreves
Tim Harshbarger
Dana Altemeyer
Shawn Bush
William Dreibelbis
Troy Knoderer
Superintendent of Schools
Assistant Superintendent of Schools
Chief Financial Officer (CFO)
Exec. Dir. Human Resources
Coordinator of Communications
Director of Student Services
Director of the Office of Exceptional Learners
Director of Curriculum and Instruction

Brett Crousore
Tracey Means
Franklyn Bush
Jason Floyd
Ruben DeLuna
Shelia Allen
Connie Sivertson
Michael Penrose
Jim Zeller
Principal
Associate Principal
Freshman School Principal
Assistant Principal
Assistant Principal
Director of Guidance, Grades 9-10
Director of Guidance, Grades 11-12
Athletic Director
Assistant Athletic Director

FACULTY 2015-2016

ALTERNATIVE EDUCATION

Howard Savage

**Sivertson, Connie
Virginia Hernandez

ENGLISH

Alpers, Tricia
Armstrong-Yarbrough, Armstrong
Bergsieker, Sara
Bigler, Sarah
Britton, Kelly
Brown, Stephanie
Campbell, Stephanie

Hamann, Wendy
Hattabaugh, Angela

Hernandez, Sylvania
Hernandez-Tragesser, Vivian

Comstock, Karen
Downs, Rebecca
Embry, Stacy

Masur, Elizabeth
Morris, Jessica
**Williams, Ayanna

Counseling

**Allen, Sheila
Bordner, Kari
Bush, Elaine
Cangany, Brad

Bordner, Kari
Bush, Elaine
Cangany, Brad
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<td>Halligan, Karen</td>
<td>Couch, Rachel</td>
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<td>Haywood, Amanda</td>
<td>**Diercks, John</td>
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<td>Huff, Becky</td>
<td>Green, Kyle</td>
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<td>Kolb, Jennifer</td>
<td>Leonhardt, Larry</td>
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<td>**Lauri, Elizabeth</td>
<td>McGarrell, Corey</td>
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<td>McCord, Donna</td>
<td>Morgan, Ben</td>
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<td>McNamay, Wendy</td>
<td>Shetter, Eric</td>
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<td>Michael, Missy</td>
<td>Shetter, Kim</td>
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<td>**Schoff, Dianne</td>
<td>Sorrell, Brandon</td>
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<td>Stuteville, Deborah</td>
<td>Vest, Jeff</td>
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<td>Swadener, James</td>
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<td>Tonya Fisher</td>
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<td>Giffin, Chris</td>
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<td>**Morton, Dave</td>
<td>Gumbel, Jeanette</td>
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<td>**Church, Rob</td>
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<td>Clark, Angie</td>
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<td>Gentry, Dawn</td>
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<td>Mallory, Patrick</td>
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<td>Winzenread, Richard</td>
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<td>Zeller, Jim</td>
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<td>Baxter, Anna</td>
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<td>Davis, Tonya</td>
<td>Desrochers, Andree</td>
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<td>Deardorff, Charles</td>
<td>Grossling, Mary</td>
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<td>Ferry, Tom</td>
<td>Nieves, Margarita</td>
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<td>Hogue, Brittany</td>
<td>Nunez, Liliana</td>
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<td>Knapp, Erin</td>
<td>**Ploch, Kelly</td>
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<td>Logan, Aaron</td>
<td>Klopfenstein, Heather</td>
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<td>Miller, Sally</td>
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<td>Moss, Lacey</td>
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<td>Seltzer, Brian</td>
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<td>Tankersley, Patrick</td>
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<td>**White, Brian</td>
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<td>Wilson, Marcus</td>
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II. WELCOME TO LAWRENCE NORTH HIGH SCHOOL

LN PURPOSE STATEMENT
The purpose of Lawrence North High School is to prepare students to be college and career ready upon graduation.

WILDCAT FIGHT SONG
Mighty Wildcats proud are we
Loyal and true to you we'll ever be
Fighting onward and ever forward
For the red and green.
On you Wildcats win for North
Together we will be
We will fight with all our might
We will win this game tonight
As we fight for victory.

EDUCATIONAL PHILOSOPHY
We adhere to our legal mandate to offer free, public secondary education in order to assist individuals to achieve self-fulfillment and to improve society. To prepare students for a variety of opportunities after high school, we provide programs that encourage intellectual, social, physical and career development. We assist parents in helping students develop respect for themselves and others so they may live and work cooperatively in society. We attempt to meet each student at his/her level of development and achievement and strive to raise it. Ultimately, our function is to establish a program of education that will enable each individual to develop his/her abilities so that he/she may live a maximally satisfying life and contribute significantly as a citizen of his/her environment.

MSDLT CORE VALUES
What We Believe:
● People are responsible for their choices.
● An environment of high expectations results in higher achievement.
● Great communities are built on mutual respect and dignity for all people.
● Integrity is essential to creating and sustaining positive relationships.
● Embracing diversity contributes to the strength of a community.
● The pursuit of learning as a life-long endeavor is essential to individual and organizational success.
● Cooperation, collaboration, and communication are essential to success.

SCHOOL COLORS AND NICKNAME
The school colors of Lawrence North High School are forest green and red. Lawrence North athletic teams are known as the “Wildcats.”

THE SCHOOL AND THE COMMUNITY
The Metropolitan School District of Lawrence Township currently serves over 16,000 students with over 1,000 certified staff. The school district includes five Early Learning Centers, eleven elementary schools, two middle schools, two high schools, and the McKenzie Center for Innovation and Technology. Lawrence North High School opened its doors in the fall of 1976. The current enrollment of Lawrence North High School is approximately 2,500 students. The faculty consists of approximately 110 certified staff.
III. STUDENT SERVICES

SECTION 504 OF THE REHABILITATION ACT OF 1973

The Metropolitan School District of Lawrence Township, under Section 504 of the Rehabilitation Act of 1973, does not discriminate on the basis of disability in admission to its programs, services, or activities, in access to them, in treatment of individuals with disabilities, or in any aspect of their operations. Lawrence North has the obligation to identify, evaluate, and if the student is determined to be eligible under Section 504, to afford access to appropriate educational services. If the parent or guardian disagrees with the determination made by the professional staff of the school district, he/she has the right to a hearing. If there are questions, please feel free to contact the school principal.

WEBGRADES

Teachers will post student's progress on a secure on-line grade book program that can be accessed by students and parents via LTOnline, the township's student/parent resource portal. Parents will need to acquire a logon and password in order to see your student's grades. Parents need one logon and password to view all of their children's grades even if they have students in multiple township schools. Students will be issued their own logon and password during the first week of school.

If you do NOT already have a parent username and password to LTOnline:

1. Go to (https://lawrencenorth.ltschools.org)
2. On the right hand side under "LT ONLINE" Click on the link that reads: "PARENTS: Click here to sign up for a username and password to get grades, student information and news."
3. Fill out the on-line form. Your username and password will be mailed to your home. NOTE: The turn around time for parent usernames and passwords is approximately 2 weeks.

Lost/forgotten username or password?

1. Go to (https://lawrencenorth.itschools.org)
2. On the right hand side under “LT ONLINE” Click on the link that reads: “Forgot your username or password” and fill out page and “Submit”.

NOTE: The turn around time for parent usernames and passwords is approximately 2 weeks.

To access your students’ grades:

1. Go to “LTONLINE” (https://lawrencenorth.itschools.org) and login using the password you obtained from our Technology Department.
2. Click on the link on the left-hand side of the screen that says: View Student Information. You will have to log in again, using the same username and password.
3. After logging into the Skyward Family Access component of the website, click on the Grading link on the left-hand side of the screen.

MY ACHIEVEMENT CENTER “MAC”
The “My Achievement Center” is a tutor room sponsored by the Lawrence Township Foundation. The room is open for ALL students in all subject areas. There is a school coordinator and generally two other tutors available throughout the school day and selected days after school. Students use the “MAC” during the study hall period.

ALTERNATIVE LEARNING CENTER
The Alternative Learning Center (ALC) provides Lawrence North students who have lost credits due to academic adversity, an opportunity to recover credits and move toward meeting the requirements for graduation.

“AVID” ADVANCEMENT VIA INDIVIDUAL DETERMINATION
AVID is a program that a student begins in middle school after he/she is identified as a young person who has the test scores to show that he/she should be having greater success in the classroom. Generally these students have an average G.P.A. of 2.3-2.8/4.0. Some students are not identified in middle school and should be referred to the grade level administrator if the teacher believes he/she falls into this category. It is the belief system of the AVID facilitators that these students will be enrolled in at least one Advanced Placement course by his/her junior year of high school.

BOOKSTORE / LOST AND FOUND
The Lawrence North Bookstore is open 8:30 am—2:00 pm each school day and sells uniforms, school supplies, and distributes Chrome Book/Textbook/Workbook. Lost and found is also located in the Bookstore. Main textbook distribution/return takes place at the Bookstore Annex, Room 151 (before school starts, semester breaks, and the end of the school year).

STUDENT ACCESS TO SCHOOL PROPERTY-RESTRICTIONS
At the end of the school day students must leave the building by 4:00 p.m. unless under the direct supervision of a staff member. Students should arrange transportation from the building immediately after an activity concludes. Unsupervised students remaining in the building will be subject to disciplinary action. Students are encouraged to utilize school resources, and participate in activities and programs made available to them on school property. However, the protection of our students, staff, visitors and property is of paramount importance. Students and staff must also be guaranteed a harassment-free educational and work environment. School administrators may take reasonable and non-discriminatory measures to restrict student access to school property and access to other students and staff. During normal school hours, only students who are in good standing and currently enrolled may access school property through all authorized points of entry. All other students must enter through the main administrative entrance to the building and check in with office personnel. After normal school hours of operation, only students who have a legitimate school business purpose; or are engaged in a school sanctioned or sponsored event under adult supervision or under adult sponsorship; or attending an event, performance, or exhibition open to the public; will be considered to have
legitimate access to the school. Any other student or visitor may be considered to be criminally trespassing on school property. Students who are expelled, suspended, or otherwise under school disciplinary action may be prohibited from accessing school property during the time period covered by the disciplinary action. The student may be prohibited from attending athletic events, dances, and school/club events, including those events held off school property. Students who have been reassigned temporarily to another school, program or academic endeavor will not be permitted normal student access to their home school without permission. Students who have legitimate school access but engage in disruptive behavior may be asked to leave school property. Refusal by that student to leave school property may result in the arrest of that student for criminal trespass. Students, found in areas of school property that are generally closed to students; and/or areas where access has restrictions applicable to students or to the public, are subject to disciplinary consequences and/or arrest. The school may enforce these restrictions regarding access, relying upon and through the execution of the criminal trespass statute under Indiana Code 35-43-2-2.

DISTRIBUTION / POSTING OF MATERIALS
All posted advertisements, notices, and fliers must be placed in a designated area and have a stamp of approval in the lower right hand corner. All others will be removed. Students may not distribute material which is libelous, invades the privacy of others, is obscene, pornographic, indecent, and vulgar, causes disruption of the orderly operation of the school or school activities, advertises products or services not permitted for use by minors under the law. Students shall distribute materials that are approved by the principal in an orderly manner. Students shall be responsible for cleaning up any materials thrown on the floors or grounds of the school and take down material that is outdated.

LIBRARY / MEDIA CENTER
Monday–Friday, 8:30–4:00 p.m.

STUDENTS VISITING THE LIBRARY/MEDIA CENTER
Students may use the library resources during instructional time with proper permission. To visit the Library/Media Center during a study hall, students must obtain a library pass from one of the library staff members. Students may check out up to 10 items at any time. Materials are due back as follows: Videos – 2 days; Magazines - 1 wk; Reference – overnight; Books – 3 wks. Accounts with overdue books are fined $0.05 per day. Food and drink are not permitted in the Library/Media Center.

Use of Electronic Resources in the Library/Media Center
Students must abide by the guidelines established in the District-Provided Access to Information Systems, Services and Networks at all times. They may use computers on any library visit if one is available. To use a computer during a study hall session, students must reserve one when they are issued a pass from library staff, prior to that session. Any printouts generated by students from the Internet or online databases must be for school use only. Students are responsible for the computer while using it and should report any technical or equipment problems to Library personnel.

LOCKERS
Each student will be issued a locker and combination at the beginning of the school year. Lockers are school property and are to be treated as such. DO NOT REVEAL YOUR LOCKER COMBINATION TO ANYONE. Any theft should be reported to the office and a theft report should be filed. If your locker fails to lock, report it immediately. Administrative staff or his/her designee may search lockers if there is reason to believe it contains inappropriate or illegal items.

LUNCHROOM GUIDELINES / VENDING MACHINES
Our student cafeteria is an area of the building used for many purposes and by many groups of people both in and out of our school community. Students at LN are expected to keep the cafeteria clean and orderly. Food purchased in the cafeteria must be eaten in the cafeteria or a designated area. Lunches from home are acceptable. Students are expected to:

• not take purchased food out of the cafeteria
• clear tables and return trays
• not sit on the tables
• remain in the cafeteria or commons area until the assigned lunch period is over

Vending machines are in operation before school, during lunch periods, and after school only. Vending usage will be at your own risk. Lawrence North High School will not refund lost currency.
PARKING PERMITS
All students driving to school must have a valid parking permit. Students who are juniors or seniors may get a new permit or renew the previous permit before school starts, as long as the student's fees/fines are paid in full. Sophomores, in good standing, may obtain a parking permit. All valid permits need to be purchased and displayed by September 1st. Cars without valid parking permits will receive a ticket and be charged a $25.00 fine.

STUDENT ID'S
Students will be issued school I.D. cards and must be on their person while in school. Failure to produce a valid School ID when requested by a faculty or staff member or administrator will result in progressive discipline. Students are required to carry I.D.'s while on campus and will be required to show ID for things such as: check-in, check out, purchasing lunch, MAC pass, dances (school functions), hall pass, checking out materials from the library, riding a shuttle bus, and leaving the building early.

STUDENT MESSAGES / DELIVERIES
Only emergency messages from parents to students will be delivered. Items dropped off for students will only be delivered to the classroom if they are needed for the particular class in session. Students will be called down during passing periods to receive all other items and will be given to the student after proper ID has been presented. Please note: items of value (cash, ID, wallets, purses) are never delivered to the classroom—they must be picked up in the Main Office) Items such as flowers, balloons, gifts, cards, etc. that are delivered for distribution to students should be brought to the Main Office, for delivery at the end of the day. Latex balloons are NOT permitted in MSDLT schools. This includes any school-related event and any community-based events held at the school. This action is necessary due to the number of students, staff, parents, and visitors who have a latex allergy. Mylar balloons are an acceptable alternative.

WORK PERMITS
Work permits for students age 14-17 are obtained through the receptionist at the front office. Below are the steps taken to secure a work permit: Obtain an “Intent to Employ” form at school or from the prospective employer. Complete the “Intent to Employ” form. Note: This must be signed by the student, prospective employer, and the parent; include date of birth, state of birth, and age. Return the completed “Intent to Employ” form to the receptionist before school starts on any given day. It will be processed and the work permit will be ready the next day, after grades and attendance have been checked. Note: According to state law, the student must personally sign his/her work permit in the presence of the issuing officer. Only the student may pick up his/her permit and not a friend or parent. The student must have at least a 2.00 cumulative GPA to hold a work permit.

IV. SCHOOL SAFETY

LN CONFIDENTIAL HOTLINE
964-7777
The LN Confidential Hotline is a phone number that students and parents can use to inform the administration of Lawrence North about emergency situations that could jeopardize the safety of Lawrence North students. The LN Confidential Hotline is accessible 24 hours a day 7 days a week and all callers will remain anonymous.

ACCIDENTS
Every accident in the school building, on school grounds, at athletic practices, or at any school-sponsored event must be reported immediately to school personnel. An Incident Report must be filed with the school nurse.

FIRE, TORNADO AND CODE BLUE DRILLS
Fire and tornado drills are conducted for the students’ protection. When the fire alarm sounds, all students are to evacuate the building in a quiet and orderly manner; evacuation routes and procedures are posted in each room and must be followed.
PARKING AND DRIVING CONDUCT

Driving to school is a privilege, not a right. Each student who wishes to drive to school must:

- Have a valid driver’s license, car registration, and current insurance.
- Have a valid LN parking permit. (Forms are available in the athletic office.)
- Display permit properly by hanging the tag from the rearview mirror.
- Have all school fees and fines paid.
- Park in the student parking (west) lot only.

Violators may be towed at owner’s expense.

Driving privileges may be revoked for multiple violations, reckless driving citations, speeding, and excessive first period tardies. Tardies to school due to car-related problems are not excused.

A student’s car may be searched if there is reasonable suspicion of inappropriate behavior or suspicion of illegal items.

SPEED LIMIT ON LNHS PROPERTY IS 10 MPH*

SCHOOL BUSES

Safety and welfare of all students are matters of great concern to all of us. The following guides to good conduct are listed for your information:

- The behavior expected of students when riding school busses will be the same as expected in a classroom.
- Students must obey the bus driver at all times.
- Eating and drinking are not permitted.
- Keep head, hands and feet inside the bus.
- No "roughhousing," pushing, fighting or throwing things.
- The bus driver is authorized to assign seats.
- Students must be at the bus stop on time.
- MSDLT Guidelines: Students are permitted to ride their assigned bus.

Failure to follow the above rules or failure to follow the instructions given by a bus driver may result in the loss of bus riding privileges.

STUDENTS DRIVING BETWEEN LN, LC AND MCIT

Students who elect to provide their own transportation for shuttling between LN, LC and MCIT are expected to have an LN and MCIT parking permit. Students may leave the building only at the proper time and drive directly from one school to the other. Parent permission forms for driving to MCIT are available at the MCIT Main Office.

Driving privileges can be revoked if driving violations occur.

TECHNOLOGY ACCEPTABLE USE GUIDELINES

The MSDLT provides technology to facilitate communications in support of research and education. To remain eligible to use these resources, users must be in support of and act consistently with the educational objectives of the MSDLT. The use of technology is a privilege, not a right, and is subject to regulation, denial and discipline for misuse. LNHS reserves the right to require every student to sign an acceptable use policy.

In making decisions regarding all user access to technology, the MSDLT considers its own stated educational mission, goals and objectives. Information research skills are now fundamental to preparations of citizens and future employees. Access to technology enables users to explore vast resources while exchanging messages with people around the world. The MSDLT expects that faculty will blend thoughtful use of technology throughout the curriculum and will provide guidance and instruction to students in its use. While students will be able to move beyond those resources to others that have not been viewed by staff, they shall be provided with guidelines and/or lists of resources particularly suited to learning objectives.

For the sake of clarification, "technology" or "technical resources" includes, but is not limited to, computers and computer systems, public and private networks (such as the internet, long-distance networks, cable networks, etc.), voicemail, e-mail, telephone systems, copiers, fax machines, audio-visual systems, or such similar equipment as may become available. For the purposes of this policy, "users" includes students, staff and others using the MSDLT technologies. "Harmful manner," as used in this policy, means matter that lacks serious literary, artistic, political or scientific value for minors and which, taken as a whole (a) depicts or describes sexual conduct in a patently offensive way; or (b) appeals to the prurient interest as determined by the average person applying contemporary statewide standards.

The users of technology agree that if they use the technology through District access, the user waives any right
to privacy they may have for such use. The user agrees that the District may monitor the user of technology and may also examine all system activities the user participates in, including but not limited to, e-mail, voice and video transmissions, to ensure proper use of the system. Users have no right of privacy as to any information or file created, maintained, transmitted or stored in or on MSDLT property or through MSDLT technical resources.

The District will make good faith efforts to protect children from improper or harmful matter that may be on the Internet. At the same time, the students and parents recognize that the District makes no guarantees about preventing improper access to such materials on the part of the student. Outside of school, families bear responsibility for providing appropriate guidance for the use of technology and are responsible for setting and conveying the standards that their children should follow when using media and information sources. Families should be aware that some material accessible via the Internet may be in whole or in part illegal, defamatory, inaccurate, or potentially offensive to some people. In addition, it is possible to purchase certain goods and services via the Internet that could result in unwanted financial obligations for which a student's parent or guardian would be liable.

Students utilizing District-provided technology must first have the permission of and must be supervised by the MSDLT professional staff or their designee. Students utilizing school provided technology are responsible for good behavior in utilizing that technology just as they are in a classroom or other area of the school. The same general rules for behavior and communications apply. Students shall not respond to unsolicited online contact nor shall they provide personal information (such as name, address, telephone number) to any unknown source. Students may be provided with the opportunity to have an MSDLT email account to be used for educational purposes. Students email addresses will not be made available to the public.

The MSDLT makes no warranties of any kind, either expressed or implied, for the technology access it is providing. The District will not be responsible for any damages users suffer, including but not limited to, loss of data resulting from delays or interruptions in services. The District will not be responsible for the accuracy, nature or quality of information stored on district diskettes, hard drives, or servers; nor for the accuracy, nature or quality of information gathered through district-provided technology access. The District will not be responsible for personal property used to access district computers or networks. The district will not be responsible for unauthorized financial obligations resulting from District-provided access to the Internet.

