

JEFFERSON HIGH SCHOOL

2013-2014 CALENDAR AND HANDBOOK

Receiving the Broncho Board obligates the students to abide by the school's rules and policies as adopted by the Lafayette Board of School Trustees, May 2012.



An Excellent Place To Learn

SONS OF JEFFERSON HIGH

Forward the Red, forward the Black,
Emblem of honor never to lack;
Thru stress and strain, peril and pain,
Borne to the end with never a strain.

Loyal and true always to you,
All hail to Jefferson High,
Victory's fair light, ever in sight,
Onward we sing thy praise.

CHORUS

Comrades, friends, and brothers true,
We sing to thee, old Red and Black;
Let your mem'ries linger too,
With ev'ry son that's far from you.
There are bonds of friendship here,
Of cherished union, endless love,
Bred by Alma Mater dear,
Hail to Sons of Jefferson High.

SCHOOL PHONE NUMBERS

Attendance.....772-4702
General Office.....772-4700
Athletic Office.....772-4711
Activities.....772-4718

Property of: _____

Address: _____

Phone #: _____

In case of emergency, please notify:

Name: _____ Phone #: _____

The information in this book was the best available at press time. Watch for additional information and changes.



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JEFFERSON HIGH SCHOOL



2013-2014 STUDENT HANDBOOK

Receiving the Broncho Board obligates the student to abide by the school's rules and policies as adopted by the Lafayette Board of School Trustees, May 2011.

HISTORY OF JEFFERSON HIGH SCHOOL

The provisions for higher education of the young people of the City of Lafayette were made as early as 1864. The demand for courses in Latin, Physics, Chemistry, Philosophy, Botany, Rhetoric, Astronomy, History, Drawing, and Music were met by organizing a high school in the Central School Building on the northeast corner of 6th and Brown Streets. The first graduating exercises were held on June 18, 1869. Three girls and two boys received diplomas.

In 1869, the high school classes were held in the new Ford School Building. The cost of the building was \$30,000. In twenty years the Lafayette High School Building was outgrown and a new high school was built on North 9th Street and was completed in 1914 at a cost of \$350,000. In the new location the Lafayette High School adopted the name of Jefferson High School. By 1928, it was necessary to add an addition to Jefferson High school causing the closing of Cincinnati Street to complete the linking of the new addition. The completed unit was designed to accommodate 1,500 students.

In the early 1960's it was evident that the Board of Trustees of the Lafayette School Corporation would need to search for a new home for the Bronchos. In June 1969, the current Jefferson High School opened doors for classes. The multi-million dollar structure located at 1801 South 18th Street is one of the finest facilities in the nation. Jefferson High School is a highly functional building with facilities and curriculum to challenge the abilities, talents, and potential of the youth of Lafayette.

ORIGINATION OF NICKNAME "BRONCHO"

In the year 1921, several Jefferson High School students were challenged to compete against a local church team. Always ready for a good basketball scrimmage, several Jefferson High School boys volunteered, including four members of the varsity squad. Although the game was poorly attended, it was held behind closed doors and a small admission was collected. The event went unnoticed until one week before the sectional tilt, and then it happened. Some interested party or parties reported this event of good intent to the state officials, and four members of Jeff's varsity squad were declared ineligible for tourney play. Immediately, Coach "Fritz" Groshans recruited replacements for his lineup, and the editor of the yearbook, a cheerleader, and a member of the "y" team helped fill out the squad. Although height, experience, and ability were sacrificed, the team played courageously and won the sectional crown, moving on to the regional to battle their rivals from Frankfort. In tribute to such perseverance, spirit, and ability, Jefferson High School students and faculty met in the auditorium for a rally. When Coach Groshans praised his squad, he remarked that his little team played like "Fighting Bronchos." Thus, it was that year that the term "Bronchos" was born.



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SCHOOL VISION

“212^o: The extra degree of effort will make all the difference.”

PREFACE

Each school is a district of the Lafayette School Corporation and operates under rules, regulations, and policies established by the Board of School Trustees and by directives from the office of the Superintendent of Schools. Each school, however, may have some variations in general administrative procedures to provide for differences that exist in various parts of the Corporation.

Knowledge and understanding of school policies are important in helping the student make a satisfactory adjustment to the school community.

FOREWORD TO STUDENTS

This handbook contains information for students of Jefferson High School. In this handbook many of the questions asked by students and parents are answered. Also, many items of information which will help students and parents develop a better understanding of the operation of the school are included in this handbook.

