

I/We have seen and read the Student Handbook Policies and Guidelines at LaVille Jr.-Sr. High School for the 2009 - 2010 school year.

Homeroom Teacher Initials

Student Signature

Parent/Guardian Signature

Printed Student Name

Printed Parent/Guardian Name

WELCOME TO LAVILLE JR./SR. HIGH SCHOOL

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

MISSION STATEMENT

The mission of LaVille Jr. /Sr. High School is to assist students to become productive, responsible members of society and in having a lifelong desire to learn and improve.

LANCER FIGHT SONG

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

**LAVILLE JUNIOR/SENIOR HIGH SCHOOL
STUDENT HANDBOOK
2009-2010**

Union-North United School Corporation 22601 Tyler Road Lakeville, Indiana 46536 Telephone: 784-8141 Fax: 784-2181	LaVille Jr./Sr. High School 69969 U.S. 31 South Lakeville, Indiana 46536 Telephone: 784-3151 Fax: 784-8695
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www.unorth.k12.in.us

Board of Education Mr. Larry Ort President Mr. Rob Swathwood Vice-President Mr. Mark Dickson Secretary Mr. Don Berger Member Mr. Dave Albert (Dec. 2009) Member Mr. Dave Grenert (Board Member Elect) Member	Administration Dr. Terry Barker Superintendent Mr. John Arnett Principal Mr. Charles Phillips Assistant Principal Mr. Brian Stultz Athletic Director
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GUIDANCE DEPARTMENT

Mrs. Michelle Marquardt (A-L)	Mrs. Bonnita Laub (M-Z)
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DEPARTMENT CHAIRPERSONS

Business Mr. Gene Baker
 English Mr. Larry Radecki
 Fine Arts..... Mr. Rick Melton
 Foreign Language..... Mr. Ron Cosner
 Guidance Department..... Mrs. Bonnita Laub
 Home Economics Mrs. Barb Weaver
 Mathematics Mrs. Elinor Eddy

Media Center..... Mrs. Patricia Conrad
 Physical Education Ms. Angela Dunlap
 Practical Arts..... Mr. Tom Conrad
 Science..... Mrs. Jeanette Lymburner
 Social Studies..... Mr. Philip Byers
 Special Education Mrs. Deborah Kopetski

GENERAL INFORMATION

SCHOOL HOURS

School is in session from 8:10 a.m. until 3:10 p.m. The school office is open from 7:00 a.m. until 4:00 p.m. Classes are 50 minutes in length with 5 minutes between periods. **Students are expected to be in attendance and on time for classes.**

DAILY SCHEDULE

Period 1		8:10 a.m. – 9:00 a.m.
Period 2		9:05 a.m. – 9:55 a.m. .
Homeroom		10:00 a.m. – 10:10 a.m.
Period 3		10:15 a.m. – 11:05 a.m.
<u>Period 4A</u>	A LUNCH	11:10 a.m. – 11:30 a.m.
	CLASS	11:35 a.m. – 12:25 p.m.
<u>Period 4B</u>	CLASS	11:10 a.m. – 11:32 a.m.
	B LUNCH	11:37 a.m. – 11:57 a.m.
	CLASS	12:02 p.m. – 12:25 p.m.
<u>Period 4C</u>	CLASS	11:10 a.m. – 12:00 p.m.
	C LUNCH	12:05 p.m. – 12:25 p.m.
Period 5		12:30 p.m. – 1:20 p.m.
Period 6		1:25 p.m. – 2:15 p.m.
Period 7		2:20 p.m. – 3:10 p.m.

1 HOUR DELAY SCHEDULE

Period 1		9:10 a.m. – 9:50 a.m.
Period 2		9:55 a.m. – 10:35 a.m.
Homeroom		10:40 a.m. – 10:50 a.m.
Period 3		10:55 a.m. – 11:35 a.m.
<u>Period 4A</u>	A LUNCH	11:40 a.m. – 12:00 p.m.
	CLASS	12:05 p.m. – 12:55 p.m.
<u>Period 4B</u>	CLASS	11:40 a.m. – 12:02 p.m.
	B LUNCH	12:07 p.m. – 12:27 p.m.
	CLASS	12:32 p.m. – 12:55 p.m.
<u>Period 4C</u>	CLASS	11:40 a.m. – 12:30 p.m.
	C LUNCH	12:35 p.m. – 12:55 p.m.
Period 5		1:00 p.m. – 1:40 p.m.
Period 6		1:45 p.m. – 2:25 p.m.
Period 7		2:30 p.m. – 3:10 p.m.

2 HOUR DELAY SCHEDULE

Period 1	10:10 a.m. – 10:40 a.m.
Period 2	10:45 a.m. – 11:15 a.m.

Homeroom		11:20 a.m. – 11:30 a.m.
Period 3		11:35 a.m. – 12:05 p.m.
<u>Period 4A</u>	A LUNCH	12:10 p.m. – 12:30 p.m.
	CLASS	12:35 p.m. – 1:25 p.m.
<u>Period 4B</u>	CLASS	12:10 p.m. – 12:35 p.m.
	B LUNCH	12:40 p.m. - 1:00 p.m.
	CLASS	1:05 p.m. - 1:25 p.m.
<u>Period 4C</u>	CLASS	12:10 p.m. - 1:00 p.m.
	C LUNCH	1:05 p.m. - 1:25 p.m.
Period 5		1: 30 p.m. – 2:00 p.m.
Period 6		2:05 p.m. – 2:35 p.m.
Period 7		2:40 p.m. – 3:10 p.m.

ANNOUNCEMENTS

All announcement requests must be signed by a member of the faculty and should be submitted to the Main Office before 1st period the day before the announcement is to be made. Announcements can be viewed on Channel 99 during homeroom each day. The only announcements that will be read at the end of the day will be in emergency situations only, i.e. cancellations, student emergencies, faculty reminders, etc.

ARRIVAL AND DEPARTURE FROM SCHOOL

In order that LaVille students may benefit from an appropriate educational atmosphere, it is necessary to limit movements of students during the school day. **Students are to enter the building promptly upon arriving at school and are to remain inside the building.** Only Junior High Students are permitted up stairs during the AM unless permission was given by a teacher. Students who drive to school or ride with another student are to enter the building at the west doors (entrance "F") and leave at the appropriate time through the same entrance. Students are not permitted to enter the building prior to 7:30 a.m. without the permission and supervision of a staff member. **Once a student arrives at school they may not leave without proper administrative permission.** Students are not to bring outside food and/or drink into the building. All doors will be secured at 8:10 a.m. Anyone entering the building after this must enter the building at the main doors in front **and report to office.** Students riding buses will enter the building immediately upon arrival to school and may not leave the building without administrative approval.

PARENTS are to drop off and pickup students on the north side (Entrance B) of the building. This will enable the buses to properly drop off and pickup students safely.

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

ARTICLES PROHIBITED IN SCHOOL

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

ATHLETIC ELIGIBILITY

All students involved in athletics must have a current code of conduct card signed by both the

student and his/her parents on file in the athletic director's office before practicing. A signed physical form must also be on file before a student competes in athletics. LaVille Jr. /Sr. High School is a member of the Indiana High School Athletic Association and abides by the rules and regulations of the organization. Among the rules is pertaining to academic eligibility. The eligibility rule is posted in the athletic dressing rooms and in the office of the athletic director. Academic eligibility is of particular importance. Each participant must have earned a passing grade in the equivalent of five solid subjects during the preceding semester of enrollment in high school and must currently be passing in five or more solid subjects. Enrollment in physical education constitutes enrollment in a solid subject.

Any student who is ineligible at the end of a semester is ineligible for the first grading period the following semester. The same applies on a 9 week grading period basis.

Junior high school students who participate in interscholastic athletics must also meet similar eligibility requirements.