**Misuse of the District's access to technology includes, but is not limited to,**

the following:

- Using the district's access to the internet for other than educational purposes
- Gaining intentional access or maintaining access to materials which are obscene, pornographic or whose dominant appeal is sexual arousal
- Downloading lyrics, images, games, music, copying music for non-educational purposes.
- Using the internet for any illegal activity, including gambling, computer hacking and copyright, plagiarism or intellectual property law violations
- Accessing "chat rooms/instant messaging services" unless authorized by the instructor for a class activity directly supervised by a staff member;
- Using abusive or profane language in private messages on the system or using the system to harass, insult or verbally attack others;
- Posting anonymous messages on the system
- Electronic Forbery
- Using encryption software
- Using limited resources provided by the school including wasting paper
- Causing congestion of the network through lengthy downloads of files such as non-educational games and music or by engaging in idle activities
- Obtaining or sending information which could be used to make destructive devices such as guns, weapons, bombs, explosives or fireworks
- Gaining unauthorized access to resources or files identifying oneself with another person's name or password or using an account or password of another user without proper authorization;
- Using technology for financial/commercial gain without District permission
- Theft or vandalism of data, equipment or intellectual property
- Invading the privacy of individuals;
- Attempting to gain access/gaining access to student records, grades or files
Introducing a virus to, or otherwise improperly tampering with the system
- Degrading or disrupting equipment or system performance
- Creating a web page or associating a web page with the school or school district without proper authorization
- Providing access to the District network to unauthorized individuals failing to obey school or classroom technology use rules

Taking part in any activity related to technology use which creates a reasonable basis to believe that the use will cause a substantial disruption or material interference with the District’s activities or the orderly operation of the district or any of its schools.

Despite any disclaimers included, the information published electronically (sometimes called a “posting”) is a reflection on MSDLT. Any use of MSDLT web servers must be for school related purposes and be in accordance with the MSDLT Acceptable Use Policy and Web Publishing Guidelines.

Network storage areas may be treated like school lockers and desks. Users should not expect that files stored on district servers will always be private or will be stored there indefinitely.

Any violation of District policy and rules may result in loss of District-provided access to the technology. Additional disciplinary action may be determined at the building level in keeping with existing procedures and practices. When and where applicable, law enforcement agencies may be involved.

Students enrolled in Grades 6-12 in MSDLT schools will be permitted to use the technology resources of MSDLT, including MSDLT Internet access, unless the student’s parent advises the student’s school, in writing, that the student is not permitted such use.

Student Internet activities will be monitored by the school corporation, ensuring that students are not accessing inappropriate sites. While our intent is to make Internet access available to further educational goals and objectives, students may find ways to access inappropriate material as well. The school corporation has filtering devices and software that block access to visual depictions that are obscene, pornographic, inappropriate for students, or harmful to minors. We believe that the benefits to students outweigh the disadvantages. Ultimately, parents and guardians are responsible for setting and conveying the standards their children should follow when using media and information sources.

The occasion may arise where a student’s name, picture or work may be published on the MSDLT website. Parents of students in grades 6-12 who do not want their child’s name, picture or work online should notify their child’s school in writing. Parents of students in grades K-5 will be asked to sign a permission form giving the school permission.

VISITOR’S POLICY

School visitation by students other than those enrolled in the school cannot be facilitated between the hours of 8:50 a.m. and 3:40 p.m. Students are not to bring members of their family to school. All visitors must enter the building through Entrance #1 and register in the Main Office.

WEATHER-RELATED SCHOOL CLOSINGS

In case of school closings due to severe weather, the official announcement may be heard over local radio and TV stations. Do not call the school, LECC, or individual school employees. Listen to WIBC 1070 AM, WENS 97.1, or WTHR Channel 13. Information is also available on the district website at: www.ltschools.org

V. School Regulations

ATTENDANCE

TO REPORT AN ABSENCE: 964-7705

A student's attendance is essential to learning - learning that includes not only factual subject matter, but also attendance habits, work habits, and attitudes. Reading the material and performing satisfactorily on tests does not compensate for the loss of insight gained during class discussion, explanation, or supervised drill.

Furthermore, every student contributes to every student’s learning; therefore, a student who is absent adversely affects a student who is present. Students missing more than 8 class periods may jeopardize their ability to earn credit in class and receive a W/F for the class.

The student, parent or legal guardian, and the school must cooperate to achieve the school's philosophy of education where school attendance is concerned; however, students must be encouraged to exercise self-discipline within the framework of the stated policy. The framework itself must be flexible enough for
educationally sound exceptions.

Each student and parent or guardian is expected to take school attendance seriously. To report each day of an absence and/or a tardy, call the ATTENDANCE LINE 964-7705, available 24 hours daily. When leaving a message, please give the following:

- Your name, phone number, and relationship to student (must be the legal guardian)
- Student’s name, spell student’s name (first and last)
- Dates and reasons for absence
- If calling for an appointment or early release, state type of appointment and release time.
- Please speak loudly so the machine will not cut you off.

SCHOOL TIME SCHEDULE
The school day at Lawrence North High School begins at 8:50 a.m. and ends at 3:40 p.m. The bell schedule most frequently used is as follows:

<table>
<thead>
<tr>
<th>GREEN DAY</th>
<th>RED DAY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Blocks 1</td>
<td>5</td>
</tr>
<tr>
<td>8:50 – 10:21</td>
<td>8:50 – 10:21</td>
</tr>
<tr>
<td>Block 2</td>
<td>6</td>
</tr>
<tr>
<td>10:28 – 11:54</td>
<td>10:28 – 11:54</td>
</tr>
<tr>
<td>Block 3</td>
<td>7</td>
</tr>
<tr>
<td>12:01 – 12:07</td>
<td>12:01 – 12:07</td>
</tr>
<tr>
<td>A Lunch</td>
<td>A Lunch</td>
</tr>
<tr>
<td>12:01 – 12:31</td>
<td>12:01 – 12:31</td>
</tr>
<tr>
<td>B Lunch</td>
<td>B Lunch</td>
</tr>
<tr>
<td>12:33 – 1:03</td>
<td>12:33 – 1:03</td>
</tr>
<tr>
<td>C Lunch</td>
<td>C Lunch</td>
</tr>
<tr>
<td>1:05 – 1:35</td>
<td>1:05 – 1:35</td>
</tr>
<tr>
<td>D Lunch</td>
<td>D Lunch</td>
</tr>
<tr>
<td>1:37 – 2:07</td>
<td>1:37 – 2:07</td>
</tr>
<tr>
<td>4</td>
<td>8</td>
</tr>
<tr>
<td>2:14 – 3:40</td>
<td>2:14 – 3:40</td>
</tr>
</tbody>
</table>

2 HOUR DELAY BELL SCHEDULE
The 2-hour delay bell schedule will be communicated as necessary.

LAWRENCE NORTH ATTENDANCE POLICY & PROCEDURES

School Arrival
All students arriving late to school or returning from an appointment during the school day are to check in at the Student Services’ office. Students missing more than half of the class period will be considered absent. Students are to report immediately to class after signing in and receiving a hall pass to class. Any delay to class more than (10) minutes may make the student subject to disciplinary action by the classroom teacher or grade level Administrator.

Exempt Absences
Lawrence North recognizes that there are times when students need to be absent from school to participate in activities and events outside of school. Students are permitted “8” absences per class whether excused/unexcused each semester. These absences exclude exempt absences identified by state law (Indiana Code 20-8.1-3-1) and recognized by school board policy listed below:

CATEGORY A
Service as an Indiana General Assembly Page
Service on local Election Board during date of local primary elections
Jury duty
Court subpoena
Active military duty
Indiana National Guard ordered active duty (no more than 10 days)
Participation in the project exhibition in the Indiana State Fair

CATEGORY B
The following student absences are recognized by the school, but are **NOT** deemed as the student being present, but may be considered excused.

- Job Shadowing
- Immediate family funerals
- College Visitations
- Driver’s license exam
- Illness or injury*
- Medical and dental appointments*
- Religious observances
- School initiated absences (School Board policy, Section "A": Excused Absences #1)
- Pre-arranged absences for vacation**

**IMPORTANT!!!**
All absences bulleted in Category A and B are to be pre-arranged absences (see School Board Policy Section "A/C": Expectations RE: Student Absences and Tardies) where the parent has informed the attendance office by **12 noon of the school day prior to the absence.** Emergency student illness or injury requiring immediate medical or dental attention is to be reported to the attendance office by **8 AM of the day of absence.** All student vacations **require a (5) day notice prior to student absence.** Upon return from the above absences, the student is to provide documentation to verify the absence, unless it is a student vacation. **Not all pre-arranged absences will be excused.**

All other absences from school fall under the "8" day absence limit, i.e., vacations, job shadowing, college visitations, doctor appointments, religious observance and funerals, etc.

In cases of student illness, if student illness persists past the "8" day absence limit then medical documentation must be provided for any illness that goes beyond the allotted days.

**It is the students’ responsibility to appropriately manage their days. If the student goes over the “8” day absence limit then the student may be W/F from the class and placed within a study hall or offered a credit recovery course.**

CATEGORY C
The school recognizes the absences in this category as exempt to the (8) day limit.

- Student assignment to the ISS (In School Suspension)
- Out of School Suspension
- Incarceration
- Doctor’s order for home stay

**IMPORTANT!!!**
All unexcused absences which are not verified by a parent **within two school days** become documented as truant. Only calls from the student's listed parent or guardian will be considered valid to excuse students from school, unless the student is legally emancipated and documentation has been provided to the school.

**ATTENDANCE CODES AND DEFINITIONS**
The following codes are to assist you in translating Lawrence North’s attendance codes:

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>U-AB</td>
<td>Unexcused Absence</td>
</tr>
<tr>
<td>U/T-AP</td>
<td>Unexcused or Tardy Appt. Without Verification</td>
</tr>
<tr>
<td>U-PU</td>
<td>Absent Without a Prearranged Excuse</td>
</tr>
<tr>
<td>E-PE</td>
<td>Absent with a Prearranged Excuse</td>
</tr>
<tr>
<td>T-TU</td>
<td>Unexcused Tardy to School or Class</td>
</tr>
<tr>
<td>U-CC</td>
<td>Unexcused Class Cut</td>
</tr>
<tr>
<td>U-NC</td>
<td>Unexcused No Parent Call</td>
</tr>
</tbody>
</table>
Absent
This refers to situations where the student is somewhere in the school without authorization, does not attend class as expected, or leaves the school without authorization, or willfully fails to attend school without the parent or guardian’s knowledge. Students are not allowed to leave campus during lunch. Leaving school property without appropriate administrative permission will be considered absent. (School Board policy definition under Section “C”)

Class Cut
A class cut is when a student has arrived at school, but chooses to not attend an assigned class or classes throughout the school day. A student would be considered cutting by either not attending class after arriving to school or showing up for attendance, but leaving class without permission. Any class work missed by the student while cutting class may be subject to an academic penalty.

Loitering
Loitering is when a student delays or remains in an area of the school for an unreasonable amount of time, as determined by the administrator without permission to do so from school personnel. A student is considered to be loitering if he is on school grounds after school and not involved with an extra-curricular activity. Also, a student will be considered to be loitering with a hall pass if the student does not return to class within a time span deemed reasonable by school personnel.

Off Limits
A student is considered to be off limits if they leave the school building or campus without permission from an administrator or is more than a reasonable distance from the immediate area of instruction without permission from a teacher.

Tardy
A student is considered to be tardy if he/she is not in the classroom when the bell rings (see School Board Policy Section “C”). Student should report to the tardy room. Tardies are recorded and cumulative, any day/any period.

PARTICIPATION IN EXTRA-CURRICULAR EVENTS DURING ABSENCE
A student who is absent more than ½ of the school day on the day of the competition/performance may not participate unless approved by the Principal or designee. This includes the Friday before a weekend event. This policy also applies to students in out-of-school suspensions and expulsions.
ATTENDANCE RELATED WITHDRAWAL/EXPULSION
A student may be expelled if it is determined that the student’s legal settlement is not in the attendance area of the school where the student is enrolled.

EMANCIPATION RULE
Only legally emancipated minors are allowed to call in and verify their own absences. These are students who receive no financial support from parents and who are not claimed as tax deductions by either parent, do not live with parents, and have filed emancipation documents with the school.

APPOINTMENT
If a student has need for an appointment, a parent/guardian must call the attendance office for student release prior to any appointment. Before the appointment, the Student Services personnel will deliver an appointment slip from the attendance office, which will allow the student to be released from class. A parent does not need to come into the school to check out a student if he/she has already called the school about the appointment. If a parent arrives to pick up a student from school without a call, they must show photo ID. We encourage appointments after school. If necessary during school hours, appointment times should be rotated. The student is expected to return after his/her appointment unless it is too late for class, or for some medical reason, the doctor feels the student should go home. In such cases, the student should have a note from the doctor excusing him/her all day, not just for time during the appointment. All appointment slips must be signed by the doctor and returned to the attendance office upon the student’s return to school. If the above procedures are not followed, the absence may be documented as unexcused.

COLLEGE VISITATIONS
College visits are permissible for all grades on days Lawrence North is in session. Any absence from school taken for this purpose will be treated as a pre-arranged absence and must be properly arranged as such by the parent and student through the attendance office. Upon return to school, the student must submit documentation from the college showing the student made the official visit. Students are limited to 3 visits per year. LN encourages making visits on vacation days or weekends if possible. To report a college visit call 964-7705.

STUDENT DROP-OFF / PICK-UP
The student drop-off or pick-up area is in front of the building at Entrance #1. Traffic is one way (south to north).

EXPULSION POLICY
A student, who violates an expellable school code of conduct rule on the last day of school, can be recommended for expulsion for the full semester. A senior can lose his/her semester credits and not graduate. The M.S.D. of Lawrence Township Board of Education, in accordance with Indiana Law, has chosen not to hear expulsion appeals. Any appeal may be made through the Courts. (See under Indiana Codes 20­33­5, Board Policy 7.310, Expulsion Procedures Appeals).

VI. LAWRENCE NORTH DISCIPLINE CODE

STUDENT CODE OF CONDUCT
A major purpose at Lawrence North High School is to establish a climate in which all students are able to learn without disruption and interference, where teachers can teach and students can learn. Consequently, all students at LN are expected to behave in a way that does not disrupt or interfere with the education of fellow students. The guidelines for student conduct contained in this handbook have been established to set a standard of student behavior which will allow our school to accomplish, with maximum effectiveness, its primary purpose—the provision of the best educational opportunity for each student. These guidelines are based upon I.C. 20­8.1­5.1 of the State of Indiana and the Standards of Student Conduct set forth by the School Board of the MSDLT.

The jurisdiction of Lawrence North extends to any activity for which LNHS is responsible, whenever and wherever it occurs. Students are also subject to this jurisdiction while traveling to and from any school-related activity, whatever the form of transportation may be.

DISCIPLINARY ACTIONS
Detention: A detention can be served before school, lunch time, or after school. If at all possible, students that are assigned a detention shall receive the notice of action on the day prior to the detention. Students should come to detention with academic work to complete, school appropriate reading material, etc. Non-attendance to detention will be considered a “failure to serve” and further discipline action will be taken.

In-School-Suspension (ISS): Students assigned to ISS shall come prepared with study material for the time assigned. Non-compliance to the guidelines of the ISS room may result in out-of-school suspension. Also, ISS is a classroom for students that are demonstrating poor behavior choices and may be teacher assigned. The parent will be notified if his/her student is assigned to ISS.

Out-of-School-Suspension (OSS): A school principal (or designee) may suspend a student from school for a period of up to ten (10) school days. Students that are suspended are not to be on school grounds or will be considered trespassing.

Discipline Agreement/Attendance Agreement: Students who show a pattern of attendance or behavior violations will be placed on a Discipline/Attendance Agreement. This agreement addresses three primary areas: 1) school attendance, 2) academic expectations, and 3) discipline referral accumulations.

Expulsion: In accordance with the due process procedures defined in this policy, a student may be expelled from school for a period of no longer than the remainder of the current semester plus the following semester, with the exception of a violation of rule 14 listed under the Grounds for Suspension or Expulsion in this policy.

DISCIPLINE INFRACTIONS
Abusive/Offensive Language: Written or oral language that is obscene. Any obscene or abusive language that is directed towards students and /or staff is highly unacceptable behavior. Language that is considered abusive will be determined by the teacher and/or administrator.

Bullying/Intimidation: A student is considered to be bullying if he/she commits “overt, repeated acts, including physical, verbal, or any other behaviors, that are committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the other student” (IC 20-33-8-0.2).

Bus Misconduct: Any behavior that interferes with the driver's ability to operate the bus will result in disciplinary action by an administrator.

Cheating/Plagiarism: Cheating or plagiarizing documents that are intended to affect an academic grade; including the use of unauthorized electronic devices.

Classroom Rules Violations: Classroom rules/expectations set forth by a teacher.

Co-Conspiring: Students who are aiding, assisting, agreeing or conspiring with another student to violate school rules.

Criminal Violations: Students are expected to obey state and federal laws. Students who violate these laws during normal school hours or while attending any school sponsored activity on or off school property are subject to arrest at the discretion of law enforcement.

Disrespect to Faculty and Staff: Respect of staff is expected at all times. Disrespectful actions, such as, insults, abusive language/profanity, threatening remarks, posturing, obscene gestures, and any verbal assaulting of a staff member are not aligned with our schools' vision.

Driving/Parking Violations: Driving to school and parking on campus is a privilege not a right. Reckless driving, speeding, and illegally parking will not be tolerated.

Drugs/Alcohol: Possession of or use of drugs, drug paraphernalia or alcohol and any substance which is, or contains, or is a look-a-like: alcohol, stimulants, narcotics, hallucinogens, marijuana, intoxicants, depressants, caffeine, and inhalants (glue or solvents).

Forgery: Students that falsify signatures of students, staff, faculty, or parents on school issued and professional
documents. Forgery also includes the imitation of persons in telephone conversations or emails.

**Gambling:** Gambling is strictly prohibited in school or at school events and all items, such as dice, playing cards, poker chips, “flipping coins”, etc., are not to be brought on school grounds or disciplinary action will be taken against all participants and money seized will be placed in student activity fund.

**Gang Activity/Paraphernalia:** The Board prohibits the presence of gangs or gang like activity on school property or school-related functions or events. Gang like activity is viewed as the following, but not limited to: Hand signals, hand shakes, gestures or other communications showing membership or affiliation in a gang; wear, possess, use distribute, display or sell any clothing, apparel, accessory, manner of grooming, symbol or decoration on the body, notebook, book, locker, jewelry, or other such trappings identified which, by virtue of its color, arrangement or trademark or any other attribute, denotes or associated with gang membership or affiliation. Furtherance of gang activity through solicitation for membership, threatening or intimidating others, or inciting others to commit physical violence (“jumping students”).

**Habitual Misconduct:** A student that has habitually broken school rules whether the same or different and despite the administration of discipline has failed to comply with school rules and meet behavior expectations.

**Harassment:** A person who, with intent to harass, annoy, or alarm another person but with no intent of legitimate communication; 1) makes a phone call, whether or not a conversation ensues, 2) communicates with a person by mail or other written form 3) uses a computer network or other form of electronic communication to communicate with a person or transmit an obscene message or indecent or profane words to a person.

**Human Dignity:** The Board believes it is part of our mission to provide a positive, orderly and harmonious environment in which respect for the dignity and worth of every member of the school community is recognized and promoted. The Board all employees, parent/guardians, and students are entitled to be treated, and are obligated to treat others with courtesy, fairness and decency. Only through the commitment and ongoing attention of each of us to a safe, caring and supportive atmosphere can we expect to achieve our objective of enabling all of our students to achieve their maximum potential as students, citizens and productive members of society. Lawrence Township has a diverse, multicultural school community; in fact, the Board considers an asset and a source of pride and enrichment. This diversity, however, underscores the importance of sensitivity to the backgrounds, feeling, and concerns of students an equal opportunity society free of prejudice and discrimination. Accordingly, in this district, any statements or behavior by any member of the school community which insults, degrades, harasses or stereotypes any other person on the basis of race, color, religion, sex, national origin, ancestry, age, disability, veteran status, marital status, socioeconomic background, sexual orientation, and gender identity is unacceptable. It is the goal of Lawrence Township Schools to educate students in professional etiquette in action and word for success in the workforce.

**Inappropriate Dress:** Any attire that is distracting, offensive, (profanity, vulgarity, obscene, foul language, symbols of violence, discriminatory messages, gang or gang-like symbols, sexually suggested symbols, alcohol, tobacco, or drug messages) overtly provocative, or worn inappropriately.

**Insubordination:** Noncompliance of the directives of school personnel on school grounds or during school field trips or sports activities away from school. Refusal to follow a directive of school personnel and/or advocating others to do the same is an act of insubordination.

**Off Limits:** Students that are outside of the immediate area of their scheduled class of instruction without prior permission.

**Physical Confrontations (Fighting):** Any form of violence that results in a physical altercation.

**Sexting:** Use of an electronic device to communicate, display, or share nude photos or other sexually provocative material.

**Sexual Harassment:** Sexual harassment shall consist of unwelcome sexual advances, requests for sexual
favors, or other inappropriate verbal or physical conduct of a sexual nature. Examples of sexual harassment are:

- Verbal harassment or abuse,
- Repeated remarks to a person with sexual or demeaning implications,
- Unwelcome touching,
- Pressure for sexual activity,
- Suggesting or demanding sexual involvement,
- Inappropriate postings on internet social sites (Facebook, Twitter, You Tube, etc.).

Sexual Misconduct: Engagement in conduct of a sexual nature.

Technology Misuse: Students are to follow the Acceptable Use Policy.

Theft: The taking of others personal possessions or school property without permission or without returning the property is considered theft. Lawrence North High School is not responsible for students’ lost or stolen items.

Vandalism: The damage or destruction of personal or school property.

Verbal Confrontations: Verbal altercations that result in a disruption of the educational environment.

Tobacco: Possession, use, or transmitting of chewing/smoking tobacco, cigars, e-cigarettes, vaporizers, pipe tobacco, tobacco paraphernalia, etc. is strictly forbidden on school grounds regardless of age.

