

Linton-Stockton

High School/Middle School

Student Handbook

Superintendent: Mrs. Kathryn Goad

High School Principal: Mrs. Alicia Cornelius

Middle School Principal: Mrs. Lisa Hollingsworth

Athletic Director: Mr. Charlie Karazsia

Guidance Counselor: Mrs. Teresa Mansfield

High School Office Secretary: Mrs. Joni Hayden

Middle School Office Secretary: Mrs. Beth Landis

Athletic/Guidance Secretary: Mrs. Bette Meng

High School

10 'H' Street NE

Linton, Indiana 47441

Office Hours: 7:30 am - 3:30 pm

Phone: (812) 847-6024

Fax: (812) 847-6037

Middle School

109 'I' Street NE

Linton, Indiana 47441

Office Hours: 7:30 am - 3:30 pm

Phone: (812) 847-6022

Fax: (812) 847-6032

LINTON-STOCKTON HIGH SCHOOL SCHOOL



Purpose

LHS will graduate productive citizens and lifelong learners.

Motto

L - Learn to go Further.

H - Honor each other in all you do.

S - Strive to be your best.

School Song

Linton High School, Oh Linton High School
Linton High School we're all for you
We will fight for our Linton High School
In the glory of red and blue
Rah, rah

Never daunted we shall not falter
In the battle we're tried and true

Linton High School, oh Linton High School
Linton High School we're all for you

Linton Miners!

LINTON-STOCKTON MIDDLE SCHOOL

MISSION STATEMENT

Linton-Stockton Middle School is committed to providing students with academic skills which enable them to become successful lifelong learners while promoting their positive social and emotional development.

Teaching students to be highly effective while being respectful, responsible, and ready to learn.

BE PROACTIVE
BEGIN WITH THE END IN MIND
PUT FIRST THINGS FIRST
think win-win
SEEK FIRST TO UNDERSTAND
THEN TO BE UNDERSTOOD
SYNERGIZE
SHARPEN THE SAW

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Section I - General Information

SCHOOL STATEMENT

The administration, faculty, and staff are pleased to present this handbook to our students and parents.

You will find the information it contains extremely helpful in planning your year at the high school. We encourage you to become a part of the total school program by being involved in many school activities.

We look forward to working with you during the school year.

The intent of this handbook is to increase the communication between students, parents, and the school personnel. The handbook contains a wide variety of information for you to digest. We ask that the student and parent review this handbook together early in the school year, then keep it in a visible and accessible location for ready reference throughout the year.

Our goal is to work with our students, parents, and community to provide the best possible education for all. We look forward to working with you to see that this is a most rewarding and enjoyable school year.

SCHOOL CALENDAR 2018-2019

1st Day of School	August 10
eLearning Day	August 31
Labor Day	September 3
End of 1st Nine Weeks	October 10
Fall Vacation	October 11-12
Thanksgiving Vacation	November 21-23
End of 2nd Grading Period/End of 1st Semester	December 21
Christmas Vacation	December 24-January 2
Begin 3rd Nine Weeks	January 3
eLearning Day	February 18
End of 3rd Nine Weeks	March 6
Spring Vacation	March 25-29
Prom	May 4
End of 4th Grading Period/End 2nd Semester	May 16
Commencement	May 25

SCHOOL DAY

High School and Middle School offices are open Monday - Friday, 7:30 A.M. - 3:30 P.M. High school students upon arriving to school in the morning are to report to the auditoria and remain there until 7:45 A.M. Middle school students are to report to the Middle School Gym and remain there until 7:45 A.M. At the end of the school day (3:05 PM) **students are not permitted to remain in the building after 3:20 PM unless they are under the supervision of a teacher.**

BELL SCHEDULE

1st Hour	7:55 AM - 8:45 AM
2nd Hour	8:49 AM - 9:39 AM
3rd Hour	9:43 AM - 10:32 AM
Homeroom	10:36 AM - 10:56 AM
4th Hour A	Lunch: 10:56 AM - 11:26 AM Class: 11:30 AM - 12:26 PM
4th Hour B	Class: 11:00 AM - 11:26 AM Lunch: 11:26 AM - 11:56 AM Class: 12:00 PM - 12:26 PM
4th Hour C	Class: 11:00 AM - 11:56 AM Lunch: 11:56 AM - 12:26 PM
5th Hour	12:30 PM - 1:19 PM
6th Hour	1:23 PM - 2:12 PM
7th Hour	2:16 PM - 3:05 PM

EQUAL EDUCATION OPPORTUNITY

It is the policy of the Linton-Stockton School Corporation's Board of Education not to discriminate in its operation of education programs and activities nor against any student, employee or potential student or employee, on the basis of sex, race, color, natural origin (including limited English proficiency), age, or handicap, per Section 504 of the Rehabilitation Act of 1973 as amended.

Please contact one (1) of the following individuals if you feel your civil rights have been violated:

Section 504

Contact: Mrs. Teresa Mansfield, Guidance Counselor
10 H Street NE
Linton, IN 47441
(812)847-6024

Civil Rights

Contact: Dr. Kathy Goad, Superintendent
801 1st Street NE
Linton, Indiana 47441
(812) 847-6020

Title IX

Contact: Dr. Kathy Goad, Superintendent
801 1st Street NE
Linton, Indiana 47441
(812) 847-6020

A.D.A.

Contact: Dr. Kathy Goad, Superintendent
801 1st Street NE
Linton, Indiana 47441
(812) 847-6020

STUDENT RIGHTS AND RESPONSIBILITIES

The rules and procedures of the School are designed to allow each student to obtain a safe, orderly, and appropriate education. Students can expect their rights will be protected and that they will be treated with fairness and respect. Likewise, students will be expected to respect the rights of their fellow students and the staff. Students will be expected to follow staff members' directions and obey all school rules. Disciplinary procedures are designed to ensure due process (notice and a fair hearing) before a student is disciplined because of his/her behavior.

Parents have the right to know how their child is succeeding in school and will be provided information on a regular basis and as needed, when concerns arise. Many times it will be the responsibility of the student to deliver that information. If necessary, the U.S. Mail or hand delivery may be used to ensure contact. Parents are encouraged to establish constructive communication channels with their child's teachers and support staff and to inform the staff of suggestions or concerns that may help their child better accomplish his/her educational goals.

The staff expects students to arrive at School prepared to learn. It is the student's responsibility to arrive on time and be prepared to participate in the educational program.

STUDENT WELL-BEING

Student safety is a responsibility of the students and the staff. All staff members are familiar with emergency procedures such as evacuation procedures, fire and tornado drills, safety drills in the event of a terrorist or other violent attack, accident reporting procedures. Should a student be aware of any dangerous situation or accident, s/he must notify any staff person immediately.

Students with specific health care needs should submit those needs, in writing and with proper documentation by a physician, to the School office.

ACCIDENT AND INJURY

Every accident or injury in the school building, on the school grounds, at practice sessions, or any other event sponsored by the school must be reported immediately to the person in charge. The person in charge will file a report in the principal's office. If medical attention is required, the office will follow the school's emergency procedures and attempt to make contact with the student's parents.

ENROLLING IN THE SCHOOL

Students are expected to enroll in the attendance corporation in which they have legal settlement, unless other arrangements have been approved.

Students that are new to the School are required to enroll with their parents or legal guardian. When enrolling, the parents will need to bring:

1. a birth certificate or similar document,
2. court papers allocating parental rights and responsibilities, or custody (if appropriate),
3. proof of residency, (no homeless child will be denied enrollment based on a lack of proof or residency)
4. proof of immunizations.

In some cases, a temporary enrollment may be permitted. In such cases, parents will be notified about documentation required to establish permanent enrollment.

Students enrolling from another accredited school must have an official transcript from the sending school in order to receive credit from that school. Principal's office will assist in obtaining the transcript, if not presented at the time of enrollment.

Homeless students who meet the Federal definition of homeless may enroll and will be under the direction of the Corporation Liaison for Homeless Children with regard to enrollment procedures.

New students eighteen (18) years of age or older are not required to be accompanied by a parent when enrolling. When residing with a parent, these students are encouraged to include the parents in the enrollment process. When conducting themselves in school, adult students have the responsibilities of both student and parent.

Non-resident students should refer to the Board Policy 5111 for eligibility requirements to enroll.

Foreign students and foreign-exchange students (from recognized and approved student programs) are eligible for admission on the same basis as other nonresident students.

TRANSFER OF STUDENTS WITHOUT LEGAL SETTLEMENT

In addition to students with legal settlement in the Corporation, students without legal settlement in the Corporation will be enrolled in compliance with I.C. 20-26-11-32 and pursuant to Board Policy 5111 Determination of Legal Settlement and Eligibility for Enrollment of Students without Legal Settlement in the Corporation.

ATTENDANCE POLICY

The Linton-Stockton High School Curriculum is designed so that regular and consistent participation in assigned activities are essential to successful completion of all courses. The grades assigned reflect not only the quantity but also the quality of work completed.

ATTENDANCE DEFINITIONS

A whole day absence is defined as a student being absent from school from 7:55 am through 3:05 pm. A half day absence is defined as a student arriving at school after 10:00 am or leaving school before 1:00 pm. Half days accumulate and are counted toward the six day and ten day absence totals. Two half days equal one whole day absence.

CERTIFIED-These absences do not count toward the **accumulation** of days **per year**. **These days do count as a day of being absent from school. Students may make up all work and receive full credit for the work** if the absence is certified within 48 hours. Absences that do not count toward the six-day quota include; (excuses must be presented within two days or the absence will not be certified.)

1. Attending a funeral
2. Any other emergency – with approval of the principal or his designee
3. Absences supported by a doctor's note
4. **College visitation days for junior and/or seniors** with pre-approval from the principal or designee (one day per semester)

CERTIFIED DOES NOT COUNT – **These days do NOT count as a day of being absent from school (according to law).** **Students may make up all work and receive full credit for the work.** These include;

1. Pre-arranged permission to fulfill a state fair assignment such as a 4-H commitment.
2. Pre-arranged permission serving as a Page in the State Legislature.
3. School sponsored activities; no parent/doctor statement is needed to re-enter student in school.
4. Pre-arranged permission to help candidates on Election Day.
5. Any student subpoenaed to appear in court and/or court appearances
6. Absences while on suspension, expulsion, or exclusion from school.
7. Any pre-approved educational absence by the school principal.

EXEMPT-As per state law the following do not count as a day missed from school and students may make up all missed work for full credit.

