PRINCIPAL’S MESSAGE

Anthony Harl
**FOREWORD**

This student handbook was developed to answer many of the commonly asked questions that you and your parents may have during the school year. Because the handbook contains information about student rights and responsibilities, each student is responsible for knowing its contents. Please take time to become familiar with the following information and keep the handbook available for your and your parents' use. It can be a valuable reference during the school year and a means to avoid confusion and misunderstanding when questions arise. Should you have any questions that are not addressed in this handbook, contact your assistant principal. This handbook is supplementary to board policy. Should a provision of this handbook contradict board policy, the board policy prevails. This handbook supersedes all prior handbooks and other written material on the same subjects.

**AVAILABLE FORMS**

The following forms are available in the school office:

- Title VI, IX, 504 Grievances Form 2260 F2
- Notice of Nondiscrimination and Grievance Procedures for Title II, Title VI, Title VII, Title IX, Section 504 and ADA Form 2260 F8
- Memorandum to Parents Regarding School Board Policy on Drug-Free Schools Form 5530 F2
- Notification to Parents Regarding Student Records Form 8330 F9
- Notification to Parents on Blood-Borne Pathogens Form 8453.01 F5
- Parent/Student Acknowledgement of Student Handbook Form 5500 F1
- Authorization for Prescribed Medication or Treatment Form 5330 F1
- Authorization for Non-prescribed Medication or Treatment (Secondary Version) Form 5330 F1a
- Authorization for Non-prescribed Medication or Treatment (Elementary Version) Form 5330 F1b
- Authorization for the Possession and Use of Asthma Inhalers Form 5330 F1c
- Student Network and Internet Acceptable Use and Safety Agreement Form 7540.03 F1
Anthony Harl, Principal 260-499-2470
_____________________, Assistant Principal 260-499-2470
Tim Gonderman, Athletic Director 260-499-2474
Rachel Stroop, Guidance Counselor 260-499-2475
Tara Marks, Guidance Counselor 260-499-2475
Melissa Troyer, Guidance Secretary 260-499-2475
Margaret Koehl, School Treasurer 260-499-2473
Teri Mitzner, School Secretary 260-499-2470
Brooke Leupp, School Secretary 260-499-7204
Carlos Olivares, School Resource Officer 260-499-2470

Eva Merkel, Superintendent 260-499-2400
Cathy Phillip, Business Manager 260-499-2400
Crystal Leu, Director of Curriculum 260-499-2400
Jake Bell, Transportation Director 260-499-2400

Robert Bond  David Larimer
Robert Murphy  Sue Keenan
Kathy Fuller  Carey McKibben
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Disclaimer
Lakeland High School Mission Statement

Lakeland High School will give all students a Leading EDGE in life success by educating them to collaborate, communicate, and think critically.

LAKELAND SCHOOL CORPORATION CALENDAR

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>August 17</td>
<td>Teachers’ 1st Day</td>
</tr>
<tr>
<td>August 18</td>
<td>First Student Day</td>
</tr>
<tr>
<td>September 7</td>
<td>Labor Day-No School</td>
</tr>
<tr>
<td>September 28</td>
<td>Professional Development-No School</td>
</tr>
<tr>
<td>October 7</td>
<td>Parent Teacher Conferences</td>
</tr>
<tr>
<td>October 23</td>
<td>Fall Break-No School</td>
</tr>
<tr>
<td>November 12</td>
<td>End of 1st Trimester</td>
</tr>
<tr>
<td>November 25-27</td>
<td>Thanksgiving Break-No School</td>
</tr>
<tr>
<td>December 21</td>
<td>Christmas Break Begins-No School</td>
</tr>
<tr>
<td>January 4</td>
<td>Teacher PD-Day No School - (Make-up Day if Needed)</td>
</tr>
<tr>
<td>January 5</td>
<td>School Resumes</td>
</tr>
<tr>
<td>January 20</td>
<td>Parent Teacher Conferences</td>
</tr>
<tr>
<td>February 15</td>
<td>Winter Break-No School - (Make-up Day if Needed)</td>
</tr>
<tr>
<td>February 25</td>
<td>End of 2nd Trimester</td>
</tr>
<tr>
<td>March 25</td>
<td>Good Friday-No School - (Make-up Day if Needed)</td>
</tr>
<tr>
<td>April 4-8</td>
<td>Spring Break-No School</td>
</tr>
<tr>
<td>April 11</td>
<td>School Resumes From Break</td>
</tr>
<tr>
<td>April 20</td>
<td>Parent Teacher Conferences</td>
</tr>
<tr>
<td>May 27</td>
<td>Last Student Day</td>
</tr>
<tr>
<td>May 30</td>
<td>Memorial Day-No School</td>
</tr>
<tr>
<td>May 31</td>
<td>Last Teacher Day</td>
</tr>
<tr>
<td>June 1-3</td>
<td>Make-up Days (if needed)</td>
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Every Friday all students will come to school ½ hour later.
<table>
<thead>
<tr>
<th></th>
<th>REGULAR</th>
<th>COLLABORATION</th>
<th>2 HOUR DELAY</th>
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<tbody>
<tr>
<td><strong>EDGE</strong></td>
<td>8:00 – 8:25</td>
<td>PERIOD - 1</td>
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<tr>
<td></td>
<td>8:30 – 9:40</td>
<td>10:00 – 10:50</td>
<td>11:00 – 11:50</td>
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<tr>
<td><strong>PERIOD - 1</strong></td>
<td>8:30 – 9:40</td>
<td>PERIOD – 2</td>
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<tr>
<td><strong>PERIOD – 2</strong></td>
<td>9:45 – 10:55</td>
<td>PERIOD – 3</td>
<td>PERIOD – 3</td>
<td>PERIOD – 3</td>
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<tr>
<td></td>
<td>11:00 – 12:35</td>
<td>11:45 – 1:20</td>
<td>12:45 – 2:20</td>
<td></td>
</tr>
<tr>
<td><strong>PERIOD – 3</strong></td>
<td>11:00 – 12:35</td>
<td>3A LUNCH</td>
<td>3A LUNCH</td>
<td>3A LUNCH</td>
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<tr>
<td></td>
<td>11:00 – 11:25</td>
<td>11:45 – 12:10</td>
<td>12:45 – 1:10</td>
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<tr>
<td><strong>3A LUNCH</strong></td>
<td>11:00 – 11:25</td>
<td>3B LUNCH</td>
<td>3B LUNCH</td>
<td>3B LUNCH</td>
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<tr>
<td></td>
<td>11:35 – 12:00</td>
<td>12:20 – 12:45</td>
<td>1:20 – 1:45</td>
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</tr>
<tr>
<td><strong>3B LUNCH</strong></td>
<td>11:35 – 12:00</td>
<td>3C LUNCH</td>
<td>3C LUNCH</td>
<td>3C LUNCH</td>
</tr>
<tr>
<td><strong>3C LUNCH</strong></td>
<td>12:10 – 12:35</td>
<td>PERIOD – 4</td>
<td>PERIOD – 4</td>
<td>PERIOD – 4</td>
</tr>
<tr>
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<td>12:40 – 1:50</td>
<td>1:25 – 2:10</td>
<td>2:25 – 3:10</td>
<td></td>
</tr>
<tr>
<td><strong>PERIOD – 4</strong></td>
<td>12:40 – 1:50</td>
<td>PERIOD – 5</td>
<td>PERIOD – 5</td>
<td>PERIOD – 5</td>
</tr>
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<td>2:15 – 3:05</td>
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<tr>
<td><strong>PERIOD – 5</strong></td>
<td>1:55 – 3:05</td>
<td></td>
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</tbody>
</table>
GENERAL INFORMATION

BUILDING HOURS
The building is open in the morning at 7:00 a.m. and closed at 7:00 p.m. Any student or student group remaining in the building after 3:30 p.m. must be under the supervision of a faculty member or other school personnel.

At 8:00 a.m. each school day all entrances/exit doors to the high school will be secured. Students who arrive after this time must enter through the south main doors and sign in at the front desk.

DELIVERIES
Flowers, balloons, candy, stuffed animals, etc., delivered to school will be held in the office. The office will attempt to make delivery at the end of the school day. Delivery can’t be guaranteed. For safety reasons, balloons, and glass items are NOT permitted on any school bus.

Lakeland School Corporation follows the guidelines set by the state & federal government in regards to pricing & types of foods served. Please note that because of these guidelines fast food lunches cannot be brought into the cafeteria. Please note soda pop is not allowed in the cafeteria.

SCHOOL VISITORS
Please refer to Lakeland School Board Bylaws and Policies 9150 below

“The School Board welcomes and encourages visits to school by parents, other adult residents of the community, and interested educators. But in order for the educational program to continue undisturbed when visitors are present and to prevent the intrusion of disruptive persons into the schools, it is necessary to invoke visitor controls.

The superintendent or principal has the authority to prohibit the entry of any person to a school of this corporation or to expel any person when there is reason to believe the presence of such person would be detrimental to the good order of the school. If such an individual refuses to leave the school grounds or creates a disturbance, the principal is authorized to request from the local law enforcement agency whatever assistance is required to remove the individual.

The superintendent shall promulgate such administrative guidelines as are necessary for the protection of students and employees of the corporation from disruption to the educational program or the efficient conduct of their assigned tasks.

Rules regarding entry of persons other than students, staff, and faculty upon school grounds or premises shall be posted conspicuously at or near the entrance to such grounds or premises if there are no formal entrances, and at the main entrance to each school building.

Individual board members who are interested in visiting schools or classrooms on an unofficial basis shall make the appropriate arrangements with the principal. In keeping with board bylaws, such board member visits shall not be considered to be official unless designated as such by the board.

The board member shall be visiting as an interested individual in a similar capacity of any parent or citizen of the community. These visits should not be considered to be inspections nor as supervisory in nature.

If, during a visit to a school or program, a board member observes a situation or condition which causes concern, s/he should discuss the situation first with the superintendent as soon as convenient or appropriate. Such a report or discussion shall not be considered an official one from the board.”
BREAKFAST/LUNCH FREE OR REDUCED
Lakeland High School offers free and reduced priced breakfast and lunch to students whose family income meets certain guidelines. Forms are available in the main office.

BREAKFAST/LUNCH PAYMENT POLICY
Payment for all foods purchased in the cafeteria is expected in advance of service. Due to regulations, we may not allow students to charge the cost of meals. However, it is recognized that there are exceptions that must be addressed to accommodate unusual circumstances. Students may request a one day charge. The charge should be resolved the following day. No additional charges will be allowed until the account is current. Manage student accounts through: https://www.myschoolbucks.com

PETS/ANIMALS ON SCHOOL PREMISES
Students, parents and community members are instructed not to bring pets to school at any time without the approval of the principal.

SECTION II – STUDENTS AND THEIR SCHOOL

EQUAL EDUCATION OPPORTUNITY
It is the policy of this corporation to provide an equal education opportunity for all students. Any person who believes that the school or any staff person has discriminated against a student on the basis of race, color, creed, age, disability, religion, gender, ancestry, national origin, place of residence within the boundaries of the corporation, or social or economic background, has the right to file a complaint. A formal complaint may be made in writing to the school corporation’s compliance officer listed below:

Crystal Leu
Lakeland School Corporation
0825 East 075 North
LaGrange, IN 46761
Phone: 260-499-2400
Fax: 260-463-4800

The complaint will be investigated and a response, in writing, will be given to the concerned person. The compliance officer may provide additional information concerning access to equal education opportunity. Under no circumstances will the corporation threaten or retaliate against anyone who raises or files a complaint.

ENROLLING IN THE SCHOOL
Students are expected to enroll in the attendance corporation in which they have legal settlement, unless other arrangements have been approved. Students that are new to the school are required to enroll with their parents or legal guardian. When enrolling, the parents will need to bring:
- A birth certificate or similar document
- Court papers allocating parental rights and responsibilities, or custody (if appropriate)
- proof of residency, (no homeless child will be denied enrollment based on a lack of proof or residency)
- proof of immunizations.

In some cases, a temporary enrollment may be permitted. If that is done, the parents will be told what records are needed to make the enrollment complete. Students enrolling from another accredited school must have an official transcript from the sending school in order to receive credit from that school. The guidance staff will assist in obtaining the transcript, if not presented at the time of enrollment.
Adult students (18 years of age or older) may enroll themselves, but if residing with their parents, are encouraged to include them in the process. Adult students do carry the responsibilities of both the student and parent.

**EMERGENCY CLOSINGS AND DELAYS**

During periods of inclement weather when buses may have difficulty traveling or schools may be closed or delayed, student and parents/guardians are encouraged to listen to Radio Station WTHD-105.5 (Thunder Country), WMSH, WMEE- Ft. Wayne, WBCL 90.3, and WBTU-Ft. Wayne for such an announcement. Televised delays will be on WSJV-28, WANE-15, WNDU-16, WPTA-21, ABC-57, and WSBT-22. The Lakeland School Corporation weather number is 499-2499. DO NOT CALL THE SCHOOL OR THE HOME OF THE PRINCIPAL. The principal will be busy notifying school personnel. Parents/guardians are encouraged to have a prearranged plan for student care in the event of early school dismissal.

**EMERGENCY PLANNING**

We want you to be aware that we have made preparations to respond effectively should an emergency or disaster situation ever arise in our area while school is in session.

Your cooperation is necessary in any emergency. Please follow these guidelines:

1. Do not telephone the school. Telephone lines may be needed for emergency communication.
2. In the event of a serious emergency, students will be kept at school until picked up by an adult you listed on the school registration form.
3. Turn to the local radio station for emergency announcements. If students are kept at school, radio stations will be notified.
4. Impress upon your children that they must follow the directions of school staff in times of an emergency.

Parents/guardians should be patient and understanding with the student release process. In serious situations, law enforcement agencies will determine when and how children are to be released from the school building. The decision to keep students at school will be based upon whether:

- Streets in the area are open.
- The school is under lockdown procedures.
- Law enforcement agencies have determined if it is safe to release students from school.

In the event that a natural disaster takes place during the time that students are being transported, students will be kept on the bus and the driver will ask for assistance through radio contact with the school and the superintendent's office. Any child who is home waiting for the bus will not be picked up (if roads are impassable) and remains the responsibility of the parent or guardian. In the event a natural disaster occurs in the afternoon, the driver will be in contact with the school and the superintendent's office. When possible, the driver will make every attempt to continue delivering children to their home. Should road conditions prevent the driver from delivering students to their home or to school in the morning, the students will be delivered to the nearest school site and that school will communicate with the home school to inform them of the students' whereabouts.

Please discuss these matters with your immediate family. Planning ahead will help alleviate concern during emergencies.

**FIRE, TORNADO and MAN-MADE DRILLS**

The school complies with all fire safety laws and will conduct fire drills in accordance with state law. Specific instructions on how to proceed will be provided to students by their teachers who will be responsible for safe, prompt, and orderly evacuation of the building.

Tornado drills will be conducted in accordance with state law, using the procedures prescribed by the state. Man-Made drills will also be conducted in accordance with state law, using the procedures prescribed by the state.
GUEST PASS POLICY - DANCES

An individual who is not a student of Lakeland High School may attend certain events (e.g. dances) only as a guest of any Lakeland High School student and only by presenting a guest pass at the door for such an event. Guest must be 20 years old or under.

Students of Lakeland who desire to have as their guest someone who is not a Lakeland High School student must secure a guest pass from the administration office in advance by signing a roster, which identifies the guest. The guest pass is to be surrendered at the door. By signing the guest pass, the Lakeland student agrees to be responsible for the actions of his or her guest. On certain occasions the administration may give a guest pass to a non-student. Middle school students are not permitted to attend any dances at Lakeland High School. Students are not permitted to leave a dance and return. Dances are over at 11:30 p.m. unless otherwise announced.

Suspended, expelled, and those students on a waiver of due process are not allowed to attend dances.

IMMUNIZATION

Refer to Lakeland School Board Bylaws and Policies 5320 below

“The school board requires that all students be properly immunized against whooping cough, poliomyelitis, measles, diphtheria, rubella (German measles), tetanus, and mumps. Every child who enters kindergarten or grade 1 shall be immunized against hepatitis B, diphtheria, tetanus, pertussis, polio, measles, mumps, rubella, and chicken pox. Every child who enters grades 6 and 12 shall also have a meningococcal vaccine. From time to time other communicable diseases may be designated by the State Board of Health.

The superintendent shall require parents to furnish to their child's school, no later than the first day of school after enrollment, a written statement of the child's immunization accompanied by a physician's certificate or other documentation. Students whose parents do not provide the required documentation by the opening day of school may be admitted to school provided the documentation is received within twenty (20) days and is in accord with the superintendent's administrative guidelines on immunization. If the student remains unimmunized at the close of the twenty (20) day period, the superintendent shall commence expulsion proceedings, unless the parents have filed a religious objection or submitted a physician's statement that the needed immunizations are contra-indicated.

Information concerning meningococcal disease (meningitis) and its vaccine shall be provided to students and parents at the beginning of the school year by the superintendent. The information must include information concerning the causes, symptoms and spread of meningococcal diseases and places where parents may obtain additional information and vaccinations for their children. The superintendent shall consult with the State Department of Education and the State Board of Health to develop necessary information and needed materials. Exemptions to the immunization requirements shall be granted, in accordance with state law, only for medical, religious, or other reasons allowed by the state.
RANDOM DRUG TEST POLICY

The Lakeland School Corporation recognizes the health risks and dangers associated with unlawful “substance abuse,” which is a threat to the safety and health of all Lakeland High School students. The Lakeland School Corporation encourages student participation in all of its activities but believes the opportunities for such participation is not an absolute right but a privilege offered to students. Therefore, it is mandatory that each student who participates in any athletic program, co-curricular activity, or drives to school at Lakeland High School sign and return a “Random Drug Consent Form” prior to participation in any sport, co-curricular activity, or driving to school. The implementation of this program will not affect the policies, practices, or rights, of Lakeland High School in dealing with unlawful substance use, or where reasonable suspicion is obtained by means other than the random sampling provided in the program.

1. PURPOSE
The purpose and goals of this program are to:
- Provide another means of educating students about the risk and dangers associated with the use of unlawful substance abuse.
- Make every student aware that when he/she graduates from high school, we have done everything possible to ensure they are “drug-free”.
- The program is not intended to be punitive; rather its purpose is to encourage “drug-free” participation.