Trespassing: A student is deemed as trespassing if he/she is on school grounds without permission.

Unlawful Activity: Activities students may be involved in that are illegal according to state legal codes. If the unlawful activity may be reasonably considered to be an interference with school purposes, an educational function, or the student’s removal is necessary to restore order or protect persons on school property; including an unlawful activity during weekends, holidays, other school breaks, and the summer period when a student may not be attending classes or other school functions.

Weapons: Possession of a weapon will not be tolerated and depending upon intent, can result in disciplinary action including suspension and expulsion. A look a like weapon is a device that simulates a firearm (ex. Pellet gun, BB gun, plastic gun), an explosive device (ex. Hand grenade, fireworks, bomb), or knife (ex. Pocket knife, any kind of blades, nail cutter).

STUDENT DRUG TESTING POLICY [Board Policy: 7.45]

The administration shall have the authority to require any student to submit to a chemical test of the student’s breath or urine if the administration has “reasonable suspicion” (as defined below) that the student is using or is under the influence of alcohol, marijuana or any controlled substance (as defined by Indiana law) while:

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

The administration also has the authority to require any student participating in athletics or other extra-curricular or co-curricular activities and any student issued a parking permit to submit to testing if the administration has reasonable suspicion to believe the student has violated rules adopted by the school prohibiting such students from using or being under the influence of alcohol, marijuana or any controlled substance. Reasonable suspicion may arise from the following:

a. A student’s behavior, in conjunction with physical appearance and/or odor, indicates the possible use of alcohol, marijuana or any controlled substance.
b. The student possesses drug paraphernalia, alcohol, marijuana or any controlled substance. Information communicated to an administrator by a teacher, parent, other adult or a student indicating a student is using, possessing or under the influence of alcohol, marijuana or any controlled substance. (Any such report will be investigated by the administration and will be substantiated by other indicators, if deemed necessary.)
A chemical test of the student's breath and/or urine will be conducted in accordance with the adopted procedures. If any student tests "positive," disciplinary action may be taken as outlined by the school's Student Handbook. Students participating in privileges granted by the school, such as parking or extra-curricular activities, will be subject to restriction of those privileges as outlined by the school's Student Handbook and/or the respective athletic and extra-curricular co-curricular handbooks/guides. A student's refusal to submit to the chemical test will result in the administration's proceeding with the appropriate disciplinary action. If a parent or guardian refuses to allow the test to be administered to their child, the disciplinary action will be taken as if the test were positive.

NON-COMPLIANCE OF PARENTS

1) Educational Neglect: Non-compliance of a parent with this policy may be considered "educational neglect" with the child designated as a "child in need of services" under I.C. 31-34-1-7. "Educational neglect" occurs where the school behavior of a student under the age of eighteen (18) has been repeatedly disruptive, the student's parent fails to participate in a disciplinary action, and the student needs care, treatment, or rehabilitation that the child is not receiving and is unlikely to be provided or accepted without the coercive intervention of the court. The effect of a student becoming a "child in need of services" is a referral to the Child Protective Services Division of Public Welfare. This referral may result in the parent being summoned to juvenile court.

2) Failure to Pick Up: If a parent doesn't pick up their child pursuant to paragraph (B)(6), the Coordinator of School Safety and Security will call the student's parents and give them the following options:
   a. pick up the child at school;
   b. permit the school to transport the child to the parent's place of work; or
   c. permit the school to transport the child to the parent's home. If the or
d. parent refuses to choose one of these options, the Coordinator of School Safety and Security will choose the second or third option if he/she determines such action appropriate under the circumstances.

Legal References: I.C. 20-33-8-26 I.C. 31-34-1-7

POSITION STATEMENT ON GANG BEHAVIOR

The Board of Education is committed to maintaining safe schools and to keeping students and staff free from threats, intimidation or harmful behaviors of any groups or gangs which advocate drug use, violence or disruptive behavior. The Board of Education and the administration are prepared to take whatever legal action is necessary and appropriate to ensure that our schools are safe places to be for our students and staff. Consistent with this philosophy, the Board prohibits the presence on school property or at school-related functions or events any apparel, jewelry, accessory, manner of grooming, symbol or decoration on the body, notebook, book, clothing or locker which, by virtue of its color, arrangement or trademark or any other attribute, denotes possible membership in any such groups or gangs.

The superintendent or his/her designee shall have the authority and responsibility to interpret and implement this policy and to ensure that it is fairly, reasonably and consistently applied at each school. The superintendent or his/her designee shall provide in-service training which helps staff to identify gangs and gang symbols, recognize early manifestations of disruptive activities and respond appropriately to gang behavior in school or at school related events and activities.

COUNSELING SERVICES

The LN Counseling and Guidance Department offers a full range of services and programs to meet the academic and personal growth needs of students in the following areas: Academic Guidance, Parent and Community Communication and Consultation, Post Secondary Guidance, Scholarship and Financial Aid, Testing Services, Personal Counseling, Career Guidance, and Special Programs.

FINANCIAL AID AND SCHOLARSHIPS

Seniors may obtain a FAFSA worksheet from the Guidance Office. Students are also encouraged to contact their college Financial Aid Office to find scholarship opportunities. The Guidance Department routinely publishes a "Scholarship Update", which is posted in classrooms, in the Guidance Office, and on our website. Students and parents are welcome to pick up scholarship applications associated with the “Scholarship Update” in the Scholarship File. A Financial Aid Night help session is held annually in January.
VII. ACADEMIC GUIDELINES

COUNSELING SERVICES
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HONOR ROLL
Honor roll classification at LNHS is designated as: Distinguished, High, and Regular. To be eligible for any honor roll, a student must be enrolled in a minimum of four full credit courses and not carry incomplete grades. Requirements for the Regular Honor Roll are as follows: 2.667 to 3.666 GPA and no grade lower than a C-. Requirements for the Distinguished Honor Roll: 3.667 or higher GPA and no grade lower than a C-. Students must be enrolled in a minimum of four classes to be eligible for any of the honor roll classifications. Honor roll lists are published every nine weeks.

VALEDICTORIAN AND SALUTATORIAN
Since finalizing the calculations for the valedictorian and salutatorian after eight semesters would involve recalculating class rank for only a few individuals, those calculations will be made and will include the eighth semester. The highest rank and GPA in the class determines valedictorian designation. Valedictorian(s) must also meet Core 40 and Academic Honor Diploma requirements. Due to the number of students involved in the “Top Ten Percent” designation, which is honored at graduation, we must utilize seventh semester class standings. (To do otherwise would delay presentation until after graduation, which would, in our opinion, make the honors less meaningful.)

TRANSCRIPTS
Requests for transcripts should be made on-line. From the LNHS Guidance Webpage, click on Docufide Secure Transcript link and enter your password and email address. Choose the colleges that you're applying to and sign off. There is no fee for most Indiana colleges. College applications that require a Counselor signature page or High School Report should be given to your counselor with a stamped envelope. College applications should be given to your counselor at least two weeks before the application deadline.

TESTING OPPORTUNITIES
Sophomores and Juniors can take the PSAT each year in October. ACT and SAT are available during many test administrations each year, including several at Lawrence North. Registration is online at www.collegeboard.com or www.act.org.

(ECA) EDUCATION GRADUATION QUALIFYING EXAM
All students in the class of 2012 and younger must pass the Indiana Department of Education Graduation Qualifying Examination referred to as the End of Course Assessment exam (ECA) in Algebra I and English 10 to receive a high school diploma.

GRADUATION REQUIREMENTS
It is the responsibility of each student to plan with his/her parents and counselor for graduation. Seeing that all required courses and total credits are in order is the responsibility of each student. Graduation checklists are available in the Counseling Center. See Section III –School Board Policies for graduation requirements.

COMMENCEMENT CEREMONY PRIVILEGE
It is important to know the commencement ceremony is a privilege but not a right. Seniors are still considered students and are subject to all school rules and policies until the completion of the commencement ceremony. This means seniors who are involved in “senior pranks” that are considered by the administration to be
vandalizing in nature, pose a danger to others, are substantially disruptive of the school learning environment or violate any of the school rules or Indiana Code of Conduct may lose their privilege to participate in or attend the commencement ceremony or post-commencement school activities. A student also is subject to suspension or expulsion. A student who is not permitted to participated in graduation exercises for any of the above reason and has met the school and state requirements for graduation, will receive his/her diploma by the district. Any exception must have the prior approval of the school principal.

REQUIRED CREDITS
A Lawrence Township graduating senior must have earned a minimum of eight credits from a high school in Lawrence Township in order to be granted a high school diploma by the district. Any exception must have the prior approval of the school principal.

STUDENT GRADE CLASSIFICATION
Fourth year students will be reassigned as a junior if they do not possess 30 credits by the beginning of school. New enrollees will be classified as follows: 1st year in high school: Freshman; 2nd year in high school: Sophomore; 3rd year in high school: Junior

LAWRENCE TOWNSHIP HIGH SCHOOLS GRADING SCALE, GPA AND CLASS RANK
The following grading scale will be used for all students for nine weeks, semester exam, and semester grades. GPA’s will be carried to three decimals for purposes of determining class ranks.

<table>
<thead>
<tr>
<th>LETTER GRADE</th>
<th>QUALITY POINTS</th>
<th>GRADING SCALE</th>
</tr>
</thead>
<tbody>
<tr>
<td>A+</td>
<td>4.333</td>
<td>98-100</td>
</tr>
<tr>
<td>A</td>
<td>4.0</td>
<td>93-97</td>
</tr>
<tr>
<td>A-</td>
<td>3.667</td>
<td>90-92</td>
</tr>
<tr>
<td>B+</td>
<td>3.333</td>
<td>87-89</td>
</tr>
<tr>
<td>B</td>
<td>3.0</td>
<td>83-86</td>
</tr>
<tr>
<td>B-</td>
<td>2.667</td>
<td>80-82</td>
</tr>
<tr>
<td>C+</td>
<td>2.333</td>
<td>77-79</td>
</tr>
<tr>
<td>C</td>
<td>2.0</td>
<td>73-76</td>
</tr>
<tr>
<td>C-</td>
<td>1.667</td>
<td>70-72</td>
</tr>
<tr>
<td>D+</td>
<td>1.333</td>
<td>67-69</td>
</tr>
<tr>
<td>D</td>
<td>1.0</td>
<td>63-66</td>
</tr>
<tr>
<td>D-</td>
<td>0.667</td>
<td>60-62</td>
</tr>
<tr>
<td>F</td>
<td>0</td>
<td>59 and below</td>
</tr>
</tbody>
</table>

GRADING SCALE DESCRIPTORS

A
Shows advanced understanding of concepts
Knows material and how to use it
Rarely have errors
Participates fully in class
Works independently
Masters all class requirements
Consistently excellent work on tests

B
Shows advanced understanding, but needs help with concepts
Knows much of the material and how to use it
Have minimal errors
Participates frequently
Works somewhat independently
Masters most class requirements
Does above average work on tests
Advanced Placement courses are available for high school students who have adequate preparation and desire for more advanced work. Students must meet admission standards equivalent to university admission criteria. Acceptance for credit does not constitute college admission. Specific information identifying courses, costs, transfer of credits, and grades can be obtained from the Guidance Department.

DIPLoma 40 EXPECTATIONS

CORE 40 is the minimum Indiana graduation requirement. CORE 40 directs the student toward achievement of life goals beyond high school. By defining requirements for success in future education and work, the Indiana CORE 40 guides this planning process. Lawrence North courses, which meet CORE 40 curriculum requirements, are printed in the Lawrence North curriculum guide. Indiana four-year colleges require Core 40 for admission.

ACADEMIC HONORS DIPLOMA

The State Board of Education has established an academic honors diploma, which has been implemented in each school district. The diploma is intended to bring honor to those students who choose challenging courses and accumulate 47 credits in high school. To be eligible for an academic honors diploma, a student must have a grade point average of B- (2.67) or above. The awarding of this diploma will be noted on the student’s transcript. No grade lower than a C- will count toward the diploma. Courses may be taught with applied methodology. Courses eligible for the AHD have been designated by each department. Candidates for the AHD should be certain they have completed minimum requirements for graduation as stipulated by the State of
Indiana and the MSDLT.

Course Options for Academic Honors Diploma

**English/Language Arts** – 8 credits (in Literature and Composition or Etymology)

**Mathematics** – 8 credits (must include Alg. I, Geometry, Alg. II, and either Pre-Calculus, Prob./Stat, or Discrete Math)

**Social Studies** – 6 credits (including U.S. History, U.S. Government, and others with emphasis on economics, geography or world history)

**Science** – 6 credits (2 credits in Biology, 2 credits in Chemistry, Physics or Integrated Chemistry-Physics, and 2 additional credits from Biology, Chemistry, Physics, Earth Space Science, or an equally challenging program)

**Foreign Language** – 6 credits (must include 6 credits in 1 language OR 4 credits in 1 language and 4 credits in another. Students who complete the middle school foreign language program and are placed into level II (semesters 3-4) of a foreign language have 2 choices for completing the requirements for the AHD. After semester 4 they can: elect to take 2 more semesters in the language they have been studying, or elect another foreign language and successfully complete 4 semesters of the new language being studied.

**Arts** – 2 credits; **Computers; Career Area; Electives** – 9 credits; **Phys. Ed.** – 1 credit, **Health** – 1 credit

Complete one of the following:
- Two AP courses and corresponding AP exams
- Academic, transferable dual high school/college courses resulting in 6 college credits
- One AP course and corresponding AP exam and academic transferable dual high school/college course(s) resulting in 3 college credits
- Score a 1200 or higher combined SAT math and critical reading
- Score a 26 composite ACT

**MSDLT WEIGHTED GRADES**

Students must receive a passing grade in the weighted course in order to receive the weighted impact. Weighted courses will be open to all students.

**ACADEMIC LETTERS**

A student will be eligible to receive an academic letter by meeting the following criteria:

<table>
<thead>
<tr>
<th>Completion of:</th>
<th>Attainment of:</th>
</tr>
</thead>
<tbody>
<tr>
<td>3 semesters and 15 credits</td>
<td>3.667 GPA</td>
</tr>
<tr>
<td>5 semesters and 25 credits</td>
<td>3.333 GPA</td>
</tr>
<tr>
<td>7 semesters and 35 credits</td>
<td>3.000 GPA</td>
</tr>
</tbody>
</table>

The awardees must:
- Have made no F’s in any semester.
- Have completed the semester immediately proceeding the awarding of the letter at one of the two M.S.D. of Lawrence Township high schools.

These awards are given only to the 10th, 11th, and 12th grades.

**ACADEMIC EXCELLENCE RECOGNITION PROGRAM GUIDELINES**

Sponsored by the MSDLT and the Lawrence Township Foundation, this program honors the top 30 students in the senior class and their selected educators.

Eligible students must be academically ranked 1-30 at the end of the 7th semester.

Eligible students must have been enrolled within the first grading period of the spring semester of their junior year and have completed the seventh semester of their senior year.

Students who have completed their graduation requirements by the end of seven semesters and are attending a college/university “early”, but will be graduating with their class in May/June, will be eligible to participate in the program.

Foreign exchange students, enrolled for their senior year in Lawrence Township, will not be eligible for the program.

All valedictorians will be able to recognize their “first choice” educator at the program. If students ranked 2-30 select the same educator, they will be encouraged to select from one of their other choices.

Students who ranked in the “Top 30” but are not eligible for the Academic Excellence program will receive a special recognition letter from their school principal.

**LATE ENROLLMENT OF STUDENTS**

Credit will not be awarded for students who enroll after the first grading period of the semester. Should the
student request to enroll after the first grading period of the semester, he/she may receive "F's" for the first grading period, which will be averaged with the remaining grading period and the final exam. The school may place the student on an attendance contract. The principal may modify this enrollment procedure based upon the time of enrollment and other mitigating circumstances.

**HOME-SCHOOLED STUDENTS**

Students who are home schooled, and wish to become candidates for a Lawrence Township diploma, can receive credit towards that end only by taking the final exam for courses for which credit is to be given and counted towards a diploma. This is done under the direction of the high school principal. Upon passing the final exam, a grade of "P" (Pass) will be given for this credit.

**FOREIGN EXCHANGE STUDENT GUIDELINES**

1. Only student foreign exchange programs designated by the United States Information Agency and listed by the Council on Standards for International Educational Travel will be considered.
2. Applicants must secure written acceptance for enrollment at LN prior to arriving in the attendance area of the school.
3. If a change of home is necessary, the sponsor should make every effort to place the student with another family in LN. A foreign exchange student making a change of home stay into LN must receive prior acceptance before a host family is contacted.
4. Exchange organizations must have a local representative living in or near Lawrence Township who will assume responsibility for each student, provide an orientation, and ongoing support for host families and students on at least a monthly basis.

Criteria for Acceptance:
- Preference will be given to candidates from countries different than those already represented by accepted foreign exchange students.
- Preference will be given to foreign exchange companies who have established good relations with the school through close monitoring of their foreign exchange students and host families.
- Applicants will be evaluated on a first-come, first-serve basis, but enrollment limits may be placed upon foreign exchange programs.
- A maximum of five foreign exchange students will be enrolled. No students will be accepted after the first week of school.
- Must be at least 16 years of age and not graduated from high school in their native country.
- Evaluation of the foreign exchange student’s application packet.

Requirements:
- Letter or essay from student
- English proficiency skills assessment
- Original transcript of student’s grades with English translation ("B" average required)
- Medical history including proof of immunizations

1. **Foreign Exchange students will be classified as seniors.** The curriculum for foreign exchange students may include Eng. 11 (Am. Lit.) and U.S. History and/or U.S. Gov. and Econ. Foreign Exchange students may participate in Graduation Exercises but will receive a Certificate of Attendance, not a diploma.

**PLAGIARISM AND CHEATING**

Plagiarism is intellectually dishonest and, therefore, a form of stealing. It is an extremely serious offense and may result in severe consequences. The following are forms of plagiarism:
- Failure to document with quotation marks any material copied directly from other sources.
- Failure to acknowledge paraphrased material of someone else’s ideas.
- Failure to provide a bibliography.

Use of others’ work, as one’s own, particularly in the creative arts and work taken from the Internet.

Use of unauthorized electronic devices during assessments

Use of others’ ideas as one’s own for themes, poems, musical compositions or artwork. Cheating, including, but not limited to, plagiarism, use of notes without permission, copying from another student or other forms of such dishonest behavior will be considered as a violation of acceptable behavior.
- First instance of cheating will result in a grade of "0"
Second instance of cheating will result in a grade of “F” for the six (9) weeks.

Third instance of cheating will result in a Withdrawal/Failure for the semester.

Parents are to be notified by the teacher in all instances of cheating or plagiarism.

REMOVING A STUDENT FROM A CLASS WITH AN “F”
Removal of a student from a class because of disruptive behavior or violation of attendance policy may result in a grade assignment of “WF” and a schedule change will result. Any student that has exceeded “8” days of excused/unexcused absences from class will jeopardize their credits and may be removed from class. Any student that has not been removed from class by teacher request to the guidance counselor by the 14th week of the 1st and 2nd semester due to their exceeding of the “8” day limit, but are passing the course shall remain in the class for the duration of the semester.

REPEATING A CLASS FOR CREDIT
● Students wishing to repeat a class for credit may do so dependent upon availability.
● Students must have a C or lower grade and will have one chance to repeat the class.
● Upon completion of the class, the higher grade will remain on the transcript and be reflected in the GPA, while the lower grade will be converted to an “R” on the transcript and removed from the GPA calculation.
● It is the students’ responsibility to see their guidance counselor about the grade change after the course has been completed.

VIII. CLINIC / NURSE

USE OF THE NURSE’S OFFICE
If a student becomes ill during school, he/she must obtain a pass from the current period teacher to go to the clinic. If it is necessary for the student to go home, the nurse must receive permission from the parent/guardian to do so. The student must see an administrator for permission to go home if the nurse is not available. A student leaving school without permission from the nurse or administrator will be considered truant. Please notify school immediately of changes in any phone numbers.

STATE GUIDELINES FOR ADMINISTERING MEDICATION AT SCHOOL
In compliance with Indiana Code the guidelines for administering medication at school are as follows: non-prescription medication will be administered to students only when accompanied by written instructions from the parent/guardian. These instructions must include: (1) Name of the student, (2) Name of the non-prescription medication, (3) Purpose, (4) Dosage and directions for administration, (5) Signature of parent/guardian, and (6) Date.

Prescription medication will be administered to students when accompanied by written instructions from the parent/guardian and in the original prescription bottle with the student’s name on the label. This may require getting a second prescription bottle from the pharmacy so that doses may be kept in properly labeled bottles both at home and at school. The instructions must include: (1) Name of the student, (2) Name of the prescription medication, (3) Purpose, (4) Dosage and directions for administration, (5) Signature of parent/guardian, and (6) Date.

General guidelines:
● “Permission to administer medication” forms are available in the clinic and should be returned to the clinic when a student needs to take medicine at school.
● Most medication can be given before the student comes to school and after student returns home. Please schedule medications to require students to report to the clinic a minimum number of times.
● The clinic cannot supply aspirin, antacids, ointments, cold remedies, or other over-the-counter medications for students. These must be sent from home in original container. (See Student Medication Law.)
● Unused medicine by a student may be sent home through the student’s parent or an individual who is at least 18 years old and is designated in writing by the student’s parent to receive the medication. Unused medicine may be sent home with the student only with the written permission of the student’s parent.
REQUIRED IMMUNIZATIONS
Under Indiana law each student who is enrolled to enter grade 9th-12th shall be immunized against:
1. Diphtheria
2. Pertussis (whooping cough)
3. Tetanus
4. Measles
5. Rubella
6. Poliomyelitis
7. Mumps
8. Varicella (chicken pox)
9. Meningitis

The state department of health may expand or otherwise modify the list of communicable diseases that require documentation of immunity as medical information becomes available that would warrant the expansion or modification in the interest of public health.