- Pre-arranged permission to fulfill a state fair assignment such as a 4-H commitment.
- Pre-arranged permission serving as a Page in the State Legislature.
- Pre-arranged permission to help candidates on Election Day.
- Any student subpoenaed to appear in court and/or court appearances

EXCUSED- **Parent must notify school of the student's absence.** These absences are counted toward the accumulation per year. Students will be allowed to make up all work and receive full credit for the work. Examples include: Staying home sick without a doctor's visit and pre-arranged absences.

UNEXCUSED-These absences are counted toward the accumulation per year. Students will not receive credit for work missed during an unexcused absence.

Examples include:

1. Being truant from school – each class missed because of truancy will count toward the six-day absence quota per year.
2. Being late to class twenty (20) or more minutes, but upon review of the principal or designee, it can be changed or excused.
3. Returning to school without a note or call from the parent/guardian within 48 hours of return.
4. **Students who bring forged notes will have their absence(s) unexcused and will be considered truant.**

If a student reaches six (6) excused absences in one year, additional absences that year will be unexcused without a doctor's excuse.

SUSPENSION FROM SCHOOL- Absence from school due to suspension shall be considered an authorized absence, neither excused or unexcused. Student will be given credit for properly completed assignments and tests.

EARLY DISMISSAL

No student may leave School prior to dismissal time without either a.) a written request signed by the parent or a person whose signature is on file in the School office or b.) the parent coming to the School office or calling to personally request the release. No student will be released to a person other than a custodial parent(s) or guardian(s) without a permission note signed by the custodial parent(s) or other legal authorization. A student leaving school grounds without permission will be considered truant.

ABSENCE PROCEDURE

On the day a student is going to be absent, not pre-arranged, it is the responsibility of the home to contact the school. A parent or guardian should call the school between 8:00 A.M. and 9:00 A.M. We are required by law to know where our students are and to know why they are not in school. If a parent/guardian does not call prior to 9:00 A.M., then the student is assumed truant. Therefore, if we have not heard from the home, school personnel will make an effort to contact the parents.

VACATIONS DURING SCHOOL ATTENDANCE DAYS

All vacations, during school attendance days, must be prearranged with school administration, parents, and teachers at least five (5) school days prior to the vacation. These days are counted as days absent from school and will be counted toward the absence quota.

ATTENDANCE HOTLINE: High School: (812) 512-9052 Middle School: (812) 512-9053

NOTIFICATION TO THE GREENE COUNTY CHILD PROTECTION SERVICES AND THE GREENE COUNTY PROSECUTOR'S OFFICES: During the school year, after 10 days of student absences in any given period, the Greene County Child Protection Services Office and the Greene County Prosecutor's Office may be notified. Parents will receive notification of absence following the fourth absence per year and the seventh absence per year.

TARDY POLICY

All students who are not in their assigned classroom at the bell are considered tardy. All students who are tardy will still report directly to the classroom. Students who are not in class at the tardy bell (20 minutes after class begins) will still report to class, but will be counted as absent (not tardy) for attendance purposes. For 1st period tardies, report to the office to sign-in.

Punctuality to class is important for the student and the smooth functioning of each class. Being consistently tardy disrupts the classroom and will be dealt with by the following **per class and semester**.

The classroom teacher will keep track of individual student's tardies

The discipline policy for tardies is as follows (a discipline referral will be placed in the student's discipline file for all classroom detentions):

3 Tardies	Warning and contact with student and parent(s)/guardian(s)
5 Tardies	1 Extended After School Detention (from 3:10 PM to 5:00 PM) and letter home or conference with parent
7 Tardies	2 Extended After School Detention (from 3:10 PM to 5:00 PM) and letter home or conference with parent
9 Tardies	1 days In-School Suspension and 2 Days of Extended After School Detention (from 3:10 PM to 5:00 PM) and letter home or conference with parent
11 Tardies	Up to 5 days Out of School Suspension
12 Tardies	5-10 days Out of School Suspension with recommendation for expulsion

Each additional tardy may result in additional disciplinary measures as determined by the building administrators.

WITHDRAWAL FROM SCHOOL/TRANSFER OUT

No student under the age of eighteen (18) will be allowed to withdraw from School without an exit interview with the Principal who must agree to the withdrawal. The Principal is also required to provide to the Bureau of Motor Vehicles the name of any student under the age of eighteen (18) who withdraws from School for revocation of the student's driver's license. The student also may not be able to obtain an employment certificate needed to obtain a job.

Parents that want to transfer their child to another district, home school, or for a withdrawal must adhere to the following procedure.

1. Meet with the building principal.
2. Complete the required forms for the Linton-Stockton School Corporation and the State of Indiana.
3. Return all school property.

IMMUNIZATIONS

Students must provide documentation that complies with the rules set forth by the Indiana State Board of Health that all immunizations required by law are current, including but not limited to pertussis (whooping cough), poliomyelitis, measles, diphtheria, rubella (German measles), tetanus, mumps, hepatitis A, hepatitis B, and varicella (chicken pox), or have an authorized exemption from State immunization requirements (I.C. 20-8.1-7-9.5). Every student who enters kindergarten or grade 1 shall be immunized against hepatitis A, hepatitis B, diphtheria, tetanus, pertussis, polio, measles, mumps, rubella and chickenpox. Every child who enters grades 6 through 10 shall also have a meningococcal conjugate vaccine. Students entering grades 11 and 12 also must have a second meningococcal conjugate vaccine. From time-to-time other communicable diseases may be designated by the Indiana State Board of Health as diseases that require immunizations. For the safety of all students, the school principal may remove a student from school or establish a deadline for meeting State requirements if a student does not have the necessary immunizations or authorized exemption. In the event of a chicken pox epidemic, the Superintendent may temporarily deny admission to a student otherwise exempted from the chicken pox immunization requirement. Any questions about immunizations or exemptions should be directed to the nurse's office.

Information concerning meningococcal disease (meningitis) and its vaccine shall be provided to students and parents at the beginning of the school year by the Superintendent. The information must include

information concerning the causes, symptoms and spread of meningococcal diseases and places where parents may obtain additional information and vaccinations for their children.

The parent of each female student entering grade 6 shall be provided with information prescribed by the Indiana State Department of Health concerning cervical cancer and the Human Papillomavirus (HPV) infection and that an immunization against the HPV infection is available.

NURSE / MEDICATION

No medication shall be administered to a student without the written and dated consent of the student's parent. The consent of the parent shall be valid only for the period specified on the consent form and in no case longer than the current school or program year. All nonprescription medicine to be administered to a student must be accompanied by a statement describing the medicine, the dosage, and the time for it to be administered to the student. All prescription medicine, including injectable medicine, and all blood glucose tests by finger prick to be administered to a student must be accompanied by a physician's prescription, a copy of the original prescription, or the pharmacy label. If the medication is to be terminated prior to the date on the prescription, the written and dated consent or withdrawal of consent of the parent is required. The written consent of the parent and the written order of the physician shall be kept on file.

No student shall be allowed to keep medicine at school except as provided by state law. Any medicine to be administered to a student shall be brought to either the principal's or school nurse's office where it will be kept in a secure place.

Medication shall be administered in accordance with the parent's statement (in the case of nonprescription medicine) or the physician's order (in the case of prescription medicine) only by a school nurse or other employee(s) designated in writing by the school principal. All administration of medicine shall be documented in writing. Any designated employee who is responsible for administering injectable insulin or a blood glucose test by finger prick shall receive proper training from a practitioner or a registered nurse and such training shall be documented in writing by the practitioner or registered nurse and kept on file in the school building office.

Unused medicine by a student may be sent home through the student's parent or an individual who is at least 18 years old and is designated in writing by the student's parent to receive the medication. Unused medicine may be sent home with the student only with the written permission of the student's parent.

COMMUNICABLE DISEASES AND PESTS

Because a School has a high concentration of people, it is necessary to take specific measures when the health or safety of the group is at risk. The School's professional staff has the authority to remove or isolate a student who has been ill or has been exposed to a communicable disease or highly-transient pest, such as lice. Specific diseases include: diphtheria, scarlet fever, strep infections, whooping cough, mumps, measles, rubella, and other conditions indicated by the Local and State Health Departments. Any removal will be limited to the contagious period as specified in the School's administrative guidelines.

The Corporation has an obligation to protect staff and students from non-casual-contact communicable diseases. When a non-casual-contact communicable disease is suspected, the staff or student's health will be reviewed by a panel of resource people, including the County Health Department. The School will protect the privacy of the person affected and those in contact with the affected person. Students and staff will be permitted to remain in school unless there is definitive evidence to warrant exclusion.

Non-casual-contact communicable diseases include sexually transmitted diseases, AIDS, ARC-AIDS Related Complex, HIV, Hepatitis B, and other diseases that may be specified by the State Board of Health.

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

LICE

To control and eliminate head lice infestation, while ensuring that parents/guardians have an adequate amount of time to clean the child's head and the house without accumulating unexcused absences.

Parents are responsible for checking their own child's head for lice periodically. The school nurse or designated staff will check students referred by staff members including siblings and friends, as appropriate.

Parent/Guardian of the students identified with live head lice, along with any affected siblings, will be notified to pick up their child immediately. This day, and up to two more consecutive days, will be counted as certified absences. Only one incident per semester will be certified. If the parent observes live lice during these three consecutive days, they may call the school and report that their child still has head lice. This will count toward the three certified days as previously mentioned. When returning to school, Parent/Guardian is responsible for transporting students to school to be checked by school nurse determining if student is free of live lice. Students must be checked two or more consecutive days for any remaining infestation and found free before permitted to ride the bus to school.

PESTICIDES

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

Pesticides will be applied by certified pesticide applicators and, when possible, when students and staff members are not present, such as during non-instructional time or school vacation periods.

The Corporation will:

- A. Inform annually parents and staff members of the Corporation's pest control policy.
- B. Provide the name and phone number of the person to contact for information regarding pest control.
- C. Establish a registry of parents and staff members who want to receive advance notice of all pesticide use and provide such notice.
- D. Provide notice of all pesticide applications to school nurses.

The Corporation will provide notice at least forty-eight (48) hours prior to the date and time the pesticide application is to occur to those who have registered. The notice will include the date and time of the pesticide application, the general area where the pesticide is to be applied, and the telephone number to contact the school for more information.

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

SPECIAL EDUCATION

PERSON WITH A DISABILITY

The Americans with Disabilities Act (A.D.A.) and Section 504 of the Rehabilitation Act prohibit discrimination against persons with a disability in any program receiving Federal financial assistance. This protection applies not just to students, but all individuals who have access to the Corporation's programs and facilities.

The law defines person with a disability as anyone who:

- A. has a mental or physical impairment that substantially limits one or more major life activities;
- B. has a record of such an impairment; or
- C. is regarded as having such an impairment.