EXCELLENCE AT JEFFERSON HIGH SCHOOL

The strength of our school is dependent on the excellence of our students. Jefferson High School has much to offer in the form of extensive curricular offerings and extracurricular activities. We urge you to participate to the best of your ability.

NEW AND/OR REVISED HANDBOOK POLICIES FOR THIS YEAR

- **IPTV**

Teachers have access to 18 “channels” of television programming via the school’s IPTV system. Only teacher computers in classrooms can access these channels. From a PC open Internet Explorer and click on the Favorites Link. Click on LSC TV Channels and then follow the prompts. Channels available include CBS TV-18, The Discovery Channel, MSNBC, CNN, National Geographic, The History Channel, and Animal Planet. In addition, there is a Jefferson High School channel where news and announcements run 24/7 during school hours. For more information on the IPTV system please contact Randy Brist in Radio-TV, Ext. 2580.

- **Using RTV**

All staff members will receive an update “Using the Radio-TV Center” handout via email within the first week of school. It includes information on both student and staff use, including the video recording of student teachers.

All questions can be directed to Mr. Brist in the Radio-TV Center, Ext. 2150 or 2151.

- **Electronic Communication Devices**

Students may use electronic devices (cell phones, computers, and other communication devices) before and after school, during lunch, and during passing periods provided that such use is in a safe, respectful, and responsible manner. Such use should not create a safety issue nor should it disrupt the environment in the hallways. Under no circumstances is it appropriate for music to be played without the use of individual earphones/ear buds. Teachers have the authority to regulate the use of electronic devices within their classrooms. Each teacher will have an electronic use policy outlined in their course syllabus.

Photographic images taken of students or school personnel are forbidden without prior consent of the individuals photographed or recorded. Failure to comply with this policy may result in disciplinary penalty and the item being confiscated and returned only to the parent or guardian. Information contained on devices is subject to inspection. (See: Appendix F)

- **Library**

J.H.S. students not only have access to the library facility in the school but also to the digital library resources available through the school Fusion page (login directions are available in the library). Students are invited to use the library and its resources for class assignments, for personal research, and for leisure reading. To ensure that all library patrons are provided an environment that is conducive to achieving those purposes, it will be necessary that everyone observes the following:

General Information

1. Library Hours: 7:00 a.m. – 3:30 p.m. on school days.
2. Up to three print items at any one time may be checked out from the library for two weeks with a valid student ID. Students may use materials past the due date by bringing them to the circulation desk for renewal. Students can check their due dates by logging into Destiny Library. Past-due date reminders will be sent to students. Parents of students who fail to respond to due dates will be notified of the overdue materials and replacement costs for the items if necessary. Students with overdue, lost, or damaged materials may not check out any more items until they are returned or paid for. However, students may still use library materials *in the library*. For circumstances that might require special arrangements, students or parents should contact the school library administrator.
3. Students also may borrow educational electronic devices from the library, but only if they have no other items already checked out. Parents and students should be aware that replacement costs for such items are generally much higher than those for regular print books. Electronic devices that are checked out cannot be renewed for a longer check-out period. Students who check out such devices assume responsibility for returning them on time, undamaged and unaltered in any way electronically. Failure to do so will result in losing privileges to check out any more electronic devices and having to pay possible replacement costs.
4. Seniors who have overdue, lost, or damaged library materials will not be issued tickets to commencement exercises until the materials are returned or paid for.
5. Certain materials must remain in the library and cannot be checked out. However, the library will provide up to six free copies from any such printed materials for any student.

