

LAFAYETTE VIRTUAL ACADEMY

STUDENT HANDBOOK

2026 - 2027



Lafayette Virtual Academy (LVA)

STUDENT HANDBOOK

VISION, MISSION AND VALUES OF THE LAFAYETTE SCHOOL CORPORATION

LSC VISION: To create meaningful educational opportunities that result in high-quality learning and growth for all students.

LSC MISSION: To nurture, inspire, and empower students and staff.

LSC Values:

We believe in...

- Focusing on student success.
- Safety and well-being for all.
- Respecting the culture and diversity of all students and families.
- Highly valuing district employees.
- Managing for innovation.
- Engaging with the community.

VISION, MISSION AND VALUES OF LAFAYETTE VIRTUAL ACADEMY

LVA VISION: To provide students with a foundation for building a successful future as a responsible, productive citizen in a global society.

LVA MISSION: To provide a flexible, engaging, and inclusive virtual learning experience that empowers students to achieve academic excellence and personal growth. We are committed to fostering a supportive community that values collaboration, innovation, and lifelong learning.

LVA Values:

We believe in...

- Excellence: We strive for academic excellence in all aspects of our virtual learning programs.
- Inclusivity: We celebrate diversity and create an inclusive environment that respects our students' unique backgrounds and perspectives.
- Innovation: We embrace technological advancements and continuously seek innovative ways to enhance the learning experience.
- Collaboration: We foster a sense of community and encourage collaboration among students, parents, and educators.

WELCOME TO LAFAYETTE VIRTUAL ACADEMY

This handbook has been prepared for the students of Lafayette Virtual Academy. It contains information regarding the school and its policies as they relate to students. Students should use this information to give them a better understanding of their school and its operation.

Lafayette Virtual Academy utilizes emerging technology and interactive platforms to deliver a rich and engaging curriculum. Students can access courses, resources, and support services from anywhere with an Internet connection.

ADMINISTRATION OF LAFAYETTE SCHOOL CORPORATION

The school system is governed by the Board of School Trustees consisting of seven members, all of whom are elected. The Board of School Trustees, working with the Superintendent, sets forth rules, regulations, and policies for the efficient operation of the schools. The Superintendent is the chief executive officer of the board and the administrative head of the schools. He, in turn, with the aid of the business manager and various directors, delegates responsibility for the operation of various departments but is responsible for the results produced.

The building administrator is responsible for the overall operation of the school. Subject to the rules and regulations of the school board and to the instructions issued by the Superintendent of Schools, business manager, and various directors and/or assistant superintendents, the building administrator has full control and complete responsibility for the building and grounds; all supplies and equipment; all activities; and all students, teachers, custodians, and others occupied in or about the buildings or grounds. The building administrator supervises the school curriculum, works with the staff and students to establish school policies, schedules classes, assigns special duties, coordinates the calendar of school events, and works with the staff and special supervisors in curriculum improvements.

LAFAYETTE VIRTUAL ACADEMY LEADERSHIP TEAM

Mrs. Barbara Payton - Administrator
Mrs. Casey Davenport - Special Education Administrator
Mr. Greg Smith - Testing/Technology Administrator
Ms. Laura Speicher - Director of Student Services

SCHOOL PHONE NUMBERS

Attendance 765-772-4702
General Office 765-772-4700
Health Center 765-772-4700 ext. 2595

LSC SCHOOL RESOURCE OFFICER AND SECURITY DIRECTOR

Mr. Jason Schatzer – LSC SRO/LPD - Mr. Mark Roberts – Security Director

SECTION 1: ACADEMICS/GUIDANCE/COMMENCEMENT

ENROLLMENT

Lafayette Virtual Academy is open to students in grades 9-12 who live in the state of Indiana. To enroll at LVA, families should use the link for enrollment found on the LVA website. To access the link, go to <https://www.lsc.k12.in.us> and select LVA under the schools tab.

The LVA registrar will contact the previous school to request records and schedule a counselor appointment with the family to complete registration.

Parent and student will be required to participate in an orientation session.

GUIDANCE COUNSELOR

Each student who enters LVA is assigned a professionally qualified counselor licensed by Indiana in guidance and counseling. Services include but are not limited to the following:

- 1. Student Assistance Services**
 - A. Prevention services
 - B. Assessment
 - C. Intervention
 - D. Referral
- 2. Educational Services**
 - A. Admission and orientation
 - B. Study skills and tutoring
 - C. Achievement testing
 - D. Advising and scheduling
- 3. Career Services**
 - A. Career education
 - B. Career information
 - C. Career assessment
 - D. Career planning
 - E. Placement and follow-up

COURSE REGISTRATION AND SCHEDULE CHANGES

Guidance counselors meet with every student during the school year to request classes for the following year. Students interested in applying for GLCA programs during their junior/senior years should plan to complete the GLCA application before the end of the fall semester of their sophomore/junior years (For example: by Christmas Break of their sophomore year if they plan to attend their junior year). During the selection process, parents/guardians are encouraged to communicate with their student and his/her counselor about the selected courses.

PROGRESS MONITORING

Lafayette Virtual Academy offers a virtual learning environment. While flexibility is available as to when a student may complete school work within the day, LVA requires students to work on their online courses each day school is in session based on the school calendar.

Students will be enrolled in a Basic Skills Development course each semester. Attendance will be taken each day by completing the assignments shared with students by 11:59pm. The course is graded, and students will earn one elective credit per semester.

Virtual students are asked to earn 6-8 credits per semester.

Students violating LVA attendance expectations will be contacted by LVA's administrator or designee and placed on **Academic Warning**. LVA's specific attendance requirements and expectations will be reviewed in the meeting.

Students not on track to earn a minimum of 6 credits will meet with LVA's administrator or designee and be placed on **Academic Probation**. LVA's academic expectations will be reviewed during the meeting and a plan will be put in place that may include but is not limited to scheduled tutoring sessions with LVA staff in person or through Zoom with video on to show student.

Students placed on Academic Warning who fail to comply with the established attendance plan will be required to return to their home school in accordance:

A school corporation that operates a virtual education program must require that if a student who attends a school corporation's virtual education program accumulates the number of unexcused absences sufficient to result in the student's classification as a habitual truant (as

described in IC 20-20-8-8(a)(17)), the student must be withdrawn from enrollment in the school corporation's virtual education program. As added in P.L.211.2019, SEC.18.

Students who are not on track to earn a minimum of six (6) credits will be required to meet with the LVA administrator or designee and will be placed on Academic Probation. During the meeting, LVA's academic expectations will be reviewed and an academic improvement plan will be developed. This plan may include, but is not limited to, scheduled tutoring sessions with LVA staff, either in person or through Zoom with video on to show student.

Students placed on Academic Probation who fail to follow or participate in the required academic improvement plan may be subject to suspension pending expulsion for refusal to comply with school expectations.

ACADEMIC INTEGRITY

Lafayette Virtual Academy is committed to fostering a learning environment built on a foundation of integrity, trust, and ethical conduct. As members of our virtual learning community, students play a crucial role in upholding the principles outlined in this Academic Integrity statement:

- Students are expected to submit their own work.
- Plagiarism, cheating, and the use of unauthorized materials will not be tolerated.
- Students should use technology responsibly and ethically, respecting the rights and privacy of others.
- Any misuse of technology for academic dishonesty or other unethical behavior will be addressed seriously.
- Respectful and considerate communication is expected in all virtual interactions.
- Students must adhere to the LSC Acceptable Use Policy when using school hardware and software, ensuring responsible and ethical use of technology resources.

Violations of the Integrity Statement will result in appropriate consequences, including but not limited to:

- Reassessment of assignments.
- Disciplinary actions, such as counseling sessions or parental notification.
- Academic penalties, including reduced grades or course failure.

WITHDRAWALS

All students desiring to withdraw from school must clear it through their guidance counselor. The counselor will give the student the instructions for withdrawal. All delinquent fees are to be paid, student device, and all books returned before the withdrawal is complete. Parental permission must be obtained before permission to withdraw will be granted.

A student who is under disciplinary review of disciplinary action (including but not limited to suspension and expulsion) who chooses to withdraw from school will, upon eventual return to school, be admitted only under conditions that the student complete the original disciplinary action OR conditions set by the administrator or designee.

A student withdrawing from school does not stop the expulsion process. The school will continue the expulsion process. Therefore, a student may not avoid the consequences of expulsion by withdrawing from school.

POLICY OF STUDENTS RE-ENTERING

A student who has been withdrawn from LVA for chronic behavior or attendance problems in his previous tenure as an LSC student may re-enter the second time on a probationary basis for one semester. Probationary status will be maintained because it is felt that a sincere desire to continue one's education would not justify tolerating repetition of previous behavioral patterns. Should inappropriate behavior continue after the student's return, the student may again be removed from school.

STUDENT RECORDS

All grades and test scores from K-12 are included and maintained as confidential records protected under the Family Rights and Privacy Act. This information is used for evaluation purposes to assist in counseling students and to guide them in their course of study.

RECORDS AND TRANSCRIPTS

A permanent record of the courses taken by each student, the semester grades received, his/her attendance record, and scores on special tests is kept in the Guidance Office. Upon request by the parent or student (if the student is 18 years of age), in compliance with the Federal Privacy Law, the office will forward transcripts of records to admission offices of colleges and universities. After

graduation a fee of \$3.00 is charged for each transcript. If a student transfers from LVA to another school, a copy of this permanent record is sent to the requesting school.

COMMENCEMENT

Students who have met all graduation requirements will be eligible to participate in the LVA commencement ceremony. This will be separate from Jefferson High School's graduation. (Seniors who have outstanding debts to LSC are not issued commencement tickets for family and friends until the obligations are met.)



SECTION 2: CURRICULUM

ACCREDITATION

Lafayette Virtual Academy is fully accredited by the Indiana State Board of Education.

COURSEWORK

Students will complete self-paced modules through Edmentum plus be assigned to a Basic Skills Development course.

- Parents will be emailed information to sign up for Edmentum's Family Sensei. Please check junk/clutter/spam folders for the email. If parents do not receive the email, notify LVA teacher.
 - Edmentum's Family Sensei will allow parents to monitor student performance in real-time.
- Students will access Edmentum classes through Clever.
 - LSC devices have a shortcut on the desktop for Clever. Students using personal devices to access Edmentum should use the Clever link on the school website.
 - Select the option to sign in with the padlock symbol  Log in with LDAP
 - Enter LSC student username and password
 - Select Edmentum Courseware 
 - Tutorials
 - Students are expected to read and complete the tutorials/studies. All questions should be answered fully (no typing one word or leaving blank).
 - Each lesson should take at least 15 minutes to complete. Students who skip material in tutorials or do not complete questions may be asked to redo lessons.
 - Guided Study Notes
 - Notes are available for most courses in Edmentum and can be accessed through the folder icon on the left side of tutorial page. Students are encouraged to complete these to help focus on content during lessons. Guided Study Notes can be used on tests.
 - Mastery Tests
 - Students are required to pass most mastery tests with an 80% or higher. They can retake the mastery tests as many times as necessary. Students who do not earn 80% or higher must reopen the tutorial and review unmastered content before the mastery test will reopen to allow for retakes.
 - Post Tests and End-of-the-Semester-Tests
 - These assessments are locked and require the student to arrange a time with the LVA teacher to take. Please plan ahead and communicate with the teacher. Students have 60 minutes to complete the assessments (unless accommodations are in place).
 - Pacing
 - Eighteen weeks of a semester is a long time. Students should set the following goals as targets to ensure they complete courses by the end of the semester:
 - By end of 4.5 weeks: Complete at least 25% of assignments in all classes
 - By end of 9 weeks: Complete at least 50% of assignments in all classes
 - By end of 13.5 weeks: Complete at least 75% of assignments in all classes

- By end of 18 weeks weeks/End of semester: Complete 100% of assignments in all classes
- Grades in Edmentum

On-Target Grade	Current Grade	Course Grade
What is the student's grade for all the work s/he have completed so far?	What is the student's grade based on the work s/he have completed so far?	What is the student's grade for the course if s/he stopped working today?
Zeros for any activity not completed and past the target date	Includes ONLY the work finished so far	Zeros for anything not completed

Community Service: Students have the opportunity to earn a credit for completion of an approved community service project or volunteer service. Students should speak to their counselor about the requirements if they are interested. This may also count towards Box 2 or Seal requirements for graduation.

Work-Based Learning/Career Exploration Internship: Students may participate in WBL/Career Exploration Internship if they are employed at a minimum of 15 hours per week. Coursework will be completed through Canvas. Students must complete all coursework to earn up to 3 credits per semester (max of 6 credits). (1 credit for related class, 1 credit for minimum of 75 hours of work per semester, 2 credits for minimum of 150 hours of work per semester.)

Greater Lafayette Career Academy (GLCA): Students who are interested in taking courses at GLCA must apply and be accepted into their program of interest. These are in person classes. Sophomores and Juniors complete the application in November/December to plan for their Junior and Senior years. Students should communicate closely with their counselor to ensure they meet deadlines.

INDIANA COLLEGE CORE

LVA collaborates with Ivy Tech to offer the Indiana College Core (ICC). The ICC is an opportunity for students to earn 30 core college credits while in high school that will transfer as a bundle to universities which partner with the program. The credits can be earned through dual credit, dual enrollment, and AP scores. It allows high school students to basically enter college as a sophomore. Students are encouraged to speak with the counselor to learn more about the opportunity and to develop a plan to ensure they will meet the requirements. Families are also encouraged to research the colleges they are interested in attending to learn how the credits will impact them specifically based on the college they attend and their major. The link below provides additional information and planning tools.

