

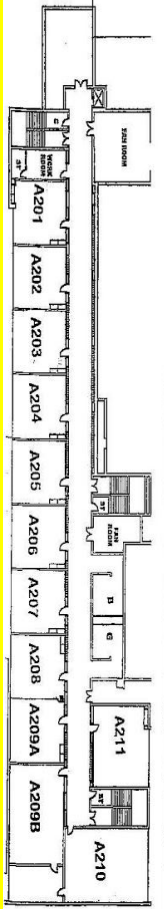
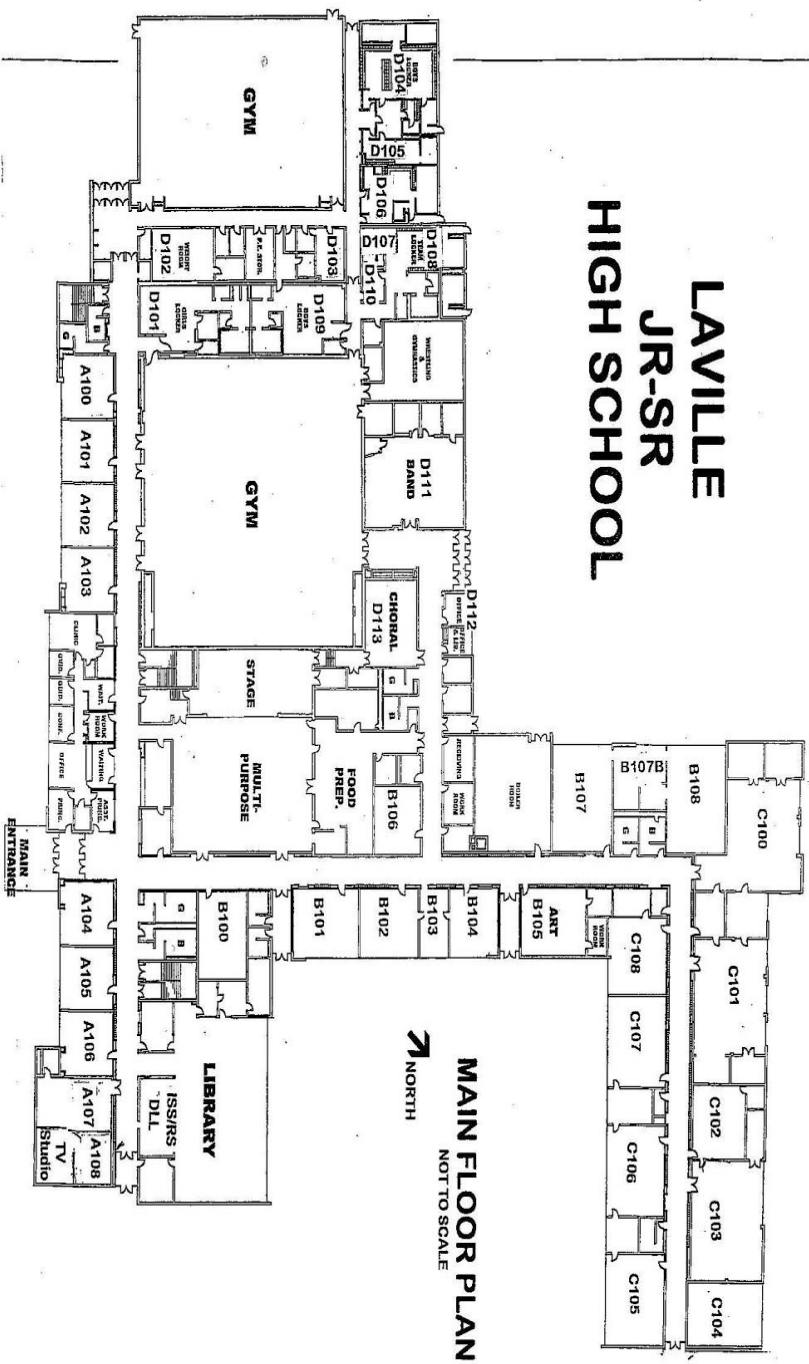
LaVille Jr. / Sr. High School

Student Handbook

2020-21



LAVILLE JR-SR HIGH SCHOOL



Welcome to LaVille Jr. / Sr. High School

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

Mission Statement

Empowering and inspiring students to excel in service, leadership, academics, and personal growth.

Vision Statement

Union-North United School Corporation is where parents choose to send their students and highly effective employees aspire to work. Innovative programs and community partnerships, within a technology rich environment, challenge students with a rigorous and relevant curriculum to meet current educational needs for career and college readiness. Academic, extra-curricular, and co-curricular activities provide students with opportunities to build critical thinking, teamwork, and leadership skills. We are committed to proactively creating and maintaining an educational environment that is safe, diverse, and provides students the necessary skills to succeed beyond the classroom.

Lancer Fight Song

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

**LaVille Jr. / Sr. High School
Student Handbook 2020-2021**

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www.unorth.k12.in.us

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Counseling Department

<p>Mrs. Deb Mosson Mrs. Cassie Rossman</p>	<p>School Counselor (High School) School Counselor (Jr. High)</p>
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School Hours

School is in session from 8:15a.m. until 3:20p.m. The school office is open from 7:00 a.m. until 4:00 p.m. Classes are 49 minutes in length with 5 minutes between periods. **Students are expected to be in attendance and on time for classes.**

Regular Bell Schedule		
1 st Period		8:15 – 9:04
2 nd Period		9:09 – 9:58
3 rd Period		10:03 – 10:52
4th Period	A Lunch	10:57 – 11:17
High School	A Class	11:22 – 12:11
	A Homeroom	12:11 – 12:36
4th Period	B Homeroom	10:57 – 11:17
Jr. High	B Lunch	11:22 – 11:42
	B Class	11:47 – 12:36
4th Period	C Class	10:57 – 11:46
High School	C Lunch	11:51 – 12:11
	C Homeroom	12:16 – 12:36
4th Period	D Class	10:51 - 11:46
Jr. High	D Lunch	11:51 - 12:16
	D Homeroom	12:21 - 12:41
5 th Period		12:41 - 1:30
6 th Period		1:35 - 2:24
7 th Period		2:29 - 3:20

2-Hour Delay Bell Schedule		
1 st Period		10:15 – 10:43
2 nd Period		10:48 – 11:15
3 rd Period		11:20 – 11:47
4th Period	A Lunch	11:52 – 12:12
High School	A Class	12:17 - 1:12
	A Homeroom	1:17 – 1:42
4th Period	B Homeroom	11:52 – 12:17
Jr. High	B Lunch	12:22 – 12:42
	B Class	12:47 – 1:10
4th Period	C Class	11:52 – 12:47
High School	C Lunch	12:52 – 1:12
	C Homeroom	1:17 – 1:42
4th Period	D Class	11:52 - 12:47
Jr. High	D Homeroom	12:52 - 1:17
	D Lunch	1:22 - 1:42
5 th Period		1:47 - 2:15
6 th Period		2:20 – 2:48
7 th Period		2:53 – 3:20

Daily School Information

Chain of Command

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

Authority of Staff

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

Textbook and Material Fees

All textbook and material fees will be collected each school year. Statements will be issued to parents. The statement will have textbook rental prices and subject area fees for each course. Payment is due upon receipt of the fees statement at registration in the month of July. Checks may be made payable to LaVille Jr. Sr. High School. Payment plans or assistance forms are available. Contact the school treasurer with any questions. During this school year, families will not be charged insurance for technology. However, if a device is lost, stolen, or intentionally damaged then the entire replacement cost will be charged to the student. If the protective case is damaged beyond normal wear and tear, then the family could be charged up to the replacement cost at the discretion of the principal.

Internet Policy

The complete School Board adopted policy is available in the school office. Teachers working with students on the Internet will refer to this policy.

Announcements

All announcement requests must be signed by a member of the faculty and should be submitted to the Main Office before 1st period the day **before** the announcement is to be made. Announcements can be viewed on YouTube during homeroom each day. The only announcements that will be read at the end of the day will be in emergency situations only, i.e. cancellations, students emergencies, faculty reminders, etc.

School Day Requirement

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

Arrival and Departure from School

In order that LaVille students may benefit from an appropriate educational atmosphere, it is necessary to limit movements of students during the school day. **Students are to enter the building promptly upon arriving at school and are to remain inside the building.** Students who drive to school or ride with another student are to enter the building at the west doors (entrance "F") and leave at the appropriate time through the same entrance. Students are not permitted to enter the building prior to 7:55 a.m. without the permission and supervision of a staff member. **Once a student arrives at school they may not leave without proper administrative permission.** All doors will be secured at main doors in front and **report to the office.** Students riding buses will enter the building immediately upon arrival to school and may not leave the building without administrative approval.

PARENTS are to drop off and pick up students on the southeast side (Entrance "H") of the building. This will enable the buses to properly drop off and pick up students safely.

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

Leaving School Early

No student is permitted to leave the building during the school day except with the knowledge and approval of the parent and/or guardian and school authorities. The student will not be allowed to leave for the appointment unless contact has been made with the main office.

Notes from parents to dismiss students early must be turned into the office before 8:15 a.m. A phone call for early dismissal should be received by 9:00 a.m. **If a student needs to leave school for an appointment the student must verify the appointment with documentation in the main office upon return from that appointment. Failure to bring a medical note back upon return will be marked as an unexcused absence and the student will be considered truant from school.** All students must sign in and out each time they leave and return to the school building in the main office. If a student leaves school without permission they will be considered truant. All students must be signed out by a parent/guardian or have written permission from the parent/guardian. If the student drives, written permission form a parent/guardian must be received prior to leaving.