The Corporation has specific responsibilities under these two laws, which include identifying, reviewing and, if the child is determined to be eligible, affording access to appropriate educational accommodation.

FREE AND APPROPRIATE PUBLIC EDUCATION

Students are entitled to a free appropriate public education in the "least restrictive environment." The School provides a variety of special education programs for students identified as having a disability as defined by the Individuals with Disabilities Education Act (IDEA).

A student can access special education services only through the proper evaluation and placement procedure. Parent involvement in this procedure is required. More importantly, the School encourages the parent to be an active participant. To inquire about the procedure, a parent should contact the principal's office.

Students with disabilities who do not qualify for IDEA may be served within the regular education program with an accommodation plan developed through an interactive dialogue between the School, the student and the student's parent(s). Parents who believe their child may have a disability that interferes substantially with the child's ability to function properly in School, should contact the principal's office.

SERVICE ANIMAL

A student's need for and use of a service animal must be addressed in the student's individualized education program (IEP) and/or Section 504 Plan. A service animal that meets the definition set forth in Policy 8390 shall be permitted to accompany the student anywhere on the school campus where students are permitted to be; however, the service animal must be at all times under the control of the student or the service animal handler. The principal will review and determine whether the documentation required by Board policy has been provided for the student's service animal.

HIGH ABILITY

HIGH ABILITY MISSION STATEMENT

"Linton-Stockton School Corporation will strive to identify and meet the needs of high ability students with a challenging, differentiated curriculum allowing them the opportunity to work at an appropriate pace and level in mathematics and language arts." (Adopted Nov. 19, 2007)

DEFINITION OF HIGH ABILITY

"Students with high ability perform or show the potential to perform at remarkably high levels of academic accomplishment in math and/or language arts when compared with others of their age, experience, or environment. Linton-Stockton School Corporation recognizes there are such students in all cultural and economic groups and strives to identify high ability students K-12 in order to provide the challenging curriculum and instruction they need to develop their potential." (Adopted Nov. 19, 2007)

Refer to school website for further information on high ability.

HOMELESS STUDENTS

Homeless students will be provided with access to educational opportunities in the same manner as other students served by the Corporation. Homeless students are eligible to receive transportation services, participate in education programs for students with disabilities or limited English proficiency, participate in high ability programs, and receive meals under school nutrition programs. Homeless students will not be denied enrollment based on lack or proof of residency. For additional information contact the principal's office.

PROTECTION AND PRIVACY OF STUDENT RECORDS

The Corporation maintains many student records including both directory information and confidential information.

DIRECTORY INFORMATION

Unless otherwise requested in writing, the school will assume the privilege of releasing student names, pictures, work, and/or addresses for publication to go along with honor lists, newspaper, photographs, articles, parent club information, college and university admission, etc.

Names of parents and phone numbers will be released to parent club committee members/officers for personal contact regarding club matters. Any parents not wishing to have their names released should submit a statement in writing to the building principal.

CONFIDENTIAL RECORDS

Confidential records include test scores, psychological reports, behavioral data, disciplinary records, social security numbers, and communications with family and outside service providers.

In 1973, the Congress passed the Family Educational Rights and Privacy Act. This law gives students, if they are "an eligible student", or their parent or guardian, certain rights regarding their education records. An eligible student is one who has reached the age of 18 or is attending any school after graduation from high school.

The law requires that schools receiving Federal funds must:

1. Allow the parent or eligible student to review and inspect the student's record. This rule does not apply to records made and kept by one person, such as a psychologist or social worker, which are not shared with anyone but a substitute for that person.
2. Give the parent or eligible student the chance to challenge the records in a hearing to make sure that they are not misleading or inaccurate.
3. Obtain written permission from the parent or eligible student before revealing the records to other persons.
4. Notify parents or eligible students of their rights under this law. There are some exceptions to Rule Number 3, above. School personnel may show or turn over records without permission to:
 - a. Other officials of the same school.
 - b. Officials of other schools in which the student seeks or intends to enroll.
 - c. Certain Federal, State and local authorities performing functions authorized by law.
 - d. Individuals or organizations in connection with a student's application for or receiving financial aid.
 - e. Court or law enforcement officials, if the school is given a subpoena or court order.
 - f. In an emergency, the school may turn over records if failure to do so would probably result in a threat to the health or safety of the student or others.

STUDENT FEES AND CHARGES

Linton-Stockton School Corporation charges specific fees for activities, courses, and technology. Such fees or charges are determined by the cost of materials, freight/handling fees, and add-on fees for loss or damage to School property. The School and staff do not make a profit.

Fees may be waived in situations where there is financial hardship.

Charges may also be imposed for loss, damage or destruction of school apparatus, equipment, musical instruments, library materials, textbooks and for damage to school buildings or property. Students using school property and equipment can be fined for excessive wear and abuse of the property and equipment. Students can avoid late fines by promptly returning borrowed materials.

STUDENT FUNDRAISING

Students may not sell any item, service, or take up a collection/donation in school without the prior approval of the principal. Violation of this policy may lead to disciplinary action.

STUDENT VALUABLES

Students are encouraged not to bring items of value to School. Items such as jewelry, expensive clothing, electronic equipment, and the like, are tempting targets for theft and extortion. The School cannot be responsible for their safekeeping and will not be liable for loss or damage to personal valuables. The lost and found area is located in the principal's office.

MEAL SERVICES

The School participates in the National School Lunch Program and makes lunches available to students for a fee of \$2.85. A la carte or individual items are available at additional costs. Students may also bring their own lunch to school to be eaten in the School's Auditoria. No student shall be allowed to leave School premises during the lunch period without specific written permission granted by the Principal. Applications for the School's Free and Reduced-Priced Meal program are distributed to all students. If a student does not receive one and believes that s/he is eligible, contact the food service director.

Packed lunches/take-out food items cannot be brought in, by parents/guardians during the school day at any time, due to students' safety and health. For more information, refer to the Corporation's Wellness Policy listed on the school's website.

VENDING MACHINES

Vending Machines in the buildings will be for student use at the following time: before school to 7:45 AM and after 3:05 PM. High school students may use the vending machines during B and C lunch. Students are not permitted to take beverages, candy and food from the commons area at any time during the regular school day. Note – Students are not allowed to have caffeinated energy drinks during the regular school day.

SAFETY DRILLS

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

EMERGENCY CLOSINGS AND DELAYS

If the School must be closed or the opening delayed because of inclement weather or other conditions, the School will notify the following television stations: WTHI and WTO (Channel 10 & 2). School Messenger will also be used to send out notifications. Do not call school personnel concerning such matters. School closings will be made up in the form of eLearning days.

SAFETY AND SECURITY (VISITORS)

All visitors must report to the office when they arrive at school. All visitors are given and required to wear a building pass while they are in the building. Staff are expected to question people in the building whom they do not recognize and who are not wearing a building pass, and to question people who are "hanging around" the building after hours. Students and staff are expected to immediately report to a teacher or administrator any suspicious behavior or situation that makes them uncomfortable. Doors are locked during the school day. Portions of the building that will not be needed after the regular school days are closed off. If a person wishes to confer with a member of the staff s/he should call for an appointment prior to coming to the School in order to prevent any inconvenience. Students may not bring visitors to school without first obtaining written permission from the principal. The Corporation may utilize video surveillance and electronic monitoring in order to protect Corporation property, promote security, and protect the health, welfare, and safety of students, staff, and visitors.

STUDENT HALL PASS

Whenever a student leaves his/her classroom to go to the office, guidance office, nurse, etc. he/she must have a hall pass from his/her classroom teacher. Students are not permitted to go to their lockers during class time, unless it is absolutely necessary, and they are given permission from their classroom teacher.

CELL PHONE POLICY AND OFFICE PHONES

In order to avoid disruption of the educational environment and protect students' right of privacy, student use of personal communication devices (PCDs) is prohibited during school hours. PCDs and other personally owned electronic devices are not to be kept in possession during school hours. (7:55 am - 3:05 pm) If personal devices are brought to school, they must be kept in lockers and turned off.

Office telephones are not to be used for personal calls. Except in an emergency, students will not be called to the office to receive a telephone call. Telephones are available in the school for students to use when they are not in class. Students are not to use telephones to call parents to receive permission to leave school.

Students are personally and solely responsible for the care and security of their PCDs. The Board assumes no responsibility for theft, loss, or damage to, or misuse or unauthorized use of PCDs brought onto its property.

"Sexting" is prohibited at any time on school property or at school functions. Sexting is the electronic transmission of sexual messages or pictures, usually through cell phone text messaging. Such conduct not only is potentially dangerous for the involved students, but can lead to unwanted exposure of the messages and images to others, and could result in criminal violations related to the transmission or possession of child pornography. Such conduct will be subject to discipline and possible confiscation of the PCD.

COMPUTER/INTERNET/TECHNOLOGY USE POLICY

Our Acceptable Use Policy and Use Agreement is on file in the office of the superintendent and posted on our website in the "Administration" section. All users agree to abide by the "Acceptable Use Policy and User Agreement" when they log onto a computer within the Linton-Stockton School Corporation.

Since the computer/Internet adds great value to the curriculum, all students will be allowed to use the Computer/Internet resources of the school unless a parent chooses to specifically deny their child permission. Therefore, unless otherwise requested in writing, the school will assume the privilege of permitting all students the use of the computer/Internet resources at school.

In general, but not limited to, the following protocols and rules are to be observed when using corporation computers:

- a. Email privileges will be limited to classroom activities in which the teacher has made arrangements with the technology director about the use of email for the project. When using email for a project, the language portion of the handbook will be enforced.
- b. Do not reveal your name, personal address, phone number, or password or those of students or colleagues to others via email. Do not respond to unsolicited online contact.
- c. Students are not to access chat rooms, use, upload, download or distribute games, music files (unless it is part of a project), and pornographic/obscene or sexually explicit materials.
- d. Access of another student or users information is prohibited, nor are students to change settings on a computer without permission.
- e. Using computers for non-school related activities is prohibited.

ADVERTISING OUTSIDE ACTIVITIES

No announcements or posting of outside activities will be permitted without the approval of the Principal. A minimum of one school day's notice is required to ensure that the Principal has the opportunity to review the announcement or posting.

STUDENT INSURANCE

The school district does not provide any type of health or accident insurance for injuries incurred by your child at school. Insurance coverage is available for purchase through Student Assurance Services and information will be given to the student the first day of school.

LOCKERS

Lockers are assigned at the beginning of the school year by the office. Students are to keep their lockers neat and locked. Students must keep the following items secured in their own lockers if worn or brought to school (but is not limited to): backpacks, book bags, coats and jackets (which include items that are intended for outdoor use or wear). **According to law, lockers may be opened by administrators at any time that is considered necessary.** Do not paint or place decals or other foreign substances on the lockers.