Note: Parental history of chicken pox disease is acceptable as proof of immunity (no vaccine needed). A written statement from the parent/guardian indicating dates of disease and signed is sufficient. Documentation by a physician is not necessary.

STATEMENT OF IMMUNIZATION HISTORY
(a) Each school shall require the parent of a student who has enrolled in the school to furnish not later than the first day of school a written statement of the student's immunization, accompanied by the physician's certificates or other documentation, unless a written statement of this nature is on file with the school.
(b) The statement must show, except for a student to whom IC 20-34-3-2 or IC 20-34-3-3 applies, that the student has been immunized as required under section 2 of this chapter. The statement must include the student's date of birth and the date of each immunization.
(c) A student may not be permitted to attend school (or continued his/her enrollment) beyond the first day of school without furnishing the written statement, unless:
   (1) the school gives the student a waiver; or
   (2) the local health department or a physician determines that the student's immunization schedule has been delayed due to extreme circumstances and that the required immunizations will not be completed before the first day of school.

The waiver referred to in subdivision (1) may not be granted for a period that exceeds twenty (20) days. If subdivision (2) applies, the parent of the student shall furnish the written statement and a schedule, approved by a physician or the local health department, for the completion of the remainder of the immunizations.

For additional information, (See IC 20-34-4)

MENINGOCOCCAL DISEASE
A new Indiana law requires that parents/guardians be informed “about meningococcal disease and its vaccine”. Meningococcal disease is a dangerous disease that can strike children. The disease is usually caused by a virus or bacterium. Viral meningitis is generally less severe, while bacterial meningitis may result in death or permanent disability including brain damage, hearing loss, or learning disability.
Symptoms of meningococcal diseases often resemble the flu and can include a high fever, headache, nausea, discomfort looking into bright lights, and stiff neck. The bacteria that cause the disease are transmitted through air droplets and by direct contact with an infected person. There is an immunization available and the U.S. Centers for Disease Control recommends routine meningococcal immunizations at 11 to 12 years old, for high school entry and incoming college freshman.

Please contact your health care provider for specific instructions regarding your child.

INDIANA STATE BOARD OF HEALTH- HUMAN PAPILLOMAVIRUS (HPV) INFECTION
- HPV is a virus that causes many infections. HPV infection is one of the most common sexually transmitted diseases (STD). This infection is spread by skin-to-skin contact during sex with a person infected with HPV. It causes genital warts or infection of the cervix (the upper part of the vagina, which connects to the uterus or womb).
- The best way to prevent getting the HPV is to not have sex, because a person usually can’t tell if he or she is infected. Infected people can give the virus to others during sexual contact without knowing it. Most females
get HPV soon after becoming sexually active.

- Even though the HPV infection can go away on its own, it may last for months or years. There is not medication to treat HPV infection so it is very important to prevent infection or find its presence early.
- HPV infection can cause cervical changes that can lead to cancer of the cervix. It can also cause cancer of other genital organs. A PAP test, which examines the cells of the cervix, can find the presence of these cervical changes due to HPV infection. If the PAP test shows abnormal cells, a health care provider will do more tests and/or provide treatment as needed.

This information is provided by the Indiana State Department of Health as required by Public Law 80 (Senate Enrolled Act 327) of 2007.

DO NOT RESUSCITATE POLICY

See School Board Policy 7.650.

IX. CO-CURRICULAR AND NON-ATHLETIC EXTRA-CURRICULAR ACTIVITIES & CLUBS

CO-CURRICULAR AND NON-ATHLETIC EXTRA-CURRICULAR PHILOSOPHY

The co-curricular and non-athletic extra-curricular programs strive to provide the best opportunities for students to excel beyond the school day in knowledge, skills, teamwork, self-discipline, and moral character. The purpose is to provide each participant with experiences that will be positive, memorable and helpful to them to develop the capacity for commitment to a cause, acceptance of responsibility and loyalty toward any chosen endeavor, as well as enhance knowledge and skill.

DEFINITION OF TERMS

A co-curricular activity is a credited course in which students are required as part of the course work to attend rehearsals, practices, concerts, events, etc. beyond the school day. A student’s grade is impacted by the student’s attendance and the student’s degree and quality of participation in these activities.

A non-athletic extra-curricular activity is a non-athletic school sponsored activity, which is not a part of a credited course. There is no grade impact on participation unless through voluntary extra credit.

EXPECTED STANDARDS OF CONDUCT

Each individual shall put the good of the group first and foremost.
Each individual shall accept responsibility for the care of all equipment. Negligence shall result in financial accountability.
Each individual shall obey the specific guidelines set forth for each activity as given to him by the instructor or sponsor.
Each individual shall be a good citizen at all times, displaying honesty, self-discipline, courtesy, responsibility, and respect for self, others, and property.
Each individual shall strive to be a positive influence in all he/she tries to do, representing the activity, school, Lawrence Township and community with pride and dignity.
Each individual shall refrain from the use of profanity.
No individual shall participate in any unlawful act as stated in Public Law 162 regardless of local laws. These shall include, but are not limited to, drugs, alcohol, tobacco, weapons, gambling, theft, forgery, vandalism and assault.
Each individual shall comply with standards set forth in this handbook, school rules, and school board policies or be subject to disciplinary action and/or dismissal from the activity as determined by the appropriate school officials.

ATTENDANCE POLICY

Students are required to attend all rehearsals, practices, concerts, events, etc. of the activities in which they participate.

Students must attend a full school day on the day of participation in a co-curricular or extra-curricular activity after school. Approved field trips or school activities constitutes attending school. Any exceptions must be granted by the principal or designee.
FINANCIAL OBLIGATIONS
Students must pay all fees associated with each activity by the established due dates. Special financial arrangements must be made in writing with the department chairperson, director of performing arts, principal or designee.

CONDUCT AND CHARACTER
Students are required to represent their school in a manner as outlined by the expected standards of conduct. Students who bring discredit upon their school shall be subject to disciplinary measures.

PARENT/GUARDIAN AND STUDENT CERTIFICATE
The Parent/Guardian and Student certificate must be completed and returned. The signatures of the parent/guardian and the student indicate that each has read, has understood and has agreed to abide by the stated policies.

TRAVEL
All participating students are required to travel to and from events in school-approved vehicles under adult supervision. Extenuating circumstances should be cleared with the director of performing arts, department chairperson, principal or designee.

SCHEDULE CONFLICT POLICY
We feel it is important that students at LNHS be encouraged to participate in a wide range of school-sponsored activities. The expanding of both extra curricular and co-curricular programs at LN has allowed for a large number of our students to be actively involved. However, with this increased involvement, we have increased possibilities for scheduling conflicts to occur. It should be understood that students having direct conflicts with rehearsals, practices, performances, and/or games would need to make a choice at the beginning of the year concerning the extracurricular activities in which they choose to participate.

By providing clearly defined guidelines, staff members, students, and parents will be able to communicate with each other in an atmosphere of fairness and consistency. Prior to the fall, winter, and spring sport seasons and in advance of conflicting situations, involved faculty members will meet with either the music department chairperson, or the athletic director to seek out any possible conflicts. After learning of possible conflicts, the music department chairperson, the athletic director, and the principal and/or his/her designee will meet to determine how these conflicts can be resolved. (The principal or designee will call this meeting.) The following basic guidelines will be used in determining appropriate resolutions to conflicting performance schedules:

• Scheduled state athletic association tournaments (IHSAA) and state association (ISSMA) division of student activity contests, including travel time, shall have the number one precedence.

• Scheduled M.I.C. Tournaments and scheduled Marion Co. Tournaments, and scheduled Saturday major marching performances beyond Item A shall be the second priority. Out of state competition shall not take precedence over these school schedules, games and events. A scheduled event on the school calendar will take precedence over a calendar addition or a rescheduled event.

• Regularly scheduled games and major performances beyond Items A and B shall be the third priority. Out of state competition shall not take precedence over these school schedules, games and events, unless the coach or music teacher approves the student’s attendance at the out of state event over the school’s scheduled game or performance. A previously scheduled event on the school calendar shall take precedence over a calendar addition or a rescheduled event.

• If there is a direct conflict, which cannot be rescheduled through those conditions as outlined in A, B, or C, then the following procedure will prevail:

• The importance of a student’s participation in the success of the group’s performance will be considered. The music dept. chairperson and the athletic director will make the decision. If the music dept. chairperson and the A.D. cannot reach such a decision, the principal will render a decision, and there will be no penalty assessed to the student.

• No penalty shall be assessed to the student participant if he or she properly communicates the conflict to all parties. All decisions will be adhered to; however, if any unusual circumstances do occur at a later date, the student may request a change of the decision by filing his or her request in writing to the principal no later than 10 days prior to the scheduled conflict.

RULES & CONSEQUENCES
RULE 1: students participating in co-curricular and/or non-athletic extra curricular activities that are found to be in violation of the MSDLT Drug and Alcohol Policy will face the following consequences in addition to those set forth for all students as stated in this policy:

- The student shall relinquish any leadership position.
- The student shall be ineligible to participate in any voluntary trips.
- The student shall be ineligible to participate in any all-state or honor activities.
- The student shall be ineligible to audition for any solos, parts in musicals, drama productions, etc.

Penalty period:
1st offense-the remainder of the semester
2nd offense- the remainder of the school year
3rd offense- the remainder of a student’s school career

RULE 2: Students participating in co-curricular and/or non-athletic extra curricular activities that are charged with and convicted of a misdemeanor, felony or juvenile status offense constituting a misdemeanor or a felony shall face the following consequences:

- The student shall relinquish any leadership position.
- The student shall be ineligible to participate in any voluntary trips.
- The student shall be ineligible to participate in any all-state or honor activities.
- The student shall be ineligible to audition for any solos, parts in musicals, drama productions, etc.
- The student may be suspended from these activities upon arrest or detention pending the outcome of the charge.

Penalty period:
1st offense- the remainder of the semester
2nd offense- the remainder of the school year
3rd offense- the remainder of a student’s school career

RULE 3: Students participating in co-curricular and/or non-athletic extra curricular activities who are found in possession of, using, or transmitting tobacco products or the paraphernalia associated with tobacco products shall face the following consequences:

- The student shall relinquish any leadership position.
- The student shall be ineligible to participate in any voluntary trips.
- The student shall be ineligible to participate in any all-state or honor activities.
- The student shall be ineligible to audition for any solos, parts in musicals, drama productions, etc.

Penalty period:
1st offense- the remainder of the present grading period
2nd offense- the remainder of the semester
3rd offense- the remainder of the school year

RULE 4: Students participating in co-curricular and/or non-athletic extra curricular activities who are found in violation of school rules shall be disciplined in accordance with the school’s student handbook. The student may be subject to further disciplinary action in accordance with the rules of each activity.

RULE 5: Students participating in co-curricular and/or non-athletic extra curricular activities who are found in violation of the code of conduct as listed in this handbook shall be disciplined in accordance with the rules set forth by each activity.

RULE 6: Specific rules and guidelines for each activity may be set forth by the activity sponsor. These rules and any stated penalties will be given to the participants within the first week of a student’s participation. These written regulations will be on file in the appropriate department office and/or the principal’s office.

PROCEDURES
Upon reasonable suspicion of a student’s violation of Rule 1, 2 or 3, an investigation will be conducted by the director of performing arts, music department chairperson, principal or designee. If the student is found in violation, a conference will be held with the student. Following the conference, the student will be notified in writing by the appropriate administrator as to the consequences as described in this handbook. One copy of the violation record will be given to the student, another mailed home, another given to the activity sponsor, and another kept on file at school.

Upon reasonable suspicion of a student’s violation of Rule 4, 5 or 6, an investigation will be conducted by the activity sponsor. If the student is found in violation, a conference will be held with the student. Following the conference, the student will be notified by the activity sponsor as to the consequences. These consequences will be separate from any assigned under the school’s disciplinary code.

EXTRA-CURRICULAR CONSEQUENCES FOR
FIRST OFFENDERS: ALCOHOL/SUBSTANCE ABUSE
Students who participate in a class activity which has a performance or competition component, such as choirs, the band flag corps, competitive speech, or vocational youth organizations, will attend class upon return, but may not perform or compete unless the approved educational or counseling program is completed. Students who participate in clubs and other extracurricular activities (Brain Game, National Honor Society, Student Government, etc.) will have participation limited or suspended according to the specific guidelines of the organization and/or administrative judgment.

APPEALS

A student and his/her parents or guardian have the right to appeal a ruling by so notifying the principal in writing within five (5) business days after notification of the decision. If written notification is not received within five (5) business days requesting a meeting, the right of appeal is forfeited. The Co-Curricular and Non-Athletic Extra Curricular Appeal Board is composed of the principal or designee, the director of performing arts or music department chairperson where applicable, two school officials not affiliated with the specific activity and the activity sponsor. The activity sponsor is a non-voting member of the Appeal Board. The purpose of the appeal meeting is to inquire into the student's alleged violation and to allow the student and parent(s) guardian to speak on the student’s behalf. The meeting is not an evidentiary hearing. The entire meeting will be tape recorded with copies available upon request to the parties involved. Within five (5) business days after the hearing the parent(s)/guardian and student will be notified of the board’s decision. All assigned consequences will remain in place until the appeal process has been completed and a decision has been reached.

NATIONAL HONOR SOCIETY APPLICATION PROCESS

- All juniors who have a cumulative GPA of (at least) 3.40 at the end of their fourth semesters are eligible to apply. In order to be inducted, the student must have maintained a 3.50 cumulative GPA at the end of his/her fifth semester.
- All seniors who have a cumulative GPA of (at least) 3.45 at the end of their sixth semesters are eligible to apply. In order to be inducted, the student must have maintained a 3.50 cumulative GPA at the end of his/her seventh semester.
- Students must be enrolled at LNHS by the 1st Mon. in Oct. of the present school year.
- Selection of each member shall be by a majority vote of the Faculty Council.

Students violating the NHS Charter Code of Conduct will be subject to appropriate disciplinary action, which may result in their removal from NHS.

X. LN AND IHSAA ATHLETIC POLICIES AND GUIDELINES

EXTRA-CURRICULAR ELIGIBILITY PROCEDURES

1. The following GPA requirements for extracurricular participation are required for participation:
   - Grade 9: Pass 5 credits
   - Grade 10: Pass 5 credits and a 1.667 average
   - Grade 11: Pass 5 credits and a 1.834 average
   - Grade 12: Pass 5 credits and a 2.0 average

2. In determining participation, the higher of the overall GPA or the current nine-week’s grading period GPA will be used.

3. Any Special Education student who plans to participate should have an IEP that states the appropriate eligibility standard.

4. High school credit awarded for the summer school, correspondence classes, and evening classes will count toward the standard.

5. The Superintendent or the Superintendent’s designee may defer the implementation of the eligibility standard for a period not to exceed one (1) semester to allow for unforeseen circumstances.
6. Any student transferring from another high school shall have the remainder of that semester as a grace period to meet the appropriate grade level eligibility standard. A student enrolling during the second grading period of a semester will have the following semester as a grace period.

7. All coaches, teachers, guidance counselors, and all other appropriate staff will continue to give assistance to all students unable to meet the eligibility standard.

8. All extracurricular organizations/activities that have students representing our schools must have constitutions and/or standards that meet the above GPA criteria.

9. Students not meeting the above standards can maintain eligibility by attending tutoring sessions twice per week. The coach will be responsible for coordinating those tutoring sessions and the coach will be responsible for reporting the attendance of those students to the director of athletics. Students not attending the required sessions will be ineligible for the following contest(s). They can regain their eligibility by attending the tutoring sessions the following week.

LAWRENCE NORTH HIGH SCHOOL ATHLETIC PHILOSOPHY
Lawrence North High School recognizes that interested students should be given the opportunity to develop their potential as athletes in activities appropriate to their level of ability. Lawrence North provides a program of interscholastic athletics that promotes participation for qualified students within the rules and regulations of the Indiana High School Athletic Association and the Lawrence North Athletic Department. The goal of the LNHS athletic department is to promote an environment that allows the Lawrence North athlete to develop and to grow in the areas of teamwork, sportsmanship, leadership, self-discipline, and moral character. It is hoped that the lessons learned and the experiences gained from participation in athletics will play an integral part in the overall education of the Lawrence North student athlete.

PROFILE OF LNHS ATHLETIC PROGRAM
Since opening its doors in 1976, Lawrence North has earned a reputation for excellence in athletics. With strong support from the parents and from the community at large, the Wildcats will assuredly uphold this reputation for many years to come.

Lawrence North is a member of the Metropolitan Interscholastic Conference. MIC members include Ben Davis, Carmel, Lawrence Central, Lawrence North, Center Grove, North Central, Pike, Terre Haute North, Terre Haute South, and Warren Central.

Boys are offered a ten-sport program including cross-country, football, soccer, and tennis in the fall; basketball, swimming and wrestling in the winter; and baseball, golf and track in the spring. Girls are offered a ten-sport program including cross-country, golf, soccer, volleyball, and cheerleading in the fall; basketball, swimming and cheerleading in the winter, and softball, tennis and track in the spring. All students with sufficient ability are eligible to participate. All students must have a physical examination on file in the Athletic office prior to participating with a team.

LAWRENCE NORTH AND IHSAA POLICIES AND GUIDELINES
Participation in athletics is a privilege earned by meeting the rules and standards set by schools, conferences and the IHSAA. Students who have questions concerning eligibility should contact the Athletic Director or Principal BEFORE they endanger their athletic eligibility.

ACADEMIC ELIGIBILITY
Academic eligibility is addressed in section I: Eligibility Procedures for Extra-curricular and Athletic Participation.

ATHLETE DEFINED
An LN athlete is defined as and includes all young men and women representing Lawrence North High School as they participate in interscholastic competition. Included under this definition are the members of our twenty sports and their support personnel such as trainers, managers, statisticians, etc. Students currently in good standing with the Athletic Department may be eligible for the athletic weight training classes offered.

ATTENDANCE
Student athletes are expected to make school attendance a priority. This includes attendance both the day of and the day after athletic contests. Student athletes and staff are expected to be in attendance at school on time the day following any and all evening activities. All efforts are made to avoid late activities on school nights, but sometimes they are necessary. Students must attend school all day in order to participate in an extracurricular activity after school. The Principal or Athletics Director must grant any exceptions. Extenuating circumstances must be brought to the attention of the Principal or Athletic Directors.
AWARDS / GIFTS
Athletes may not receive any award in recognition for athletic ability not approved by the high school principal or the IHSAA. Athletes may not accept awards, medals, recognition, gifts and/or honors from colleges/universities or their alumni. Athletes and parents with questions may refer to the IHSAA by-laws.

CHANGING A SPORT
If an athlete is cut from a team, the athlete may join another team or program in that sport season. An athlete may transfer from one sport to another within the same sport season with the agreement of both coaches and the athletic directors. If an athlete quits or is removed from the team for any reason, the athlete cannot join another team nor participate in any conditioning or weight-training program until the original team is no longer competing. For example: A football player cannot quit the football team to begin wrestling until the football team has played its last game. If the athlete wishes to appeal, a written appeal must be submitted to the athletic directors.

CONFLICTS IN EXTRACURRICULAR ACTIVITIES
LNHS recognizes that every student should have the opportunity for a broad range of experiences in the area of extracurricular activities. However, students should be cautious about participating in too many activities. Interscholastic sports at the high school level require a substantial time commitment that usually extends Monday through Saturday from the first official day of practice until the end of the tournament series. If a conflict between activities arises, the student should refer to the Schedule Conflict Policy found in the Co-Curricular and Non-Athletic Extra Curricular Activities section of this handbook.

EQUIPMENT ISSUE AND RETURN
LNHS endeavors to provide each team member with the best and safest equipment. All equipment issued to an athlete is expected to be returned in the same condition as when issued (excepting normal wear and tear) or the athlete is expected to compensate the athletic department for the lost or damaged equipment. Failure to return equipment, including athletic locks, or to compensate the school for lost or damaged equipment will result in forfeiture of award and the debt will be added to the student’s book rental.

MULTIPLE SPORT PARTICIPATION
The LNHS Athletic Dept. supports the concept of participation in more than one high school sport. High school coaches should not establish expectations “out of season” which would prohibit or restrict a student’s participation in another sport which is “in season.” A student athlete who wishes to participate in more than one sport in the same season must have prior approval of the coaches and the Athletic Director. A schedule resolving all practice and competition conflicts must be established prior to the season and the student athlete will be asked to designate a “primary” sport if necessary.

PARTICIPATION ON TEAMS OUTSIDE OF SCHOOL ATHLETICS
Athletes who participate as members of any similar teams on the same sport season, not under the direct supervision and management of their school, shall not be eligible for participation on the school team. Participation in other sports while participating on a school team should only be done with the knowledge of the high school coach.

PHYSICAL EXAMINATIONS
Students desiring to participate in interscholastic athletics must undergo a physical examination performed by a licensed medical doctor (M.D.) prior to the first practice of any sport. The physical form, which must be signed by an M.D., may be picked up in the Athletic office. It must be signed and returned to the Athletic office prior to practice of any kind. The doctor’s signature must be dated after April 1, preceding the current school year. It is valid for one year. The student must complete the medical history and sign it to be eligible for participation. The MEDICAL HISTORY and EMERGENCY INFORMATION forms must be completed and returned to be eligible for participation.

RESIDENCY REQUIREMENTS
Student athletes, managers, trainers, and other athletic support personnel must be students at Lawrence North High School.