Visitors

Due to legal liabilities, LaVille will not allow visitors within the school building during the school day. Exceptions to this rule will be parents/guardians of enrolled students and students who are contemplating future enrollment into LaVille. While parents are encouraged to visit, they must check in with the office. Visitor badges will be required for all visitors to LaVille Jr. Sr. High School. The

visitor identification will be issued at the main office. The Principal or his/her designee is empowered to take action against non-students who are on campus. This action includes the right to call the police and swear out warrants

Bus Safety

Students are expected to ride the complete route. No student will be let off the bus before it arrives at school. Students wishing to ride another bus must first have a note from their parent/guardian and have permission from the bus driver whose bus they are wishing to ride. Once that is completed the student must turn in the parent/guardian note, along with signed approval from the bus driver to the main office for a bus transfer pass. The passes are available in the office and will be given after a student presents a note from a parent or guardian. Notes and transfer passes will be dealt with in the office by noon to the school. Principals may deny any request.

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

- Never run to or from the bus
- Always cross at least 12 feet in front of the bus
- All students must remain seated
- Unacceptable language will not be tolerated
- Students must keep hands, heads, and feet (body parts) inside the bus at all times
- Drivers and/or administrators may assign seats
- Fighting, pushing, or hitting will not be tolerated
- Smoking, eating, drinking, or littering on the bus will not be tolerated
- Drivers may assign additional rules to provide for the safety of the students

A bus conduct form will be completed by the bus driver and sent to the administration for review and appropriate discipline action. A copy of this form will be sent to the parents. All school rules are in effect during a student's time on the bus. In the interest of safety, parents are to drop off/pick up students at the north doors (entrance B). This provides a safe area for busses to drop off/pick up students at the east and west doors.

Driving and Parking

The board has ruled that all student drivers must register their cars and must display the decal on the window of the vehicle. Student drivers will have 2 weeks once school begins to register their vehicles and receive a parking pass. **The operators of a vehicle which does not display a parking pass within the allotted time to be registered may be subject to disciplinary action. All vehicles must park facing the school building.**

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

Students are to park only in the area to the southwest (area of the football stadium) of the building. Parking spaces are marked for student use and markings are to be observed. All drivers are to obey the traffic-flow pattern indicated by arrows on the pavement and by any other devices that may be used. Students are to enter the parking area from the southwest entrance on Tyler Road and are to go directly to the parking space and park their car. Once the car is parked, students are to leave the parking area promptly and are not to return until they leave the premises at the close of their respective school days. Students are not to leave and re-enter the parking area once they have entered it. This causes additional traffic problems and is hazardous to others entering the parking area at that time. Students are to leave the parking lot by the southwest drive immediately after school is dismissed but must break traffic to allow school buses onto Tyler Road. Student drivers are to stay away from the elementary school areas because of the added danger to elementary students. Student drivers are not to deliver LaVille students to the elementary building or pick them up there. No one is permitted to enter student-parking areas during school hours. Students and non-students are to lock their cars while parked on school property. The school assumes no responsibility for damage or for lost or stolen items.

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

Permission for a student to bring a vehicle on school property shall be conditioned upon consent of the search of the vehicle and all containers inside the vehicle by a school administrator or police officer with reasonable suspicion to believe the search will produce evidence of a violation of law, a school rule, or a condition that endangers safety or health of the student driver or others. The student shall not have any expectation of privacy in any vehicle operated on or parked on school property.

Articles Prohibited in School

Problems arise each year because students bring articles that are hazards to the safety of others or interfere in some way with school procedure. Such items if brought to school will be impounded and students subject to disciplinary action. Some examples are (but not limited to): wallet chains, laser pointer, water weapons, spiked or chains jewelry.

Severe Weather-School Closings

An official announcement for school closings may be heard over the local radio and TV stations for the Union-North (LaVille) School Corporation. In case of severe weather, snow, low temperatures, ice, fog, listen to these stations.

Homeroom

Homeroom time will be announced at the beginning of each school year and students need to listen to announcements; it is considered an important part of the day. Students who miss homeroom without acceptable reason as all other classes will be considered truant and disciplinary procedures given as truancy. On Wednesday every person in the building will be asked to participate in sustained silent reading for the duration of homeroom. On Tuesday/Thursday students will be allowed to meet in various clubs and on Monday/Friday students will be allowed to meet with teachers to receive extra help.

Breakfast

All Students are welcome to purchase a breakfast at the cost of \$1.60. Those students that are eligible for free or reduced lunch will also receive a free or reduced price breakfast at \$.30.

Lunch Hour Conduct/Procedure

LaVille Jr. Sr. High School has a closed lunch and students are not permitted to leave the school building without the approval of an administrator, or his/her designee. Outside food and/or deliveries are not allowed without prior approval from the administration. There are to be no outside visitors during lunch periods without the prior approval of the administration. Sack lunches from home are permissible. The parking lot is off limits at all times during the day. Classes are in session at all times during the noon hour, so please stay out of the halls. Menus are posted in the classrooms and announced every morning. There are 3 serving lines open during the 3 lunch periods for your convenience. **Student lunch is \$2.50 per day with reduced lunch at \$.40 and adult lunch is \$3.50 per day.** Every student has a Mealtime account and may deposit money into their account. Mealtime on-line deposit is available. Go to the school's web page and look under the "District Portal". **If you pay by check it must have your name or names on the memo line and the amount for each account.** You may go through any line and use your 5-digit ID number or pay cash. You may not take any money out of your account and there is NO CHARGING. Students are expected to use proper etiquette in the cafeteria at all times. A proper eating atmosphere is the responsibility of all those who use the cafeteria. Immature and irresponsible behavior will not be permitted. Students are to remain in their seats unless getting food or taking their tray to the proper area. Students are not allowed to take food from the cafeteria. All food purchased from the cafeteria is to be eaten in the cafeteria. There is to be no food or drinks in any classroom at LaVille Jr. Sr. High School without prior approval from the administration. Students may be assigned lunch detentions (will eat apart from fellow students), Friday Night School, After School Detention, clean – up of the area, and/or In-School Suspension based on the severity of their misconduct in the cafeteria.

Lockers

You will be assigned a hallway locker with a built-in combination lock at the beginning of the year and will be expected to use that locker. Lockers are the sole property of the school. It is your responsibility to keep the locker assigned to you **LOCKED, CLEAN, and in APPROPRIATE ORDER.** The school administration has the authority to open and examine the contents of any locker located on

the school property. The student is presumed to have no expectation of privacy in that locker or its content. The school will not assume responsibility for lost items, therefore, it is important that the lockers are kept locked and the combination be kept confidential.

Lost and Found

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

Care of Building and Grounds

Your parents and all community members are legally required to pay taxes that build and maintain the Public School System. Everyone pays taxes in one form or another. Therefore, any damage done to this building, equipment, buses, or books must be paid for with your own family's money. It is not enough that you should refrain from doing anything to increase this cost to your parents, neighbors, and yourself, but you must help protect the school by discouraging or reporting such activity by others. Remember most trouble starts as fun. Develop pride in LaVille Jr. / Sr. High School.

Directory Information

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

Student Information

Student I.D.

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

Telephones

School phones are available throughout the day for students to use. We would encourage students to use the phone down in the main office to contact a family member rather than using their cell phone during the day.

Cell Phones

If a student has a cell phone they are not to be using them during instructional time when directed by the teacher. Each teacher will have a set of classroom rules with specific instructions regarding cell phone use. Cell Phones may be used during passing periods and at lunch. All staff members may take a student's cell phone if their classroom rules are being violated. The cell phone may be picked up in the main office at the end of the day. On a second offense a parent or guardian will need to come into the school to get the cell phone. If this rule is being abused then the administration will have the right to alter the use of cell phone use during the day.

Electronic Devices

Students are not permitted to bring or use games, toys, (including water weapons), electronic entertainment devices (radios, tape players, CD players, beepers, laser pointers, MP3/IPOD players, etc.) or any other similar devices in school, on school property, and at school sponsored events. Such devices will be confiscated. An exception to this rule applies to electronic, musical devices used on buses traveling to and from school/events. In this instance, students must have the permission of the bus driver/coach/sponsor/and these devices must be stored in the student's locker and may not be used during school hours. (Note: A laser pointers potential, to be

used as a weapon, demands that students possessing laser pointers face immediate disciplinary action, including suspension and expulsion.) Parents or guardians may claim confiscated devices. (Please note Grounds for Suspension and Expulsion).

Dress Code

You have the right to choose your own style of dress and personal appearance, as long as it does not interfere with the educational process or academic decorum or endanger student health and safety or cause undue maintenance problems for the school. You are encouraged to “dress for success” as mature young adults and to make clothing choices that are consistent with our school’s mission, learning and social environment that the administration/faculty strives to provide for all students. Spirit Days and dress will be based upon Principal’s approval.

