

LaCrosse High School Student Handbook



2016-2017

Nickname:

Tigers

Colors:

Forest Green and White

School Song:

Illinois Loyalty

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INTRODUCTION

The purpose of this handbook is to acquaint LaCrosse students and parents with the rules and regulations that pertain to LaCrosse High School and the expected conduct of its students. It is through these rules and policies found in this handbook that you will know what is expected of you. The rules and policies apply to every high school student.

LACROSSE HIGH SCHOOL STAFF MEMBERS

Mr. Somers	Superintendent
Mr. Owney	Principal
Ms. Walden	Guidance
Mrs. Allen	Chemistry
Mr. Amor	Athletic Director/History/Physical Education
Mr. Blakeman	Band/Choir
Mrs. Bucher	Transportation/Study Hall
Mrs. Denger	Spanish
Mrs. Derby	Special Education
Mrs. McCormick	English
Mr. McMahan	Social Studies/Business
Mr. Miller	Ag/Biology
Mr. Rasala	PE/Health
Mr. Roslansky	Math
Ms. Rushing	Art
Mr. Scroggins	I.T.
Mr. Tim Guse	Board President
Mr. Daron Burder	Board Vice President
Mrs. Joyce Spoljaric	Board Secretary
Mr. Paul Malecki	Board Member
Mr. Travis Younggreen	Board Member
Mrs. Roslansky	Corporation Treasurer
Mrs. Guse	Payroll
Mrs. Brown	Food Service Director
Mrs. Gebert	Nurse

MISSION STATEMENT FOR LACROSSE SCHOOL

Our mission is to provide a caring, secure educational environment, which recognizes individuality and develops respectful, confident and productive citizens, possessing positive character traits and basic skills for life-long learning.

LACROSSE SCHOOL TECHNOLOGY MISSION STATEMENT

LaCrosse School provides a technology rich environment that encourages students to reach their true potential as active, responsible, independent, life long learners and productive citizens.

LACROSSE CAREER SUCCESS MISSION STATEMENT

The Career Success Partnership of LaCrosse School provides every student with career information and experiences that enable students to make informed choices based on these opportunities.

LACROSSE NONDISCRIMINATION POLICY

Education service, programs, instruction and facilities will not be denied to anyone as the result of his or her race, age, color, national origin, sex, religion or handicapping condition. For further clarification or in case of a complaint, please contact Tim Somers, Principal.

ASBESTOS

In 1988, the Dewey Township Schools were inspected for asbestos. An Asbestos Management Plan is on file in the school office. This plan was developed according to State and Federal Guidelines. It is designed to reduce any risks from any identified asbestos. With the aid of this plan, Dewey Township Schools are meeting all state standards. This plan may be inspected during regular office hours. This information is being announced as required by law.

LACROSSE SEXUAL HARASSMENT POLICY

It is a violation of the Tri-Township Consolidated School Corporation Sexual Harassment Policy for any employee or student of LaCrosse to harass another employee or student through conduct or communications of a sexual nature. If you have any questions or feel that you are being sexually harassed, please contact Mr. Aaron Owey, Principal of LaCrosse High School.

PROTECTION OF PUPIL RIGHTS AMENDMENT

The Protection of Pupil Rights Amendment (PPRA), 20 U.S.C. ~1232h, requires LaCrosse School to notify you and obtain consent or allow you to opt your child out of participating in certain school activities. These activities include a student survey, analysis, or evaluation that concerns one or more of the following eight areas (“protected information surveys”):

1. Political affiliations or beliefs of the student or student's parents;
2. Mental or psychological problems of the student or students family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognize privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliation, or beliefs of student or parent; or
8. Income, other than as required by law to determine program eligibility.

SCHOOL SURVEY

The LaCrosse School may periodically conduct surveys dealing with one or more of the eight areas listed above. Parents will be notified in advance of any survey to be conducted and the types of information to be collected. Parents may also review the survey to be used. If you do not wish to have your child participate in any surveys, please submit a written request to the school by September 1st.

SCHOOL DIRECTORY INFORMATION

This requirement also applies to the collection, disclosure or use of student information for marketing purposes ("marketing surveys"), and certain physical exams and screenings.

The LaCrosse School has identified the following as "directory information" and may provide this information without prior consent: school year, grade, name, address, and telephone listing. This information normally will not be released for commercial use unless it is directly related to school activities. For example: company providing graduation supplies, company taking senior pictures, etc. If you do not wish for the school to release this directory information for your child, please submit a written request to the school by September 1st.

CIVIL RIGHTS ASSURANCE OF EQUAL OPPORTUNITY AND NONDISCRIMINATION POLICY

LaCrosse School is committed to equal opportunity and does not discriminate on the basis of age, race, color, religion, 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 program or student activity.

If you have experienced discrimination in such educational programs or activities, written inquiries about procedures that are available and for consideration of complaints alleging such discrimination should be directed to the Principal of LaCrosse School. Send complaint to:

LACROSSE SCHOOL

Attn: Tim Somers
11 N. Michigan
P.O. Box 360
LaCrosse, IN 46348
(219) 754-2461
Fax (219) 754-2511

CIVIL RIGHTS NONDISCRIMINATION GRIEVANCE PROCEDURE FOR
INDIANA'S CIVIL RIGHTS COMPLIANCE PROGRAM FOR EDUCATION

1. Applies to Regulatory TITLES VI (race, color, national origin), TITLE IX (sex), Section 504 of the Rehabilitation Act of 1973 (handicapping condition), and the Indiana State Board of Education Advisory Committee V-Rules Requirements and the guidelines, developed by the Indiana Department of Education, Vocational Education Section.
2. Interested parties include school corporation officers, employees, students, and patrons.
3. Applies to acts or omissions relating to protected rights based upon age, race, color, religion, sex handicapping conditions, and national origin, including limited English proficiency.
4. Civil rights Compliance Coordinator. The building principal is the coordinator for allegations of building level violations to students or building patrons.
5. The superintendent is the coordinator for allegations and violations of a corporate level such as policy or practice.
6. The Civil Rights Compliance Officer is the Superintendent of the Corporation.
7. The Process
 - A. Level One
 1. The officer, employee, student, or patron alleging a violation shall submit the initial complaint in writing to the appropriate compliance coordinator described in #4 above. The complaint shall stipulate the specific act or omission the date of same, and parties involved.
 2. The compliance coordinator shall initiate investigation of the circumstances of the complaint within seven (7) calendar days of the receipt of the written complaint.
 3. The compliance coordinator shall render a decision within fourteen (14) calendar days of the receipt of the written complaint. The decision shall be in writing to complainant.
 4. The complainant shall have seven (7) calendar days to react to the decision before it becomes final. If the complainant disagrees with the decision of the compliance coordinator and submits such a statement in writing to the compliance officer, a level two procedure shall be enacted.
 - B. Level Two
 1. The compliance coordinator shall submit the written disagreement statement and all related information to the superintendent within three (3) calendar days

- of receipt.
2. The superintendent shall review all material and schedule a meeting within seven (7) calendar days of receipt of the written disagreement and all related information. The participants shall be the complainant, the compliance coordinator, and the superintendent. Other witnesses may be called with mutual prior notice of three (3) calendar days.
 3. The superintendent shall make a decision within seven (7) calendar days of the final meeting of parties. This decision shall be final.
8. NOTE: By mutual agreement circumstances of calendar availability result in extension of stipulated time allowances if a request is made in writing by either party and so agreed to by the parties.
9. NOTE: If the alleged violation, interpretation, or application is of a corporate nature such as a written rule, regulation, or policy then Level Two is initiated immediately.

NOTIFICATION OF RIGHTS UNDER THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT FOR ELEMENTARY AND SECONDARY SCHOOLS

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

1. The right to inspect and review the student’s education records within 45 days of the day the School receives a request for access. Parents or eligible students should submit to the school principal [or appropriate school official] a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parents or eligible student of the time and place where the records may be inspected.
2. The parents or eligible student have the right to request the amendment of the student’s education records that the parent or eligible student believes are inaccurate. Parents or eligible students may ask the School to amend a record that they believe is inaccurate. They should write the School principal [or appropriate school official], clearly identify the part of the record they want changed, and specify why it is inaccurate. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent.
4. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person

serving on the School Board; a person or company with whom the School has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or parent or student serving on an official committee, such as disciplinary or grievance committee, or assisting another school official in performing his or her task.

5. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
6. Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. All records will be disclosed including suspension and expulsion records.
7. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the *School District* to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605

WORK PERMITS AND CHILD LABOR LAWS

The Child Labor Law has been changed significantly by SB 192. Issuing officers may now deny work permits to students if their attendance is not in good standing or if their academic performance does not meet the school corporation's standard. A "significant decrease" in attendance or grades can now result in a revocation of work permits by issuing officers.

In addition, the school will revoke or deny issuing an employment certificate if a student withdraws from school and fails to attend an exit interview under IC 20-33-2-28.5 or does not return to school or if the student does not meet the requirements to withdraw from school under IC 20-33-2-28.5

No child less than eighteen (18) can be employed between the hours of 7:30 a.m. and 3:30 p.m. on a school day unless a written exception is issued to the employer by the school. The Department of Labor, Bureau of Child Labor, can now assess fines for violations of the Child Labor Law.

NORMAL SCHOOL DAY SCHEDULE

The official school day begins at 8:00 a.m. and ends at 3:00 p.m. However, students who arrive by bus must remain on school grounds from the time of arrival until the end of the school day. Students are not to be in the school building prior to 7:50 a.m., unless there is a scheduled activity with a sponsor in attendance. **Students will be allowed in the gymnasium at 7:30 a.m. There is no supervision until 7:30 a.m. each morning. Therefore, do not arrive before 7:30 a.m.**

Period 1	8:00 - 8:53 a.m.	Lunch	11:47 - 12:12 p.m.
Period 2	8:57 - 9:50 a.m.	Period 5	12:16 - 1:08 p.m.
Period 3	9:54 - 10:47 a.m.	Period 6	1:12 - 2:04 p.m.
Period 4	10:51 - 11:43 a.m.	Period 7	2:08 - 3:00 p.m.

ENRICHMENT DAY SCHEDULE

Special meetings will be held during an enrichment period which will be held once a week from 12:16-12:33. The following schedule will be followed the day of the activity period.

Period 1	8:00 – 8:53	Enrichment Period	12:16 – 12:36
Period 2	8:57 – 9:50	Period 5	12:40 – 1:24
Period 3	9:54 – 10:47	Period 6	1:28 – 2:12
Period 4	10:51 – 11:43	Period 7	2:16 – 3:00
Lunch	11:47 – 12:12		

LATE START WEDNESDAYS SCHEDULE

Period 1	8:35 – 9:23	Lunch	12:03 – 12:28
Period 2	9:27 – 10:15	Period 5	12:32 – 1:19
Period 3	10:19 – 11:07	Period 6	1:23 – 2:10
Period 4	11:11 – 11:59	Period 7	2:14 – 3:00

TWO HOUR DELAY SCHEDULE

Period 1	10:00 – 10:35	Period 4	12:27 – 1:02
Period 2	10:39 – 11:14	Period 5	1:06 – 1:42
Period 3	11:18 – 11:54	Period 6	1:46 – 2:21
Lunch	11:58 – 12:23	Period 7	2:25 – 3:00
Period 4	12:27 – 1:02		

ATTENDANCE

Regular attendance is absolutely essential for students to be successful in their education endeavors. Responsibility for assuring regular attendance rests cooperatively with the students, parents and the school. The following guidelines are set forth to notify the students and parents of the school’s desire to assume its fair share of the responsibility.