For additional information about interscholastic athletics please refer to the "LaVille Athletic Handbook". A copy of the handbook is available in the LaVille Library.

ATTENDANCE POLICY

Indiana Public Law 221, school accreditation legislation, measures the school in terms of attendance, graduation, and ISTEP plus passing rate. The administration, faculty, and staff of LaVille Jr.-Sr. High School believe that attendance is the cornerstone upon which the foundation of a good education is built. Regular attendance is absolutely essential for children to be successful in their educational endeavors. Students are expected to be in attendance at school in order to drive maximum benefit from instructional programs and to develop habits of self-discipline and responsibility. Being absent from school/class has a negative affect on a student's academic achievement. We want students to attend school/class regularly. It is our philosophy that **ANY COMBINATION CLASSIFIED AS A VERIFIED OR UNEXCUSED ABSENCE OF SEVEN (7) DAYS OR SEVEN (7) PERIODS ABSENT FROM SCHOOL/CLASS IN A SEMESTER IS EXCESSIVE.** Therefore, we place the responsibility for attendance on the students and parent(s)/guardian(s), and the students will be held accountable for their attendance. With that in mind, our attendance policy is as follows:

The board as an agency of the state is required to enforce regular attendance of students. The Board recognizes that presence in the classroom enables the student to participate in instruction, teacher to student and student to teacher interaction, and other related activities. Furthermore, a high positive correlation exists between formal learning and regular attendance and participation in the classroom. Formal schooling is not only desirable but also absolutely essential for the acquisition and development of skills, which are necessary for academic success and conversation of our society.

The purpose of this policy is to encourage academic effort by discouraging unacceptable absenteeism, which is considered a lack of effort.

The building administration may require from the parent, guardian, or adult student to provide in writing a statement of the cause for each absence from school.

The board through the administration reserves the right to verify such statements and to investigate the cause of each single absence.

Legal Policies and Guidelines Given to Schools under Indiana Law.

Indiana Law 1.C 20-33-8-10 Delegation of Authority

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

Indiana Law I.C.20-33-2-27 Compulsory Attendance

Parent's Responsibility – It is unlawful for a parent/guardian to fail to ensure that parent's child

attends school as required under this chapter.

Indiana Law 1.C 20-33-2-28 Compulsory Attendance

Duty of Parent's – It is unlawful for a parent to fail, neglect or refuse to send the parent's child to a public school for the full term as required under this chapter unless the child is being provided with instruction equivalent to that given in the public schools.

Indiana Law 1.C 9-24-2-4 Drivers License Law

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

- (1) The person becomes eighteen (18) years of age
- (2) One hundred twenty (120) days after the person is suspended, or the end of a semester during which the person returns to school, whichever is longer
- (3) The suspension, expulsion, or exclusion is reversed after the person has had a hearing under IC 20 – 33 – 8

Indiana Law 1.C 20-33-2-44 Penalties

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

ATTENDANCE PROCEDURES

A parent or guardian is to telephone the school office (574) 784-3151 no later than 8:10A.M. on the morning of the a child's absence to report the child's circumstances. LaVille Jr.-Sr. High School has an automated answer machine that is on from 4:00P.M. to 7:15A.M. for you to leave the school a message. The phone number for the answering machine is (574) 784-3151. Parents/Guardians who do not telephone the school will receive a phone call from the school secretary inquiring about the child's whereabouts. For all absences, a note indicating the reason for the child's absence signed by a parent/guardian must be presented to school officials the day the child returns to school. Furthermore, if the student had a medical appointment on the day of absence, a note signed by a medical professional should accompany the parent/guardian note. Failure to bring in the appropriate documentation will cause the child's absence to be considered truancy and will be dealt with outlined in the Student Handbook.

1. On the student's third (3) absence for the semester, an Attendance Letter will be mailed to the parents/guardians of the student notifying them of the situation. A copy of the school's attendance policy will accompany the letter.
2. On the student's sixth (6) absence for the semester, an Attendance Letter will be mailed to the parents/guardians of the student notifying them of the situation. A copy of the student's attendance summary will be sent along with the letter, as well as a copy of the school's attendance policy.
3. Seven (7) absences in any class or classes will result in the principal's recommendation for loss of credit (Non-Credit Status). Any student who has lost credit in two (2) or more classes may be expelled from school.

LOSS OF CLASSROOM CREDIT DUE TO ABSENCES:

Students who accumulate seven (7) absences for full days or individual classes in a semester will automatically receive denial of credit status. These students will then go before the Attendance Review Committee to determine whether or not the student will be allowed to continue his/her class progress toward credit.

STUDENT APPEAL FOR CLASS CREDIT:

Students who are given written notice of Non-Credit Status may appeal for credit to the Attendance Review Committee within five (5) days of the notice of Non-Credit Status. Success of the appeal

will reinstate the student to good standing in the class(es) academically. A student will receive the grade he/she would have earned had he/she not been placed on Non-Credit Status. Should the student miss one more day after the appeal process, the student will once again be recommended for Non-Credit Status and the student may appeal again or the student may face expulsion.

ATTENDANCE REVIEW COMMITTEE:

Students will remain in class after the seventh (7) absence and until they receive written notification of Non-Credit Status until the Attendance Review Committee meets to review the situation.

- The Committee will be made up of four (4) teachers/personnel and one (1) administrator; the Attendance Review Committee will meet on the first (1st) and third (3rd) Monday of every month
- The school will be provided information concerning the student's attendance situation (grades, reasons for absences, missing assignments, comments from teacher, etc.) on an Absence Review Form.
- The student and parent/guardian may provide any evidence in writing or in person (statements, physicians notes, etc.) that they feel is appropriate and relevant. The student and/or parent/guardian needs to be present at this review.

Possible outcomes from the Attendance Review Committee:

- student is allowed to continue progress toward credits in classes
- student is allowed to continue progress toward credits in classes with restrictions (attendance contract)
- student may be expelled from school for the remainder of the semester

DEFINITIONS:

Absence – A student misses 10 or more minutes of a classroom

Excused Absence – any absence that a parent/guardian confirms by phone and a note upon returning to school. All appointments medical or otherwise must have proper documentation upon returning to school or may be considered unexcused. Medical illness (must have a doctor's note upon return to school), death in immediate family, court appointment (must have proper documentation upon return to school), and approved religious holidays, approved college visitation days, and school authorized activities (i.e. field trips, working election poles, etc.), and those listed in the EXEMPTIONS FROM THE EXCESSIVE ABSENCE POLICY. These days will not count toward the student's seven day total.

Verified Absence – Personal illness (must have a parent/guardian call in on the day of absence and a note must accompany the student upon his/her return to school. If the school fails to receive a note upon the student's return, this absence will be considered as truancy. Verified absences will count toward the student's total of seven (7). Class work will be allowed to be made up for credit if the school is informed in writing by the parent/guardian of the student's whereabouts.

Unexcused Absence – A student is reported absent and parent/guardian contact has not been made with the attendance office. **Any unexcused absence that is not confirmed within five school days will become truancy.** An unexcused absence will result when the school does not receive a call or note from a parent on the day of or the day following the absence. If a note is not received upon the student's return to school, the unexcused absence will then be considered truancy. Class work should be made up for no credit.

Excessive Absence – Six or more absences including excused and trancies (unexcused absence). All absences beyond five in a semester must have medical documentation or administrative approval or the absence will be considered unexcused. If a parent/guardian does not send his/her child to school because of the child's illness or mental or physical incapacity a parent/guardian must provide a certificate of incapacity after the student's sixth (6th) consecutive day of absence. It is unlawful for the parent to fail or refuse to produce a certificate of incapacity after it is requested by school administration from an attendance officer/administrator within six (6) days

after it is requested. Parents/guardians will be required to provide a Certificate of Incapacity signed by a licensed physician within six (6) days of school request according to IC 20-8.1-3-20. The certificate required under this section shall be signed by an Indiana physician holding a valid license to practice medicine in the state of Indiana.