The Dress Code is implemented for the following reasons:

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

Student dress is a concern between the student and parents. Students must dress appropriately in order to provide an atmosphere conducive to learning; all students will follow the regulations below:

- Students may not wear clothing with writing, slogans, pictures, or symbols that depict alcohol, tobacco, or drugs (this includes their manufacturers name).
- Students may not wear clothing with writing, slogans, pictures, or symbols that depict obscenities, vulgarity, racism, mutilation of humans or animals, ex, have a suggestive meaning, or gang affiliation.
- Tanks/sleeveless shirts will be prohibited unless the width of the shirt’s shoulder is at least three (3) fingers wide (Approximately 2 inches). Sheer clothing is prohibited unless the under shirt’s shoulder width is at least three (3) fingers wide. **Undergarments shall not be visible or exposed.** Oversized armholes/jersey-type tanks are not permitted without a sleeved undershirt.
- Halter tops, exposed midriiffs, strapless and/or low cut tops that expose breasts or cleavage, exposed backs, spaghetti straps and see-through clothing are not permitted. **Undergarments shall not be visible or exposed.**
- Students may not wear pants in a sagging manner; all pants must be worn at hip level. There shall be no visible undergarments or visible holes with the exception that the holes are below the fingertip. If there are visible holes above the fingertips then there must be some type of clothing underneath to cover those holes from bare skin.
- Students may not wear pajamas to school unless they are part of a scheduled spirit day.
- Students may not wear shorts or skirts that are above their fingertips when standing in an upright position.
- Students may not wear immodest clothing, which includes clothing that exposes undergarments or inappropriately exposes the body (bare midriiffs are not allowed).
- Students may not wear shirts that expose cleavage. V-neck, scoop neck, and crew neck shirts are permissible as long as they display no visible cleavage.
- Students may not wear or carry hats, caps, hoods, head wraps, scarves, bandanas, or other head apparel during the school unless the head apparel is part of the school’s spirit days.
- Students may not wear chains or wallets with chains attached to them.
- Students shall wear footwear at all times.
- Students may not wear sunglasses during the day unless there is a medical reason.

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

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

Violations of the dress code will result in the student calling a parent or guardian to bring in a change of clothes. The student will remain in Freeze Out until a change of clothes is brought in. If continued abuse of the dress code continues the administration will use

a tiered approach to punishment, which could include Friday Night School, In School Suspension all day, Out of School Suspension, and possible expulsion.

Drug Testing

Students involved in extracurricular activities such as athletics and clubs, or driving to school, may be subject to random drug screenings throughout the year. Additional areas for drug testing which are allowable by law may be added. If a student in athletics tests positive for drugs, alcohol, or tobacco then the athletic handbook will serve as the guide for disciplinary action. If a student involved in a club or activity tests positive for drugs or alcohol then that student will be ineligible to participate in the club or activity for the remainder of the school year. If a student involved in a club or activity tests positive for tobacco then that student will be given a warning and a second test will be given to the student the following month. If the student involved in the club or activity still tests positive then he/she will be removed from the club or activity for the remainder of the semester. If a student driver tests positive for an illegal substance then that student will not be allowed to drive to school for 20 school days. Furthermore, the student driver must be drug tested again, at the parent's expense, and must test negative before being allowed to drive to school.

Field Trips

From time to time, teachers plan trips to assist students in understanding and augmenting class material. Any teacher/administrator may restrict a student's participation on a field trip due to Excessive absenteeism, or low class grades. Student behavior may be a factor in determining eligibility for a field trip. Students should notify parents about these trips. Parents or guardians must sign Field Trip Consent and Emergency Treatment Release Forms before a student may go on a trip. Homework must be completed when students return to class. Students not attending a field trip are expected to attend classes as scheduled. Field trips are a school function and all school rules apply.

Homebound Study

Instruction for student's home or alternative setting:

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

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

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

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

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

Instruction for students with injuries and temporary or chronic illnesses:

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

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

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

For a student who is:

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

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

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

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

Homework Policy

Pursuant to Indiana Code "Each school and school corporation shall adopt, implement, and communicate to teachers, parents, and students a written homework policy to reinforce the concept that homework is an out-of school assignment that contributes to the educational process of the student. Homework shall be viewed as an extension of class work and related to the objectives of curriculum." It is the belief of LaVille Jr. Sr. High School that homework is an essential part of the educational process of the students. Homework serves the purpose of reinforcement of the curriculum being taught in the classroom and as an enrichment of extension of the learning process. It is the responsibility of the students to complete all assignments to the best of their ability and meet the deadlines for turning in homework. Failure on the student's part to complete assigned homework will dramatically affect their grades in their classes.

Makeup Work

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

Personal Property

The school cannot and will not be responsible for any personal property, which is brought into the school. IF such property is lost, stolen or damaged, replacement will be at the student's expense. Students will be allowed to bring and use book bags throughout the day.

Public Affection

Students are expected to use moderation concerning their affectionate expressions toward others while in school. Holding hands in the halls is not considered objectionable or immoderate. **ALL other** displays of public affection are objectionable and disciplinary action will be taken against those students who ignore or refuse to cooperate with this reasonable rule.

Possessing a Firearm, Explosive Device or Edged Weapon

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

Search and Seizure

A. School Property

School facilities such as lockers and desks are school property provided for student use subject to the right of the Superintendent and his/her designee to enter the facility as needed and inspect all items in the facility searched. Students shall not have an expectation of privacy in any facility provided by the school and shall not be permitted to deny entry to a Corporation administrator by the use of a lock or other device.

B. Student's Person and Possessions

Prior to a search of a student's person and personal items in the student's immediate possession, consent of the student shall be sought by an administrator. If the student does not consent, such a search shall be permitted based only upon the administrator's individualized reasonable suspicion to believe that the search will produce evidence of a violation of a law, school rule, or a condition that endangers the safety or health of the student or others. Searches of the person of a student shall be conducted and witnessed by a person of the same gender as the student and shall be conducted in a private place. The student shall be given the option of selecting the witness from the faculty members on the school premises at the time of the search. A searched student's parent or guardian shall be notified of the search within twenty-four (24) hours if possible.

Searches, pursuant to this policy, also shall be permitted in all situations in which the student is under the jurisdiction of the Board as defined by Indiana Code.

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

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

C. Breath Test Instruments

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

D. Metal Detectors

To address the School Corporation's duty to maintain a safe learning environment free of the potential presence of weapons, school officials, school resource officers and other school personnel trained in the usage of metal detectors are authorized to use metal detectors, either hand-held wands or walk through devices, for the purpose of determining if a person is in possession of weapons or other dangerous metal objects. When the school administration has a reasonable suspicion to believe weapons or other dangerous metal objects are in the possession of an identified person, a search of the identified person and/or of his/her possessions shall be conducted in accordance with the requirements of this policy's provisions for searching a Student's Person or Possessions.

E. Use of Dogs

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

The Superintendent shall promptly record in writing the following information for each search pursuant to this policy:

- A. the information upon which the search was based
- B. the time, date, location, students, or places searched, and persons present
- C. a description of any item seized and its disposition
- D. the time and date of notice to the parent or guardian in the case of the search of the person of a student

Seclusion and Restraint

Certain staff members are trained in CPI. There is a corporation policy involving the seclusion and restraint of students in which it is deemed appropriate by administrators and trained school personnel. The policy can be seen in the Policy Handbook.

Unlawful Activity

A student may be suspended or expelled for engaging in unlawful activity on or off school grounds if the unlawful activity may reasonably be considered to be an interference with school purposes or an educational function, or the student's removal is necessary to restore order or protect persons on school property. This includes any unlawful activity meeting the above criteria that takes place during weekends, holidays, other school breaks, and the summer period when a student may not be attending classes or other school functions. School administration will make a determination on whether a student has been involved in unlawful activity and whether these incidents will be reported to local authorities.

Student Services

Media Center

The media center is open from 7:55 a.m. to 3:35 p.m. Monday-Friday. Students may borrow materials for a 2-week checkout period with a student I.D. Students may also use the computers for school-related assignments provided they have a signed "Internet Use" form on file. Students are expected to use the resources (printer and computer) respectfully and responsibly. If books are not returned, the student may be assigned a detention in the library after school. Failure to serve assigned detention will result in a referral to the office.

Non-Discrimination Policy

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

School Nurse

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

Medication

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

Work Permits

Individuals under 18 years of age need work permits (employment certificates) to work in the state of Indiana. Students may obtain these work permits from the High School Treasurer. A birth certificate and Intent to employ form (completed by employer) are required to obtain a work permit. State law allows the school to revoke work permits for students whose grades drop significantly or for poor student attendance. The re-issuance of the permit depends upon the improvement of the student's grades and attendance.

Counseling Department

Counselor

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

Student Assistance Plan

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

Changes of Address

Inform the office immediately if you have a change of address or phone number in order to help in addressing mailings and in case of an emergency.

College Visitations

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

Enrolling, Transferring and Withdrawing from School

New Student Enrollment

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

Withdrawing from School/Transfer

The parent or guardian of a transferring student must personally notify the counselor prior to withdrawal for transfer to another school. The student will be required to complete a withdrawal form, which requires the signature of all their teachers. All school equipment (iPad or school electronic device, textbooks, library books, athletic uniforms etc.) must be returned and fees must be paid prior to withdrawal.

Withdrawing from School/Drop-out

Pursuant to Indiana Code

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

1. An exit interview is conducted.
2. The individual's parent consents to the withdrawal.
3. The school principal approves of the withdrawal.
4. The withdrawal is due to
 - a. Financial hardship and the individual must be employed to support the individual's family or a dependent;
 - b. Illness; or
 - c. An order by a court that has jurisdiction over the child.

If an individual is 18 years of age or older, he/she must personally begin the withdrawal process by coming to school (preferably with a parent or guardian) and completing and signing a withdrawal form.

Withdrawing from School/Alternative Program

Students who choose to withdraw to complete their high school diploma in an alternative school program will be required to complete the required paperwork and will relinquish their involvement with LaVille Jr. Sr. High School including activities such as the Junior-Senior Prom, commencement, and other senior activities. Likewise, their diploma will not be issued by LaVille Jr. Sr. High School. This sort of withdrawal from the local school corporation is considered the same as any other withdrawal from LaVille.