Each student may receive a total of nine (9) absences each semester. These absences include, but are not limited to illness, medical and dental appointments, funerals, vacations, etc. If a student exceeds the nine allowed absences they will be withdrawn from all classes with a recommendation for expulsion from school. We understand that there will be special situations where the limit of nine (9) absences will be exceeded. In

these situations, the student or parent may request an appeal of loss of credit. This request must be made within three (3) days of the notice of withdrawal. A standing committee composed of three (3) teachers and one (1) parent will hear the appeal. The committee's decision will be final.

Students and parents will be contacted by letter on the fourth (4) and seventh (7) absences. The letter that is sent for the seventh absence will be sent certified mail. The seventh absence letter requires that the parent/guardian contact the Principal, Guidance Counselor or Attendance Officer to schedule a meeting to discuss the reasons for the excessive absenteeism of the student. Failure of the parent/guardian to schedule the meeting will result in losing the option of appeal if the student should go over nine absences.

An absence shall be defined as missing all or any portion of a school day by the student. The official attendance record will be kept in the office. **Parents or guardians are asked to inform the office by 8:30 a.m. if a student will not be in school. Students are not to call themselves in. If they do, parents will still be contacted.**

Excused Absences - Parent contact and/or note: These will count toward the maximum number of absences.

Unexcused Absences - No parent contact and/or note: These will count toward the maximum number of absences.

Exempt Absences - Absences which are exempt from the nine day total are job shadowing, taking college placement tests, school sponsored activities such as field trips, and those activities outlined in IC 20-33: serving as a page or honoree of the General Assembly, serving as a helper on Election Day, appearing in court due to a subpoena, or being ordered to duty in the National Guard.

EXCESSIVE ABSENTEEISM

Excessive absenteeism is defined as ten or more absences per year. Students with an excessive number of absences may be referred to the attendance officer who may demand a "Certificate of Incapacity" which must be completed by a physician to determine if there is a legitimate reason for the absences. If a "Certificate of Incapacity" is not returned or the physician indicates the student should have regular daily attendance, all future absences without a doctor's excuse indicating the specific dates the absence was necessary will be considered unexcused and are considered a violation of the compulsory attendance law under IC 31-37-2-3.

PREARRANGED ABSENCE

A student may know in advance that he/she will need to miss school. These absences should be prearranged with the office at least 3 days in advance of anticipated absence. These absences will count towards the student's nine absences each semester.

SIGN-IN PROCEDURES

After returning from any absence, full-day, or partial-day, a student must check in at the office and an admit slip must be signed by the student before going to any class. At that time the student should bring the following:

- 1) Note from doctor, dentist, etc. if the absence was for a medical appointment
- 2) Note from parent or guardian stating the reason for the absence if no contact concerning the absence was made with the office

No note is required if contact was made with a parent or guardian.

SIGN-OUT PROCEDURES

Any student leaving the school grounds during the school day must have permission from their teacher or administration and must sign out in the office. Any student returning to school before the end of the day must also come to the office to sign in.

Should it become necessary to leave school for reasons of illness, the student will report to the office. The following procedures will occur:

1. Exam by school nurse or other designated school personnel.
2. Notification of parents/guardians by the office.

TARDIES

Students arriving tardy to first hour class must report to the office for an admit slip before going to class. Tardies during other times of the day will be recorded by the individual teacher and reported to the office on daily basis. A tardy will be excused if the student has a pass signed by a teacher, principal, or guidance counselor or has a valid excuse acceptable to the teacher. If the student signs in before 8:20 a.m. it counts as a tardy against them, if they sign in at 8:20 a.m. or later it will be an absence for first hour and the student will not be allowed to participate in extra-curricular activities in accordance with the Athletics/EC policies.

TARDY CONSEQUENCES

3rd Tardy per Semester	Written Warning
4th Tardy per Semester	Detention, Attendance Officer Contact
5th Tardy per Semester	Two Detentions
6th Tardy per Semester	Saturday School
7th Tardy per Semester	One-day out-of-school suspension
8th Tardy per Semester	Three-day out-of-school suspension
9th Tardy per Semester	Five-day out-of-school suspension, possible expulsion

TRUANCY POLICY

Truancy is being absent from school or class without the consent or knowledge of the parent or guardian and the school. Students will not be allowed to participate in or attend

after-school activities when truant from any classes throughout the school day.

- 1st offense Notification of parents and a one-day in school suspension.
Student will make up missed work without credit when truant.
- 2nd offense Three-day out-of-school suspension
- 3rd offense Five-day out-of-school suspension

DRIVER'S LICENSE-PERMIT INVALIDATION POLICY

1. Indiana code 9-24-2 provides that a driver's license or learner's permit may not be issued to any individual less than eighteen (18) years of age who meets any of the following conditions:
 - Is chronically absent, by having unexcused absences from school for more than ten (10) days of school in one (1) school year.
 - Is under at least a second suspension from school for the school year under IC 20-33-8-14 or IC 20-33-8-15.
 - Is under an expulsion from school due to misconduct under IC 20-33-8-14, or IC 20-33-8-15 or IC 20-33-8-16;
 - Is considered a dropout under IC 20-33-2-28.5.
 - Is a habitual truant under IC 20-33-2-11.
2. Definition Of Truancy: The term "truancy" is hereby defined as a student who is absent without parental or school knowledge; leaves school without obtaining prior approval from the principal or his designee; is absent from school without parental permission or in defiance of parental authority.

A student may be designated as a "habitual truant" if they are chronically absent, by having unexcused absences from school for more than ten (10) days of school in one (1) school year.

All students who are at least thirteen (13) years of age but less than the age of fifteen (15) years, and who are determined to be a habitual truant per the definition above, are subject to Indiana Code 20-33-2-11, which provides that any person who is determined to be a habitual truant as defined by school board policy cannot be issued an operator's license or learner's permit until the age of 18 years, or until the student's attendance record has improved as determined by the principal upon review of the student's record of at least once per school year. The student's principal is required to report to the Indiana Bureau of Motor Vehicles of the student's status as a habitual truant. The student upon initial designation of being a habitual truant is entitled to the same statutory procedures as a student who is being expelled.

DRIVING AND PARKING REGULATIONS

To provide for the safety, welfare and protection of all persons and vehicles, the regulations listed below are in effect.

1. Driving to school is a privilege. Abuse it and lose it.
2. Don't drive around unnecessarily.
3. Find a place to park in the church lot or on the street east of the building. **Do not park on the south side of the church parking lot nearest the building.**
4. Observe all school, town, county and State laws, rules and regulations.
5. Do not loiter in or around vehicles.
6. Do not park in front of the school.
7. Vehicles may be taken from the parking area when the students are dismissed for the day.
8. Students are not permitted in the parking area or in cars during school hours.
9. A student driving a motor vehicle to school agrees to a search of that vehicle where there is reasonable cause to believe that contraband may be kept in that vehicle.
10. Students are not allowed to go to their cars during the school day except by special permission from the administration.
11. Cars/trucks must be registered with the office. If you drive a vehicle other than the registered one, contact the office upon arrival to school.
12. Parallel parking only in rear of building.
13. Refrain from spinning tires, blowing horns or any other disturbances while leaving or arriving to school.

Before school and during the school day, parents may drop off and pick up students in front of the school. From 2:50-3:15 p.m., parents should not pick up students in front of the school. This area is reserved for buses.

WITHDRAWAL FROM SCHOOL-EXIT INTERVIEW REQUIRED

Under Indiana law, a student may not withdraw from school unless the withdrawal is due to:

1. financial hardship and the student must be employed in order to support the family;
2. the student's illness; or
3. an order of a court with jurisdiction over the student.

Any student who is at least sixteen (16) years of age but is not yet eighteen (18) years of age who also meets one of the above three criteria may withdraw from school prior to graduation after an exit interview with the student's parent or guardian and the student's principal is conducted with the appropriate school employee. Consent of the withdrawal by all three parties is required. The Board designates the following school personnel to conduct the exit interview of a student enrolled at the specified school who wishes to withdraw from school: Tim Somers, Principal.

STATEMENT OF SCHOOL CORPORATION PURPOSE, PHILOSOPHY, AND GUIDELINES

1. PURPOSE OF POLICY ON STUDENT DISCIPLINE

The mission of the school to assist students in the transition to responsible adulthood requires instilling in students those mature habits of behavior required by a democratic society. The board recognizes that the disruptive behavior of an individual student deprives other students of their right to a school conducive to learning, and does not promote those habits.

In addition, school handbooks reflect the regulations for individual buildings, and may contain additional rules for student behavior, so long as they do not violate either the letter or intent of this policy.

Indiana law contains numerous provisions related to student discipline. It is the intent of the board to adopt those provisions, as they exist, as they are amended, or rescinded in the future. Indiana laws form the basis of the board's discipline policy.

It is the duty and power of the School Corporation to supervise and discipline students. The Board recognizes that student supervision and the desirable behavior of students in carrying out school purposes is the responsibility of:

- (a) a school corporation; and
- (b) the students of a school corporation.

Furthermore, in all matters relating to the discipline and conduct of students, school corporation personnel:

- (a) stand in the relation of parents to the students of the school corporation; and
- (b) have the right to take any disciplinary action necessary to promote student conduct that conforms with an orderly and effective educational system, subject to Indiana Code and
- (c) have qualified immunity with respect to a disciplinary action taken to promote student conduct if the action is taken in good faith and is reasonable.

Students must:

- (a) follow responsible directions of school personnel in all educational settings; and
- (b) refrain from disruptive behavior that interferes with the educational environment.

The Board therefore has established and adopted the written discipline rules set forth in this handbook and made copies available to students and the student's parents/guardian.

In compliance with IC 20-33-8-12 which gives the governing body of a school corporation the authority to delegate:

- (1) rulemaking;
- (2) disciplinary; and
- (3) other authority

The Tri-Township Consolidated School Corporation Board has delegated authority as outlined below:

Disciplinary powers of superintendents and administrative staff members:

A superintendent; or member of the superintendent's administrative staff, with the superintendent's approval, may take any action with respect to all schools within the superintendent's jurisdiction that is reasonably necessary to carry out or prevent interference with an educational function or school purposes.

Disciplinary powers of principals:

A principal may take action concerning the principal's school or a school activity within the principal's jurisdiction that is reasonably necessary to carry out or prevent interference with an educational function or school purposes. The principal of each school in a school corporation may adopt regulations establishing lines of responsibility and related guidelines in compliance with the discipline policies of the governing body.

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

Expulsion: In accordance with the due process procedures in this policy, the principal or his designee may initiate an expulsion from school for a period no longer than the remainder of the current semester plus the following semester, with the exception of a violation of Subsection C and D listed under grounds for expulsion in this policy.

Dean of Students

The Dean of Students assists the principal in the following areas:

- (a) Take care of minor referrals (Detentions & one day Suspensions) in accordance with the Student Handbook.
- (b) Take care of major referrals (multiple day Suspensions) with approval from the Principal.
- (c) Counsel students who are struggling in class and/or not doing work in class.
- (d) Supervise lunch.
- (e) Assist the Principal in determining student eligibility for senior trip, all-school field trip and other activities per the Student Handbook.
- (f) Supervise Saturday School.
- (g) Assist Attendance Coordinator.