TRANSFER STUDENTS INTO LAWRENCE TOWNSHIP SCHOOLS
Parents of students who wish to participate in athletics at LNHS but who did not attend LNHS during their intended sports season the previous school year are required to complete an Athletic Transfer Report Form which will be sent to the student’s former school and to the IHSAA for approval. The student cannot become eligible for competition until approval has been granted by the IHSAA. Students who transfer without a corresponding change in residence MAY be granted “limited eligibility” which allows for participation at the junior varsity level only for a period of 365 days. (Note: Athletic transfers do not apply to incoming 9th graders who have not yet been enrolled in the 9th grade.)

SANCTIONED SPORTS
As a general rule, Lawrence North High School sanctions the sports, which are sanctioned by the IHSAA. Sanctioning of any other sports by LNHS would require School Board approval. Such approval would include consideration of available schools to schedule, costs, revenue, supervision, availability of facilities, availability of qualified coaches, student interest, etc.

INSURANCE
LNHS administrators, coaches and trainers are safety conscious and are trained to instruct athletes in the safe and proper techniques of their individual sport(s). In recent years, the IHSAA has carried catastrophic insurance to cover major injuries incurred during participation in approved IHSAA sports programs. More information about the IHSAA plan is available upon request at the Athletic Office. It should be noted that neither the IHSAA nor LNHS carry any kind of first dollar medical insurance for athletic injuries.

TICKET INFORMATION
LNHS offers a variety of ticket plans for the convenience of students, parents and patrons. Substantial saving on admission costs to events can be realized through the purchase of annual all-sports tickets, good for entry into all LNHS athletic events except IHSAA, county or conference events, or special events. Students and patrons may also purchase single session tickets at the gate for any event they wish to attend. For further information, contact the LNHS Athletic Office.

TRAVEL
LNHS athletes are required to travel to and from athletic contests and special events in school-approved vehicles under adult supervision provided by LNHS. Extraordinary circumstances should be submitted to the Athletic Directors for review prior to the day of the event. Students must have parent release forms signed and in the Athletic office prior to a change of transportation. Coaches may allow parents to sign off responsibility if they wish to take their son/daughter home from competition.

UNDUE INFLUENCE
Per the IHSAA, students shall be ineligible if a person uses undue influence to retain or secure them as student-athletes or to retain or secure their parents as residents.

WEIGHT ROOM
The weight room is available for use by athletes after school as scheduled by their coaches. No student shall use the weight room facilities without adult supervision. Students are urged to request assistance from the coaches when planning and initiating a workout regimen.

CONDUCT AND CHARACTER
LN athletes are expected to present and to conduct themselves in a manner worthy of respect and honor at all times both in and out of season. What is best for the team should be foremost in the mind of each athlete and not until the team has been eliminated from competition should the advancement of the individual take precedence. Athletes are also expected to place good sportsmanship ahead of the desire to win and should not engage in any tactics that might provide an unfair advantage over an opponent. Good sportsmanship also applies to the treatment of officials and is expected when athletes attend other sporting events as spectators and supporters. Athletes should refrain from engaging in negatives such as vulgar language, disrespectful and violent behavior, use of tobacco, alcohol or drugs, theft, vandalism, and other behaviors that will bring discredit upon themselves, their teams, their families, and their school. In short, LN athletes are expected to maintain a higher standard of conduct than that of those not involved in athletics.

LNHS ATHLETIC DEPT. GUIDELINES, RULES, & CONSEQUENCES
Without limiting the applicability of the Conduct and Character section above, the following specific rules apply:

RULE 1. Athletes shall not possess, use, transmit, or be under the influence of any narcotic drugs, hallucinogenic drugs, stimulants, depressants, marijuana, steroids, tobacco, or alcohol. In addition, athletes shall not possess, use or transmit paraphernalia for use of such substance. (Use of an authorized drug as
prescribed by a registered physician shall not constitute a violation of this rule.)

1st offense-Suspension from 20% of the total number of regular season games including one Marion County/MIC tournament games in that season. Suspended athletes may not dress for any competition or be involved in any recognition ceremony during the suspension. If less than 20% of the regular season remains, the athlete will be removed from the team, forfeit any awards, and will serve the remainder of his/her suspension.

2nd offense-One calendar year suspension from athletics.

3rd offense-Removal of all athletic privileges for the remainder of the high school career.

RULE 2. Any athlete that is in violation of school rules will be punished according to the LN Student Handbook. The athlete may be subject to further disciplinary action in accordance within the rules of each sport. If an athlete is suspended out of school for any reason the athlete will be ineligible for all contests during the term of suspension. Out-of-school suspended athletes cannot practice during that time.

RULE 3. Specific team rules and guidelines may be set forth by the coach of each sport. These rules and the consequences for violating them will be given to the athletes by the coach at the first meeting of the team and at the first parent meeting of that sport. These rules and guidelines will be on file in the Athletic office.

RULE 4. An athlete who commits an act that would otherwise constitute a felony, misdemeanor, act of delinquency or status offense may face the following:

Consequences:
1st offense- the penalty is to be determined by the Principal, the Athletic Directors and Coach with the maximum being a 365-day exclusion from athletics. Any student arrested or detained as a juvenile on such a charge may be suspended from any participation pending investigation of the incident.
2nd offense- Athlete will be excluded from athletics for one year from the day that the violation is confirmed.

Rationale- Rule 8, Section 1 of the IHSAA by-laws states that the conduct of an athlete in and out of school shall be such as:
not to reflect discredit upon his/her school or the association
not to create a disruptive influence on the discipline, good order, moral or educational environment in the school.

RULE 5. Stealing and vandalism- an athlete shall not vandalize property at school or at other schools or have in their possession any stolen item from any source, including uniforms or equipment from LNHS or other schools, an athlete shall not commit an act of theft. An athlete who commits these acts may face the consequences defined in Rule 4 or the following:

Consequences:
1st offense- the penalty is to be determined by the Principal, AD, and Coach with the maximum being removal from the team for the remainder of the season. Suspended athletes may not dress for any competition or be involved in any recognition ceremony during the suspension.
2nd offense- 1 calendar year suspension from athletics.
3rd offense- Removal of all athletic privileges for the remainder of the high school career.

Athletic rules and consequences are cumulative and in effect year round.

In the case of one calendar year suspensions, the Principal and AD will determine the date on which the suspension will end.

The athletic season is defined as commencing with the first practice and ending with the last contest.

All consequences take effect immediately upon declaration by the AD and will include contest in succession. An athlete who does not complete the season in good standing, or is in violation of a rule between the last contest and the awards ceremony, will forfeit any award(s) earned.

When an athlete is serving a percentage of a season suspension, it is at the discretion of the coach to determine the athlete's attendance at athletic contests and practices involving the team. An athlete must adequately fulfill the terms of the suspension for credit to be given.

APPEALS

An athlete and parent/guardian may appeal a ruling by notifying in writing the Assistant Principal in charge of student activities within five business days after notification of the decision. The assistant principal will set a date for a meeting and will notify all parties involved. The Athletic Appeal Board may limit attendance at the meeting at its discretion. If written notification is not received within five business days, the right of appeal is forfeited.

The Athletic Appeal Board is composed of the Assistant Principal in charge of student activities, the two Athletic Directors, two school faculty members not affiliated with the Athletic Department, and the coach of the team of which the athlete is a member.

The purpose of the appeal meeting is to inquire informally into the athlete's alleged violation and to allow the athlete and parent/guardian to speak on the athlete's behalf. It is NOT an evidentiary hearing. Both sides will
XI. School Board Policies

MINIMUM CREDIT REQUIREMENTS FOR GRADUATION (GENERAL DIPLOMA)

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<td>U.S. History</td>
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<tr>
<td>Mathematics</td>
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<td>*Laboratory Science</td>
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<td><strong>Total</strong></td>
<td>15</td>
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</tbody>
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*Credits must be obtained from two of the following science areas: life, physical or earth.

To be eligible for graduation by State Department of Education ruling, a student must be enrolled in high school (grades 9-12) for a minimum of seven full semesters. Thus, a senior who has completed all requirements may choose to graduate at the end of seven semesters. Any student choosing mid-year graduation needs written permission from his/her parents and approval from his/her counselor. Summer school shall not be considered as one of the seven required semesters. Students must have permission to attend Evening School if they are also enrolled full-time at LNHS.

MSDLT SAFE SCHOOLS POLICY

The Metropolitan School District of Lawrence Township believes that the safety and security of students and staff is a major priority. Safe schools require a collaborative effort of the Board of Education, administrators, teachers, students, parents and the community. A variety of prevention and intervention strategies, programs and activities must be in place to ensure students’ and staff welfare. Physical aggression, hostile behavior, intimidating acts of harassment, extortion, violent behavior or possession of weapons will not be tolerated. Anyone who demonstrates such behavior will be held accountable for his/her actions in accordance with the student handbooks, the Indiana Student Code and civil and criminal law.

We believe that:

1. The school district should provide the resources necessary to maintain safe schools.
2. Each school's safety and security plan, with stipulated procedures to be followed, will enhance the feeling of well being at each school site.
3. Various safety and security measures should be implemented, including intervention and police security, as necessary.
4. Administrators, teachers and support staff are the individuals responsible for appropriately supervising, monitoring and assisting students.
5. Parents' presence in schools, as visitors or volunteers, enhances school security.

The Superintendent shall establish procedures to be followed regarding implementation of school safety and security measures.

POSSSESSION OF FIREARMS

Indiana law establishes schools as "gun free zones" and prohibits the possession of a firearm at school and school functions. It is therefore the policy of the Board of School Trustees that no person may possess a firearm on school property, a school bus or property used for a school function. Violation of this policy is a crime for adults and an act of delinquency for juveniles and will be immediately reported to law enforcement. In addition to arrest, students violating this policy will be considered for expulsion. Employees will be "insubordinate" and in violation of a reasonable rule prescribed for the government of the
School Corporation.
A student or employee who has reason to believe a person is violating this policy shall immediately report the violation to an administrator or law enforcement officer.
"Firearm" as used in this policy means any device capable of, designed to, or that may be readily converted to expel a projectile by means of an explosion (I.C. 35-47-1-5) and includes a handgun, rifle, or shotgun. Loaded and unloaded firearms are included in this definition. For purposes of this policy, but not the Indiana criminal statute, "firearm" also includes BB, pellet and CO2 guns and inoperable replica firearms.
A firearm is "possessed" by a person when it is carried by the person or kept in an area controlled by the person such as a locker, desk or vehicle.
This policy is applicable to all persons, including visitors and persons with a permit to carry a handgun, but is not applicable to law enforcement officers or persons who legally possess a firearm and possess the firearm in a motor vehicle while the motor vehicle is transporting a person to or from school or a school function.

ELIMINATING RACIAL DISPARITIES IN ACHIEVEMENT
The purpose of this policy is to eliminate racial and ethnic disparities in achievement, while raising achievement levels for all students, to ensure educational equity and excellence for learners of all races and ethnicities in the Metropolitan School District of Lawrence Township.
We believe that students of all races and ethnicities can meet or exceed state standards and district graduation requirements when they are effectively taught and held to high expectations.
We believe we have a moral, ethical and professional obligation to eliminate racial and ethnic disparities in achievement so that students of all races and ethnicities are not only well educated but also prepared to succeed in our rapidly changing, racially and culturally diverse world. This requires the conscious and deliberate examination of the institutional beliefs, behaviors, policies, programs, practices, systems and structures in our school district to identify and eliminate those that may perpetuate racial and ethnic disparities in achievement in order to counteract the impact of contemporary and historical institutionalized racism and discrimination on student achievement.

A. The District will develop, support, and sustain strong equity-focused leadership at the school and District levels.
B. The District will allocate resources to schools and programs based, in part, on critical equity factors to effectively meet the academic needs of the children who occupy the lowest levels of achievement.
C. The District will examine school and District policies, practices, and structures for potential bias, and where found, eliminate it.
D. All MSDLT programs will be race and ethnic conscious, culturally relevant, rigorous and racially and ethnically reflective of our student population.
E. The District will establish racial and ethnic consciousness and cultural competence performance standards for all employees, and support equity-focused professional development opportunities that strengthen employees’ knowledge and skills for eliminating racial and ethnic disparities in achievement as well as creating and sustaining culturally responsive learning environments.
F. The District will provide equal access for students of all races and ethnic backgrounds to all levels of the comprehensive district curriculum, courses, programs, extra-curricular and co-curricular activities.
G. The District will monitor programs, policies, and practices to identify and eliminate barriers that may prevent equitable access, and will eliminate racial and ethnic disparities in achievement, discipline, or wherever racial and ethnic disparities may be found at all District and school levels.
H. The District will provide equitable, educationally appropriate early childhood programming that helps students in need develop readiness for school and learning.
I. The District will provide educationally appropriate intervention programming to intensify and accelerate skill development and prepare under-served students for successful participation in rigorous curriculum and courses.
J. The District will provide educationally appropriate academic, personal, and career counseling services to intensify and accelerate skill development and prepare under-served students for access to and success in college and other post-secondary educational programs.
K. The District will develop, support, and sustain programs and initiatives that empower families of under-served students as essential partners in their students’ education, and in District and school planning and decision-making processes.

ATTENDANCE POLICY

Attendance
7.210
The Indiana Compulsory School Attendance Law requires students to attend school daily. Without regular attendance at school, students cannot take full advantage of the learning opportunities necessary for their full development as individuals and citizens. The student and his/her family or legal guardians have the primary responsibility for ensuring attendance at school.

The Lawrence Township Board is responsible for providing a rich and diverse learning experience which will provide motivation for student’s daily school each day. The Board also believes those students who do not attend school risk failing academically and those who arrive late to class interrupt instruction for themselves and others. Finally, the Board is committed to the proposition that it is essential for students, parents and/or legal guardians to understand there are consequences for students who are habitually tardy and/or absent without excuse from school.

The following MSDLT Attendance Policy is intended to outline, for students, parents and educators the Board’s expectations, the students’, parents’, and school personnel’s responsibilities and the consequences for violating the district’s attendance policy. The Superintendent or his/her designee shall ensure procedures are developed for each of the kindergarten, elementary, middle and high school levels. Each school can develop attendance monitoring procedures, parent notification, and determine consequences for tardies, truancy and unexcused absences, as long as the procedures and consequences complement the policy.

EXEMPT ABSENCES
Pursuant to I.C. 20-33-2-14 through 17.2, a high school student is excused from attending school under some circumstances. The student is excused from school, is not recorded as absent, and may not be penalized in any way by the school.

● Participating in an election
● Duty as a page or honoree of the Indiana General Assembly
● Documented subpoena related to a required court appearance
● Serving with the Civil Air Patrol or National Guard for no more than 10 days

CONSEQUENCES FOR UNEXCUSED ABSENCES:
● Required by law: As a parent/guardian, it is your legal duty to ensure that your child attends school. If you fail to ensure your child’s school attendance, you may be prosecuted for the crime of Failing to Ensure School Attendance, a Class B misdemeanor. A person convicted of a Class B misdemeanor may be given up to 180 days in jail and a fine of up to $1,000.00 (one thousand dollars).

● If your failure to ensure your child’s school attendance worsens to such a point that it is clear you are knowingly and intentionally depriving your child of an education as required by law, you may be prosecuted for Neglect of a Dependent, a Class D felony. A person convicted of a Class D felony may be given up to three (3) years in jail and a fine of up to $10,000.00 (ten thousand dollars).

● If your failure to ensure your child’s school attendance worsens to such a point that it is clear that your child’s physical or mental condition is seriously impaired or seriously endangered as a result of your inability, refusal or neglect to supply your child with necessary education, you and your child may be subject to the filing of a Child In Need of Services (CHINS) case in Juvenile court. This may result in your child being removed from your care.

STUDENTS WITH SHORT TERM ILLNESS
511 IAC 7-42-12 - Certificate of Student’s Illness or Incapacity (Instruction for students with injuries and temporary or chronic illnesses)
The is the student who has a chronic illness or other medical condition that will require the student’s absences not to exceed twenty (20) instructional days over the period of the school year. Submit Certificate of Student’s Illness or Incapacity and complete the application process with the Special Education Department.

The application process should include the documentation of the following:
● Medical diagnosis
● Specific need for student’s illness or incapacity from physician on physician’s letterhead stationery stating why the student is unable to attend any part of any school day.
● Medical prognosis that the length of illness will be for a minimum of four (4) consecutive weeks.
● A signed release of information for school/special education department to be in contact with the physician.
● Written parent/guardian request for Certificate of Student’s Illness or Incapacity.

Policy Adopted: METROPOLITAN SCHOOL DISTRICT of LAWRENCE TOWNSHIP
April 9, 1990 Marion County, Indianapolis, Indiana
Policy Revised: July 26, 1993

SECTION A: EXCUSED ABSENCES
At all grade levels, the principal or his/her designee will require notification from the student's parent or guardian in the event of an absence or tardy.
1. Absences for participation in school sponsored or authorized activities will not be recorded as an absence.
2. Absences authorized by Indiana Code 20-8.1-3-1 shall not be recorded as an absence but do require verification:
   c. Each day spent as a page or as an honoree of the Indiana General Assembly
   d. Each day spent on the date of a general, city or town, special election serving the precinct election board, or as a helper to a political candidate or political party
   e. Each day spent as a witness in a judicial proceeding by a student who has been issued a subpoena
   f. Each day (but no more than ten in a school year) of active duty with the Indiana National Guard by a student who has been ordered to that duty
3. Absences for participation in the Indiana State Fair
4. Administrator approved pre-arranged absence
5. Absences that include:
   ● Student illness or injury (including medical and dental appointments)
   ● Death of an immediate family member
   ● Family emergencies that are defined
   ● School initiated absences
   ● Religious holidays
   ● Special situations as approved by principal
   ● Suspensions

SECTION B: EXPECTATIONS RE: STUDENT ABSENCES AND TARDIES
1. The administration of each school will identify students who have had a pattern of poor attendance and/or frequent tardies and contact the student and the parents early in the year to make specific plans for preventing such patterns from continuing.
2. Each occasion on which a student is absent, tardy, or needs to leave the school during the day, the parent must notify the school on the same day using procedures developed by the school administration. Where such contact is impossible, procedures will be developed for alternate contact by the parent within three school days or less of the absence.
3. Detailed records of student attendance will be kept at each school. In the case of extended or frequent absences and/or tardies, the school will make efforts to contact the parent or guardian to seek information related to the cause of the absence or tardy, and discuss the specific consequences if the behavior continues.
4. Each school will develop a system for monitoring student tardiness and discouraging that behavior.

SECTION C: DEFINITIONS
TARDY: A student is considered tardy if he/she is not in the classroom when the bell rings.
TRUANCY: This refers to situations where the student is somewhere in the school without authorization, does not attend class as expected, or leaves the school without authorization, or willfully fails to attend school
without the parent or guardian's knowledge.
EXCUSED ABSENCE: (See Section A)
UNEXCUSED ABSENCE: Those, which are not excused or prearranged as defined in Section A. For consequences of unexcused absences, see Section E.)
PRE-ARRANGED ABSENCE: At all grade levels, pre-arranged absences are sometimes granted as excused in the event such absences are deemed necessary by a student's parents or guardian and are deemed reasonable or appropriate by the principal. Pre-arranged absences at all grade levels, will not be granted as excused during the weeks before or after winter and spring vacations, if such absences include the day before or the day after either holiday period. No pre-arranged absences will be granted during the week of first semester final exams, or during the last week of the school year. Teachers are not expected to pre-plan assignments for vacation absences or other pre-arranged absences unless extenuating circumstances make it appropriate.

SECTION D: MAKE-UP WORK
In order to have continuity of learning, students who have been absent are expected to get their make-up assignments in the way the teacher designates, and teachers are expected to provide make-up assignments by allowing one day for make-up for each day missed. Make up assignments are limited to those that can reasonably be made up (tests, written work, projects, reports, etc.) The parent/guardian should contact the student services office to make these arrangements.

SECTION E: STUDENT MAKE-UP WORK PROCEDURES FOR STUDENT ABSENCES
Students who are absent from school (excused or unexcused) are expected to make up work (tests, projects, papers, special assignments, etc.) for credit. Lab work or pop quizzes cannot be made-up unless the teacher chooses to do so. Students may receive full credit for daily work missed, if they take the initiative to get the work and turn it in to their teacher upon their return to school or on a date designated by the teacher.

DAILY WORK: That work which cannot be made-up because the situation for the work cannot be recreated. This includes activities such as: daily classroom assignments including homework, quizzes, group participation activities, recitation, classroom discussion, journal notebooks, laboratory experiments and reports and teacher notes.

Attendance Contract - Any high school student who accumulates excessive unexcused absences and demonstrates inconsistent and poor attendance patterns may be placed on an Attendance Contract, after consultation/contact with the student and the parent/guardian. The Attendance Contract will be implemented after other appropriate interventions have been used (i.e. conference with student, parent contact, notification to student and parent in writing, detention, in-school and/or out-of-school suspension and Saturday School). The Attendance Contract will state, "Should the student miss more than 5 days of school for the remainder of the semester/school year, unless a doctor's excuse is presented or unless there is some extenuating circumstance as approved by the principal, the student will be recommended for expulsion from school." (The contract must be signed by the student and the parent and/or guardian must be notified. Attempts must be made to have the parent and/or guardian signs the contract.) The parent’s or student’s refusal to sign the contract does not nullify the contract.

NOTE: The Attendance Contract can only pertain to matters of attendance and not to other behavioral problems.