2. CONSENT
It is mandatory that each student who participates in the athletic programs, involved in co-curricular activities, or drives a vehicle to Lakeland High School signs and returns a “Random Drug Consent Form” prior to participation in any sport, activity or drive to school. Failure to comply will result in non-participation. The implementation of this program will not affect the policies, practices, or rights of Lakeland High School in dealing with unlawful substance use or where reasonable suspicion is obtained by means other than the random sampling provided in the program. Students over the age of eighteen will be screened for all substances (including nicotine) as outlined in this policy. Only substances that are illegal to possess or use will determine driving privileges to Lakeland High School. Use of nicotine/tobacco detected by the Random Drug Test will determine athletic, co-curricular, and extra-curricular eligibility for all participants regardless of legality of possession and use. (Refer to Policy on Athletic Training)

3. DEFINITIONS
The following definitions are applicable to this policy:
- Program - refers to random drug and alcohol testing for all high school interscholastic sport participants, co-curricular activities, or those who drive a vehicle to school.
- Students - any individual who becomes a member of any Lakeland interscholastic athletic team, co-curricular activity, or drives a vehicle to school.
- Drugs - (Athletic Drug Profile) these drugs are those that will be screened in the testing. They are listed below:

<p>| | |</p>
<table>
<thead>
<tr>
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</thead>
<tbody>
<tr>
<td>1.</td>
<td>Amphetamines</td>
</tr>
<tr>
<td>2.</td>
<td>Barbiturates</td>
</tr>
<tr>
<td>3.</td>
<td>Benzodiazepines</td>
</tr>
<tr>
<td>4.</td>
<td>Cocaine</td>
</tr>
<tr>
<td>5.</td>
<td>Opiates</td>
</tr>
<tr>
<td>6.</td>
<td>Phencyclidine</td>
</tr>
<tr>
<td>7.</td>
<td>Cannabinoids</td>
</tr>
<tr>
<td>8.</td>
<td>Ethanol (Alcohol)</td>
</tr>
<tr>
<td>9.</td>
<td>Cotinine (Nicotine Metabolite)</td>
</tr>
</tbody>
</table>

- Laboratory - is a certified laboratory with which the Board shall contract to provide services for the testing of all first and second test urine samples, clear and consistent communication with the Medical Review Officer (MRO), methodology and procedures for conducting random tests for controlled substances and alcohol and general implementation of the technical aspects of this policy.
• Positive Test - this term shall mean a verified positive for drugs as defined herein.
• Zero Tolerance - the Lakeland School Corporation has a Zero Tolerance Policy concerning controlled substances and alcohol. Therefore, any athlete who tests positive for drugs as defined herein will be subject to the consequences detailed in this policy.
• Medical Review Officer (MRO) - the laboratory shall provide a Medical Review Officer.
• Chain of Custody - procedure for maintaining control, and accountability from point of collection to final disposition of specimens.

4. PROCEDURES
At the direction of the Principal’s designee, a designated person will make a random draw. The selection of student to be tested will be done randomly. Each student will be assigned a number, and the Principal or designee will maintain one cross-reference list of names and numbers. A verifiable system of random selection shall be employed for testing. Each student will be required to provide a sample of his or her urine in a verifiable manner, but the collection of the sample shall not be physically observed. The student’s number and date shall be written on the sample bottle and the student and school nurse and/or designee shall then be responsible for turning over the samples to the testing laboratory. Each sample will be tested for tobacco, alcohol and “street drugs” (which may include all drugs listed as controlled substances under the laws of the State of Indiana). If the student is taking any over-the-counter or prescription medications which may contribute to a “positive” test result, the student should inform the school nurse and/or designee of this fact at the time the urine sample is taken. The student will be given a form to list such drugs. This form may be taken home to parents. The parents will have 24 hours to return this form to the Medical Review Officer at LaGrange Community Hospital. A competent laboratory through urinalysis shall do testing. The school corporation will pay for testing done at its request.

5. NOTIFICATION PROCEDURE
The Lakeland High School Principal or designee will be notified of all negative tests. Only numbers will be confirmed.
In the event of a positive test, the lab will contact the principal or designee to determine if the positive test was a result of over-the-counter or prescription drugs.
The participant, parents, guidance director, and coach will be notified. The student and parents will be advised of help resources.

6. CONSEQUENCES
Consequences of validated use will be as follows throughout high school

<table>
<thead>
<tr>
<th>Athletics</th>
<th>Co-Curricular Activities/Driving to School</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st offense:</td>
<td>½ of the season’s eligibility.</td>
</tr>
<tr>
<td>2nd offense:</td>
<td>One (1) calendar year (365 days).</td>
</tr>
<tr>
<td>3rd offense:</td>
<td>Ineligible To Participate In Athletics, Co-Curricular, or Driving to School.</td>
</tr>
</tbody>
</table>

Any student with a documented positive will be required to submit evidence of a negative urine drug screen that meets the chain of “custody requirement” as well as the standards that Lakeland’s designated laboratory employs prior to participation in athletics, co-curricular activities, or driving to school. This test will be provided at the student’s/parent’s expense.

It is the intent of Lakeland High School to assist students with developing a responsibility for their actions and to encourage honesty. Therefore, any student who has never been subject to the penalties of this policy and who voluntarily reports himself or herself to the principal, assistant principal, athletic director, counselor, coach, or seminar teacher, as being in violation of this policy before being reported by some other means will not be assessed a suspension of season contests. This one time self-referral will be permitted if a professional assessment from a list approved by the Lakeland High School administration is completed and its
recommendations are followed. The student must undergo assessment and the needed services that follow. The first three drug screens shall be at the parent’s/guardian’s expense.

7. **CLARIFICATION**

Any student, who is randomly selected but not present, during the “testing window”, will be placed at the front of the random list for the next testing session. This applies all students absent from attendance or attending an off campus program or event.

A student who is in non-compliance with the policy by refusing to provide the requested sample shall be deemed “positive” and subject to the procedures as outlined.

Notification of students selected by random draw for testing shall be by the Principal or his designee.

Parents will be notified in writing of the results of the test.

The definition of a student for random drug testing is one who is a member of the team and must meet established eligibility requirements recognized by the athletic awards system, such as players, managers, statisticians, etc; those students who are involved in any approved co-curricular activity sponsored by Lakeland High School; or any student who drives a vehicle to school.

**REQUIRED REPORTS TO LAW ENFORCEMENT**

Some situations require school administrators to report to local law enforcement. These include:

- Student possession of a firearm or destructive device on school property I.C. 20-33-8-16.
- Student possession, consumption, or transportation of alcohol and/or controlled substances I.C. 20-33-9-5.
- School employee receives threats or is the victim of battery, intimidation, or harassment I.C. 20-33-9 – sections 10-13.
- Suspected child abuse or neglect – Serious endangerment to a minor, student’s mental or physical health due to injury caused by act or omission I.C. 21-24-1-2.
- Suspicion that a minor student is the victim of a sexual offense I.C. 31-34-1-30.

**SAFETY/SECURITY**

--All Lakeland High School students will be issued school identification badges that should be carried and be readily available at all times during the school day. Lanyards will be provided for students choosing to wear their ID. No passes will be issued to a student who does not have a valid ID. Certain student privileges will also be denied to students who do not have an ID.
--All visitors must report to the office when they arrive at school.
--All visitors are given and required to wear a building pass while they are in the building.
--Staff are expected to question people in the building whom they do not recognize and who are not wearing a building pass, and to question people who are “hanging around” the building after hours.
--Students and staff are expected to immediately report to a teacher or administrator and suspicious behavior or situation that makes them uncomfortable.
--As many unneeded outside doors as possible are locked during the school day.
STUDENT VALUABLES
Students are encouraged not to bring items of value to school. Items such as jewelry, expensive clothing, electronic equipment, and the like, are tempting targets for theft and extortion. The school cannot be responsible of their safe-keeping and will not be liable for loss or damage to personal valuables.

STUDENT RECORDS
Refer to Lakeland School Board Bylaws and Policies 8330. Access this information via the school district’s website.

STUDENT PRIVACY AND PARENTAL ACCESS TO INFORMATION
Refer to Lakeland School Board Bylaws and Policies 2416. Access this information via the school district’s website.

TRANSFER OUT OF THE CORPORATION
If a student plans to transfer from Lakeland High School, the parent must notify the principal. School records shall be transferred within fourteen (14) days to the new school corporation. Parents are encouraged to contact the guidance office for specific details.

WITHDRAWAL FROM SCHOOL
No student under the age of eighteen (18) will be allowed to withdraw from school without an exit interview with the principal and superintendent who must agree to the withdrawal. Indiana IC 20-33-2-9 does not permit a student under the age of 18 years to withdraw unless the specific criteria have been established. The principal is also required to provide to the Bureau of Motor Vehicles the name of any student under the age of eighteen (18) who withdraws from school for revocation of the student's driver's license. The student also may not be able to obtain an employment certificate needed to obtain a job.

RE-ADMISSION OF STUDENTS AFTER VOLUNTARY WITHDRAWAL
It shall be the policy of the Lakeland Board of School Trustees that students who voluntarily withdraw or “quit” Lakeland High School and remain out of school for five (5) or more days shall not be permitted to re-enter school beyond fifteen (15) school days of the start of any trimester.

WORK PERMITS
Any child up to 18 years of age who is employed must secure an employment certificate (Work Permit) from the Guidance Department. During summer break, contact the corporation office at 499-2400 for this.

SECTION III – STUDENTS AND THEIR ATTENDANCE

GENERAL ATTENDANCE STATEMENT
Lakeland High School places an emphasis on attendance. We believe that good attendance in school is a major factor in academic success and build lifelong habits of responsibility and productivity. Further, the state of Indiana places an importance on attendance and has adopted compulsory Indiana Attendance Laws that govern school attendance policy. Therefore, Lakeland High School will take steps in informing parents and students about attendance concerns.

ABSENCE PROCEDURES
It is requested that parents call the school before 9:30 a.m. when a child is absent. You may request assignments or homework at that time and it will be ready to be picked up at 3:00 p.m. After ten absences a
parent’s call or note will not suffice unless a chronic illness form signed by a physician is on file with the school office. A chronic illness form must be filed each school year.

**PARENT NOTIFICATION**

The first student absence without notice, a phone call will be made to the parent/guardian. A letter will be mailed upon the student’s fifth (5th) absence from school.

Upon the 10th Excused Absence:
- A letter of medical incapacitation may be required on file and can be picked up in the main office or mailed upon request.
- Students will be required to provide written documentation/verification from doctors, court, or memorial pamphlets for any further absences.
- A parent’s call or note will NOT suffice.
- Student and parent may also be involved in a meeting with LHS administration, the Department of Family and Children Services (DCS) and/or Department of Probation to discuss school attendance.

Upon the 10th Un-Excused Absence:
- A letter will be mailed
- Probations and DCS will be notified
- Student will be deemed Habitual Truant

At 15 absences a letter will be sent to parents and the Department of Probation will be notified for the filing of Truancy Charges/Educational Neglect.

**ATTENDANCE POLICY**

There are four types of absences from Lakeland High School:

1. **Exempted Absence**- Indiana statute (20-8.1-3-18) allows for student absences for serving as a page, serving on a precinct election board, active duty in the Indiana National Guard, and responding to a court subpoena. Additionally, Lakeland High School considers attending a school-sponsored field trip an exempted absence.
2. **Documented Absence**- The parent/guardian documents the absence within twenty-four hours of the absence or last day/period of absence. (We prefer a call to 260-499-2470 by 9:30 AM each day of the absence).
3. **Habitual Absence**
   Under IC 20-33-2-25, the “Superintendent or an attendance officer having jurisdiction shall report a child who is habitually absent from school in violation of this chapter to an intake officer of the juvenile court or Department of Child Services. The intake officer or the department of child services shall proceed in accord with IC 31-30- through IC 31-40.”
4. **Truant**- The absence has not been documented by the parent/caregiver within twenty-four hours from the time of the absence. The documentation must be in the form of a phone call, fax, or note signed by the parent/caregiver. In the event of truancy the school will initiate the following policy:
   A. **FIRST CONFIRMED TRUANCY:**
      The school informs the student’s parent(s) about the attendance problem with a phone call or letter. This contact will invite the parent to confer with administrators and counselors. The student may also receive a disciplinary action such as Saturday School or suspension.
   B. **SECOND CONFIRMED TRUANCY:**
      The school informs the parent(s) with a second phone call or notification letter. Parents will be asked to return the child to school within 24 hours of the notice and meet with school administrators. Further disciplinary action may also be required.
   C. **THIRD AND SUBSEQUENT TRUANCIES:**
The school informs the parent(s) with a third notification. This will be a letter sent certified mail. The nature of the letter will be to inform the parent that the matter is being referred to the LaGrange County Prosecutor’s Office for further action.

5. **Habitual Truant** - IC 20-33-2-11 states that a school corporation must define Habitual Truant, which must, at a minimum, define the term as a student who is chronically absent, by having unexcused absences from school for more than ten (10) days in one (1) school year. Habitual Truancy, according to state minimum standard, is a student who has been absent ten (10) days or more from school within a school year without being excused or without being absent under a parental request that has been filed with the school. Lakeland School Corporation define Habitual Truancy as:

**HABITUAL TRUANCY**: Indiana Code 20-33-2-11 provides that any person 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. The term “habitual truant” is defined by school board policy as a student who willfully refuses to attend school in defiance of parental authority or is unexcused by a parent in one of the following circumstances:

1. three days in any period of ten days.
2. four days in a trimester.
3. seven days in any two-trimesters; or
4. 10 days in a school year or any period of three or more trimesters.

Please note: For the purpose of defining habitual truancy, an absence of one hour or more in a day constitutes one day’s absence. Repeated truancy from school or class is considered a very serious violation of school rules and may lead to additional disciplinary action including suspension and expulsion.

6. **Suspended**- legally separated from the school for up to ten days. When a student has missed at least ten (10) percent of a class period (usually at the midpoint and end of each grading period) parents will be notified. The purpose of the notification is to make parents aware of the concern regarding attendance and to consider any interventions if appropriate. Students usually have a difficult time meeting course objectives and passing grades with a high level of absenteeism. Attendance is counted by individual periods.

Students missing at least ten (10) percent of a course may be subject to administrative action including but not limited to:

- Requirement of parent to present a *Certificate of Incapacity* under Indiana Code 20-8.1-3-20 to verify a student’s medical reason for missing school.
- Attendance Contract
- Referral to an outside agency for counseling (at parent expense)
- Forfeiture of class credit
- Modify schedule
- Expulsion through due process if credit is denied in at least half of the classes
- Saturday School or supervised study
- Assigned to school bus for transportation

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**EXCUSED ABSENCES**

1. Personal illness and injury.
2. Doctor and dental appointments (attempts should be made to schedule after school).
3. Death or serious injury in immediate family.
4. Court appearance.
5. Approved service as a page or poll worker.
6. Recruitment tests for armed service (arrangements should be made in advance).
7. Suspensions from school.
8. Military Leave
9. Others deemed appropriate and approved by the administration.

**COLLEGE VISITATION**

Juniors and seniors may schedule two (2) days per school year for college, university or technical school visitation. Arrangements must be made through the guidance office. Written permission of the parent to make the visitations is due in the guidance office twenty-four (24) hours before the expected visit. After being approved by the guidance office, the student will take the written permission to each classroom teacher for signature and assignments. Students will make the appointment with the college admissions office, complete the visitation form and have the college admission representative sign the form. Upon the return to school, the signed visitation form will be used as a written excuse for the student absence. These guidelines apply for visits to universities and technical schools also. Failure to meet these guidelines will result in an unexcused absence. Additional days may be arranged through the assistant principal or principal. No college, university, or technical school visit will be allowed after May 1 without administrative approval. The same guidelines will apply to military visitations for seniors.

**FAMILY VACATION**

A family vacation with guardian will be an excused absence so long as it fits within the 10-day limit and arrangements are made one (1) week in advance. Please fill out a student leave form. As the school calendar allows for built in vacation time, vacationing outside the calendar allowances hinders academic success.

**LEAVING SCHOOL GROUNDS**

Any time a student needs to leave the school grounds, he/she must first report to the main office and request permission to leave. Permission must be obtained through the office and granted only with parent verification. Any student leaving the grounds without permission will be considered truant. Students having dental or medical appointments should have parent/guardian document the absence with the office within 24hrs of the absence. Students who leave without permission will be subject to disciplinary action and the absence will not be excused.

**PREARRANGED PLANNED ABSENCES**

(Made 24 hours in advance with a note signed by teachers.)

These will be included in the 10-day limit. Emergency situations will be dealt with on an individual basis. Please fill out a student leave form.

1. Religious observance.
2. Exhibiting at the State Fair.
3. Vacation with parents.
4. College visit (see preceding procedure).
5. Work for family (family and business in an emergency). Two (2) days per year excused.
6. Others deemed appropriate and approved by the administration.

**UNEXCUSED ABSENCES**

All absences that do not fall in the previous categories will be classified as unexcused and include, but is not limited to the following:

1. Truancy (skipping or cutting classes).
2. Automobile repair, out of gas, flat tire, missing a ride.
3. Babysitting, errands, shopping, haircuts, senior pictures, prom dress.
4. Oversleeping, missing the bus.
5. Staying home to do work or complete homework.
6. Absence for any reason if a student attends a school activity or works outside the school without approval of the administration.
7. Other reasons not deemed acceptable by the administration.

TARDY TO CLASS
Almost all tardiness is avoidable. Habits of punctuality and promptness are important elements in character and personality. Students who are tardy to class are subject to penalty by the teacher. Students are expected to be in their first period class, when the bell rings. Those students tardy to school must report to the main office to check in. Issues of tardy other than first period will be handled by the teacher. Students who fail to comply with teacher initiated consequences will be reported and have administrative consequences consistent with noncompliance and insubordination as described in the Section A Rules 16 and 25, of the Student Misconduct and/or Substantial Disobedience section located in this handbook.

PERFECT ATTENDANCE
Recognizing that good attendance is an asset both in school and on the job, Lakeland will award a pin and certificate to students who achieve 100% attendance during the school year.

**Note: A student’s official attendance record is as recorded/reported by the principal’s office.

PASSES TO AND FROM CLASS
The student calendar/handbook will be used as a hallway/restroom pass from a class that is in session. Students will be allowed twelve (12) hallway/restroom passes per trimester. Teachers will record the time and date of pass in the space provided in the handbook. **Students will have their handbook and visible student ID with them each time they enter the hallway.** Staff will escort the student back to class when found without their handbook and visible student ID. When a student has reached twelve (12) passes, he/she may not leave class. Teachers may issue a yellow corridor pass to a student when special circumstances arise, i.e. medical emergencies, student called to office or guidance, or permission from administration (a visible student ID still required in these cases too). Students may only use spaces from their own handbook. Students may not trade or “loan” spaces from the handbook. Students will be assessed a fee for lost, misplaced, or destroyed handbooks.

SECTION IV – STUDENTS AND THEIR TRANSPORTATION

STUDENT DRIVING
If you drive to school, you must apply for a driver’s permit from the front office. After your driver’s permit has been filled out, signed, and returned to the assistant principal, along with a drug screening permission sheet, you will then be eligible to receive a parking sticker. This sticker will entitle you to park in a designated student parking area. The driving sticker will be placed in the lower left of the windshield. Vehicles will be left at school until the school day is over. School parking permits may be cancelled at any time because of lack of cooperation.

BUS PASSENGER GUIDELINES
The bus schedule and route is available by contacting Jake Bell at 499-2400. Students will ride only assigned school buses and will board and depart from the bus at assigned bus stops. Students will not be permitted to ride unassigned buses for any reason other than an emergency, except as approved by the principal. A change in a...
student’s regular assigned bus stop may be granted for a special need, if a note from a parent is submitted to the principal stating the reason for the request and the duration of the change and the principal approves.

School bus drivers have control of all students conveyed between the pick-up point and the school and the return trip. The driver shall keep order, maintain discipline among students while in the bus, treat all students in a civil manner, see that no student is imposed upon or mistreated by others while on the bus and shall assure that the following regulations are observed by all passengers. All students are reminded that riding a bus is a privilege and not a right.

Rules for riding a bus
1. Each student shall be seated immediately upon entering the bus. If the driver has assigned seats, the student shall occupy his/her assigned seat while on the bus.
2. Loud, boisterous, or profane language or indecent conduct shall not be tolerated.
3. Students shall not be allowed to tease, scuffle, trip, hold, hit, or use their hands or feet or body in any other objectionable manner.
4. Students will not be allowed to litter bus with paper, food, or other debris.
5. Damage to school corporation property will not be tolerated.
6. Windows or doors will not be opened or closed except by permission of the bus driver.
7. Students shall not leave their seat until the bus has come to a complete stop.
8. Each student should be waiting at his/her boarding station when the school bus arrives.
9. The school bus driver shall be responsible for discipline on the school bus, just as teachers are in the classroom. Refusal to transport students or any other punishment shall be determined in cooperation with the school authority and the driver.
10. If a student loses bus-riding privileges, he/she may not ride any bus for any reason (i.e.: am or pm shuttles, extra-curricular, etc.)
11. Food or drink is not allowed on the bus.
12. Cellular telephone use is not permitted during bus routes.
13. Only students assigned to a route may ride the bus, unless prior approval has been obtained through the building administrator and the driver.
14. Use of electronic devices may be permitted by the driver, but only with the use of headphones. The material must be school appropriate. Students choosing to bring the devices on the bus do so at their own risk. Violations will be reported to the appropriate building administrator.