ANONYMOUS TIP LINE

Linton-Stockton School Corporation Police Department
School Resource Officer: Josh Goodman
(812) 847-6020 Option #6

Section II - Academics

COURSE OFFERINGS

Your student should select courses to meet graduation requirements that relate to his or her plans following graduation (college, career pathway, etc.). Meeting minimum high school graduation requirements does not ensure that a student has completed all courses necessary for college. Encourage your student to take challenging courses. Linton-Stockton offers a variety of courses and services to meet your child's needs.

HIGH ABILITY SERVICES

Linton-Stockton offers honors, dual credit, and advanced placement courses to meet the needs of high ability students.

ADVANCED PLACEMENT POLICY

At Linton-Stockton High School, if you sign up to take an AP class, this is agreement that you will also pay for and take the corresponding AP exam.

SPECIAL EDUCATION SERVICES

Linton-Stockton School Corporation is a member of the Greene-Sullivan Special Education Cooperative.

GUIDANCE SERVICES

1. **INDIVIDUAL CONFERENCES:** Appointments are recommended but not always necessary. Students may visit the Guidance Office during homeroom by obtaining a pass from the Guidance Secretary between classes. Parents may also call or email to set up an appointment with the Guidance Department.
2. **SCHEDULING:** Students will have the opportunity to plan individual class schedules. Students will meet in the spring of the academic year to establish schedules for the following school year. The schedules will be sent home for parent consultation and approval. The schedule is based upon the student's needs and available class space. Any necessary changes in schedules will be handled through the guidance department. Schedule changes are not necessarily guaranteed. Dropping or adding courses will be made only during the 1st week of school. Students may not drop a class once the semester is five days underway. Parents are encouraged to visit the counselors to review student academic progress, review test data, or to share in educational and vocational planning.
3. **COLLEGE AND CAREER INFORMATION:** The Guidance Office will provide information and application forms for college, technical schools, vocational training centers, and military opportunities. The Guidance Office will provide information and application forms for college entrance examination as well as information pertaining to necessary testing. Financial Aid information is available. Scholarship information and applications are also provided. College visits should be concluded by the end of April.
4. **STUDENT WITHDRAWAL FROM SCHOOL:** Before a student may withdraw from school an exit interview must be scheduled according to state requirements. The exit interview will include a hearing to determine if the reason for the withdrawal is financial hardship. If the principal determines the reason for withdrawal is not financial hardship or illness*, then a copy of the determination will be provided and the student's name may be submitted to the bureau of motor vehicles for denying or invalidating a driver's license or learner's permit until the student's eighteenth birthday. All school materials, parking permits, school property, and other obligations must be turned in. The student's parent is required to meet with the principal or designee prior to withdrawal. Parent permission will be required for students under 18.

5. **HONOR ROLL:** An Honor Roll will be published following each semester. The following procedure will be used to determine Honor Roll students.
 - a. High Honor Roll - For students receiving a GPA of 3.5 or higher in each class.
 - b. Honor Roll - For students receiving a GPA 2.5 or higher in each class.
 - c. Senior Honor Roll - For students receiving a "B" average (3.000) or better and meeting all requirements for graduation as set by the Linton-Stockton School Corporation.
6. **CLASS RANK:** Class rank is computed at the end of each semester, which includes each student's grades for all students in a graduating class. Valedictorian and Salutatorian honors are based on 8 semester computations.
7. **SENIOR RECOGNITION:** In order to be eligible for Valedictorian and Salutatorian, a student must attend Linton-Stockton High School for four calendar years. Mid-term graduates and three-year graduates are not eligible, unless they have successfully completed high-ability classes.
8. **EXTENDED ILLNESS MAKE-UP:** In cases of extended illnesses for two (2) days or more, assignments may be requested through the guidance office. Please allow the teachers 24 hours when requesting homework.
9. **INCOMPLETE SEMESTER GRADES:** A teacher may give a student an incomplete (INC) at the end of the semester if a student has had an extended illness or other verified reason for absence. The incomplete work **MUST** be given to the student and made up within the first two weeks of the new semester in order for the student to receive a grade and subsequent credit. If there are extenuating circumstances that will extend this two-week period of time, the teacher **MUST** make arrangements with the principal and guidance counselor to determine a deadline for the work to be completed before the incomplete grade is turned to an F on the transcript.
10. **RE-TAKE OF CLASSES:** Students who have earned a credit in a course with a grade lower than a "C-" may retake the course to better master its content or to meet minimum grade requirements to qualify for an Indiana Academic Honors diploma. With permission from the principal, students who plan to retake the second semester of a year-long course may also retake the first semester. When retaking a course, the original grade and the grade earned when the class is retaken will both be on the student's transcript and factored into the student's GPA. The credit will be earned the first time the class was taken.
11. **CREDIT FOR HIGH SCHOOL COURSES COMPLETED IN MIDDLE SCHOOL:** Students who are enrolled at Linton Stockton High School have the option of receiving credit for high school courses completed during middle school with the following conditions:
 - *The course taken in middle school must be equivalent to the high school course and cover the same academic standards.
 - *Grades and credits for the course must be included on the student's high school transcript and be factored into the student's cumulative GPA.
 - *The student has the option of receiving math credit only if the student is enrolled in the next level math course.
 - *Parents and students may also choose to decline applying these credits toward the LSHS diploma and request they be removed from the LSHS transcript. Procedures are in place for this. Please contact the student's counselor. The principal has the discretion to deny this request. (Dropping the physical education credits is not an option)

12. **GRADING SCALE:** The following grading scale has been adopted.

Grade	Regular Weight	Partial Weight (0.5)	Full Weight (1.0)
A 100-92	4.0	4.500	5.000
A- 91-90	3.667	4.167	4.667
B+ 89-88	3.333	3.833	4.333
B 87-82	3.000	3.500	4.000
B- 81-80	2.667	3.167	3.667
C+ 79-78	2.333	2.833	3.333
C 77-72	2.000	2.500	3.000
C- 71-70	1.667	2.167	2.667
D+ 69-68	1.333	1.833	2.333
D 67-62	1.000	1.500	2.000
D- 61-60	0.667	1.167	1.667
F 59 and below	0.000	0.000	0.000

Partial Weight (0.5) Courses

Algebra I Honors	Geometry Honors	Algebra II Honors	Pre-Calculus/Trigonometry
Physics	English 9 Honors	English 10 Honors	Chemistry II
Biology II (if DC)	Spanish III	German III	Anatomy and Physiology (if DC)

Full Weight (1.0) Courses

AP Calculus	AP English Language and Composition	AP Government
AP Microeconomics	AP English Literature and Composition	AP United States History

Semester Grade Calculations

Final semester grades will be figured as follows (based on percentages) 1st 9 weeks - 42.5%, 2nd 9 weeks - 42.5%, Class Final - 15%

13. **GRADE POINT AVERAGE:** All courses taken for credit will be counted toward the GPA.
14. **GRADUATION REQUIREMENTS:** In order for a senior to participate in senior honor day activities or commencement exercises he/she must meet all of the graduation/certificate of completion requirements of the State of Indiana and the Linton-Stockton School Corporation.

15. **TRANSFER CREDITS:** Students may transfer credits earned at another accredited school toward graduation at Linton-Stockton. If this occurs in a part of the nine weeks or semester before a term grade can be given, available grades from the sending school and Linton-Stockton will be averaged together.
16. **FAILURE OF CLASS:** Any student who has failed a class will not be allowed to take the next higher level course unless the prerequisite has been met.
17. **6TH & 7TH SEMESTER GRADUATION COMPLETION:** Students who have met all graduation requirements and have passed their End of Course Assessments may be eligible for graduation completion at the end of grade 11 or fall semester grade 12. They would not be enrolled in spring classes but would participate in graduation ceremonies in May. This schedule would have to be pre-arranged and approved by parent or guardian and principal.
18. **STUDENT WORKERS:** Being a student worker is a privilege. Student workers must be Seniors. Linton-Stockton chooses students who represent their school in a positive manner. All workers must be in good standing with attendance, discipline and academics. Student workers must maintain at 60% in all of their classes. This will be monitored by progress reports and final grades. If a student worker drops below this they will be removed from the position and placed in remediation or supervised study until the next grading period. Students who fail a class are not eligible to become a student worker the following semester.

HOMEWORK/MAKE-UP WORK

Homework can be expected. Student grades will reflect the completion of all work, including outside assignments. Homework is also part of the student's preparation for the assessment tests and graduation. Generally homework will not be used for disciplinary reasons but only to enhance the student's learning.

See attendance policy for make-up work policies.

STUDENT ASSESSMENT

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

Unless exempted, each student will be expected to pass the State-mandated ISTEP Test, ILEARN, as well as end-of-course assessments that are required by the State Board of Education. Students only need to retake those parts of the test they do not pass. Make-up dates are scheduled, but unnecessary absences should be avoided.

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

Classroom tests will be used to assess student progress and assign grades. These are selected or prepared by teachers to assess how well the students have achieved specific objectives.

If necessary, intelligence tests, speech and language evaluations, individually administered achievement tests, and other special testing services are available to students needing these services.

GRADES OF INCOMPLETE WORK

With cases in which students have not completed work during a grading period, a grade of incomplete (I) may be given. **If this work is not completed by two (2) weeks after the grading period ends, the grade automatically becomes an "F"**. The student bears the responsibility of arranging the completion of this work.

TECHNOLOGY RESOURCES

Before any student may enhance his/her school career by accessing and using the Corporation's computer resources, s/he and his/her parents must sign an agreement that defines the conditions under which the student may access and use these resources.

As required by Federal law, the Corporation will provide the instruction to students regarding the following:

1. safety and security while using e-mail, chat rooms, social media, and other forms of direct electronic communications;
2. the dangers inherent with the online disclosure of personally identifiable information; and,
3. the consequences of unauthorized access (e.g. "hacking"), cyber-bullying and other unlawful or inappropriate activities by students online.

Students have no expectation of privacy in the content of their personal files saved on the Corporation's computer resources, and of the records of their online activity when accessing and using the Corporation's technology resources. As required by Federal law, the Corporation will routinely monitor the online behavior of its students.

Failure to abide by all of the terms of the agreement may lead to termination of the student's computer account and possible disciplinary action up to and including suspension from School or referral to law enforcement authorities.