Frequency of Grades

At any given time a parent may log into their child's PowerSchool account to check grades. However, report cards will be issued to students every 9-weeks. After the 1st, 2nd and 3rd 9-weeks report cards will be sent home with students. After the 4th 9-weeks, report cards will be mailed. The GPA on the report card sent out will represent the non-weighted GPA. Only official transcripts will have both the weighted and non-weighted GPA for a particular student.

Graduation Requirements for the Required CORE 40 DIPLOMA

- 1) Students must attend school for at least 7 semesters.
- 2) A minimum of 42 credits is required.
- 3) State local course/credit requirements:
 - a) Language Arts – 8 credits
 - i) English 9, 10, 11 and 12 (2 credits each)
 - b) Social Studies – 6 credits
 - i) U.S. Government (1), Economics (1), U.S. History (2)
 - ii) Geography & History of the World (2) OR World History (2)
 - c) Mathematics – 6 credits (6 credits must be earned while in high school)
 - i) Algebra I (2), Geometry (2), Algebra II (2)
 - d) Science – 6 credits
 - i) Biology (2), Integrated Chemistry/Physics (2) OR Chemistry (2) and
 - ii) Additional CORE 40 Science (2)
 - e) Health & Wellness Education – 1 credit
 - f) Physical Education I & II – 2 credits
 - g) Preparing for College and Careers – 1 credit
 - h) Electives – 12 credits
- 4) A passing score on the (ISTEP+ Grade 10 English/Language Arts and Mathematics)
- 5) The Core 40 with Academic Honors Diploma and the Core 40 with Technical Honors Diploma require 47 credits in specified areas and specific grade requirements.
- 6) All graduation requirements including passing all regular and correspondence or credit recovery classes must be met, all fines and fees paid and all school-owned books, computers, and computer equipment returned before a student participates in the Commencement Exercises. It is ultimately the parents' and students' responsibility to see that all course work for graduation requirements is complete.
- 7) Students planning to graduate at the end of their seventh semester must complete all required courses including correspondence courses before the end of the seventh semester. If students do not complete their required courses on time, they must finish those classes as a full time student during the eighth semester.

Graduation Pathways

Students in the Class of 2023 and beyond will have to meet the requirements of the Indiana Graduation Pathways. Students must:

1. Earn a Diploma: Students must earn one of the diploma designations
-Core 40, Academic Honors, Technical Honors, or General (opt-out required)
2. Learn & Demonstrate Employability Skills: Students must complete at least one of the following experiences
-Project-Based Learning, Service-Based Learning, or Work-Based Learning
3. Postsecondary-Ready Competencies: Students must meet at least one of these competencies
-Earn an honors diploma, SAT or ACT benchmark, ASVAB AFQT score, Industry certification, apprenticeship, CTE concentrator, AP/Dual Credit, Waiver

Earning Credits

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

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

Each 9-weeks grades as well as semester grades are figured based upon percentages.

Course Retake Policy

Retaking a Failed course:

- A student may earn credit for a failed course by repeating that course.
- Grades from both attempts of the class will appear on the student's transcript but only the passing grades will be figured into the student's grade point average.

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

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

Post-Secondary Classes

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

- A student may not enroll in a course at the post secondary level if that course is offered at LaVille High School unless a schedule conflict exists or course cancellation occurs.
- A student may not enroll in a post-secondary level course that he/she has already taken and received credit for at the secondary school.
- A student is ineligible if participation in the program would cause a delay in graduation.
- Students and parents are required to provide their own transportation and are responsible for the financial obligations of the postsecondary credit.
- Students will be required to sign a release form with the university so that progress/grades can be shared with LaVille's Guidance Office.

Transcripts

Transcripts are a student's official academic record. Information included on a student's transcript includes all semester grades earned in high school course work and year earned, the number of credits earned for individual courses, and which school the credits were earned from. Additional information that will be printed on a transcript will include: student name, current grade, student test number, total credits earned, cumulative grade point average (on both a 12.0 and 4.0 scale), diploma type, most current class rank, graduation date (once there is one), dual credits courses taken, standardized test scores (ISTEP+, PSAT, SAT, ACT, ASVAB), immunization records and attendance records.

Transfer Grades

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

It is the student's responsibility to make contact with the school counselor, at the school where they might be taking other classes, to ask about their grading system and how they transcript grades. The student should then follow up with their LaVille Jr. Sr. High School

counselor to ask how that grade could impact their cumulative grade point average.

Transfer Students

Students who transfer into LaVille Jr. Sr. High School must show adequate school attendance records involving the dates prior to the requested entry date. If a student has been withdrawn from an academic program for more than three weeks prior to entry into LaVille, the student will not be granted credit for the classes taken in the current semester of entry. Students transferring from a private religious affiliated school will be given credit for the Religion courses appearing on their transcript. Grades will be figured into a student's grade point average. Religion credits, however, will NOT count towards the number of credits required for graduation.

Correspondence and Home School Credits

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

Grading Scale

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

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

12.0 GRADE POINT AVERAGE (with 4.0 CONVERSION)

Grade	Unweighted	Weighted	Unweighted	Weighted
A+	4	4.333	12	13
A	4	4.333	11	12
A-	3.667	4	10	11
B+	3.333	3.667	9	10
B	3	3.333	8	9
B-	2.667	3	7	8
C+	2.333	2.667	6	7
C	2	2.333	5	6
C-	1.667	2	4	5
D+	1.333	1.667	3	4
D	1	1.333	2	3
D-	0.667	1	1	2
F	0	0	0	0

Honors Courses

LaVille offers honors classes in Science (7th and 8th grade only), Math and English. Students qualify for these courses based on grades, scores on standardized tests, and teacher recommendations. Once enrolled in these courses, students generally continue in them until graduation. However, a student may be removed from an honors course if his or her grade falls below a "B-". Students not in honors classes may apply in the spring for fall enrollment. Interested students should begin the process by completing an intent to enroll form available from the counselor.

Schedule Change Policy

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

- Schedules cannot be changed after the first 5-days of class of each semester.
- Schedule changes may be made by the guidance department if necessary due to
 - Failure to meet course prerequisites
 - Failure to meet graduation requirements
 - Credits earned during summer school
- Requests for teacher changes or lunch changes will not be honored
(Please note that requests for teacher changes are not honored.)

Final Examinations

Teachers will give final examinations in all courses. A special examination schedule will be made available prior to final examination time.

Honor Roll

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

Academic Awards

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

Weighted Grade Courses

Several honors and advanced level courses are given weighted grades. A weighted grade will receive an additional 1/3-point when being figured. Starting with the 2017-18 school year, students receiving an A+ in a weighted course, will receive a "13" on the 12-point scale. This change only applies to grades awarded moving forward and will not apply to courses completed in prior semesters. A weighted course will meet most or all of the following criteria: be an upper level course (third or fourth year); be classified as enriched or advanced; be academically rigorous; and be a course into which students must earn academic placement. Weighted grade courses are as follows: Honors English 9-11, AP Chemistry, Physics, Anatomy and Physiology, Honors Algebra I, Honors Geometry, Honors Algebra II, Honors Pre-Calculus, Calculus, Spanish III, Spanish IV, Honors U.S. History, and AP World History.

Class Rank

The valedictorian (ranked first) and salutatorian (ranked second) of the senior class as well as the Top Ten will be named after the seventh semester. The grade point averages will be rounded up to the thousandth place. If there are any ties for ranking at that point, those students will be named as co-holders of the position for which they are tied. The final eighth semester rankings will not change the official valedictorian or salutatorian, but may change the final class rank.

- G.P.A. rounding examples: 3.6565 = 3.657 3.6564 = 3.656

Dual Credit Courses

Dual Credit courses are courses taught at the college level but here at LaVille. Students may earn both high school and transcribed college credit (if a grade of "C" or better is earned) for completion of these courses. In most cases students will be responsible for paying for the college credit. All payments for college credits will go through the college issuing the credits. Students must meet certain

criteria to enroll in some of these courses. The following courses have the potential for dual credit and are offered at LaVille High School:

- Honors U.S. History (H105 / H106; IU 3 credits each)
- Calculus (M125; IU 5 credits)
- Agribusiness Management (AGRI 102; Ivy Tech 3 credits)
- Agriculture Power, Structure & Technology (AGRI 106; Ivy Tech 3 credits)
- Animal Science (AGRI 103; Ivy Tech 3 credits)
- English 12, Honors (ENGL 112/ ENGL 206; Ivy Tech 3 credits each)
- English 11, Honors (ENGL 111; Ivy Tech 3 credits)
- Introduction to Engineering Design PLTW (PLTW DESN 101; Ivy Tech 3 credits)
- Landscape Management (LAND 103; Ivy Tech 3 credits)
- Principles of Engineering PLTW (PLTW DESN 104; Ivy Tech 3 credits)

Advanced Placement Courses

Advanced Placement (AP) courses are taught at the college level, but here at LaVille. In order to earn college credit, a student must attain a specific score on the AP Exam taken at the end of the year and attend one of the many colleges and universities, which recognize students' participation in the College Board's Advanced Placement program. Students enrolled in an AP course are required to take the related national Advanced Placement examination in the spring. If the cost of an exam is not underwritten by the State of Indiana, the student will have to pay the test fees. The following AP courses are offered at LaVille High School:

- AP Chemistry
- AP World History, Modern

Attendance Policy

Attendance Policy

Indiana Public Law 221, school accreditation legislation, measures the school in terms of attendance, graduation, and ISTEP plus passing rate. The administration, faculty, and staff of LaVille Jr.-Sr. High School believe that attendance is the cornerstone upon which the foundation of a good education is built. Regular attendance is absolutely essential for children to be successful in their educational endeavors. Students are expected to be in attendance at school in order to derive maximum benefit from instructional programs and to develop habits of self-discipline and responsibility as they transition to the next phase of their education or into the world of work. Being absent from school/class has a negative effect on a student's academic achievement and forms bad habits that could impact a student's future education or performance once he/she is a member of the workforce.