<https://mycollegecore.org>

ADVANCED PLACEMENT (AP) COURSES

LVA offers a variety of Advanced Placement courses for students. These courses provide the opportunity for students to earn college credit in high school. A student may not receive both AP and Dual Credit distinction for the same course. (Please check with your counselor or the college admission office of the college student plans to attend to learn more about how colleges transfer these into their institution.)

TECHNOLOGY

Students may use personal computer or an LSC device for day-to-day work. An LSC device will be supplied for in-person testing requirements. Families must ensure they have adequate internet service to participate in virtual courses. LSC devices must be returned by the last day of school in the spring semester. If a student withdraws during the school year, the LSC device should be returned immediately to Jefferson High School.

ACADEMIC SUPPORT

Students may call, email, and/or schedule video conferences with the online teacher as needed to receive academic support. Students may also schedule times to meet with the teacher in person for tutoring sessions as needed.

STATE AND FEDERAL TESTING

LVA students are required to meet in person for state and federal tests. This will require families to provide transportation to and from the testing site. Specific testing information will be emailed to student 2 weeks prior to testing date. According to state law, students refusing to attend

assigned state testing or any scheduled makeup testing session will be reported as an unexcused absence and subject to Habitual Truancy Laws.

These include:

- PSAT-Given in October as a pre-test for the SAT. It provides data on academic strengths and areas of weakness along with familiarity with the testing format.
- SAT-Given in March of junior year as Indiana's graduation exam.
- Biology ILearn-Given in April/May of the year a student completes Biology.
- Naturalization Exam-Given during the semester a student takes Government.
- Government ILearn-Given in November/December and April/May the semester a student takes Government.
- WIDA-Given in January/February to students learning English as a second language until they reach a proficiency level of 5 or higher.

MAKE-UP WORK

Students participating in LVA are expected to complete the self-paced courses by the end of each semester. If a student has excused or exempt absences at the end of the semester, the student will have one day for each day absent to complete courses. Students are encouraged to communicate with their teacher so clear expectations are set and understood.

GRADES

Semester grades will be entered in Canvas at the end of the semester based on Course Grades in Edmentum

EXTRACURRICULAR ACTIVITIES

Lafayette Virtual Academy is a separate high school from Jefferson High School. Students enrolled in LVA are not JHS students, and therefore, may only participate in LVA-sponsored after-school activities.

Lafayette Virtual Academy will not host a prom.

English As A Second Language

Lafayette School Corporation proudly serves all English learners, proficiency 1-4, to ensure equal access to language development and the core curriculum. Annually, each English learner is assessed using the WIDA ACCESS language assessment. This data enables schools, teachers, and Title III programming to support each student's specific programming and learning needs. Individual Learning Plans are created for every English learner complete with goals and testing information. As students exit the ESL program, they are monitored for two years to ensure support in both curriculum content and language.

LSC COMPLIANCE PLAN FOR SECTION 504 OF THE REHABILITATION ACT OF 1973

The **Compliance Plan** serves students, parents, employees, and applicants for employment, patrons, and programs within the LAFAYETTE SCHOOL CORPORATION, hereinafter referred to as LSC.

1. LSC assures students, parents, employees, applicants for employment, and patrons that it will not discriminate against any individual.
2. For questions pertaining to Section 504 compliance, please contact your student's building administrator.
3. Parents are provided procedural safeguards, which are included in the "Notice of Disabled or Who Are Believed To Be Disabled."
4. An impartial due process hearing and review (appeal) are provided upon request. Procedures are detailed in the "Notice of Parent/Student Rights In Identification, Evaluation, and Placement of Individuals Who Are Disabled or Who Are Believed To Be Disabled."
5. Notice to students, parents, employees, and general public of non-discrimination assurances and parent/student rights in identification, evaluation, and placement will be disseminated annually in the following manner:
 - a) Public service announcement in local newspapers;
 - b) Announcement in local school systems; and,
 - c) Posted notice in each public school building.Additionally, the notice will be included in the professional handbook and disseminated to each administrator for inclusion in each student/parent handbook.
6. LSC has established the following local grievance procedure to resolve complaints of discrimination (These procedures parallel those outlined in The Family Educational Rights and Privacy Act [FERPA].):
 - a) An alleged grievance under Section 504 must be filed in writing fully setting out the circumstances giving rise to such grievance.
 - b) Such claims must be made in writing and filed with your student's building administrator.
 - c) A hearing will be conducted according to the procedures outlined in the regulations implementing the Family Educational Rights and Privacy Act (FERPA).

- d) The Section 504 Coordinator will appoint a hearing officer who will conduct the hearing within a reasonable time after the request was received.
 - e) The Section 504 Coordinator shall give the parent, student, employee, applicant, or patron reasonable advance notice of the date, time, and place of the hearing.
 - f) The hearing may be conducted by any individual, including an official of the local school district, who does not have a direct interest in the outcome of the hearing.
 - g) The local school district shall give the parent, student, employee, applicant, or patron full and fair opportunity to present evidence relevant to the issues raised. The grievant may, at their own expense, be assisted or represented by individuals of his or her choice, including an attorney.
 - h) The local school district shall make its decision in writing within fifteen (15) days after the hearing.
 - i) The decision must be based solely on the evidence presented at the hearing and shall include a summary of the evidence and reasons for the decision.
7. LSC will conduct an extensive annual "Child Find" campaign with the goal to locate and identify all Section 504 qualified individuals with disabilities (ages 0 to 21) who reside within the participating school districts.
 8. LSC will inform all individuals with disabilities and their parents or guardians of the district's responsibilities and procedural safeguards under Section 504, as well as those under Indiana Article 7-- Special Education Regulations and the Individuals with Disabilities Education Act (IDEA) of 1997.
 9. LSC will seek to identify individuals with disabilities in our community that wish to receive access to our facilities, activities, programs, and services.
 10. LSC will notify the community of our responsibilities according to the Americans with Disabilities Act (ADA) with regard to recruitment, advertisement, application, and employment.

SPECIAL EDUCATION

The Individuals with Disabilities Education Act of 1990 (IDEA) is a federal law which guarantees all students with disabilities between the ages of 3 through 21 the right to a free appropriate public education designed to meet their individual needs. It also offers protection for the rights of students with disabilities and their parents/guardians or educational surrogate parents. The Indiana Special Education Rules, known as Article 7, Rules 3-16, provide the legislative and department of education guidelines for implementing special education programs in Indiana, effective January 8, 1992. Article 7 regulates special education programs and related services provided by the public schools as well as the state operated, and state supported programs.

The Lafayette School Corporation provides comprehensive services for students with IEPs. The LSC work staff collaborate to implement the responsibilities of public schools defined in Article 7. Parents are also involved in every step of planning educational services for a student with a disability.

Students who are eligible to receive special education services must be evaluated by a multidisciplinary evaluation team and, at a case conference, must be determined eligible based on one of the following eligibility categories: Autism Spectrum Disorder, Blind or Low Vision, Intellectual Disability, Deaf or Hard of Hearing, Deaf-blind, Developmental Delay, Emotional Disability, Language or Speech Impairment, Specific Learning Disability, Multiple Disabilities, Orthopedic Impairment, Other Health Impairment, or Traumatic Brain Injury.

The case conference committee, which includes the student's parents, will then develop an individualized education program (IEP). The IEP will be designed to meet the student's unique needs and will include related and other supportive services as needed in order to assist a student with a disability to benefit from special education. Each student with a disability should be educated in the least restrictive environment possible. The amount of time the student with a disability spends with students who have no disabilities will be determined on an individual basis.

SPECIAL EDUCATION EVALUATION PROCESS

Parents, teachers, school administrators or specialists may initiate an educational evaluation for a student. Students are referred for an educational evaluation when general education intervention procedures, arranged with family and staff in a problem-solving setting have been exhausted and lack of adequate progress has been made in general education classes.

Parents should notify the school if they would like their child evaluated for special services. Parental permission must be obtained before any testing may be done. In the event test results indicate a disability and that special education services are advisable; the parents and professionals work together to design educational programming and determine the placement for said programming. A case conference will be scheduled within 50 school days of the parent signing permission to evaluate. Parents who have questions regarding referral procedures should contact the school administrator or the LSC Special Education Office at 765.771.6000.

GRADUATION REQUIREMENTS

For student in the Class of 2029 and beyond:

- Students are required to earn 42 credits as set out by the new Indiana diploma requirements.
- Students who earn a seal, are not required to complete Box 2 and 3 (see below).

- To qualify for early graduation, students must earn a seal.

The diploma requirements for the Class of 2029 and beyond include the attainment of 42 credits.

English 8 Credits	<ul style="list-style-type: none"> 2 credits: English 9 1 credit: Communications-focused course 5 additional English credits
Math 7 Credits	<ul style="list-style-type: none"> 2 credits: Algebra I 1 credit: Personal Finance 4 additional math credits
Science, Technology, and Engineering 7 Credits	<ul style="list-style-type: none"> 2 credits: Biology I 1 credit: Computer Science 2 additional science credits 2 STEM-focused credits
Social Studies 5 Credits	<ul style="list-style-type: none"> 2 credits: U.S. History 1 credit: U.S. Government 2 credits: World Perspectives (Flexible options, including advanced world language or world-focused social studies courses)
PE/Health 2 Credits	<ul style="list-style-type: none"> 1 credit: Physical Education 1 credit: Health & Wellness
Personalized Electives 12 Credits	Students are encouraged to utilize the new readiness seals to align these personalized electives with their unique goals. Personalized electives can include a variety of courses, such as CTE, Performing or Fine Arts, and World Languages.
College and Careers 1 Credit	<ul style="list-style-type: none"> 1 credit: Preparing for College & Careers
Total	42 Credits

LVA counselors ask students to select a diploma seal option and a CTE or Locally-Created pathway as well.

Diploma seal options include:

- Enrollment Honors or Enrollment Honors Plus
- Employment Honors or Employment Honors Plus
- Enlistment Honors or Enlistment Honors Plus

Visit <https://www.in.gov/doe/diplomas> to learn specific requirements.

For students in the Class of 2026, 2027, and 2028:

- Students are counseled to meet or exceed the Indiana Core 40 Diploma course requirements. An opt-out process is available for students who qualify and can meet those requirements.

Effective with the Class of 2023-2028, Indiana implemented new graduation requirements that include:

Box 1: Meet Diploma Requirements (40 credits)

Box 2: Learn and Demonstrate Employability Skills

Box 3: Demonstrate Post-Secondary Competencies

CORE 40 DIPLOMA REQUIREMENTS

8 credits English/Language Arts

*6 credits Mathematics including Algebra I (2 credits), Algebra II (2 credits), and Geometry (2 credits)

6 credits Science including Biology (2 credits), Chemistry/Physics/ICP (2 credits), and any Core 40 science course (2 credits)

6 credits Social Studies including World History or Geography (2 credits), US History (2 credits), Government (1 credits), and Econ (1 credit) 2 credits Physical Education I and II

1 credit Health and Wellness

5 credits Directed Electives (World Languages, Fine Arts, or Career and Technical Education)

6 credits Electives

*Mathematics requirements: The class of 2016 and beyond must earn 6 credits while in grades 9-12 including Algebra I (2 credits), Algebra II (2 credits), and Geometry (2 credits). These students must also take a math or quantitative reasoning course each year in high school.

Other diploma options such as the Core 40 with Academic Honors and Core 40 with Technical Honors may be discussed with your counselor.

*Beginning with the Class of 2028, students must complete a personal finance course.

Visit <https://www.in.gov/doi/students/graduation-pathways/> to learn more about each of these requirements.

SIX AND SEVEN SEMESTER (MIDTERM) GRADUATES

It is possible for a student to graduate from high school in six or seven semesters.

- Students who qualify for early graduation will have the option to participate in commencement at the end of the spring semester if they choose to do so.
 - All requirements for graduation must be completed by the end of their sixth semester for six semester graduates and by seventh semester for seven semester graduates.
 - The appropriate form must be completed and signed by his or her parents and counselor and be approved within the first two weeks of his or her last year at LVA.
 - A parent or guardian must write a letter of approval concerning the reasons for the early graduation request and must be approved within the first two weeks of the student's last year at JHS.
 - All obligations must be taken care of before leaving school at the end of the sixth semester for six semester graduates and by seventh semester for seven semester graduates.

- Beginning with the Class of 2029, a student must earn a seal to be eligible for early graduation.

HOMESCHOOLED STUDENTS

Homeschooled students attending LVA may take a maximum of three credited classes per semester. Otherwise, homeschooled students shall receive all the academic benefits, under the control of LVA, as that of fulltime students. Homeschooled students, because they are not graduates of LVA, will not participate in Jefferson commencement ceremonies.

SUMMER SCHOOL

Summer school provides students an opportunity to recover credits for classes students have failed. Information and course offerings are available after April 1 of each school year. Students are limited to two courses in the summer.

COURSES TAKEN OUTSIDE OF LAFAYETTE VIRTUAL ACADEMY

Lafayette Virtual Academy's policy regarding the condition under which students may receive high school credit for classes taken away from LVA is as follows:

1. A student must be at least a rising freshman (summer between 8th and 9th grade) in order to receive credit for any courses taken from an outside entity
2. A request for receiving credit for an accredited class taken outside of LVA must be made by the student prior to registering for the class.
3. When approval is granted, the student will be required to complete and submit a Permission for Outside Credit Form. Only after the completed permission form is received by the student's counselor will the course be approved.

CREDIT BY EXAM

The Lafayette Virtual Academy administration and faculty believe that all students will have a deeper, richer understanding of course materials and will enrich their skills by participating in classes. Therefore, students are highly encouraged to take the courses offered by LVA.