Tardy – Being late to class is a disruption to the educational process. Students should be diligent concerning being on time to class. Students more than ten minutes late are considered absent for that class. Teachers will establish classroom procedures to correct students who arrive late. This will usually mean a detention time to be served at the teacher's discretion. For each tardy after the second tardy in any class during the semester the student will be referred to the assistant principal for more severe disciplinary action.

GUIDELINE FOR TARDINESS:

1st and 2nd tardy – Teacher Consequence

3rd tardy, 1st referral – One after school detention

4th tardy, 2nd referral – Friday Night School

5th tardy, 3rd referral – IN-School Suspension will be issued

6th tardy, 4th referral – Suspension

A student will not be counted absent or tardy if detained by any LaVille staff member and they are provided with a pass. The student is expected to have a pass to enter a classroom without any penalty.

TRUANCY

Any unexcused absences for which the school can determine that the student was absent from class or without permission either from the school or the parent/guardian. Any student leaving school without checking out through the main office will be considered truant.

1st Truancy – Friday Night School

2nd Truancy – Friday Night School

3rd Truancy – Three days of In – School Suspension assigned

4th Truancy – Five days of In – School Suspension assigned

5th Truancy – Out of School Suspension

6th Truancy – student is classified as a Habitual Truant, and student may be expelled from school for the remainder of the semester. Also, the student's driver's license may be revoked until the student's eighteenth (18th) birthday. A Habitual Truant will be referred to the Probation Department of the county of residency.

9th Truancy – Recommendation for Expulsion for a year

HABITUAL TRUANT

The Union North School Corporation has established its policy that dictates a student is habitual truant under the Indiana Code 20-8.1-3-17.2 when a student meets the following circumstances:

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

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

LOCK OUT (HALL FREEZE)

During the course of the year, the administration may request a lockout or hall freeze. This will

mean anyone in an area without authorization or a pass will receive a detention. It is important that our students are in class and on time.

EXEMPTIONS FROM THE EXCESSIVE ABSENCE POLICY

Three types of exemptions to the excessive absence policy are:

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

Absences, which fall under section C with appropriate notification, will be recorded as excused.

The main office must be notified that the student is absent for any of these reasons if the absence is to be noted as exempt or excused. Sufficient documentation must be presented to the attendance secretary.

LEAVING SCHOOL EARLY

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

Notes from parents to dismiss students early must be turned into the office before 8:10a.m. A phone call for early dismissal should be received by 9:00a.m. **If a student needs to leave school for an appointment the student must verify the appointment with documentation in the main office upon return from that appointment. Failure to bring a medical note back upon return will be marked as an unexcused absence and the student will be considered truant from school.** All students must sign in and out each time they leave and return to the school building in the main office. If a student leaves school without permission they will be considered truant. All students must be signed out by a parent/guardian or have written permission from the parent/guardian. If the student drives, written permission from a parent/guardian must be received prior to leaving.

CHAIN OF COMMAND

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

COLLEGE VISITATIONS

Students intending to visit colleges need to have a College Visit form turned in to the Guidance office two days prior to the visit. Upon return to school a letter of verification from the college/university needs to be provided to the attendance office. Juniors are allowed one college visit day and seniors are allowed two college visit days. If the above requirements are met, these days will not be counted as an absence from school.

FAMILY TRIP GUIDELINES/PRE-ARRANGED ABSENCES:

1. All trip requests must be initiated by parents/guardians. The request must be made in writing at least one week before the trip is to begin. The students will be given a trip approval form at that time.
2. The trip must be with the student's family or other designated adults with the approval of the school administration.
3. Students will take the form to each teacher at least one week prior to the trip.
4. Students must take the form home for a parent's signature after the teachers have completed it. That form must be returned to the office of the assistant principal whom will approve or reject the application.
5. If approved, the student may take up to five days per year with make up work allowed in this manner. If not approved, students will not be allowed to make up the work missed.
6. Upon return from a family trip, students must present all completed work and be prepared to take any missed test, etc. on the day of the return.
7. Family days are counted as part of the 7 days allowed under the Verified Absences per semester.

HOMEBOUND STUDY

According to 511 IAC 7-12-4(a) (rules of the State Board of Education):

Students with special health problems, temporary illness, or injuries that preclude their attendance in school shall be provided with instruction in the home, in the hospital, or at another site at the election of the School Corporation.

Homebound instruction shall be provided for students with disabilities that are eligible for special education and students who are not eligible for special education but who are temporarily disabled due to illness or injury and to whom due process procedures for special education do not apply. The parent must provide a physician's statement stating that the student will or is likely to miss 20 consecutive or aggregate days (511-IAC 7-12-4(B)). Homebound students are counted in attendance. Application for homebound study should be made with the guidance office, located at the Jr./Sr. High School 574-784-3151.

HOMEWORK POLICY

Title 511 IAC 6.1-5-9 states: "Each school and school corporation shall adopt, implement, and communicate to teachers, parents, and students a written homework policy to reinforce the concept that homework is an out-of-school assignment that contributes to the educational process of the student. Homework shall be viewed as an extension of class work and related to the objectives of curriculum." It is the belief of LaVille Jr./Sr. High School that homework is an essential part of the educational process of the students. Homework serves the purposes of reinforcement of the curriculum being taught in the classroom and as an enrichment or extension of the learning process. It is the responsibility of the students to complete all assignments to the best of their ability and meet the deadlines for turning in homework. Failure on the student's part to complete assigned homework will dramatically effect their grades in their classes.

MAKEUP WORK

Make up work will be allowed in all situations except:

- When students are truant or unexcused absence

- When student does not provide required medical documentation
- When students does not provide required parent documentation or contact

In these situations, students will be provided with missed work but will not receive credit for any such missed work.

The student must request allowable makeup work when he/she returns to school. The teacher will provide the student with the assignments and will grade them without penalty provided the student meets the teacher's classroom procedures outlined at the beginning of the class.

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

AUTHORITY OF STAFF

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

BULLYING

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

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

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

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

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

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

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

BUS SAFETY

Students are expected to ride the complete route. No student will be let off the bus before it arrives at school. Students wishing to ride another bus must have a bus transfer pass. The passes are available in the office and will be given after a student presents a note from a parent or guardian. Notes and transfer passes will be dealt with in the office by noon to the school. Principals may deny any request.

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

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

A bus conduct form will be completed by the bus driver and sent to the administration for review and appropriate discipline action. A copy of this form will be sent to the parents.

All school rules are in effect during a student's time on the bus.

In the interest of safety, parents are to drop off/pick up students at the north doors (entrance B). This provides a safe area for busses to drop off/pick up students at the east and west doors.

CARE OF BUILDING AND GROUNDS

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

CHANGES OF ADDRESS

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

CHEATING

The LaVille Jr./Sr. High School faculty and administration are unanimously against cheating in any form. Students who have unauthorized aid on any test or exam are cheating. Students, who are caught cheating, will be punished by the classroom teacher and the incident will be referred to the Assistant Principal. Further punishment may result.

The stealing of tests is not considered cheating, but theft. Any student who steals from a teacher or their representative will be suspended.

CLUBS

Not all clubs are active every year. Students who wish to serve as officers in the various clubs of the school may accept two elected positions only. These two positions may not duplicate each other; for example, the president of one club may not serve as the president of another. Some of the clubs are;

Art Club, Drama Club, Fellowship of Christian Students, Focas, FFA, National Honor Society, Science Club, Ski Club, Speech Club, Student Council & World Language Club. Each club will develop their own rules and expectations for those students who wish to join.

COUNSELORS

Counselors are available to help or provide assistance to all students in our school. The Guidance Department is located in the office area. Student-Counselor involvement varies with each student depending upon individual needs that may be a school or personal problem.