The Union North United School Corporation has established a goal that LaVille Jr. Sr. High School will achieve an Attendance Rate of Ninety-Six Percent (96%) annually. In an effort to meet this goal, LaVille Jr. Sr. High School has an expectation that all students are present each semester/year Ninety-Six Percent (96%) of the time. For a student to meet this attendance goal, he/she cannot exceed three (3) days of absence or miss more than three (3) periods in any one class each semester. We hope that students, as well as parents/guardians will take this challenge and make school attendance a priority.

Although our goal is for all students to be at school at least Ninety-Six Percent (96%) of the time, the LaVille Jr. Sr. High School administrative staff understands that there will be circumstances from time to time that prevent a student from meeting the desired attendance goal. **If at any time during a semester the administration questions a student's absences or reason for the absences, a hearing with the administration and/or Attendance Review Committee can be arranged with the student and his/her parent(s)/guardian(s).** LaVille Jr. Sr. High School and the Union-North United School Corporation place the responsibility for attendance on the student and parent(s)/guardian(s). Students should expect to be held accountable for their attendance. With that in mind, our attendance policy is as follows: The board as an agency of the state is required to enforce regular attendance of students. The Board recognizes that presence in the classroom enables the student to participate in instruction, teacher to student and student to teacher interaction, and other related activities. Furthermore, a high positive correlation exists between formal learning and regular attendance and participation in the classroom. Formal schooling is not only desirable but also absolutely essential for the acquisition and development of skills, which are necessary for academic success and conversation of our society. The purpose of this policy is to

encourage academic effort by discouraging unacceptable absenteeism, which is considered a lack of effort. The building administration may require from the parent, guardian, or adult student to provide in writing a statement of the cause for each absence from school. The board through the administration reserves the right to verify such statements and to investigate the cause of each single absence.

Legal Policies and Guidelines Given to Schools under Indiana Law

Delegation of Authority

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

Compulsory Attendance

Parents' Responsibility – It is unlawful for a parent/guardian to fail to ensure that Indiana Law 1.C. 20-33-2-28 Compulsory Attendance Duty of Parent's – It is unlawful for a parent to fail, neglect or refuse to send the parent's child to a public school for the full term as required under this chapter unless the child is being provided with instruction equivalent to that given in the public schools.

Driver's License Law

If a person is less than eighteen (18) years of age and is a habitual truant, is under suspension or an expulsion or has withdrawn from school as described in section 1 of this chapter, the bureau shall, upon notification by the person's principal, invalidate the person's license or permit until the earliest of the following:

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

Penalties

Any person who knowingly violates this chapter commits a Class B misdemeanor, which is punishable by imprisonment up to 180 days and/or a fine up to \$1000.00.

Attendance Procedures

A parent or guardian is to telephone the school office (574) 784-3151 no later than 8:15 a.m. on the morning of a child's absence to report the child's circumstances. LaVille Jr. Sr. High School has an automated answering machine that is on from 4:00 p.m. to 7:00 a.m. for you to leave the school a message. The phone number for the answering machine is (574) 784-3151. Parents/Guardians who do not telephone the school will receive a phone call from the school nurse inquiring about the child's whereabouts. **For all absences, a note or call indicating the reason for the child's absence signed by a parent/guardian must be presented to school officials the day the child returns to school. Furthermore, if the student had a medical appointment on the day of the absence a note signed by a medical professional should accompany the parent/guardian note.** Failure to bring in the appropriate documentation will cause the child's absence to be considered truancy and will be dealt with outlined in the Student handbook.

1. On the student's fifth (5th) excused and/or unexcused absence for the semester, an attendance letter will be mailed to the parent(s)/guardian(s) of the student notifying them of the situation. A copy of the school's attendance policy can be obtained on the school website.
2. Once the student has exceeded the attendance limit of nine (9) days of absence or nine (9) periods of any one class per semester, an attendance letter will be mailed to the parent(s)/guardian(s) of the student notifying them of the situation. Exceeding the attendance limit in any class or classes may result in the principal's recommendation for loss of credit (Non-Credit Status). At this time, the student and his/her parent(s)/guardian(s) will be informed if an attendance hearing is being requested. If credit is being taken away in one or more classes, then the parent(s)/guardian(s) may appeal the potential loss of credit at a hearing.
3. It should be noted that the LaVille Jr. Sr. High School administration has the authority to address each student's attendance on an individual basis. The building principal or his/her designee, will base decisions on what is in the best interest of the individual student and/or school as a whole. Although it is stated that students may miss up to nine (9) days of school or nine

(9) periods in any one class per semester, it is a corporation expectation for each student to meet the Ninety-Six Percent (96%) attendance goal. **If the administration notices that a student is demonstrating a negative pattern of attendance, a student and his/her parent(s)/guardian(s) may receive notification at any time to meet with the administration and/or the Attendance Review Committee.**

Attendance Review Committee

Once a student has exceeded the attendance limit, they will remain in class until they receive written notification of Non-Credit Status and/or until the Attendance Review Committee meets to review the situation.

- The Committee will be made up of four (4) teachers/personnel, one (1) administrator, and (1) counselor; the Attendance Review Committee will meet as needed from week to week throughout the semester.
- The school will be provided information concerning the student's attendance situation (grades, reasons for absences, missing assignments, comments from teacher, etc.) on an Absence Review Form.
- The student and parent/guardian may provide any evidence in writing or in person (statements, physician's notes, etc.) that they feel is appropriate and relevant. The student and/or parent/guardian need to be present at this review.

Possible outcomes from Attendance Review Committee:

- Denying credit to the student (Any student being denied two or more credits, could face expulsion from school.)
- Putting the student on an attendance contract for the rest of the semester and/or the next semester. If the terms of the contract are not met, it could result in the loss of credit.
- Tracking the student's attendance for the rest of the semester and/or the next semester.
- In cases of extreme medical issues there may be no need for further action, but each individual situation will continue to be monitored.

Definitions

Absence

A student misses 10 or more minutes of a class

Excused Absence

Absences including medical/dental appointments, personal illness and family emergencies will all be considered an Excused Absence. When such absences occur, the student must have a parent/guardian call in on the day of the absence or a note must accompany the student upon his/her return to school. All appointments, medical or otherwise, must have proper documentation upon returning to school or may be considered unexcused or truant. Excused Absences (not including those listed in the Exemptions from Excessive Absence section on Page 13 will count toward the student's total of nine (9) days or nine (9) periods of any one class each semester.

Unexcused Absence

A student is reported absent and parent/guardian contact has not been made with the attendance office. **Any unexcused absence that is not confirmed within five school days will become truancy. An unexcused absence will result when the school does not receive a call or note from a parent on the day of or the day following the absence. If a note is not received upon the student's return to school, the unexcused absence will then be considered truancy. All truanancies will be dealt with by the assistant principal and could include Friday Night School or ISS.**

Certificate of Incapacity

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

Loss of Classroom Credit due to Absences

Students who exceed the attendance limit of nine (9) days absent or nine (9) periods of any one class per semester may be requested to go before the Attendance Review Committee to determine whether or not the student will be denied credit for such classes. The Attendance Review Committee will discuss each case on an individual basis. Loss of credit is one possible consequence.

Student appeal for class credit

Students who are given written notice of Non-Credit Status may appeal for credit to the Attendance Review Committee within five (5) days of the notice of Non-Credit Status. Success of the appeal will reinstate the student to good standing in the class (es) academically. A student will receive the grade he/she would have earned had he/she not been placed on Non-Credit Status. Should the student miss one more days after the appeal process, the student will once again be recommended for Non-Credit Status. Additional appeals can be made to the Attendance Review Committee. If denied and there is a loss of credit in two or more classes, the student could face expulsion. A student who has earned a passing grade in a course, but receives NC (no credit) due to attendance issues during the semester may be given the opportunity to have the credit(s) reinstated by being placed on an attendance contract.

Tardy/Freeze Out

After the bell rings for class to begin teachers will shut their doors. Any student in the hall without a pass will go to "Freeze Out" for the period. At the end of the period they will then go to their assigned class. Two "Freeze Outs" in a 9 weeks will result in a Friday Night School. Additional "Freeze Outs" could result in additional administrative action. It is important that our students are in class and on time.

Every student is allowed one excused tardy to 1st hour per semester upon arriving late to school, as long as a parent call or note is received. After the first excused tardy all students will be sent to "Freeze Out" unless a doctor's note is received at that time.

Truancy

Any unexcused absences for which the school can determine that the student was absent from class or without permission either from the school or the parent/guardian. Any student leaving school without checking out through the main office will be considered truant. The punishment for being truant can range from a verbal warning, Friday Night School, In-School Suspension, Out of School Suspension, A call to the probation department, or possible Expulsion. It is at the principal's discretion as to what action is taken for each individual circumstance.

Habitual Truant

The Union North United School Corporation has established its policy that dictates a student is habitual truant under the pursuant to Indiana Code when a student meets the following circumstances:

1. Any combination of six (6) unexcused absences or trancies in a semester.
2. Any combination of nine (9) unexcused absences or trancies in a semester.
3. Any combination of twelve (12) unexcused absences or trancies in a period of three or more semesters.

Parents of students being considered for the habitual truant designation may request a hearing. Names of students identified as habitual truants will be forwarded to the Bureau of Motor Vehicles. Under Indiana Law, habitual truants are not eligible to hold driver's licenses or obtain learner's permits.