Credit by exam is only available for the math department. Students may earn course credit by demonstrating their proficiency in math on those exams. These department does not give exams for credit in all courses. A student who meets one of the following criteria might seek permission to earn credit by exam for a course:

1. Receive a score that demonstrates proficiency on a standardized assessment accepted by postsecondary institutions
2. Complete a high school course at a postsecondary institution that is not available at LVA
3. Receive a 3, 4, or 5 on an AP exam without earning credit in the corresponding course.

Guidelines provided a student has met above criteria:

1. Once potential proficiency has been established, permission to take a credit by exam test must be sought by the

- student by contacting their counselor
- 2. Students may take any available credit-by-exam test after receiving approval by their counselor and a member of administration
- 3. A credit by exam test for a specific course may not be taken more than once
- 4. A credit by exam test for a course may not be taken when a grade has already been earned in that course

CLEP EXAMS

The IDOE and Commission for Higher Education (CHE) framework for CLEP exams allows high schools to grant high school credit when the exam is used as a bridge to dual credits at a postsecondary institution. Students should follow the process below:

- Meet with JHS counselor to gain permission and to ensure the alignment of the exam, JHS course, and college course.
- Student complete CLEP exam.
- Student submit CLEP results to postsecondary institution to be transcribed.
- Student share postsecondary transcript to JHS counselor.

SECTION 3: STUDENT SERVICES

ATTENDANCE

If a student is not able to complete the daily assignment in the Basic Skills course, the parent/guardian are directed to report absence to attendance staff. This communication may be through a phone call to the attendance line or an email to the attendance email.

Families should review information on page 4 in regard to Progress Monitoring and Academic Warnings.

Absences are classified into two classes: Excused and Unexcused.

EXCUSED ABSENCES: The following absences are excused and do NOT count toward the ten-day limit.

Exempt – Student is counted as present and not penalized:

- Service as a page in the Indiana Legislature (written documentation must be provided)
- Serving as a poll worker on election day or helper to a political party or candidate (written documentation must be provided)
- Active duty with the Indiana National Guard, the United States Armed Forces, or their reserve components
- Civil Air Patrol participation
- Exhibiting at or participating in the Indiana State Fair or member of the student's household (up to five days and if the student is in good academic standing)
- Participating in a scheduled competition, exhibition or event for educational purposes offered by the national or Indiana FFA organization or a 4-H club approved in writing by the administrator (up to six days, and if the student is in good academic standing)
- Court appearances with a subpoena (documentation must be provided)
- School-sponsored field trips (student will be considered in attendance at school)

Excused Absences: The following absences are excused and do not count toward the **ten-day limit**:

- Personal illness with a note from a doctor
- Absences due to medical or dental appointment with doctor's office note or documentation
- Death in the immediate family (with documentation),
- Funeral for a member of the family – grandparents, parents, guardians, siblings, first cousins (with documentation)
- College visits (no more than 2 per school year)
- School nurse sent home
- Religious observation/event – observation of a recognized religious holiday, attendance required religious event
- Family choice planned – pre-arranged and approved by administrator attendance at special family event (no more than 5 days in the school year, must be in good academic standing)
- Family choice unplanned – parent choice to keep child home due to the weather – school in session (limited to 3 days per school year)

UNEXCUSED ABSENCES:

All absences not designated as Excused shall be considered as unexcused absences. All unexcused absences will count toward the ten-day limit:

Truant:

BUS TRANSPORTATION

LSC will not provide bus transportation for LVS students.

HEALTH CENTER

LVA students will be on LSC campuses for various reasons (enrollment, testing, tutoring, meeting with administration, counselors or teachers). When on LSC campuses, LVA students are expected to follow protocols and meet expectations. If a student is present for testing, the school needs to be aware of medical concerns and have updated contact information for parents in case there is a medical emergency.

Parents must let the school office know about changes in phone numbers or addresses or temporary situations which may affect the school's ability to contact the parent in emergencies. A student is never released unless permission is given by the student's parent, guardian, or other responsible adult. Information can be updated annually through student online registration and PowerSchool at any time. Please contact the Guidance Office for more information on PowerSchool access.

Parents must let the school nurse know if students suffer from a life-threatening conditions or chronic health-related problems, such as asthma, diabetes, severe allergies, seizures, etc. In cases of severe injury, severe illness, or medical emergency, an ambulance will be called, and the student will be taken to the hospital. Please send doctor's orders for activity restrictions, treatments, or medication use at school to the Health Center. More information can be found at: <https://www.lsc.k12.in.us/departments/health-services>

SEVERE ALLERGIES

The school cafeteria will have "Allergy Free Tables" designated for students with identified life-threatening food allergies. Students that carry EpiPens (epinephrine injections) or Neffy (nasal spray) to school for severe allergic reactions must notify the school nurse. Each school is equipped with an emergency EpiPen or Neffy to be used in cases of unexpected anaphylaxis reaction. The school nurse or trained first responder will administer the EpiPen injection or Neffy nasal spray when assessment shows that severe allergic reaction symptoms are life threatening. A 911 call will be made by school personnel.

MEDICATION

<https://www.lsc.k12.in.us/departments/health-services>

The written consent of the parent or guardian and the written order of the physician are required for medication to be administered at school. All prescriptions and non-prescription medications to be administered at school or school functions must be FDA approved. LSC Medication Policy requirements must be met for a student to carry and self-administer medications. The Health Center Nurses are only to administer the student's own medication which must be provided by parent or guardian. Forms may be obtained from the Health Center or on the LSC website under Health Services, medication.

OTHER HEALTH CENTER SERVICES

First aid, when needed, is administered by available school personnel. If questions arise or in case of serious injury, it is the policy of the school to contact parents, if at all possible, and arrange for the student to be taken home. Further care and treatment are the responsibility of the parents.

Limited health counseling is provided to students and parents about health-related problems and concerns. However, school authorities, school nurse, or other school personnel do not attempt to treat or diagnose cases of illness or injury.

IMMUNIZATION REQUIREMENTS

Indiana law requires that all students in grades 9-12 have 5 DPT, 4 Polio, 2MMR, 3 Hepatitis B, 2 varicella, 1Tdap, and 2 MCV4, and 2 Hepatitis A. It is the parent's responsibility to provide verified records of immunizations. All incoming seniors are required as 2018 to have a 2nd MCV4 (Menactra) vaccine and 2 Hepatitis A vaccines. Students may enroll but not attend school without documentation or required immunizations or verified medical or religious exemptions. All exemptions must be renewed every year.

Meningococcal Disease: The following information is provided in compliance with IC 20-30-5-18: Meningococcal disease is a dangerous disease that can strike children and youth. One type of meningitis is caused by bacteria called Neisseria meningitis. Infections caused by this bacterium are serious and may lead to death. Symptoms of this infection may include a high fever, headache, stiff neck, nausea, confusion, and a rash. This disease can become severe very quickly and often leads to deafness, mental retardation, loss of arms or legs, and even death. It can spread through the air or by direct contact with saliva from another person with the disease.

There is a vaccine (Menactra) that can prevent most cases of meningitis caused by this bacterium in people over age 2. Beginning with the 2010-2011 school year, one dose of Menactra has been required for students in grades 6-8. Beginning 2014 all incoming seniors are required to have a 2nd Menactra vaccine. This is a 2014 legal requirement.

Hepatitis A is a serious liver disease caused by the Hepatitis A virus (HAV). HAV is spread from person to person through the contact with the feces (stool) of people who are infected, which can happen easily if a person does not wash their hands properly. A person can also get hepatitis A from: food, water, or objects contaminated with HAV. Beginning 2018 all seniors are required to have 2 Hepatitis A vaccines. This is a 2018 legal requirement.

LSC POLICY J700 – ADMINISTRATION OF MEDICATION AT SCHOOL

With the exception of medications, which may be administered by a school nurse or trained first responder during a life-threatening emergency, no medication shall be administered to a student without the written and dated consent of the student's parent or guardian. The consent of the parent or guardian shall be valid only for the period specified on the consent form and in no case longer than the current school or program year. All nonprescription medicine to be administered to a student must be accompanied by a statement describing the medicine, the dosage, and the time for it to be administered to the student. USDA-approved topical, non-aerosol sunscreen products are exempt from this requirement. A school employee may assist in applying the sunscreen with written permission of the student's parent or guardian. A student may possess and use the above-described sunscreen product while at school and at school events.

All prescription medicine, including injectable medicine and all blood glucose tests by finger prick to be administered to a student must be accompanied by a physician's prescription, a copy of the original prescription and the pharmacy label. If the medication is to be terminated prior to the date on the prescription, the written and dated consent or withdrawal of consent of the parent or guardian is required. The written consent of the parent or guardian and the written order of the physician shall be kept on file. All prescription and non-prescription medications to be administered at school or school functions must be FDA approved.

Medication shall be administered in accordance with the parent's statement (in the case of nonprescription medicine) or the physician's order (in the case of prescription medicine) only by a school nurse or other employee(s) designated in writing by the school administrator unless the medical condition requires the student to self-administer the medication. All administration of medicine shall be documented in writing. Any designated employee who is responsible for administering injectable insulin or a blood glucose test by finger prick shall receive proper training and such training shall be documented in writing.

Students may be administered non-FDA approved medications or treatments (such as CBD oils) under the following conditions:

- Parent/Guardian will provide prescription from Health Care Provider (as stated above)
- Parent/guardian or designated adult (not the School Nurse or LSC employee) must administer the prescribed dosage to the student.
- Parent/Guardian or designated adult (not the School Nurse or LSC employee) must maintain possession of the medication. The medication will not be stored on school grounds.
- Parent/Guardian or designated adult (not the School Nurse or LSC employee) will administer the prescribed non-FDA approved medication in the school health center.
- Parents/Guardians may submit in writing a list of other adults that may come to the school to administer the dosage of the medication (This list should be specific with names, dates, dosage and time) including parental signature.

Students may possess and self-administer medication if the following conditions are met:

- The student's parent has filed an authorization with the student's administrator for the student to possess and self-administer the medication. The authorization must include the statement described in part (2).
- A physician states in writing that:
- the student has an acute or chronic disease or medical condition for which the physician has prescribed medication
- the student has been instructed in how to self-administer the medication; and
- the nature of the disease or medical condition requires emergency administration of the medication.

The authorization and statement described in (1) and (2) above must be filed with the student's administrator annually.

Medication that is possessed by a school for administration during school hours or at school functions for a student may be released to:

- the student's parent or guardian; or an individual who is:
 - at least eighteen (18) years of age; and
 - designated in writing by the student's parent to receive the medication.

Medication possessed by the school for administration during school hours or at school functions, for students in grades K-8 functions may be released to the student's parent or to an individual who is eighteen (18) years of age or older and who has been designated, in writing, by the student's parent to receive the medication.

A school may send home medication that is possessed by the school for administration during school hours or at school functions with a student only if the student's parent provides written permission for the student to receive the medication.

Whenever practical and foreseeable, the administration shall work with the school physician and school nurse to develop an appropriate protocol(s) for the use of medication(s) in emergency situations.

ADMINISTRATION OF NALOXONE BY SCHOOL NURSES

School nurses are permitted to administer Naloxone on school grounds in the event it is warranted. School nurses will be trained by the Tippecanoe County Health Department. The Tippecanoe County Health Department is a registered source; therefore, an annual registration is not required.

The school nurse shall reach out the Tippecanoe County Health Department for directions to make a report when Naloxone is administered.

Legal Reference: I.C. 20-19-2; I.C. 20-35-2-1; I.C. 34-4-1-16.5-3.5; 511 IASC 7-6-7; I.C. 20-33-8-13; I.C. 20-34-3-18; I.C. 20-34-3-22

Date Adopted: August 14, 1995

Date Revised: August 13, 2001; July 11, 2005; May 12, 2008; February 2019; April 10, 2023

HEALTH SCREENINGS

- Cleanliness and freedom from communicable diseases: Students are to be as clean as possible when sent to school. Periodically the nurse may discuss cleanliness with students and check them for head lice, skin disorders, and other possibly contagious conditions. Students may be excluded from school if acute and/or chronic health conditions are found.
- Vision screenings are available to students upon referral.
- Hearing screenings are required by state law to be administered to all students in 10th grade, all new students, and all those referred. Parents not wishing to have their child have hearing screenings may notify the administrator, in writing, of their objection.
- Immunization: All students must comply with state immunization laws. Failure to comply can result in the student being excluded from Indiana's public schools.

Please refer to the 2024-2025 guidelines at: <https://www.in.gov/doi/students/school-safety-and-wellness/health/immunizations/>

MENINGOCOCCAL DISEASE

Parents/guardians are strongly recommended to have children immunized against the potentially fatal bacterial infection commonly known as meningitis. Although rare in occurrence in the general population, high school and college age individuals are at higher risk. Meningococcal disease can come on quickly and cause death or permanent disability in a matter of hours of the first symptoms. If you have questions about meningococcal disease and immunization, please contact your child's physician or school nurse.

UNEXPECTED SEVERE ALLERGIC REACTION

Anaphylaxis is a life-threatening medical emergency. Anaphylaxis is a severe response resulting in cardio collapse (shock) after allergic exposure to an antigen. If this occurs, immediate intervention with EpiPen injection or Neffy nasal spray and a 911 call is necessary. Each school health office is equipped with an EpiPen and/or Neffy to be used for cases of unexpected anaphylactic reaction. The school nurse or trained first responder will administer the EpiPen or Neffy when allergic reaction symptoms are life-threatening. If an EpiPen or Neffy is administered a 911 call will be made. (The school's EpiPen or Neffy is to be used for life-threatening emergencies only and does not replace the student's own prescribed medication. Students with known allergies should have an individual health care plan and provide prescribed medication at school. If your student has a known severe allergy, please inform your student's school nurse.)