THREAT POLICY (Policy 7.321)
The Board believes that the physical, mental, emotional and social well being of our students is a priority. Threats, bullying and assaults will not be tolerated. Students who commit such acts are subject to suspension, expulsion, arrest and/or prosecution. Threats are statements of intent made either personally, through others, in writing or by use of technology (e.g. internet) to harm students, staff, or school property, including use of weapons or explosive devices. Bullying means overt, repeated acts or gestures, including (1) verbal or written communications transmitted; (2) physical acts committed; or (3) any other behaviors committed by a student or group of students against another student with intent to harass, ridicule, humiliate, or intimidate the other student. Assault means inflicting injury or attempting to inflict injury on another person when coupled with the apparent present ability to do so. Assault includes attempting to cause physical harm with hands, feet, weapons or explosive devices.
Prior to readmission to school, the Board of Education, or its designee, may require competent and credible evidence, including a complete evaluation, from a psychologist or psychiatrist, that the student does not pose a risk of harm to himself or others.

CLARIFICATION of ASSAULT AND BATTERY
Assault-(as defined by Indiana Law) is when a student makes a verbal threat to intimidate or do physical harm to any staff member.
Battery – is when a student touches, hits, kicks or shoves a staff member in a threatening manner.
CANINE SEARCHES
A principal at any Lawrence school may request a canine search. To support this search, the principal shall provide to the superintendent or designee those facts and circumstances which would support a reasonable suspicion to believe that there is a significant amount of controlled substance use or possession in the school building or in student vehicles in the school parking lot.

Policy Elements and Provisions
Students who are found to be in violation of the Standard of Student Conduct Number Six (6) in section 7.310 shall be dealt with as follows:

FIRST OFFENSE
The student will be subject up to a ten (10) day suspension accompanied by a recommendation to the Superintendent for his/her expulsion from school for the remainder of the current semester. If the offense occurs within the last 4 weeks of a semester, the recommendation for expulsion may also extend through the next semester.

Upon review of the student's disciplinary record and the circumstances of the violation, the principal may, at his or her discretion, recommend to the superintendent that the student involved be given the option to enroll in an educational or counseling program of at least ten (10) hours duration and complete a drug assessment, which includes a laboratory analysis except where the service provider deems it to be unnecessary. Where fees for service are involved, parents must accept responsibility for payment. The service provider must be approved by the school district and the results of both the program and the assessment must be shared with the school upon the student's satisfactory completion. Failure to satisfactorily complete at least ten (10) hours of the designated program within a specific time frame established by the principal will result in immediate expulsion from school.

The student will be suspended a minimum of four (4) days, up to a maximum of ten days. If a student provides written documentation that he/she is enrolled in an approved drug and alcohol assessment/treatment program, the student may return after the four-day suspension.

He/she may enter the alternative program after the waiver of hearing rights or the conduct of a hearing in which the school's position is sustained. The student's expulsion will be held in abeyance while he/she is participating in the alternative program. Students will be expected to make up all assignments missed during the duration of the absence.

Important Procedure:
By the day following the successful completion of the program, the student and the parent(s) must schedule a meeting with the principal and bring the packet of information from the treatment center.

SECOND AND SUBSEQUENT OFFENSES
The student will be subject to 10 days' suspension accompanied by a recommendation to the superintendent for his/her expulsion from school for the rest of the semester. If the offense occurs in the last 4 weeks of a semester, the recommendation for expulsion may include the next semester as well. Re-enrollment after period of expulsion requires presentation of evidence that the student has received professional help to assist with substance involvement, if specified by a hearing examiner.

EDUCATION RECORDS (FERPA)
The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days of the day the School receives a request for access. Parents or eligible students should submit to the School principal a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask the School to amend a record that they believe is inaccurate or misleading. They should write the School principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student upon request.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. FERPA permits disclosure without consent in at least the following situations: (1) disclosure to school officials with legitimate educational interests; (2) disclosure to officials of another school in which a student seeks or intends to enroll; and (3) disclosure of directory information. A school official may include a School employee, a School Board member,
a person or company with whom the School has contracted to perform a special task or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her responsibilities.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA. The name and address of the federal office that administers FERPA will be provided upon request.

As noted above, the School may disclose "directory information” without written consent, unless you have advised the School to the contrary in a written document submitted to the School principal by October 1 of each school year. One purpose of disclosing directory information is to allow the School to include this type of information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and

- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require the School to provide military recruiters, upon request, with three directory information categories - names, addresses and telephone listings - unless parents have advised the School in writing that they do not want their student's information disclosed without their prior written consent.

The School has designated the following information as directory information:

- Student's name
- Participation in officially recognized activities and sports
- Address
- Telephone listing
- Weight and height of members of athletic teams
- Electronic mail address
- Photograph
- Degrees, honors, and awards received
- Date and place of birth
- Major field of study
- Dates of attendance
- Grade level
- The most recent educational agency or institution attended

Federal law and regulation govern education records and their disclosure. The requirements of these laws and regulations are contained in school board policy, entitled Education Records, which may be reviewed at the central administration office. A copy of that policy is available on request to that office. Generally, this policy provides for the following:

1. Records are confidential and may be disclosed only as provided in the policy.
2. The policy covers both elementary and secondary student education records.
3. Parents have a right to examine their child's education records at reasonable times if the child is less than 18 years of age and not attending a post-secondary institution.
4. Students who are 18 years of age or attending a post-secondary educational institution have a right to examine their records at reasonable times.
5. Before education records are disclosed to third parties, the school requires a signed and dated written consent of (a) a parent of a student who is less than 18 years of age and not attending a post-secondary educational institution, or (b) a student who is at least 18 years of age or attending a post-secondary institution.
6. Certain persons may examine education records without a parent or student's consent. These include school officials (who have legitimate educational interests), certain governmental officers and officials of another school, school system, or institution of post-secondary education where the student seeks or intends to enroll without prior notification to the parent or student. A copy of the record sent to such schools and institutions will be provided on request.
7. Directory information will be released to media organizations (including radio, television and newspapers), colleges, civic or school related organizations, and state or local government agencies without the consent of parent or student. Directory information include the student's name, address, parent home and work telephone number, major field of study, weight and height of members of athletic teams, dates of attendance, awards
received, motor vehicle description (including license plate number), hair and eye color, race, sex, date of birth, height, weight, grade level, photo and other similar information which would not generally be considered harmful or an invasion of privacy if disclosed. A parent of a student less than 18 years of age or a student who is at least 18 years of age may object to disclosure of any or all of the categories of directory information by advising the principal’s office in writing.

The school must provide notice to parents of the types of student directory information that it releases publicly. This information commonly includes such items as names, addresses and telephone numbers and is information that is generally not considered to be harmful or an invasion of privacy if disclosed. The notice must include an explanation of a parent’s right to (“opt out”) request that the information not be disclosed without prior written consent.

Public schools must comply with a request by a military recruiter or an institution of higher education for secondary students’ names, addresses, and telephone numbers, unless a parent has “opted out” of providing such information. Military recruiters also must be afforded the opportunity to come to school to provide information to students about educational and professional opportunities.

Indiana Code 10-10.1-22.4-3 allows a school to release education records without the consent of the parent to a state or local juvenile justice agency that requests such records from the school. Certain conditions must be met before the release will not be disclosed to a third party without the consent of the student’s parent, guardian or custodian and the records must be used only for the purpose of serving the student prior to the student being adjudicated a delinquent child. The juvenile justice agency requesting such records must submit the request in writing on a special form. The school officials must then sign the form and return with the records.

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC. 20202-5901

Model Notification of Rights under the Protection of Pupil Rights Amendment (PPRA)

PPRA affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

- Consent before students are required to submit to a survey that concerns one or more of the following protected areas (“protected information survey”) if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED): (1) Political affiliations or beliefs of the student or student’s parent; (2) Mental or psychological problems of the student or student’s family; (3) Sex behavior or attitudes; (4) Illegal, anti-social, self-incriminating, or demeaning behavior; (5) Critical appraisals of others with whom respondents have close family relationships; (6) Legally recognized privileged relationships, such as with lawyers, doctors, or ministers; (7) Religious practices, affiliations, or beliefs of the student or parents; or (8) Income, other than as required by law to determine program eligibility.

- Receive notice and an opportunity to opt a student out of the following: (1) Any other protected information survey, regardless of funding; (2) Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and (3) Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

- Inspect, upon request and before administration or use: (1) Protected information surveys of students; (2) Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and (3) Instructional material used as part of the educational curriculum.

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under State law.

MSD Lawrence Township has developed and adopted policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. MSD Lawrence Township will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. MSD Lawrence Township will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted
below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. MSD Lawrence Township will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and are provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement: (1) Collection, disclosure, or use of personal information for marketing, sales or other distribution; (2) Administration of any protected information survey not funded in whole or in part by ED; and (3) Any non-emergency, invasive physical examination or screening as described above.

Parents who believe their rights have been violated may file a complaint with:
Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-5901

Curriculum, Instruction and Assessment 6.117

Citizens Complaints Concerning Instructional Materials
Neither the Board as whole nor individual members will consider any recommendation, grievance, nor complaint from parents, students or patrons until the issue has first been referred to the Superintendent.

If a satisfactory resolution is not accomplished at the Superintendent’s level, it shall be forwarded to the Board of Education for review and possible action. The Board of Education reserves the right to deny any appeal of the Superintendent’s decision.

The Superintendent will see that administrative procedures are established for dealing with complaints from parents, students, or patrons.

Policy adopted: January 24, 1983
METROPOLITAN SCHOOL DISTRICT
OF LAWRENCE TOWNSHIP
Marion County, Indianapolis, Indiana

Policy revised: June 28, 1999
METROPOLITAN SCHOOL DISTRICT
OF LAWRENCE TOWNSHIP
Marion County, Indianapolis, Indiana

TRANSFER OF STUDENT DISCIPLINARY RECORDS (Policy 7.820)

In accordance with federal law, the Board of Education of the MSDLT will retain all records of student misconduct that resulted in suspension or expulsion of the student and that pertain to safety or health concerns. These records will not be destroyed and will be transferred to the school where the student will be attending, either in the district or outside the district without the consent of the parent or the student.

DISCLOSURE OF STUDENT LISTS (Policy 7.810)
The Board of Education of MSDLT in order to maintain the privacy of its students prohibits the disclosure of any student list to any commercial organization which intends to use the list for commercial purposes. The district also prohibits the disclosure of any student list to any non-profit organization who may desire such a list for solicitation purposes. “Student list” is defined as a list containing the names and addresses of any or all students currently or formerly enrolled in the school corporation. “Commercial organization” is defined as any entity which is a for-profit organization. “Commercial organization” does not include any of the armed forces of the United States as defined by state law. “Commercial purpose” is defined as any activity which is an attempt to solicit business or profit. The Superintendent shall establish a procedure to be followed by all corporation employees when a request for a student list is made by a commercial organization. Indiana law requires a high school to provide access to student directory information to recruiting representatives of the military services. Military services include the U.S. Air Force, the U.S. Army, the U.S. Coast Guard, the U.S. Marine Corps, the U.S. Navy, any reserve component of these military forces, any service academy of these military forces, the Indiana Air National Guard, and the Indiana Army National Guard. Student directory information for purposes of this requirement is the student’s name, address and listed or published telephone number. A parent or student has the option to restrict the release of such information to the military services recruiting representatives upon written request to the student’s high school principal at the end of the student’s sophomore year in high school.
Under federal law, the school corporation is required to release to military recruiters upon request a secondary student’s name, address and telephone listing. The parent of the student has the right to request in writing that such information not be released to military recruiters.

DO NOT RESUSCITATE POLICY (Policy 7.650)

The health and safety of students is a primary concern of the District. Advances in medical science and educational programs have resulted in students with significant medical needs attending school on a more frequent basis. While rare, it is now possible for students with potentially fatal conditions to be in school attendance. The Board expects employees to use reasonable care in protecting the health and safety of students. This responsibility includes exercising all reasonable means to preserve a student’s life in the case of a medical emergency or crisis even if the student is the subject of a Do No Resuscitate Order or a similar health care direction (collectively called “DNR”). If a parent or guardian presents a school employee with a DNR with respect to a student, the employee should advise the parent or guardian of the school’s policy as stated above and advise the parent or guardian to contact the Superintendent or the Asst. Superintendent who oversees educational support services with any further questions.

PARENT/FAMILY INVOLVEMENT POLICY

The M.S.D. of Lawrence Township recognizes that parent/family involvement is essential in helping all children become successful self-directed life-long learners as defined by the district mission statement. Effective education is the shared responsibility of the school, the family, the student and the community. This partnership helps to motivate, support, and encourage all children. We value our families and encourage and need their involvement and support.

In the M.S.D. of Lawrence Township, parent/family involvement includes but is not limited to:

- Instilling in your children an appreciation for the value of an education and a sense of individual responsibility for achievement;
- Building good character by modeling the Life skills (Caring, Courage, Fairness, Honesty, Initiative, Perseverance, Respect, Responsibility, Teamwork, and Trustworthiness);
- Taking an active role to support learning in the home;
- Participating in school-related activities;
- Complying with school rules, policies and procedures;
- Serving as an advocate for your children’s educational needs through ongoing communication with school staff;
- Family support of academic, social and behavior expectations creates a school/family alliance that helps to ensure all children’s success.

HUMAN DIGNITY (Policy 1.220)

The Board of Education believes it is part of our mission to provide a positive, orderly and harmonious environment in which respect for the dignity and worth of every member of the school community is recognized and promoted. The Board believes that all employees, parents/guardians and students are entitled to be treated, and are obligated to treat others with courtesy, fairness and decency. Only through the commitment and ongoing attention of each of us to a safe, caring and supportive atmosphere can we expect to achieve our objective of enabling all of our students to achieve their maximum potential as students, citizens and productive members of society.

Lawrence Township has a diverse, multicultural school community; a fact the Board considers an asset and a source of pride and enrichment. This diversity, however, underscores the importance of sensitivity to the backgrounds, feelings, and concerns of students and community members and of meeting the moral imperative of an equal opportunity society free of prejudice and discrimination. Accordingly, in this school district, statements or behavior by any member of the school community which insults, degrades, harasses or stereotypes any other person on the basis of race, color, religion, sex, gender, national origin, ancestry, age, disability, veteran status, marital status, socioeconomic background, sexual orientation, and gender identity is unacceptable.

POLICY AND PROCEDURES ON SEXUAL HARASSMENT

A. It is the policy of the MSDLT to maintain learning and working environment that is free from any form of sexual harassment.

B. It shall be a violation of this policy for any employee of the Metropolitan School District of Lawrence Township to harass another employee or any student through conduct or communications of a sexual nature. Such behavior will not be tolerated on or off corporation premises. It shall also be a violation of this policy for students to harass other students or employees through conduct or communication of a sexual nature. (The use of the term “employee” also includes non-employees and volunteers who work subject to the control of
POLICY ON GANGS (Policy 7.317)
The Board makes the following findings with respect to gangs and gang activities:
Gangs, which initiate or advocate activities, which threaten the safety and well being of persons or their possessions anywhere on school property, or at school events, that are harmful to the educational purposes of the Metropolitan School District of Lawrence Township. The use of hand signals and the presence of any apparel, jewelry, book, or manner of grooming which, by virtue of its color, arrangement, trademark, symbol or any other attribute, denotes membership in a gang, creates a clear and present danger of the commission of unlawful acts on school premises, and is in violation of lawful school regulations, or the substantial disruption of the orderly operation of the school.
Gang incidents involving recruitment, initiation, hazing, wearing of colors or other gang affiliations, intimidation, fighting, assault, establishment of turf on school property or at school functions and school-related activities that is likely to cause intimidation or fear, bodily danger, physical harm, personal degradation or disgrace results in physical or mental harm to students or staff.
Students who initiate or participate in gangs or secret societies (i.e. cults) as stipulated above will be disciplined in manner, which may include, but not be limited to, detention removal from extra-curricular activities, suspension and/or expulsion.

CORPORAL PUNISHMENT Policy (7.350)
The Board of Education believes that corporal punishment is counter-productive to a policy that supports the human dignity of students and affirms that corporal punishment will not be a disciplinary alternative to be used in the M.S.D. of Lawrence Township

POLICY ON SEARCH AND SEIZURE
Lawrence Township Schools recognize that students maintain their rights of privacy while attending school and that those rights include the right to be free from unreasonable searches by school personnel. These rights will not be disturbed unless it is necessary to do so to enforce the law or school rules. In all circumstances, students shall be treated with dignity and respect. In order to clarify the rights of the students and the responsibilities of the school, the LT School Board adopts the following policy:
1. General. Certified school personnel may search a student’s person, locker, desk, or vehicle if there are reasonable grounds for that search. As used in this policy, reasonable grounds for the search exist if the circumstances would cause a reasonable person to suspect that the search will turn up evidence that the student has violated or is violating the law or the rules of the school.
2. Search of Student's Person. A search of a student's person may occur only if reasonable grounds exist for the search. Generally, searches of a student's person shall be limited to (1) searching the pockets of the student; (2) searching for any object in the student's possession such as a purse; (3) a "pat down" of the student's clothing.
3. Search of Student Lockers. All lockers/storage areas provided for student unless school premises remain the property of the School Corp. and are provided for the use and convenience of the students. Under state law, students do not have any expectation of privacy in their locker or its contents. All locks used on storage areas are to be provided or approved by the school and unapproved locks may be removed and destroyed. A law enforcement agency having jurisdiction over the geographic area having a school facility containing a student’s locker may: (1) at the request of the school principal; and (2) in accordance with rules of the governing body of the school corporation; assist a school administrator in searching a student’s locker and the locker’s contents. The principal or a member of the administrative staff designated in writing by the principal may search a particular student's locker and its contents if there are reasonable grounds for that search. If possible, the student whose locker is searched shall be present at the time of the search.
4. Search of Motor Vehicles. A student may be denied the privilege of bringing a motor vehicle onto school premises unless the student, the owner of the vehicle and the parent of the student consent to the search of that vehicle when there is reasonable grounds for the search.

INTERVIEW OF STUDENTS (Board Policy 7.730)
Law Enforcement and/or Governmental agency interviews of students on school property 7.730
As used in this policy, an interview involves situations in which the student is not as suspect of the investigation. If the student is a suspect, then the policy regarding interrogations of students shall apply.
Interviews of students by law enforcement officers or other government agents on school property, without parent notification, will be permitted only if the principal or other designated staff member is present during the interview and one of the following circumstances apply:
1. The interview is essential to the student’s immediate well being or the immediate well being of others; or
2. Conducting the interview with parent notification will further jeopardize the welfare of the student or others. If neither of the two above circumstances applies, the student's parent shall be notified of the interview request before an interview is conducted. Upon consultation with the law enforcement officer or government agent, the principal or other designated staff member need not be present if it is determined that such presence may impair the quality of the interview as, for example, interviews by child protective agencies. This policy shall not preclude (1) any school administrator or designee (including school safety officers) from conducting interviews regarding issues pertaining to school safety and discipline; or (2) the student's ability to independently initiate a report to a law enforcement officer or government agent while on school grounds. This policy applies to all students regardless of the age of the student.

Metropolitan School District of Lawrence Township – Marion, County Indianapolis, Indiana

STUDENTS INTERROGATIONS (Board Policy 7.731)
Student Interrogations by Law Enforcement Officers on School Property 7.731
A law enforcement officer shall not be permitted to interrogate a student on school property regarding an investigation in which the student may be a suspect until the principal first attempts to notify the student’s parent or guardian of the law enforcement officer’s request to interrogate the student and gives the parent or guardian an opportunity to be present for the interrogation. The principal shall secure the student’s presence at school pending notification. The provisions of this policy do not apply if (a) the law enforcement officer is acting under a court order directing the district to provide law enforcement access to the student; (b) the law enforcement officer is executing an arrest; or (c) if, after learning the purpose of the law enforcement officer’s request, the principal reasonably believes that parental notification will significantly hinder a law enforcement investigation or endanger the immediate well being of the student or others.
This policy applies to all students regardless of the age of the student.
I.C. 20-33-11 Metropolitan School District of Lawrence Township – Marion, County Indianapolis, Indiana

PEST CONTROL POLICY
MSD of Lawrence Township is committed to providing students a safe environment. The policy regarding the development and implementation of proper pest control practices is available in the main office at Lawrence North High School.

MSDLT STANDARDS OF STUDENT CONDUCT
Standards of student conduct will be consistent with those listed in this handbook under: Indiana Code 20-8.1-5.1/7.310 Board Policy.

PROCEDURE FOR THE REVIEW OF ADVERTISING IN SCHOOL PUBLICATIONS
All staff members who supervise publications, which solicit advertising, will observe the following guidelines:
No advertisements will be accepted for any tobacco product.
No ads will be accepted for alcoholic beverages, bars, taverns or liquor stores.
No ads will be accepted for gambling activities.
No ads utilizing sexual references or innuendos will be accepted.
All advertising is subject to the approval of the sponsor and the sponsor’s administrative supervisor. In the event of a potentially controversial ad, the principal and the superintendent must approve the ad.