Disciplinary powers of teachers and school staff members:

A teacher or other school staff member; who has students under the individual's charge may take any action that is reasonably necessary to carry out or to prevent an interference with an educational function that the individual supervises, subject to rules of the governing body and the administrative staff.

- (a) A teacher will have the right to remove a student from his/her class or activity for a period up to five (5) school days if the student is assigned regular or additional work to be completed in another school setting.
- (b) If a teacher removes a student from class under a) above, the principal may place the student in one of the following settings: another appropriate class,

another appropriate setting, or in-school suspension. The student may not be placed back into the original class until the principal has a meeting with the teacher, the student and the student's parents to determine an appropriate behavior plan for the students. If the parents do not attend this meeting within a reasonable time, the principal may place the student in another class or educational setting.

Additional disciplinary powers:

A person who is a member of administrative staff, a teacher or other school staff member who has students under his/her charge may in addition to suspension or expulsion and in accordance with policy and with administrative approval take the following disciplinary action that is necessary to ensure a safe, orderly, and effective educational environment:

- (a) Counseling with a student or group of students.
- (b) Conferences with a parent or group of parents.
- (c) Assigning additional work.
- (d) Re-arranging class schedules.
- (e) Requiring a student to remain in school after regular school hours to do additional work or for counseling.
- (f) Restricting extracurricular activities.
- (g) Removal of a student by a teacher from that teacher's class for a period of one (1) school day if the student is assigned regular or additional school work to complete in another school setting.
- (h) Assignment by the principal of a special course of study, an alternative school or an alternative educational program.
- (i) Removal of a student from school sponsored transportation.

SCHOOL CORPORATION GRANT OF AUTHORITY TO MAINTAIN DISCIPLINE:

Recognizing that the behavior of some students may be so disruptive that it interferes with school purposes or educational functions of the school corporation, school officials may find it necessary to remove a student from school. In this event and in accordance with the provisions of I.C. 20-33-8, the Tri-Township Consolidated School Corporation Board establishes the following rules and authorizes administrators and staff members to take the following actions:

A. STUDENT MISCONDUCT AND/OR SUBSTANTIAL DISOBEDIENCE

Grounds for suspension or expulsion are student misconduct and/or substantial disobedience. The following rules define student misconduct and/or substantial disobedience for which a student may be suspended or expelled, or referred to the Court for their Court Assisted Resolution of Expulsion program.

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 or possessing any firearm, explosive, or other weapon. The following enumeration is only illustrative of the type of conduct prohibited by this rule:

- a. Occupying any school building, school grounds, or part thereof with intent to deprive others of its use.
 - b. Blocking the entrance or exits of any school building or corridor or room therein with intent to deprive others of lawful access to or from, or use of the building, corridor, or room.
 - c. Setting fire to or substantially damaging any school building or property.
 - d. Prevention of or attempting to prevent by physical act the convening or continued functioning of any school or education function, or of any meeting or assembly on school property.
 - e. Intentionally making noise or acting in any manner so as to interfere with the ability of any teacher or 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 acts.
 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 reasonable cause physical injury to any person. Self-defense or reasonable action undertaken on the reasonable belief that it was necessary to protect oneself and/or another person is not a violation of this rule.

For the purpose of this policy and code, “reasonable action” shall mean the course of action which:

1. Utilizes physical force only when non-physical alternatives (e.g. retreat, or notification supervisory personnel) are not available; or
2. Does not constitute the initiation of a physical confrontation.
3. Does not utilize excessive force.

For the purpose of this policy and code, “reasonable belief” shall be:

1. Belief that no non-physical alternatives were available
 2. In response to unanticipated use of physical force.
7. Threatening or intimidating any person for any purpose, including obtaining money or anything of value.
 8. Engaging in the use of profane, obscene or defamatory language directed at another student, teacher, administrator, supervisory employee, or adult volunteer while such person is on duty or at a school event.
 9. 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.
 10. 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 person or damage property when the student has information about such actions or plans.
 11. Possessing, using, consuming, transmitting, selling or being affected by controlled substance, prescription drug, narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, synthetic drug (includes Spice or K-2), alcoholic beverage, or intoxicant or depressant of any kind, or paraphernalia used in connection with the listed substances. Also prohibited is the consumption of any of the stated substances immediately before attending school or a school function or event.

Exception to Rule 9: A student with a chronic disease or medical condition may possess and self-administer prescribed medication for the disease or condition if the student’s parent has filed a written authorization with the building principal. The written authorization must be filed annually. The written authorization must be done by a physician and must include the following:

- a. That the student has an acute or chronic disease or medical condition for which the p physician had prescribed medication.
 - b. The nature of the disease or medical condition requires emergency administration of the prescribed medication.
 - c. The student has been instructed in how to self-administer the prescribed medication.
 - d. The student is authorized to possess and self-administer the prescribed medication.
12. Possessing using or transmitting any substance which is represented to be or looks like a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, synthetic drug, alcoholic beverage, stimulant, depressant or intoxicant of any kind.

13. Consuming in excess of the recommended dosage of any patent or prescription drug with the purpose of creating an intoxicated, drugged, or irrational state or causing physical injury, either to one's self or to other persons. Use of a drug authorized by a medical prescription in the amount prescribed by a physician is not a violation of the subdivision.
14. Possessing, using, transmitting, or being affected by caffeine-based substances other than beverages, substances containing phenylpropanolamine (PPA), stimulants of any kind, or any other similar over-the-counter products.
15. Possessing, using distributing, purchasing, or selling tobacco or nicotine-containing products of any kind or in any form.
16. Offering to sell or agreeing to purchase a controlled substance or alcoholic beverages.
17. Failing to comply with directions of teachers or other school personnel during any period of time when the student is properly under their supervision, where the failure constitutes an interference with school purposes or an educational function.
18. Failing to completely and truthfully respond to questions from a staff member regarding school-related matters including potential violations of the student conduct rules or state or federal law.
19. Falsely accusing any person of sexual harassment, or of violating a school rule and/or state or federal law.
20. Engaging in any activity forbidden by the laws of Indiana that constitutes an interference with school purposes or an educational function.
21. Aiding, assisting, agreeing or conspiring with another person to violate these student conduct rules or state or federal law.
22. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, and wrongfully obtaining test copies or scores.
23. Taking, recording, displaying and/or distributing pictures (digital or otherwise), video or audio recordings without the consent of the student or staff member in a situation not related to a school purpose or educational function.
24. Possessing sexually-related materials which include images displaying uncovered breast, genitals, or buttocks. Obscenity or sexual misconduct in any form whether

by word or action is not permitted within the jurisdiction of the school corporation.

25. “Sexting” or using a cell phone or other personal communication device to send text or email messages or possessing text or email messages containing images reasonably interpreted as indecent or sexually suggestive while at school or at a school related function. In addition to taking any disciplinary action, phones will be confiscated and students should be aware that any images suspected to violate criminal laws will be referred to law enforcement authorities.
26. Engaging in pranks that could result in harm to another person.
27. Using or possessing gunpowder, ammunition or an inflammable substance.
28. Violating any rules that are reasonably necessary in carrying out school purposes or and educational function, including, but not limited to:
 - a. Engaging in sexual behavior on school property;
 - b. Engaging in sexual harassment of a student or staff member.
 - c. Disobedience of administrative authority;
 - d. Willful absence or tardiness of students;
 - e. 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;
 - f. Violation of the school corporation’s acceptable use of technology policy or rules;
 - g. Violation of the school corporation’s administration of mediation policy or rules;
 - h. Possessing or using a laser pointer or similar device.
29. Possessing or using on school grounds during school hours an electronic device, a cellular telephone, or any other telecommunication device, including a look-a-like device, in a situation not related to a school purpose or educational function or using such device to engage in an activity that violates school rules. This rule is not violated when the student has been given clear permission from a school administrator or a designated staff member to possess or use one of the devices listed in this rule.
30. Any student conduct rule the school building principal establishes and gives publication of it to students and parents in the principal’s school building.

B. BULLYING

1. This rule applies when a student is:

- a. On school grounds immediately before or during school hours, immediately after school hours or at any other time when the school is being used by a school group (including summer school);
 - b. Off school grounds at a school activity, function, or event;
 - c. Traveling to or from school or a school activity, function, or event;
 - d. Using property or equipment provided by the school; or
 - e. Through the use of data or computer software that is accessed through a computer, computer system, or computer network of the school corporation.
2. Bullying by a student or groups of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the other student through overt, repeated acts or gestures, including verbal or written communications transmitted, and/or physical acts committed, or any other similar behavior is prohibited.
 3. Parents or students who suspect that repeated acts of bullying are taking place should report the matter to the school principal or designee. School personnel will investigate all reports of bullying.
 4. Counseling, corrective discipline, and/or referral to law enforcement will be used to change the behavior of the perpetrator. This includes appropriate intervention(s), restoration of a positive climate, and support for victims and others impacted by the violation.
 5. Educational outreach and training will be provided to school personnel, parents, and students concerning the identification, prevention, and intervention in bullying.
 6. All schools in the corporation are encouraged to engage students, staff and parents in meaningful discussions about the negative aspects of bullying. The parent involvement may be through parent organizations already in place in each school.

C. POSSESSING A FIREARM OR A DESTRUCTIVE DEVICE

1. No student shall possess, handle or transmit any firearm or a destructive device on school property.
2. The following devices are considered to be a firearm under this rule:
 - any weapon which will or is designed to or may readily be converted to expel a projectile by the action of an explosive
 - the frame or receiver of any weapon described above
 - any firearm muffler or firearm silencer
 - any destructive device which is an explosive, incendiary, or poison gas bomb, grenade, rocket having a propellant charge of more than four

- ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine, or any similar device
 - any weapon which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than onehalf inch in diameter
 - any combination of parts either designed or intended for use in converting any device into any destructive device described in the two immediately preceding examples, and from which a destructive device may be readily assembled
 - an antique firearm
 - a rifle or a shotgun that the owner intends to use solely for sporting, recreational, or cultural purposes

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

- 4. The penalty for possession of a firearm or a destructive device: suspension up to 10 days and expulsion from school for at least one calendar year with the return of the student to be at the beginning of the first semester after the one year period. The superintendent may reduce the length of the expulsion if the circumstances warrant such reduction.

- 5. The superintendent shall immediately notify the appropriate law enforcement agency when a student engages in behavior described in this rule.

D. POSSESSING A DEADLY WEAPON

1. No student shall possess, handle or transmit any deadly weapon on school property.
2. The following devices are considered to be deadly weapons as defined in IAC 8-2-1:
 - a weapon, taser or electronic stun weapon, equipment, chemical substance, or other material that in the manner it is used, or could ordinarily be used, or is intended to be used, is readily capable of

- causing serious bodily injury.
 - an animal readily capable of causing serious bodily injury and used in the commission or attempted commission of a crime.
 - a biological disease, virus, or organism that is capable of causing serious bodily injury.
3. The penalty for possession of a deadly weapon: up to 10 days suspension and expulsion from school for a period of up to one calendar year.
 4. The superintendent shall immediately notify the appropriate law enforcement agency when a student engages in behavior described in this rule.

E. 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.

F. LEGAL SETTLEMENT

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

G. JURISDICTION

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

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

H. PARENTAL INVOLVEMENT

When in the judgment of a school administrator who has the responsibility for student discipline or who has the duty of serving as a hearing examiner, it is necessary for the parents to attend a conference or a hearing, the following rules, per the authority granted in I.C. 20-33-8-26, shall apply.