All Lakeland school buses are equipped with security cameras for the safety of the students and the drivers.

A student who becomes a behavior problem on the bus shall be disciplined in accordance with the LSC Discipline Guide and may be deprived of the privilege of riding the bus.
Enter the two driveways of the northwest corner to pick up and drop off students at doors 7 or 15 only. Exit by following the diagram above. This plan is intended for student safety and convenience of parents.
SECTION V – STUDENTS AND THEIR ACADEMICS

SCHEDULING AND ASSIGNMENT
At the beginning of each trimester. The schedule is based upon the student’s needs and available class space. Any changes in a student’s schedule should be handled through the guidance department. It is important to note that some student requests to take a specific course may be denied. Students are expected to follow their schedules. Any variation should be approved with a pass or schedule change.

ACADEMIC PROGRAM

Indiana General High School Diploma

Beginning with students who enter high school in 2007–2008 (Class of 2011), the completion of Core 40 becomes an Indiana graduation requirement. Indiana’s Core 40 curriculum provides the academic foundation all students need to succeed in college and the workforce.

To graduate with less than Core 40, the following formal opt-out process must be completed:

- The student, the student’s parent/guardian, and the student’s counselor (or another staff member who assists students in course selection) meet to discuss the student’s progress.
- The student’s career and course plan is reviewed.
- The student’s parent/guardian determines whether the student will achieve greater educational benefits by completing the general curriculum or the Core 40 curriculum.
- If the decision is made to opt-out of Core 40, the student is required to complete the course and credit requirements for a general diploma and the career/academic sequence the student will pursue is determined.

EARLY GRADUATION
The school board acknowledges that some students are pursuing educational goals, which include graduation from high school at an earlier date than their designated class.

Application for early graduation shall be in accordance with state regulations. The principal may honor this request if all conditions for graduation are met and the student fulfills the graduation requirements.

The student may participate in the graduation ceremonies with his/her designated class.
### Lakeland High School Diploma

#### Course and Credit Requirements

<table>
<thead>
<tr>
<th>Subject</th>
<th>Credits</th>
<th>Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>English/Language Arts</strong></td>
<td></td>
<td>8 credits&lt;br&gt;Including a balance of literature, composition and speech.</td>
</tr>
<tr>
<td><strong>Mathematics</strong></td>
<td></td>
<td>8 credits&lt;br&gt;2 credits: Algebra I&lt;br&gt;2 credits: Geometry&lt;br&gt;2 credits: Algebra II&lt;br&gt;Or complete Integrated Math I, II, and III for 3 credits. Class of 2016, 2017-2019 - must complete a math or science course in the junior and senior year. Class of 2014, 2015 - must take a math or science class every year of high school.</td>
</tr>
<tr>
<td><strong>Science</strong></td>
<td></td>
<td>8 credits&lt;br&gt;2 credits: Biology I&lt;br&gt;2 credits: Chemistry I or Physics I or Integrated Chemistry-Physics&lt;br&gt;2 credits: any Core 40 science course</td>
</tr>
<tr>
<td><strong>Social Studies</strong></td>
<td></td>
<td>8 credits&lt;br&gt;2 credits: U.S. History&lt;br&gt;1 credit: U.S. Government&lt;br&gt;1 credit: Economics&lt;br&gt;2 credits: World History/Civilization</td>
</tr>
<tr>
<td><strong>Directed Electives</strong></td>
<td></td>
<td>6 credits&lt;br&gt;World Languages&lt;br&gt;Pine Arts&lt;br&gt;Career &amp; Technical</td>
</tr>
<tr>
<td><strong>Physical Education</strong></td>
<td></td>
<td>2 credits</td>
</tr>
<tr>
<td><strong>Health</strong></td>
<td></td>
<td>1 credit</td>
</tr>
<tr>
<td><strong>Electives</strong></td>
<td></td>
<td>12 credits</td>
</tr>
</tbody>
</table>

**48 Minimum Total Credits Required**

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*Specified number of electives required by the state. High school schedules provide time for many more electives during the high school years. All students are strongly encouraged to complete a Career Academic Sequence (selecting electives in a deliberate manner) to take full advantage of career exploration and preparation.*
Course and Credit Requirements

English/Language Arts
8 credits
Including a balance of literature, composition and speech

Mathematics
6-8 credits
2 credits:
Algebra I
2 credits:
Geometry
2 credits:
Algebra II
Or complete Integrated Math I, II, and III for 6 credits.

Class of 2014, 2015, 2016
must complete a math or physics course in the junior or senior year

Class of 2016, 2017
must take math or quantitative reasoning class every year of high school

Science
6-8 credits
2 credits:
Biology I
2 credits:
Chemistry I or Physics I or Integrated Chemistry - Physics
2 credits:
any Core 40 science course

Social Studies
6-8 credits
2 credits:
U.S. History
1 credit:
U.S. Government
1 credit:
Economics
2 credits:
World History/Civilization

Directed Electives
9-11 credits
4-8 credits: World Languages (recommended)
2 credits:
Fine Arts
2 credits:
Physical Education
1 credit:
Health & Wellness

Career & Technical Electives*
8-10 credits
1 credit:
Professional Career Internship
7-9 credits:
Career Pathway Focused Courses (Career Academic Sequence Recommended)

Other Requirements*
2 credits
1 credit:
Community Service
1 credit:
Senior Project

*Students are also required to obtain at least 6-12 college credits through existing credits from AP and dual credit course selections

Leading EDGE with Academic Honors (minimum 47 credits)

- Complete all minimum requirements for Leading EDGE.
- Earn 2 additional Core 40 math credits
- Earn 6-8 Core 40 world language credits (6 credits in one language or 4 each in two).
- Earn a grade of a “C” or better in courses that will count toward the diploma.
- Have a grade point average of a “B” or better.
- Complete one of the following:
  - Complete AP courses (4 credits) and corresponding AP exams
  - Complete IB courses (4 credits) and corresponding IB exams
  - Earn a combined score of 1200 or higher on the SAT critical reading & math
  - Score a 26 or higher composite on the ACT
  - Complete dual high school/college credit courses from an accredited post-secondary institution (6 transferable college credits)
  - Complete a combination of an AP course (2 credits and corresponding exam) or an IB Standard Level course (2 credits and corresponding exam) and dual high school/college credit course(s) from an accredited postsecondary institution (3 transferable college credits)

Leading EDGE with Technical Honors (minimum 47 credits)

- Complete all requirements for Leading EDGE.
- Complete a career-technical program (8 or more related credits)
- Earn a grade of “C” or better in courses that will count toward the diploma.
- Have a grade point average of a “B” or better.
- Recommended: Earn 2 additional credits in mathematics and 4-8 credits in World Languages for four year college admission.
  - Complete two of the following, one must be A or B:
    S
    - A. core at or above the following levels on WorkKeys: Reading for Information - Level 6; Applied Math - Level 6; Locating Information - Level 5
      (Class of 2016 – or minimum Accuplacer or Compass score)
    - B. Complete dual high school/college credit courses in a technical area (6 college credits)
      (Class of 2016 – complete 6 credits in a college and career pathway)
    - C. Complete a Professional Career Internship course or Cooperative Education course (2 credits)
ACADEMIC HONESTY

Part of building character and responsibility in students is an expectation of honesty in regard to student work. Students at Lakeland High School are expected to turn in work and respond on tests, quizzes, projects and assignments in a manner that reflects the individual student’s knowledge and understanding of a particular subject area. Cheating through the direct act of looking at and copying another’s work or plagiarizing is not acceptable. The first violation of this expectation will result in a grade of zero on the assignment or test as well as a referral to guidance and administration. Subsequent offenses will result in further action by the administration including but not limited to: removal from class, change of schedule, losing credit for the class, suspension, and/or expulsion.

DROPPING OF CLASSES

No schedule changes will be made after the first two days of each trimester. After this point, dropping a class will result in a withdrawal, failure, and no credit, unless waived by administrative approval. Students must have written permission from a parent and principal to drop a class. Withdrawals will not be accepted after the 7th week of a trimester. A provision will remain that a student can transfer to a general English course from an AP at the 7th week. This option may be available for other AP courses on a case-by-case basis. A “WF” will have a negative effect on the student’s GPA.

LEARNING TRIPS

Learning trips are academic activities that are held off school grounds. There are also other trips that are part of the school’s co-curricular and extra-curricular program. No student may participate in any school-sponsored trip without parental consent.

GRADE REPORTS

Grade reports are issued following the close of each twelve-week grading period. To improve future performance any student receiving failing or near failing grades at this time should see his/her guidance counselor or teacher for suggestions to improve.

Grades at Lakeland are awarded on a percentage scale. A passing credit will be given for any grade of “D” or above. “I” means incomplete and indicates assignments may yet be turned in. Students will have two (2) weeks following the end of the grading period to complete any work. Work not completed at the end of a trimester according to the guidelines above or with special arrangements with the teacher will be averaged as a “0” for the purpose of obtaining a final grade.

Only with the cooperation of the school and the home, can we be of most service to the student. Trimester grades are determined from day one through day sixty of the trimester. The trimester final will count no more than 10% of the final grade. Individual teachers with principal approval may waive trimester exams.

Lakeland High School will have two honor rolls: High Honor Roll and a Regular Honor Roll. All grades recorded in any particular marking period will count toward the Honor Roll.

1. High Honor Roll will be students with an A- average or above with no grade lower than B and no incomplete grades at the end of the grading period.

2. Regular Honor Roll will be students with a B+ average or above with no grade lower than a C+ and no incomplete grades at the end of the grading period.

The valedictorian will be determined at the completion of the second trimester of the students’ senior year. Lakeland High school may have more than one student that qualifies for this distinction. The student with the top cumulative GPA will receive this award as well as any student that is within .1 (one tenth) of the top cumulative GPA.
To be eligible all grades must be on file in the guidance office at the end of the 2nd trimester. To be considered for academic distinction and honors, including valedictorian, a student must be enrolled at Lakeland High School for two trimesters of their senior year. All work completed at other accredited institutions must be on file in the guidance department by March 1st.

Students choosing to study in a foreign country for a portion of their high school career may transfer credits earned during the time abroad toward Lakeland graduation requirements. Students studying abroad will not, however, be considered eligible for valedictorian. These students will be considered for any and all other academic honors and memberships.

Please be aware that, as of this year, LHS has a new grade scale. It is now better aligned to what other schools use and what is best interpreted by post-secondary institutions. With this change, honor rolls are adjusted as follows:

1. **High Honor Roll** will be students with an A- average (3.75) or above with no grade lower than B (3.00) and no incomplete grades at the end of the grading period.

2. **Regular Honor Roll** will be students with a B+ average (3.50) with no grade lower than a C+ (2.50) and no incomplete grades at the end of the grading period.

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HOMEWORK POLICY
The Lakeland High School staff is committed to an educational program of the highest quality, and recognizes that an essential ingredient in positive student progress is the appropriate use of homework. Homework will be considered as any assignment that contributes to the total educational process. It is not necessarily limited to paper and pencil activities, but may be a continuation of an assignment actually started at school. The type, frequency, and quality of homework should be best determined by the teacher, but generally will increase from grade to grade. Homework can be a very important and effective vehicle for communication between school and home, but in order to optimize the effect, it must be two-way. Homework should fulfill the following:
1. Enhance and enrich, not merely increase the time students spend in learning.
2. Review, reinforce, and extend classroom learning.
3. Reflect individual ages, needs, and abilities of the students.
4. Never be assigned as a punitive measure.

Each teacher has the responsibility to:
1. Establish homework procedure and share it with students at the beginning of the school year or semester.
2. Make assignments that reinforce educational goals.
3. Make certain that students understand what is expected of them and how to perform assigned tasks.
4. Help students develop effective tasks.
5. Evaluate homework and share the evaluation with students.
6. Guard against large amounts of homework on an irregular basis. Lesser amounts on a regular basis are probably more effective.
7. Notify parents if student consistently fails to complete assignments.

Each student has the responsibility to:
1. Clarify with the teacher before leaving class any questions about the assignment.
2. Complete all assignments on time and in a manner requested.
3. Make up all work missed due to an EXCUSED absence.
4. With help from parents:
   a. Set aside a special place for study that is free from excessive noise or other distractions.
   b. Organize time so that the assignment can be completed in a reasonable length of time.
   c. Check all work carefully.

Each parent has the responsibility to:
1. Help the child find a reasonably quiet and well-lighted place to study.
2. Help establish a study routine: that is, time and place.
3. Try to understand the value of different types of assignments.
4. Communicate with teachers whenever the student has consistent difficulty with assignments.
5. Encourage and support the efforts of the child, but do not do the assignments for the student.
6. Avoid undue comparisons with other students and siblings.
7. Notify the school of any problems, physical or emotional that might affect performance.

HOMEWORK (TIMELINESS OF ASSIGNMENT COMPLETION)
Lakeland High School will only accept late assignments up to five school days after the original due date. Ten percent (10%) will be deducted from the grade for each day the assignment is late. A minimum grade of fifty percent (50%) will be issued for (completed) assignments received within 1-5 days of the original due date providing the initial grade is 100%. Any assignment received on or after the sixth day will be issued a zero (0).
**HOMEWORK/MAKE-UP WORK**
The responsibility for missed work rests with the absent student. Each student should make arrangements with the classroom teacher for missed assignments. For excused, pre-arranged, and suspensions, the student shall have one day plus the number of days missed to make up the work. Suspended students shall make every effort to secure work prior to serving the suspension. For any unexcused absence, make-up work is not for credit.

**MANDATORY CURRICULUM**
Please refer to Lakeland School Board Bylaws and Policies 2221 below

“In compliance with the Indiana Code, the school board directs the superintendent to prepare, implement, and supervise courses of instruction in the following areas as stipulated in the Indiana Code and the regulations of the State Department of Education:

The Constitution of the United States and Indiana the system of government in Indiana and the United States, methods of voting, party structures, election laws, and the responsibilities of citizen participation in government and in elections; American History; safety education, the principles of hygiene and sanitary science the spread of disease by rats, flies, and mosquitoes, and its effects, and of disease prevention by the proper selection and consumption of food the nature of alcoholic beverages, tobacco, prescription drugs, narcotics, and their effects on the human system and society at large; Acquired Immune Deficiency Syndrome (AIDS), and to the extent possible, instruction on other dangerous communicable diseases, instruction on human sexuality or sexually transmitted diseases, instruction regarding breast and testicular cancer, including the significance of early detection through self-examination, and in the case of breast cancer, regularly-scheduled mammographies, career-awareness in grades 1 – 12, human donor program and blood donor program as part of the high school health education curriculum, good citizenship instruction.

The superintendent shall prepare appropriate guidelines relative to the planning, teaching, and evaluation of these courses and ensure that each teacher present his/her instruction with special emphasis on honesty, morality, courtesy, obedience to the law, respect for the national flag, the constitutions of the United States and Indiana, respect for parents and the home, the dignity and necessity of honest labor, and other lessons of a steadying influence, which tend to promote and develop upright and desirable citizenry.

When required by law, the board shall approve the course of instruction prior to its use in the classroom. take a specific course may be denied. Students are expected to follow their schedules. Any variation should be approved with a pass or schedule change.

**SCHOLARSHIPS**
Awarding agencies or clubs send information on their scholarships to the guidance office. Applications can be picked up in the guidance office. The guidance office is a scholarship-clearing center that students need to check with regularly. Scholarships will be announced in daily school announcements and printed in monthly senior newsletters which is delivered to the classrooms and also made available on the guidance department website. It is the student’s responsibility to check with the guidance office concerning scholarships. Students should also check with institutions that they plan to attend to see if they offer any additional scholarships.

**SECTION 504 - AMERICANS WITH DISABILITIES ACT**
The American's with Disabilities Act (A.D.A.) and Section 504 of the Rehabilitation Act requires the School to ensure that no individual be discriminated against on the basis of a disability. This protection applies not just to the student, but all individuals who have access to the corporation's programs and facilities.
Students with disabilities who do not qualify for IDEA may be served within the regular education program with an accommodation plan developed through an interactive dialogue between the school, the student and the student’s parent(s). Parents, who believe their child may have a disability that interferes substantially with the child's ability to function properly in school, should contact the principal at 260-499-2470.

**SPECIAL EDUCATION**

The school provides a variety of special education programs for students identified as having a disability as defined by the Individuals with Disabilities Education Act (IDEA).

A student can access special education services only through the proper evaluation and placement procedure. Parent involvement in this procedure is required. More importantly, the school encourages the parent to be an active participant. To inquire about the procedure, a parent should contact the guidance office at 260-499-2475.

**STUDENT ASSESSMENT**

To measure student progress, students will be tested in accordance with State standards and Corporation policy.

Additional group tests are given to students to monitor progress and determine educational mastery levels. These tests are used to help the staff determine instructional needs.

Classroom tests will be used to assess student progress and assign grades. These are selected or prepared by teachers to assess how well the students have achieved the specific objectives. Vocational and interest surveys may be given to identify particular areas of student interest or talent. These are often given by the guidance department. If necessary, intelligence tests, speech and language evaluations, individually administered achievement tests, and other special testing services are available to students needing these services.

College entrance testing information can be obtained from the guidance department. Depending on the type of testing, specific information and/or parent consent may need to be obtained. The school will not violate the rights of consent and privacy of a student participation in any form of evaluation.

**STUDENT PRIVACY AND PARENTAL ACCESS TO INFORMATION**

Refer to Lakeland School Board Bylaws and Policies 2416. Access this information via the school district’s website.

**SUMMER SCHOOL**

It shall be the policy of the Lakeland Board of School Trustees to offer summer classes, based on interest and need, to all resident attendees of the Lakeland School Corporation.
SECTION VI – STUDENTS AND THEIR TECHNOLOGY

LAKELAND SCHOOL CORPORATION ACCESS TO ELECTRONIC INFORMATION, SERVICE, AND NETWORKS/ACCEPTABLE USE POLICY

EDUCATIONAL PURPOSES
A. The Lakeland School Corporation Internet system has been established for educational purposes.
B. The Lakeland School Corporation Internet system has not been established as a public access service or a public forum.
C. You may not use the Lakeland School Corporation Internet system for commercial purposes.
D. You may not use the Lakeland School Corporation Internet for political lobbying.

STUDENT INTERNET ACCESS
A. All students will have access to Internet World Wide Web information resources through their classroom, media center, or school computer lab.
B. When provided, secondary students may obtain an individual e-mail account with the approval of their parents.
C. Lakeland School Corporation students and their parents must sign an account agreement to be granted an Internet account.
D. After completing Corporation approved training, Lakeland School Corporation employees and students will have access to Internet/World Wide Web information resources through classroom, media center, or school provided computers.
E. Students utilizing school-provided technology and/or Internet access are responsible for professional use on-line just as they are in a classroom or other areas of the school. The same general rules for behavior and communication apply.