PROMOTION, PLACEMENT, AND RETENTION

Middle School

Promotion to the next grade (or level) is based on the following criteria:

1. current level of achievement
2. potential for success at the next level
3. emotional, physical, and/or social maturity

High School

A student's progress toward graduation and receiving a diploma is determined by completing required coursework, earning the necessary credits and meeting the Graduation Qualifying Examination requirement. Once a student enters High School, that student always remains with his/her cohort. It is the student's responsibility to keep in contact with his/her counselor and teachers to ensure that all requirements are being met. Information about credit and course requirements is available in the Guidance office.

Final decisions about promotion, placement, and retention are at the principal's discretion. Students facing placement and retention decisions will be required to attend an academic counseling session with their parents and the guidance department to develop an academic plan.

HOMEROOM GUIDELINES

Linton Stockton High School recognizes the need to support student reading development and individual academic progress. With these goals in mind, students will have the opportunity to read for enjoyment and participate in a homeroom study hall.

The following expectations will be met by all students. Failure to fulfill these expectations may result in Administrative Intervention.

1. Students are responsible to bring school work/reading material and Chromebook to homeroom.
2. No electronic devices are allowed besides Chromebook.

3. Students must actively work on school work/reading (sleeping, off-task talking, refusal to work are not permitted).
4. Students will not leave homeroom for tutoring or other school activities without prior approval.
5. All students must go to assigned homeroom for attendance before receiving a pass.

PLAGIARISM

Turning in an assignment that is not your work but taking credit for it without giving the original author credit is plagiarism. Plagiarism is not acceptable behavior at Linton-Stockton School Corporation. Teachers will discuss the penalties for plagiarizing with their classes. **Plagiarizing will be dealt with in the identical manner as Cheating and the same penalties apply.**

REPORT CARDS

A report card will be mailed home at the end of each school year.

STUDY TRIPS

Study trips are academic activities that are held on or off school grounds. There are also other trips that are a part of the school's co-curricular and extra-curricular program. No student may participate in any school-sponsored trip without parent consent. Students who violate school rules may lose the privilege to go on field trips. Students should be in good standing both academically (passing all classes) and in attendance (no more than 6 absences per semester).

TUTORING/STUDY TABLES

Teachers will be available for study tables before and after school. Students need to make prior arrangements with their classroom teachers to schedule their study sessions. Students are encouraged to seek help from fellow students. Fellow students can provide valuable help and assistance.

WORK PERMITS

In order to get a work permit, a student must first pick up an "Intent to Employ" card from the high school office. This card must be filled out by the parent and the prospective employer and returned to the office before a work permit may be issued. Work permits will not be issued to students who do not pass five (5) of the six (6) full credit subjects the preceding grading period. Also, existing work permits will be revoked based on the same criteria. The Bureau of Child Labor will be notified as well as the local employer. If the preceding grading period was the end of the semester, then a student must have received four passing final grades. This policy is the same policy that is in effect for extracurricular participation and eligibility. The work permit will be reissued when a student passes five (5) of the six (6) full credit subjects in the next grading term. It is the responsibility of the student to request that a work permit be re-issued if his/hers has been revoked.

Section III - Student Activities

ATTENDANCE AT SCHOOL EVENTS

The School encourages students to attend as many School events held after School as possible, without interfering with their schoolwork and home activities. Enthusiastic spectators help to build School spirit and encourage those students who are participating in the event.

However, in order to ensure that students attending evening events as nonparticipants are properly safeguarded, it is strongly advised that students be accompanied by a parent or adult chaperone when they attend the event. The School will not be able to supervise unaccompanied students nor will it be responsible for students who arrive without an adult chaperone.

The School will continue to provide adequate supervision for all students who are participants in a School activity.

SCHOOL-SPONSORED CLUBS AND ACTIVITIES

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

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

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

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

NON-SCHOOL-SPONSORED CLUBS AND ACTIVITIES

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

No non-corporation-sponsored organization may use the name of the School or School mascot.

ATHLETICS

A student must meet the Indiana High School Athletic Association scholastic standards in order to participate in any extracurricular activity. According to IHSAA Rule C-18-1, "students must receive passing grades at the end of their last grading period in school in at least seventy percent (70%) of the maximum number of full credit subjects (or the equivalent) that a student can take and must be currently enrolled in at least seventy percent (70%) of the maximum number of full credit subjects (or the equivalent) that a student can take. Semester grades take precedence.

Two semesters of the state required physical education course may be counted as a full credit subject for eligibility purposes even though a full credit is not granted by the Department of Education.

Therefore, under our seven period school day, to be eligible for participation in any extracurricular activity, students must receive passing grades for the last grading period in at least five (5) full credit subjects, and students must be enrolled in at least five (5) full credit subjects.

This requirement applies to all students who participate in any or all of the extra-curricular activities listed in Appendix B of the Classroom Teachers Association contract with the Linton-Stockton School Corporation.

Additional Points of Clarification

1. Eligibility and ineligibility occurs on the prearranged certification date with the Indiana High School Athletic Association. If a student is ineligible, then he/she cannot participate until he/she regains eligibility at the next certification date.
2. Each sponsor/head coach is responsible for checking student member eligibility and notifying students of their eligibility status. This will be done in a manner that insures proper student participation.
3. Each sponsor/head coach is responsible for structuring assistance to students in meeting the eligibility requirements.
4. Each building level principal is responsible to see that the guidelines are followed.

REQUIREMENTS TO HOLD OFFICES

Students running for a Student Council or a Class Office must have and maintain a 2.5 grade point average or better for the previous academic semester. If this average is not maintained during the year, the officer will be declared ineligible. Students will not be allowed to run for office and may be removed from office should they be suspended from school or have substantial disciplinary incidents.

Section IV - Conduct

STUDENT BEHAVIOR STANDARDS

A major component of the educational program at Linton-Stockton is to prepare students to become responsible workers and citizens by learning how to conduct themselves properly and in accordance with established standards.

Expected Behaviors

Students are expected to:

- act courteously to adults and fellow students;
- be prompt to school and attentive in class;
- Work cooperatively with others when involved in accomplishing a common goal regardless of the other's ability, gender, race, or ethnic background;
- complete assigned tasks on time and as directed;
- help maintain a School environment that is safe, friendly, and productive.

Classroom Environment

It is the responsibility of students, teachers, and administrators to maintain a classroom environment that allows:

- A. A teacher to communicate effectively with all students in the class; and
- B. All students in the class the opportunity to learn.

DRESS AND GROOMING

While fashion changes, the reason for being in School does not. Students are in School to learn. Any fashion (dress, accessory, or hairstyle) that disrupts the educational process or presents a safety risk will not be permitted. Personal expression is permitted within these general guidelines.

If a student has selected a manner of appearance that disrupts the educational process or presents risk to themselves or others, they may be removed from the educational setting.

The following outlines student dress code:

- Shirts:
 - Shoulder cutouts and sleeveless may be worn as long as no undergarments are revealed and the strap across the shoulder is at least 3 finger widths.
 - Must cover stomach
- Pants:
 - All shorts, pants, and skirts cannot be excessively short. (Use this test: Standing upright, place your Chromebook with hinge at the top of your knee. The bottom of the clothing must reach the top of the Chromebook.)
 - Leggings must not be see through at any point above the Chromebook.

Types of school dress which are prohibited during the regular school day:

1. Headwear inside the buildings during school hours unless approval has been given by the Principal.
2. Clothing that advertises alcoholic beverages, tobacco and/or illegal drugs.
3. Revealing fashions; i.e., extreme slit skirts, cut-outs other than shoulders, spaghetti straps, bare midriffs, plunging neckline, tube tops, mini skirts, and all see through clothing above the Chromebook.
4. Undergarments visible through or outside of clothing.

5. Footwear must be worn at all times. Slippers and house shoes are prohibited.
6. Sunglasses during school hours. Prescription glasses from an optometrist are exempted.
7. Clothing, jewelry, chains, or hair style which creates a disturbance, interferes with the learning environment, espouse violence, or expresses and/or implies obscenities or vulgarity. This includes clothing that mimics jail or institutional attire, have offensive gestures, provocative slogans, or can be misconstrued as offensive, including a phrase that could have a risqué or suggestive meaning. Mesh shirts unless a shirt is worn underneath. Clothing with holes exposing skin above the Chromebook.
8. Fashions that do not adequately cover the body. Point of emphasis: All blouses, t-shirts, or shirts must cover the body in such a way that when the student, in the normal course of stretching, bending, kneeling, or sitting the body stays covered.
9. Students are not permitted to carry a blanket around through school.
10. Any clothing that disrupts the educational process.

Students who are representing Linton-Stockton at an official function or public event may be required to follow specific dress requirements. Usually, this applies to athletic teams, cheerleaders, bands, and other such groups.

AUDITERIA CONDUCT

In order to keep the auditeria clean and attractive, students should observe the following:

1. Empty all paper debris into paper containers.
2. Return all dirty dishes, trays, and utensils to the dishwashing window.
3. Keep table, seats to tables, and floor clean and free of debris.
4. Keep auditeria lines orderly; wait your turn.
5. No food may be taken from the auditeria.
6. All foods and drinks are to be consumed in the auditeria. Foods or drinks prepared by a class as part of the requirements of the class may be consumed inside the classroom.

A misconduct report will be issued and/or other disciplinary action taken for any violation of the above rules and regulations.

HALLWAYS AND PASSING PERIODS CONDUCT

Each class period has a four-minute passing period between classes. Students are to use this time for getting to the next class and any physical necessity that needs attended. During passing periods, students are to refrain from making loud noises or creating any disturbances. This includes, but is not limited to, running, whistling, loud talking, boisterousness, and similar forms of disorder in the building will not be tolerated. In extreme cases of hallway misconduct, the infraction may be treated as a 3rd offense. Teachers will issue a misconduct report for any violations of said policy and the following disciplinary action will be taken: see guidelines for violations

Note – Backpacks, purses, bulky coats and handbags are not allowed in the classroom for periods one through six. However, students may take these items to period seven. These items are to be kept in students' lockers during the day.

TOBACCO POLICY

The possession or use of tobacco and tobacco products, including vaping products, is not permitted on the school grounds during the regular school day, school-sponsored activities, in the buildings, or school buses at anytime. If a student is in possession of tobacco and is under the age of eighteen (18), the local police will be contacted and a ticket will be issued in addition to the school penalties. See guidelines for violations.

BULLYING POLICY

(IC 20-33-8-0.2)

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

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

- places the targeted student in reasonable fear of harm to the targeted student's person or property;
- has a substantially detrimental effect on the targeted student's physical or mental health;
- has the effect of substantially interfering with the targeted student's academic performance; or
- has the effect of substantially interfering with the targeted student's ability to participate in or benefit from the services, activities, and privileges provided by the school.