- A. The administrator shall notify the parents by certified or registered mail or personal service that they are directed to attend a school conference or hearing.

- B. The parent shall be given at least twenty-four hours' notice prior to such conference or hearing unless an emergency situation necessitates less than such notice.
- C. The student who is the subject of the conference will also be given written notice of such conference or hearing and the direction of parental attendance.
- D. The foregoing rules will not be construed to interfere with the powers of the superintendent or a person designated by him/her to issue subpoenas or to compel the attendance of witnesses.
- E. As provided in IC 20-33-8-26 if a Parent, guardian, or custodian, of a student who has been repeatedly disruptive in the school fails to participate in a school disciplinary proceeding in connection with the student's improper behavior and the student needs care, treatment, or rehabilitation that the student is not receiving; and is unlikely to be provided or accepted without the coercive intervention of the court, then that student may be considered a "child in need of services" as per IC 31-34-1-7 and the matter shall be referred to the Department of Child Services, Division of Family Resources. Such complaint process will be terminated in the event that the parents are willing to subsequently attend a rescheduled meeting unless the required meeting has been held. The foregoing provisions shall not apply to expulsion meeting where non-attendance will constitute waiver.
- F. In the event that a parent fails or refuses to attend a conference or meeting, notice will also be given to the Superintendent or his/her designee.
- G. In those instances where it appears the custodial parents of a student are not fulfilling their legal obligation with regard to their children's school attendance, referral to the county prosecuting attorney for investigation of possible criminal charges against said parents may be made.

I. DUTY TO REPORT TO LAW ENFORCEMENT

1. CONCERNING MINOR AND ALCOHOL BEVERAGES AND OFFENSES RELATED TO CONTROLLED SUBSTANCES:

Per IC 20-33-9-5 If a person other than a member of the administrative staff who is an employee of a school corporation has personally observed:

- (a) a violation under IC 7.1-5-7 (minors possessing, consuming or transporting alcohol) or IC 35-48-4 (possessing, dealing or manufacturing drugs) or
- (b) a delinquent act that would be a violation under IC 7.1-5-7 or IC 35-48-4 if the violator were an adult in, on, or within one thousand (1,000) feet of the school property of the school corporation employing the person, the person shall immediately report the violation in writing

to a member of the administrative staff of the school corporation employing the person.

A member of the administrative staff, who based on personal knowledge or on the report of another employee of the school corporation, believes that a person has committed a violation described above, shall immediately report:

- (a) a general description of the violation;
- (b) the name or a general description of each violator known to the member;
the date, time, and place of the violation;
- (c) the name or a general description of each person who the member knows witnessed any part of the violation; and
- (d) a general description and the location of any property that the member knows was involved in the violation; in writing to a law enforcement officer.

2. DUTY TO REPORT TO LAW ENFORCEMENT POSSESSION OF KNIFE ON SCHOOL PROPERTY:

- (a) The school administrator shall make a report to law enforcement when a student knowingly or intentionally possesses a knife on school property, on a school bus or special purpose bus or in a private vehicle driven to or from school.
- (b) The school administrator has the authority to use his/her professional discretion regarding any discipline measure to be taken in cases where a student who brings a knife or weapon to school inadvertently and turns it in to the school administrator or his designee for safekeeping (before it is brought to the school's attention).
- (c) Exception: If the knife is provided to the person by the school corporation or possession of the knife is authorized by the school corporation; and the person uses the knife for a purpose authorized by the school corporation, it is not considered a reportable situation.
- (d) Possessing, handling, using, transmitting or selling weapons, knife/knives, dangerous instruments, explosives or any other object that can reasonably be considered a weapon. The Principal or his designee is granted authority to confiscate a knife or weapon from a student in order to prevent interference with carrying out an educational function or school purpose. A knife means an instrument that: consists of a sharp edged or sharp pointed blade capable of inflicting cutting, stabbing, or tearing wounds; and is intended to be used as a weapon.
 - (i) The term includes a dagger, dirk, poniard, stiletto, switchblade knife, or gravity knife.
 - (ii) A person who recklessly, knowingly, or intentionally possesses a knife on school property, a school or a special purpose bus commits a Class B misdemeanor. However, the offense is a Class A misdemeanor if the person has a previous unrelated conviction under this section and a Class D felony if the offense results in

bodily injury or serious bodily injury to another person.

3. DUTY TO REPORT TO LAW ENFORCEMENT: THREATENING A SCHOOL EMPLOYEE:

Per IC 20-33-9-10 through 13 an individual who has reason to believe that a school employee has received a threat, is the victim of intimidation, is the victim of battery or is the victim of harassment shall immediately notify the principal of the school who shall then immediately make an oral report to the local law enforcement.

PROCEDURAL DUE PROCESS RIGHTS

A. 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,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 suspension, the parents or guardians of suspended students will be notified in writing. The notification will include the dates of the suspension, describe the misconduct, and the action taken by the principal.

B. 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 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 during the current school year and was not involved in the events giving rise to the expulsion.

The superintendent or the person designated by the superintendent under this subsection may continue the suspension of a student for more than the ten (10) school day period of the principal's suspension and until the time of the expulsion decision under this section if the superintendent or the designated person determines that the student's continued suspension will prevent or substantially reduce the risk of:

- (a) interference with an educational function or school purposes; or
- (b) a physical injury to the student, other students, school employees, or visitors to the school.

However, a student may not be suspended from school pending a meeting on a student's proposed expulsion if the expulsion is ordered under the section permitting expulsion for violation of the legal settlement provision. (I.C. 20-33-8-23)

- (2) An expulsion will not take place until the student's parents are asked to appear at an expulsion meeting conducted by the superintendent or the person designated above. Failure by a student or a student's parent to appear at this meeting will be deemed a waiver of rights administratively to contest the expulsion or to appeal it to the school board.
- (3) The request to appear at the expulsion meeting will be in writing, delivered by certified mail or by personal delivery, and contain the reasons for the expulsion, the procedure for requesting an expulsion meeting and the date, time, place and purpose of the meeting.
- (4) At the expulsion meeting, the principal (or designee) will present evidence to support the charges against the student. The student or parents will have the opportunity to answer the charges against the student, and to present evidence to support the student's position.
- (5) If the expulsion meeting is held, the person conducting the expulsion meeting will make a written summary of the evidence heard at the meeting, take any action found to be appropriate, and give notice of the action taken to the student and the student's parent.
- (6) A student or a student's parent who fails to request and appear at an expulsion meeting after receipt of notice of the right to appear at an expulsion meeting forfeits all rights administratively to contest and appeal the expulsion. For purposes of this section, notice of the right to appear at an expulsion meeting or notice of the action taken at an expulsion meeting is effectively given at the time when the request or notice is delivered personally or sent by certified mail to a student and the student's parent.

Any rights granted to a student or a student's parent by this chapter may be waived only by a written instrument signed by both the student and the student's parent. The waiver is valid if made voluntarily and with the knowledge of the procedures available under I.C. 20-33-8-19 and of the consequences of the waiver. (I.C. 20-33-8-28)

- (7) Except in the case of possession of a weapon, a student may not be expelled for a longer period than the remainder of the school year in which the expulsion took effect if the misconduct occurs during the first semester. If a student is expelled during the second semester, the expulsion remains in effect for summer school and may remain in effect for the first semester of the following school year, unless otherwise modified or terminated by order of the governing body. The appropriate authorities may require that a student who is at least sixteen (16) years of age and who wishes to reenroll after an expulsion or exclusion attend an alternative program. (I.C. 20-33-8-20)
- (8) An expulsion that takes effect more than three (3) weeks before the beginning of the second semester of a school year must be reviewed before the beginning of the second semester. The review shall be conducted by the superintendent or a person designated under I.C. 20-33-8-19 after notice of the review has been given to the student and the student's parent. The review is limited to newly discovered evidence or evidence of changes in the student's circumstances occurring since the original meeting. The review may lead to a recommendation by the person conducting the review that the student be reinstated for a second semester. An expulsion that will remain in effect during the first semester of the following school year must be reviewed before the beginning of the school year. The review shall be conducted by the superintendent or person designated under I.C. 20-33-8-19 after notice of the review has been given to the student and the student's parent. The review is limited to newly discovered evidence or evidence of changes in the student's circumstances occurring since the original meeting. The review may lead to a recommendation by the person conducting the review that the student be reinstated for the upcoming school year. (I.C. 20-33-8-20)

The student or parent has the right to appeal the decision of the person conducting the expulsion meeting to the school board within 10 days of the receipt of notice of the action taken. The student or parent appeal to the school board must be in writing. If an appeal is properly made, the board must consider the appeal unless the board votes not to hear the appeal. If the board hears the appeal, it will consider the written summary of the expulsion meeting and arguments of the school administration and the student and/or the student's parent. The board will then take any action deemed appropriate. (I.C. 20-33-8-19).

Judicial review of a governing body's action under I.C. 20-33-8-21 by the circuit or superior court of the county in which a student who is the subject of the governing body's action resides is limited to the issue of whether the governing body acted without following the procedure required under I.C. 20-33-8-19

Per IC 20-33-8-22 an expulsion that has been upheld by the school board continues in effect during judicial review unless:

- (a) the court grants a temporary restraining order under the Indiana Rules of Civil Procedure; and
 - (b) the school corporation was given the opportunity to appear at the hearing regarding the temporary restraining order.
- (9) Per I.C. 20-33-8-24 a principal may require that a student who is at least sixteen (16) years of age; and wishes to re-enroll after an expulsion; attend:
- (a) An alternative school or alternative educational program.
 - (b) Evening classes.
 - (c) Classes established for students who are at least sixteen (16) years of age.

RIGHT TO APPEAL

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

DEFINITIONS

“Principal” includes a principal’s designee.

“Superintendent” includes a superintendent’s designee.

“Member of the administrative staff” or comparable language means a school corporation employee who:

- (a) is certified under the statutes relating to the licensing of teachers; and,
- (b) has supervisory authority.

“School purposes” refers to the purposes for which a school corporation operates, including the following:

- (a) to promote knowledge and learning generally
- (b) to maintain an orderly and effective educational system
- (c) to take any action under the authority granted to school corporations and their governing bodies by I.C. 20-26-5 or by any other statute

“Expulsion” means a disciplinary or other action whereby a student:

- (a) is separated from school attendance for a period in excess of ten (10) days;
or
- (b) is separated from school attendance for the balance of the current semester or current year unless a student is permitted to complete required examinations in order to receive credit for courses taken in the current year.
- (c) is separated from school attendance under I.C. 20-33-16, which may include an assignment to attend an alternative school, an alternative educational program, or a homebound educational program.

Expulsion does not include situations where a student is:

- (a) disciplined under I.C. 20-33-25;
- (b) removed from school in accordance with I.C. 20-34-3-9; or
- (c) removed from school for failure to comply with the immunization requirements of I.C. 20-34-4-5.

“Suspension” means any disciplinary action that does not constitute an expulsion under section E, above, where by a student is separated from school attendance for a period of not more than ten (10) school days. Suspension does not include situations where a student is:

- (a) disciplined under I.C 20-33-25;
- (b) removed from school in accordance with I.C. 20-34-3-9; or
- (c) removed from school for failure to comply with the immunization requirements of I.C. 20-34-4-5.

“Detention” means a disciplinary action that requires a student to remain in school after the end of the regular school day, attend school on a day when regular classes are not in session, or arrive at school prior to the beginning of the regular school day as a result of a minor violation of school rules or regulations.