UNACCEPTABLE USES
5. Personal Safety
   (a) You will not post personal contact information about yourself or other people.
   (b) You will not agree to meet with someone you have met online without your parent’s approval.
   (c) You will promptly disclose to your teacher or other school employee any message you receive that is inappropriate or makes you feel uncomfortable.
   (d) Students are not permitted to take video or post images of adults and or students without their consent

6. Illegal Activity
   (a) You will not attempt to gain unauthorized access to the Internet or to any other computer system through the Lakeland School Corporation Internet to or go beyond your authorized access. This includes attempting to log in through another person’s account or access another person’s files and visiting proxy sites.
   (b) You will not make deliberate attempts to disrupt the computer system or destroy data by spreading computer viruses or by any other means.
   (c) Students are not permitted to violate any local, state, or federal statute. This policy and all its provisions are subordinate to local, state and federal statutes.

7. System Security
   (a) You are responsible for your individual account and should take all reasonable precautions to prevent others from being able to use your account.
(b) You will immediately notify a teacher or the system administrator if you have identified a possible security problem.
(c) You will avoid the inadvertent spread of computer viruses.

8. **Inappropriate Language**
   
   (a) Restrictions against inappropriate language apply to public messages, private messages, and material posted on Web pages.
   (b) You will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language.
   (c) You will not post information that could cause damage or disrupt the educational process.
   (d) You will not engage in personal attacks, including prejudicial or discriminatory attacks.
   (e) You will not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person. If you are told by a person to stop sending messages to him you must stop!
   (f) You will not knowingly or recklessly post false or defamatory information about a person or organization.

9. **Respect for Privacy**
   
   (a) You will not repost a message that was sent to you privately without permission of the person who sent you the message.
   (b) You will not post private information about another person.

10. **Respecting Resource Limits**
    
    1. Users will use the system only for educational and professional or career development activities (no time limit), and limited, high-quality, self-discovery activities.
    (b) Users will not download large files (1MB or larger) without permission from one’s instructor.
    (c) Users will not post chain letters or engage in “spamming”. Spamming is sending annoying or unnecessary message to a large number of people.
    (d) When provided, users will check their e-mail frequently and delete unwanted messages promptly.
    (e) Students are not permitted access to chat rooms unless monitored by a teacher and used as a curricular tool.

11. **Plagiarism and Copyright Infringement**
    
    1. Users will not plagiarize works found on the Internet.
    2. Users will respect the rights of copyright owners.

12. **Inappropriate Access to Material**
    
    (a) You will not use the Internet to access material that is profane or obscene (pornography) that advocates illegal acts, or that advocates violence or discrimination towards other people (hate literature).
    (b) If you mistakenly access inappropriate information, you should immediately tell your teacher so your computer history file may be purged.
    (c) Your parents should instruct you if there is additional material they think is inappropriate for you to access.
    (d) Students will not be permitted to download games, music CD’s, audio files, or audio players without permission from an instructor. Some of these applications may be needed for the completion of projects. Students are to avoid any and all Copyright Infringement. Any violations are subject to disciplinary consequences consistent with the LSC Progressive Disciplinary Handbook.
YOUR RIGHTS

1. Free Speech
   Your right to free speech applies also to your communication on the Internet. The Internet is considered a limited forum, similar to the school newspaper, and therefore the Lakeland School Corporation may restrict your speech for valid educational reasons.

2. Search and Seizure
   (a) You should expect only limited privacy in the contents of your personal files on the Lakeland School Corporation Internet system.
   (b) Routine maintenance and monitoring of the Lakeland School Corporation Internet may lead to discovery that you have violated the disciplinary code.
   (c) An individual search will be conducted if there is reasonable suspicion that you have violated this policy, the disciplinary code or the law.
   (d) Your parents and school personnel have the right at any time to request to see the contents of your e-mail files.

3. Due Process
   (a) The Lakeland School Corporation will cooperate fully with local, state, or federal officials in any investigation related to any illegal activities conducted through the Lakeland School Corporation Internet.
   (b) In the event there is a claim that you have violated this policy or disciplinary code in your use of the Lakeland School Corporation Internet, you will be provided with a written notice of the suspected violation and an opportunity to present an explanation before a neutral administrator.
   (c) The consequences of any violation may include expulsion from Lakeland High School.

LIMITATION OF LIABILITY
The Lakeland School Corporation makes no guarantee the functions or the services provided by or through the school system will be error-free or without defect.

PERSONAL RESPONSIBILITY
When you are using the Lakeland School Corporation Internet, it may feel like you can easily break a rule and not get caught. This is not true. Whenever you do something on a network you leave “electronic footprints”.

DISPLAY OF STUDENT INFORMATION/WORK ON THE WORLD WIDE WEB
Parents and students may have access to a student’s grades, attendance, schedules, teacher notes, school activities, and other information as offered by the corporation’s student management/grade book software. Access to student records will be granted to all legal/custodial parents/guardians and students. Access for non-custodial family members must be requested in writing by the custodial parent/guardian to the Assistant Principal. Termination of access for a non-custodial family member must be made in writing to the building Assistant Principal by the same custodial parent/guardian that made the original request.

When posting student work on corporation servers, web pages, or other allowed sites that will permit viewing information over the World Wide Web:
- Student’s name will be the only personal information used.
- Pertinent/additional information about the project may also be posted as long as it does not disclose other student information. An e-mail link to the teacher may be included.
- By Signing student handbook form parents give LSC permission/consent to allow student pictures to be used for news media and social media coverage for academic and athletic purposes.
Unless notified in writing by the parent/guardian, student information, work, and/or pictures may be posted as stated/allowed/outlined above. Withdraw of information forms will expire at the end of each school year and must be renewed yearly.

**Access to Electronic Information, Services and Networks/Internet Acceptable Use Policy**

Lakeland School Corporation (LSC) technology and Internet access has not been established as a public access service or a public forum. It may not be used for commercial purposes or political lobbying.

LSC expects that faculty will provide guidance and instruction to students in its use. As much as possible, access from school to Internet resources will be structured in ways, which point students to those sites, which have been evaluated. Students shall be provided with guidelines and lists of resources particularly suited to learning objectives.

LSC takes precautions to filter/restrict access to materials that are not of educational value; however, it is impossible to limit access to all such materials. In the course of filtering inappropriate materials it is possible that some appropriate materials will be filtered also.

Employees, students and parents must sign an account agreement to be granted an Internet account. When provided or approved by LSC and their parents, students may obtain an individual e-mail account. The same general rules for behavior and communication apply on-line just as they do in a classroom. Each person is responsible for his/her individual account and should take reasonable precautions to prevent others from accessing that account. Students should notify a teacher or the system administrator immediately if a possible security problem has been identified.

Users should expect only limited privacy in the contents of personal files on the LSC computer network. Routine maintenance and monitoring may lead to discovery that a person violated the disciplinary code. An individual search will be conducted if there is reasonable suspicion that a user has violated this policy, the disciplinary code or the law. Parents and school personnel have the right at any time to request to see the contents of a student’s network and e-mail files.

**CARE OF PROPERTY**

Students are responsible for the care of their own personal property. The school will not be responsible for personal property. Valuables such as jewelry or irreplaceable items should not be brought to school. The school may confiscate such items and return them to the student’s parents.

Damage to or loss of school equipment and facilities wastes taxpayers’ money and undermines the school program. Therefore, if a student does damage to or loses school property, the student or his/her parents will be required to pay for the replacement or damage. If the damage or loss was intentional, the student will also be subject to discipline according to the LSC Discipline Guide.
Laptop Use Expectations

1. Appropriate Laptop Use
   a. At School
      i. Educational uses only
      ii. Stay focused on your current class
   b. At Home
      i. Laptops only go home for teacher assigned homework or school work
      ii. Laptops not taken home will be neatly placed in their assigned shelf, and plugged in to charge
      iii. Teachers will assure all rooms are secured at the end of each day
      iv. Laptops must be carried in appropriate laptop bag

2. Laptop Care
   a. No food or drink near the laptop
   b. Keep the laptop in a case unless it is being charged, or being used
   c. Take care of all of your equipment
   d. Keep the laptop with you when it is not in your EDGE room or locker
      i. You are responsible for your laptop at all times
      ii. You are responsible for repair / replacement costs
   e. Appropriate Internet sites only
   f. Laptops must be in a case while traveling from room to room, or when leaving the building
      i. Do not charge the laptop while in the case, it will overheat
      ii. Do not leave the laptop on while in the case, it will overheat
      iii. Students are responsible for providing their own laptop case
   g. If there is a problem with my laptop, I will ask two peers for help. If the issue remains, I will e-mail helpdesk@lakeland.k12.in.us with a cc: to my EDGE teacher. The e-mail will contain a complete description of the problem, what I have done to try and fix it and I will take my laptop to EDGE and turn it in for repair.

3. Consequences
   a. First offense - Warning
   b. Second offense - Referral - after school detention
   c. Subsequent offense – Discipline ranging from Saturday School to removal of technology.
   d. EDGE Teacher tracks how many offenses
   e. Offense counts restart every trimester
   f. Egregious offenses(downloading porn, transmission of inappropriate content, downloading proxies or other services to by-pass school firewall/ Blatant disrespect for the rules) – immediate referral and disciplinary action ranging from Saturday School-Expulsion
   g. Damage to the laptop – immediate referral. Damage to laptop is the responsibility of the laptop owner and he or she will be responsible for monetary restitution.
   h. Students are responsible for any content/inappropriate usage of Lakeland School Corporation technology outside of the school building that is in violation to school rules by anyone using the school laptop.
LAKELAND HIGH SCHOOL
LAPTOP CONTRACT

I, ____________________ (student) understand the privilege granted to me by Lakeland High School (LHS) for the use of this laptop, a piece of equipment that I will be allowed to use to enhance my learning experience while attending LHS. I understand I am responsible for taking care of this learning tool as if it were my own. I understand that this same laptop will be for my use only while I am a Lakeland High School Student. If I leave Lakeland School Corporation, this laptop is to be returned to LHS. The laptop will be housed at LHS over the summer. Below are the Lakeland High School cultural expectations. Failure to follow the guidelines will result in the loss of computer privileges or other consequences.

TRUST
- If I do not have homework, I will neatly place my laptop back in the proper location in my EDGE classroom
- If I am trusted to take the laptop home, I will check it out with my EDGE teacher and then bring it back fully charged and in working order the next school day
- If I do not take care of my laptop, or use it for non-educational purposes, I will lose privileges

RESPECT
- I will close the laptop cover gently when requested by the teacher, or any other times the laptop is not in use
- I will not allow anyone to eat or drink around the laptop
- I will keep the laptop in the case when not in use or while traveling from place to place
- I understand that while this laptop is for my use during my stay at LHS, it remains the property of LHS

RESPONSIBILITY
- If the laptop that is assigned to me is found without supervision, then I will lose privileges
- If I break or lose my laptop then I am responsible for repair and/or replacement expenses
- If I am not using my laptop, then I will sign out, power down, and place it in an appropriate laptop protective bag.
- If I sign out the laptop, then only I will use it for personal academic work
- If I there is a problem with my laptop, then I will tell my teacher immediately

Signatures below indicate understanding of the items above and on the Use Expectations document:

_________________________  ______________________  __________
Student Signature          Printed Name              Date

_________________________  ______________________  __________
Parent Signature           Printed Name              Date

I give permission for my student to take the laptop home [YES] [NO]
You may contact the school at any time to revoke this permission.

_________________________  ______________________  __________
School Signature           Printed Name              Date
CELLULAR TELEPHONES

Any cell phone classroom disruption based on teacher’s class policies will result in the consequences listed below in the chart. "A cell phone is any device that can be used as a cell phone despite its other uses such as a cell phone that can also be used as an MP3 player." Failure to comply will result in confiscation of the cell phone. Multiple violations will have consequences consistent with the LSC Discipline Guide. Students, who bring cell phones to school for after-school use, do so at their own risk.

<table>
<thead>
<tr>
<th>Violation</th>
<th>Cell phone disruption during the school day.</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st Offense</td>
<td>Warning from the classroom teacher.</td>
</tr>
<tr>
<td>2nd Offense</td>
<td>Confiscation to be returned to a parent.</td>
</tr>
<tr>
<td>3rd Offense</td>
<td>Detention and confiscation to be returned to parent.</td>
</tr>
<tr>
<td>4th Offense</td>
<td>Suspension and confiscation to be returned to parent</td>
</tr>
</tbody>
</table>

IMPORTANT NOTICE TO STUDENTS AND PARENTS REGARDING CELL PHONE CONTENT AND DISPLAY

1. The Child Abuse/Neglect Law requires school personnel to report to law enforcement or child protective services whenever there is reason to believe that any person/student is involved with “child exploitation” or “child pornography” as defined by Indiana Criminal Statutes.
2. It is “child exploitation,” a Class C felony under I.C. 35-42-4-4(b), for any person/student (1) to exhibit, photograph or create a digitalized image of any incident that includes “sexual conduct” by a child under the age of 18; or (2) to disseminate, exhibit to another person, or offer to so disseminate or exhibit, matter that depicts or describes “sexual conduct” by a child under the age of 18.
3. It is “child pornography,” a Class D felony under I.C. 35-42-4-4(c), for any person/student to possess a photograph, motion picture, digitalized image, or any pictorial representation that depicts or describes “sexual conduct” by a child who the person knows is less than 16 years of age or who appears less than age 16.
4. “Sexual conduct” is defined by I.C. 35-42-4-4(a) to include sexual intercourse, exhibition of the uncovered genitals intended to satisfy or arouse the sexual desires of any person, or any fondling or touching of a child by another person or of another person by a child intended to arouse or satisfy the sexual desires of the child or other person.
5. The Indiana Sex Offender Registration Statute at I.C. 11-8-8-7 and the Sex Offender Registry Offense Statute at I.C. 35-42-4-11, as of May 2009, require persons convicted of or adjudicated as a juvenile delinquent for violating the Child Exploitation Statute at I.C. 35-42-4-4(b) to register as a sex offender.
6. Because student cell phones have been found in a number of Indiana school districts to have contained evidence of “sexual conduct” as defined above, it is important for parents and students to be aware of the legal consequences should this occur in our school system.

SECTION VII – STUDENTS AND THEIR HEALTH

CONTROL OF BLOOD-BOURNE PATHOGENS

Please refer to Lakeland School Board Bylaws and Policies 8453.01 below

The school board seeks to protect those staff members who may be exposed to blood pathogens and other potentially infectious materials in their performance of assigned duties.

The superintendent shall implement administrative guidelines which will: identify those categories of employees whose duties create a reasonable anticipation of exposure to blood and other infectious materials; provide for inoculation of the Hepatitis B vaccine at no cost to the staff member and in accordance with federally-mandated scheduling; ensure proper training in the universal precautions against exposure and/or contamination including the
provision of appropriate protective supplies and equipment; establish appropriate procedures for the reporting, evaluation, and follow-up to any and all incidents of exposure; provide for record-keeping of all of the above which complies with both federal and state laws.

**CONTROL OF CASUAL-CONTACT COMMUNICABLE DISEASES AND PESTS**
Because a school has a high concentration of people, it is necessary to take specific measures when the health or safety of the group is at risk. The school's professional staff has the authority to remove or isolate a student who has been ill or has been exposed to a communicable disease or highly transient pest, such as lice.

Specific diseases include; diphtheria, scarlet fever, strep infections, whooping cough, mumps, measles, rubella, and other conditions indicated by the Local and State Health Departments.

Any removal will be only for the contagious period as specified in the school's administrative guidelines.

**CONTROL OF NONCASUAL-CONTACT COMMUNICABLE DISEASES**
In the case of non-casual-contact, communicable diseases, the school still have the obligation to protect the safety of the staff and students. In these cases, the person in question will have his/her status reviewed by a panel of resource people, including the County Health Department, to ensure that the rights of the person affected and those in contact with that person are respected. The school will seek to keep students and staff persons in school unless there is definitive evidence to warrant exclusion.

Non-casual contact communicable diseases include sexually transmitted diseases, AIDS (Acquired Immune Deficiency Syndrome), ARC-AIDS (Related Complex), HIV (Human-immunodeficiency), Hepatitis B, and other disease that may be specified by the State Board of Health.

As required by federal law, parents will be requested to have their child's blood checked for HIV and HBV when the child has bled at school and students or staff members have been exposed to the blood. Any testing is subject to laws protecting confidentiality.

Parents/guardians should be patient and understanding with the student release process. In serious situations, law enforcement agencies will determine when and how children are to be released from the school building. The decision to keep students at school will be based upon whether:

- Streets in the area are open.
- The school is under lockdown procedures.
- Law enforcement agencies have determined if it is safe to release students from school.

**HEALTH SERVICES**
If you become ill during the school day you should obtain a pass from a faculty member and go directly to the office. No student will be admitted here without a pass except in cases of emergency. One of the secretaries will admit you to the health center. No student will be permitted to leave the building without prior consent of a parent or guardian.

**HEARING SCREENING**
All 10th grade students and students new to Lakeland High School will be screened for hearing impairments. Lakeland healthcare personnel will direct this screening.
HOMELESS STUDENTS
Homeless students will be provided with a free and appropriate public education in the same manner as other students served by the corporation. Homeless students are eligible to receive transportation services, participate in education programs for students with disabilities or limited English proficiency, participate in high ability programs, and receive meals under school nutrition programs. Homeless students will not be denied enrollment based on lack or proof of residency. For additional information contact the guidance department or front office.

INDOOR AIR QUALITY COORDINATOR (IAQ)
Any concerns, discussions, or reports about the indoor air quality at Lakeland High School should be directed to Cathy Phillip, the Indoor Air Quality (IAQ) coordinator at the corporation office. The corporation phone number is 260-499-2400.

INJURY AND ILLNESS
All injuries must be reported to a teacher or the office. If minor, the student will be treated and may return to class. If medical attention is required, the office will follow the school’s emergency procedures and attempt to make contact with the student’s parents.

A student who becomes ill during the school day should request permission from the teacher to go to the office. The office will determine whether or not the student should remain in school or go home. No student will be released from the school without proper parental permission.

MEDICATION POLICY
It is preferred that medication not be administered at school. However, if it is absolutely necessary, school policy as well as Indiana State Board of Education standards requires that medication cannot be dispensed at school unless the medicine is sent to school in its original container labeled with the student’s name, name of the medicine, and the correct dosage. Most pharmacies will provide a container, free of charge, for school purposes. A signed note must accompany the medicine. The note must contain the student’s name, the name of the medicine, reason for taking the medicine, time the medicine is to be taken, and the amount to be taken. Students are to keep medication in the office where it can be taken under the direction of staff. Students may transport medication home only with written permission from the parent or guardian.

THIS MEANS THAT NO STUDENT MAY CARRY ANY MEDICATION OR PILLS. ALL MEDICATION (INCLUDING ASPIRIN) MUST BE BROUGHT TO THE OFFICE AND DISPENSED FROM THERE.
This procedure is meant to protect both the students and the school.

PEST CONTROL POLICY # 8432
The school corporation is committed to providing a safe environment for students. It seeks to prevent children from being exposed to pests and pesticides. While pesticides protect children from pests that may be found in the school and its surrounding grounds, under some circumstances they may pose a hazard to children. Therefore, pest control practices may involve a variety of chemical and non-chemical methods that are designed to control pests effectively while minimizing potential pesticide exposure.

The corporation will:
- annually inform parents and staff members of the corporation’s pest control policy at the time of student registration by a separate memorandum or as a provision in the staff and student handbook
- provide the name and phone number of the person to contact for information regarding pest control
- establish a registry of parents and staff members who want to receive advanced notice of all pesticide use and provide such notice
• provide notice of planned pesticide applications to parents and employees who have requested advanced notice
• maintain written records for ninety (90) days of any pesticide applications.