Behavior Expectations for Students Using the Library

1. During the school day from 8:05 – 3:30, students MUST present a hall pass from a staff member to enter the library (students on release must present their student IDs displaying the release symbol). This includes during lunch. Students must leave their hall passes at the front desk, legibly sign in on the attendance sheet and state their arrival time, purpose for using the library, and the teacher under whose direction the work is being done. Students must also sign out when they leave. This is entirely each student's responsibility. Failure to log in on the library attendance record could result in the student being counted truant. Students will not be given permission to leave the library for any reason other than to return to class.
2. When entering the library before and after school, students must legibly sign the attendance sheet at the front desk. Hall passes are not required during these times.
3. During school hours, students will be assigned specific stations in the library where they are expected to work quietly and stay on task.
4. Students may use personal electronic devices in the library that do not interfere with the learning environment, their ability to stay on appropriate school tasks, or the ability of other library patrons and workers to stay on task. Talking on cell phones is not permitted. Headphones must be used for sound-emitting devices. Determining appropriate or inappropriate use of all such devices will be at the sole discretion of the library staff on duty. Staff will issue one warning to put away or modify use of a device before disciplinary action is taken. A repeated incident of misuse will result in the student losing such privileges in the library.
5. Library computers are to be used only for school related work. To use a computer, students must have an assigned login and have an internet permission form on file with the LSC.
6. Any attempt, successful or not, to damage, alter, or hack into a library computer will result in immediate disciplinary action. There will be no warnings. Such action will result in a discipline referral and immediate dismissal to the office.
7. Students are not to interfere in any way with a teacher's class or any other patron who is using the library.
8. Students will be respectful of the library staff, other library patrons, and library property, treating all library materials with care and leaving work areas clean.
9. Food and drinks are not permitted in the library. Students who bring in food or drinks will be asked to hand them to library staff for immediate disposal. Either failure to comply or a second such incidence will result in disciplinary action.
10. All other student behavior expectations as stated in the J.H.S. student handbook apply in the library as well.

Disciplinary Action

Unless stated differently above, failure to follow library behavior expectations will result in a verbal warning that is documented. A second failure will result in a discipline referral and no library privileges for one month unless accompanied by a classroom teacher. These instances will count whether they occur on the same day or on separate days. Any overt misbehavior that disrupts the library atmosphere to the extent that normal routines cannot continue will result in immediate dismissal to the office and loss of library privileges for the remainder of the semester unless the student is using the library accompanied by a classroom teacher.

LAFAYETTE SCHOOL CORPORATION COMPLIANCE PLAN FOR SECTION 504 OF THE REHABILITATION ACT OF 1973

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

1. LSC assures students, parents, employees, applicants for employment, and patrons that it will not discriminate against any individual.
2. The Section 504 Compliance Coordinator is as follows: Patricia Miller, Assistant Principal/Section 504 Coordinator.
3. Parents are provided procedural safeguards, which are included in the "Notice of Disabled or Who Are Believed To Be Disabled."
4. An impartial due process hearing and review (appeal) are provided upon request. Procedures are detailed in the "Notice of Parent/Student Rights In Identification, Evaluation, and Placement of Individuals Who Are Disabled or Who Are Believed To Be Disabled."
5. Notice to students, parents, employees, and general public of non-discrimination assurances and parent/student rights in identification, evaluation, and placement will be disseminated annually in the following manner:
 - a) Public service announcement in local newspapers;
 - b) Announcement in local school systems; and,
 - c) Posted notice in each public school building.

Additionally, the notice will be included in the professional handbook and disseminated to each principal for inclusion in each student/parent handbook.

6. LSC has established the following local grievance procedure to resolve complaints of discrimination (*These procedures parallel those outlined in The Family Educational Rights and Privacy Act [FERPA].*):
 - a) An alleged grievance under Section 504 must be filed in writing fully setting out the circumstances giving rise to such grievance.
 - b) Such claims must be made in writing and filed with the following individual:
Patricia Miller, Assistant Principal/Section 504 Coordinator, Sunnyside Middle School, 530 N. 26th Street, Lafayette, IN 47094.
 - c) A hearing will be conducted according to the procedures outlined in the regulations implementing the Family Educational Rights and Privacy Act (FERPA).
 - d) The Section 504 Coordinator will appoint a hearing officer who will conduct the hearing within a reasonable time after the request was received.
 - e) The Section 504 Coordinator shall give the parent, student, employee, applicant, or patron reasonable advance notice of the date, time, and place of the hearing.
 - f) The hearing may be conducted by any individual, including an official of the local school district, who does not have a direct interest in the outcome of the hearing.
 - g) The local school district shall give the parent, student, employee, applicant, or patron full and fair opportunity to present evidence relevant to the issues raised. The grievant may, at their own expense, be assisted or represented by individuals of his or her choice, including an attorney.
 - h) The local school district shall make its decision in writing within fifteen (15) days after the hearing.
 - i) The decision must be based solely on the evidence presented at the hearing and shall include a summary of the evidence and reasons for the decision.