Good standing: A student in good standing has full rights with respect to participation in activities of the school, both academic and extracurricular, subject to any restrictions which apply to all students. A student is not in good standing during the period of time they are under suspension or expulsion, regardless of whether they may be allowed to attend school. A student not in good standing may not participate in any school activity, whether academic, co-curricular or extra-curricular, except as may be allowed by the procedures hereinafter described.

LEGAL REFERENCES:	I.C. 20-33-8-1 et seq.	I.C. 35-41-1-8
	I.C. 35-47.5-2-4	I.C. 35-47-1-5

COURT ASSISTED RESOLUTION OF EXPULSION CASES

The Superintendent of the Tri-Township Consolidated School Corporation and the Judge of the La Porte Circuit Court have entered into an agreement for the purposes of providing Court assistance in resolving Expulsion cases for students in the Tri-Township Consolidated School Corporation.

- A. The La Porte Circuit Court and the La Porte County Juvenile Services Center will:
 - 1. Establish a flexible program for the supervision of a student who has been expelled from La Crosse High School.
 - 2. Supervise a student who has been expelled for the duration of their time in the Alternative to Expulsion program.
 - 3. Require students subject to expulsion from Tri-Township Consolidated School Corporation, and who meet published program requirements to participate in an alternative education program (i.e Alternative to Expulsion) for the provision of supervision and an alternative education.

- B. The Tri-Township Consolidated School Corporation will:
 - 1. Offer the Court Assisted Resolution to a student who has been expelled for a violation described in subdivision (1) to the court.
 - 2. Accept and award any educational credits earned by the student during his/her participation in the Alternative to Expulsion program.
 - 3. Prior to entry into either the alternative to expulsion program, the student subject to the expulsion shall be given an informal hearing before the juvenile court. This hearing will occur as soon as practicable following the student's referral to the court, after notice of the hearing has been provided to the student's parent.

- 1. A hearing under this chapter is not a hearing to determine whether a student who has been expelled is a child in need of services. However, if a court determines that a student who has been expelled may:
 - (a) be a child in need of services (as described in IC 31-34-1); or
 - (b) have committed a delinquent act (as described in IC 31-37); the court may notify the office of family and children or the prosecuting attorney.
- 2. A parent or guardian has the right to be present and may be required to be present during the informal court hearing.
- 3. All records of the student's court appearance shall be expunged upon the student's completion of the alternative to expulsion program.

DISCIPLINARY GUIDELINES FOR STUDENTS

BASIC DISCIPLINE PROCEDURES

Students at La Crosse High School have certain rights, among which is the right to study, grow and mature in a pleasant learning environment. Along with these rights come responsibilities to themselves and to the school community. In the event that students choose to behave in a way that is contrary to school standards, these students must be held accountable and consequences will be imposed.

Courtesy is the guiding force at La Crosse School. There is not a single rule that cannot be covered by this solitary word. School behavior to other adults and students in the hallways, bathrooms, lunchrooms, recreational areas, classrooms, on buses and at extracurricular events define the student in many ways. Conduct infractions all result from a lack of respect for others, a discourtesy. Students who create disruptions, who are discourteous and who cause problems for other adults and students will have penalties imposed on them. Behaviors are formed by this age. School cannot possibly “fix” student behavior that is antisocial or negative behavior that is reinforced at home. Parents and the school must be a team working together to help students develop personal responsibility, self-esteem and socially acceptable behavior.

Parents are welcomed and encouraged to call teachers or the principal to discuss discipline problems. Teachers are the first disciplinarians and students are not sent to the office without numerous verbal and sometimes written warnings. The student/teacher relationship is the first vital link in forgoing courteous behavior.

The entire school staff, teachers, administrators, counselor, secretaries, custodians, cafeteria personnel and bus drivers share the responsibility for:

1. Maintaining an environment that provides equal opportunity for all students to benefit from the total learning situation;
2. Protecting the rights of every individual during the school day in all school related situations.

It is obvious that certain offenses are more serious than others. At times, it is necessary to place additional emphasis on offenses that become increasingly difficult to control. In light of this, there are different levels of discipline procedures available for use.

1. Student, Teacher and Parent Conferences
2. Retribution for Damages (Financial or Work Assignments)
3. Corporal Punishment
4. Detentions
5. Suspensions and Expulsion
6. Probation—restricted status limits student’s privileges (example: driving to school, athletics, other extracurricular activities)
7. Suspensions up to ten (10) days
8. Expulsion—excluded from all property and activities
9. Legal Action
10. Referral to Counselors or State Agencies
11. Other Procedures as authorized by State law

Students are expected to behave in a courteous manner. They are to observe the following guidelines for the maintenance of a healthy, desirable school environment.

1. Students shall refrain from demonstrating emotional attachment by becoming involved with another person (i.e. holding hands, kissing, caressing, fondling,

- etc.).
2. Profanity, obscene language or use of such gestures will not be tolerated.
 3. Insubordination or disrespect to a staff member, verbal or otherwise, will not be tolerated.
 4. Study Halls are for studying. They are not social gatherings. No eating, drinking, playing cards or other social functions shall be allowed. Study quietly.
 5. Gambling is not allowed at any time on school property or during a school function.
 6. Rude, socially unacceptable behavior will not be tolerated. This includes, but is not limited to:
 - a. Mild profanity
 - b. Expectorating (spitting)
 - c. Belching
 - d. Passing gas

The penalties for rude, socially unacceptable behavior are:

1st offense	Detention
2nd offense	Detention
3rd offense	Possible Suspension
4th offense	Possible Expulsion

A student may be readily guilty by association with an offending group.

RESPECT FOR OTHERS

Our goal is to prepare students to live and work in a complex and interdependent society, which acknowledges diversity, and builds community by practicing hospitality, civility and respect.

The following behavior will not be tolerated! Any physical, spoken or written act of abuse, violence, harassment, intimidation, extortion, the use of vulgarity, cursing, making remarks of a personally destructive nature toward any other person, and any restriction or prevention of free movement of an individual. This prohibition applies whether the act is deliberate, intentional or unintentional or is directed toward an individual or group regarding race, color, creed, national origin, sex, sexual orientation, physical or mental disability, political or religious ideology.

BUS PRIVILEGES

Riding the buses is a privilege, not a right. The driver has the authority to keep order and maintain discipline. Bus drivers, by State law, have the authority to suspend a student from riding the bus for one (1) day. The principal may suspend a student from riding the bus indefinitely after investigation of the circumstances. If a student is suspended from riding the bus, a parent is responsible for the student's transportation as stated by Indiana law.

Students will be informed by the drivers as to the riding procedures and rules. Parents and students will review and return a form stating that they have gone over the rules to be obeyed while on the bus.

Any student who desires or has a need to ride a different bus or get off at a different stop must have written permission from parents/guardians and the administration.

DETENTIONS

LaCrosse High School has two types of detentions, an after school detention and a Saturday School detention. The after school detention is normally held on Tuesdays except in the spring when it is held on Thursday and runs from 3:05 – 4:30.

Detentions will not be rescheduled once they have been assigned. Detentions will be given to high school students for the offenses listed below:

1. Excessive violation of a teacher's classroom discipline plan
2. Disruption, non-cooperation and arguing
3. Disrespect and rudeness to students, staff members or guests
4. Not being prepared for class
5. Inappropriate physical displays of affection
6. Violation of other students' rights
7. Failure to utilize study time in class or in study hall
8. Disregard of school policies and procedures
9. Possession of smoking or smokeless tobacco products that are visible
10. Profanity, vulgarity or obscenity written, drawn, spoken or gestured
11. Minor damage to school property
12. Display of statements or symbols that promote drugs or alcohol use
13. Other incidents similar to above

While the administration and teachers hope that there will seldom be a need for the issuance of detentions, students must realize that they will be held accountable for the disregard of these and other school standards. If a student does not show up for the first detention, two more detentions or one Saturday School will be assigned. If the student does not show up for either of those detentions or misses the Saturday School, the student will be suspended.

DRESS AND GROOMING GUIDELINES

Developing good taste in attire and good grooming habits are part of the educational process. The School Corporation will not permit a student to wear any type of apparel or grooming style or condition which would materially interfere with the educational process, create an actual or potential health or safety hazard, or cause or threaten to cause damage to school property. Therefore, clothing and personal grooming shall not be unsanitary, unhealthy, legally immoral or indecent. This includes wearing proper footwear.

No drug, alcohol, tobacco, or sex advertisements are allowed. Bare midriff shirts, short skirts, cut-off or cut up shirts, short shorts and halter tops, and spaghetti straps are not to be worn while at school or at school functions. Tanks tops may be worn but straps must be at least 2 adult fingers wide. Grooming and dress that is a distraction to the learning of others will not be permitted. Hats are not to be worn in the school or gym.

The following listed items will not be permitted according to La Porte County Gang Policies: hats, ultra-baggy pants, star pendants and gang signs. A student will be in violation if any of these are worn to school or at school functions. Boy's shirts should not be cut low under the arm. Girls' shirts should not show bra straps, be open back, or be cut low under the arms. Underwear should not be seen at any time. Students are not permitted to wear pants/jeans with holes above the knees.

THREATS

With the past school shootings that have occurred we need to make sure that the students know that threats will be investigated and police and parental contacts will be made. We may suspend or expel for threats, too. The present administrative policy is as follows. Please share the policy with your child.

- I. The threat and student will be investigated by the following people:
 - A. Principal
 - B. Counselor
- II. Second step determination must be unanimously made:
 - A. Police may be contacted at this time.
 - B. Parents will be contacted as part of an investigation.
 - C. Punishment and further investigation may occur.
 - D. The superintendent and school lawyer may be contacted.
 - E. Secondary investigation could be: police, parents and staff.
- III. Punishment
 - A. Suspensions
 - B. Suspension Pending Expulsion
 - C. Work Sessions
 - D. Expulsion

TOBACCO

Indiana Law forbids the use of tobacco in any form by any person under the age of eighteen (18). Any student possessing, using, distributing, purchasing or selling tobacco or nicotine-containing products of any kind or in any form on school grounds, during school activities or on the bus will be subject to the penalties listed below. **Any school flooring burned or soiled by tobacco spittle or ashes will be student responsibility. The student will be charged for cleaning as well as the punishment for the offense.**

1st Offense-- Three-day suspension and a counseling session

<u>2nd Offense--</u>	Five-day suspension and a counseling session
<u>3rd Offense--</u>	Expulsion from school for the semester Expulsion will result in loss of driver's license

ALCOHOL/DRUGS

Alcohol, drugs and/or drug paraphernalia are not allowed on school property or at school functions. The principal or teacher in charge is required to turn alcoholic beverages, drugs and the offending student over to the police. The police will contact the parents/guardians. Students will be subjected to the penalties listed below.

1st Offense-- Discipline will range from a minimum of a five-day suspension to expulsion.

2nd Offense-- Expulsion and loss of driver's license.

TELEPHONES AND ELECTRONIC DEVICES

Students may use the school telephone for designated school business only (class or club business, etc.). Cell phones are to be turned off and out of sight during school hours. Cell phones are not to be used during the school day. Music devices (other than cell phones) may be used during lunch and study halls with the study hall supervisor's permission. Music devices are not to be used during classes.

If the above policy is violated:

1st offense – The device will be confiscated and returned to the student at the end of the day.

2nd offense – The student must deliver the cell phone to the office at the beginning of the day for one week. The cell phone will be retrieved by the student at the end of the day. Non-compliance will result in a one-day suspension.