Family Trip Guidelines/Pre-Arranged Absences

1. All trip requests must be initiated by parents/guardians. The request must be made in writing at least one week before the trip is to begin. The students will be given a trip approval form at this time.
2. The trip must be with the student's family or other designated adults with the approval of the school administration.
3. Students will take the form to each teacher at least one week prior to the trip.

4. Students must take the form home for a parent's signature after the teachers have completed it. That form must be returned to the office of the assistant principal who will approve or reject the application.
5. If approved, the student may take up to **five days** per semester with make up work allowed in this manner. If not approved, students will not be allowed to make up the work missed.
6. Upon return from a family trip, students must present all completed work and be prepared to take any missed test, etc. on the day of the return.
7. The assistant principal will not approve the pre-arranged absence if it puts the student over the 9 day limit per semester. The student will have to get special permission from the principal.

Exemptions from Excessive Absence Policy

Three types of exemptions to the excessive absence policy are:

- A. Exemption to compulsory attendance are defined by state law and includes:
 1. Serving as a page or as an honoree of the Indiana General assembly
 2. Serving on a precinct election board or as a helper to a political candidate or party on the day of a primary or general election
 3. Responding to a subpoena to appear in court or as a witness in a judicial proceeding
 4. Active duty with the National Guard for not more than 10 days within a school year.
 5. Serve as a member of the State Standards Task Force
 6. Any other exceptions as specified in State of Indiana Statutes
- B. Participation in other educational programs or activities are times when a student may not be in the traditional school setting but is not counted as absent includes:
 1. School sponsored field trips or educational experiences (i.e. Participation in the Indiana State Fair)
 2. School sponsored counseling groups
 3. Suspension out of school
 4. In school suspension
 5. Homebound instruction
 6. Placement in a treatment center of juvenile center that provides a program of instruction
- C. Other Exceptions
 1. Absence due to death of immediate family member or with administrative approval
 2. Prearranged college visit (not counted as a absence with requirement below)
 3. Obligatory religious observance

Absences, which fall under section C with appropriate notification, will be recorded as excused. The main office must be notified that the student is absent for any of these reasons if the absence is to be noted as exempt or excused. Sufficient documentation must be presented to the attendance secretary.

Vocational Students

Vocational students are expected to follow the LaVille schedule first. Students need to become familiar with the specific policies of attendance for their vocational program should either LaVille school be cancelled or the school for their vocational class.

Discipline Policy

Bullying

Bullying is defined by the act as overt, repeated acts or gestures, including verbal or written communications transmitted; physical acts committed; or any other behaviors committed by one student or group of students against another student with the intent to harass, ridicule, humiliate or harm the other student.

LaVille Jr. Sr. High School does not condone "bullying" and disciplinary corrective action will be used to change the behavior of the perpetrator, which may include counseling, parental involvement, reporting to authorities, suspension and possible expulsion. This includes appropriate interventions, restoration of a positive climate, and support for victims and others impacted by the violation.

Parents or students who suspect that repeated acts of bullying are taking place should report the matter to the school administration. School personnel will investigate all reports of bullying.

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

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

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

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

Cheating

The LaVille Jr. Sr. High School faculty and administration are unanimously against cheating in any form. Performance on assignments, quizzes, projects, tests, and other classroom activities is expected to be that of each individual student, unless the teacher designates such work as a group activity. While a student may obtain assistance in understanding concepts through tutoring, all work submitted in fulfillment of course requirements **MUST** be that of the student. **FAILURE TO MEET THIS STANDARD WILL BE CONSIDERED CHEATING.** Examples of cheating include: Copying homework, sharing test information, plagiarism/failure to cite sources, submitting work done by other students/people, use of reports/documents purchased from services, obtaining prior knowledge of test information not communicated by the teacher, transmitting information via wireless technology, etc.

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

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

Any member of the National Honor Society who is caught cheating would be taken before the faculty advisory council and could be subject to dismissal from membership.

Discipline

The following chart is a summary of the school policy. Violations are defined to include, but not limited to the following. Please note that this chart is only a guideline of infractions and consequences. Alternative consequences may be assigned at the discretion of

Administration. Suspension will be within or out of school as determined by Administration at the time of violation. All discipline assignments take priority over extra curricular activities. This also includes non-school activities such as jobs, etc...

Violation	Possible Consequence
Cheating:	<ul style="list-style-type: none"> ● "0" on the assignment or test ● Parent contacted by teacher/administrator ● "F" for a grading period ● Loss of credit
DRUGS/ALCOHOL/DRUG PARAPHERNALIA LOOK ALIKE SUBSTANCES: <ul style="list-style-type: none"> ● Possession or use ● Being under any influence 	<ul style="list-style-type: none"> ● Parent(s) contact ● Suspension/Expulsion ● Police involvement
HORSEPLAY: <ul style="list-style-type: none"> ● Pushing, shoving, hitting ● Not in anger 	<ul style="list-style-type: none"> ● Detention ● Friday Night School ● Suspension
INSTIGATION OF CONFLICT: <ul style="list-style-type: none"> ● Annoyance leading to scuffle or fighting 	<ul style="list-style-type: none"> ● Parent(s) contact ● Friday Night School
SCUFFLE: <ul style="list-style-type: none"> ● Pushing, shoving – in anger 	<ul style="list-style-type: none"> ● Parent(s) contacted ● Friday Night School ● Suspension
FIGHTING <ul style="list-style-type: none"> ● Blows are struck or exchanged 	<ul style="list-style-type: none"> ● Parent(s) contacted ● Suspension/Expulsion
POSSESSION OF ELECTRONIC DEVICES: <ul style="list-style-type: none"> ● iPod, MP3 Player, CD players, radios, beepers, laser pointers, cameras, and other electronic devices 	<ul style="list-style-type: none"> ● First offense-confiscated, returned to parent ● Repeat offender-confiscated and treated as insubordination
HABITUAL OFFENDER: <ul style="list-style-type: none"> ● Excessive discipline referrals ● The disruption of teaching and learning will not be tolerated. Each student needs to make the decision to follow the class and school rules. ● The administration will use the chart to the right as a guideline when assigning consequences for habitually offending students. <p>As always the case with a student who is moving him or her toward expulsion, decisions will be made on a case-by-case basis.</p>	<ul style="list-style-type: none"> ● Suspension/Expulsion in addition to the consequences for the "new" incident. ● Referrals: Overall: Poss. Consequence ● 6 Susp x 3 days ● 8 Susp x 5 days ● 10 Susp x 7 days ● Expulsion May be requested
FORGERY: <ul style="list-style-type: none"> ● Signing another's name ● Falsifying or changing material already signed 	<ul style="list-style-type: none"> ● Parent(s) contact ● Friday Night School ● Suspension
INSUBORDINATION: <ul style="list-style-type: none"> ● Failure to obey, follow or carry out a request to follow rules and regulations by staff members 	<ul style="list-style-type: none"> ● Parent(s) contacted ● Friday Night School ● Suspension/Expulsion
RUDE OR DISRESPECTFUL SPEECH OR BEHAVIOR TO STAFF MEMBER	<ul style="list-style-type: none"> ● Friday Night School ● Suspension
PROFANITY: <ul style="list-style-type: none"> ● Verbal abuse/use of expletives ● Profanity or threat directed to a staff member 	<ul style="list-style-type: none"> ● Parent(s) contacted ● Friday Night School ● Suspension/Expulsion
PUBLIC DISPLAY OF AFFECTION: <ul style="list-style-type: none"> ● Any affectionate physical contact other than holding hands 	<ul style="list-style-type: none"> ● Student Conference ● Parent(s) contacted ● Detentions/Friday Night School
HARASSMENT/Bullying	<ul style="list-style-type: none"> ● Written documentation ● Parent(s) contacted

<ul style="list-style-type: none"> • Creating a threatening, hostile or offensive learning environment, physically, sexually, or verbally • Racial or Ethnic slur 	<ul style="list-style-type: none"> • Friday Night School • Suspension/Expulsion
LEAVING WITHOUT PERMISSION: <ul style="list-style-type: none"> • Leaving assigned classroom • Leaving school building • Leaving school grounds 	<ul style="list-style-type: none"> • Parent(s) contacted • Friday Night School • Suspension/Expulsion
REPEATED DISRUPTION OR INTERFERENCE WITH CLASS:	<ul style="list-style-type: none"> • Parent(s) contacted. • Friday Night School • Suspension/Expulsion
FIREWORKS: <ul style="list-style-type: none"> • Possession or use of fireworks on school property 	<ul style="list-style-type: none"> • Parent(s) contacted. • Friday Night School • Suspension/Expulsion
LIGHTERS, MATCHES: <ul style="list-style-type: none"> • Possession/use 	<ul style="list-style-type: none"> • Parent(s) contacted • Friday Night School
TOBACCO AND NICOTINE PRODUCTS: <ul style="list-style-type: none"> • Possession • Observed on the student • Use of school grounds 	<ul style="list-style-type: none"> • Confiscation • Friday Night School • Parent(s) contacted • Suspension/Expulsion
RECKLESS DRIVING:	<ul style="list-style-type: none"> • Parent(s) contacted • Suspension of driving privileges • Suspension/Expulsion
PARKING VIOLATIONS: <ul style="list-style-type: none"> • No sticker displayed • Invalid Parking 	<ul style="list-style-type: none"> • Driving privileges restricted • Parent(s) Contacted • Vehicle towed away
VANDALISM: <ul style="list-style-type: none"> • Defacing, altering or damaging the school, its property, equipment or environment 	<ul style="list-style-type: none"> • Parent(s) contacted • Police Involvement • Financial restitution • Suspension/Expulsion
FALSE ALARM OR BOMB THREAT:	<ul style="list-style-type: none"> • Suspension/Expulsion • Legal Consequences
Cell Phones Use During Class Instruction	<ul style="list-style-type: none"> • Confiscated/Parent notified to pick up in the office • Friday Night School • Suspension

Positive Self Discipline

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

Students are expected to:

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

Detention

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

Friday Night School

Friday Night School is an alternative to suspension. It is the responsibility of the parent and the student to arrange travel for the student to be picked up from Friday Night School. At the time of assignment to Friday Night School, the students receive a copy of the assignment paper which they have signed to indicate they know they have the assignment and are held responsible for being there. A

copy of the Friday Night School Assignment will be mailed to parents. When student behavior has not changed by the use of Friday Night School as a consequence, suspension will be assigned.