DIABETIC EMERGENCIES

Students with diabetes are at risk for developing life threatening emergencies. It is the parent's/guardian's responsibility to have diabetic supplies, as well as EMERGENCY TREATMENT medications, diabetic supplies, and snacks at school. If a student does not have the needed supplies. Should the student require treatment of their diabetes as ordered by their physician, and the student does not possess the needed supplies for treatment, the student may either be sent home, or transported to the hospital. Should a student with diabetes develop a life-threatening emergency, procedures for the emergency will be followed as outlined in the student's Individual Health Care Plan (IHCP) as ordered by the student's doctor. It is the parent's/guardian's responsibility to notify the Health Center of any updates or changes made by the physician throughout the school year.

SHORT-TERM HEALTH PROBLEMS

Students with short-term health problems such as casts, braces, or conditions requiring frequent use of the restroom, should report to the nurse before school to obtain an early pass, elevator pass or a note for teachers to explain the problem

ILLNESS AT SCHOOL

Students who are ill and have a fever of over 100 degrees (F) should not attend school until the temperature has been below 100 degrees for at least 24 hours without the use of fever reducing medications such as Tylenol or Ibuprofen.

Students seeking release from school due to illness and/or other problems must report to the Health Center. The nurse will con-tact the parent or guardian and will advise them of symptoms or difficulty. It is the decision of the parent or guardian whether the student should be dismissed from school. Transporting students from school to home is the responsibility of parents.

If a student has a communicable disease, the nurse will contact the parent.

Students wishing to lie down in the health center must have a pass from a teacher. Students may, with the nurse's permission, rest in the Health Center during the study hall period for up to 10 minutes.

Class absences resulting from a student being sent home by the nurse are not automatically exempt, and students must follow the regular procedure for being re-admitted to classes. Students missing a particular class more than once, because they are in the Health Center without being sent home, may be counted truant with no make-up allowed for the work missed. If it is the parent/guardian's choice that a student

should go home, the absence is NOT exempt by the school nurse and an outside provider note must be received by the attendance office for the absence to be exempt.

SECTION 4: STUDENT BEHAVIOR/SCHOOL SAFETY

Lafayette Virtual Academy students will be on LSC's campuses for various reasons (enrollment, testing, tutoring, meetings with administration/counselors/teachers). When on LSC campuses, LVA students will be expected to meet expectations as laid out in the JHS Student Handbook. Some of the most common information is outlined below. The full JHS Student Handbook is available on the JHS website.

ACCIDENTS AND INSURANCE

Any accident occurring on school premises is to be reported to the nurse. A record of each reported accident is filed in the nurse's office. If a student is injured at school or at a school extracurricular function, the parent or guardian is responsible for any resulting medical cost. If there is a question of school liability, the Lafayette School Corporation's insurance carrier will be responsible for determining any such liability. Indiana statutes do not allow school corporations to purchase medical or accident coverage for students. However, parents or guardians can be provided with an opportunity to purchase accident insurance. The Board of School Trustees has approved making such insurance available. Each school has applications available for parents to purchase accident insurance if they desire. These applications will be available at the school office. If you as a parent do not receive an application and do wish to apply, please contact the administrator.

ENTERING LAFAYETTE VIRTUAL ACADEMY DURING THE SCHOOL DAY

Any student entering LVA during the school day is to report to Mrs. Potter or her designee immediately.

TECHNOLOGY, LOCKERS, EQUIPMENT AND DESKS

Equipment, such as computers, lockers and desks, belongs to the school district and is permitted to be used by students as a convenience. Student individual rights, as well as the general welfare of the school community, shall always be considered. Students have no expectation of privacy from school authorities as to the equipment that students use, and such equipment may be inspected or searched by school authorities when school authorities deem it appropriate. Technology and/or the use of sniff canines may be used to aid searches.

PARKING AND DRIVING REGULATIONS

Student parking is provided in the east parking lot. Areas reserved for student loading and unloading, and areas reserved for visitors or staff. At certain times it may be necessary to restrict parking privileges, e.g., construction or activities at school. Rules for the student use of the parking lot are guided by LSC policy J491.

Student use of Jefferson High School parking lot:

Having a safe school site is of the utmost importance to the Lafayette School Corporation. Towards that end the administration reserves the right to examine the contents of any vehicles while parked on school premises. All vehicles are to be registered to JHS students or their families. Unregistered vehicles raise a reasonable suspicion that the driver is attempting to use the lot undetected. Additionally, specific or random searches may be conducted if there is a reasonable suspicion that the content may include items or elements which are illegal to possess, have been lost or stolen, or present a threat to the health, safety, or welfare of students or staff. Technology and/or sniff canines may be used to aid searches.

Expectations:

- All vehicles are to be parked within designated parking lines.
- All vehicles are to be headed into the parking spaces.
- The maximum speed in the parking lot is 10 m.p.h.
- Drivers of passenger vehicles and front seat passengers are required to use seat belts.
- In all cases, pedestrians have the right-of-way.
- All students are required to leave the parking lot by using the 22nd Street exit or the north drive toward 18th Street.
- Horns are not to be sounded in the parking lot except to warn of imminent danger.
- Upon entering the parking lot, vehicles are to be parked immediately; students are to leave them and proceed to building.
- Violations of the rules governing the use of the JHS Parking lot may result in parking fines (\$20.00 each infraction), discipline penalties, towing at the owner's expense, and/or loss of student's parking privileges.
- Students who fail to follow the rules for the use of the Parking lot may have their vehicles Booted. Damage caused to the vehicle and/or the LSC Boot equipment to avoid the restraint will be at the vehicle owner's expense.

Bureau of Motor Vehicles Law:

Reasons for Loss of Driver's License/Permit

- Under Indiana Law 9-24-2-4, * it is unlawful for the Bureau of Motor Vehicles to issue a driver's license or permit to an individual under the age of eighteen who:
- is under expulsion from school,
- is under a second suspension from school in the same school year,

- is under an exclusion from school for misconduct,
- is a habitual truant as defined in this handbook, or
- has withdrawn from school prior to graduation.

Length of Loss of Driver's License/Permit:

An individual's driving privileges are denied until age 18 if that individual is expelled from school or withdraws prior to graduation.

If an individual under age 18 has been suspended at least twice in a school year, that individual's driving privileges are withdrawn for whichever is the longest: 120 days or the end of the semester during which the second suspension occurs.

In all cases, the minimum suspension of a license/permit will be no less than 120 days.

Reinstatement of Driver's License/Permit:

A person who has been notified by the Bureau of Motor Vehicles of loss of driving privileges until age 18 may earn driving privileges back by: Showing the school administrator or his designee a copy of a G.E.D. the individual has earned since being expelled or withdrawn.

Returning to school and completing, after attaining 16 years of age, either Summer School or 30 days of regular school in good standing. (This statement refers to those pupils who were under 16 when privileges were denied. In no case will loss of privileges be less than 120 days.)

All Indiana schools are mandated to notify the Indiana Bureau of Motor Vehicles of any student who falls under the jurisdiction of this law.

SCHOOL SAFETY

The responsibility for keeping LVA safe and secure rests on each person that shares this environment. Students play a large part in the safety of the people with whom they learn, laugh, and share experiences.

Please do not open a locked door at school to admit anyone. Report a situation (anonymously if you wish) that has the potential to harm an individual or many people. Care enough about your friends and classmates to let a teacher, counselor, or administrator know if they are suffering.

Safe School Help line: Please call toll-free (888) 435-7572 or (888) HELP-LSC, to report anonymously suspicious incidents involving drugs, violence, and weapons in our school community.

Another reporting avenue is the WeTip hotline provided by Tippecanoe County. It is available to report any criminal activity you become aware of in the county. The number is 1-800-78-CRIME or 1-800-782-7463.

IDENTIFICATION POLICY – SCHOOL IDENTIFICATION BADGE

Student must have their school identification badge on his or her person at all times when on LSC property during the school day. This includes daily schedule and all activities which the student attends. Replacement cost for a lost identification badge is \$4.00.

Understanding students could have misplaced their identification badge, the following protocol will be followed:

- if a student leaves his/her id at home or is lost, he/she may obtain a temporary id, good for that day only, at any time during his/her lunch period.

SIGN-IN PROCEDURE

When guests enter JHS (for LVA reasons) they must enter either through door #1 for academic wing access or door #12 for athletic department access.

When entering the building, guests will be asked to provide an ID and their ID will be run through the Raptor scanning system to determine if there are any restrictions to student access or any child endangerment warnings. A badge will be printed with the guest's picture and they will be asked to wear the badge while in the building and to return the badge as they exit the building. When the Raptor system is not available, guests will be asked to provide ID, sign-in, wear a badge while in the building and return the badge when they exit the building.

When guests enter Durgan (for LVA reasons) they must report directly to the LVA designated classrooms and check-in with teacher.

CAMERAS

To promote school safety and security, LVA may operate and maintain numerous surveillance video cameras throughout the school in hallways and exterior locations. There may also be surveillance video cameras on some buses. These cameras are used to record video images 24 hours a day, 7 days a week. Recorded images are reviewed in cases of risks to safety or security and may be used in investigations resulting in disciplinary action. Video data is used by the LSC staff. Certain circumstances may warrant parents administrative permission to view video surveillance. These images are typically saved up to ten (10) days after an incident unless the incident involves police.

LAW ENFORCEMENT AND SECURITY PERSONNEL

A School Resource Officer from the Lafayette Police Department maintains an office across the street from LVA at Tecumseh Junior High School for communication and coordination with the local judicial system. Additionally, off-duty police officers are hired to maintain security within the district. They swear to uphold the law. As they are still police officers when they are at the school, they must make arrests as they would if they were on the street.

QUEST INFO

In accordance with the S.A.F.E.P.O.L.I.C.Y. and SHOCAP, information related to attendance, discipline, and grades will be entered into the QUEST data-base for students who are on court-ordered probation. In addition, the administrator may enter information into the QUEST database for students suspended or expelled from school or students arrested for actions related to school incidents. The QUEST database allows people permitted by the Judge of the Juvenile Court to share information intended to coordinate services for a particular individual or family. People currently designated to share information contained in the QUEST database include people representing schools, probation, Superior Court 3, the Lafayette Police Department, the Prosecutor's Office, Juvenile Alternatives, and Child Protective Services.

K-9 SEARCHES

As a proactive step to promote a drug-free school environment, LVA has a policy of school-wide, random drug searches. These searches will be conducted in the hallways and parking lots at LVA. Lafayette Virtual Academy will be working with local law enforcement during these searches, including trained drug detection dogs. Lafayette Virtual Academy will continue to strive to provide the safest educational environment for your children.

PESTICIDE APPLICATION AND REGISTRY

The Lafayette School Corporation practices Integrated Pest Management, a program that combines preventive techniques, non-chemical pest control methods, and the appropriate use of pesticides with a preference for products that are the least harmful to human health and the environment. The term "pesticide" includes insecticides, herbicides, rodenticides, and fungicides.

The school corporation offers to maintain a registry of people who wish to be notified prior to pesticide applications. This type of registry notification provides 48-hour notice when applications occur during a scheduled school day (Monday-Friday). Advance notice is not required for the following pesticide notifications:

- disinfectants, germicides, sanitizers, swimming pool chemicals, gel or paste bait insecticides, manufactured enclosed insecticides stations; & self-applied insect repellents;
- immediate student health threat situations (i.e. stinging wasps & bees);
- areas completely away from student-occupied buildings& areas; and
- those made more than 48 hours (about 2 days) before a scheduled school day.

To be included in this registry, please complete the required form, and submit it to the Director of Facilities. The form can be obtained in any LSC school office, the Director of Facilities main office, or the corporation website.

Facilities Office: 765-772-4790

LSC Website: <https://www.lsc.k12.in.us/departments/facilities>

STUDENT BEHAVIOR EXPECTATIONS

DISCIPLINE PHILOSOPHY

- At Jefferson High School we have a school-wide discipline plan based on three points
 - Be Safe
 - Be Responsible
 - Be Respectful

All policies, procedures and classroom routines are based on these ideas. We believe students who follow these ideas will be successful in high school and in life.

BEHAVIOR CODE

General Behavior:

- Students will be respectful and courteous to all adults as well as other students.
- Students will refrain from pushing, hitting, kicking, tripping, fighting, or coming into physical contact with other students.
- Tobacco products/lighters/matches, electronic cigarettes, hookah pens, cannabidiol (CBD oil) or any smoking/vapor devices are not to be possessed or used on school grounds. These will be confiscated and returned to parent/guardian upon their request.
- Acceptable language, both written and oral, is to be always used; profanity or suggestive comments are inappropriate.
- Students will obey directions given to them by any school personnel.
- Students will refrain from harassing, intimidating, or threatening any other students.
- Students will not engage in harassment of another person, which includes sexually related verbal or written statements, gestures, or

physical contact.

- Contact of a sexual nature including, but not limited to, groping, or fondling, may result in suspension/expulsion.
- Students will refrain from displaying physical forms of affection (kissing, hugging, holding hands, etc.) at school or during school functions.
- Students will not bring written materials to school (e.g. magazines, books), which contain inappropriate language or pictures.
- Any gestures, which are suggestive or deemed inappropriate are not acceptable at school or school-related events.
- Students are to treat school property with care and respect.
- Objects such as pens, pencils, erasers, etc., are not to be thrown on school grounds at any time.
- Students should not engage in speech or conduct, including clothing, jewelry, or hairstyle, which is profane, indecent, lewd, vulgar, or offensive to school purposes.
- Students may not possess, handle, or transmit a knife of any kind on school property.