They are available for assistance in planning your school program, talking about a personal matter, or dealing with an emergency problem.

DANCES

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

Junior High dances are exclusively for LaVille Junior High students.

General rules for all dances include:

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

DIRECTORY INFORMATION

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

DISCIPLINE

The following chart is a summary of the school policy. Violations are defined to include, but not limited to the following. Please note that this chart is only a guideline of infractions and consequences. Alternative consequences may be assigned at the discretion of Administration. Suspension will be either in or out of school as determined by Administration at the time of violation. All discipline assignments take priority over extra curricular activities. This also includes non-school activities such as jobs, etc...

VIOLATION	POSSIBLE CONSEQUENCE
CHEATING:	-“0” on the assignment or test -Parent contact by teacher -Additional incidents dealt with by the administration.
DRUGS/ALCOHOL/DRUG PARAPHENALIA LOOKALIKE SUBSTANCES: -Possession or use -Being under any influence	-Parent(s) contact -Suspension/Expulsion -Police involvement

<p>HORSEPLAY:</p> <ul style="list-style-type: none"> -Pushing, shoving, hitting -Not in anger 	<ul style="list-style-type: none"> -Detention -Friday Night School -Suspension 								
<p>INSTIGATION OF CONFLICT:</p> <ul style="list-style-type: none"> -Annoyance leading to scuffle or fighting 	<ul style="list-style-type: none"> -Parent(s) contact -Friday Night School 								
<p>SCUFFLE:</p> <ul style="list-style-type: none"> -Pushing, shoving -In anger 	<ul style="list-style-type: none"> -Parent(s) contact -Friday Night School -Suspension 								
<p>FIGHTING:</p> <ul style="list-style-type: none"> -Blows are struck or exchanged 	<ul style="list-style-type: none"> -Parent(s) contact -Suspension/Expulsion 								
<p>POSSESSION OF ELECTRONIC DEVICES:</p> <ul style="list-style-type: none"> -CD or tape players, radios, beepers, portable telephones, laser pointers, cameras, and other electronic devices 	<ul style="list-style-type: none"> -First offense-confiscated, returned to parent -Repeat offender-confiscated and treated as insubordination 								
<p>HABITUAL OFFENDER:</p> <ul style="list-style-type: none"> -Excessive discipline referrals -The disruption of teaching and learning will not be tolerated. Each student needs to make the decision to follow the class and school rules. -The administration will use the chart to the right as a guideline when assigning consequences for habitually offending students. -As is always the case with a student who is moving themselves toward expulsion, decisions will be made on a case by case basis. 	<ul style="list-style-type: none"> -Suspension/Expulsion in addition to the consequences for the "new" incident <p>Referrals</p> <table style="margin-left: 20px;"> <thead> <tr> <th>Overall</th> <th>Poss.Cosequence</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">6</td> <td>Susp x 3 days</td> </tr> <tr> <td style="text-align: center;">8</td> <td>Susp x 5 days</td> </tr> <tr> <td style="text-align: center;">10</td> <td>Susp x 7 days</td> </tr> </tbody> </table> <p>Expulsion May Be Requested</p>	Overall	Poss.Cosequence	6	Susp x 3 days	8	Susp x 5 days	10	Susp x 7 days
Overall	Poss.Cosequence								
6	Susp x 3 days								
8	Susp x 5 days								
10	Susp x 7 days								
<p>FORGERY:</p> <ul style="list-style-type: none"> -Signing another's name -Falsifying or changing material already signed 	<ul style="list-style-type: none"> -Parent(s) contact -Friday Night School -Suspension 								
<p>INSUBORDINATION:</p> <ul style="list-style-type: none"> -Failure to obey, follow or carry out a request to follow rules and regulations by staff members 	<ul style="list-style-type: none"> -Parent(s) contact -Friday Night School -Suspension/Expulsion 								
<p>RUDE OR DISRESPECTFUL SPEECH OR BEHAVIOR TO STAFF MEMBER:</p>	<ul style="list-style-type: none"> -Friday Night School -Suspension 								
<p>PROFANITY:</p>	<ul style="list-style-type: none"> -Parent(s) contact 								

-Verbal abuse/use of expletives -Profanity or threat directed to a staff member	-Friday Night School -Suspension/Expulsion
PUBLIC DISPLAY OF AFFECTION: -Any affectionate physical contact other than holding hands.	-Student Conference -Parent(s) contact -Detentions
HARASSMENT/BULLYING -Creating a threatening, hostile or offensive learning environment, physically, sexually, or verbally -Racial or Ethnic slur	-Written documentation -Parent(s) contact -Friday Night School -Suspension/Expulsion
LEAVING WITHOUT PERMISSION: -Leaving assigned classroom -Leaving school building -Leaving school grounds	-Parent(s) contact -Friday Night School -Suspension/Expulsion
REPEATED DISRUPTION OR INTERFERENCE WITH CLASS:	-Parent(s) contact -Friday Night School -Suspension/Expulsion
FIREWORKS: -Possession or use of fireworks on school property	-Parent(s) contact -Friday Night School -Suspension/Expulsion
LIGHTERS, MATCHES: -Possession/use	-Parent(s) contact -Friday Night School
TOBACCO AND NICOTINE PRODUCTS: -Possession -Observed on the student -Use on school grounds	-Confiscation -Friday Night School -Parent(s) contact -Suspension/Expulsion
RECKLESS DRIVING:	-Parent(s) contact -Suspension of driving privileges -Suspension/Expulsion
PARKING VIOLATIONS: -No sticker displayed -Invalid parking	-Driving privileges restricted -Parent(s) contact -Vehicle towed away
VANDALISM: -Defacing, altering or damaging the school, its property,	-Parent(s) contact -Police involvement

equipment or environment	-Financial restitution -Suspension/Expulsion
FALSE ALARM OR BOMB THREAT:	-Suspension/Expulsion -Legal Consequences
Cell Phones Use	-Confiscated/Parent notified to pick up in the office - Friday Night School - Suspension

POSITIVE SELF DISCIPLINE

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

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

DETENTION:

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

FRIDAY NIGHT SCHOOL:

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

When student behavior has not changed by the use of Saturday School as a consequence, suspensions will be assigned.

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

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

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

RULES:

1. Doors will open at 3:15 p.m. Students must be in their seats by 3:30 p.m. No students will be admitted after 3:30 p.m. Dismissal will be at 5:30 p.m. and rides can be planned for at that time. Students leaving the program before 5:30 p.m. will receive no credit for Friday Night School.

2. Students are responsible for bringing at least three hours of schoolwork to Friday Night School. All materials needed for study, including textbooks, paper, pens, pencils, etc. will be provided by the student. Lockers are off limits.
3. Students are expected to be doing schoolwork, and may not read private materials without permission.
4. Students must be awake and alert at all times.
5. Students are not permitted to talk, communicate with one another, or to eat or drink.
6. Students will be assigned seats and will move only with permission.
7. There will be one restroom break.
8. Excused absences from Friday Night School include a death in the immediate family or serious illness (a doctor's excuse is required). **Non-attendance of Friday Night School will eliminate the student's further assignment to Friday Night School for the remainder of the semester. Instead the student will be assigned In – School Suspension.**

SUSPENSIONS:

OUT OF SCHOOL SUSPENSIONS; the parents will be informed by telephone and/or mail of the suspension, and the parent will be asked to supply or arrange for a ride for their child. If parents can not be reached, the child will be kept at school for the remainder of the day and a copy of the suspension paper will be sent home with the child. Credit for work will be given to students suspended out of school. If school should be canceled for any reason, the suspension dates will not start/continue until school resumes session.

With any out of school suspension, the student forfeits their school privileges for the remainder of the school year. Examples are (but not limited to): School dances, student council membership, class officer, field trips, etc...