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

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

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

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

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

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

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

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

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

All schools in the corporation are encouraged to engage students, staff and parents in meaningful discussions about the negative aspects of bullying. The parent involvement may be through parent organizations already in place in each school.

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

DISCIPLINE AND DUE PROCESS POLICY

School officials may find it necessary to discipline students when their behavior interferes with school purposes or educational functions of the school corporation. Administrators and staff members may take the following actions:

1. **REMOVAL FROM CLASS OR ACTIVITY TEACHER:** A middle school, or high school teacher, with approval from the principal, may remove a student from the teacher's class or activity for a period of up to five (5) school days if the student is assigned regular or additional work to be completed in another school setting.
2. **SUSPENSION FROM SCHOOL:** A school principal (or designee) may deny a student the right to attend school or take part in any school function for a period of up to ten (10) school days.
3. **EXPULSION:** A student may be expelled from school for a period no longer than the remainder of the current semester plus the following semester. In cases where the student is being expelled for possession of a firearm, a destructive device, or a deadly weapon, the maximum length of the expulsion period is listed under the Grounds for Suspension and Expulsion.

GROUND FORSUSPENSION OR EXPULSION:

The grounds for suspension or expulsion apply when a student is:

1. 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 (including summer school);
2. Off school grounds at a school activity, function, or event; or
3. Traveling to or from school or a school activity, function, or event.

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 for which a student may be suspended or expelled include, but are not limited to:

1. knowingly interfering with School purposes or inducing another student to do so;
2. stealing or damaging School property or property of another person;

3. knowingly causing bodily harm to another person;
4. threatening or intimidating another person for any reason, including bodily injury, the intent of obtaining anything of value, or intentionally behaving in such a way that could cause injury to another person.
5. possessing a firearm or any other object that is readily usable as a weapon or is dangerous to others (such as, but not limited to, knives, gunpowder, ammunition, fireworks, or other flammable substance);
6. possessing, providing, or using a drug or any type of drug-related paraphernalia except as authorized by prescription; Low THC extract as defined by state law is excluded from this rule;
7. possessing, providing, or using any substance or any type of paraphernalia represented to be a drug or drug-related paraphernalia;
8. possessing, providing, or using an alcoholic beverage;
9. consuming or being under the influence of a drug or alcohol except as authorized by prescription;
10. possessing, providing, or using tobacco or any tobacco product or electronic cigarettes or similar devices;
11. knowingly failing to report to scheduled assignment without permission or acceptable excuse;
12. failing or refusing to comply with directions of an adult supervising a class or school activity;
13. directing unwelcome statements, communications, or conduct of a sexual nature to another person; (See Harassment below)
14. 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;
15. falsely accusing any person;
16. materially altering any School document such as a hall pass;
17. violating Indiana or Federal law;
18. leaving a School activity or School property without prior approval of a teacher or supervising adult;
19. cheating on an academic assignment such as a test or homework, or knowingly assisting another student in cheating;
20. attempting or conspiring with another person to violate any student behavior standard;
21. while in a school setting, 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;
22. engaging in sexual / harassment;
23. violating any policy or rules that are reasonably necessary in carrying out school purpose or an educational function.

POSSESSING A FIREARM OR A DESTRUCTIVE DEVICE

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

- any destructive device which is an explosive, incendiary, or poison gas bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine, or any similar device;
 - any weapon which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than 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 be readily assembled;
 - an antique firearm;
 - a rifle or a shotgun that the owner intends to use solely for sporting, recreational, or cultural purposes.
3. For purposes of this rule, a destructive device is:
- a. an explosive, incendiary, or overpressure device that is configured as a bomb, a grenade, a rocket with a propellant charge of more than four ounces, a missile having an explosive or incendiary charge of more than one-quarter ounce, a mine, a Molotov cocktail or a device that is substantially similar to an item described above;
 - b. a type of weapon that may be readily converted to expel a projectile by the action of an explosive or other propellant through a barrel that has a bore diameter of more than one-half inch, or;
 - c. a combination of parts designed or intended for use in the conversion of a device into a destructive device. A destructive device is NOT a device that although originally designed for use as a weapon, is redesigned for use as a signaling, pyrotechnic, line throwing, safety, or similar device.
4. The penalty for possession of a firearm or a destructive device: suspension up to 10 days and expulsion from school for at least one calendar year with the return of the student to be at the beginning of the first semester after the one year period. The superintendent may reduce the length of the expulsion if the circumstances warrant such reduction.
5. The superintendent shall immediately notify the appropriate law enforcement agency when a student engages in behavior described in this rule.

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. a weapon, taser or electronic stun weapon, equipment, chemical substance, or other material that in the manner it is used, or could ordinarily be used, or is intended to be used, is readily capable of causing serious bodily injury.
 - b. an animal readily capable of causing serious bodily injury and used in the commission or attempted commission of a crime.
 - c. a biological disease, virus, or organism that is capable of causing serious bodily injury.
3. The penalty for possession of a deadly weapon: up to 10 days suspension and expulsion from school for a period of up to one calendar year.
4. The superintendent (*shall immediately*)(*may*) notify the appropriate law enforcement agency when a student engages in behavior described in 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.

DISCIPLINE PROCEDURE

AFTER-SCHOOL DETENTION

Teachers may request students to remain until 3:20 P.M. for misbehavior. At least one day advance notice will be given. Students who fail to report will be given one day of In-School Suspension.

In all cases, when a teacher assigns after-school detention for misbehavior, tardies, or other infractions, the student will report to that teacher's room for serving the after-school detention. Students who fail to attend the session for tutoring, making up work, or detention because of illness or legitimate emergency must report to the teacher the day he/she returns to school, and that teacher will have the option of setting another day for the student to report from 3:05 PM - 3:20 PM.

EXTENDED AFTER-SCHOOL DETENTION

A student may be detained and assigned an extended after-school detention as a disciplinary action. Students will report to the office at 3:05 PM and will be released at 5:00 PM. At least one day of advanced notice will be given. Students who fail to report will be rescheduled and assigned an additional day of detention. The student or his/her parents are responsible for transportation.

SUSPENSION

Out-of-School suspension is defined as a unilateral, temporary cessation of educational or related services. 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 with an opportunity to explain his or her conduct.
2. The meeting shall precede suspension of the student except where the nature of the misconduct requires immediate removal. In such situations, the meeting will follow the suspension as soon as reasonably possible following the date of the suspension.
3. Following the suspension, the parents or guardians of suspended students will be notified in writing. The notification will include the dates of the suspension; describe the student's misconduct, and the action taken by the principal.

In-School suspension defined as a student being removed from an assigned class or activity and placed in an alternative setting to maintain an orderly and effective educational system. Instructional time and educational materials are still available to the student. The program requires the student to attend In-School Suspension from 7:55 AM to 3:05 PM. Students must report to the assigned room by 7:55 AM. Students are required to bring their own books, pencils, paper, planner and other needed materials. All work will be turned in at the end of the day. Students will be awake and alert, and working on school related materials at all times. Students will be permitted to eat only during the assigned lunch period. If all the assigned work is completed, the student will ask the supervisor for additional work.

When a student receives a total of five (5) In-School suspension days, the next discipline the student receives will result in 3-5 days of Out of school suspension. When a student receives another discipline referral after that Out of school suspension, the student will receive 5-10 days of Out of school suspension and recommendation for expulsion.

EXPULSION

An expulsion is defined as separation from school attendance or a related service for more than ten (10) consecutive school days.

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 reasons for the expulsion and the date, time, place, and purpose of the meeting.
4. At the expulsion meeting, the principal (or designee), will present evidence to support the charges against the student. The student or parent will have the opportunity to answer the charges against the student, and to present evidence to support the student's position.
5. If an expulsion meeting is held, the person conducting the expulsion meeting will make a written summary of the evidence heard at the meeting, take any action found to be appropriate, and give notice of the action taken to the student and the student's parent.

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

SUSPENSION, EXPULSION, AND EXCLUSION AS PERTAINING TO ATTENDANCE AND EVENTS

Students who are suspended, expelled or excluded from school are not permitted on school property during the regular school day. This does include lunch. Additionally, any students who are suspended, expelled or excluded from school are not permitted to participate in any school-sponsored activities. This also applies to all extracurricular and co-curricular events. **Students who violate this rule will be suspended for up to ten school days and may be recommended for expulsion.** Teachers will count the absences as unexcused and students will only be allowed to make up major tests and projects. **If students are suspended, expelled, or excluded from school for a Friday or any day before a weekend or a school break, the suspension, expulsion, or exclusion does carry over to the next school day.** For example, if a student is suspended, expelled, or excluded from school on a Friday and the next school day is Monday, then the suspension, expulsion, or exclusion will include any and all activities on Saturday and Sunday.

STUDENTS WITH DISABILITIES

Before a student with disabilities can be expelled from school, the student and the student's parent must be afforded the opportunity to attend an expulsion meeting before an appointed expulsion examiner.

However, prior to any expulsion meeting, the case conference committee must meet to:

1. Conduct a functional behavioral assessment and develop a behavioral intervention plan or review the plan if already in place and modify if necessary to address the behavior problem.
2. Review the student's behavior and determine whether the behavior is caused by, or is a manifestation of, the student's disability. If the committee determines there is such a causal relationship between the student's behavior and the student's disability, the student may not be expelled. If, however, the committee determines there is no causal relationship between the student's behavior and the student's disability, the parent may:
 - a. request the appointment of an independent hearing officer to contest the committee's determination;
 - b. request an expulsion meeting;
 - c. waive the right to an expulsion meeting.

In the event of the expulsion of a student with disabilities, the student shall continue to receive a free appropriate public education. The case conference committee shall determine the educational services that will be provided during the expulsion period and where the services will be provided.

EXPULSION FOR WEAPONS OR ILLEGAL DRUGS

If a student with disabilities either brings a weapon (including a firearm) to school or a school function or knowingly possesses or uses illegal drugs or sells or solicits the sale of a controlled substance while at school or a school function, the principal may suspend the student in accordance with the above provision on suspension or order the placement of the student in an interim alternative educational setting.

Before the student may be placed in an interim alternative educational setting, a case conference committee meeting shall be convened as soon as possible to determine the appropriate alternative educational setting for the student. The student may be placed in the alternative educational setting for no more than 45 calendar days. The parent of the student has the right to initiate a due process hearing regarding the committee's determination, but during the pendency of any such hearing, the student shall remain in the alternative setting.