Disciplinary Consequences (Violations of the Student Conduct Expectations)

When teacher interventions have been exhausted, students enter one of the following intervention levels: Tier One consequences may include but are not limited to the following:

- Letter of apology
- Conference
- Group consultation
- Detention
- Parent contact
- Student behavior contracts
- Tier Two consequences may include but are not limited to the following:
 - In-school-suspension
 - Restriction of privileges
- Tier Three consequences may include but are not limited to the following:
 - Out of school suspension
 - Restriction of privileges
 - Referral to community services
- Expulsion Agreement Tier Four
- Expulsion

In case of an expulsion, the Indiana Bureau of Motor Vehicles may be notified, and the expelled student may lose state driving privileges and Indiana work permit.

The penalty for any serious offense may include suspension or expulsion. Serious offenses may include, but are not limited to, the following:

- a. The possession or use of any tobacco or smoking products, including electronic cigarettes, hookah pens, cannabidiol (CBD oil) or any smoking/vapor devices on school property by a student of any age. (Persons under 18 years' old who possess tobacco products are in violation of state law and will be referred to police.) IC 35-46-1-10.5
- b. Fighting or provoking violence by gesture or words, including but not limited to racial/ethnic slurs and objectionable epithets. (Indiana law does not allow persons to physically harm another person in self-defense if other reasonable options, such as leaving the scene or asking for help, exist.)
- c. Forgery or alteration of school forms, such as passes, admits, etc., or giving false information to school personnel.
- d. Insubordination toward or disrespectful conduct toward the school staff, including threats of violence or actual violent conduct toward a staff member.
- e. Gambling on school premises or at school activities.
- f. Obscene, vulgar, indecent, or lewd acts or behavior deemed to be harmful to the morals of the student or other students.
- g. Contact of a sexual nature including but not limited to groping or fondling.
- h. Reckless or irresponsible driving (see Parking and Driving Regulations).
- i. Violation of any federal law, state law or city ordinance.
- j. Truancy.
- k. The throwing of objects (may result in suspension from school).
- l. Overt, repeated acts or gestures, including verbal or written communications transmitted; physical act committed; or any other behaviors committed by student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the other student (bullying).
- m. Behaviors outlined by the tardy policy.
- n. Misuse of school computers. Students are not allowed to use school computers for non-school purposes. "Hacking" or tampering with school technology may result in expulsion.
- o. Behaviors identified as Grounds for Suspension and Expulsion by Corporation Policy J 300.

DELEGATION OF AUTHORITY

(IC 20-33-8-12c) Each administrator may take action concerning his/her school or any school activity within his/her jurisdiction, which is reasonably necessary to carry out or prevent interference with an educational function or school purpose. Such action may include establishing written rules and standards to govern student conduct.

DRESS & GROOMING

Purpose of dress code is to ensure that all students are treated equitably regardless of race, sex, gender identity, gender expression, sexual orientation, ethnicity, religion, cultural observance, household income or body type/size.

The responsibility for a student's dress and grooming rests mainly with the student and their parents or guardians. Students Must Wear*, while following the basic principle of Section 1 above:

- A Shirt (with fabric covering the body in the front, back, and on the sides under the arms), AND
- Pants/jeans/skirt or the equivalent (for example: sweatpants, leggings, a dress or shorts), AND
- Shoes.

Allowable Dress & Grooming

- Clothing must cover undergarments, waistbands and bra straps excluded.
- Fabric covering all private parts must not be see through.
- While in the classroom, hats and other headwear must allow the face and ears to be visible and not interfere with the line of sight to any staff member or student.
- Clothing must be suitable for all scheduled classroom activities including physical education, science labs, wood shop, and other activities where unique hazards exist.
- Specialized courses may require specialized attire, such as sports uniforms, athletic shoes, or safety gear. Courses that include attire as part of the curriculum (for example, professionalism, public speaking, and job readiness) may include assignment-specific dress but should not focus on covering bodies in a particular way or promoting culturally specific attire.

Non-Allowable Dress & Grooming

- Clothing may not depict, advertise, or advocate the use of alcohol, tobacco, marijuana, or other controlled substances.
- Clothing may not depict pornography, nudity, or sexual acts.
- Clothing may not use or depict hate speech targeting groups based on race, ethnicity, gender, sexual orientation, gender identity, religious affiliation, or any other protected groups.
- Clothing may not use or depict profanity, violence, or expletives.
- Clothing, including criminal organization identifiers, must not threaten the health or safety of any other student or staff.

*If the student's attire or grooming threatens the health or safety of any other person, then discipline for dress or grooming violations should be consistent with discipline policies for similar violations.

Masks are to align with the dress code policy. Bandanas, ski masks, neck gaiters, etc., are not to be utilized as face coverings.

TOBACCO VIOLATIONS

The use and/or possession of any tobacco product, including cigarettes, cigars, chewing tobacco, tobacco, electronic cigarettes, hookah pens, cannabidiol oil (CBD oil) or any smoking/vapor devices on school property, at school sponsored events, or within 1,000 feet of school property will not be allowed. Indiana Code on tobacco laws that apply to high school age students: IC 35-46-1-10.5

- A person less than 18 years old commits a Class C Infraction if they purchase, accept or possess tobacco. The fine is up to \$500.
- Selling or distributing tobacco to a person less than 18 years old is a Class C Infraction. The person who sells or distributes the tobacco can be fined up to \$500.

Anyone violating these laws, either for usage or possession, will be reported to the Tippecanoe County Prosecuting Attorney and Tippecanoe County Probation Department.

Note: Control of a lighted cigarette shall be considered smoking. Students shall not have in their possession any tobacco product. This includes on the person, personal items or book bags.

REMOVAL FROM THE EDUCATIONAL ENVIRONMENT

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 discipline a student. In this event and in accordance with the provisions of IC 20-8.1-5.1, administrators and staff members may take the following actions:

- REMOVAL FROM CLASS OR ACTIVITY - TEACHER: A teacher may remove a student from his/her class or activity for a period of up to one (1) school day if the student is assigned regular or additional work to be completed in another school setting.
- SUSPENSION FROM SCHOOL - ADMINISTRATOR: A school administrator (or designee) may deny a student the right to attend school or take part in any school function for a period of up to ten (10) school days.

- **EXPULSION:** A student may be expelled from school for a period no longer than the remainder of the current semester plus the following semester, with the exception of possession of a firearm, destructive device or a deadly weapon listed under the Grounds for Suspension and Expulsion, which may result in an expulsion period of at least one (1) calendar year.

GROUND FORS SUSPENSION AND/OR EXPULSION

The grounds for suspension or expulsion listed in Sections A, B and C below applies when a student is:

- On school grounds immediately before, during, and immediately after school hours and at any other time when the school is being used by a school group;
- Off school grounds at a school activity, function, or event;
- Traveling to or from school or a school activity, function, or event;
- On grounds for summer school; or
- Using property or equipment provided by or belonging to the school.

A. MISCONDUCT AND/OR DISOBEDIENCE

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

1. Using violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or other conduct constituting an interference with school purposes, or urging other students to engage in such conduct. The following enumeration is only illustrative and not limited to the type of conduct prohibited by this rule:
 - a. Occupying any school building, school grounds, or parts thereof with intent to deprive others of its use.
 - b. Blocking the entrances or exits of any school building, corridor, or room therein with intent to deprive others of lawful access to or from, or use of the building, corridor, or room.
 - c. Setting fire to or damaging any school building property.
 - d. Prevention of or attempting to prevent by physical act the convening or continued functioning of any school or educational function, or of any meeting or assembly on school property.
 - e. Intentionally making noise or acting in any manner to interfere with the ability of any teacher or any of the other people to conduct or participate in an educational function.
2. Causing or attempting to cause damage to school property; stealing or attempting to steal school property.
3. Causing or attempting to cause damage to private property; stealing or attempting to steal private property.
4. Causing or attempting to cause physical injury or behaving in such a way as could reasonably cause physical injury to any person.
5. Any student who overtly or covertly participates in repeated acts or gestures, including verbal or written communications transmitted; physical act committed; or any other behaviors committed by a student or a group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the other student. This includes bullying and/or racial and/or sexual harassment. Bullying includes cyber bullying which takes place on or immediately adjacent to school grounds, at any school sponsored activity, or on school provided transportation or at any official school bus stop, through the use of the district's Internet system while on or off campus, through the personal use of a personal digital device on campus, or off campus activities that cause or threaten to cause a substantial disruption at school.
6. Failing to report the actions or plans of another person to a teacher or administrator where those actions or plans, if carried out, could result in harm to another person or persons or damage property, when the student has information about such actions or plans.
7. Possessing, using, or transmitting a knife or any object that can reasonably be considered a weapon, is represented to be a weapon, or looks like a weapon.
8. Possessing, using, transmitting, or being under the influence of any controlled substance, prescription drug, narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, intoxicant or depressant of any kind, or any paraphernalia used in connection with the listed substances. Also prohibited is the consumption of any of the stated substances before attending school or a school function or event.
 - a. Exception to Rule 8: A student with chronic disease or medical condition may possess and self-administer prescribed medication consistent with the provisions outlined in LSC policy J700.
9. Possessing, using, or transmitting any substance which is represented to be or looks like a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, stimulant, depressant, or intoxicant of any kind.
10. Possessing, using, transmitting, or being affected by caffeine-based substances, substances containing phenylpropanolamine (PPA), or stimulants of any kind, be they available with or without prescription.
11. Engaging in the selling of a controlled substance or engaging in a criminal law violation that constitutes a danger to other students or constitutes an interference with school purposes or an educational function.
12. Failing in a number of instances to comply with directions of teachers or other school personnel during any period of time when the student is properly under their supervision, where the failure constitutes an interference with school purposes or an

- educational function.
13. Falsely accusing any person of sexual harassment or of violating a school and/or state or federal law.
 14. Engaging in any activity forbidden by the laws of Indiana that constitutes an interference with school purposes or an educational function.
 15. Aiding, assisting, or conspiring with another person to violate these student conduct rules of state or federal law.
 16. Violating any rules that are reasonably necessary in carrying out school purposes or an educational function, including but not limited to:
 - a. Engaging in sexual behavior on school property;
 - b. Disobeying administrative authority;
 - c. Being willfully absent or tardy to classes;
 - d. Engaging in speech, conduct, or behavior, including clothing, jewelry or hair style, this is profane, indecent, lewd, vulgar, offensive, disruptive to school purposes, or interferes with the educational environment. This includes racial and/or sexual harassment.
 17. Using on school grounds during school hours an electronic paging device or handheld portable telephone in a situation not related to a school purpose or education function. A Parent(s) /Guardian(s) allowing students to carry electronic devices to school implies permission to the school to have access to all information on the device if confiscated for disciplinary or investigative purposes.
 18. Exhibiting or participating in any behavior related to criminal organization membership or affiliation, recruiting or furthering the interest of criminal organizations, or possessing, using, distributing, displaying, wearing or selling anything deemed to be evidence of criminal organization membership or affiliation.
 19. Possessing, using, transmitting or selling tobacco products, including electronic cigarettes, hookah pens, cannabidiol oil (CBD) or any smoking/vapor devices.
 20. 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.

CRIMINAL ORGANIZATION ACTIVITY J303 Policy

It is the policy of the Lafayette School Corporation to prohibit criminal organization activity and similar destructive or illegal group behavior on school property, on school buses, and/or at school-sponsored functions.

It is the policy of the Lafayette School Corporation to prohibit reprisal or retaliation against individuals who report criminal organization activity and similar destructive or illegal group behavior or who are victims, witnesses, bystanders, or others with reliable information about an act of criminal organization activity and similar destructive or illegal group behavior.

“Criminal Organization” means a group with at least three (3) members that specifically: (1) either: (A) promotes, sponsors, or assists in; or (B) participates in; or (2) requires as a condition of membership or continued membership; the commission of a felony or an act that would be a felony if committed by an adult or the offense of battery.

“Criminal Activity” refers to a student who knowingly or intentionally actively participates in a criminal gang, or a student who knowingly or intentionally solicits, recruits, entices, or intimidates another individual to join a criminal gang.

Per state law, a school employee shall report any incidence of suspected criminal organization activity, criminal intimidation, or criminal organization recruitment to the administrator and the school safety specialist. The administrator and the school safety specialist may take appropriate action to maintain a safe and secure school environment, including providing appropriate intervention services. Appropriate consequences and remedial actions are those that take into consideration the severity of the offenses and consider both the developmental ages of the student offenders and the students' histories of inappropriate behaviors per the code of conduct.

Any corporation and school employee who promptly reports an incident of suspected criminal organization activity and who makes this report in compliance with the procedures of this policy is immune from a cause of action for damages arising from any failure to remedy the reported incident.

The administrator or designee shall conduct a thorough and complete investigation for each report of suspected criminal organization activity. The investigation shall be initiated by the administrator or designee within one school day of the report of the incident. The administrator may appoint additional personnel and request the assistance of law enforcement to assist in the investigation for the administrator's safety. The investigation shall be completed and the written findings submitted to the administrator as soon as possible, but not later than five school days from the date of the report of the alleged incident of criminal organization activity.

The administrator shall submit the report to the superintendent or designee of the school corporation within ten (10) school days of the

completion of the investigation. The superintendent or his/her designee may report the results of each investigation to the school board every quarter during regularly scheduled board meetings.