IN-SCHOOL SUSPENSION: suspension from class, but not from school;

The student remains in the school building and is given the opportunity to do classroom assignments in a special area of the school. Manual labor may be assigned after completion of academic work. A student must earn their way out of in-school suspension through a point system. Parents will be informed by telephone and/or mail and the student will be given a copy of the suspension paper. Full credit will be given for work completed in In-School suspension. If school should be canceled for any reason, the suspension dates will start/continue once school resumes.

If I.S.S. does not prove effective in modifying a student's violating school policies, out of school suspension will be the **prerogative of school authorities.**

SUSPENSION AND EXPULSION

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

1. **REMOVAL FROM CLASS OR ACTIVITY BY A TEACHER:** A middle school, junior high or high school teacher will have the right to remove a student from his/her class or activity for one class period up to five (5) days if the student is assigned regular or additional work to be completed in another school setting. When a student is removed from class, the classroom teacher will fill out a classroom suspension form that will be mailed home.
2. **SUSPENSION FROM SCHOOL BY PRINCIPAL:** A school principal (or designee) may deny a student the right to attend a normal classroom schedule, or take part in any school function for a period of up to ten school days. (I.C. 20-33-8-18)
3. **EXPULSION:** In accordance with the due process procedures defined in this policy, a student may not be expelled for a longer period than the remainder of the school year in which the ex-

pulsion took affect if the misconduct occurs during the first semester.

If the incident occurs in the second semester, the Superintendent may expel the student for the remainder of the current school year, summer school, and the first semester of the next school year in accordance with the provisions of I.C. 20-33-8-20.

GROUNDS FOR SUSPENSION OR EXPULSION:

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

- a. On school grounds immediately before, during, and immediately after school hours and at any other time when the school is being used by a school group;
- b. off school grounds at a school activity, function, or event;
- c. Traveling to or from school or a school activity, function, or event, or
- d. during summer school.

A. Student Misconduct and/or Substantial Disobedience

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

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

9. Possessing, handling, or transmitting a knife or any object that can reasonably be considered a weapon, or looks like a weapon.
10. Possessing, using, transmitting or being affected by any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, or intoxicant of any kind. Also prohibited is the consumption of any of the stated substances immediately before attending school or a school function or event. Prescribed use of a drug authorized by a medical prescription from a physician is not a violation of this rule.
 - a. Exception to Rule 10: a student with a chronic disease or medical condition may possess and self-administer prescribed medication for the disease or condition if the student's parent has filed annually and must include the following information:
 1. Physician's statement that the student has an acute or chronic disease or medical condition for which medication has been prescribed.
 2. The nature of the disease or medical condition requires emergency administration or the prescribed medication.
 3. The student has been instructed in how to self-administer the prescribed medication.
 4. The student is authorized to possess and self-administer the prescribed medication.
11. 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.
12. Possessing, using, transmitting, or being affected by caffeine-based substances, substances containing phenylpropanolamine (PPA), or stimulants of any kind, be they available with or without a prescription.
13. Engaging in the selling of a controlled substance or engaging in a criminal law violation that constitutes a danger to other persons or constitutes an interference with school purposes or an educational function.
14. Failing in a number of instances to comply with directions of teachers or other school personnel during any period of time when the student is properly under their supervision, where the failure constitutes an interference with school purposes or any educational function.
15. Falsely accusing any person of sexual harassment, or of violating a school rule, and/or a state or federal law.
16. Engaging in any activity forbidden by the laws of Indiana that constitutes an interference with school purposes or an educational function.
17. Aiding, assisting, or conspiring with another person to violate these student conduct rules or state or federal law.
18. Violating any rules that are reasonably necessary in carrying out school purposes or an educational function, including, but not limited to:
 - a. engaging in sexual behavior on school property; engaging in sexual harassment of a student or staff member;
 - b. disobedience of administrative authority;
 - c. willful absence or tardiness of students;
 - d. engaging in speech or conduct, including clothing, jewelry or hair style, which is profane, indecent, lewd, vulgar, or offensive to school purposes; engaging in speech or conduct, including clothing, jewelry or hair style, that is profane, indecent, lewd, vulgar, or refers to drugs, tobacco, alcohol, sex, or illegal activity, or is plainly offensive to school purposes;
 - e. failing to tell the truth about any matter under investigation by school personnel; violation of the school's corporation's acceptable use of technology policy or rules;
 - f. possessing or using a laser pointer or similar device;
 - g. accumulating three or more periods of unexcused absences in any class during one seme-

ster. violation of the school corporation's administration of medication policy or rules.

19. Possessing or using on school grounds during school hours an electronic paging device or a handheld portable telephone in a situation not related to a school purpose or educational function.
20. Possessing, using, distributing, purchasing, or selling tobacco products of any kind or in any form.
21. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, and wrongfully obtaining test copies or scores.
22. Threatening (whether specific or general in nature) injury to persons or damage to property, regardless of whether there is a present ability to commit the act.
23. Offering to sell or agreeing to purchase a controlled substance or alcoholic beverages.
24. 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.
25. Taking or displaying pictures (digital or otherwise) without the consent of the student or staff member in a situation not related to a school purpose or educational function.
26. Engaging in pranks that could result in harm to another person.
27. Use or possession of gunpowder, ammunition, or an inflammable substance.
28. Any student conduct rule the school building principal establishes and gives publication of it to all students and parents in the principal's school building.

POSSESSING A FIREARM OR BOMB

1. No student shall possess, handle or transmit any firearm or a bomb on school property.
2. The following devices are considered to be a firearm under this rule:
 - ~ any weapon which will or is designed to or may readily be converted to expel a projectile by the action of an explosive
 - ~ the frame or receiver of any weapon described above
 - ~ any firearm muffler or firearm silencer
 - ~ any destructive device which is an explosive, incendiary, or poison gas bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine, or any similar device
 - ~ any weapon which will, or which may be readily converted to expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than one-half inch in diameter
 - ~ any combination of parts either designed or intended for use in converting any device into any destructive device described in the two immediately preceding examples, and from which a destructive device may readily be assembled
 - ~ an antique firearm
 - ~ a rifle or a shotgun that the owner intends to use solely for sporting, recreational, or cultural purposes
3. **For purposes of this rule, a bomb is any explosive or incendiary device designed to release destructive materials or force or dangerous gases that is detonated by impact, proximity to an object, a timing mechanism, ignition, or other predetermined means. See, I.C.35-41-1-4.3 for exception to this general definition.**
4. The penalty for possession of a firearm: suspension up to 10 days and expulsion from school for at least one calendar year with the return of the student to be at the beginning of the first semester after the one year period. The superintendent may reduce the length of the expul-

sion if the circumstances warrant such reduction.

5. The superintendent shall notify the **appropriate law enforcement agency** when a student is expelled under this rule.

POSSESSING A DEADLY WEAPON

1. No student shall possess, handle or transmit any deadly weapon on school property.
2. The following devices are considered to be deadly weapons as defined in I.C. 35-41-1-8:
 - ~ a weapon, taser, or electric stun weapon, equipment, chemical substance, or other material that in the manner it is used, or is intended to be used, is readily capable of causing serious bodily injury.
 - ~ an animal readily capable of causing serious bodily injury and used in the commission or attempted commission of a crime.
3. The penalty for possession of a deadly weapon; up to 10 days suspension and expulsion from school for a period of up to one calendar year.
4. The superintendent shall notify the **appropriate law enforcement agency** when a student is expelled under this rule.