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

Friday Night School will begin promptly at 3:30 p.m. and students will be dismissed at 5:30 p.m.

NOTE: For Friday Night School, parents will be informed by phone and/or mail of the Friday Night School.

Friday Night School Rules

1. Doors will open at 3:15 p.m. Students must be in their seats by 3:30 p.m. No students will be admitted after 3:30 p.m. Dismissal will be at 5:30 p.m. and rides can be planned for at that time. Students leaving the program before 5:30 p.m. will receive no credit for Friday Night School.
2. Students are responsible for bringing at least two hours of schoolwork to Friday Night School. All materials needed for study, including textbooks, paper, pens, pencils, etc. will be provided by the student. Lockers are off limits.
3. Students are expected to be doing schoolwork.
4. Students must be awake and alert at all times.
5. Students are not permitted to talk, communicate with one another, or to eat or drink.
6. Students will be assigned seats and will move only with permission.
7. There will be one restroom break.
8. Excused absences from Friday Night School include a death in the immediate family or serious illness (a doctor's excuse is required). **Non-attendance of Friday Night School will eliminate the student's further assignment to Friday Night School for the remainder of the semester. Instead the student will be assigned In-School Suspension.**

Suspensions

Out of School Suspensions

The parents will be informed by telephone and/or mail of the suspension, and the parent will be asked to supply or arrange for a ride for their child. If parents cannot be reached, the child will be kept at school for the remainder of the day and a copy of the suspension paper will be sent home with the child. Credit for work will be given to students suspended out of school. If school should be canceled for any reason, the suspension dates will not start/continue until the school resumes session. No athlete will participate in practice or competition on the day(s) that he/she has been suspended from school for that day or any part of that day. Upon return to school, the athlete will additionally be suspended for the next two athletic contests to run consecutively. An athlete will be penalized for each separate incident for which an out-of-school suspension is earned. (NOTE: When a student earns an out-of-school suspension, they will not be subject to the missing practice rules during their suspensions.)

In-School Suspension

Suspension from class, but not from school; the student remains in the school building and is given the opportunity to do classroom assignments in a special area of the school. Manual labor may be assigned after completion of academic work. Parents will be informed by telephone and/or mail and the student will be given a copy of the suspension paper. Full credit will be given for work completed in In-School suspension. If school should be canceled for any reason, the suspension dates will start/continue once school resumes. If ISS does not prove effective in modifying a student's violating school policies, out of school suspension will be the **prerogative of school authorities**. Any athlete assigned "in school" suspension is ineligible to practice or compete that day. Any student who violates this rule will be suspended from one athletic contest. An athlete will be penalized for each separate incident for which an in-school suspension is earned. (NOTE: When a student earns an in-school suspension, they will not be subject to the missing practice rules during their suspensions.)

Expulsion

Recognizing that the behavior of some students may be so disruptive that it interferes with school purposes or education functions of the school corporation, school officials may find it necessary to remove a student from the normal school. In this event and in accordance with provisions of the Board of School Trustees authorized administrators and staff member to take the following actions:

1. **REMOVAL FROM CLASS OR ACTIVITY BY A TEACHER:** A middle school, junior high or high school teacher will have the right to remove a student from his/her class or activity for one class period up to five (5) days if the student is assigned

regular or additional work to be completed in another school setting. When a student is removed from class, the classroom teacher will fill out a classroom suspension form that will be mailed home.

2. **SUSPENSION FROM SCHOOL BY PRINCIPAL:** A school principal (or designee) may deny a student the right to attend a normal classroom schedule, or take part in any school function for a period of up to ten school days, pursuant to Indiana Code.

If the incident occurs in the second semester, the Superintendent may expel the student for the remainder of the current school year, summer school, and the first semester of the next school year in accordance with the provisions of Indiana Code.

Grounds for Suspension or Expulsion

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

- A. On school grounds immediately before, during, and immediately after school hours and at any other time when the school is being used by a school group;
- B. Off school grounds at a school activity, function, or event;
- C. Traveling to or from school or a school activity, function, or event, or
- D. During summer school.

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

- 1) Using violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or other conduct constituting an interference with school purposes, or urging other students to engage in such conduct. The following enumeration is only illustrative and not limited to the type of conduct prohibited by this rule:
 - a) Occupying any school building, school grounds, or part thereof with the intent to deprive others of its use.
 - b) Blocking the entrance or exits of any school building or corridor or room therein with the intent to deprive others of lawful access to or from, or use of the building, corridor, or room.
 - c) Setting fire to or damaging any school building or property.
 - d) Prevention of or attempting to prevent by physical act the convening or continued function, or of any meeting or assembly on school property.
 - e) Intentionally making noise or acting in any manner so as to interfere with the ability of any teacher or any other person to conduct or participate in an educational function.
- 2) Engaging in any kind of aggressive behavior that does physical or psychological harm to another person or urging of other students to engage in such conduct. Prohibited conduct includes coercion, harassment, bullying, hazing, or other comparable conduct.
- 3) Engaging in violence and/or threat of violence against any student, staff member, and/or other persons. Prohibited violent or threatening conduct includes threatening, planning, or conspiring with others to engage in a violent activity.
- 4) Causing or attempting to cause damage to school property, stealing or attempting to steal school property.
- 5) Causing or attempting to cause damage to private property, stealing or attempting to steal private property.
- 6) Causing or attempting to cause physical injury or behaving in such a way as could reasonably cause physical injury to any person. Self-defense or reasonable action undertaken on the reasonable belief that it was necessary to protect some other person does not constitute a violation of this rule.
- 7) Threatening or intimidating any person for any purpose, including obtaining money or anything of value from the student.
- 8) Failing to report the actions or plans of another person to a teacher or administrator where those actions or plans, if carried out, could result in harm to another person or persons or damage property when the student has information about such actions or plans.
- 9) Possessing, handling, or transmitting a knife or any object that can reasonably be considered a weapon, or looks like a weapon.
- 10) Possessing, using, transmitting or being affected by any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, or intoxicant of any kind. Also prohibited is the consumption of any of the stated substances immediately before drug authorized by a medical prescription form a physician is not a violation of this rule.

- a) Exception to Rule 10: a student with a chronic disease or medical condition may possess and self-administer prescribed medication for the disease or condition if the student's parent has filed annually and must include the following information:
 - i) Physician's statement that the student has an acute or chronic disease or medical condition for which medication has been prescribed.
 - ii) The nature of the disease or medical condition requires emergency administration or the prescribed medication.
 - iii) The student has been instructed in how to self-administer the prescribed medication.
 - iv) The student is authorized to possess and self – administer the prescribed medication.
- 11) Possessing, using, or transmitting any substances which is represented to be or looks like a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, stimulant, depressant, or intoxicant of any kind.
- 12) Possessing, using, transmitting, or being affected by caffeine-based substances, substances containing phenylpropanolamine (PPA), or stimulants of any kind, be they available with or without a prescription.
- 13) Engaging in the selling of a controlled substance or engaging in a criminal law violation that constitutes a danger to other persons or constitutes an interference with school purposes or an educational function.
- 14) Failing in a number of instances to comply with directions of teachers or other school personnel during any period of time when the student is properly under their supervision, where the failure constitutes an interference with school purposes or any educational function.
- 15) Falsely accusing any person of sexual harassment, or of violating a school rule, and/or a state or federal law.
- 16) Engaging in any activity forbidden by the laws of Indiana that constitutes an interference with school purposes or an educational function. Aiding, assisting, or conspiring with another person to violate these student conduct rules or state or federal law. Violating any rules that are reasonably necessary in carrying out school purposes or an educational function, including, but not limited to:
 - a) Engaging in sexual behavior on school property; engaging in sexual harassment of a student or staff member;
 - b) Disobedience of administrative authority;
 - c) Willful absence or tardiness of students;
 - d) Engaging in speech or conduct, including clothing, jewelry or hair style, which is profane, indecent, lewd, vulgar, or offensive to school purposes; engaging in speech or conduct, including clothing, jewelry or hair style, that is profane, indecent, lewd, vulgar, or refers to drugs, tobacco, alcohol, sex, or illegal activity, or is plainly offensive to school purposes;
 - e) Failing to tell the truth about any matter under investigation by school personnel; violation of the school's corporation's acceptable use of technology policy or rules;
 - f) Possessing or using a laser pointer or similar device;
 - g) Accumulating three or more periods of unexcused absences in any class during one semester violation of the school corporation's administration of medication policy or rules.
- 17) Possessing or using on school grounds during school hours an electronic paging device or a handheld portable telephone in a situation not related to a school purpose or educational function.
- 18) Possessing, using, distributing, purchasing, or selling tobacco products of any kind, or in any form.
- 19) Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, and wrongfully obtaining test copies or scores.
- 20) Threatening (whether specific or general in nature) injury to persons or damage to property, regardless of whether there is a present ability to commit the act.
- 21) Offering to sell or agreeing to purchase a controlled substance or alcoholic beverages.
- 22) Failing to completely and truthfully respond to questions from a staff member regarding school 0- related matters including potential violations of the student conduct rules or state or federal law.
- 23) Taking or displaying pictures (digital or otherwise) without the consent of the student or staff member in a situation not related to school purpose or education function.
- 24) Engaging in pranks that could result in harm to another person.
- 25) Use or possession of gunpowder, ammunition, or an inflammable substance.