The corporation will provide notice to those in the registry at least two (2) school days prior to the date and time the pesticide application is to occur unless an emergency is declared. The notice will include the date and time of the pesticide application, the general area where the pesticide is to be applied and telephone number to contact for more information.

In case of emergency pesticide applications, because of immediate threat to the public health, the school shall give written notice as soon as possible.

WELLNESS

As required by law, the Board establishes the following wellness policy for the Corporation as a part of a comprehensive wellness initiative.

The Board recognizes that good nutrition and regular physical activity affect the health and well-being of the Corporation's students. Furthermore, research suggests that there is a positive correlation between a student's health and well-being and his/her ability to learn. Moreover, schools can play an important role in the developmental process by which students establish their health and nutrition habits by providing nutritious meals and snacks through the schools' meal programs, by supporting the development of good eating habits, and by promoting increased physical activity both in and out of school.

Schools alone, however, cannot develop in students healthy behaviors and habits with regard to eating and exercise. It will be necessary for not only the staff, but also parents and the public at large to be involved in a community-wide effort to promote, support, and model such healthy behaviors and habits.

The Board sets the following goals in an effort to enable students to establish good health and nutrition habits:

A. With regard to nutrition education, the Corporation shall:
   Nutrition education shall be included in the health curriculum so that instruction is sequential and standards-based and provides students with the knowledge, attitudes, and skills necessary to lead healthy lives.

   Nutrition education shall be included in the sequential, comprehensive health curriculum in accordance with the curriculum standards and benchmarks established by the State.

   Nutrition education standards and benchmarks shall be age-appropriate and culturally relevant.

   The Corporation shall provide information to parents that is designed to encourage them to reinforce at home the standards and benchmarks being taught in the classroom.

B. With regard to physical activity, the Corporation shall:

1. Physical Education
A sequential, comprehensive physical education program shall be provided for students in K-12 in accordance with the physical education academic content standards and benchmarks adopted by the State.

Planned instruction in physical education shall require students to be engaged in moderate to vigorous physical activity for at least fifty percent (50%) of scheduled class time.

Planned instruction in physical education shall teach cooperation, fair play, and responsible participation.

2. Physical Activity

Physical activity should not be employed as a form of discipline or punishment.

In addition to planned physical education, the school shall provide age-appropriate physical activities (e.g., recess during the school day, intramurals and clubs before and after school, and interscholastic sports) that meet the needs of all students, including males, females, students with disabilities, and students with special health care needs.

C. With regard to other school-based activities the Corporation shall:

The schools shall schedule mealtimes so there is minimum disruption by bus schedules, recess, and other special programs or events.

The school shall provide attractive, clean environments in which the students eat.

Students, parents, and other community members shall have access to, and be encouraged to use, the school’s outdoor physical activity facilities outside the normal school day.

Schools in our system utilize electronic identification and payment systems, therefore, eliminating any stigma or identification of students eligible to receive free and/or reduced meals.

D. With regard to nutrition promotion, the Corporation shall:

create an environment that reinforces the development of healthy eating habits, including offering the following healthy foods:

- whole grain products - half of all grains need to be whole grain-rich upon initial implementation and all grains must be whole grain-rich within two (2) years of implementation

- fluid milk that is fat-free (unflavored and flavored) and low-fat (unflavored)
meals designed to meet specific calorie ranges for age/grade groups

eliminate trans-fat from school meals

Furthermore, with the objectives of enhancing student health and well being, and reducing childhood obesity, the following guidelines are established:

A. In accordance with Policy 8500, entitled Food Service, the food service program shall comply with Federal and State regulations pertaining to the selection, preparation, consumption, and disposal of food and beverages as well as to the fiscal management of the program.

B. As set forth in Policy 8531, entitled Free and Reduced Price Meals, the guidelines for reimbursable school meals are not less restrictive than the guidelines issued by the U.S. Department of Agriculture (USDA).

C. The food service program will strive to be financially self-supporting; however, if it is necessary to subsidize the operation, it will not be through the sale of foods with minimal nutritious value.

D. The food service program will provide all students affordable access to the varied and nutritious foods they need to be healthy and to learn well.

E. Beginning with 2013 - 2014 school year, all foods available to students on campus during the school day and outside school food service hours shall comply with the current USDA Dietary Guidelines for Americans, including foods available to students as classroom snacks, from vending machines for fund raisers, for classroom parties, or at holiday celebrations.

F. The school food service program may involve students, parents, staff, and school officials in the selection of competitive food items to be sold in the schools.

G. All foods available to students in Corporation programs, other than the food service program, shall be served with consideration for promoting student health and well-being.

H. Any food items sold for consumption on campus from thirty (30) minutes after the end of the last lunch period until thirty (30) minutes after the school day ends in a fund raiser by approved student clubs and organizations and Corporation support organizations shall meet the current USDA Dietary Guidelines for Americans.

I. As per USDA smart snacks rules, only 2 approved fundraisers involving food sales during the school day shall be permitted per school year with prior approval.
The Board designates the Superintendent as the individual(s) charged with operational responsibility for measuring and evaluating the Corporation's implementation and progress under this policy. The Superintendent shall develop administrative guidelines necessary to implement this policy.

The Superintendent shall appoint the Corporation wellness committee that includes parents, students, representatives of the school food authority, educational staff (including physical education teachers), school health professionals, members of the public, and school administrators to oversee the development, implementation, evaluation, and periodic update, if necessary, of the wellness policy.

The Superintendent shall be an ex officio member of the committee.

The wellness committee shall be an ad hoc committee of the Board with members recruited and appointed annually.

The appointed Corporation wellness committee shall be responsible for accomplishing the following:

A. assess the current environment in each of the Corporation’s schools
B. measure the implementation of the Corporation’s wellness policy in each of the Corporation’s schools
C. review the Corporation’s current wellness policy
D. recommend revision of the policy, as necessary and
E. present the wellness policy, with any necessary revisions, to the Board for approval or re-adoption if revisions are necessary

Before the end of each school year the wellness committee shall submit to the Superintendent and Board their report in which they describe the environment in each of the Corporation’s schools and the implementation of the wellness policy in each school, and identify any revisions to the policy the committee deems necessary.

The Superintendent shall report annually to the Board on the work of the wellness committee, including their assessment of the environment in the Corporation, their evaluation of wellness policy implementation Corporation-wide, and the areas for improvement, if any, that the committee identified. The committee shall also report on the status of compliance by individual schools and progress made in attaining goals established in the policy.

The Superintendent shall also be responsible for informing the public, including parents, students and community members, on the content and implementation of this policy. In order to inform the public, the Superintendent shall include information in the student handbook and post the wellness policy on the Corporation’s website, including the assessment of the implementation of the policy prepared by the Corporation.

42 U.S.C. 1751 et seq.
42 U.S.C. 1771 et seq.

Approved by LSC School Board on May 4, 2015

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SECTION VIII - STUDENTS AND THEIR ATHLETICS CLUBS

CO-CURRICULAR AND EXTRACURRICULAR ACTIVITIES
Lakeland High School promotes co-curricular and extracurricular activities as integral to an education, providing opportunities for all students that support and extend academic learning. Co-curricular and extracurricular activities develop a sense of responsibility and provide students with the opportunity to develop character, critical thinking, sociability, and specific skills.

The school provides students the opportunity to broaden their learning through curricular-related activities. A curricular-related activity may be for credit, required for a particular course, and/or contain school subject matter.

The school has many student groups that are authorized by the school. It is the corporation’s policy that only authorized groups are those approved by the Board of School Trustees and sponsored by a staff member.

Extra-curricular activities do not reflect the school curriculum, but are made available to students to allow them to pursue additional worthwhile activities such as recreational sports, drama, and the like.

All students are permitted to participate in the activities of their choosing, as long as they meet the eligibility requirements.

ACADEMIC SHIRTS
Students who are on the high honor roll for three consecutive trimesters will receive a sweatshirt from Lakeland High School recognizing this accomplishment. Specifically, these trimesters will be – the third trimester of the student’s previous year, the first and second trimester of the student’s current year. These awards will be given during the third trimester of each school year.

ACADEMIC LETTERS or PINS
Students who are on the high honor roll for three consecutive trimesters within the same school year will earn an academic letter or an academic pin. A letter will be given the first time a student achieves this goal and a pin each time after that. Awards will be given the year following this accomplishment.

ATHLETICS
Lakeland High School offers a variety of opportunities for athletic participation. These include baseball, basketball, cheerleading, cross-country, football, golf, gymnastics, soccer, softball, tennis, track, volleyball, and wrestling.

The school provides a variety of athletic activities in which students may participate providing they meet any eligibility requirements that may apply. For further information, contact Tim Gonderman, the Athletic Director, at 499-2474.

ATHLETIC AWARDS
The purpose of the athletic award is to reward an athlete for work and dedication in a sport and to provide visual proof of accomplishment in a sport. Lakeland High School issues the awards and will designate on what they are to be worn. The athletic award system used by Lakeland High School follows:
1. The varsity major award letter is a six-inch, three-dimensional “L” in colors of Columbia Blue, Scarlet, and White. For each major award received in a career, the athlete will receive a certificate and chevron. The “Letter” comes on the jacket. If the jacket is not earned by senior year, the athlete may obtain a “Letter”.

2. Minor awards will be of two kinds: Junior Varsity will receive letters and freshman will receive numerals.
   a. Junior Varsity letters will be presented to those who do not qualify for a major award in a sport. Athletes may convert two junior varsity certificates in to the athletic office for a Junior Varsity Letter.
   b. Freshman numerals will consist of numerals of the expected year of graduation in colors of Columbia Blue and Scarlet. They will be presented to freshmen that do not qualify for varsity award in a sport; the athlete will receive only a Certificate of Merit.

3. In order to promote participation in a variety of sports, student/athletes who have participated in all three seasons of their senior year will be given special recognition and an award at the spring sports banquet.

**ATHLETIC AWARD JACKETS**
The purchase of the athletic award jacket will be coordinated through the High School Athletic Office. A jacket may be purchased by the student/athlete after earning a second varsity letter award. Jackets will be presented at the appropriate award program.

**BUSES TO GAMES**
Buses will be provided to transport you to and from athletic events providing there is sufficient interest in the event to warrant taking the bus. Students are expected to return to the school following a game in the same bus in which they went to the game, unless the PARENT secures special permission in advance from a school official or sponsor. It is imperative that when the school accepts the responsibility of taking you to a ball game, it must also accept the responsibility to bring you home. Any student disregarding this ruling will not be allowed to ride to future athletic events on buses provided by the school.

**CONDUCT CHARACTER DISCIPLINE I.H.S.A.A. - RULE 8**
The Board may declare contestants whose habits, conduct or character in or out of school during the school year or during the summer are such as to reflect discredit upon their school or the Association, ineligible. Additionally any student ejected from an athletic event will be suspended for the next event in accordance with IHSAA rules.

**NOTE:** Principals may exclude contestants from representing their school.

**CONFLICT POLICY**
Lakeland High School believes that it is important that students participate in a wide range of school-sponsored activities. Expanding extra-curricular and co-curricular programs has allowed the opportunity for scheduling conflicts to occur. 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. The purpose of the following guidelines is to bring about this atmosphere. The following basic guidelines will be used in determining appropriate resolutions to conflicting performance schedules:

1. Scheduled State Athletic Association Tournaments and State Association Division of Student Activities Contests, including travel time, shall have preference. If a conflict exists between two of these types of activities, the student shall make the choice without penalty.
2. Regularly scheduled games and major performances beyond item #1 shall be second priority. If a conflict exists between two of these activities, the student shall make the choice without penalty.
3. The importance of the student’s participation in the success of the total group’s performance is the third priority. The sponsor and the Assistant Principal shall determine this.
4. A previously scheduled event on the office school calendar will take precedent over practices.
5. Regularly scheduled games, performances and activities will take precedent over practices.

No penalty will be assessed to the student participant if he or she properly communicates the decision to all parties. Any student penalty assessed must be done with the approval of the principal. All decisions will be adhered to, however, if unusual circumstances do occur at a later date, the student may request a change by filing his or her request in writing to the sponsor and Assistant Principal prior to the activities and or athletic event.

**Nonschool-Sponsored Clubs and Activities**

Non-school-sponsored student groups organized for religious, political, or philosophical reasons may meet during non-instructional hours. The application for permission can be obtained from the principal. The application must verify that the activity is being initiated by students, attendance is voluntary, that no school staff person is actively involved in the event, that the event will not interfere with school activities and that non-school persons do not play a regular role in the event. School rules will still apply regarding behavior and equal opportunity to participate.

**Participation – Athletics**

A student who is or shall be twenty (20) years of age prior to or on the scheduled date of the IHSAA state finals in a sport shall be ineligible for interschool athletic competition in that sport; a student who is nineteen (19) years of age on the scheduled date of the IHSAA state finals in a sport shall be eligible as the age for interschool athletic competition in that sport.

Athletes will forfeit eligibility if they participate in a sport outside school, while being a member of the schools’ team in the same sport during the IHSAA season. Out of season participation during the school year, limits teammates from the same school to:

- Basketball - 3
- Football - 6
- Volleyball - 3

During the summer vacation months (IHSAA weeks #49 through #4) there are no restrictions on the number participating teammates from the same school. Lakeland High School advises the student athlete and parents to consult the athletic director to clarify IHSAA rules before participation in any out of school athletic program.

**Policy on Athletic Training and Co-Curricular Activity Participation**

Lakeland High School is a member of the Indiana High School Athletic Association and abides by its by-laws. Student-athletes and members of co-curricular activities are expected to abide by these rules not only for their welfare, but also because they represent all students and the community both on and off the athletic field and at events. In addition, Lakeland High School has the following policy on athletic training and co-curricular activities for student/athletes.

1. If the student/athlete or a member of an co-curricular organization is:
   a. Found to have used or been in possession of alcohol, or unauthorized illegal drugs,
   b. Found to have used or been in possession of tobacco substances including smokeless tobacco, or
   c. Involved in any acts which school policy would consider suspendsable,

   The following consequences will be administered:
   - 1st offense - suspended for ½ of the student’s season contests.
   - 2nd offense and all subsequent offenses - suspended from athletics and co-curricular activities for one (1) calendar year (365 days) from the date of offense.

1. If the student’s violation is a result of possession or use of any substances outlined in the Random Drug Test Policy (regardless of the student’s age), all consequences of the Random Drug Test Policy will be
administered in addition to the consequences outlined in the Policy on Athletic Training and Co-Curricular Activities.

2. If the violation occurs during a time when the student/athlete is not participating in a sport/activity, the penalty will be applied during the next athletic season in which the student/athlete participates.

3. Students/athletes will not be allowed to use participation in a sport/activity in which they did not participate in the previous year in an effort to circumvent the penalty requirement of this code. In the case of freshmen, any appropriate penalty will be applied to the next season of participation.

4. At the discretion of the coach/sponsor involved, a student/athlete shall be allowed to participate with the team during the suspension period.

5. Following the first offense, the student will meet with the involved staff, school administration, and the student’s legal guardian(s) to discuss the penalty that will occur.

6. The following one-time option, throughout high school, will be available to students/athletes after the first violation of the athletic/co-curricular code. The suspension will be reduced from ½ to ¼ of the student/athlete’s season contests if a professional assessment from a list approved by the Lakeland High School administration is completed and its recommendations are followed and the student/athlete undergoes mandatory drug testing for one calendar year. It shall be understood that the professional assessment and the needed services that follow, as well as a drug screen, shall be at the parent/guardian expense. After successful completion of this one time option, the 1st offense will be removed from the student/athlete’s record. If a violation occurs before the 1st offense is removed from the student/athlete’s record, it shall be considered a 2nd offense.

7. It is the intent of Lakeland High School to assist student/athlete’s with developing a responsibility for their actions and to encourage honesty. Therefore, any student/athlete who has never been subject to the penalties of this policy, and who voluntarily reports him or herself to the Principal, Assistant Principal, Athletic Director, Counselor, Coach, or EDGE Teacher as being in violation of this policy before being reported by some other means, will not be assessed a suspension of season contests. This one time self-referral will be permitted if a professional assessment from a list approved by the Lakeland High School administration is completed and its recommendations are followed and the student/athlete undergoes mandatory drug testing for one calendar year. It shall be understood that the professional assessment and the needed services that follow, as well as the first three drug screens, shall be at the parent/guardian expense.

8. A contest season shall be defined as the total scheduled athletic/co-curricular events contests plus one IHSAA Tournament contest.

9. If a student/athlete is both a member of an athletic team and a co-curricular organization, then the student/athlete will serve the consequences in both athletics and co-curricular activities.

10. If a student/athlete is both a member of an athletic team and an co-curricular organization, then the student/athlete will serve the consequences in both athletics and co-curricular activities.

**RISK OF ATHLETIC PARTICIPATION**

Athletes and parents should be advised that a potential risk exists in athletic participation that can be life-threatening or lead to disabling injuries.

**SCHOLASTIC ELIGIBILITY - ATHLETICS**

IHSAA guidelines determine scholastic eligibility at Lakeland High School. Student athletes 1.) Must have received passing grades at the end of their last grading period in school in at least four (4) subjects or equivalent and 2.) Must be currently passing in at least four (4) solid subjects or the equivalent.

Students who are ineligible scholastically at the end of grading period are ineligible for the following grading period. Should you have any questions concerning athletics, please contact the athletic director’s office at the school.
CLUBS AND ORGANIZATIONS

Students involved in co-curricular and extra-curricular activities which involve competition, must follow the same guidelines for athletes. These guidelines would include grades and behavior, which are included in the requirements of athletes under the topics, ‘Policy on Athletic Training’ and ‘Athletic Scholastic Eligibility.’

STUDENT CLUBS, ACTIVITIES, AND CO-CURRICULAR ORGANIZATIONS

STUDENT GOVERNMENT
Student Council

PERFORMANCE GROUPS
Concert Choir
Concert/Marching Band
Debate Team
Jazz Ensemble
Speech Team
Show Choir

CLUBS
Academic Teams
Art Club
Fellowship of Christian Athletes
F.F.A.
L.I.F.E.
National Honor Society
Spell Bowl
FCCLA
Community Leaders of America

Section VIII - STUDENTS AND THEIR CONDUCT

GUIDELINES FOR STUDENT BEHAVIOR

A goal of Lakeland High School’s educational program is to encourage independence and responsibility, which are characteristics of the mature person. Rules of conduct are essential to the successful operation of any school. In all matters relating to the discipline and conduct of students, school personnel stand in the relation of parents and guardians to the students of the school corporation. Therefore, school personnel have the right, subject to Indiana Code 20-33-8 et seq., to take any action necessary to promote student conduct that conforms to an orderly and effective educational system.

BULLYING

The school board has determined that a safe and civil environment in school is necessary for students to learn and achieve high academic standards. Bullying, like other disruptive or violent behaviors, is conduct that disrupts both a student’s ability to learn and a school’s ability to educate its students in a safe and disciplined environment. Bullying committed by students toward other students is strictly prohibited. Engaging in bullying conduct described in this rule by use of data or computer software that is access through any computer, any computer system, or any computer network is also prohibited.

1. Definition
   a. As defined by the school corporation, bullying means aggressive behaviors that involve unwanted negative actions that are repeated over time and involve an imbalance of power.
   b. As defined by IC 20-33-8-0.2(a), bullying means overt, unwanted, repeated acts or gestures, including verbal or written communications or images transmitted in any manner (including digitally or electronically), physical acts committed, aggression, 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 targeted student and create for the targeted student an objectively hostile school environment that:

i. Places the targeted student in reasonable fear of harm to the targeted student’s person or property;

ii. Has substantially detrimental effect on the targeted student’s physical or mental health;

iii. Has the effect of substantially interfering with the targeted student’s academic performance; or

iv. Has the effect of substantially interfering with the targeted student’s ability to participate in or benefit from the services, activities, and privileges provided by the school.

c. This term may not be interpreted to impose any burden or sanction on, or include the definition of the term, those circumstances outlined and defined in IC 20-33-8-0.2(b).