UNLAWFUL ACTIVITY

A student may be suspended or expelled for engaging in unlawful activity on or off school grounds if the unlawful activity may reasonably be considered to be an interference with school purposes or an educational function, or the student's removal is necessary to restore order or protect persons on school property. This includes any unlawful activity meeting the above criteria that takes place during weekends, holidays, other school breaks, and the summer period when a student may not be attending classes or other school functions. I.C. 20-33-8-15

LEGAL SETTLEMENT

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

RIGHT TO APPEAL

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

SUSPENSION PROCEDURES

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

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

EXPULSION PROCEDURES

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

1. The superintendent (or designee) may conduct an expulsion meeting or may appoint one of the following persons to conduct the expulsion meeting:
 - a. Legal counsel
 - b. A member of the administrative staff who did not expel the student and was not involved in the events giving rise to the expulsion.
2. An expulsion will not take place until the student and the student's parent are asked to appear at an expulsion meeting conducted by the superintendent or the person designated above. Failure by a student or a student's parent to appear at this meeting will be deemed a waiver of rights administratively to contest the expulsion or to appeal it to the school board.
3. The request to appear at the expulsion meeting will be in writing, delivered by certified mail or by personal delivery, and contain the reason(s) for the expulsion and the date, time, place, and purpose of the meeting.
4. At the expulsion meeting, the principal (or designee), will present evidence to support the charge(s) against the student. The student or parent will have the opportunity to answer the charge(s) against the student 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 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 county courts within ten (10) days of the receipt of notice of the action taken.

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

ADDITIONAL DISCIPLINARY ACTION

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

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

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

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

DRIVING AND PARKING

The board has ruled that all student drivers must register their cars and must display the decal on the window of the vehicle. Student drivers will have 2 weeks once school begins to register their vehicles and receive a parking pass. **All vehicles must park facing the school building.**

Senior Parking is the first two rows facing the school building. All seniors must have a senior sticker in the front window. Any unregistered vehicle may be towed at the owner's expense.

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

EXTREME CAUTION IS A MUST.

Students are to park only in the area to the southwest (area of the football stadium) of the building. Parking spaces are marked for student use and markings are to be observed. All drivers are to obey the traffic-flow pattern indicated by arrows on the pavement and by any other devices that may be used. Students are to enter the parking area from the southwest entrance on Tyler Road and are to go directly to a parking space and park their car.

Once the car is parked, students are to leave the parking area promptly and are not to return until they leave the premises at the close of their respective school days. Students are not to leave and re-enter the parking area once they have entered it. This causes additional traffic problem and is hazardous to others entering the parking area at that time.

Students are to leave the parking lot by the southwest drive immediately after school is dismissed but must break traffic to allow school busses on to Tyler Road.

Student drivers are to stay away from the elementary school areas because of the added danger to elementary students. Student drivers are not to deliver LaVille students to the elementary building or pick them up there.

No one is permitted to enter student parking areas during school hours. Students and non-students are to lock their cars while parked on school property. The school assumes no responsibility for damage or for lost or stolen items.

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

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

DRUG TESTING

Students involved in extra curricular activities and/or driving to school will be subject to random drug screening throughout the year. Additional areas for drug testing which are allowable by law may be added. A complete procedure is available in the Assistant Principal's office.

ENROLLING OR WITHDRAWING

NEW STUDENT ENROLLMENT

The parents/legal guardians of a student moving into the school district must make an appointment with the counselor to enroll their child/children. Any nonresident student will be referred to the principal. Proof of residency may be required at time of enrollment.

WITHDRAWING FROM SCHOOL/TRANSFER

Parents or guardians must personally notify their student's counselor prior to withdrawal or transfer to another school. The student(s) should obtain a withdrawal form from the guidance office to be completed by their teachers prior to leaving school. All books must be returned and fees must be paid prior to withdrawal.

DROP-OUTS

Indiana Law 20-33-2-28.5

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

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

If an individual is 18 years of age or older, he/she must personally begin the process by coming to school (preferably with a parent/guardian) and signing a withdrawal form. The student dropping out of school should report to his/her counselor to complete an exit interview.

EXTRA-CURRICULAR ACTIVITIES

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

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

ELECTRONIC DEVICES

Students are not permitted to bring or use games, toys, (including water weapons), electronic entertainment devices (radios, tape players, CD players, beepers, laser pointers, MP3/IPOD players, etc.) or any other similar devices in school, on school property, and at school sponsored events. Such devices will be confiscated. An exception to this rule applies to electronic musical devices used on busses traveling to and from school/ events. In this instance, students must have the permission of the bus driver/coach/sponsor/and these devices must be stored in the student's locker and may not be used during school hours. (Note: Laser pointers potential to be used as a weapon demands that students possessing laser pointers face immediate disciplinary action, including suspension and expulsion.) **Parents or guardians may claim confiscated devices.** (Please note Grounds for Suspension and Expulsion).

FINAL EXAMINATIONS

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

FIELD TRIPS

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

FREQUENCY OF GRADES

Grades will be issued to students every nine weeks. Progress reports will be issued to students mid-way through each nine-week grading period. These reports indicate either positive academic

achievement or a deficiency that needs to be corrected.

GRADUATION REQUIREMENTS

- 1. Students must attend for at least 7 semesters.
- 2. A minimum of **42** credits is required.
- 3. State and local requirements:
 - Language Arts 9 credits
 - English 9, 10, 11 and 12: (2) credits each required + (1)Speech
 - Social Studies 6 credits
 - Government(1),Economics(1),U.S. History(2),
 - World History (2) or World Geography(2)
 - Mathematics 6 credits
 - Algebra I or equivalent required, (4) additional required
 - Science 6 credits
 - Biology I (2) required, Integrated Chemistry/Physics (2), Chemistry I (2) or equivalent (2) required, additional credits in any CORE 40 science (2)
 - Health..... 1 credit
 - Physical Education..... 1 or 2* credit(s)
 - 30/31* credits

*New requirement beginning with the Class of 2010

Each semester of a class has a potential credit to earn. To actually earn the credit, a student must PASS the class with the grade of a "D-"or above. The final semester grade (hence the credit earned) is comprised as follows:

- First nine weeks = 40%
- Second nine weeks = 40%
- Final Exam = 20%

A Student must, however, pass two out of the three above components of the semester grade. If a student fails two, the grade is an automatic "F".

The following grading scale is the official scale used at LaVille Jr. - Sr. High School:

A+= 12	B+= 9	C+= 6	D+= 3	
A = 11	B = 8	C = 5	D = 2	F = 0
A-= 10	B-= 7	C-= 4	D-= 1	

- 4. Students who transfer in to LaVille Jr./Sr. High School must show adequate school attendance records involving the dates prior to the requested entry date. If a student has been withdrawn from an academic program for more than three weeks prior to entry into LaVille, the student will not be granted credit for the classes taken in the current semester of entry.
- 5. All graduation requirements including passing all regular and correspondence classes must be met, all fines and fees paid and all school-owned books and equipment returned before a student participates in Commencement Exercises. It is ultimately the parents' and students' responsibility to see that all course work for graduation requirements is complete.
- 6. A core 40 Diploma requires 42 credits in specific areas, an Academic Honors Diploma requires 47 credits in specified areas, and a Technical Honors Diploma requires 47 credits in specified areas.
- 7. Up to three credits may be accepted from an approved and accredited correspondence school or home school program for regular LaVille high school credit. Additional correspondence courses or home school programs for credit must be approved by the principal.