- 26) Any student conduct rule the school building principal establishes and gives publication of it to all students and parents in the principal's school building.

Right to Appeal

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

Suspension Procedures

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

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

Expulsion Procedures

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

- 1) The superintendent (or designee) may conduct an expulsion meeting or may appoint one of the following persons to conduct the expulsion meeting:
 - a) Legal counsel
 - b) A member of the administrative staff who did not expel the student and was not involved in the events giving rise to the expulsion.
- 2) An expulsion will not take place until the student and the student's parents are asked to appear at an expulsion meeting conducted by the superintendent or the person designated above. Failure by the student or a student's parent to appear at this meeting will be deemed a waiver of rights administratively to contest the expulsion or to appeal it to the school board.
- 3) The request to appear at the expulsion meeting will be in writing, delivered by certified mail or by personal delivery, and contain the reason(s) 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 charge(s) against the student. The student or parent will have the opportunity to answer the charge(s) against the student. The student or parent will have the opportunity to answer the charge(s) against the student and the present evidence to support the student's position.
- 5) 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 parents.

The student or parent has the right to appeal the decision of the person conducting the expulsion meeting to the county courts within ten (10) days of the receipt of notice of the action taken.

Under Indiana law, a principal may require any student 16 years of age or older who seeks to enroll in school following an expulsion involving disorderly conduct or conduct dangerous to persons or property to enroll in an alternative program or evening school.

Additional Disciplinary Action

The superintendent, principal, any administrative personnel or any teacher of the school corporation shall be authorized to take any action in connection with student behavior, in addition to the actions specifically provided in this chapter, reasonably desirable or necessary to purposes, or to prevent interference therewith, such action including such matters as:

- 1) Counseling with a student or group of students;
- 2) Conferences with a parent or group of parents;
- 3) Assigning students additional work;
- 4) Rearranging class schedules;
- 5) Requiring a student to remain in school after regular school hours to do additional work or for counseling;
- 6) Restriction of extra-curricular activity.

The governing body of a school corporation may adopt rules that require a person having care of a dependent student to participate in any action taken under this chapter in connection with the student's behavior. The rules must include:

- 1) Procedures for giving actual notice to the person having care of the dependent student;
- 2) Description of the steps that the person must take to participate in the school corporation's action;
- 3) A description of the additional actions in connection with the student's behavior that are justified in part or in full if the person does not participate.

LaVille Jr-Sr High School Administration reserves the right to deny the enrollment or the continued enrollment of any out of district student in accordance with Indiana Code if the student has been suspended or expelled during the twelve (12) months preceding the student's request to transfer under this section:

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

Extra-Curricular Activities

Extra-Curricular Activities

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

A student must be in attendance a minimum of 4 periods on the day of an extracurricular activity in order to attend or participate in the activity. Extra-curricular activities include athletic practices and contests. This rule may be waived by the administration in unusual or emergency situations. Students attending an extra-curricular activity will not be permitted to leave and return unless permission is received from the supervising staff member. Transportation arrangements must be made in ADVANCE. Students who are suspended from regular school attendance are also suspended from extra-curricular activities.

Clubs

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

Dances

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

Junior High dances are exclusively for LaVille Junior High students.

General rules for all dances include:

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

National Honor Society

To qualify for the LaVille Chapter of the National Honor Society, students must achieve a minimum cumulative grade point average of 8.5 on a 12-point scale. In addition students must also have taken or be currently enrolled in a minimum of one honors class, one advanced placement class (AP) or one advanced college project class (ACP) or equivalent. The earliest a student can be inducted into the National Honor Society is the spring of his/her sophomore year, but a student must have been a student at LaVille for at least one semester before they can be inducted. Selection decisions are made by the Faculty Council, which is made up of five teachers. The induction ceremony is held every April.

NHS members whose grade point average falls below the required 8.5 will be placed on probation for a semester. If after that semester their g.p.a. is back at or above 8.5 they will be removed from probation. If, however, their g.p.a. has not risen to 8.5 or above they will be dismissed from membership. The Faculty Council may also place NHS members on probation if they do not maintain the other standards of induction (leadership, service, and character) as determined by the Faculty Council. It is important to note that an NHS member is allowed only one probationary period during their membership. If the Faculty Council finds cause for an NHS member to be placed on probation for a second time, it will result in dismissal from membership. In addition some violations of the NHS standards may result in dismissal without first having a probationary period.

Off-Campus Events

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

On-Campus Events

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

Scheduling of School Events

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

Athletics

Athletic Eligibility

All students involved in athletics must have a current code of conduct card signed by both the student and his/her parents on file in the athletic director's office before practicing. A signed physical form must also be on file before a student competes in athletics. LaVille

Jr/Sr High School is a member of the Indiana High School Athletic Association and abides by the rules and regulation of the organization. Among the rules is pertaining to academic eligibility. The eligibility rule is posted in the athletic dressing rooms and in the office of the athletic director. Academic eligibility is of particular importance. Each participant must have earned a passing grade in the equivalent of five solid subjects during the preceding semester of enrollment in high school and must currently be passing in five or more solid subjects. If a student – athlete does not maintain passing grades in their courses during the grading period; they will then be required to attend two (2) hours of study tables a week until the grades are at a passing mark. Enrollment in physical education constitutes enrollment in a solid subject. Any student who is ineligible at the end of a semester is ineligible for the first grading period the following semester. The same applies on a 9 week grading period basis. Junior high school students who participate in interscholastic athletics must also meet similar eligibility requirements. For additional information about interscholastic athletics please refer to the “LaVille Athletic Handbook”. A copy of the handbook is available in the LaVille Library and in the Athletic Offices.

Spectator Guidelines

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

- 1) Although seats are not reserved, please respect other students and avoid pushing, piling on, or moving people out of a seat because of being an upperclassman.
- 2) Interfering with the visiting team or their fans in any way distracts from our position as a good host school. You are expected to stay in your seats and be a good spectator.
- 3) Everyone is expected to stand and be respectful during the playing of the National Anthem. Many people have given their lives so that we may live in a free society. You owe them your respect and attention for their sacrifices.

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

Union North United School Corporation's Acceptable Use Policies

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

Care and Usage Expectations

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

Outlining Prohibited Uses

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

- 1) Accessing or Communicating Inappropriate Materials – Users may not access, submit, post, publish, forward, download, scan or display defamatory, abusive, obscene, vulgar, sexually explicit, sexually suggestive, threatening, discriminatory, harassing, bullying and/or illegal materials or messages.
- 2) Illegal Activities – Users may not use the school district's computers, electronic devices, networks, or Internet services for any illegal activity or in violation of any Board policy/procedure or school rules.
- 3) Violating Copyrights or Software Licenses – Downloading, copying duplicating and distributing software, music, sound files, movies, images or other copyrighted materials without the specific written permission of the copyright owner is prohibited, except when the use falls within the Fair (Extra Carriage Return)
- 4) Use Doctrine of the United States Copyright Law (Title 17, USC) and content is cited appropriately.
- 5) Plagiarism – Users may not represent as their own work any materials obtained on the Internet (such as term papers, articles, music, etc). When using other sources, credit must be given to the copyright holder.
- 6) Use for Non-School-Related Purpose – School district's computers, electronic devices, networks and Internet services are provided for purposes related to educational programs, school operations, and performance of job responsibilities. Incidental personal use of school devices is permitted as long as such use:
 - a) Does not interfere with the user's responsibilities and performance
 - b) Does not interfere with system operations or other system users
 - c) Does not violate this policy and the accompanying rules, or any other Board policy, procedure or school rules. "Incidental personal use" is defined as use by an individual for occasional personal communications
 - d) 7) Misuse of Passwords/Unauthorized Access – Users may not share passwords; use other users' passwords; access or use other users' accounts; or attempt to circumvent network security systems.
- 7) Malicious Use/Vandalism – Users may not engage in any malicious use, disrupting or harm to the school district's computers, electronic devices, network and Internet services, including but not limited to hacking activities and creation/uploading of computer viruses.
- 8) Avoiding School Filters – Users may not attempt to or use any software, utilities or other means to access Internet sites or content blocked by the school filters.
- 9) Unauthorized Access to Blogs/Social Networking Sites, Etc. – Users may not access blogs, social networking sites, etc. prohibited by building administration or the Technology Department. Teachers and students using authorized social networking sites for educational projects or activities shall follow the age requirements and legal requirements that govern the use of social networking sites in addition to the guidelines established in this policy.
- 10) Wasting System Resources – Users shall not use the network in such a way that would waste system resources or disrupt the use of the network by others. This includes but is not limited to excessive printing, file storage, online games, and video/audio streaming not directly related to educational projects, as determined by the supervising instructor or building administrator.
- 11) Unauthorized Equipment – Users may not attach unauthorized equipment, including personal laptops, tablets, and handheld devices, to the district's secured network without permission from the Technology Department.

- 12) Devices or cases will not be decorated with stickers, writings, or other markings.
- 13) Users shall not use school district computers or networks for purposes of personal profit.
- 14) The use of cameras in any type of electronic device is strictly used for educational purposes only.
- 15) Cameras used in the restroom and locker room are strictly prohibited.

Consequences for Misuse

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

Textbook and Technology Fees

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

Accidental or Intentional Damage

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

Student Information Security

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