VISITORS TO SCHOOL
The Board of Education and staff of the MSDLT welcome members of the community and other interested persons to visit the schools.
The Superintendent of Schools will see that regulations are established which:
1. Encourage visits to observe the schools. Visits at individual schools must be arranged through the office of the principal(s).
2. Provide for appropriate hospitality to visitors.
3. Channel expressions of approval as well as constructive criticism to the Board.
4. Insure that such visits will enhance the effect of the educational program rather than hinder it.
The Superintendent or his designee may, if circumstances warrant, advise someone in person or by letter that he or she may not enter on school premises without making prior arrangements with school officials. If a person fails to abide by this request, law enforcement will be contacted.
Persons convicted of sex-related crimes or who appear on any registry of sex offenders shall not be allowed on school property. Exceptions will be made for a parent/legal guardian to attend conferences/activities involving his/her child or scheduled appointments with school staff; provided, any such attendance is subject to regulation by the building principal. The Superintendent will also see that proper rules are adopted and enforced to deal with trespass or authorized use.
LOCAL WELLNESS POLICY
The Board believes that good nutrition and physical activity are important for academic achievement. The District supports participation in the National School Lunch and Breakfast Program and, in accordance with federal law, establishes this wellness policy. To promote student wellness, the District supports goals in the following four areas:

Nutrition Education

1. Nutrition education will be included when the District’s health education curriculum standards and guidelines are written and revised.
2. Nutrition information will be offered in lunchrooms as well as in classrooms through coordination between the foodservice and instructional staff.
3. Students in grades K-9 will receive nutrition education to support their adoption of healthy eating behaviors. Nutrition education for students in grades 10-12 will be provided in elective courses.
4. Schools will link nutrition education activities with the existing school health program.

Physical Activity

1. Students will be given opportunities for physical activity during the day through physical education classes, daily recess periods for elementary students or the integration of physical activity into the academic curriculum.
2. Students will be given opportunities for physical activity through a range of before-school and after-school programs including, but not limited to, intramurals, interscholastic athletics, and activity clubs.
3. Schools will encourage parents and guardians to support their children’s participation in physical activity, to be physically active role models, and to include physical activity in family activities.
4. Schools will encourage students to develop healthy lifelong habits.

Foods and Beverages on School Campuses

1. All food available for sale to students including vending machines, student stores, and fund raisers should offer food choices that provide the opportunity for students to select products that reflect healthy and nutritional principles.
2. All food sales in the District must comply with state and federal child nutrition program regulations.
   Healthy beverages: water, milk, fruit drinks with at least 50% fruit juice and no additional caloric sweetener, vegetable drinks, isotonic beverages, and 100% fruit juices.
   Healthy foods: any food item that does not have more than 30% total calories from fat or contains more than 10% of the recommended daily value for one of the following nutrients: vitamin A, vitamin C, calcium, iron, protein, or fiber.
3. Every effort should be made to have healthy food items offered at prices comparable to the less healthy selections.

Other School-Based Activities Designed to Promote Student Wellness

1. The District will provide a clean, safe, enjoyable meal environment for students.
2. The District encourages all students to participate in school meal programs and will protect the identity of students who eat free and reduced price meals.
3. The District will schedule lunch time as near the middle of the day as possible.
4. The District will ensure that school fundraising efforts are supportive of healthy eating.

The superintendent is responsible for developing procedures to implement this policy.

Legal Reference: PL 108-265

XII. Indiana Codes

MISSING AND UNIDENTIFIED CHILDREN (Indiana Code 10-1-7-5)
SECTION 5.10 10-1-75 IS AMENDED TO READ AS FOLLOWS (EFFECTIVE JULY 1, 1994): Sec. 5.

(a) The clearinghouse shall do the following:

(6) Distribute the quarterly report prepared under IC 10-7-4(b)(7) to schools and hospitals.
SECTION 12. IC 20-8.1-3-17.1 IS AMENDED TO READ AS FOLLOWS (EFFECTIVE JULY 1, 1994): Sec. 17.1. (d) A school in Indiana receiving a request for records shall promptly send the records to the requesting school. However, if a request is received for records to which a notice has been attached under IC 31-6-13-6, the school:

1. shall immediately notify the Indiana clearinghouse for information on missing children;
2. May not send the school records without the authorization of the clearinghouse; and
3. may not inform the requesting school that a notice under IC 31-6-13-6 has been attached to the records.

SECTION 13. IC 20-8.1-13 IS ADDED TO THE INDIANA CODE AS A NEW CHAPTER TO READ AS FOLLOWS (EFFECTIVE JULY 1, 1994):

Chapter 13. Verifying Student Absences

Sec. 1. A school corporation may develop and implement a system of notifying the parent or guardian of a student when:

1. the student fails to attend school; and
2. the student does not have an excused absence for that day.

Sec. 2 If a school corporation implements a notification system under this chapter, the attendance officer or the attendance officer's designee shall make a reasonable effort to contact by telephone, the parent or guardian of each student who has failed to attend school and does not have an excused absence for that day.

Sec. 3. If an attendance officer or an attendance officer’s designee has made a reasonable effort to contact a parent or guardian under Section 2 of this chapter, the school corporation is immune from liability for any damages suffered by the parent or guardian.

PARENT TO PRODUCE CERTIFICATE OF CHILD'S INCAPACITY ON DEMAND

If a parent does not send his child to school due to the child’s illness or mental or physical incapacity, it is unlawful for the parent to fail or refuse to produce a certificate of the incapacity for an attendance officer within six (6) days after it is demanded. The certificate required under this section shall be signed by an Indiana physician or by an individual holding a license to practice osteopathy or chiropractic in this state or by a Christian Science practitioner who resides in Indiana and is listed in the Christian Science Journal, Indiana Code 10-8.1-3-20.

CRIMINAL / DELINQUENT INCIDENT REPORT

TO LOCAL LAW ENFORCEMENT AGENCY

A report is to be completed and submitted to the local law enforcement agency whenever specific CRIMINAL ACTS are committed while a student is under the jurisdiction of LN as outlined in Indiana Code 20-8.1-54 (Reporting guidelines are determined by the Marion County Prosecutor's office). Those criminal acts are arson, possession of weapons, theft/conversion (theft, and its cousin in the law called conversion, is the taking of property from another without direct confrontation. This includes possession of stolen property), robbery, battery, narcotics, and sex offenses.

INDIANA CODE 20-33-8 STUDENT DUE PROCESS GROUNDS FOR SUSPENSION OR EXPULSION

STUDENT DISCIPLINE POLICY (BOARD POLICY 7.310)

Recognizing that the behavior of some students may be so disruptive that it interferes with school purposes or educational functions of the school corporation, school officials may find it necessary to remove a student from the school. In this event and in accordance with the provisions of IC 20-8.1-5.1, the Board of Education authorizes administrators and staff members to take the following actions:

A. Removal from class or activity - Teacher:
   1. A middle school, junior high, or high school teacher will have the right to remove a student from his/her class or activity for a period of up to one (1) school day if the student is assigned regular or additional work to be completed in another school setting. Upon recommendation of the teacher, a building principal or his/her designee may extend this removal for up to four (4) additional school days.
   2. An elem. teacher will have the right to remove a student from the classroom or activity for a period of up to one school day if the student is assigned regular or additional work to be completed in another school setting.

B. Suspension from school - Principal: A school principal (or designee) may suspend a student from school for a period of up to ten (10) school days.
C. **Expulsion:** In accordance with the due process procedures defined in this policy, a student may be expelled from school for a period no longer than the remainder of the current semester plus the following semester, with the exception of a violation of rule 14 listed under the Grounds for Suspension or Expulsion in this policy.

**Grounds for Suspension or Expulsion:**

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

a. On school grounds immediately before, during, and immediately after school hours and at any other time when the school is being used by a school group;

b. Off school grounds at a school activity, function or event, or

c. Traveling to or from school or a school activity, function, or event.

**Grounds for Suspension or Expulsion are student misconduct or substantial disobedience.** Examples of student misconduct or substantial disobedience include, but are not limited to:

1. Using violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or other comparable 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 subdivision.
   a. Occupying any school building, school grounds, or part thereof, with intent to deprive others of its use.
   b. Blocking the entrance or exits of any school building or corridor or room therein with intent to deprive others of lawful access to or from, or use of the building, corridor, or room.
   c. Setting fire to or damaging any school building or property.
   d. Preventing or attempting to prevent by physical act or intimidation the convening or continued functioning of any school or education function, or of any meeting or assembly on school property.
   e. Continuously and intentionally making noise or acting in any manner so as to interfere seriously with the ability of any teacher or any of the other school personnel to conduct the education function under their supervision.

2. Causing or attempting to cause damage to school property, stealing or attempting to steal school property.

3. Causing or attempting to cause damage to private property, stealing or attempting to steal private property.

4. Intentionally causing or attempting to cause physical injury or intentionally behaving in such a way as could reasonably cause physical injury to any person. Action undertaken to the extent necessary to protect one's self or some other person from physical injury does not constitute a violation of this provision if the student is not able to obtain adult assistance to address the situation in a timely fashion.

5. Threatening or intimidating any student for the purpose of, or with the intent of, obtaining money or anything of value from the student or for the purpose of, or with the intent of, preventing the student from participating in school or school activities.

6. Knowingly possessing, handling, or transmitting a knife, a gun or any other object that can reasonably be considered a weapon or knowingly possessing, handling or transmitting live rounds or ammunition.

7. Knowingly possessing, handling, or transmitting any object designed to look like a knife or a gun or any other object that can reasonably be considered a weapon.

8. Knowingly possessing, using, transmitting, or being affected by any controlled substance, prescription drug, narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, intoxicant or depressant of any kind, or any paraphernalia used in connection with the listed substance. Also prohibited is the consumption of any of the stated substances immediately before attending school or a school function event.

   a. Exception to Rule 8: 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 a written authorization with the building principal.

The written authorization must be filed annually. The written authorization must be done by a physician and must include the following information:
1. That the student has an acute or chronic disease or medical condition for which the physician had prescribed medication.
2. The nature of the disease or medical condition requires emergency administration of the prescribed medication.
3. The student has been instructed in how to self-administer the prescribed medication.
4. The student is authorized to possess and self-administer the prescribed medication.
9. Engaging in the unlawful selling of a controlled substance, a substance represented to be a controlled substance, or engaging in a criminal law violation that constitutes a danger to other students or constitutes an interference with school purposes or an educational function.
10. Failing in a substantial number of instances to comply with directions of teachers or other school personnel during any period of time when the student is properly under their supervision, where the failure constitutes an interference with school purposes or an educational function.
11. Engaging in any activity forbidden by the laws of Indiana that constitutes an interference with school purposes or an educational function.
12. Engaging in any of the following conduct:
   a. sexual behavior on school property;
   b. disobedience of administrative authority;
   c. willful absence from school (including individual classes) or tardiness of students;
   d. possessing or using any form of tobacco;
   e. knowingly possessing, using, or transmitting any substance which is represented to be or looks like a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, stimulant, depressant, or intoxicant of any kind;
   f. possessing, using, transmitting, or being under the influence of caffeine-based substances, substances containing phenylpropanolamine (PPA), or stimulants of any kind, be they available with or without a prescription.
13. Knowingly possessing or using on school grounds during school hours an electronic paging device or a handheld portable telephone in a situation not related to a school purpose or educational function.
14. Possession of certain types of firearms or a destructive device
   a. Under federal law, any student who possesses, handles or transmits certain types of firearms or a destructive device on school property must be expelled from school for one school year unless the superintendent reduces the period of expulsion on a case-by-case basis. This rule implements this federal policy.
   b. For purposes of this rule, the following devices are considered to be a firearm as defined in Section 921 of Title 18 of the United States Code:
      - 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 of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, 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 and which has any barrel with a bore of more than one-half inch in diameter
      - 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 be readily assembled
According to Section 921 the following devices are not considered to be firearms:
   - an antique firearm
   - a rifle which the owner intends to use solely for sporting, recreational, or cultural purposes
   - any device which is neither designed nor redesigned for use as a weapon
   - any device, although originally designed for use as a weapon, which is redesigned for use as a signaling pyrotechnic, line throwing, safety, or similar device
   - Class C common fireworks
However, possession of these devices may be grounds for suspension or expulsion from school in accordance
with the other provisions of this policy.

c. For the purpose of this rule, a destructive device is
   - an explosive, incendiary, or overpressure device that is configured as a
     bomb, a grenade, a rocket with a propellant charge of more than four ounces,
     a missile having an explosive or incendiary charge of more than one-quarter
     ounce, a mine, a Molotov cocktail or a device that is substantially similar to
     an item described above,
   - a type of weapon that may be readily converted to expel a projectile by the
     action of an explosive or other propellant through a barrel that has a bore
     diameter of more than one-half inch, or
   - a combination of parts designed or intended for use in the conversion of a
     device into a destructive device. A destructive device is NOT a device that
     although originally designed for use as a weapon, is redesigned for use as a
     signaling, pyrotechnic, line throwing, safety, or similar device.

d. Possession of a firearm or a destructive device will result in a 10-day suspension
   followed by expulsion from school for one calendar year. The student will be
   permitted to return to school at the start of the semester following the expiration
   of the one-year expulsion. The superintendent may reduce the length of the
   expulsion if the circumstances warrant such reduction.

e. The superintendent, or designee, shall immediately notify the appropriate law
   enforcement agency when a student is expelled under this rule.

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

SUSPENSION PROCEDURES

When a principal (or designee) determines that a student should be suspended, the following procedures will be
followed:
1. Except as provided in paragraph 2 below, a meeting will be held prior to the
   suspension of any student. At the meeting, the student will be entitled to:
   a. a written or oral statement of the charges;
   b. if the student denies the charges, a summary of the evidence against the
      student will be presented; and,
   c. the student will be provided an opportunity to explain his/her conduct.
2. The meeting shall precede suspension of the student except where the nature of
   the misconduct requires immediate removal. In such situations, the meeting will
   follow the suspension as soon as reasonably possible following the date of the
   suspension.

EXPULSION PROCEDURES APPEALS

When a principal (or designee) recommends to the superintendent (or designee) that a student be expelled from
school, the following procedures will be followed:
1. The superintendent (or designee) may conduct an expulsion meeting, or may
   appoint one of the following persons to conduct the expulsion meeting:
   a. legal counsel
   b. a member of the administrative staff who did not recommend expulsion of the
      student during the current school year and was not involved in the events
      giving rise to the recommended expulsion.
2. The person conducting the expulsion meeting can extend the suspension of any
   student pending that meeting if authorized to do so by state law.
3. An expulsion will not take place until the student and the student's parent are
   notified of their right to appear at an expulsion meeting conducted by the
   superintendent or the person designated above. Failure by a student or a student's
   parent to request and 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. The notice of the right to an expulsion meeting will be in writing, delivered by
   certified mail or by personal delivery, and contain the reasons for the expulsion
and the date, time, place, and the procedure for requesting the meeting.

5. At the expulsion meeting, the principal (or designee) will present evidence to support the charges against the student. The student or parent will have the opportunity to answer the charges against the student, and to present evidence to support the student's position. An attorney may not represent the student at the expulsion meeting, but the attorney may be available for consultation outside the meeting room during the course of the meeting.

6. If an expulsion meeting is held, the person conducting the expulsion meeting will make a written summary of the evidence heard at the meeting, take any action found to be appropriate, and give notice of the action taken to the student and the student's parent.

7. The M.S.D. of Lawrence Township Board of Education, in accordance with Indiana Law, has chosen not to hear expulsion appeals. Any appeal may be made through the Courts, (See IC 20-33-8-19).

**COORDINATION WITH OTHER POLICIES**

The policy shall be implemented consistently with Board policies 7.315 (alcohol/drug deferral) & 7.320 (discipline of disabled students).

**Legal Reference:**
- 20 U.S.C. 8001
- 20 U.S.C. 8002
- IC 35-41-1-8
- IC 35-47-5-2-4


(a) ... (b) A person may take disciplinary action in addition to suspension and expulsion that is necessary to ensure a safe, orderly, and effective educational environment. Disciplinary action under this section may include the following:

(1) ... (9) Assigned by the principal of the school where the recipient of the disciplinary action is enrolled of not more than one hundred twenty (120) hours of service with a nonprofit organization operating in or near the community where the school is located or where the student resides. The following apply to service assigned under this subdivision:

(A) A principal may not assign a student under this subdivision unless the student's parent or guardian approves:

The nonprofit organization where the student is assigned; and the plan described in clause (B)(i).

A student's parent or guardian may request or suggest that the principal assign the student under this subdivision.

(B) The principal shall make arrangements for the student's service with the nonprofit organization. Arrangements must include the following:

(i) A plan for the service that the student is expected to perform.

(ii) A description of the obligations of the non-profit organization to the student, the student's parents, and the school corporation where the student is enrolled.

(iii) Monitoring of the student's performance of service by the principal or the principal's designee.

(iv) Periodic reports from the nonprofit organization to the principal and the student's parent or guardian of the student's performance of the service.

(C) The nonprofit organization must obtain liability insurance in the amount and of the type specified by the school corporation where the student is enrolled that is sufficient to cover liabilities that may be incurred by a student who performs service under this subdivision.

(D) Assignment of service under this subdivision suspends the implementation of a student's suspension or expulsion. A student's completion of service assigned under this subdivision to the satisfaction of the principal and the
nonprofit organization terminates the student's suspension or expulsion.

(10) Removal of a student from school sponsored transportation.
(11) Referral to juvenile court having jurisdiction over the student.
(c) As used in this subsection, "physical assault" means the knowing or intentional touching of another person in a rude, insolent, or angry manner.
When a student physically assaults a person having authority over the student, the principal of the school where the student is enrolled shall make a referral of the student to the juvenile court having jurisdiction over the student.
(e) However, a student with disabilities (as defined in IC 20-1-6.1-7) who physically assaults a person having authority over the student is subject to procedural safeguards under 20 U.S.C. 1415.

SECTION 2. An emergency is declared for this act.

INDIANA DRIVER'S LICENSE / PERMIT RESTRICTION
Pursuant to Public Law 121-1989, the Board of Education of the Metropolitan School District of Lawrence Township adopts this policy regarding the restriction of drivers' licenses and permits.

HABITUAL TRUANCY (IC 20-33-2-11)
A definition of a child who is designated as a habitual truant, which must, at a minimum, define the term as a student who is chronically absent, by having unexcused absences from school more than ten (10) days of a school in one (1) school year.

SECTION L Habitual Truancy for 13-14 Year Old Students
A. The Indiana General Assembly, under Indiana Code 35-46-1-4 and 20-8.1-3-33 has enacted laws on compulsory attendance that hold the parent or guardian accountable for their child/children's school attendance.
B. Indiana Code 20-8.1-3-17.2 provides that any person, while of the ages of 13 and 14, who is determined to be a habitual truant as defined by school board policy, cannot be issued an operator's license or learner's permit until the age of 18.
C. The Metropolitan School District of Lawrence Township defines habitual truancy as a student's willful refusal to attend school as evidenced by any one of the following circumstances:
   1. Unexcused absences for 3 or more days in a semester; or
   2. Unexcused absence for 3 or more days during summer school year.
D. The procedures for enforcement of SECTION I, as applied to a student who is 13 or 14 years old are as follows:
   1. The principal or his/her administrative designee shall:
      a. Designate any student as a habitual truant if the student's attendance records indicate a violation of SECTION IC.;
      b. Give written notice by certified mail, return receipt requested, to the student and his/her parent or custodian of such designation and of the right to make a written request for a hearing to the Superintendent of Schools within 10 calendar days of receipt of notice; and
      c. Notify the State Bureau of Motor Vehicles that the student is ineligible to obtain a driver's license if:
         (1) The hearing examiner makes a determination of habitual truancy;
         (2) or, the parents/custodians or the student chooses not to request a hearing of the principal's designation of habitual truancy.
   2. Upon the timely request for a hearing, the superintendent or his/her administrative designee shall appoint a hearing examiner, who may be any person on the administrative staff or an attorney, as long as such person has no involvement in the particular case.
   3. The hearing examiner shall:
      a. Follow the provisions of I.C. 20-8.1-5-10 in conducting the hearing;
      b. and, make the determination and give notice to the superintendent, principal, student, and parents via written findings of fact and conclusions as to whether the student is a habitual truant under this policy. Such determination shall be final and shall be deemed to be the determination of this Board of Education.

For any student age 13 through 17 who has been determined or designated a habitual truant under this policy, the following review procedures apply:
1. The principal or his/her designee shall review the student's attendance record no less than one time each school year (our review will be done in April) to determine if the prohibition against receipt of an operator's license or learner's permit shall continue. The principal shall be guided by the following factors:
   a. No review will be conducted until at least 60 school days have elapsed in order to have a significant sampling upon which to make a determination of improved attendance;
   b. The number of absences since the initial determination or designation and the reasons for each shall be reviewed. One unexcused absence shall cause the principal to recommend that the student remain classified as a habitual truant

2. The principal shall forward his/her recommendation to the Board of Education for its review. If the prohibition against receipt of the license or permit is removed, the principal shall notify the State Bureau of Motor Vehicles that the student is eligible to receive a driver's license.

F. The only statutory timelines, which apply to these SECTION I procedures, are those contained in Indiana Code 20-8.1-5-10 and 20-8.1-3-17.2.

G. The superintendent shall see that a uniform summary information form is developed which:
   1. Indicates the date of the principal's designation of habitual truancy and of the hearing examiner's determination, if any;
   2. Indicates the date and result of the review of the attendance record of a habitual truant by the principals and Board of Education; and
   3. Is placed in and becomes a permanent part of the student's record file and which shall be included with any records sent to another school system in which the student enrolls;

4. No information shall be placed in the student's record regarding any notification to the State Bureau of Motor Vehicles. The principal shall establish a school file of correspondence, entitled the State Bureau of Motor Vehicles, and will place all notifications in that file.

H. If a student who has been designated and/or determined a habitual truant and remains ineligible to obtain a license/permit properly quits this school system or transfers to another public or non-public school, the principal with authority to review such student's attendance record shall be deemed to lose such authority and to no longer be under a duty to conduct the review. Conversely, if such a student moves or transfers to this school system, the principal shall conduct the appropriate review.