3rd offense – The student must deliver the cell phone to the office at the beginning of the day for two weeks. The cell phone will be retrieved by the student at the end of the day. Non-compliance will result in a one-day suspension.

4th offense – Student will be suspended for one day.

5th offense – Student will be suspended for three days.

6th offense – Student will be suspended for five days.

7th offense – Student will be recommended for expulsion.

SEARCH AND SEIZURE

The Board recognizes its obligation to balance the privacy rights of its student with its responsibility to provide student, faculty, and authorized visitors with a safe, hygienic, and drug-free environment.

In balancing these competing interests, the Board directs the Administration to utilize the following principles:

A. School Property

School facilities such as lockers, all computers (including laptops) and desks are school property provided for student use subject to the right of the Administration 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. No student shall lock or otherwise impede access to any locker or storage area except with a lock provided by the principal or designee of the school in which the locker or storage area is located. Unapproved locks shall be removed and destroyed by the principal or designee.

B. Student person and Possession

Searches of the student's person and personal items in the student's immediate possession shall be done with the consent of the student. If the student does not consent, such a search shall be permitted based 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 office. 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.

This authorization to search shall also apply to all situations in which the student is under the jurisdiction of the Board as defined by I.C. 20-33-8.

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 Administration may request the assistance of a law enforcement agency (with or without assistance of police canines) 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 an Administrator, the search shall be conducted by the law enforcement officers accompanied by a school official or designee, and in accordance with the legal standards applicable to law enforcement officers.

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

1. the information upon which the search was based
2. the time, date, location, students, or places searched, and persons present
3. a description of any item seized and its disposition
4. the time and date of notice to the parent or guardian in the case of the search of the person of a student

GENERAL INFORMATION

ALL-SCHOOL FIELD TRIP

During the last term of the year, LaCrosse High School takes a field trip. Students' participation in this field trip is a privilege and not a right. In order to participate in the field trip, students must meet 3 of the 5 criteria listed below:

1. The student can have no more than 3 total tardies (not per class) during 2nd semester.
2. The student can have no more than 1 office referral and no major referrals during 2nd semester.
3. The student can have no D's or F's on the 3rd nine weeks report card or as current grades.
4. The student can have no more than 5 absences for any reason during 2nd semester.
5. The student participates in at least one extracurricular activity per year.

BOOK RENTAL AND OTHER PAYMENTS

Money will not be accepted in the office after noon each day. Book rental must be paid by the end of the first semester. All other fees should also be paid by the end of the first semester. If fees are not received by this time they will be turned over to a collection agency. It will be the individual's responsibility to not only pay the fee but also the collection agency's fee.

CAFETERIA PROCEDURES

1. Students will walk to the cafeteria in a quiet, orderly manner. Upon entering, students will quietly enter the lunch line.
2. Be courteous and helpful to everyone.
3. Use the best table manners you possess.
4. Keep noise at a low level.

5. The teacher or staff member on duty is in charge. Any school employee in the cafeteria has the same authority as a teacher.
6. Students will leave tables and the surrounding areas clean. The person who spills something is responsible for cleaning it up.
7. When finished eating, students will return trays and eating utensils to the dish window. Paper and scraps will be put in proper containers.
8. Using the cafeteria is a privilege. Abuse of this privilege may result in denial of its use.
9. Food and beverages will be consumed by students only in the cafeteria. This does not include the stage.
10. Beverages are not allowed on the bleachers or on the gym floor
11. Students will not leave the cafeteria until dismissed.

FIRE-TORNADO-INTRUDER DRILLS

Regularly scheduled fire, tornado, and school safety drills are held throughout the school year. All drills shall be treated as if they were actual emergencies which are potentially life and death matters. Although speed is important in such procedures, of greater importance is orderliness and the ability of all students to hear and respond to directions and to proceed in an organized manner.

LOCKERS

Locks and lockers are provided at no cost to students. The lockers are available for student use in storing school supplies and personal items necessary for school. Lockers are not to be used to store items that cause, or can reasonably be seen to cause, an interference with school purposes or educational functions or items forbidden by State law and/or school rules. **Students' belongings are to be in the locker. Nothing should be kept on top of the lockers.** Students must use a school provided combination lock on gym lockers; this is for school safety purposes. The school will not be held responsible for stolen property from a student's locker. You should not share lockers and/or combinations.

The student's use of the locker does not diminish the school's ownership or control of the locker. The school retains the right to inspect any locker and its contents to ensure that the locker is not being misused, to eliminate fire or other hazards, to maintain sanitary conditions, to attempt to locate lost or stolen property and to prevent the lockers from being used to store prohibited or dangerous materials (such as: illegal drugs, tobacco, weapons, or alcohol).

Students are not to affix any stickers to lockers without approval of the office. **Students must use the locks provided by the school. Personal locks are not to be used.**

LOST AND FOUND

The lost and found is located in the office. Items will be kept for a two-week period and

then disposed of.

If any valuable items are lost or stolen at school, it is the principal's discretion to decide how to search for and locate the missing items. It is a student's responsibility to keep track of his/her own personal belongings. The school is not responsible for replacing or locating lost or stolen articles, but every feasible attempt will be made for recovery.

SCHOOL LUNCH POLICY

High School students may charge one meal if necessary. The charged meal must be paid for before the student will receive any additional meals or food items. Ala carte or breakfast may not be charged.

VISITORS

All school visitors shall report to the office. We welcome parents and patrons of the district. Students and recent graduates will be permitted to visit specific persons and classes only with permission from the office.

TECHNOLOGY ACCEPTABLE USE POLICY

Freedom of expression is an inalienable human right and the foundation for self-government. Freedom of expression encompasses the right to freedom of speech and the corollary right to receive information. Such rights extend to minors as well as adults. Schools facilitate the exercise of these rights by providing access to information regardless of format or technology. In a free and democratic society, access to information is a fundamental right of citizenship.

In making decisions regarding student access to the Internet, the Tri-Township Consolidated School Corporation (TTCSC) considers its own stated educational mission, goals, and

objectives. Electronic information research skills are now fundamental to the preparation of citizens and future employees. Access to the Internet enables students to explore thousands of libraries, databases, bulletin boards, and other resources while exchanging messages with people around the world.

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

Outside of school, families bear responsibility for the same guidance of Internet use as they exercise with information sources such as television, telephones, radio, movies, and other possibly offensive media.

Students utilizing district-provided Internet access must first have the permission of and must be supervised by the TTCSC's

professional staff. Students utilizing school-provided Internet access are responsible for good behavior on-line just as they are in a classroom or other area of the school. The same general rules for behavior and communications apply.

The purpose of district-provided Internet access is to facilitate communications in support of research and education. To remain eligible as users, students' use must be in support of and consistent with the educational objectives of the TTCSC. Access is a privilege, not a right. Access entails responsibility.

Users should not expect that files stored on school-based computers will always be private. Electronic messages and files stored on school-based computers may be treated like school lockers. Administrators and faculty may review files and messages to maintain system integrity and insure that users are acting responsibly.

The following uses of school-provided Internet access are not permitted:

- a. to access, upload, download or distribute pornographic, obscene or sexually explicit material;
- b. to transmit obscene, abusive, threatening or sexually explicit language;
- c. to violate any local, state or federal statutes;
- d. to vandalize, damage or disable the property of another individual or organization;
- e. to access another individual's materials, information or files without written permission; and,
- f. to violate copyright or otherwise use the intellectual property of another individual or organization without written permission.

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

TTCSC makes no warranties of any kind, neither expressed or implied, for the Internet access it is providing. The district will not be responsible for any damages users suffer, including—but not limited to—loss of data resulting from delays or interruptions in service. The district will not be responsible for the accuracy, nature or quality of information stored on district diskettes, hard drives or servers; nor for the accuracy, nature, or quality of information gathered through District-provided Internet access. The district will not be responsible for personal property used to access district computers or networks or for district-provided Internet access. The district will not be responsible for unauthorized financial obligations resulting from district-provided access to the Internet.

TTCSC is pleased to offer their students access to the Internet. The Internet is an electronic highway connecting hundreds of

thousands of computers and millions of individual users all over the world. This computer technology will help propel our schools through the communication age by allowing students and staff to access and use resources from distant computers, communicate and collaborate with other individuals and groups around the world and significantly expand their available information base. The Internet is a tool for life-long learning.

Families should be aware that some material accessible via the Internet may contain items that are illegal, defamatory, inaccurate or potentially offensive to some people. In addition, it is possible to purchase certain goods and services via the Internet which could result in unwanted financial obligations for which a student's parent or guardian would be liable.

While the TTCSC intent is to make Internet available, students may find ways to access other objectionable materials. Even if the district institutes technical methods or other systems to regulate students' Internet access, these methods cannot guarantee compliance with the district's acceptable use policy. The district believes that the benefits to students of access to the Internet exceed any disadvantages. Ultimately, however, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. Toward that end, TTCSC makes the district's complete Internet policy and procedures available on request for review by all parents, guardians and other members of the community; and provides parents and guardians the option of requesting for their minor children alternative activities not requiring Internet use.

NOTICE: This policy and all its provisions are subordinate to local, state and federal statutes.

ATHLETIC POLICY

ACADEMIC REQUIREMENTS

To be eligible to participate in athletics at LaCrosse High School, students must meet the following requirements:

Be passing all classes from the previous grading period or the previous semester. Semester grades, when available, take precedence.

Maintain a 2.0 Grade Point Average (GPA) each grading period.

In sports where the season occurs in both semesters, a student may become ineligible mid-season due to the GPA and grades during the initial grading period and semester of the season.

Student athletes who have an F or who have a GPA less than 2.0 in the previous grading period or semester will be permitted a review of their circumstances before being declared ineligible. The review will be conducted by the principal and the

athletic director.

Review of Scenarios and Outcomes:

Scenario #1 – The student athlete had a GPA of at least 2.0 and failed one class.

Scenario #2 – The student athlete had a GPA of less than 2.0 but greater than 1.66 and did not fail any classes.

In each scenario, the student athlete will have limited eligibility until the mid-term of the next grading period when interim grade reports are produced. Student athletes will participate in all practices and attend all games, but will not be permitted to play in the games.

During the period of limited eligibility, consideration will be given to the following factors:

- Completion of assignments
- Class participation
- Effort in classes
- Participation in tutoring sessions

If the student meets all eligibility requirements at the mid-term of the grading period, the student may return to full eligibility at the discretion of the athletic director and principal.

Scenario #3 – The student athlete had a GPA of less than 2.0 **and** failed a class

If a student athlete had a GPA of less than 2.0 **and** failed one class, he or she will be ineligible to participate in athletics for the next grading period.

Scenario #4 – The student athlete had a GPA of at least 2.0, failed one class, but the class does not continue for the next semester.

Since the student athlete is no longer enrolled in the class in which he or she received an F, the student athlete will have limited eligibility until at least the mid-point of the next grading period when interim grade reports are produced. If the student athlete meets eligibility requirements (GPA of at least 2.0 and no grades of F in any classes) at the mid-term of the grading period, the student athlete will be permitted to return to full eligibility at that time.

In no case will a review of circumstances be conducted for a student athlete who has a GPA below 1.67 or who has more than one F for a class at the end of a grading period or semester. Student athletes with these performance levels will be ineligible for the next grading period.

No further review or appeal of ineligibility beyond what is described here is available to student athletes.