2. This rule may be applied regardless of the physical location of the bullying behavior when a student committing bullying behavior and the targeted student attend a school within the school corporation and disciplinary action is reasonably necessary to avoid substantial interference with school discipline or prevent and unreasonable threat to the rights of other students to a safe and peaceful learning environment.

3. This rule may be applied to bullying behavior that takes place through a computer, on the internet, or through other electronic communications.

4. Any student or parent who has knowledge of conduct in violation of this rule or any student who feels he/she has been bullied in violation of this rule should immediately report the conduct to the principal who has responsibility for all investigations of student misconduct including bullying. A student or parent may also report the conduct to a teacher or counselor who will be responsible for notifying the building principal. This report may be made anonymously.

5. The building principal shall investigate immediately all reports of bullying made pursuant to the provisions of this rule. Such investigation must include any action or appropriate responses that may be taken immediately to address the bullying conduct wherever it takes place. The parents of the bully and the targeted student(s) shall be notified on a regular, periodic basis of the progress and the findings of the investigation and of any remedial action that has been taken.

6. The building principal will be responsible for working with the school counselors and other community resources to provide information and/or follow-up services to support the targeted student and to educate the student engaging in bullying behavior on the effects of bullying and the prevention of bullying. In addition, the building principal and school counselors will be responsible for determining if the bullying behavior is a violation of law required to be reported to law enforcement under Indiana law based upon their reasonable belief. Such determination should be made as soon as possible and once this determination is made, the report should be made immediately to law enforcement.

7. False reporting of bullying conduct as defined in this rule by a student shall be considered a violation of this rule and will result in any appropriate disciplinary action or sanctions if the investigation of the report finds it to be false.

8. A violation of this rule prohibiting bullying may result in any appropriate disciplinary action or sanction, including suspension and/or expulsion.

9. Failure by a school employee who has a responsibility to report bullying or investigate bullying or any other duty under this rule to carry out such responsibility or duty will be subject to appropriate disciplinary action, up to and including dismissal from employment with the school corporation.

10. Counseling, corrective discipline, and/or referral to law enforcement will be used to change the behavior of the perpetrator. This includes appropriate intervention(s), restoration of a positive climate, and support for victims and others impacted by the bullying.

11. Educational outreach and training will be provided to school personnel, parents, and students concerning the identification, prevention, and intervention in bullying.

12. All schools in the corporation are encouraged to engage students, staff and parents in meaningful discussions about the negative aspects of bullying. The parent involvement may be through parent organizations already in place at each school.
13. The superintendent or designee will be responsible for developing detailed administrative procedures consistent with the Indiana Department of Education guidelines for the implementation of the provisions of this rule.

**BULLYING**

The School Board is committed to providing a safe, positive, productive, and nurturing educational environment for all of its students. The Board encourages the promotion of positive interpersonal relations between members of the school community. Bullying behavior toward a student, whether by other students, staff, or third parties, is strictly prohibited and will not be tolerated. This prohibition includes physical, verbal, and psychological abuse as provided herein. The Board will not tolerate any gestures, comments, threats, or actions which cause or threaten to cause bodily harm or personal degradation. Engaging in bullying behavior through the use of data or computer software that is accessed through a computer, computer system or computer network also is prohibited. This policy applies when a student is on school grounds immediately before or during school hours, immediately after school hours, or at any other time when the school is being used by a school group; off school grounds at a school activity, function, or event; traveling to or from school or a school activity, function, or event; or, using property or equipment provided by the school. Additionally, this policy applies regardless of the physical location when:

A. the individual committing the bullying behavior and any of the intended targets of the bullying behavior are students attending a school within the Corporation; and

B. the bullying behavior results in a substantial interference with school discipline or an unreasonable threat to the rights of others to a safe and peaceful learning environment.

Bullying as defined in State law means overt, unwanted, repeated acts or gestures, including verbal or written communications or images transmitted in any manner (including digitally or electronically), physical acts committed, aggression, or any other behaviors committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the other student and create for the targeted student an objectively hostile school environment that:

A. places the targeted student in reasonable fear of harm to the targeted student's person or property;

B. has a substantially detrimental effect on the targeted student's physical or mental health;

C. has the effect of substantially interfering with the targeted student's academic performance; or

D. has the effect of substantially interfering with the targeted student's ability to participate in or benefit from the services, activities, and privileges provided by the school.

This type of behavior is a form of harassment, although it need not be based on any of the legally protected characteristics, such as sex, race, color, national origin, marital status, or disability. It includes, but is not limited to, such behaviors as stalking, intimidation, menacing behavior, coercion, name-calling, taunting, making threats, and hazing. It also includes the use of digital or electronic communications to engage in such behaviors.
However, Indiana law exempts the following from the definition of "bullying":

A. Participating in a religious event.

B. Acting in an emergency involving the protection of a person or property from an imminent threat of serious bodily injury or substantial danger.

C. Participating in an activity consisting of the exercise of a student's rights protected under the First Amendment to the United States Constitution or Article I, Section 31 of the Constitution of the State of Indiana, or both.

D. Participating in an activity conducted by a nonprofit or governmental entity that provides recreation, education, training, or other care under the supervision of one or more adults.

E. Participating in an activity undertaken at the prior written direction of the student's parent.

F. Engaging in interstate or international travel from a location outside Indiana to another location outside Indiana.

Any student who believes s/he has been or is currently the victim of bullying should immediately report the situation to the building principal or assistant principal or the Superintendent. The student also may report concerns to a teacher or counselor who will be responsible for notifying the appropriate administrator or Board official. This report may be made anonymously. Complaints against the building principal should be filed with the Superintendent. Complaints against the Superintendent should be filed with the Board President. A parent may file a complaint on behalf of a student in the same manner.

Every student is encouraged, and every staff member is required, to report any situation that they believe to be bullying behavior directed toward a student. Reports may be made to those identified above. Staff members who fail to report bullying or who fail to conduct an investigation when assigned that duty are subject to disciplinary action, up to and including discharge.

All complaints about bullying behavior that may violate this policy shall be promptly investigated according to the timeline established by the Superintendent's administrative guidelines.

If, during an investigation of reported acts of bullying and/or harassment, the investigator believes that the reported misconduct may have created a hostile learning environment and may have constituted unlawful discriminatory harassment based on sex, race, color, national origin, religion, or disability, the investigator will report the act of bullying and/or harassment to one (1) of the Compliance Officers so that it may be investigated in accordance with the procedures set forth in Policy 5517 - Anti-Harassment.

If the investigator finds an instance of bullying behavior has occurred, prompt and appropriate action or responses shall be taken to address the bullying behavior wherever it occurs including, as appropriate, disciplinary action, up to and including expulsion for students, discharge for employees, exclusion for parents, guests, volunteers, and contractors, and removal from any official position and/or a request to resign for Board members. Bullying acts shall be reported to law enforcement officials immediately upon determining that a report to law enforcement is necessary.
The parents of the targeted student and the reported bully shall be notified of the alleged bullying incident at the beginning of the investigation, the findings of the investigation at the conclusion of the investigation, and, as appropriate, any remedial action that has been or will be taken to the extent disclosure is permitted by law. In addition to discipline, remedial action may include support services for the targeted student and bullying education for the bully, among other actions.

Retaliation against any person who reports, is thought to have reported, files a complaint, or otherwise participates in an investigation or inquiry concerning allegations of bullying is prohibited and will not be tolerated. Such retaliation shall be considered a serious violation of Board policy and independent of whether a complaint is substantiated. Suspected retaliation should be reported in the same manner as bullying. Making intentionally false reports about bullying for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Retaliation and making intentionally false reports may result in disciplinary action as indicated above.

For a definition of and instances that could possibly be construed as hazing, consult Policy 5516.

Confidentiality

To the extent appropriate and/or legally permitted, confidentiality will be maintained during the investigation process. However, a proper investigation will, in some circumstances, require the disclosure of names and allegations.

Safe School Committee

In accordance with State law, there shall be a Safe School Committee in each school within this Corporation (see Policy 8400 - School Safety).

The Superintendent is directed to develop administrative guidelines to implement this policy. Guidelines shall include reporting and investigative procedures, as needed. The complaint procedure established by the Superintendent shall be followed.

I.C. 5-2-10.1, 20-20-8-8, 20-30-5-5.5, 20-33-8-0.2, 20-33-8-13.5, 20-34-6-1

Approved by LSC School Board on May 4, 2015

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BOOK BAGS

Book Bags are intended for educational purposes only. The intended purpose for book bags will be transportation of school items to and from home. Book Bags may be searched in conjunction with board policy on search and seizure. Purses, all bags and backpacks are included under this policy. Book bags in the classroom will be based on teacher discretion. Laptop bags are permitted to carry laptops.

DRESS

Your grooming and dress are expected to be in good taste and appropriate to the educational environment. Self-discipline and cooperation from home are the goals. Nonetheless, whenever, in the opinion of Lakeland staff and personnel, grooming or dress interferes with the educational process, students will be requested to alter their dress or grooming.

The following guidelines on clothing are examples and do not cover all situations. Inappropriate dress includes, but is not limited to, wearing any of the following: chains that are considered unsafe/collars, hats/hoods-(inside
during school hours), net shirts without undershirts, tank tops that have been altered from original store purchase and have draping holes in the sides, halter tops that are low cut and do not cover undergarment straps, spaghetti straps less than 2 fingers in width, strapless garments and spiked accessories. Bandanas may be worn to hold back long hair. Garments that are “see-through”, low cut, expose one’s midriff are not acceptable. Undergarments must not be visible. Students shall not wear bicycle shorts, shorts/skirts less than fingertip length, clothing with holes that are higher than finger tip length while arms are down one’s side must have tights or leggings worn underneath. Pants that sag or fit below the waist and/or not properly fastened around the waist are not permitted. Students shall not wear clothing items that contain innuendo, double meanings or messages that are vulgar, offensive, obscene, or libelous; that denigrate others on the basis of race, color, religion, creed, national origin, gender, sexual orientations, or disability; that advertise or promote alcohol, drug use, violence, tobacco, gambling; or that states anything which is otherwise not allowed at school is not permitted. Any student in violation of the dress policy will be provided alternative clothing and be subject to disciplinary consequences consistent with the LSC Discipline Guide.

DRUGS AND ALCOHOL
The Lakeland High School Student Handbook forbids the possession of or being under the influence of any substance which is or contains alcohol, a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, stimulant, depressant, intoxicant of any kind, 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. The use or transmission of any substance, which is represented to be or looks like any of the above-mentioned items, will have the same penalty as outlined below. The minimum prescribed penalty for a violation of this rule is expulsion for a trimester. Be advised that first time offenders of this rule will face expulsion proceedings. Be advised further that possession of drug related paraphernalia will result in its confiscation and enforcement of the same consequences outlined above. Be advised also that look-alike materials presented, as a drug will be subject to same penalty as above. As a proactive measure Lakeland High School reserves the right to prohibit all carry in drinks, bottles, cans and cups. In addition, these items will not be permitted in the classroom or other school related facilities.

DRUG PREVENTION
Refer to Lakeland School Board Bylaws and Policies 5530 below.
“The school board recognizes that the misuse of drugs is a serious problem with legal, physical, and social implications for the entire school community.

For purposes of this policy, "drugs" shall mean: all dangerous controlled substances as so designated and prohibited by Indiana statute:
- all chemicals which release toxic vapors
- all alcoholic beverages
- tobacco and tobacco products
- any prescription or patent drug, except those for which permission to use in school has been granted pursuant to Board policy
- anabolic steroids
- any "look-alike" substances
- any other illegal substance so designated and prohibited by law

The board prohibits the use, possession, concealment, or distribution of any drug and any drug-related paraphernalia at any time on corporation property or at any school-related event. It further establishes a drug-free zone within 1000 feet of any facility used by the corporation for educational purposes.
The superintendent shall prepare guidelines for the identification, amelioration, and regulation of drug use in the schools.”

DUE PROCESS AND PUPIL DISCIPLINE
Recognizing that the behavior of some students may be so disruptive that it interferes with school purposes or an educational function 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 I.C. 20-33-8 et seq., the Board of School Trustees authorizes administrators to take the following actions:

1. SUSPENSION FROM SCHOOL—A school principal (or designee) may deny a student the right to attend school or take part in any school function for a period of up to 10 (ten) school days as outlined in the LSC Discipline Guide.

2. EXPULSION—In accordance with the due process procedures defined in this policy, a student may be expelled from school as outlined in the LSC Discipline Guide.

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

1. The superintendent (or designee) may conduct an expulsion meeting, or may appoint one of the following persons to conduct the expulsion meeting:
   a. legal counsel; or
   b. a member of the administrative staff who did not expel the student and was not involved in the events giving rise to the expulsion.

2. An expulsion will not take place until the student and the student’s parent are asked to appear at an expulsion meeting conducted by the superintendent or the person designated above. Failure by a student or a student’s parent to appear at this meeting will be deemed a waiver of rights administratively to contest the expulsion or to appeal to the school board.

3. The request to appear at the expulsion meeting will be in writing, delivered by certified mail or by personal delivery, and contain the reasons for the expulsion and the date, time, place, and purpose of the meeting.

4. At 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. The student or parent will have the opportunity to answer the charges against the student and to present evidence to support the student’s position.

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

The student and/or parent has the right to appeal the decision of the person conducting the expulsion meeting to the school board within 10 days of the receipt of notice of the action taken. The student or parent appeal to the school board must be in writing. If an appeal is properly made, the board must consider the appeal unless the board votes not to hear the appeal. If the board hears the appeal, it will consider the written summary of the expulsion meeting and the arguments from the school administration and the student and/or the student’s parent. The board will then take any action deemed appropriate.

GANG-RELATED ACTIVITIES
Lakeland High School makes every effort to provide a safe and secure environment, while helping to foster an attitude of respect for the rights of others. Lakeland High School feels the presence of any gang and/or gang activities can cause substantial disruption of the educational process. Therefore, this policy prohibits not only gang
membership but also any gang-related involvement and activities at school, during school-related functions, or on any school district property.
Lakeland High School has identified gang activity and/or involvement as:

1. Wearing, possessing, using, distributing, displaying, or selling any clothing, jewelry, emblems, badges, symbols, signs, graffiti, or other items that are evidence of membership or affiliation with a gang.
2. Committing any act or using any communication, either verbal or non-verbal (gestures, handshakes, etc.) showing membership in or affiliating with a gang.
3. Using any speech or committing any act to further the interest of any gang or gang activity, including but not limited to:
   a. Soliciting and/or initiating others for membership in any gang.
   b. Requesting any person to pay for protection or otherwise intimidating or threatening any person.
   c. Committing any illegal act or violation of school district policies.
   d. Inciting other students to act with physical violence upon another person.
   e. Engaging in concert with others in intimidating, fighting, assaulting, or threatening to assault others.

Any violation of the above guidelines shall result in a suspension or expulsion request for the student(s) involved.

**Grounds for Suspension or Expulsion**
Students and parents may access the LSC Discipline Guide on the Lakeland High School website at www.lakeland.k12.in.us. The LSC Discipline Guide will be located through a tab on the left hand side of the website.

**Right to Appeal**
The student or parent has the right to appeal an expulsion decision to the school board within 10 days of the receipt of notice of the action taken. The student or parent appeal to the school board must be in writing. If an appeal is properly made, the board will consider the appeal unless it votes not to hear the appeal. If the board hears the appeal, it will consider the written summary of the expulsion meeting and the arguments of the school administration and the student and/or the student's parent. The board will then take any action deemed appropriate.

**Lockers**
It is the policy of the Lakeland Board of School Trustees that all lockers and storage areas made available for student’s use on the school premises, including, but not limited to lockers located in hallways, physical education and athletic dressing rooms, industrial and agricultural education classrooms and art classrooms, are the property of the school corporation. These lockers and storage areas are made available for student use in storing school supplies and personal items necessary for use at school, but they are not to be used to store items which cause, or can reasonably be foreseen to cause, an interference with school purposes or an educational function, or which are forbidden by state law or school rules.

The student’s use of storage areas does not diminish the school corporation’s ownership or control of the area. The school corporation retains the right to inspect them and their contents to insure they are being used in accordance with their intended purposes, and to eliminate fire or other hazards, maintain sanitary conditions, attempt to locate lost or stolen materials and to prevent use of them to store prohibited or dangerous materials such as weapons, illegal drugs, or alcohol. The school is not responsible for stolen items.

**Locker Rules**
In order to implement the school corporation’s policy concerning student storage areas, the school board adopts the following rules and regulations:

1. **LOCKS.** The school corporation will retain access to student lockers by keeping a master list of combinations, and retaining a master key. Students may not use their own locks to prevent access to lockers by school officials and any unauthorized locks may be removed without notice and destroyed.

2. **USE OF LOCKERS.** Lockers are to be used to store school supplies and personal items necessary for use at school. Lockers shall not be used to store “contraband” which are items that cause, or can reasonably be foreseen to cause, an interference with school purposes or an educational function, or which are forbidden by state law or school rules, such as drugs, drug paraphernalia, beverage containing alcohol, weapon, any volatile substance, bomb or explosive device, any acid or pungent or nauseous chemical, any library book not properly checked out or overdue, unreturned gym or athletic equipment, any wet or mildewing articles or any stolen items. Students are expected to keep their lockers in a clean and orderly manner.

3. **AUTHORITY TO INSPECT.** The school corporation retains the right to inspect lockers and storage areas to insure they are being maintained in accordance with the conditions of RULE 2. The principal or a member of the administrative staff designated in writing (hereinafter referred to, as “designee” by the principal shall conduct all inspections of student lockers. (The principal may give the following staff authority to inspect lockers: central office administrators, assistant principals, guidance counselors, and athletic directors.)

4. **INSPECTION OF INDIVIDUAL STUDENT’S LOCKERS.** The inspection of a particular student’s locker will not be conducted unless the principal (or designee) has a reasonable suspicion to believe that locker to be inspected contains contraband described in Rule 2.
   a. Before a particular student’s locker is inspected, the student, (or students if more than one have been assigned to a locker) if present on the school premises, shall, where possible, be contacted and given the opportunity to be present during the conduct of the inspection unless circumstances require that the inspection be conducted without delay in order to protect the health and safety of others present on school premises. Whenever an individual student’s locker has been inspected under this rule without the student’s presence, the principal (or designee) shall notify the student of such inspection as soon as practicable thereafter.

5. **INSPECTION OF ALL LOCKERS.**
   a. An inspection of all lockers in the school, – I.C. 20-33-8-32, or all lockers in a particular area of the school, may be conducted if the principal, superintendent or assistant superintendent, reasonably believes that such an inspection is necessary to prevent, impede or substantially reduce the risk of (1) an interference with school purposes or an educational function; (2) a physical injury or illness to any person; (3) damage to personal or school property; or (4) a violation of state law or school rules. Examples of circumstances justifying a general inspection of a number of lockers are: (a) when the school corporation receives a bomb threat; (b) when evidence of student drug or alcohol use creates a reasonable belief of a high level of student use; (c) at end of a grading period, and before or during school holidays to check for missing library books, or lab chemicals or school equipment; (d) when student violence or threats of violence create a reasonable belief that weapons are stored in the lockers.
   b. If a general inspection of a number of lockers is necessary, then ALL lockers in the defined area will be examined. Students will not necessarily be given the opportunity to be present while a general inspection is being conducted.