The case conference committee shall also determine whether a causal relationship exists between the student's behavior and the student's disability. If there is a causal relationship, the student cannot be expelled. If the case conference committee determines there is no causal relationship, the student may be expelled in accordance with the expulsion procedures set forth in I.C.20-8.1-5.1-13 and be subject to the expulsion periods set forth in I.C.20-8.1-5.1-10 and I.C.20-8.1-5.1-14. During any expulsion period, the student shall continue to receive a free appropriate public education as determined by the case conference committee

LEGAL REFERENCE: 20 U.S.C.*1415; I.C.20-8.1-5.1; 511 IAC 7-15-1; 511 IAC 7-15-2.

RIGHT TO APPEAL

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

SEARCH AND SEIZURE PROCEDURE, USE OF EVIDENCE

- A. As used in this section, "reasonable cause for a search" means circumstances which would cause a reasonable person to believe that the search of a particular person, place, or thing will lead to the discovery of:
- Evidence of a violation of the student conduct standards contained in the student handbook;
 - Anything that, because of its presence, presents an immediate danger of physical harm or illness to any person.
- B. All lockers and other storage areas provided for student use on school premises remain the property of the school corporation and are provided for the use of the students subject to inspection, access for maintenance and search pursuant to this section. No student shall lock or otherwise impede access to any locker or storage area except with a lock provided by or approved by the principal of the school in which the locker or storage area is located. Unapproved locks shall be removed and destroyed.
- The principal, or a member of the administrative staff designated in writing by the principal, may search a locker and its contents where the person conducting the search or the principal designating the person to search has reasonable cause for a search of the locker.
 - The principal, a member of the administrative staff, or a teacher may search a desk or any other storage area on school premises other than a locker when the person conducting the search has a reasonable cause for a search.
- C. The principal, or another member of the administrative staff designated in writing by the principal and acting at the direction of the principal, may search the person of a student during a school activity if the principal has reasonable cause for a search of that student. Searches of the person of a student shall be limited to:
- Searches of the pockets of the student;
 - Any object in the possession of the student, such as a purse or briefcase, and/or
 - A "pat down" of the exterior of the student's clothing.
- Searches of the person of a student which require removal of clothing other than a coat or jacket shall be referred to a law enforcement office in accordance with subsection G of this section. Searches of the person of a student shall be conducted in a private room by a person of the same sex as the student to be searched. At least one but not more than three additional persons of the same sex as the student being searched shall witness but not participate in the search. At the request of the student to be searched, an additional person of the same sex as the student designated by the student and reasonably available on school premises, shall witness the search. The parent or guardian of any student searched shall be notified of the search as soon as reasonably possible.
- D. The privilege of bringing a student-operated motor vehicle onto school premises is hereby conditioned on written consent by the student driver, the owner of the motor vehicle and the parent or guardian of the student to allow search of that motor vehicle when there is reasonable cause for a search of that motor vehicle. Refusal by a student, parent, or guardian, or the motor vehicle owner to provide or allow access to a motor vehicle on school premises at the time of a request to search the motor vehicle, shall be cause for termination without further hearing of the privilege of bringing a motor vehicle onto school premises. The principal or a member of the administrative staff, designated in writing by the principal, may request a law enforcement officer to search a motor vehicle on school premises, subject to subsection G of this section.
- E. Anything found in the course of a search conducted in accordance with this section that is evidence of a violation of the student conduct standards contained in the student handbook may be:
- Seized and admitted as evidence in any suspension or expulsion proceeding if it is tagged for identification at the time it is seized and kept in a secure place by the principal or the principal's designee until it is presented at the hearing;
 - Returned to the parent or guardian of the student from whom it was seized;
 - Destroyed if it has no significant value, or;

- d. Turned over to any law enforcement officer in accordance with subsection G.
- F. Anything found in the course of a search conducted in accordance with this section that, by its presence, presents an immediate danger of physical harm or illness to any person may be seized and:
 - a. Returned to the parent or guardian of the student from whom it was seized;
 - b. Destroyed, or;
 - c. Turned over to any law enforcement officer in accordance with subsection G.
- G. The principal, or a member of the administrative staff designated in writing by the principal, may request the assistance of a law enforcement officer to:
 - a. Search any area of the school premises, any student, or any motor vehicle on school premises;
 - b. Identify or dispose of anything found in the course of a search conducted in accordance with this section.

Where law enforcement officers respond to such a request, school employees may assist or otherwise participate in any search conducted.

GUIDELINES FOR VIOLATIONS

***Use as a guide only. Specific penalties may be different due to severity, etc. Each case will be handled fairly and consistently as possible in conjunction with other similar violations. Warnings for all violations will be handled at the individual teacher's discretion. Once a student is sent to the office for a violation, punishments will be handled as stated in the following guidelines:

*** Lunch Detention: Will be served in front office

*** After School Detention (with teacher): 3:05 PM – 3:20 PM

*** Extended After-School School (report to office): 3:05 PM – 5:00 PM

*** Law Enforcement may be notified depending on the severity of the violation.

1. Academic dishonesty - (Examples might be:) The act of cheating on tests, copying from another student; forging signatures of teachers and or parent; copying term papers; allowing a student to possess your work including plagiarism; forging a hall pass ***PLEASE NOTE: Automatic result for that particular assignment may result in 0 for each act, PLUS:
 - a. First Offense – After School Detention
 - b. Second Offense – Extended After School Detention - 2 days
 - c. Third Offense – OSS – 1-5 days
 - d. Fourth Offense – Removal from class with a W/F
2. Arson - The willful and malicious burning of, or attempt to burn, any part of any building or any property of Linton-Stockton School Corporation.
 - a. First Offense - 10 Day Suspension with recommended expulsion and proper officials will be notified.
3. Assault - striking another student or staff with the intent to harm.
 - a. First Offense - OSS 5 - 10 days, with recommendation for expulsion
4. Bullying - is defined as overt, unwanted, repeated acts or gestures, including verbal or written communications or images transmitted in any manner including electronically or digitally, physical acts committed, aggression, or any other similar behaviors that are committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm.
 - a. First Offense - ISS/OSS depending on severity
5. Bus Misconduct - Disciplinary problems will be reported to the Principal and the following disciplinary actions will be taken: ***At any time the bus driver has the authority to suspend a student from riding the bus after notifying the parent/guardian for one (1) day.
 - a. 1st Offense: The student will be assigned a seat on the bus for a period of five (5) days. If the offense is extreme, fighting, abusive toward bus drivers, etc., it may be at the Principal's discretion to be treated as a second or third offense.
 - b. 2nd Offense: The student will not be permitted to ride the bus for five (5) days.

- c. 3rd Offense: The student will not be permitted to ride the bus for one month.
 - d. 4th Offense: The student will not be permitted to ride the bus for the remainder of the semester or remainder of school year.
6. Cafeteria Conduct - Violation of school rules regarding conduct in school cafeteria.
 - a. First Offense - Lunch detention - 1-5 days and pick up trash
 - b. Second Offense - Extended after school detention and pick up trash
 - c. Third Offense - Extended after school detention - 2-3 days and pick up trash
 - d. Fourth Offense - ISS - 1-3 days & 2 weeks lunch detention and pick up trash
 7. Classroom disruptions - To be repeatedly involved in behavior that disrupts the educational process of the other students in the classroom.
 - a. First Offense - After school detention
 - b. Second Offense - Extended after school detention
 - c. Third Offense - ISS - 1 to 3 Days
 - d. Fourth Offense - OSS; possible removal from that particular class with a W/F or expulsion
 8. Disrespectful to teacher/staff member
 - a. First Offense - After School Detention
 - b. Second Offense - Extended after school detention
 - c. Third Offense - ISS - 2 days and Extended after school detention - 2 days
 - d. Fourth Offense - OSS - 1-3 days
 9. Dress Code Violations - the act of violating School Board Policy on Student Dress Code/ Appearance.
 - a. First Offense - Turn inside out or cover; remove and change; get a change of clothes nurse's office.
 - b. Second Offense - Extended after school detention and change clothes
 - c. Third Offense - ISS 1-3 days
 - d. Repeated Offenses will result in OSS
 10. Elevator Misuse - The elevator in the building is to be used primarily for students that have legitimate problems navigating the stairs. Students, who use the elevator and are not cleared by the office, will face the following disciplinary action:
 - a. First Offense - warning
 - b. Second Offense - ISS - 1-3 days
 - c. Third Offense - OSS - 1-3 days
 - d. Fourth Offense - OSS - 10 days, with recommendation of expulsion
 11. Explosives - Use of any fireworks at school; the act of possession, using or threatening to use any fireworks, explosive, or other such instruments capable of inflicting bodily injury or property damage.
 - a. First Offense - OSS - 5 - 10 days, may recommend expulsion.
 12. False Alarms - Fire/ Bombs - The act of initiating a fire alarm or an impending bombing or other catastrophe without just cause.
 - a. First Offense - OSS - 5 - 10 days, may recommend expulsion and proper authorities notified.
 13. Fighting - the act of involving hostile bodily contact in or on school property, or going to or from school, including any activity under school sponsorship (i.e., dances, athletic events, buses, etc.) The SEVERITY of the fight may result in additional discipline measures, which may include expulsion.
 - a. First Offense - OSS - 1 - 3 days
 - b. Second Offense - OSS - 3 - 5 days
 - c. Third Offense - OSS - 5 - 10 days, may recommend expulsion
 14. Gambling - the act of gambling for money or valuables on school property or buses.
 - a. First Offense - ISS - 1 to 5 days
 - b. Second Offense - OSS - 1 - 3 days
 - c. Third Offense - OSS - 5 - 10 days, may recommend expulsion.
 15. Habitual Misconduct - this could include a combination of different violations/infractions
 - a. First Offense - OSS - 1 - 5 days