VARSITY LETTER

The following are requirements to receive a Varsity letter according to sport:
(Participation requirements refers to the regular season only)

Boys/Girls Volleyball—The athlete must qualify for sectional participation and successfully participate in the entire season.

Boys/Girls Cross Country—The athlete must qualify for sectional participation and successfully participate in the entire season.

Boys/Girls Basketball—The athlete must participate in =>25% of team's total quarters.

Baseball—The athlete must participate in =>25% of team's total games.

Softball—The athlete must participate in =>25% of team's total games.

Boys/Girls Track—The athlete must participate in an average of 2 events per meet and successfully complete the season.

Golf - The athlete must participate in 75% of matches.

Cheerleading—The athlete must try-out and be selected/appointed as a varsity team member and successfully participate in the entire season.

Injuries—An injured athlete will be required to attend all practices and games while injured. They will receive full credit for the time they are injured and at the same level of participation as when they were injured.

Managers—Managers for each sport must follow the same team rules as the athletes. A manager attains a manager's letter by attending ALL practices and games in which the team participates. Managing does not defend previous athletic participation points.

“Game night” camera operators, statistician's helpers, etc., will not earn a letter unless they are also managers.

Athletes not qualifying for a varsity letter and participating all season will qualify for a JV certificate.

LETTER JACKET

To qualify for a letter jacket the athletes must receive a total of one varsity letter. A form will be issued at that time allowing the athlete approval to purchase the letter jacket.

LETTER POINTS

Each varsity letter is equal to 4 points per season toward the Tiger Award. Each JV certificate is equal to 2 points per season toward the Tiger Award. An athlete must participate each year to defend these points. Not participating will result in the loss of all points earned. If an athlete earns 50 or more points, they will be eligible for a Tiger Award at the end of their senior year.

TEAM TRAVEL

Athletes must travel to and from each game on the school bus. The only exception to this rule is if the parents request and receive advanced approval from the Sports Director or Principal. This approval will only be considered when the request is made in writing and in advance by the athlete's parents. Only extenuating circumstances will be considered for approval. (For example: death in the family, going out of town, etc.)

GENERAL TEAM AND EXTRA-CURRICULAR RULES

1. Any student not completing a sports season or extra-curricular activity will forfeit his/her award in that sport.
2. The coaching staff/sponsor for such activity has the right to determine their roster. If a player, in the staff's opinion, does not possess the necessary skill level, they may dismiss said individual in that sport/activity.
3. Each sport coach/sponsor will have an established list of rules to be followed and the penalty for violation. The student is expected to abide by such stated rules. The coach/sponsor is to be sure that all participating students understand the team rules and the Athletic Code.
4. If the habits and/or conduct of the student in school or in the community is such as to make the student unworthy to represent the ideals of good character and citizenship, he/she will be asked to appear before the Athletic Council. They shall examine the student's conduct and determine the appropriate penalty.

IHSAA RULE 8 - 1

Contestants' conduct in and out of school shall be such as 1) not to reflect discredit upon themselves, their parents, or the school or 2) not to create a disruptive influence on the discipline, good order, moral, or educational environment for others in the school.

It is recognized that principals, as the administrative authority vested in them by their school corporation, may exclude such contestants from representing their school.

The parents will be informed when a suspension or exclusion from a team is taking place.

PHILOSOPHY

It is the feeling of those concerned with the development of the youth at La Crosse High School that participation in high school extra-curricular activities can have a positive effect in the development of constructive attitudes for future citizenship.

It is further deemed important that participants, before starting in a program, should be made clearly aware of its philosophy, opportunities, and the set of policies and procedures under which they will be participating.

The La Crosse High School Athletic Department, faculty, and sponsors recognize the rules and regulations concerning the decorum and conduct of the student members will vary with the times and morals of the community. It is our belief that the individual family should be the guiding influence and determinant of student behavior. These rules should then compliment the home influence. It is our policy that participation is a privilege. Therefore, certain areas of conduct shall be held on a higher plane to the generally accepted standards subscribed to by the high school.

Students participating in athletics and extra-curricular activities at La Crosse High School will abide by the following rule throughout their high school careers. The school year shall be defined as beginning with the first meeting of a new school year and ending upon the completion of the last scheduled activity of the last authorized IHSAA contest of the spring season (this includes the IHSAA tourney series).

VIOLATIONS

A violation shall consist of one of the following acts:

1. The unauthorized possession or use of drugs (controlled as defined in the Indiana Controlled Substance Act).
2. The transport, possession, or consumption of any alcoholic beverage.
3. The possession or use of tobacco (to include smoking, chewing, or snuff).
4. Vandalism, theft, or destructive misuse of school property, equipment, or personal property of others.
5. Any act that results in an arrest.

SANCTIONS (PENALTY)

Level of Penalties:

- 1) 50% of season
- 2) Full season
- 3) 1 Academic year
- 4) Full Academic career (Lifetime)

Any athlete committing a violation will appear before the athletic committee, along with parents if desired. The athletic committee may consist of the student athlete, parents of the student athlete, the coaches of the sport(s) the student is participating, Athletic Director, and Principal. At that time, the athletic committee will make a recommendation to the Athletic Director and Principal. Depending upon the severity of the violation(s), the level of penalty may be increased.

Any student who has been suspended from athletics/extra-curricular for a period of one year must make written application to the Athletic Committee or proper sponsor for consideration. The student must appear before the Committee/Sponsor to demonstrate a sincere desire for reinstatement.

SOCIAL MEDIA

Each student-athlete must remember that playing and competing for LaCrosse High School is a privilege. As a student-athlete, you represent the school and you are expected to portray yourself, your team, your school and the school district in a positive manner at all times. Similar to comments made in person, LaCrosse athletics will not tolerate disrespectful comments and behavior online, such as:

Derogatory language or remarks that may harm teammates or coaches; other LaCrosse student athletes, teachers or coaches; and student athletes, coaches or representatives of other schools, including comments that may be disrespectful to opposing teams.

Incriminating photos, video or statements depicting violence, hazing; sexual harassment; full or partial nudity; inappropriate gestures; vandalism; stalking; underage drinking, selling, possessing, or using controlled substances; or any other inappropriate behavior (including the use of profanity).

Creating a serious danger to the safety of another person or making a credible threat of physical or emotional injury to another person.

Indicating knowledge of an unreported school or team violation – regardless if the violation was unintentional or intentional.

Any violation of the social media policy may result in suspension from athletics and/or school.

SCHOOL ATTENDANCE

Students must be in school *all day* to be eligible to participate in athletics or extra-curricular activities that day. Also, you must be in school all day on Friday, or the last day of the week, to be eligible to participate on the weekend or vacations. If the student is not in school *all day* he/she shall not practice nor participate in an athletics or extra-curricular contest that night. Any student going home in the afternoon due to illness will also not be allowed to practice or participate as stated above.

The above attendance rule may be waived if the absence is pre-arranged for an indicated doctor-dental appointment, specialist appointment, or funeral.

GUIDANCE

The following are the requirements for Core 40, Core 40 with Academic Honors and Core 40 with Technical Honors diplomas.

Course and Credit Requirements	
English/ Language Arts	8 credits Including a balance of literature, composition and speech.
Mathematics	6 credits

	2 credits: Algebra I 2 credits: Geometry 2 credits: Algebra II <i>Or complete Integrated Math I, II, and III for 6 credits.</i> All students must complete a math or physics course in the junior or senior year.
Science	6 credits 2 credits: Biology I 2 credits: Chemistry I or Physics I or Integrated Chemistry-Physics 2 credits: any Core 40 science course
Social Studies	6 credits 2 credits: U.S. History 1 credit: U.S. Government 1 credit: Economics 2 credits: World History/Civilization or Geography/History of the World
Directed Electives	5 credits World Languages Fine Arts Career-Technical
Physical Education	2 credits
Health and Wellness	1 credit
Electives*	6 credits (Career Academic Sequence Recommended)

Schools may have additional local graduation requirements that apply to all students

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

(Minimum 47 credits)

For the **Core 40 with Academic Honors** diploma, students must:

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

For the **Core 40 with Technical Honors** diploma, students must:

- Complete all requirements for Core 40.
- Complete a career-technical program (8 or more related credits)
- Earn a grade of “C” or better in courses that will count toward the diploma.
- Have a grade point average of a “B” or better.
- Recommended: Earn 2 additional credits in mathematics and 4-8 credits in World Languages for four year college admission.
- Complete two of the following, one must be A or B:
 - A. Score at or above the following levels on WorkKeys: Reading for Information - Level 6; Applied Mathematics - Level 6; Locating Information - Level 5
 - B. Complete dual high school/college credit courses in a technical area (6 college credits)
 - C. Complete a Professional Career Internship course or Cooperative Education course (2 credits)
 - D. Complete an industry-based work experience as part of a two-year career-technical education program (minimum 140 hours)
 - E. Earn a state-approved, industry-recognized certification

Eligibility

Only courses in which a student has earned a grade of C or above may count toward an Academic Honors Diploma. A grade point average (GPA) of B or above must be maintained.

A student’s preliminary eligibility may be calculated at the end of the seventh semester; however, it must be verified at the end of the eighth semester.

COURSES BEFORE HIGH SCHOOL

If a student completed courses equivalent to high school courses (such as Algebra I, or a Level I course in a foreign language) prior to Grade 9 and received high school credits for them, the credits count toward the total 47 credits required for the diploma. Successful completion of such courses prior to Grade 9 without receiving high school credits reduces the number of credits required in Mathematics (from 8-6 credits) or Foreign Language (from 8 to 6 or 6 or 4), but does not reduce the total number of 47 high school credits required for the diploma.

ACCEPTANCE OF CREDITS

In recognizing its responsibility to uphold the minimum educational standards of the State of Indiana, the School Board establishes the following policy and criteria regarding the acceptance of credits from nonpublic schools, including home schools.

1. the course was taught by a certified teacher
2. the course met the time requirements established by the State if a regular academic course, or the total hours per year as set forth in the State Minimum Standards, if other than a regular academic course
3. course content is comparable to Corporation-established courses of study

All students, grades 1 through 12 entering from a nonpublic school may be given an individual achievement test which will be used as an aid in placing these students.

Recognition of credits or course-work from a nonpublic school shall be granted when the

above-stated criteria are met and upon satisfactory completion of any achievement tests given by the administration.

Although credits from nonpublic schools may be granted and placed on a student's transcript, no grades will be entered on the transcript or considered for class ranking. Only grades awarded for courses taken at the Corporation or from a school accredited by the Indiana Department of Education or such departments in other states shall be considered in class ranking and for entering on the transcript.

Students must attend LaCrosse School for a full four semesters before being eligible to be valedictorian or salutatorian.

CLASS STANDINGS AND PROMOTIONS

****Final class rank will be determined after the completion of seven semesters.****

Promotions at LaCrosse High School are based on academic achievement and teacher recommendations. **Forty (40) credits are required for graduation.**

A student classified as a Sophomore must have 8-18 credits.

A student classified as a Junior must have 18-28 credits.

A student classified as a Senior must have 28-40+ credits.

COLLEGE COURSE POLICY

In order to meet the Academic Honors Diploma requirements and offer rigorous coursework, LaCrosse High School initiated a dual-credit program with various colleges. Dual credit courses receive both high school and college credit. The following classes are approved as dual-credit courses beginning in the 2015-16 school year: Pre-Calculus, Chemistry II and US History. In addition, students are able to participate in dual-credit courses through Ivy Tech. Please contact the Guidance Counselor for more information about receiving college credit while in high school.