Each school within the school corporation shall record the number of investigations disposed of internally and the number of cases referred to local law enforcement, disaggregated by race, ethnicity, age, and gender. Each school shall report this information to the school corporation superintendent, who shall submit a written report to the Indiana Department of Education by June 2 of each year.

The administrator shall provide the parents of the students who are parties to any investigation with information about the investigation, per Federal and State law and regulations. The information to be provided to parents includes the nature of the investigation, whether the corporation found evidence of criminal organization activity, and whether consequences were imposed or services provided to address the activity.

The superintendent of the school corporation is authorized to define the range of ways in which school staff and the administrator or designee shall respond once an incident of criminal organization activity is confirmed, according to the parameters described in the corporation's code of student conduct. The school board recognizes that some acts of criminal organization activity may be isolated incidents requiring that the school officials respond appropriately to the individuals committing the acts. Other acts may be so serious that they require a response either at the school corporation level or by local law enforcement officials. Consequences and appropriate remedial actions for a student who engages in gang activity may range from positive behavioral interventions up to and including suspension or expulsion.

The administrator shall proceed by the code of student conduct, as appropriate, based on the investigation findings. As appropriate to the investigation findings, the administrator shall ensure the code of conduct has been implemented, and provide intervention and/or relevant support services (i.e., refer to counseling, establish training programs to reduce gang activity and enhance school climate, enlist parent cooperation and involvement, or take other appropriate action). The administrator shall inform the parents of all students involved in alleged incidents, and, as appropriate, may discuss the availability of counseling and other intervention services.

This policy must be published in student handbooks and posted on the corporation website. Legal Reference: IC 20-33-9-10.5; IC 35-45-9-1;

Board Adopted: November 9, 2009

Board Revised: November 9, 2015; March 13, 2023; September 8, 2025

B. POSSESSING A FIREARM OR A DESTRUCTIVE DEVICE

1. No student shall possess, handle or transmit any firearm or destructive device on school property.
2. The following devices are considered to be a firearm under this rule:
 - a. Any weapon that will, or is designed to, or may readily be converted to, expel a projectile by the action of an explosive
 - b. The frame or receiver of any weapon described above
 - c. Any firearm muffler or firearm silencer
 - d. 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
 - e. Any weapon that will, or that may be readily converted to, expel a projectile by the action of an explosive or other propellant, and that has any barrel with a bore of more than one-half inch in diameter
 - f. Any combination of parts either designed or intended for use in converting any device into any destructive device in the two immediately preceding examples, and from which a destructive device may be readily assembled
 - g. An antique firearm
 - h. A rifle or shotgun which the owner intends to use solely for sporting, recreational, or cultural purposes
3. For the purposes of this rule, a destructive device is
 - a. An explosive, incendiary or over pressure 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;
 - b. A type of weapon that may be readily converted to expel a projectile by the action of an explosive or other propellant though a barrel that had a bore diameter of more than one-half inch; or
 - c. 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, a line throwing, safety, or similar device.
4. The penalty for possession of a firearm or destructive device: suspension for up to ten (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 length of the expulsion may be reduced by the superintendent if the circumstances warrant such reduction.

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

C. POSSESSING A DEADLY WEAPON

No student shall possess, handle or transmit any deadly weapon on school grounds.

The following devices are considered to be deadly weapons as defined in I.C. 35-41-1-8:

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
2. An animal readily capable of causing serious bodily injury and used in the commission or attempted commission of a crime

The penalty for possession of a deadly weapon: up to ten (10) days suspension and expulsion from school for a period of not more than one calendar year.

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

D. UNLAWFUL ACTIVITY BY STUDENTS

It is IC 20-33-8-15 Unlawful Activity by Student: Sec. 15. In addition to the grounds specified in section 14 of this chapter, a student may be suspended or expelled for engaging in unlawful activity on or off school grounds if: (1) the unlawful activity may reasonably be considered to be an interference with school purposes or an educational function; or (2) the student's removal is necessary to restore order or protect persons on school property; including an unlawful activity during weekends, holidays, other school breaks, and the summer period when a student may not be attending classes or other school functions.

E. Procedures for students who haven recommended for suspensions and expulsions Suspension Procedures

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

1. A meeting will be held prior to the suspension of any student. At this meeting the student will be entitled to
 - a. A written or oral statement of the charges;
 - b. If the student denies the charges, a summary of the evidence against the student will be presented; and
 - c. 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 is reasonably possible following the date of the suspension.
3. Following the suspension, the parents or guardians of suspended students will be notified in writing. The notification will include the dates of the suspension, the student's misconduct, and the action taken by the administrator.

F. Expulsion Procedures

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

1. The superintendent (or designee) may conduct an expulsion meeting or may appoint one of the following persons to conduct the expulsion meeting:
 - a. Legal counsel
 - b. A member of the administrative staff who did not expel the student and was not involved in the events giving rise to the expulsion.
2. An expulsion will not take place until the student and the student's parent, or guardian 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 or guardian 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 and the date, time, place, and purpose of the meeting.
4. At the expulsion meeting, the administrator (or designee) will present evidence to support the charges against the student. The student or parent will have the opportunity to answer the charges against the student and to present evidence to support the student's position.
5. If an expulsion meeting is held, the person conducting the expulsion meeting will make a written summary of the evidence heard at the meeting, take any action found to be appropriate, and give notice of the action taken to the student and the student's parent.

The student or parent has the right to appeal the decision of the person conducting the expulsion meeting to the school board within ten (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 the Board receives an appeal, the Board shall vote on whether or not it wants to hear the appeal. The Board will hear the appeal unless one of the following criteria is met in which case the Board will not hear the appeal:

1. The student has not been expelled or required to attend an alternative school.
2. The expulsion officer has found the student has engaged in prohibited conduct of the type enumerated below, unless a) the student has denied commission of the misconduct for which expulsion has been ordered and b) significant new evidence favorable to the student and not available at the time of the expulsion meeting has been discovered, and is specifically described in the request for appeal:
 - 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 use of or access to or from the building, corridor, or room.
 - c. Setting fire to or substantially damaging any school building or property.
 - d. Possessing, firing, displaying, or threatening to use firearms, explosives, or other weapons on the school premises.
 - e. Preventing or attempting to prevent by physical act the convening or continued functioning of any school or educational function, or of any lawful meeting or assembly on school property.
 - f. Causing or attempting to cause substantial damage to school property, stealing or attempting to steal school property of substantial value, or repeatedly damaging or stealing school property of small value.
 - g. Intentionally behaving in such a way as to endanger the safety of any person, except where self-defense or reasonable action undertaken on the reasonable belief that it was necessary to protect some other person has been raised at the expulsion meeting as a defense to finding of a violation of this provision.
 - h. Threatening or intimidating any student or school employee for the purpose of, or with the intent of, obtaining money or anything of value from the student.
 - i. Except for approved school purposes, knowingly possessing, handling, or transmitting a knife or any other object that can reasonably be considered a weapon, or looks like a weapon.
 - j. Knowingly possessing, using, transmitting, or being affected by of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, depressant, stimulant, cocaine, marijuana, anabolic steroid, look-a-like drug, alcoholic beverage, or intoxicant of any kind. Proper medical use of a prescription or non-prescription drug is not a violation of this subdivision.
 - k. Engaging in the unlawful selling of a controlled substance or engaging in a criminal law violation that constitutes a danger to other students or constitutes an interference with school purposes or an education function.
3. The student has admitted to the rule violation for which expulsion has been ordered, unless the appeal is limited to a challenge to the imposition of expulsion or the length of the expulsion imposed.
4. The length of the expulsion imposed is less than one semester or is the remainder of the current semester.

The Board may also make exceptions to these criteria if the Board deems it necessary out of fairness considerations or an extraordinary circumstance.

Exclusion

Any student may be excluded from school in the following circumstances, subject to procedural provisions of this chapter:

1. If the student has a dangerous communicable disease transmissible through normal school contact that poses a substantial threat to the health or safety of the school community.
2. If the student's immediate removal is necessary to restore order to protect persons on school corporation property. This shall include conduct off school property where, on account thereof the student's presence in school would constitute an interference with an educational function or school purpose.

RIGHT TO APPEAL

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

APPEAL OF INTERPRETATION

Any member of the school community who desires an interpretation of the applicability of this statement to a particular set of facts or procedures may apply in writing to the Superintendent of Schools or his/her designee setting forth the facts on which an interpretation is sought and citing the portions of the statement which are questioned.

The Superintendent shall present the request and a recommended interpretation to the Board of School Trustees as one of the administrative

items to be considered at the next regular meeting of the Board of School Trustees. The person requesting the interpretation may submit additional written materials as he/she desires, but no speakers will be heard unless the Board of School Trustees so directs.

SECTION 5: BOARD POLICIES

LSC POLICY J 491 STUDENT VEHICLES

Parking facilities at Jefferson High School and other school premises may be available to students upon school administration approval. The school corporation, however, reserves the right to establish reasonable rules for the use of such vehicles, including the right to examine the contents of any such vehicles while parked on school premises when an administrator has reasonable suspicion to believe there may have been a violation of state or federal law, or that the contents of such vehicles may include items or elements which are illegal to possess, have been stolen or lost, or present a threat to the health, safety, or welfare of students or staff. Vehicles in violation of parking lot regulations may be towed if the student has been informed at the time the student is given a parking permit or in conjunction with a violation. Repeated violations of parking lot regulations by a student may be addressed through the discipline plan at Jefferson High School or other appropriate discipline plan.

At the direction of the Superintendent, or his designee, the Administration may make use of dogs, law enforcement officials, or appropriate technologies to inspect school premises, including student vehicles.

1. Students may drive automobiles, ride motor scooters or other self-propelled vehicles, or ride bicycles to and from school provided they have the approval of their parents; however, the vehicle must be parked in a designated area and must remain parked there throughout the school day.
2. Students operating self-propelled vehicles may not move them during the school day unless written permission from the parent has been filed in the office of the administrator prior to moving the vehicle.
3. The school corporation reserves the right to establish reasonable rules for the use of such vehicles, including the right to examine contents of any such vehicles while parked on school premises when an administrator has reasonable suspicion to believe that the contents of any such vehicles may include items or elements which are illegal to possess, have been lost or stolen, or present a threat to the health, safety, or welfare of students or staff.
4. Vehicles in violation of parking lot regulations may be towed.
5. Repeated violations of parking lot regulations by a student will be addressed through the discipline plan at Jefferson High School.

LSC POLICY K122- VISITORS TO SCHOOLS

The Board of Trustees welcomes the active interest of parents and citizens in their public schools and invites the community to visit at any time. Individual school board members will be considered visitors unless they are on board-directed business when visiting a school building.

However, since schools are a place of work and learning, certain limits must be set to visits. The building administrator is responsible for all persons in the building and on the grounds. For these reasons, the following applies to visitors to the school:

1. A visitor is defined as anyone who is not a regular staff member or student of a particular school.
2. Any visitor shall inform the administrator's office of his/her presence upon arrival at the school.
3. Parents or citizens who desire to observe a particular classroom while school is in session shall obtain approval for such visits in advance from the administrator, member of school leadership team, or central office administrator. In the event the administrator is not available, the administrator shall designate another member of the leadership team to determine the approval for such visits. Before approving any visit the administrator or designee shall confer with the teacher whose class is to be visited not less than 24 hours before the requested visit, to determine whether and when a visit may be appropriate, the length of the visit, and any other issues or concerns the teacher may have. Time limitations may be established so that class disruptions and distractions may be kept to a minimum. No person may disrupt, disturb, or interfere with the teaching of any class of students or any other activity conducted in a school building or upon the campus or grounds at any time. No visitor shall be allowed to videotape or record students in the classroom without the prior consent of the administrator, as it may violate the privacy rights of students unrelated to the visitor.
4. Teachers who arrange visitors to their classroom or school shall inform the administrator's office of such visitations.
5. Teachers shall not take instructional time to discuss class events, procedures, or individual matters with visitors. It is recommended that a separate time be arranged with the teacher to discuss the visitor's classroom observations.
6. No person on district property may assault, strike, threaten, menace, or use improper, indecent, or obscene language toward a teacher, instructor, other district employees, or students at any time.

Building administrators are authorized to refuse entry to schools to persons who do not have legitimate business at the school and to request any unauthorized person or person engaging in unacceptable conduct to leave the school grounds. Furthermore, building administrators or designee are authorized to request assistance from law enforcement officers in cases of emergency and to seek prosecution to the full extent of the law when persons violate the provisions of the district policy including but not limited to trespassing on school grounds, damage to school property, loitering, and disruptive activity.

LSC POLICY J490 - STUDENT LOCKERS

All lockers made available for student use on the school premises, including lockers located in the hallways, physical education and athletic dressing rooms, industrial education classrooms and art classrooms, are the property of the school corporation. These lockers are made available for student use at the school, but the lockers are not to be used to store items which cause, or can be foreseen to cause, an interference with school purposes or an educational function, or which are forbidden by state law or school rules. A student may not expect to have privacy in a locker or its contents.

At the direction of the Superintendent, or his designee, the administration may make use of dogs, law enforcement officials, or appropriate technologies to inspect school premises, including school lockers.

The student's use of the locker does not diminish the school corporation's ownership or control of the locker. The school corporation retains the right to inspect the locker and its contents to ensure that the locker is being used in accordance with its intended purpose, and to eliminate fire and other hazards, maintain sanitary conditions, attempt to locate lost or stolen material, and to prevent use of the locker to store prohibited or dangerous materials such as weapons, illegal drugs, paraphernalia, or alcohol.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1984

PUBLIC LAW 93-380

The Student Records Policy of the Lafayette School Corporation complies with the provisions of the Family Educational Rights and Privacy Act of 1984, Public Law 93-380.