- b. Second Offense - OSS - 5 - 10 days, recommendation for expulsion
16. Hallway Misconduct
- a. First Offense - Warning
 - b. Second Offense - Extended after school detention
 - c. Third Offense - ISS - 1 - 3 days
 - d. Fourth Offense - OSS - 1 - 5 days
17. Improper language or gestures - (In general) - Automatic 5 days OSS if directed at a teacher/staff member.
- a. First Offense – Extended after school detention
 - b. Second Offense – Extended after school detention - 2 days
 - c. Third Offense – ISS – 1-5 days
18. Inciting others to violence or disobedience - by words (which includes racial/ethnic slurs), acts, or deeds giving encouragement to demonstrations or protests that disrupt the normal educational process of the school.
- a. First Offense - ISS - 1 to 5 days
 - b. Second Offense - OSS - 1 to 5 days
 - c. Third Offense - OSS - 5 to 10 days, may recommend expulsion
19. Insubordination - the willful failure to respond or carry out a reasonable request by authorized school personnel.
- a. First Offense – Extended after school detention – 1 to 5 days
 - b. Second Offense - ISS - 1 to 5 days
 - c. Third Offense - OSS – 1 to 5 days
 - d. Fourth Offense – OSS – 5-10 days, may recommend expulsion
20. Littering - the act of willfully littering on school property or private property enroute to and from school or school buses.
- a. First Offense - Warning/ Pick-up
 - b. Second Offense – Extended after school detention
 - c. Third Offense - ISS - 1 to 3 days
21. Misuse of computers - the act of logging in on another person's name, destruction of, not using computer for their proper or sanctioned uses, etc ***Depending on Severity ***Responsible for any damages that might have occurred or during the incident.
- a. First Offense - Extended after school detention - 2 days
 - b. Second Offense - Extended after school detention - 2 days and ISS - 2 days
 - c. Third Offense - OSS - 2 days
 - d. Fourth Offense – OSS 1-5 days, may recommend expulsion
22. No knives of any type are allowed to be carried.
- a. First Offense – ISS - 1-3 days
 - b. Second Offense - OSS – 5-10 days, may recommend expulsion
 - c. Third Offense – OSS - 5 - 10 days, may recommend expulsion
 - d. If used to intimidate/threaten – Automatic 10 days suspension with recommended expulsion
23. Obscenity and Profanity - The act of using obscene or profane language in verbal or written form, in pictures, caricatures, or obscene gestures on any school property. Includes excessively rude or unacceptable language directed at school personnel or students.
- a. ISS/OSS 1-3 days
 - b. Automatic 5 days OSS if directed at a teacher/staff member
24. Parking Lot Violations - the act of violating school parking lot rules and regulations: reckless driving, driving out of control, unsafe speed, failure to display parking sticker, not parking in designated spot.***Driving is a privilege not a right.
- a. First Offense - Loss of driving privilege - 1 week
 - b. Second Offense - Loss of driving privilege - 1 month
 - c. Third Offense - Loss of driving privilege - 1 semester

- d. Fourth Offense - Loss of driving privilege - 1 school year
- 25. Physical attack on staff (could include students) - the act of physically assaulting any person on school property, going to or from school or any activity under school sponsorship.
 - a. First Offense - OSS - 10 days, with recommended expulsion
- 26. Possession or Using Weapons or Possession or using guns or firearms - the act of possessing, using or threatening to use any weapon, any gun, firearm (loaded or unloaded). Also includes laser, electronic stun weapon, chemical substance, or other material that in any manner it is used, or could ordinarily be used, or is intended to be used, is readily capable of causing bodily injury. (Proper authorities will be contacted.)
 - a. First Offense - OSS - 10 days, with recommended expulsion
- 27. Sexual harassment/ misconduct - engage in sexual harassment of another person, which includes sexually related verbal statements, gestures or physical contact. Engage in voluntary or consensual sexually related contact with another person.
 - a. First Offense - OSS 1-5 days
 - b. Second Offense - 10 Day Suspension, may recommend expulsion
- 28. Theft/ Coercion - the act of taking or acquiring the property of others without their consent.
 - a. First Offense - ISS - 1-3 days
 - b. Second Offense - OSS - 1-3 days
 - c. Third Offense - OSS - 5-10 days, may recommend expulsion
- 29. Use of Tobacco products, Vaping products, matches, or lighter - the act of possessing or using tobacco products of any kind. Smoking, chewing or containment tobacco in the mouth is prohibited on school property, at a school event, function, and activity and while traveling to or from school or school activity in a school owned or authorized vehicle. Proper authorities will be notified if necessary.
 - a. First Offense – ISS - 2 days and any student less than 18 years of age will be reported to the Linton-Stockton Police Department for being in violation of IC 35-46-1-10.5.
 - b. Second Offense – ISS - 2 days and Extended after school detention - 2 days and any student less than 18 years of age will be reported to the Linton-Stockton Police Department for being in violation of IC 35-46-1-10.5.
 - c. Third Offense – OSS - 3-5 days and any student less than 18 years of age will be reported to the Linton-Stockton Police Department for being in violation of IC 35-46-1-10.5.
 - d. Fourth Offense – 5-10 days OSS and may recommend expulsion and any student less than 18 years of age will be reported to the Linton-Stockton Police Department for being in violation of IC 35-46-1-10.5.
- 30. Miscellaneous - Failure to bring class materials, horseplay, pushing, etc. ***Depending on Severity:
 - a. First Offense – Extended after school detention
 - b. Second Offense –Extended after school detention - 2 days
 - c. Third Offense – ISS – OSS depending on severity.
- 31. Possession of cell phone - in all cases, phone confiscated for parent/guardian to pick up in office.
 - a. First Offense – Phone confiscated - parent/guardian to pick up in office
 - b. Second Offense – ISS - 1 day
 - c. Third Offense – ISS - 1 day and Extended after school detention - 1 day
 - d. Fourth Offense – OSS - 2 days
- 32. Tardy - being late to any class period
 - a. 3 Tardies - Warning and contact with student and parent(s)/guardian(s)
 - b. 5 Tardies - Extended after school detention
 - c. 7 Tardies - 2 days - Extended after school detention
 - d. 9 Tardies - ISS - 1 day and Extended after school detention - 2 days
 - e. 11 Tardies - OSS - Up to 5 days
 - f. 12 Tardies -OSS - 5-10 days, with recommendation for expulsion

33. Truancy - Loss of grade for that particular class or classes that a student is truant from his or her class(es). Plus the following:
 - a. First Offense - ISS - 2 days
 - b. Second Offense - ISS - 2 days plus Extended after school detention - 2 days
 - c. Third Offense - OSS - 3 - 5 days, Greene County Probation Department will be notified.
34. Unlawful Drugs and Behavior - Altering Substances (Possession or Use)- the act of possessing, using, provide to, or transmit to another person and any substance which is, looks like or represents any type of drug or behavior-altering substance: Includes, narcotic drug, steroid, hallucinogenic drug, amphetamine, barbiturate, marijuana, synthetic marijuana, alcoholic beverages, stimulant, depressant, or intoxicant of any kind. This also includes the possession of drug paraphernalia.
 - a. OSS - 5 - 10 days, with recommended expulsion; Proper Authorities will be notified.
35. Vandalism - the act of intentional or willful destruction of property belonging to others. Defacing property or causing damage to school or personal property. *** Depending on severity.
 - a. First Offense - Restitution plus ISS - 1-3 days
 - b. Second Offense - Restitution plus OSS - 1 - 3 days
 - c. Third Offense - Restitution plus OSS - 5 - 10 days, may Recommend expulsion.
36. Intimidation/Threatening - This includes bumping, calling another student names or any other type bullying. This applies from the time a student is picked up by the bus and until the student returns home. Pending nature of offense could warrant extended suspension and/or expulsion. *** Depending on severity.
 - a. All Offenses – ISS – OSS – may recommend expulsion.
37. Student Courtship - Public displays of affection are not permitted on school grounds. Physical contact such as, but not limited to, kidding, hugging, embraces, and hand holding, etc. ***Depending on severity.
 - a. First Offense - Warning
 - b. Second Offense - Extended after school detention - 1 day
 - c. Third Offense - ISS - 2 days and Extended after school detention - 2 days
 - d. Fourth Offense - OSS - 5 days, may recommend expulsion

Section V - Transportation

BUS TRANSPORTATION TO SCHOOL

The School provides bus transportation for all students who live farther than five blocks from school property. Homeless students are eligible to receive transportation services. The bus schedule and route is available by contacting the building secretary.

Students will ride only assigned School buses and will board and depart from the bus at assigned bus stops. Students will not be permitted to ride unassigned buses for any reason other than an emergency, except as approved by the Principal.

A change in a student's regular assigned bus stop may be granted for a special need, if a note from a parent is submitted to the Principal stating the reason for the request and the duration of the change and the Principal approves.

SCHOOL BUS GUIDELINES

The following guidelines are delineated for transportation privileges only:

1. Rules and regulations will be enforced by bus drivers.
2. Parents and school officials must cooperate to make the bus ride a safe one. Parents are asked to discuss good bus conduct with their students and to assume responsibility for their conduct.
3. Good conduct is violated when a student commits an infraction that is listed below.

Rules:

- A. Do not approach school bus until bus has come to a complete stop.
 - B. When you enter the bus, find a seat and sit facing forward, remain in seat until it is time to exit.
 - C. No part of your body should be out the window at any point.
 - D. Do not throw anything out of the windows.
 - E. All trash should be thrown away upon exiting the bus. Do not get up while the bus is in motion.
 - F. Do not push, shove, hit, horseplay. Keep your hands to yourself at all times.
 - G. No inappropriate language.
 - H. Respect all students and driver at all time.
4. Students who vandalize school buses will be responsible for the cost of repair and may be denied bus privileges until restitution is made.
 5. Bus suspension only counts for school days. Bus suspension does not include days in which a student has been suspended from school.

The above violations will also carry with it the discipline that is set forth in the Student Conduct section of the handbook.

If a student is suspended from one school bus, they are suspended from all other buses. A school bus suspension is not an excused absence from school. Student will be expected to be at school each day of their bus suspension.

SELF TRANSPORTATION TO SCHOOL/AUTOMOBILE REGISTRATION

1. Any student who intends to drive a motor vehicle to school must have that vehicle registered in the Principal's office. Registration forms must be completed and turned in to the main office. A fee shall be charged for registering the vehicle.
2. Driving to school is a PRIVILEGE. The following rules shall be observed:
 - a. All students must park in the assigned parking lot. Teacher parking lots and Administration parking lot are off limits at all times.
 - b. No vehicle shall be driven during the school day or during lunch except those students enrolled in special programs.
 - c. School buses will always have road priority.
 - d. Unsafe driving will not be tolerated. Students who are observed driving recklessly (doughnuts, squealing of tires or driving in the parking area at a high rate of speed) will have a description of their car and license plate number turned in. See guidelines for violations.
 - e. Students must enter the building immediately after parking rather than loitering in the parking lot.
 - f. Parking is not allowed in the fire lanes or behind the shop areas without authorization.
3. Accidents on the school ground are to be reported to the Principal's office. Our School Resource Officer should be notified so that accident reports can be filed.
4. All vehicles driven to school must display the parking permit from the rear view mirror, failure to do so could result in a loss of driving privileges.
5. In order to have a permit to drive and park at Linton High School, students must abide by school rules and be willing to submit to vehicle searches if there is reasonable cause that something dangerous or illegal is contained in the vehicle. Law enforcement officials can be involved in the search and seizure if there is probable cause that something dangerous or illegal is in the vehicle.

Rules apply to driving BEFORE school, DURING school and AFTER school activities.