8. Students may restore credit from failed courses or raise grades only by repeating that same exact course. The lower grade will be replaced by the higher grade on the transcript and the higher grade will be used when calculating grade point average. A grade in a lower level course cannot be used to replace a grade in an honors course. Students who take courses through summer school or correspondence programs will receive full credit. If these courses are being taken to restore credit for a class failed or to raise a lower grade, the grades from the courses taken throughout the regular school year will not be replaced.
9. Students planning to graduate at the end of their seventh semester must complete all required courses including correspondence courses before the end of the seventh semester. If students do not complete their required courses on time, they must finish those classes as a full time student during the eighth semester.
10. Students who choose to withdraw to complete their high school diploma in an alternative school program will relinquish their involvement with LaVille Jr.-Sr. High School including activities such as the Junior-Senior Prom, commencement, and other senior activities. Likewise, their diploma will not be issued by LaVille Jr.-Sr. High School; the diploma will be a South Bend Community Corporation (or other) diploma. This sort of withdrawal from the local school corporation is considered the same as any other withdrawal from LaVille.
11. LaVille seniors may participate in post-secondary credit classes at approved, accredited institutions with the prior approval of the principal. They may earn high school credit as well as post-secondary credit. In order to participate, the following criteria must be met:
 - a. A student may not enroll in a course at the post secondary level if that course is offered at LaVille High School unless a schedule conflict exists or course cancellation occurs. A student may not enroll in a post-secondary level course that he/she has already taken and received credit for at the secondary school.
 - b. A student is ineligible if participation in the program would cause a delay in graduation.
 - c. Students and parents are required to provide their own transportation and are responsible for the financial obligations of the post-secondary credit.
12. The valedictorian (ranked first) and salutatorian (ranked second) of a senior class will be named after the seventh semester. The grade point averages will be rounded up to the thousandth place. If there are any ties for ranking at that point, those students will be named as co-holders of the position for which they are tied. The final eighth semester rankings will not change the official valedictorian or salutatorian, but may change the final class rank.

G.P.A. rounding examples:

$$3.6565=3.657$$

$$3.6564=3.656$$

13. "Advanced Placement" (AP) courses are taught at the college level. In order to earn college credit, a student must attain a specific score on a national standardized examination and attend one of the many colleges and universities which recognize students' participation in the College Board's Advanced Placement program. Students enrolled in an AP course are required to take the related national Advanced Placement examination in the spring. If the cost of an exam is not underwritten by the State of Indiana, the student will have to pay the test fees (approximately \$80). The following AP courses are offered at LaVille High School:

AP English Language/Composition

AP Calculus AB

AP Chemistry

AP U.S. History

14. "Advanced College Project" (ACP) courses are likewise taught at the college level. In order to earn credit in these courses, a student must enroll with the sponsoring university and pay the per-credit – hour rate directly to the university. Students will earn high school credit as well as college

credits as long as the semester grade is a "C" or above. The following ACP courses will be offered at LaVille:

U.S. History (2009 – 2010)

Calculus (2010 – 2011)

HOMEROOM

Homeroom is from 10:00 a.m. to 10:10 a.m. and is considered an important part of the day. Students who miss homeroom without acceptable reason as all other classes will be considered truant and disciplinary procedures given as truancy.

HONORS COURSES

LaVille offer honors classes in science (7th and 8th grade only), math and English. Students qualify for these courses based on grades, scores on standardized tests and teacher recommendations. Once enrolled in these courses, students generally continue in them until graduation. However, a student may be removed from an honors course if his or her grade falls below a "B". Students not in honors classes may petition in the spring to be allowed to enroll in them for the next fall. Interested students should begin the process by asking their current teacher in that subject for a recommendation. Students should also submit in a well-written essay stating their reasons for wanting to be in the honors section. These petitions will be considered based on performance criteria and evidence of commitment to the honors curriculum.

HONOR ROLL

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

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

INTERNET POLICY

The complete School Board adopted policy is available in the school office. This policy will be referred to by teachers working with students on the Internet.

LOCKERS

You will be assigned a hallway locker with a built-in combination lock at the beginning of the year and will be expected to use that locker. Lockers are the sole property of the school. It is your responsibility to keep the locker assigned to you LOCKED, CLEAN and in APPROPRIATE ORDER. The school administration has the authority to open and examine the contents of any locker located on the school property. The student is presumed to have no expectation of privacy in that locker or its contents.

The school will not assume responsibility for lost items, therefore, it is important that the lockers be kept locked and the combination be kept confidential.

LOST AND FOUND

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

LUNCH HOUR CONDUCT/PROCEDURE

LaVille Jr-Sr High School has a closed lunch and students are not permitted to leave the school building without the approval of an administrator, or his/her designee. Outside food and/or deliveries are not allowed without prior approval from the administration. There are to be no outside visitors during lunch periods without the prior approval of the administration. Sack lunches from home are permissible. The parking lot is off limits at all times during the day. Classes are in session at all times during the noon hour, so please stay out of the halls.

Menus are posted in the classrooms and announced every morning.

There are 3 serving lines open during the 3 lunch periods for your convenience. Every student has a MealTime account and may deposit money into their account in the bookstore in the secured box provided. **If you pay with cash it must be in a sealed envelope with your name and amount on it. If you pay by check it must have your name or names on the memo line and the amount for each account.** You may go through any line and use your 5-digit ID number or pay cash. You may not take any money out of your account and there is NO CHARGING. Students are expected to use proper etiquette in the cafeteria at all times. A proper eating atmosphere is the responsibility of all those who use the cafeteria. Immature and irresponsible behavior will not be permitted. Students are to remain in their seats unless getting food or taking their tray to the proper area.

In the food service area during meal serving hours, carbonated beverages, water ices, chewing gum, hard candy, jellies and gums, marshmallow candies, licorice, spun candy and candy coated popcorn are not allowed in the cafeteria.

Students are not allowed to take food from the cafeteria. All food purchased from the cafeteria is to be eaten in the cafeteria. There is to be no food or drinks in any classroom at LaVille Jr. – Sr. High School without prior approval from the administration.

Students may be assigned lunch detentions (will eat apart from fellow students), Saturday School, After School Detention, clean – up of the area, and/or In – School Suspension based on the severity of their miss conduct in the cafeteria.

Breakfast:

All Students are welcome to purchase a breakfast at the cost of \$1.00 for students and \$1.75 for adults. Those students that are eligible for free or reduce price meal will also receive a free or reduced price breakfast.

MEDIA CENTER

The media center is open from 7:45 a.m. to 3:45 p.m., Monday-Friday. Students may borrow materials for a 2-week checkout period with a student ID. Students may also use the computers for school-related assignments provided they have a signed "Internet Use" forms on file. Students are expected to use the resources (printer and computer) respectfully and responsibly.

If books are not returned, the student will be assigned a detention in the library after school from 3:15 to 3:45. Failure to serve assigned detention will result in a referral to the office and an assignment to Saturday School.

MEDICATION

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

NON-DISCRIMINATION POLICY

Union-North School Corporation is committed to equal opportunity and does not discriminate on the basis of age, race, color, religion, or sex, handicapping conditions, or national origin including limited English proficiency, in any employment opportunity. No person is excluded from participation in, denied the benefits of, or otherwise subjected to unlawful discrimination on such basis under any educational programs or student activity.

Inquiries regarding compliance may be directed to the Superintendent, Union-North United School Corporation, 22601 Tyler Road, Lakeville, Indiana 46536

or

Section 504/Americans with Disabilities Act Coordinator

OFF-CAMPUS EVENTS

Students at school sponsored extra-curricular activities not at LaVillie Jr. /Sr. High School shall be governed by school district rules and regulations and are subject to the authority of school district officials.

DRESS CODE

You have the right to choose your own style of dress and personal appearance, as long as it does not interfere with the educational process or academic decorum or endanger student health and safety or cause undue maintenance problems for the school.

You are encouraged to "dress for success" as mature young adults and to make clothing choices that are consistent with our school's mission, learning and social environment that the administration/faculty strives to provide for all students. Spirit Days and dress will be based upon Principal's approval.