SECTION II. EXPULSION, SUSPENSION AND EXCLUSION

A. Issuance of License or Permit
   1. Indiana Code 9-1-4-29(g) states: *An operator's license or learner's permit may not be issued to a person less than eighteen (18) years of age who is under:
      (1) at least a second suspension from school for the school year under IC 20-8.1-5-4;
      (2) an expulsion from school under IC 20-8.1-5-4; or
   In regard to suspension from Lawrence Township schools, a student: may not be issued an operator's license or a learner's permit, or will have such license or permit invalidated. If the student receives the sixth day of out-of-school suspension in a semester, the principal will notify the Bureau of Motor Vehicles of the student's ineligibility for a license or permit. The termination date of such driving restriction will be 120 days after the person is suspended.

2. For purposes of the issuance (as opposed to invalidation) of a license/permit, if a student receives six days or more of out-of-school suspension in any one school year, or is expelled or excluded from school, the principal shall notify the State Bureau of Motor Vehicles of the beginning and ending dates of the sixth day of suspension, the expulsion or exclusion, and the date of the end of the semester in which the student is reinstated to school.
   a. This Board of Education interprets Indiana Code 9-1-4-29(g) and 9-1A-33.4(a)(2) to mean that a student who receives six days or more of out-of-school suspensions may not be issued a license/permit until the end of the semester in which the person returns to school.
   b. The principal shall not sign any eligibility form designed to accompany
an individual application for the issuance of a license/permit for any student who receives **six days or more suspension** UNTIL the end of the semester in which the person returns to school.

c. If the State Bureau of Motor Vehicles via a written communication to Indiana school corporations indicates a different interpretation than expressed in SECTION II. A.2.a., this school system will follow said Bureau's interpretation.

B. **Invalidation of License or Permit**

1. Indiana Code 9-1-4-33.4(a) states: According to IC 9-1-4-20, a student whose license or permit has been denied or invalidated will be eligible for a license or permit or have the license or permit **revalidated** upon the earliest of one of the following events:
   a. the student becomes 18 years of age;
   b. 120 days after the person is suspended;
   c. 180 days after the person is expelled or excluded
   d. the suspension, expulsion, or exclusion is reversed after the person has had a hearing under 1C20-81.1-5;
   e. if IC 9-1A-29(g)(4) applies, the student in good standing has re-enrolled in school.

2. For purposes of the invalidation of a license/permit, the principal shall notify the State Bureau of Motor Vehicles in the following circumstances, with each notice indicating the last day of the semester in which the student returns to school
   a. The student receives six days or more of out-of-school suspension in any one school year;
   b. The student is **expelled** from school for any reason established by state statute and/or this school system or is excluded for the grounds stated at Indiana Code 20-8.1-5-5(1).
   c. The Board of Education interprets IC9-4-33.4(a) to mean that a student who receives an **expulsion or exclusion for misconduct** may not be issued (or reissued) a license or permit until **180 days** after the person is expelled or excluded.

3. Should the principal have reason to believe that a 17-year old student, or a 16-year old student with the written consent of his/her parents/custodians, is quitting school in order to avoid his or her sixth day of out-of-school suspension in a school year or an expulsion or exclusion for misconduct, the principal is given the discretion to consider such an offer to quit, the principal can reject the offer, or continue with the suspension, expulsion, or exclusion proceeding, and then notify the Bureau of Motor Vehicles of the outcome of such proceeding. A student who withdraws from school before graduating in an effort to circumvent sanctions listed herein:
   a. may not be issued an operator's license or a learner's permit or
   b. will have such license or permit invalidated.

The principal will notify the Bureau of Motor Vehicles of a student's ineligibility for such license or permit. The termination date of such driving restriction will be when the student has re-enrolled in school and is in good standing. ("In good standing" is defined to mean the student has re-enrolled and has completed one full semester without further disciplinary action.) The principal will recognize a previous school's designation of truancy, and habitual truancy, as well as any suspension, expulsion, or exclusion or misconduct.

4. Any student whose license/permit has been invalidated by the State Bureau of Motor Vehicles may appeal to the Bureau of Motor Vehicles pursuant to Indiana Code 9-2-1.

5. Any notification to the State Bureau of Motor Vehicles shall state that student is not eligible and the dates of such ineligibility but shall **not state the cause. No information shall be placed in the student's record regarding any notification to the State Bureau of Motor**
Vehicles. The principal shall establish a school file of correspondence, entitled the State Bureau of Motor Vehicles, and will place all notifications in that file.

C. Reversal of Suspension, Expulsion or Exclusion.

Should the sixth day of out-of-school suspension, expulsion, or exclusion be reversed after the student has utilized the procedures under Indiana Code 20-1.1-5, the principal shall notify the State Bureau of Motor Vehicles directly in writing.

SECTION III. NEW STUDENTS

For purposes of this policy, the principal of a newly enrolled student shall oversee the development of procedures to obtain and review the attendance and discipline records from the student's previous school(s), and shall treat such records as if the conduct of the student recorded therein had occurred within this school system. Similarly, the principal shall recognize a previous school's designation or determination of truancy and habitual truancy, as well as any suspension, expulsion, or exclusion for misconduct.

SECTION IV. NON-PUBLIC SCHOOL STUDENTS

The principal shall be deemed to have no authority or duty to sign an eligibility form to accompany the application for a license/permit of a person not enrolled in this public school system.

SECTION V. ADMINISTRATIVE REGULATIONS

The superintendent is authorized to oversee the development of administrative regulations and forms to implement this policy. To reduce the chance of forgery, the superintendent shall see that a special seal is developed to be embossed on each eligibility form signed by the principal that is to accompany the application for a license/permit.

The principal is authorized to have a facsimile signature prepared for use by any designee or any form utilized under this policy, and shall oversee the development of procedures to protect the security of the facsimile stamp as well as the special seal embosser.

SECTION 2. IC 9-24-2-2.5 IS ADDED TO THE INDIANA CODE AS A NEW SECTION TO READ AS FOLLOWS (EFFECTIVE JULY 1, 1996): Sec. 2.5.

(a) An operator’s license or a learner’s permit may not be issued to an individual who is under an order entered by a court under IC 35-43-1-2(d).

(b) The bureau shall suspend the operator’s license of a person who is the subject of an order issued under IC 31-6-4-15.9(f) or IC 35-43-1-2(c).

SECTION 4: IC 35-41-1-12.3 IS ADDED TO THE INDIANA CODE AS A NEW SECTION TO READ AS FOLLOWS (EFFECTIVE JULY 1, 1996): Sec. 12.3. "Graffiti" means any unauthorized inscription, word, figure, or design that is marked, etched, scratched, drawn, or painted on a component of any building, structure, or other facility.

SECTION 7. IC 35-43-1-2 IS AMENDED TO READ AS FOLLOWS (EFFECTIVE JULY 1, 1996): Sec. 2.

(a) A person who:

(1) recklessly, knowingly, or intentionally damages or defaces property of another person without the other person's consent; or

(2) knowingly or intentionally causes another to suffer pecuniary loss by deception or by an expression of intention to injure another person or to damage the property or to impair the rights of another person; commits criminal mischief, a Class B misdemeanor. However, the offense is:

(A) a Class A misdemeanor if:

(i) the pecuniary loss is at least two hundred fifty dollars ($250) but less than two thousand five hundred dollars ($2,500);

(ii) the property damaged was a moving motor vehicle;

(iii) the property damaged was a car or equipment of a railroad company being operated on a railroad right-of-way; or

(iv) the property damage or defacement was caused by paint or other markings; and

(B) a Class D felony if:

(i) the pecuniary loss is at least two thousand five hundred dollars ($2,500);

(ii) the damage causes a substantial interruption or impairment of utility service rendered to the public;
(iii) the damage is to a public record, or
(iv) the damage causes substantial interruption or impairment of work
conduct in a scientific research facility.

(b) A person who recklessly, knowingly, or intentionally damages:
(1) a structure used for religious worship;
(2) a cemetery or a facility used for memorializing the dead;
(3) a school or community center;
(4) the grounds:
   (A) adjacent to; and
   (B) owned or rented in common with; a structure or facility identified in
subdivision (1), (2), or (3); or
(5) personal property contained in a structure or located at a facility identified in
subdivision (1), (2), or (3); without the consent of the owner, possessor, or
occupant of the property that is damaged, commits institutional criminal
mischief, a Class A misdemeanor. However, the offense is a Class D felony if
the pecuniary loss is at least two hundred fifty dollars ($250) but less than
two thousand five hundred dollars ($2,500), and a Class C felony if the
pecuniary loss is at least two thousand five hundred dollars ($2,500).

(c) If a person is convicted of an offense under this section that involves the
use of graffiti, the court may, in addition to any other penalty, order
that the person's operator's license be suspended by the bureau of
motor vehicles for not more than one (1) year.

(d) The court may rescind an order for suspension or denial under
subsection (c) and allow the person to receive a license or permit before
the period of suspension or denial ends if the court determines that
(1) the person has removed or painted over the graffiti or has made
other suitable restitution; and
(2) the person who owns the property damaged or defaced by the
criminal mischief or institutional criminal mischief is satisfied with
the removal, painting, or other restitution performed by the person.

DRUG DEALING (Senate Enrolled Act 279 - IC 35-41-1-24)
Section 1. IC 35-41-1-24.7 IS AMENDED TO READ AS FOLLOWS (EFFECTIVE UPON
PASSAGE): Sec. 24.7. "School property" means the following:
(1) A building or other structure owned or rented by:
   (a) a school corporation
   (b) an entity that is required to be licensed under IC 12-17.2 or IC 12-17.4; or
   (c) a private school (as defined in IC 20-9.1-1-3); or
(2) a federal, state, local, or non-profit program or service operated to serve,
   assist, or otherwise benefit children who are at least three (3) years of
   age and not yet enrolled in kindergarten, including the following:
   (i) a Head Start program under 42 U.S.C. 9831 et seq.
   (ii) a special education preschool program
   (iii) a developmental childcare program for preschool children
(2) The grounds adjacent to and owned or rented in common with a building or other
structure described in subdivision (1).
Section 2. An emergency is declared for this act.

FALSE REPORTING OR INFORMING (IC 35-44-2-2)
b) A person who reports, by telephone, telegraph, mail or other written or oral
communication, that:
   (1) the person or another person has placed or intends to place an
   explosive or other destructive substance in a building or
   transportation facility; or knowing the report to be false, commits false
   reporting, a class D felony.
c) A person who:
   (1) Gives a false report of the commission of a crime or gives false
   information in the official investigation of the commission of a crime,
   knowing the report or information to be false;
   (2) Gives a false alarm of fire to the fire department of a governmental
entity, knowing the alarm to be false;

(3) Makes a false request for ambulance service to an ambulance service provider, knowing the request to be false; or

(4) Gives a false report concerning a missing child (As defined in IC 10-1-7- or gives false information in the official investigation of a missing child knowing the report or information to be false; Commits false informing, a class B misdemeanor. However, the offense is a class A misdemeanor if it substantially hinders any law enforcement process or if it results in harm to an innocent person.

**COMPUTER TRESPASS (IC 35-43-2-3)**

Section 3

(a) As used in this section, "Access" means to:

(1) approach;
(2) instruct;
(3) communicate with;
(4) store data in;
(5) retrieve data from; or
(6) make use of resources of;

a computer, computer system, or computer network.

"Computer network" means the interconnection of communication lines with a computer through remote terminals or a complex consisting of two (2) or more interconnected computers.

"Computer system" means a set of related computer equip., software or hardware.

(b) A person who knowingly or intentionally accesses:

(1) a computer system;
(2) a computer network; or
(3) any part of a computer system or computer network;

without the consent of the owner of the computer system or computer network, or the consent of the owner's licensee, commits computer trespass, a Class A misdemeanor.

**INTIMIDATION (IC 35-45-2-1)**

(a) A person who communicates a threat to another person, with the intent that:

(1) The other person engage in conduct against his will: or
(2) The other person be placed in fear of retaliation for a prior lawful act;

commits intimidation, a class A misdemeanor.

(b) However, the offense is a:

(1) Class D felony if:

(A) The threat is to commit a forcible felony;
(B) The person to whom the threat is communicated:

(i) is a law enforcement officer
(ii) is an employee of a school corporation
(c) "Threat" means an expression, by words or action, of an intention to:

(1) Unlawfully injure the person threatened or another person, or damage property;
(2) Unlawfully subject a person to physical confinement or restraint;
(3) Commit a crime;
(4) Expose the person threatened to hatred, contempt, disgrace or ridicule;

**HARASSMENT (IC 35-45-2-2)**

A person who, with intent to harass, annoy, or alarm another person but with no intent of legitimate communication; makes a telephone call, whether or not a conversation ensues; communicates with a person by telegraph, mail, or other form of written communication; uses a computer network (as defined in IC35-43-2-3(a) or other form of electronic communication to:

communicate with a person; or transmit an obscene message
or indecent or profane words to a person; commits harassment, a class B misdemeanor.

**INDIANA HAZING LAW (IC 35-42-2-2)**

(Concerning persons for reporting or participating in proceedings concerning hazing.) Criminal recklessness – exemptions from liability resulting from hazing reports.

(a) As used in this section, “hazing” means forcing or requiring another person:
   (1) with or without consent of the other person; and
   (2) as a condition of association with a group or organization;
   to perform an act that creates a substantial risk of bodily injury.

(b) A person who recklessly, knowingly, or intentionally performs:
   (1) an act that creates a substantial risk of bodily injury to another person; or
   (2) hazing;
   commits criminal recklessness, a Class B misdemeanor. However, the offense is:
   (1) Class a misdemeanor if the conduct includes the use of a vehicle; or
   (2) Class D felony if it is committed while armed with a deadly weapon; or
   (3) Class C felony if it is committed by shooting a firearm from a vehicle into an inhabited dwelling or other building/place where people are likely to gather.

(c) A person who recklessly, knowingly, or intentionally:
   (1) inflicts serious bodily injury on another person; or
   (2) performs hazing that results in serious bodily injury to a person;
   commits criminal recklessness, a Class D felony. However, the offense is:
   (1) Class C felony if committed by means of a deadly weapon.

(d) A person, other than a person who has committed an offense under this section if The violator was an adult, who:
   (1) makes a report of hazing in good faith;
   (2) participates in good faith in a judicial proceeding resulting from a report of hazing;
   (3) employs a reporting or participating person described in subdivision (1) or (2) or
   (4) supervises a reporting or participating person described in subdivision (1) or (2); is not liable for civil damages or criminal penalties that might otherwise be imposed because of the report or participation.

(e) A person described in subsection (d)(1) or (d)(2) is presumed to act in good faith.

(f) A person described in subsection (d)(1) or (d)(2) may not be treated as acting in bad faith solely because the person did not have probable cause to believe that a person committed:
   (1) an offense under this section; or
   (2) a delinquent act that would be an offense under this section if the offender was an adult.
FIREARMS, OFFENSES AND CRIMINAL GANGS (IC 35-47-2-23)
SECTION 9. IC 35-47-2-23 IS AMENDED TO READ AS FOLLOWS
(EFFECTIVE JULY 1, 1994):
Section 23. (c) A person who violates section 1 of this chapter commits a Class A misdemeanor. However, the offense is a Class C felony:

(1) if the offense is committed:
   (a) on or in school property;
   (b) within one thousand (1,000) feet of school property; or
   (c) on a school bus; or...

SECTION 11. IC 35-47-9 IS ADDED TO THE INDIANA CODE AS A NEW CHAPTER TO READ AS FOLLOWS (EFFECTIVE JULY 1, 1994):
Possession of Firearms on School Property and School Buses
Section 1. This chapter does not apply to the following:
   (1) A:
      (a) federal law enforcement officer;
      (b) state law enforcement officer; or
      (c) local law enforcement officer;
   (2) A person who has been employed or authorized by:
      (a) a school; or
      (b) another person who owns or operates property being used by a school for a school function; to act as a security guard, perform or participate in a school function, or participate in any other activity authorized by a school.
   (3) A person who:
      (a) may legally possess a firearm; and
      (b) possesses the firearm in a motor vehicle that is being operated by the person to transport another person to or from a school or a school function.

Section 2. A person who possesses a firearm:
   (1) in or on school property;
   (2) in or on property that is being used by a school for a school function; or
   (3) on a school bus; commits a CLASS D FELONY.

CRIMINAL CODE CHANGE: The State Legislature voted to increase the penalty for intimidation (verbal threats), battery (physical assault), and trespass from a Class A misdemeanor to a Class D felony.
HB 1419, April, 1999

FIREARMS/DESTRUCTIVE DEVICES ON SCHOOL PROPERTY (IC 20-8.1)
Synopsis: Firearms or destructive devices on school property. Requires a school superintendent or designee to immediately notify law enforcement authorities if a student brings a firearm or destructive device onto school property or is in possession of a firearm or destructive device on school property. Provides that the superintendent or superintendent’s designee may give similar notice if a deadly weapon other than a firearm or destructive device is involved. Requires a law enforcement agency that receives notice from a superintendent to investigate and take appropriate action. Removes a requirement that the superintendent notify the county prosecutor in similar situations.

Effective: July 1, 2001

STUDENT MEDICATION LAW
No medication shall be administered to a student without the written and dated consent of the student’s parent. The consent of the parent shall be valid only for the period specified on the consent form and in no case longer than the current school year. All nonprescription medicine to be administered to a student must be accompanied by a statement describing the medicine, the dosage, and the time for it to be administered to the student. All prescription medicine, including injectable medicine and all blood glucose tests by finger prick to be administered to a student by an employee must be accompanied by a physician’s prescription, a copy of the original prescription, or the pharmacy label. If the medication is to be terminated prior to the date on the prescription, the written and dated consent or withdrawal of consent of the parent is required. The written consent of the parent and the written order of the physician shall be kept on file.
No student shall be allowed to keep medicine at school except under provisions of the policy on student
possession and self-administration of medication based on Public Law 264-2001. Any medicine to be administered to a student shall be brought to either the principal’s or school nurse’s office where it will be kept in a secure place.

Medication or medical treatment procedures shall be administered in accordance with the parent’s statement (in the case of nonprescription medicine) or the physician’s order (in the case of prescription medicine) only by the school nurse or other qualified school personnel. All administration of medicine shall be documented in writing. Any designated employee who is responsible for administering injectable insulin or a blood glucose test by finger prick shall receive proper training from a practitioner or a registered nurse and such training shall be documented in writing by the practitioner or registered nurse and kept on file in the school building office. Only Federal Drug Administration approved medication will be given at school.

Any medical treatment and/or procedures that are necessary to perform at school must have written consent of the parent/guardian and the written order of the physician. Such treatments must be administered by the school nurse or other qualified designated school personnel. This information must be updated each school year. For students in Grades 9-12, a school may send home medication that is possessed by the school for administration during school hours or at school functions with a student if the student’s parent provides written permission for the student to receive the medication.
<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>Monday, August 4</td>
<td>Full day for all staff</td>
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<tr>
<td>Tuesday, August 5</td>
<td>Full day for all staff</td>
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<tr>
<td>Wednesday, August 6</td>
<td>First Full day for students</td>
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<tr>
<td>Thursday, August 21</td>
<td>Back to School Night</td>
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<tr>
<td>Monday, September 1</td>
<td>Labor Day</td>
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<td>Friday, October 3</td>
<td>Term 1 Ends</td>
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<td>Friday, October 10</td>
<td>Report Card Distribution</td>
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<td>Mon-Fri., October 13-17</td>
<td>Fall Break</td>
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<td>Monday, October 20</td>
<td>Parent/Teacher Conferences; No school</td>
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<tr>
<td>Tuesday, November 11</td>
<td>Community Open House</td>
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<td>Mon-Fri., November 24-28</td>
<td>Thanksgiving Break</td>
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<tr>
<td>Friday, December 19</td>
<td>Last Student Day of 1(^{st}) Semester</td>
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<td></td>
<td>Term</td>
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<tr>
<td>2/Semester 1 Ends</td>
<td>Winter Break Begins</td>
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<tr>
<td>Monday, December 22</td>
<td>Teacher Records Day</td>
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<tr>
<td>Tuesday, January 6</td>
<td>First Student Day of 2(^{nd}) Semester</td>
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<td>Friday, January 9</td>
<td>Report Card Distribution</td>
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<tr>
<td>Monday, January 19</td>
<td>Martin Luther King, Jr. Day</td>
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<tr>
<td>Monday, February 16</td>
<td>President's Day (Snow Make-up Day)</td>
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<td>Friday, March 13</td>
<td>Term 3 Ends</td>
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<tr>
<td>Friday, March 20</td>
<td>Report Card Distributions</td>
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<tr>
<td>Thursday, March 26</td>
<td>Snow Make-up Day</td>
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<td>Friday, March 27</td>
<td>Snow Make-up Day</td>
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<td>Mon-Fri, March 30-April 3</td>
<td>Spring Break</td>
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<td>Thursday, April 16</td>
<td>Freshman School Open House</td>
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<tr>
<td>Monday, May 25</td>
<td>Memorial Day</td>
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<tr>
<td>Friday, May 29</td>
<td>Last Student Day of 2(^{nd}) Semester</td>
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<td></td>
<td>Term</td>
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<td>4/Semester 2 Ends</td>
<td>Teacher Records Day</td>
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<tr>
<td>Monday, June 1</td>
<td>Report Cards Mailed Home</td>
</tr>
<tr>
<td>Friday, June 5</td>
<td>LN Graduation</td>
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</tbody>
</table>

Please note: Occasional minor adjustments to the school calendar will be necessary after the printing of this Student Handbook. Visit [www.lawrencenorth.ltschools.org](http://www.lawrencenorth.ltschools.org) for the latest school calendar and listing of red/green days. The intent of the law and State Board ruling is that students will come to school 180 times during the school year. Any lost days shall be rescheduled.