In broad outline, this policy provides for the following:

1. The Act concerns the student records of both elementary and secondary schools.
2. The parent's right under this Act extends until the student is 18 years of age or is enrolled in a post-high school institution; hereafter, only the student may exercise the rights.
3. Parents have a right to examine their children's records at reasonable times and, in certain circumstances in accordance with school policy, to purchase a copy of such records.
4. The parents have a right to have a record corrected if it is inaccurate, misleading, or is otherwise in violation of the privacy or other rights of students.
5. If, because of a hearing, the school decides that the information in the record is not inaccurate, misleading, or otherwise in violation of the privacy or other rights of the student, parents have the right to place in the education records of their child a statement commenting upon the information in the education records and/or setting forth any reasons, for disagreeing with the decision of the school to leave the contested information in the students record.
6. A record must be kept with each student record showing who examined it, the date on which it was examined, and the purpose of the examination. School officials of this district who have a legitimate education interest in the student are exempted from this requirement by the Act.
7. Certain people may examine student records without parents' consent. These include school officials, including teachers who have a legitimate education interest; officials of other schools or school systems where a transfer is made; and certain representatives of the state and federal government with various limitations.
8. Any person may receive the records if the parents execute a written consent specifying the records to be released, the reasons for such release, and the person to whom they are to be released. A copy will be sent to the parents in such case if requested. The parent may also request and receive a copy of any student record forwarded to another school or school system with a transfer.
9. A copy may also be furnished pursuant to a court order or subpoena, but only if the parents are given advance notice.
10. Certain directory information, including the students name, address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, awards received, and other similar information, may be released without parental consent unless a parent notifies the school district in accordance with the Student Records Policy that they do not want certain designated directory information released without prior consent.

The Board of School Trustees has adopted a policy implementing the provisions of this Act. A copy of this policy and the Act are on file and available for inspection at the office of each school administrator and at the office of the superintendent of schools.

LSC POLICY J480–DRUG FREE POLICY

I. THE POLICY

- A. It is the policy of the Lafayette School Corporation to maintain a learning and working environment that is free of illicit drugs, alcohol, marijuana and controlled substances.
- B. It shall be a violation of this policy for any student of the Lafayette School Corporation to consume, possess, offer, provide, transmit, administer, or be under the influence of an illicit drug, alcohol, marijuana, controlled substance, a prescription drug (except as authorized in a prescription by a licensed health care provider and in accordance with policy J700) inhalant, solvent, or other volatile substances, or combination of volatile substances, contrary to safety instructions provided on the product's labeling, or the direction of school personnel, or to abuse an over-the-counter-medication while under the jurisdiction of the Lafayette School Corporation.
- C. It shall be a violation for a student to possess a raw material, an instrument, a device, or other object that the student intends to use for:
 - 1. Introducing into the person's body a controlled substance;
 - 2. Testing the strength, effectiveness, or purity of a controlled substance; or
 - 3. Enhancing the effect of a controlled substance.
- D. For any student participating in extra-curricular, co-curricular, or leadership activities, there is a higher expectation regarding the use of the substances described in section I.B. This higher expectation applies to conduct on or off school grounds, beyond the normal school day, and beyond the normal school year.

II. DEFINITIONS/EXPECTATIONS

- A. A controlled substance is defined as set out in the Indiana Criminal Code (I.C. 35-48-1-9) and includes but is not limited to narcotic drugs, hallucinogenic drugs, amphetamines, barbiturates, marijuana, inhalants, or intoxicants of any kind. In this policy, any substance represented to be or thought by the intended recipient to be an illicit or prescription drug is considered to be a controlled substance.
- B. The Lafayette School Corporation's jurisdiction is defined as:
 - 1. On school grounds, including facilities where school programs are conducted, at any time;
 - 2. Off school grounds at a school activity, function, or event; and
 - 3. Traveling to or from school or a school activity, function, or event; and
 - 4. On or off school grounds, beyond the normal school day, and beyond the normal school year for students participating in extra-curricular, co-curricular, or leadership activities.
- C. Abuse of an over-the-counter medication is defined as the consumption of a dosage of medication in excess of the recommended maximum dosage listed on the original container.
- D. Extracurricular participation is defined as the participation of a student who represents any school in the Lafayette School Corporation in any of the following circumstances: athletics, school organizations which function during non-instructional time, co-curricular activities that perform or have activities that take place outside of the normal school day or school year, or positions of leadership/role model (defined as, but not limited to, student government officers and class officers). When a student participates in any of these activities, the student accepts and assumes a special responsibility to conduct himself/herself in an exemplary manner. S/he must abide by the higher conduct described in Section I.D. and set forth in Appendix D.
- E. In addition to the higher expectations cited in the sections I.D., II.D., and III. C., students choosing to participate in an extra-curricular, co-curricular, or leadership activity are expected to comply with any rule or rules that the coach, teacher, director, or sponsor of the activity may deem necessary for the success of his/her extra-curricular, co-curricular, or leadership activity. These rules shall be provided in writing.
- F. The Letter of Participation (J480 –Appendix D) shall be signed by all students who participate in any extra-curricular, co-curricular, or leadership activity in the Lafayette School Corporation.

III. PROCEDURES FOR REPORTING A VIOLATION TO THE DRUG FREE POLICY

- A. Any person who alleges violation of the drug policy by any student in the Lafayette School Corporation may use the reporting procedure explained below in Section III. C. or may complain directly to her/his immediate supervisor or building administrator. Filing of a valid complaint or otherwise reporting violations of the drug free policy will not reflect upon the said complainant's status, nor will it affect future grades or work assignments.
- B. The right of confidentiality, both of the complainant and of the accused, will be respected consistent with the school corporation's legal obligations and the necessity to investigate allegations of misconduct and to take corrective action when this conduct has occurred.
- C. All allegations of violations of the drug free policy shall be handled in the following manner:
 - 1. Any and all reports of the violation shall be investigated by the building administrator, supervisor,

- superintendent, or designee;
2. Reports must be in writing on forms supplied by the Corporation. The person making the report must sign the report. The name of the person making the report will remain confidential unless there is a written waiver of this confidentiality or as required by law;
 3. Reports must name the person/s charged with the violation if known and state the facts;
 4. Reports must be presented to the building administrator where the student attends. The building administrator shall inform the superintendent or his/her designee of all filed reports;
 5. The building administrator who receives a report shall investigate the alleged violation within ten (10) days or as soon as practical;
 6. The report and the results of the investigation will be presented to the superintendent or his/her designee within ten (10) days of the completed investigation or within a reasonable period of time;
 7. The superintendent or designee will take appropriate action consistent with due process; and
 8. The complainant shall not be subjected to any adverse treatment for having made a valid complaint of a violation of the drug-free policy.

IV. SANCTIONS FOR MISCONDUCT

A substantiated charge against a student in the school corporation shall subject that student to disciplinary action including:

1. Suspension and/or expulsion consistent with state law and/or disciplinary action outlined in the student handbook.
2. For violations of the extra-curricular expectation, consequences will be made in accordance with the procedures outlined in the Extra-Curricular and/or Athletic Code of Conduct.
3. For students participating in co-curricular activities, the consequences will be made in accordance with the procedures outlined in the Co-Curricular and/or Athletic Code of Conduct.
4. For a student recommended for expulsion and charged with the first offense for possession or use, the administrator may offer to have the student's expulsion suspended if he/she enrolls and participates in an appropriate intervention-training program as recommended by the assessment counselor. If a student does not enroll and complete the recommendation of the assessment counselor, the expulsion order shall remain in force. The assessment counselor's recommendation may require the student to:
 - a. Participate in an appropriate educational program approved by the administrator;
 - b. Participate in an out-patient counseling program; and/or
 - c. Participate in an in-patient program.
5. Parents shall be responsible for paying any costs associated with services recommended by the assessment counselor.

V. FALSE REPORTING

Any complainant who knowingly files false charges against an employee or student to demean, harass, abuse, or embarrass that individual shall be subject to disciplinary action consistent with school policy and state law.

VI. NOTIFICATION OF THIS POLICY

Notice of the policy will be circulated to all schools and departments of the Lafayette School Corporation and incorporated in each student hand-book.

LSC ANTI-BULLYING POLICY J304

Bullying committed by students toward other students is strictly prohibited. Engaging in bullying conduct described in this rule by use of data or computer software that is accessed through any computer, computer system, computer network, cellular telephone, or other wireless or cellular communication device is also prohibited.

For purposes of this rule, bullying is defined as overt, unwanted, repeated acts or gestures, including verbal or written communications or images transmitted in any manner including electronically or digitally, physical acts committed, aggression, or any other similar behaviors that are committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the targeted student and create for the targeted student an objectively hostile school environment that:

- places the targeted student in reasonable fear of harm to the targeted student's person or property;
- has a substantially detrimental effect on the targeted student's physical or mental health;
- has the effect of substantially interfering with the targeted student's academic performance; or

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

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

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

The school administrator shall investigate immediately all reports of bullying made pursuant to the provisions of this rule. Such an investigation must include any action or appropriate responses that may be taken immediately to address the bullying conduct wherever it takes place. The parents of the alleged perpetrator and the targeted student(s) shall be notified of the reported bullying incidents before the end of the next school day of the report of such incidents and shall be notified the school is investigating the reported bullying incidents before the end of the next school day of the report of such incidents.

The school shall report to the alleged perpetrator and the targeted student(s) on a regular, periodic basis the progress and the findings of the investigation and of any remedial action that has been taken. During the investigation, the school's priority will be the safety of the victim. The investigation may include a determination of the severity of the bullying incident(s) and whether the transfer of the alleged perpetrator or victim to another school within the school corporation is warranted.

The parents of the alleged perpetrator and the targeted student(s) shall be notified of the conclusions of the reported bullying investigations before the end of the next school day after the conclusions of the investigations.

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

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

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

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

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

Educational outreach and training will be provided to school personnel, parents, and students concerning the identification, prevention, and intervention in bullying. Parents will be allowed to review any or all materials used in the school corporation's bullying and/or suicide prevention programs.

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.

The superintendent or designee will be responsible for developing detailed administrative procedures consistent with the Indiana Department of Education guidelines for the implementation of the provisions of this rule.

LEGAL REFERENCE: I.C. 20-33-8-0.2; I.C. 20-33-8-13.5

Board Adopted: August 14, 2023

Board Revised: July 14, 2025

Resources: The following resources are available to help prevent, address, and potentially resolve bullying:

- DARE: (765) 807-1200
- School security guards
- Health classes offered in school
- Core curriculum classes in school
- Kids First: (765)474-0758 or Tippkidsfirst@aol.com
- PBIS
- <https://www.stopbullying.gov/>
- School counselors/classroom teachers
- Student Council or Student Ambassadors
- Crisis Hotline: (765) 742-0244 or <https://mhaww.org/crisis-intervention/>
- Suicide Prevention Hotline: 1 (800) 784-2433
- Big Brothers Big Sisters of Wabash Valley (765) 446-2227 or bbbslaf.org
- Wabash Valley School Based Case Management
- Lafayette Police Department: (765) 807-1200
- School Problem Solving/RTI team
- Restorative Practices
- School Safety Task Force: According to IC-5-2-10.1-12, each school within LSC shall establish a safe school task force to address school violence, bullying, and other issues that prevent the maintenance of a safe school. The task force will be established and led by the school safety specialist or school administrator.

For additional resources, please call 765-771-6000

NOTICE OF INTENT TO COMPLY WITH TITLE IX

It is hereby made known, as a matter of public information, that the Lafayette School Corporation intends to comply with Title IX of the Education Amendments of 1972 as amended by Public Law 93- 568, effective July 21, 1975, and the Americans with Disabilities Act. You will find the complete Sexual and Racial Harassment policies and procedures for the Lafayette School Corporation on the school's website under the "Parents" heading. Complaint forms may be obtained at the front office of the school. The Title IX Compliance Officer for the Lafayette School Corporation is Brandon Hawkins, Director of HR. Mr. Haw-kins contact information is bhawkins@lsc.k12.in.us or 765-771-6000.

SECTION 6: STUDENT RIGHTS

In the United States, government is based upon the rule of law, which, in turn, is founded upon respect for the dignity of the individual. This statement of rights and responsibilities exists in order to promote better understanding by all members of the school community, including but not limited to students, faculty, administrators and parents; to specify the mutual responsibility of these members of the school community; and to explain school corporation policy and procedures. The rights, responsibilities and procedures stated in this policy are not all inclusive but rather focus on those rights, responsibilities and procedures concerning common occurrences of student behavior. Any rules and regulations governing the conduct of individuals in the Lafayette School Corporation shall be interpreted so as to conform to and promote the policy herein.

This is called a statement of responsibilities in addition to rights because it is only through mutual acceptance of responsibilities that these rights can exist. A right exists only to the extent that there is a responsibility on the part of others to respect that right. It is part of the educational process in Lafayette School Corporation to seek to prepare young people for society with (1) knowledge of the rights that are accorded them as individuals and (2) the responsibility to conduct themselves so that their actions do not interfere with the rights of others.

All members of the school community shall treat each other with respect. Humiliation, personal affront or other indignities are inconsistent with appropriate human relations. Verbal harassment, disparaging names, sexual harassment, racial slurs and sarcasm will not be tolerated. The relationship between individuals of the school community should be one of cooperation, understanding and mutual respect.

Since students will spend their lives in contact with others, they must learn to be self-disciplined and responsible citizens. The Lafayette School Corporation expects reasonable and self-disciplined behavior from each student.