6. **INVOLVEMENT OF LAW ENFORCEMENT OFFICIALS.** The principal, superintendent or assistant superintendent may request the assistance of law enforcement officials to assist the school administrators in inspecting lockers or their contents for purposes of enforcing school policies only if such assistance is required: (1) to identify substances which may be found in the lockers; or (2) to protect the health and safety of persons or property such as to aid in the discovery and disarming of bombs which may be located in the lockers.
7. LOCKER MAINTENANCE. Nothing in these rules shall affect members of the custodial or other staff who repair defective lockers or clean out or supervise the cleaning out of (a) lockers from time to time in accordance with a posted general housekeeping schedule; (b) the locker of a student no longer enrolled in the school; or (c) a locker during any vacation period which is reasonably believed to contain rotting items such as food, wet clothes, etc.

8. MOTOR VEHICLES. The privilege of bringing a student operated motor vehicle onto school premises is hereby conditioned on written consent by the student driver, the owner of the motor vehicle and the parent or guardian, of the student to allow search of that motor vehicle when there is reasonable cause for a search of that vehicle. Refusal by a student, parent or guardian, or the motor vehicle owner to provide or allow access to motor vehicle on school premises at the time of a request to search the motor vehicle, shall be cause for termination without further hearing of the privilege of bringing a motor vehicle onto school premises.

The principal or a member of the administrative staff designated in writing by the principal may request a law enforcement officer to search a motor vehicle on school premises. Anything found in the course of a search conducted in accordance with this section which is evidence of a violation of the student conduct standards contained in the student handbook or state law may be: (1) seized and admitted as evidence in any suspension or expulsion proceeding if it is tagged for identification at the time it is seized and kept in a secure place by the principal or the principal’s designee until it is presented at the hearing; (2) returned to the parent or guardian of the student from whom it was seized; (3) destroyed if it has no significant value; or (4) turned over to any law enforcement officer.

PUBLIC DISPLAY OF AFFECTION
Students may not participate in public display of affection. This includes, but is not limited to inappropriate touching and kissing. Participating in such activities will incur a consequence.

SATURDAY SCHOOL
The Saturday class is an alternative to suspension. It will not interfere with a student’s classes by missing school. Failure on your part to attend the class will result in a two-day out-of-school suspension. Furthermore, failure on the part of the student to attend the class could result in expulsion from school either for the trimester or for the remainder of the school year.

Rules and Procedures of Operation of the Saturday School
1. Students assigned to the class will be in the room on time. Tardiness may result in the assignment of extra time or suspension from school.
2. Students may not leave the room. Students may not sleep.
3. Students will not be permitted to speak to any person other than the supervisor during the course of the isolation day unless the person in charge gives permission.
4. Students must bring all the necessary materials (only school materials) to study during the assigned time. Failure to do so may result in alternative work being provided and/or the assignment of additional time. Have all materials with you when you arrive; the rest of the building may not be open for you to get to your locker.
5. Refusal to study during the assigned time may result in the assignment of additional time or suspension from school.
6. Students who exhibit inappropriate or uncooperative behavior while in the class will be asked to leave and may be recommended for suspension or expulsion from school.
7. The principal (or designee) must approve all excused absences in advance.

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

Students are provided lockers, desks, and other equipment in which to store materials. It should be clearly understood that this equipment is the property of the school and may be searched at any time if there is reasonable suspicion that a student has violated the law or school rules or poses a threat to one’s self or others. Locks are to prevent theft, not to prevent searches. Anything that is found in the course of a search that may be evidence of a violation of school rules or the law may be taken and held or turned to the police. The school reserves the right not to return items which have been confiscated.

**USE OF DOGS**

The Board authorizes the use of specially-trained dogs to detect the presence of drugs and devices such as bombs on school property. The dog may be allowed to examine school property such as lockers or students and items in their possession, but any search of a student’s person will be based upon individualized reasonable suspicion in addition to any information resulting from the dog’s examination.

**SEXUAL HARASSMENT**

Students and/or school personnel who engage in sexual harassment on school premises or off school premises at a school sponsored activity shall be subject to appropriate discipline, including suspension or expulsion/dismissal. Such activity, at any time, which affects school purposes, shall be grounds for similar discipline. Sexual harassment is any activity of a sexual nature that is unwanted or unwelcome, including but not limited to, unwanted touching, pinching, patting, verbal comments of a sexual nature, sexual name calling, pressure to engage in sexual activity, repeated propositions, and unwanted body contact. The school’s normal disciplinary procedures shall be followed in determining the appropriate consequences for sexual harassment. In the event the administration recommends suspension or expulsion as a result of the conduct, due process shall be afforded to the student in accordance with the school corporation’s suspension/expulsion procedures.

In order to effectively enforce this policy and take prompt corrective measures, it is essential that any and all incidents of sexual harassment be reported to the principal, assistant principal or a guidance counselor.

**ANTI-HARASSMENT**

**General Policy Statement**

It is the policy of the Board of School Trustees to maintain an education and work environment that is free from all forms of unlawful harassment, including sexual harassment. This commitment applies to all School Corporation operations, programs, and activities. All students, administrators, teachers, staff, and all other school personnel share responsibility for avoiding, discouraging, and reporting any form of unlawful harassment. This policy applies to unlawful conduct occurring on school property, or at another location if such conduct occurs during an activity sponsored by the Board.

The Board will vigorously enforce its prohibition against harassment based on sex (including sexual orientation and/or transgender identity), race, color, national origin, religion, disability, or genetic information that are protected by Federal civil rights laws (hereinafter referred to as unlawful harassment) and encourages those within the School Corporation community as well as third parties who feel aggrieved to seek assistance to rectify such problems. All Corporation employees, including administrators, professional staff and support staff, shall report any incident of alleged harassment that the employee observes or which is reported to the employee. The Board will investigate all allegations of harassment and in those cases where unlawful harassment is substantiated, the Board will take immediate steps to end the harassment, prevent its recurrence, and remedy its effects. Individuals who are found to have engaged in unlawful harassment will be subject to appropriate disciplinary action, up to and including termination of employment or expulsion from school. Corporation employees who fail to report any incident
of alleged harassment that the employee observes or which is reported to the employee also are subject to appropriate disciplinary action, up to and including termination of employment.

For purposes of this policy, "School Corporation community" means students, administrators, teachers, and staff, as well as Board members, agents, volunteers, contractors, or other persons subject to the control and supervision of the Board.

For purposes of this policy, "third parties" include, but are not limited to, guests and/or visitors on School Corporation property (e.g., visiting speakers, participants on opposing athletic teams, parents), vendors doing business with, or seeking to do business with, the Board, and other individuals who come in contact with members of the School Corporation community at school-related events/activities (whether on or off School Corporation property).

Other Violations of the Anti-Harassment Policy

The Board will also take immediate steps to impose disciplinary action on individuals engaging in any of the following prohibited acts:

A. Retaliating against a person who has made a report or filed a complaint alleging unlawful harassment, or who has participated as a witness in a harassment investigation.

B. Filing a malicious or knowingly false report or complaint of unlawful harassment.

C. Disregarding, failing to investigate adequately, or delaying investigation of allegations of harassment, when responsibility for reporting and/or investigating unlawful harassment charges comprises part of one's supervisory duties.

Definitions

Bullying

Bullying rises to the level of unlawful harassment when one (1) or more persons systematically and chronically inflict physical hurt or psychological distress on one (1) or more students with the intent to harass, ridicule, humiliate, intimidate or harm that/those student(s), and that bullying is based upon sex, race, color, national origin, religion, or disability, that is, characteristics that are protected by Federal civil rights laws. It is defined as any unwanted and repeated written, verbal, or physical behavior, including any threatening, insulting, or dehumanizing gesture, by an adult or student, that is severe or pervasive enough to create an intimidating, hostile, or offensive educational environment; cause discomfort or humiliation; or unreasonably interfere with the individual's school performance or participation; and may involve:

A. teasing;
B. threats;
C. intimidation;
D. stalking;
E. cyberstalking;
F. cyberbullying;
G. physical violence;
H. theft;
I. sexual, religious, or racial harassment;
J. public humiliation; or
K. destruction of property.

In the bullying context, “harassment” means any threatening, insulting, or dehumanizing gesture, use of data or computer software, or written, verbal or physical conduct directed against a student that:

A. places a student or school employee in reasonable fear of harm to his/her person or damage to his/her property;
B. has the effect of substantially interfering with a student’s educational performance, opportunities, or benefits; or
C. has the effect of substantially disrupting the orderly operation of a school.

Sexual Harassment

Pursuant to Title VII of the Civil Rights Act of 1964 and Title IX of the Education Amendments of 1972, "sexual harassment" is defined as:

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, when:

A. Submission to such conduct is made either implicitly or explicitly a term or condition of an individual's status in a class, educational program, or activity.
B. Submission or rejection of such conduct by an individual is used as the basis for educational decisions affecting such individual.
C. Such conduct has the purpose or effect of interfering with the individual's educational performance; of creating an intimidating, hostile, or offensive learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity.

Sexual harassment may involve the behavior of a person of either gender against a person of the same or opposite gender.

Prohibited acts that constitute sexual harassment may take a variety of forms. Examples of the kinds of conduct that may constitute sexual harassment include, but are not limited to:

A. unwelcome sexual propositions, invitations, solicitations, and flirtations;
B. physical and/or sexual assault;
C. threats or insinuations that a person's academic grade, promotion, classroom work or assignments, academic status, participation in athletics or extra-curricular programs or events, or other conditions of education may be adversely affected by not submitting to sexual advances;
D. unwelcome verbal expressions of a sexual nature, including graphic sexual commentaries about a person's body, dress, appearance, or sexual activities; the unwelcome use of sexually degrading language, jokes or innuendoes; unwelcome suggestive or insulting sounds or whistles; obscene telephone calls;
E. sexually suggestive objects, pictures, videotapes, audio recordings or literature, placed in the educational environment, which may embarrass or offend individuals;

F. unwelcome and inappropriate touching, patting, or pinching; obscene gestures;

G. a pattern of conduct, which can be subtle in nature, that has sexual overtones and is intended to create or has the effect of creating discomfort and/or humiliation to another;

H. remarks speculating about a person's sexual activities or sexual history, or remarks about one's own sexual activities or sexual history;

I. inappropriate boundary invasions by a Corporation employee or other adult member of the School Corporation community into a student's personal space and personal life;

J. verbal, nonverbal or physical aggression, intimidation, or hostility based on sex or sex-stereotyping that does not involve conduct of a sexual nature;

K. in the context of employees, consensual sexual relationships where such relationship leads to favoritism of a subordinate employee with whom the superior is sexually involved and where such favoritism adversely affects other employees or otherwise creates a hostile work environment.

Not all behavior with sexual connotations constitutes unlawful sexual harassment. Sex-based or gender-based conduct must be sufficiently severe, pervasive, and persistent such that it adversely affects, limits, or denies an individual's employment or education, or such that it creates a hostile or abusive employment or educational environment.

NOTE: Sexual conduct/relationships with students by a Corporation employee or any other adult member of the School Corporation community is prohibited, and any teacher, administrator, coach or other school authority, or staff member who engages in certain sexual conduct with a student may be disciplined up to and including termination and may also be guilty of the criminal charge of "sexual battery" as set forth in Indiana Code 35-42-4-8. In the case of a child under fourteen (14) years of age, the person may also be guilty of "child molesting" under Indiana Code 35-42-4-3. In the case of a child between the ages of fourteen (14) and sixteen (16), the person may also be guilty of "sexual misconduct with a minor" under Indiana Code 35-42-4-9. The issue of consent is irrelevant in regard to the latter two (2) criminal charges. Any employee accused of sexual relations with a student may be placed on leave until school administrative proceedings are completed. Proven sexual relationships with a student regardless of the age of the student will initiate the termination process for the employee.

**Race/Color Harassment**

Prohibited racial harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's race or color and when the conduct has the purpose or effect of interfering with the individual's educational performance; of creating an intimidating, hostile, or offensive learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's race or color, such as racial slurs, nicknames implying stereotypes, epithets, and/or negative references relative to racial customs.

**Religious (Creed) Harassment**

Prohibited religious harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's religion or creed and when the conduct has the purpose or effect of interfering with the individual's educational performance; of creating an intimidating, hostile, or offensive learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's religious tradition, clothing, or surnames, and/or involves religious slurs.
National Origin Harassment

Prohibited national origin harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's national origin and when the conduct has the purpose or effect of interfering with the individual’s educational performance; of creating an intimidating, hostile, or offensive learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's national origin, such as negative comments regarding customs, manner of speaking, language, surnames, or ethnic slurs.

Disability Harassment

Prohibited disability harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's disability and when the conduct has the purpose or effect of interfering with the individual's educational performance; of creating an intimidating, hostile, or offensive learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's disabling condition, such as negative comments about speech patterns, movement, physical impairments or defects/appearances, or the like.

Reports and Complaints of Harassing Conduct

Students, members of the School Corporation community and third parties are encouraged to promptly report incidents of harassing conduct to an administrator, supervisor or other School Corporation official so that the Board may address the conduct before it becomes severe, pervasive, or persistent. All Corporation employees, including administrators, professional staff and support staff, shall report any incident of alleged harassment that the employee observes or which is reported to the employee. Any administrator, supervisor, or other School Corporation official who receives such a complaint shall file it with the Corporation’s Anti-Harassment Compliance Officer at his/her first convenience. Corporation employees who fail to comply with the reporting responsibility shall be subject to discipline, up to and including termination.

Members of the School Corporation community or third parties who believe they have been unlawfully harassed by another member of the School Corporation community or a third party are entitled to utilize the Board's complaint process set forth below. Initiating a complaint, whether formally or informally, will not adversely affect the complaining individual's participation in educational or extra-curricular programs unless the complaining individual makes the complaint maliciously or with knowledge that it is false. Individuals should make every effort to file a complaint as soon as possible after the conduct occurs while the facts are known and potential witnesses are available.

If, during an investigation of a reported act of bullying and/or harassment in accordance with Policy 5517.01 – Bullying, the principal or his/her designee believes that the reported misconduct may have created a hostile work environment and may have constituted unlawful discriminatory harassment based on sex, race, color, national origin, religion, or disability, the principal or his/her designee will report the act of bullying and/or harassment to one (1) of the Compliance Officers who shall investigate the allegation in accordance with this policy.

Anti-Harassment Compliance Officers

The following individuals serve as “Anti-Harassment Compliance Officers” for the Corporation. They are hereinafter referred to as the “Compliance Officers”.

________________________  _______________________
(Name)                    (Name)
Jenny Landez             Cathy Phillip
________________________  _______________________
(School Corporation Title) (School Corporation Title)
Human Resources Director  Business Manager
________________________  _______________________
(Telephone Number)        (Telephone Number)
260-499-2400              260-499-2400
The names, titles, and contact information for the Compliance Officers will be published annually:

A. in the parent and staff handbooks
B. on the School Corporation's web site

The Compliance Officers will be available during regular school/work hours to discuss concerns related to unlawful harassment, to assist students, other members of the Corporation community and third parties who seek support or advice when informing another individual about "unwelcome" conduct, or to intercede informally on behalf of the student.

Any Corporation employee who directly observes unlawful harassment of a student is obligated, in accordance with this policy, to report such observations to one (1) of the Compliance Officers within two (2) business days. Thereafter, the Compliance Officer or designee must contact the student if age eighteen (18) or older, or the student’s parents if under the age of eighteen (18) within two (2) business days to advise him/her/them of the Board’s intent to investigate the alleged misconduct, including the obligation of the Compliance Officer or designee to conduct an investigation following all the procedures outlined in this policy for a formal complaint. Additionally, if the alleged harasser is a student, the Compliance Officer or designee must contact the student, if age eighteen (18) or older, or the student’s parents if under the age of eighteen (18), within two (2) business days to advise him/her/them of the Board’s intent to investigate the alleged misconduct, including the obligation of the Compliance Officer or designee to conduct an investigation following all the procedures outlined for a formal complaint. However, all complaints of harassment involving a Corporation employee or any other adult member of the School Corporation community against a student will be formally investigated.

The Compliance Officers are assigned to accept complaints of unlawful harassment directly from any member of the School Corporation community or a visitor to the Corporation, or to receive complaints that are initially filed with a school building administrator. Upon receipt of a complaint either directly or through a school building administrator, a Compliance Officer will begin either an informal or formal process (depending on the request of the member of the School Corporation community alleging harassment or the nature of the alleged harassment), or the Compliance Officer will designate a specific individual to conduct such a process. In the case of a formal complaint, the Compliance Officer will prepare recommendations for the Superintendent or will oversee the preparation of such recommendations by a designee. All members of the School Corporation community must report incidents of harassment that are reported to them to the Compliance Officer within two (2) business days of learning of the incident.

Investigation and Complaint Procedure

Any employee or other member of the School Corporation community or third party (e.g., visitor to the Corporation) who believes that s/he has been subjected to unlawful harassment may seek resolution of his/her complaint through either the informal or formal procedures as described below. Further, a process for investigating claims of harassment and a process for rendering a decision regarding whether the claim of legally prohibited harassment was substantiated are set forth below.

Due to the sensitivity surrounding complaints of unlawful harassment, time lines are flexible for initiating the complaint process; however, individuals should make every effort to file a complaint within thirty (30) calendar days after the conduct occurs while the facts are known and potential witnesses are available. Once the formal complaint process is begun, the investigation will be completed in a timely manner (ordinarily, within fifteen (15) business days of the complaint being received).

The informal and formal procedures set forth below are not intended to interfere with the rights of any individual to pursue a complaint of unlawful harassment with the United States Department of Education, Office for Civil Rights (OCR), the Indiana Civil Rights Commission (ICRC) or Equal Employment Opportunity Commission (EEOC).

Informal Complaint Procedure
The goal of the informal complaint procedure is to stop inappropriate behavior and to investigate and facilitate resolution through an informal means, if possible. The informal complaint procedure is provided as a less formal option for a student who believes s/he has been unlawfully harassed or retaliated against. This informal procedure is not required as a precursor to the filing of a formal complaint and will only be utilized where the parties (alleged target of harassment and alleged harasser(s)) agree to participate in such process.

Employees, other members of the Corporation community, or third parties who believe that they have been unlawfully harassed or retaliated against may proceed immediately to the formal complaint process and individuals who seek resolution through the information procedure may request that the informal process be terminated at any time to move to the formal complaint procedure.

However, all complaints of harassment involving a Corporation employee, any adult member of the School Corporation community, or a third party against a student will be formally investigated. Similarly, any allegations of sexual violence will be formally investigated.

As an initial course of action, if an individual feels that s/he is being unlawfully harassed and s/he is able and feels safe doing so, the individual should tell or otherwise inform the harasser that the conduct is unwelcome and must stop. Such direct communication should not be utilized in circumstances involving sexual violence. The complaining individual should address the allegedly harassing conduct as soon after it occurs as possible. The Compliance Officer(s) is/are available to support and counsel individuals when taking this initial step or to intervene on behalf of the individual if requested to do so. An individual who is uncomfortable or unwilling to inform the harasser of his/her complaint is not prohibited from otherwise filing an informal or a formal complaint. In addition, with regard to certain types of unlawful harassment, such as sexual harassment, the Compliance Officer may advise against the use of the informal complaint process.

An individual who believes s/he has been unlawfully harassed may make an informal complaint, either orally or in writing: 1) to a teacher, other employee, or building administrator; 2) directly to one (1) of the Compliance Officers; and/or 3) to the Superintendent or other Corporation-level employee.