The Dress Code is implemented for the following reasons:

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

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

1. Students may not wear clothing with writing, slogans, pictures, or symbols that depict alcohol, tobacco, or drugs (this includes their manufacturer's name).
2. Students may not wear clothing with writing, slogans, pictures, or symbols that depict obscenities, vulgarity, racism, mutilation of humans or animals, sex, have a suggestive meaning, or gang affiliation.
3. Students may not wear shirts that have no sleeves; i.e. tank tops, muscle shirts, halter tops, or spaghetti straps. All shirts must have a sleeve (cap sleeves are permissible).
4. Students may not wear pants in a sagging manner; all pants must be worn at hip level. There shall be no visible undergarments or visible holes. Students may not wear pajamas to school unless they are part of a scheduled spirit day.
5. Students may not wear shorts or skirts that are shorter than 2" above the knees. Lycra or spandex, such as biker shorts, is not permissible by themselves. They may be worn underneath a skirt as long as the skirt is no shorter than 2" above the knees.
6. Students may not wear immodest clothing, which includes clothing that exposes undergarments or inappropriately exposes the body (bare midriffs are not allowed). Students may not wear see-through type material.
7. Students may not wear shirts that expose cleavage. V-neck, scoop neck, and crew neck shirts are permissible as long as they display no visible cleavage.
8. Students may not wear or carry hats, caps, head wraps, scarves, bandanas, or other head apparel during the school unless the head apparel is part of the school's spirit days.
9. Students may not wear chains or wallets with chains attached to them.
10. Students shall wear shoes at all times.
11. Students may not wear sunglasses during the day unless there is a medical reason.
12. All coats, book bags and back packs will remain in the locker during the day. IF THERE WOULD BE A HEATING/COOLING SITUATION IN THE BUILDING, FACULTY/ADMINISTRATION WILL USE THEIR DISCRETION.

Violations of the dress code will result in the following:

** First Offense – a student will be assigned an after school detention, parent/guardian will be contacted and the student must correct the violation before returning to class.

** Second Offense – a student will be assigned a Saturday School, parent/guardian will be contacted and the student must correct the violation before returning to class.

** Third Offense – a student will be assigned IN – SCHOOL/OUT of SCHOOL SUSPENSION and or EXPULSION depending upon the frequency of violations and severity. The parents/guardian will be informed.

PERSONAL PROPERTY

The school cannot and will not be responsible for any personal property which is brought into the school. If such property is lost, stolen or damaged, replacement will be at the student's expense.

Book bags are allowed to be brought to and from school but they are not to be carried in-between classes. All book bags are to be stored in your hallway locker during school hours.

PUBLIC AFFECTION

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

SCHEDULE CHANGES

Course selections made in the spring for the following school year (including second semester) dictate the number of sections of each course offered, teachers assigned to teach each course and the book fees generated.

Schedule change requests must meet the following guidelines:

1. Failure to meet course prerequisites
2. Failure to meet graduation requirements
3. Elective changes due to change in college or career plans
4. Course changes due to completion of summer school
5. Inappropriate level placement

Please note that requests for teacher changes are not honored. There will be no refunds for student requested schedule changes.

Any schedule change requested after the designated drop/add period (including all second semester changes) will require the written permission of the teachers involved, the students and the parent/guardian.

SCHEDULING OF SCHOOL EVENTS

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

SCHOOL DAY REQUIREMENT

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

SCHOOL NURSE

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

SEVERE WEATHER-SCHOOL CLOSINGS

An official announcement for school closings may be heard over the local radio and TV stations for

the Union-North (LaVille) school corporation. In case of severe weather, snow, low temperatures, ice, fog, listen to these stations.

SPECTATOR GUIDELINES

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

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

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

STUDENT I.D.

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

STUDY HALL RULES AND REGULATIONS:

The purpose of the study hall is to provide students with the opportunity to complete homework, work on projects, research for papers, and/or study for test that students may otherwise not have the time available after school. Study Halls provide students with an opportunity for them to meet their educational goals and succeed in schools.

Rules:

1. Students must be in their assigned seat before the tardy bell
2. Students must have work to do; be prepared to study and take advantage of the time that is allowed
3. Work on all assignments
4. Students are not allowed to sleep, talk, have heads on desk, or cause disruption during the learning process
5. Respect yourself and respect others

Procedures:

1. Use the restroom and get a drink between classes. You will remain in the room until the bell rings, unless there is an emergency. One student may be out of study hall on a pass at a time with the exception of library passes.
2. Library passes may only be issued to the students from their classroom teachers. The study hall supervisor will not write students passes to the library.
3. Students will remain quiet for the entire study hall period.
4. If a student has a pre-signed pass from another teacher requesting you to go to the library for research or to that teacher's classroom you may be permitted to go, but must stay the entire period. Students will not be permitted to go to another teacher's classroom unless they have a pre-signed pass.
5. Students are required to work until the bell rings. This means students will bring all ne-

cessary supplies to occupy them for the entire period. If you have no assignments to work on, bring reading material or review other class material. Work may be provided by the teacher if you do not bring something to work on in study hall.

6. Keep in mind that you elected to take a study hall because you needed the study time, therefore this will be a study hall every day and not a social hour.

SUSTAINED SILENT READING

LaVille Jr. – Sr. High School has implemented a whole school reading program. The purpose of this program is to encourage our students to not only enjoy reading, but increase their language usage. Students will read for 20 minutes everyday in assigned classes pre-determined by the administration. Students are allowed to read library books, newspapers, and magazines. Students who do not bring reading materials to class will be referred to the office and the following guidelines will be used for disciplinary reasons:

- 1) First offense – warning
- 2) Second offense – after school detention
- 3) Third offense – Friday Night School will be assigned

TELEPHONES

The office telephones are business phones and are not to be used by students except for emergencies or school business. Even then, it is necessary to ask permission of the person in charge. You will not be called from classes to answer phone calls unless it is an emergency. Although there are phones in every classroom, these are for teacher use. Students are not to use these phones without prior teacher approval.

CELL PHONES

We are aware of the necessity of cell phones for after school activities. If a student has a cell phone they are to turn it off during the school day. Cell Phones must be kept in the students' locked lockers and not on the person. If you drive to school you may leave them in your locked vehicle. If any staff member sees or hear the cell phone it will be taken from them and turned into the office. A parent will be notified and will need to pick up the cell phone from the front office.

TEXTBOOK AND MATERIAL FEES

All textbook and material fees will be collected each school year. Statements will be issued to parents. The statement will have textbook rental prices and subject area fees for each course. Payment is due upon receipt of the fees statement at registration in the month of July. Checks may be made payable to LaVille Jr. /Sr. High School. **Payments plans or assistance forms are available. Contact the school treasurer with any questions.**

VISITORS

Due to legal liabilities, LaVille will not allow visitors within the school building during the school day. Exceptions to this rule will be parents/guardians of enrolled students and student who are contemplating future enrollment into LaVille. While parents are encouraged to visit, they must check in with the office. Visitor badges will be required for all visitors to LaVille Jr. /Sr. High School. The visitor identification will be issued at the main office. The Principal or his/her designee is empowered to take action against non-students who are on campus. This action includes the right to call the police and swear out warrants.

WEIGHTED GRADE COURSES

Language Arts: Honors English 9,10,11,AP English Language/Composition.

Science: Physics I and AP Chemistry.

Honors Math: Geometry, Algebra II, Pre-Calculus, Discrete Math, Probability, and Statistics, AP Calculus.

Foreign Language: French 3 and 4, German 3 and 4, Spanish 3 and 4.

WORK PERMITS

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

I.C.E./OJT STUDENTS: This program is designed to allow students to gain valuable on the job training skills that will help make them employable in today's competitive job market. Students are allowed to leave school for a specific part of the day to go to their place of employment. However, with every program that is offered at the school there are certain rules that must be followed for the students to continue to participate in such programs. If your student is part of the I.C.E./OJT program they must be in school attendance for at least 80% of their school day. If they should be unable to attend school for the minimum they are not allowed to go to their place of employment that day. If student should not attend school, but attend their place of employment they will be considered truant and receive the consequences under the truancy section of the handbook. Should the student be absent they must make contact with the front office and the ICE/OJT coordinator. Medical reasons are exempt as long as they bring the proper documentation. For information on other criteria and rules please see the I.C.E./OJT coordinator.