Self-discipline cannot be dictated to or imposed upon a student. It must be developed within the individual as he/she interacts with others. It can develop best when the student has freedom of choice and action, exercising responsibility for meeting the expectations of behavior within the restraints of that freedom, achieving rewards for doing so and accepting the consequences of failing to do so.

The Lafayette School Corporation seeks to develop the talents of every individual and to teach the importance of self-control. The Corporation will impose restraints when necessary for the education of the individual and for the welfare of the group. The student must know his/her responsibilities and must experience the consequences if he/she does not fulfill those responsibilities.

The purpose of these rights, responsibilities and procedures is to develop specific building policies that will encourage behavior that will enable staff and students to develop the most favorable learning environment; an atmosphere of open communication, self-discipline, and clearly understood rules; consistent treatment of all students; and consistent due process which is fair and reasonable.

The rules set forth in the student handbook support, but do not limit, the authority of the school administrative personnel.

MCKINNEY-VENTO HOMELESS STUDENT STATEMENT OF RIGHTS

The National Center for Homeless Education has broadened the definition of a homeless student to include any student lacking a fixed, regular and adequate nightly residence. The definition of homeless now includes those living in a shared residency situation, those living in shelters, those living in motels or hotels or campgrounds, and those unsheltered. It also includes students who are unaccompanied and are not living with their parents or a guardian.

As parents raising children while trying to manage the difficulties of homelessness, the last thing you want to worry about is your children's education. The McKinney-Vento Act was created to give your children some rights as you navigate your way to a permanent housing situation. Your children's rights include:

- **The right to enroll immediately, even if you don't have all the required paperwork.** Schools normally require parents to have birth certificates, proof of residency, school records, and medical records with them when they enroll their children. If you are experiencing one of the housing situations covered by the McKinney-Vento Act, then you can enroll your children without these documents, although you may need to get some of them later.
- **The right to school placement at the school in their best interest.** Your children may go to the school they attended when they were permanently housed, also called their school of origin, even if you are not staying in that district. Alternatively, your children may attend the school where you are tempo-rarily staying. This right lasts the entire duration of your homelessness or until the end of the school year after you achieve permanent housing.
- **The right to transportation services.** Schools must provide your children with transportation to their school, if feasible, until you get permanent housing. Parents who need this service for their children should request it from the McKinney-Vento Liaison.
- **The right to other services.** The fees for breakfast and lunch provided by the school, as well as the fees for textbooks, should be waived for your children. They also are automatically eligible for Title I services which may include before- and after-school programs, tutoring programs, or other assistance with the cost of class field trips etc..
- **The right to appeal decisions regarding enrollment and services.** If the school district makes a decision about your child's school enrollment or the services that your child receives (such as transportation) that you disagree with, you have the right to appeal that decision. The school's McKinney-Vento Liaison should be contacted immediately to assist you with the appeal. While the dispute with the school district is being resolved, your child has the right to attend the school or receive the services in question.
- **The right to attend school and school activities without the fear of being singled out.** Children in unstable housing situations cannot be separated from their peers just because of their housing situation. They have the right to attend school and participate in extracurricular activities just like any other student.

The school corporation does have the right to verify all student addresses.

Who can help?

All school corporations must have at least one McKinney-Vento Liaison. The liaison's role is to help families in homeless situations with school related issues. For example, the liaison can help with problems related to enrollment, request transportation on behalf of the children, help obtain immunizations or immunization records and birth certificates, and help mediate disputes with the school district. Liaisons also help youth without parents or guardians.

The Lafayette School Corporation McKinney-Vento Liaison is Brandon Hawkins. He can be reached at bhawkins@isc.k12.in.us or by calling 765-771-6000.

APPEARANCE

The responsibility for the dress and grooming of a student rests primarily with the student and his or her parents or guardians.

Purpose of dress expectations are to ensure that all students are treated equitably regardless of race, sex, gender identity, gender expression, sexual orientation, ethnicity, religion, cultural observance, household income or body type/size. (See dress expectations under "Student Behavior Expectations" section above.)

ASSEMBLY AND/OR MEETINGS

A student's right to free speech and assembly as guaranteed by the First Amendment will be honored provided that such activity does not disrupt the educational process.

Student Rights

1. Students may be permitted to hold student meetings on school property within the limitation applicable to all groups under Indiana Law, Lafayette City Ordinances, or Lafayette Board of School Trustees Policy and with the approval of the administration.
2. Students shall have the right to gather informally, provided that such activity does not disrupt the educational process, cause disorder, or invade the rights of others.

Procedures

1. Students shall have the right to formal assembly for the purpose of discussing any topic if the following conditions are met:
 - a. Students have administrative approval.
 - b. There is no violation of ordinance or law.
 - c. Students' conduct at the meeting is orderly and peaceful.
 - d. Students will assume full responsibility for their actions as individuals or group members.
 - e. All relevant school regulations and policies are met.
2. All organized group meetings shall be scheduled with the school office.

SEARCH AND SEIZURE

Student Rights

Student individual rights, as well as the general welfare of the school community, shall always be considered. However, the school corporation reserves the right to examine contents of personal belongings brought on school property and school property used by students when administrator has reasonable suspicion to believe that the contents may include items or elements which are illegal to possess, have been lost or stolen, or present a threat to the health safety, or welfare of students or staff.

Procedures

The search of school property assigned to a specific student and the seizure of any illegal items found therein must comply with the following procedures:

1. A search or inspection may be conducted under the authorization of the administrator or designee. Searches, based on reasonable suspicion, may be conducted at random or be selective in nature.
2. Searches or inspection of personal belongings or an area assigned to a student shall be made in the presence of a witness and, when reasonably possible, in the presence of the student. Tools to aid searches may include technology and/or sniff canines.
3. The school corporation reserves the right to inspect personal property of students, including coats, jackets, backpacks, purses, and bags or other personally carried items by non-bite dogs through dog sniffs. Based upon reasonable suspicion, probable cause, or consent, the school corporation may then search the personal property of students. These inspections and potential searches shall occur by students being required to place their coats, jackets, backpacks, purses, and bags, or other personally carried items wherein said items will be placed in a hallway and the students will then remain in or return to classrooms. All students are advised that under these circumstances the students shall have no expectations of privacy of the contents of said coats, jackets, backpacks, purses, and bags or other personally carried items.
4. Illegal items as defined by federal, state, or local law or a provision of this policy which may be reasonably determined to be a threat to health, safety or security of others may be seized by school authorities and turned over to the police department.
5. Items which are used to disrupt or interfere with the educational process may be removed from a student's possession and may be returned to the parent/guardian.
6. Vehicles on LSC property may be searched.

FREEDOM OF EXPRESSION

One of the basic purposes of education, as stated in the Board of School Trustees Philosophy, is to prepare students for responsible self-expression. The First and Fourteenth Amendments of the United States Constitution guarantee citizens free expression. Students have the right to free expression as long as they do not substantially interrupt the educational process.

Students Rights

1. Students have the right to free expression of ideas and to participate in the publication of such ideas.
2. Students have the right to express their opinions, either verbally or symbolically, as long as they do not infringe upon the rights of others through

personal attacks or obscenities.

Student Responsibilities

1. All members of the school community shall treat each other with respect. Humiliation, personal affront or other indignities are inconsistent with our human relations philosophy and practice. Use of racial slurs should be reported to an administrator who will respond to the charges in accordance with the LSC racial harassment policy.
2. Allegations of sexual harassment should be reported to an administrator who will respond to the charges according to the LSC Sexual Harassment policy.
3. It is expected that students will not commit any act or use any speech, either verbal or non-verbal (hand gestures, handshakes, etc.), showing membership or affiliation with or furthering the interest of criminal organizations.
4. Public display of affection is not considered freedom of expression as defined above. Contact of a sexual nature including but not limited to groping or fondling is not permitted in school.

Procedures

1. All school sponsored publications, such as the school newspaper and yearbook, are closed forums.
2. Editorial policies and procedures governing student publications shall be followed.
3. School-sponsored newspapers will prohibit obscene or libelous material and will ensure the editing of any materials that would cause a disruption of the education process.
4. Procedures for distribution of publications shall be cleared with the administrator.

PLEDGE OF ALLEGIANCE

Students will be given a daily opportunity to recite voluntarily the Pledge of Allegiance in each classroom or on school grounds. The administrator will determine the appropriate time when school is in session for the recitation of the Pledge.

A student is exempt from participation in the Pledge of Allegiance and may not be required to participate in the Pledge of Allegiance if: 1) the student chooses not to participate; or 2) the student's parent chooses to have the student not participate.

Students exempt from reciting the Pledge shall remain quietly standing or sitting while others recite it and shall make no display that disrupts or distracts other students who are reciting it.

MOMENT OF SILENCE

There shall be a daily observance of a moment of silence in each classroom or on school grounds.

During the moment of silence, all students shall remain seated or standing and silent and make no distracting display so that each student may, in the exercise of the student's individual choice, meditate, pray, or engage in any other silent activity that does not interfere with, distract, or impede another student in the exercise of the student's individual choice.

STUDENT CONDUCT RULES

In general, the rules of conduct may be summed up as follows: Students are to be in attendance at school and on time; students are expected to treat our staff, school property and their peers with respect; students should observe the accepted forms of good behavior. These rules of conduct apply from "door to door" that is, from the student's home, to school and back. This general philosophy should be observed at all times in the building and on LSC property. Rules of conduct will also apply, but are not limited to, the following situations: participation involving in-school centers, homebound instruction, tutoring attendance in other school corporations, working in community agencies, and other alternative educational programs.

The entire school staff - teachers, administrators, paraprofessionals, counselors, secretaries, security staff, custodians, cafeteria personnel, and bus drivers - share the responsibility for maintaining an atmosphere of student respect and behavior conducive to optimum student learning. Students are expected to follow any reasonable request made by school employees.

Cameras, Video and Other Visual Recording Equipment

All photographic images on school grounds or at a school sponsored activity are not allowed without administrative approval.

Cellular phones and other electronic devices

J 306 BOARD POLICY WIRELESS DEVICES PROHIBITION [ISBA Code: 4307]

Possessing and/or using a wireless electronic device which is portable and is capable of providing voice, messaging, or other data communications between two or more persons and includes cellular phones, tablet computers, laptop computers, digital cameras, and/or gaming devices in a manner which constitutes an interference with a school purpose or educational function, an invasion of privacy, or an act of academic dishonesty, or is profane, indecent, or obscene is prohibited. This rule is not violated when the student has a) been given permission from a teacher to use a wireless device for educational purposes during instructional time; b) to use a wireless device in an emergency or to manage the student's health care; c) to use a wireless device as part of the student's Individual Education Plan (IEP) or 504 Plan. Students who use wireless electronic devices in a manner which violates this rule may be disciplined. Students who use a personal wireless electronic device in a manner which violates this rule may have the device confiscated by school administration. Such a device will be returned to the student.

In accordance with the LSC cell phone policy, it is the expectation at Jefferson High School that students have their cell phones/ear buds/headphones securely placed out of sight, once the bell rings, to begin each academic period. These items are to remain securely out of sight, unless specific permission is given by the instructor, per Board policy. Use of the above items before school, during passing periods, during lunch and after school, remains at the discretion of the student.

Cell phones are not the responsibility of the school. If damaged, stolen or lost, a student assumes the responsibility.

Parents: If your child's cell phone is confiscated by a staff member, that cell phone will not be available for pick-up until school dismisses on the day it was taken. The device may be picked up in the main office.

AS PART OF THE LAFAYETTE SCHOOL CORPORATION ENERGY SAVINGS POLICY, STUDENTS WILL NOT BE ABLE TO "CHARGE" NON-EDUCATIONAL PERSONAL ELECTRONIC DEVICES (Cell Phones, Radios, CD players, Mp3, iPods and Other Audio Recording/Playback Equipment) in the school building.

Photographic images taken of students or school personnel are forbidden without prior consent of the individuals photographed or recorded. Failure to comply with this policy may result in disciplinary penalty and the item being confiscated and returned only to the parent or guardian. Information contained on devices is subject to inspection. (See: Appendix F) Any student who engages in sending, sharing, viewing, or possessing pictures, text messages, e-mails, or other material of a sexual nature in electronic or any other form, including contents on a cell phones or other electronic device may be considered for suspension or expulsion.

Important Notice to Students and Parents Regarding Cell Phone Content and Display

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

Communication Devices/Recording Devices/Video or Photo Devices

A parent(s)/Guardian(s) allowing students to carry electronic devices to school implies permission to the school to have access to any and all information on the device if confiscated for disciplinary or investigative purposes.

Radio, CD, Mp3, iPods and Other Audio Recording/Playback Equipment

Students may listen to music before school, after school, during passing periods and during lunch periods. During a student's lunch period,

listening devices may be used in the lunchroom and corral areas only. Listening content should be appropriate for the school environment. Please be aware that the school will not be responsible for lost or stolen electronic or media equipment. Failure to comply with this policy will result in the item being confiscated and returned only to the parent or guardian. (See: Appendix F)

Teachers may use the above equipment in class with prior written administrative approval.

Use of School Computers and Network

The school's computers and network are educational tools used to enhance the student's learning experience. The use of the school's computers and accessing the corporation's network are considered privileges extended to students. Violation of the expectations below may be grounds for a penalty that can range from loss of computer privileges up to expulsion.

1. The school's computers and network are to be used for instructional purposes only. Recreational use, such as playing games, is to be avoided.
2. Students are to honor the corporation's network security protocols at all times.
3. Students must use their own password to gain access to computers or the network at all times.
4. The network security override system is for staff use only.
5. Students must avoid any tampering or interfering with the school's technology in any way.

As school corporation technology is public property, a student shall have no expectation of privacy regarding the student's files, web history, and data stored on LSC servers.