All informal complaints must be reported to one (1) of the Compliance Officers who will either facilitate an information resolution as described below on his/her own, or appoint another individual to facilitate an informal resolution.

The Corporation's informal complaint procedure is designed to provide employees, other members of the School Corporation community or third parties who believe they are being unlawfully harassed with a range of options designed to bring about a resolution of their concerns. Depending upon the nature of the complaint and the wishes of the individual claiming unlawful harassment, informal resolution may involve, but not be limited to, one or more of the following:

A. Advising the individual about how to communicate the unwelcome nature of the behavior to the alleged harasser.

B. Distributing a copy of the anti-harassment policy as a reminder to the individuals in the school building or office where the individual whose behavior is being questioned works or attends.

C. If both parties agree, the Compliance Officers may arrange and facilitate a meeting between the individual claiming harassment and the individual accused of harassment to work out a mutual resolution. Such a meeting is not appropriate in circumstances involving sexual violence.

While there are no set time limits within which an informal complaint must be resolved, one (1) of the Compliance Officers or a designee will exercise his/her authority to attempt to resolve all informal complaints within fifteen (15) business days of receiving the informal complaint. Parties who are dissatisfied with the results of the informal complaint process may proceed to file a formal complaint. And, as stated above, parties may request that the informal process be terminated at any time to move to the formal complaint process.
One of the Compliance Officers or a designee will retain all materials generated as part of the informal complaint process in accordance with the Board’s records retention policy (see Policy 8310, Policy 8320 and Policy 8330).

**Formal Complaint Procedure**

If a complaint is not resolved through the informal complaint process, if one (1) of the parties has requested that the informal complaint process be terminated to move to the formal complaint process, or if the individual elects to file a formal complaint initially, the formal complaint process as described below shall be implemented.

The formal complaint process is not intended to interfere with the rights of an employee, other member of the School Corporation community, or third party to pursue a complaint of unlawful harassment with the United States Department of Education, Office for Civil Rights (OCR).

An individual who believes s/he has been subjected to offensive conduct/harassment/retaliation hereinafter referred to as the "Complainant", may file a formal complaint, either orally or in writing with a teacher, principal, the Compliance Officer, Superintendent, or other Corporation employee. Due to the sensitivity surrounding complaints of unlawful harassment and retaliation, timelines are flexible for initiating the complaint process; however, individuals should make every effort to file a complaint within thirty (30) calendar days after the conduct occurs while the facts are known and potential witnesses are available. If a Complainant informs a teacher, principal, Superintendent, or other Corporation employee, either orally or in writing, about any complaint of harassment or retaliation, that employee must report such information to the Compliance Officer or designee within two (2) business days.

Throughout the course of the process as described herein, the Compliance Officer should keep the parties informed of the status of the investigation and the decision making process.

All formal complaints must include the following information to the extent it is available: the identity of the individual believed to have engaged in, or be engaging in, offensive conduct/harassment/retaliation; a detailed description of the facts upon which the complaint is based; a list of potential witnesses; and the resolution sought by the Complainant.

If the Complainant is unwilling or unable to provide a written statement including the information set forth above, the Compliance Officer shall ask for such details in an oral interview. Thereafter, the Compliance Officer will prepare a written summary of the oral interview and the Complainant will be asked to verify the accuracy of the reported charge by signing the document.

Upon receiving a formal complaint, the Compliance Officer will consider whether any action should be taken in the investigatory phase to protect the Complainant from further harassment or retaliation, including, but not limited to, a change of work assignment or schedule for the Complainant and/or the alleged harasser. In making such a determination, the Compliance Officer should consult the Complainant to assess his/her agreement to any action deemed appropriate. If the Complainant is unwilling to consent any change that is deemed appropriate by the Compliance Officer, the Compliance Officer may still take whatever actions s/he deems appropriate in consultation with the Superintendent and/or Board Attorney.

Within two (2) business days of receiving the complaint, the Compliance Officer or a designee will initiate a formal investigation to determine whether the Complainant has been subjected to offensive conduct/harassment/retaliation.

Contemporaneously, one of the Compliance Officers or a designee will inform the individual alleged to have engaged in the harassing or retaliatory conduct, hereinafter referred to as the “Respondent”, that a complaint has been received. The Respondent will be informed about the nature of the allegations and a copy of the Board’s anti-harassment policy shall be provided to the Respondent. The Respondent must also be informed of the opportunity to submit a written response to the complaint within five (5) business days.
Although certain cases may require additional time, one (1) of the Compliance Officers or a designee will attempt to complete an investigation into the allegations of harassment or retaliation within fifteen (15) business days of receiving the formal complaint. The investigation will include:

A. interviews with the Complainant;
B. interviews with the Respondent;
C. interviews with any other witnesses who may reasonably be expected to have any information relevant to the allegations; and
D. consideration of any documentation or other information, presented by the Complainant, Respondent, or any other witnesses that is reasonably believed to be relevant to the allegations.

At the conclusion of the investigation, the Compliance Officer or the designee shall prepare and deliver a written report to the Superintendent that summarizes the evidence gathered during the investigation and provides recommendations based on the evidence and the definition of unlawful harassment as provided in Board policy and State and Federal law as to whether the Complainant has been subject to unlawful harassment or retaliation. The Compliance Officer's recommendations must be based upon the totality of the circumstances, including the ages and maturity levels of those involved. In determining if discriminatory harassment or retaliation occurred, a preponderance of evidence standard will be used. The Compliance Officer may consult with the Board’s legal counsel before finalizing the report to the Superintendent.

Absent extenuating circumstances, within five (5) business days of receiving the report of the Compliance Officer or the designee, the Superintendent must either issue a final decision regarding whether the complaint of harassment has been substantiated or request further investigation. A copy of the Superintendent's final decision will be delivered to both the Complainant and the Respondent.

If the Superintendent requests additional investigation, the Superintendent must specify the additional information that is to be gathered, and such additional investigation must be completed within five (5) business days. At the conclusion of the additional investigation, the Superintendent must issue a final written decision as described above.

A Complainant or respondent who is dissatisfied with the final decision of the Superintendent may appeal through a signed written statement to the Board of School Trustees within five (5) business days of his/her receipt of the Superintendent’s final decision.

In an attempt to resolve the complaint, the Board shall meet with the concerned parties and their representatives within twenty (20) business days of the receipt of such an appeal. A copy of the Board’s disposition of the appeal shall be sent to each concerned party within ten (10) business days of this meeting. The decision of the Board will be final.

If either the Complainant or the Respondent is not satisfied with the Board’s decision, either party will have an additional sixty (60) days to appeal the decision to the United States Department of Education Office of Civil Rights (OCR) or the Indiana Civil Rights Commission (ICRC).

The Board reserves the right to investigate and resolve a complaint or report of unlawful harassment/retaliation regardless of whether the member of the School Corporation community or third party alleging the unlawful harassment/retaliation pursues the complaint. The Board also reserves the right to have the formal complaint investigation conducted by an external person in accordance with this policy or in such other manner as deemed appropriate by the Board or its designee.

**Privacy/Confidentiality**

The School Corporation will respect the privacy of the Complainant, the Respondent (that is the individual(s) against whom the complaint is filed), and the witnesses as much as possible, consistent with the Board’s legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations. Confidentiality, however, cannot be
guaranteed. All Complainants proceeding through the formal investigation process should be advised that their identities may be disclosed to the Respondent.

During the course of a formal investigation, the Compliance Officer or his/her designee will instruct all members of the School Corporation community and third parties who are interviewed about the importance of maintaining confidentiality. Any individual who is interviewed as part of a harassment investigation is expected not to disclose any information that s/he learns or that s/he provides during the course of the investigation.

The Compliance Officer shall maintain all public records created as a part of an investigation of a complaint of harassment in accordance with the Board’s records retention policy. Any records that are considered student records in accordance with the Family Educational Rights and Privacy Act will be maintained in a manner consistent with the provisions of Federal law.

Sanctions and Monitoring

The Board shall vigorously enforce its prohibitions against unlawful harassment by taking appropriate action reasonably calculated to stop the harassment and prevent further such harassment. While observing the principles of due process, a violation of this policy may result in disciplinary action up to and including the discharge of an employee or the suspension/expulsion of a student. All disciplinary action will be taken in accordance with applicable State law and the terms of the relevant collective bargaining agreement(s). When imposing discipline, the Superintendent shall consider the totality of the circumstances involved in the matter, including the ages and maturity levels of those involved. In those cases where unlawful harassment is not substantiated, the Board may consider whether the alleged conduct nevertheless warrants discipline in accordance with other Board policies, consistent with the terms of the relevant collective bargaining agreement(s).

Where the Board becomes aware that a prior sanction has been imposed against a member of the Corporation community, all subsequent sanctions imposed by the Board and/or Superintendent shall be reasonably calculated to end such conduct, prevents it recurrence, and remedy its effects.

Remediation

In cases where the complaint investigation results in a finding that the allegation of harassment is substantiated, action must be taken by the Compliance Officer to remedy the past effects of such harassment. This may include but is not limited to providing a contact person to monitor the harassed student, providing tutoring to the student, allowing the student to retake tests or assignments, and counseling. Counseling shall be offered to all students who have been subjected to harassment.

Retaliation

Any act of retaliation against a person who has made a report, filed a complaint alleging unlawful harassment, or participated as a witness in a harassment investigation is prohibited. Individuals found to have engaged in retaliation shall be subject to disciplinary action, up to and including termination of employment or expulsion from school.

Allegations Constituting Criminal Conduct: Child Abuse/Sexual Misconduct

State law requires any teacher or school employee who knows or suspects that a child under the age of eighteen (18) is a victim of child abuse or neglect to immediately report that knowledge or suspicion to the Department of Children and Family services. If, during the course of a harassment investigation, the Compliance Officer or a designee has reason to believe or suspect that the alleged conduct reasonably indicates abuse or neglect of the Complainant or the alleged victim, a report of such knowledge must be made in accordance with State law and Board Policy.

If the Compliance Officer or a designee has reason to believe that the Complainant has been the victim of criminal conduct as defined under State law, such knowledge should be reported to local law enforcement.

Any reports made to the local child protection service or to local law enforcement shall not terminate the Compliance Officer’s or a designee’s obligation and responsibility to continue to investigate a complaint of harassment. While the Compliance Officer
or a designee may work cooperatively with outside agencies to conduct concurrent investigations, in no event shall the harassment investigation by inhibited by the involvement of outside agencies without good cause after consultation with the Superintendent.

**Education and Training**

In support of this Anti-Harassment Policy, the Board promotes preventative educational measures to create greater awareness of unlawful discriminatory practices. The Superintendent or designee shall provide appropriate training to all members of the School Corporation community related to the implementation of this policy and its accompanying administrative guidelines. All training regarding the Board's policy and administrative guidelines and harassment in general will be age and content appropriate.

I.C. 35-42-4-3, 35-42-4-8, 35-42-4-9  
20 U.S.C. 1400 et seq., the Individuals with Disabilities Education Improvement Act of 2004 (IDEIA)  
20 U.S.C. 1681 et seq., Title IX of the Education Amendments Act of 1972  
42 U.S.C. 2000e et seq.  
42 U.S.C. 2000ff et seq., The Genetic Information Nondiscrimination Act  
42 U.S.C. 1983  
29 C.F.R. Part 1635  
National School Boards Association Inquiry and Analysis - May 2008  

Approved by the LSC School Board on May 4, 2015  

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**SUSPENSION OF DRIVING PRIVILEGES**

I.C. 9-24-2-1 et.seq.

A driver’s license or a learner’s permit may not be issued to an individual less than 18 years of age who meets any of the following conditions:

1. Is under at least a second suspension from school for the school year.
2. Is under an expulsion from school.
3. In an effort to circumvent the sanctions listed under this subsection withdraws from school before graduating. If a person is less than 18 years of age and is under a suspension or an expulsion or has withdrawn from school, the bureau shall upon notification by the person’s principal, invalidate the person’s license or permit until the earliest of the following:
   a. The person becomes 18 years of age.
   b. One hundred twenty days after the person is suspended.
   c. One hundred eighty days after the person is expelled.
   d. The suspension or expulsion is reversed after the person has had a hearing.
   e. The student is in good standing and has re-enrolled in school.

Further explanation or a copy of this law may be obtained in the office. Students and parents, in the event a student is suspended, expelled or withdrawn, this will serve as your official notice that your license may be suspended until 18 years of age or are re-enrolled in good standing in school.

**STUDENT RIGHTS OF EXPRESSION**

The school recognizes the right of students to express themselves. With the right of expression comes the responsibility to do it appropriately. Students may distribute or display, at appropriate times, nonsponsored,
noncommercial written material, buttons, badges, or other insignia; and the like. All items must meet school guidelines.

A material cannot be displayed or distributed if it:
- Is obscene to minors, libelous, indecent, or vulgar,
- Advertises any product or service not permitted to minors by law,
- Intends to be insulting or harassing,
- Intends to incite fighting; or
- Presents a clear and present likelihood that, either because of its content or manner of distribution or display, it will cause or is likely to cause a material and substantial disruption of school or school activities, a violation of school regulations, or the commission of an unlawful act.

Students who are unsure whether or not materials they wish to display meet school guidelines may present them to the principal twenty-four (24) hours prior to display.

Materials may not be displayed or distributed during passing times between classes. Permission may be granted for display or distribution during lunch periods and/or before or after school in designated locations, as long as exits are not blocked and there is proper access and egress to the building.

PURPOSE
The purpose and goals of this program are to:
1. Provide another means of educating students about the risk and dangers associated with the use of unlawful substance abuse.
2. Make every student aware that when he/she graduates from high school, we have done everything possible to ensure they are “drug-free”.
3. The program is not intended to be punitive; rather its purpose is to encourage “drug-free” participation.

CONSENT
It is mandatory that each student who participates in the athletic programs, involved in co-curricular activities, or drives a vehicle to Lakeland High School signs and returns a “Random Drug Consent Form” prior to participation in any sport, activity or drive to school. Failure to comply will result in non-participation. The implementation of this program will not affect the policies, practices, or rights of Lakeland High School in dealing with unlawful substance use or where reasonable suspicion is obtained by means other than the random sampling provided in the

USE OF ISOLATED TIME OUTS AND RESTRAINTS
Lakeland School Corporation believes that maintaining an orderly, safe environment is conducive to learning and is an appropriate expectation of all LSC employees. LSC recognizes that there are times when it becomes necessary for employees to use reasonable restraint and/or isolated time out to protect a student from causing harm to themselves or to others.

Isolated time out and physical restraint as defined in this policy shall be used only as means of maintaining a safe and orderly environment for learning and only to the extent necessary to preserve the safety of students and others. Use of isolated time out or physical restraint may also be a component of a behavioral intervention plan (BIP) and/or an Individualized Education Program (IEP). If such is the case, the terms of the BIP or the IEP will control the use of these measures.

Neither isolated time out nor physical restraint shall be used as a form of punishment or as a disciplinary measure.
Except in the case of an emergency, only LSC employees who are current in the corporation-designated training program may implement physical restraints or isolated time outs with a student. An individual who applies physical restraint shall use only techniques in which he or she has received such training within the preceding two years, as indicated by written evidence of participation.

In the case of an emergency, physical restraints and/or isolated time outs should be used only when a student’s behavior poses an imminent threat of serious physical harm to the student or to other persons present or damage to school property.

**Isolated Time Out**

“Isolated time out” means the confinement of a student in a time-out room or another enclosure, whether within or outside the classroom, from which the student’s ability to leave the room or enclosure is restricted.

Any enclosure used for isolated time out shall be subject to the following requirements:

1. Have the same ceiling height as the surrounding room or rooms and be large enough to accommodate not only the student being isolated but also any other individual who is required to accompany that student;
2. Be constructed of materials or objects that cannot be used by students to harm themselves or others, and be designed so that students cannot climb up the walls;
3. Be designed to allow continuous visual monitoring of and communication with the student; and
4. Comply with all applicable health and safety requirements.

Any device that requires the use of a key or special code on any exit from the time out room or enclosure is prohibited.

An adult must supervise the student while confined and must be able to see the student at all times.

A student shall not be kept in isolated time out for more than 30 minutes after he or she ceases presenting the specific behavior for which isolated time out was imposed or any other behavior for which the isolated time out was deemed an appropriate intervention.

If a student is placed in isolated time out pursuant to a BIP or IEP, any time limitations identified in the BIP or IEP will control.

**Physical Restraint**

“Physical restraint” means holding a student or otherwise restricting his or her movements.

Physical restraint should be employed only when:

1. The student poses a physical risk to himself, herself, or others:
2. There is no medical contradiction to its use; and
3. The employee using the restraint has been trained in its safe application.

Students shall not be subjected to physical restraint for using profanity or other verbal displays of disrespect for themselves or others.

A verbal threat shall not be considered as constituting a physical danger unless a student also demonstrates a means of or intent to carry out the threat.
Any application of physical restraint shall take into consideration the safety and security of the student. Further, physical restraint shall not rely upon pain as an intentional method of control.

In determining whether a student who is being physically restrained should be removed from the area where such restraint was initiated, the supervising employee shall consider the potential for injury to the student, the educational and emotional well-being of other students in the vicinity, and if applicable, any requirements pursuant to a BIP or an IEP.

If physical restraint is imposed upon a student whose primary mode of communication is sign language, the student shall be permitted to have his or her hands free of restraint for brief periods, unless the supervising employee determines that such freedom appears likely to result in harm to the student or to others.

A student shall be released from physical restraint immediately upon a determination by the supervising employee administering the restraint that the student is no longer in imminent danger of causing physical harm to themselves or to others.

**Reporting and Reviewing of Incidents**

Any Lakeland School Corporation employee using restraint and/or isolated time out shall report such to the building principal, their supervisor, or other designated administrator. A written report of each incident shall be completed by the employee who used such techniques or by the designated administrator.

The parent or guardian must be notified of the use of the physical restraint and/or isolated time out with their student the same day.

An annual review of the use of physical restraint and isolated time out including a review of all individual corporation cases involving the use of physical restraint and isolated time outs shall be completed and documented to ensure compliance with the school’s policy and procedures.

**Training Requirements**

Physical restraint should be applied only by individuals who have received systematic training through the corporation-designated program and who have obtained written evidence of successful participation in such training.

Training with respect to physical restraint should include but need not be limited to the following:

1. Appropriate procedures for preventing the need for physical restraint, including the de-escalation of problematic behavior, and the use of alternatives to restraint;
2. A description and identification of dangerous behaviors on the part of students that may indicate the need for physical restraint and methods for evaluating the risk of harm in individual situations in order to determine whether the use of restraint is warranted, including compliance with any BIP or IEP requirements;
3. The simulated experience of administering and receiving a variety of physical restraint techniques, ranging from minimal physical involvement to very controlling interventions;
4. Instruction regarding the effects of physical restraint on the person restrained, including instruction on monitoring physical signs of distress and obtaining medical assistance;
5. Instruction regarding documentation and reporting requirements and investigation of injuries and complaints; and
6. Demonstration by participants of proficiency in administering physical restraint.
Nothing in this policy should be construed to limit the rights and abilities of LSC employees to keep order and administer necessary discipline in their classrooms and on school grounds as set out in state law and school board policy.
SOURCE: Superintendents’ Council, February 14, 2013

**DISCLAIMER**

School rules published in this handbook are subject to such changes as may be needed to insure continued compliance with federal, state, or local regulations are subject to such review and alteration as becomes necessary for the routine operation of the school. Not all rules of behavior can be written and inserted in a guidebook; however, we expect students to follow reasonable rules that do not violate the rights of others.