CORE 40

Starting with the class of 2010, students will work with their parents and guidance counselors to create a career and course plan. The plan will direct the student toward achievement life goals beyond high school. By defining requirements for success in future education and work the Indiana Core 40 guides this planning process.

GRADING PERIODS/REPORT CARDS

LaCrosse School operates on a two-semester, nine-week grading period method. Each semester consists of two nine-week grading periods.

Midway through each grading period, high school progress reports are issued by teachers. These reports are indicative of the student's class standing at that time.

The faculty at LaCrosse School welcomes contact from concerned and interested parents. If you would like to talk to a specific instructor, call the school office to arrange a meeting.

GRADING SCALE

4.25	A+	3.25	B+	2.25	C+	1.25	D+
4.00	A	3.00	B	2.00	C	1.00	D
3.75	A-	2.75	B-	1.75	C-	0.75	D-

GRADUATION PARTICIPATION REQUIREMENTS

It is the goal of the school that every senior participates in the graduation ceremony. In order to do so the seniors must:

1. Meet all graduation requirements prior to the end of the last teacher working day.
2. Participate in graduation decorating and graduation practice.

In emergency situations exceptions can be granted by the administration.

GRADUATION REQUIREMENTS

English	8 credits
Social Studies	6 credits
U.S. History	
Government/Economics	
and 2 additional social studies credits	
Mathematics	6 credits
Science	6 credits
Health or Principles of Biomedical Science	1 or 2 credits
Physical Education	2 credit
Directed Electives	5 credits
Electives	remaining credits to equal 40 total

The required number of credits for graduation is 40 credits. Students will also need (6) credits for science and mathematics for most colleges and universities. There is an "Opt Out" process for students who do not achieve Core 40 requirements. Graduation requirements for Opt Out are as follows:

English	8 credits
Social Studies	6 credits

U.S. History	
Government/Economics	
and 2 additional social studies credits	
Mathematics	4 credits
Science	4 credits
Health	1 or 2 credits
Physical Education	2 credits
Electives	remaining credits to equal 40 total

A 4.25 system is used to compute a student's overall grade point average and determine class rank. Each semester grade is converted to the appropriate number and multiplied by the amount of credits for the class. All points are added and then divided by the total number of credits earned. Dual Credit courses earn an additional point, i.e. an A would receive 5.0 points

Those students graduating in the years 2012 and beyond must pass the End of Course Assessments for Algebra I and English 10.

GUIDANCE/COUNSELING

Counseling happens everywhere at school because the teachers, the staff and the administration care about making each student the most successful student he/she can be. Students are urged to talk to a teacher, the guidance counselor or the principal about problems as they arrive. Problems come in many varieties and can keep a student from concentrating on class work.

Students are not to be sent to the counselor during a class unless there is a crisis. They are to sign up and every effort will be made to see students during their study halls, before school or after school. If absolutely necessary, students may be taken out of their classes for help. However, it will be the policy to avoid class disruption if at all possible. If a student wants to change their schedule they may do so within the first five (5) days of the new class.

HOMEWORK POLICY

The Board supports teachers and administrators who are continually concerned that the purposes of homework lessons assigned for completion by students be carefully explained. Homework can be a meaningful and positive activity with purposes related to anyone or more of four major categories:

1. Enrichment
2. Reinforcement
3. Preparatory
4. Skill Development

Enrichment assignments are normally those lessons in which all students may realistically enhance their personal growth and development. Students are usually given great latitude regarding the topic and the scope of their reading and research. Except for general teacher guidelines, the student's efforts may result in an original and creative lesson for that student.

Reinforcement lessons are not generally assigned to all class members since individual students have a varying need for this type of homework. In contrast to enrichment assignments, reinforcement lessons are generally on a daily basis and are also on a one to one basis with the teacher.

Skill development lessons are usually assigned to all students and are closely related to the regular current classwork. Analysis of weaknesses and strengths is noted regularly by the teachers and is used to assist the student through supervision by the teacher of the initial practice by student before independent work is assigned.

Preparatory homework is normally intended to familiarize the student with a content or topic and to serve as a basis for subsequent activity.

The Board expects that great care must continually be exercised by the teacher to permit students adequate personal time and time for physical and cultural development. A lengthy day of serious study followed by demands and pressures of excessive outside assignments may cause negative student attitudes to develop. Therefore, homework assignments should be approached from a positive viewpoint so that they will enhance student success in school. The age, capability, normal growth pattern of children and other demands on student time should be taken into consideration when assignments are administered.

HONOR ROLL

At the end of each nine-week grading period, a list is compiled of the names of students whose academic work is outstanding. To be placed on this roll, the student must have a grade-point average of 3.0 for the regular honor roll and an average of 3.5 for the principal's honor roll (A=4, 3=1), with no D's.

NATIONAL HONOR SOCIETY

All rules and standards conform to those outlined in the National Honor Society Handbook, 16th Edition, approved by The National Association of Secondary School Principals.

NHS is more than just an honor roll. The La Crosse High School chapter establishes rules for membership that are based upon a student's outstanding performance in the areas of scholarship, service, leadership and character. These four criteria for selection form the foundation upon which the organization and its activities are built.

- A. Scholarship Requirements
 1. A cumulative grade point average of 3.1 (on a 4.0 scale)
 2. Completion of the following courses during high school
 - a. English - 4 years
 - b. Mathematics - algebra I, algebra II, geometry
 - c. Science - biology I, chemistry I, and biology II, chemistry II or physics
 - d. Social Studies - 3 years
 - e. Foreign Language - 2 years in one language
 3. A class load of at least six classes per semester
- B. Service Requirements

Make voluntary contributions to the school or community without compensation and with a positive, courteous, and enthusiastic spirit.
- C. Leadership Requirements
 1. Exemplify resourcefulness
 2. Be a good problem solver
 3. Promote school activities
 4. Contribute ideas
 5. Be dependable - This includes attendance at all meetings and functions.
 6. Show positive attitudes about life
- D. Character Requirements
 1. Uphold principles of morality and ethics
 2. Be cooperative
 3. Demonstrate high standards of honesty and reliability - Cheating is not tolerated.
 4. Show courtesy, concern and respect for others - Be a good role model in and out of the classroom.
 5. Generally maintain a good and clean lifestyle
- E. Selection
 1. Determined by the faculty council (5 teachers selected by the principal and chapter advisors)
 2. Requires participation in at least two extracurricular activities per year. This may include such activities as 4-H and other clubs and organizations, etc. One activity must be school related. Each sport counts one-half.
 3. As a sophomore

Completion of one year of the following: English 9, biology, algebra, foreign language and/or social studies
- F. Maintaining Membership
 1. Continue to demonstrate a willingness to serve, leadership and character
 2. Maintain a 3.1 grade-point average
 3. Successfully complete course work
 4. Continue to participate in at least two extracurricular activities per year - One activity must be participation in Spell Bowl or Super Bowl.
 5. Contribute to the projects which are decided upon by the chapter (one must be a service project)

6. Provide at least 8 hours of service per semester to the school or community.
7. Continue to carry the required courses (Article A)

G. Discipline

No member can be automatically dismissed for failing to maintain standards. When a member falls below the NHS selection standards:

1. The advisor informs the member in writing of the nature of the violation, the time period allowed for improvement, and a warning of the possible consequences of not improving. These may include consideration of dismissal or additional disciplinary measures being imposed. For flagrant violation of NHS standards, school rules or the law, no warning is necessary.
2. If improvement is not made in the specified time, the Faculty Council considers appropriate disciplinary measures.
3. If the Faculty Council determines that the facts warrant consideration of dismissal, the member will be notified in writing of the violation, the possibility of dismissal, and the need for scheduling a hearing with the Faculty Council. The member will be allowed to appear before the Faculty Council and explain his or her view of the circumstances. A parent or guardian may be present with the member; however, it should be noted that the primary purpose and focus of the hearing is to allow the member to present his or her case.
4. A dismissed member may appeal the decision of the Faculty Council first to the principal and then, as indicated under the local school district's policies governing disciplinary appeals, follow the normal channels for an appeals process.

STUDENT'S ROLE

To complete homework assignments satisfactorily, the student must possess appropriate work-study habits. The following guidelines will enable the student to complete homework assignments.

1. Accept the responsibility for knowing the assignment, directions and the due date.
2. Clarify concerns about the assignment before leaving class.
3. Take home the necessary materials needed to complete the assignment.
4. Find a suitable location in which to study or work, and budget the necessary time to complete the assignment.
5. Check each completed assignment for accuracy.
6. To make up assignments missed because of absences is the responsibility of the student.

TEACHER'S ROLE

Guidelines which teachers can follow to enhance the success of homework are listed below.

1. Homework should be purposeful and relevant, capable of being evaluated and incorporated into the student's grade.
2. Assignments must be specific, and students should know what is expected of

- them.
3. The amount and frequency of homework assigned will vary depending upon student ability and the need for students to engage in homework activities that reinforce classroom instruction.
 4. Teachers will notify the parent, through progress reports or report cards, if a student constantly fails to do homework.
 5. Whenever appropriate, class time for the student to begin assignments should be provided.

PARENT'S ROLE

Cooperation by parents is a necessary and important factor in meaningful homework experiences. Parents can encourage their child to succeed in school by sharing interest and exhibiting helpful, cooperative and understanding attitudes and assistance with homework. This can be accomplished by a commitment to items listed below.

1. Provide a quiet, well-lit location free from excessive noise and distractions.
2. Establish a regular "homework" time.
3. Communicate with the teacher whenever your child has consistent difficulty with homework assignments.
4. Encourage and support your child's efforts to complete the assignment.
5. Encourage your child to seek help and to ask questions of the teacher when in doubt about the assignment.
6. Provide adequate materials and resources such as: a dictionary, pen, pencil, paper and transportation to locations such as the library.

Dear Parents,

According to Indiana Law #81 and recent federal legislation, it is now mandatory that all schools turn in a directory list of juniors and seniors to any military agency when requested. This information must consist of name, address and phone number.

If you do not want your students directory information shared with the military, please send a written request to the school no later than September 1.

Thank you,

Aaron Owney, Principal

Fill out and return to school office if you do not want your child's information given out.

I do not want my child's information given out to any military agency.

Child's Name _____

Parent's Signature _____

Date _____

To The Student:

I hereby acknowledge that I have read the attached LaCrosse High School Athletic and Extra-Curricular Code of Ethics and will adhere to the training code while participating in athletics and extra-curricular activities at LaCrosse High School. I also understand that if I violate any part of the training code, I forfeit my right to participate in the LaCrosse High School Athletic and extra-curricular program in accordance with the penalties listed.

Date

**Name of Student
(Please Print)**

Signature of Student

To The Parent:

As the parent or legal guardian of the above student, I approve my child's participation in the LaCrosse High School athletic and extra-curricular program and hereby acknowledge that I have received and read the attached LaCrosse High School Athletic and Extra-Curricular Code of Ethics and agree to endorse my adherence to the training code.

Date

Signature of Parent

This acknowledgment form must be signed and returned to the principal by August 26

**RETURN THIS FORM TO YOUR CLASS SPONSOR OR THE OFFICE NO
LATER THAN FRIDAY, AUGUST 21, 2015.**

The parents of _____ have read and discussed the High School Student Handbook and School and Bus Policies with him/her.

Date

Parent's or Guardian's Signature

Student's Name Printed _____

Grade _____