7. LSC will conduct an extensive annual "Child Find" campaign with the goal to locate and identify all Section 504 qualified individuals with disabilities (ages 0 to 21) who reside within the participating school districts.
8. LSC will inform all individuals with disabilities and their parents or guardians of the district's responsibilities and procedural safeguards under Section 504, as well as those under Indiana Article 7-- Special Education Regulations and the Individuals with Disabilities Education Act (IDEA) of 1997.
9. LSC will seek to identify individuals with disabilities in our community that wish to receive access to our facilities, activities, programs, and services.
10. LSC will notify the community of our responsibilities according to the Americans with Disabilities Act (ADA) with regard to recruitment, advertisement, application, and employment.

Book Rental

The Board of School Trustees authorizes a rental and fee program for providing textbooks and related materials. Fees will be assessed at the beginning of each semester, and the administration will be empowered to collect all fees by methods that may include a collection agency or legal action in court. Parents/guardians will also be responsible for all reasonable costs of the collection of this account, which may include, but not be limited to, late fees, client collection fees, collection agency fees, reasonable attorney fees and court costs on any outstanding balance. Costs are programmed for a textbook life, processing of the textbooks, and the maintenance for normal wear and tear.

Textbooks are purchased and processed for each student enrolled in a course; therefore, the textbooks are purchased by the Book Rental Department prior to the first day of school.

Students who do not wish to take advantage of the rental plan may purchase textbooks and will not be assessed a book rental fee. Every student will be individually notified of the amount due for book rental, workbooks, and fees approximately three weeks after each semester starts. New students will be notified of the book rental and fees due after enrollment is complete.

A receipt will be issued to every student indicating what payment has been made. All textbooks will be issued through the Book Rental Office. Students are responsible for returning their textbooks to book rental at the end of the semester/year. If a textbook is not returned in reasonable condition, the student will be responsible for paying for what repairs are necessary. If it can be repaired in our Book Rental Department, the cost will be assessed based on damage to the book. If the book must be rebound, the charge will be the cost of having it rebound. If the bar codes are removed or damaged, the charge will be the cost of replacing the bar code. If the book is lost, the cost will be the replacement price of the book. Students losing textbooks are to report the loss and make payment to the Book Rental Office.

Some courses require the use of supplementary textbooks. These are also purchased by the Book Rental Department, and students using these books are responsible for reasonable care when using these books and assume the same responsibility as outlined for rental textbooks.

Students requiring **state assistance to pay book fees (and/or school lunches)** should obtain assistance application forms in the Book Rental Office.

INTRODUCTION

"212^o: The extra degree of effort will make all the difference."

MISSION OF THE LAFAYETTE SCHOOL CORPORATION

The Lafayette School Corporation family shares a vision of creating a culture that nurtures the promise of our children.

Our mission is to nurture, inspire, and empower all children to learn, hope, dream, appreciate, create, innovate, integrate, excel, and contribute.

Toward that end the LSC is organized to provide an unusually broad range of curricular and extra-curricular programs of exceptional quality. Graduates are admitted to and are graduated from some of the most prestigious colleges, universities, conservatories, and academies in America. Excellent programs in all areas of study prepare students for the work place, for additional technical training or for directly entering the work force upon graduation. Special education and gifted and talented programs provide a continuum of services for all areas of exceptionality.

The district is home to an extraordinarily talented team of 7,300 students and 1,200 staff housed in eight elementary schools, one middle school, one junior high school, and one high school. The school district

has a storied reputation as one of the premier school districts in the State of Indiana. Jefferson High School has twice been recognized by the United States Department of Education as a National Blue Ribbon School of Excellence. In addition, middle and elementary schools within the school corporation have received a number of regional and state awards. Students have earned dozens of state championships as well as a number of regional and national honors in academics, the arts, athletics, and other extra-curricular activities.

The faculty of the school district is exceptionally well educated and dedicated to teaching and learning. Two percent of the teaching faculty has earned doctoral degrees. Two percent have been awarded educational specialist degrees. A clear majority of our faculty have earned a Masters degree. The vast majority of faculty who has completed their Masters continue to seek additional education.

The school district enjoys the support of our community as evidenced by the facilities made available to students. Community members and visitors are invited to visit schools. The Lafayette School Corporation is an excellent place to learn.

Jefferson High School, a collaboration of staff, students, parents and community, educates students to be successful by helping them gain knowledge, develop life-long learning skills, practice responsible citizenship, and develop positive self-images.

Beliefs Statement

The Jefferson High School Community believes that all students deserve...

1. A safe, respectful environment that facilitates learning opportunities
2. Relevant curriculum based upon high expectations and standards
3. A highly qualified staff that provides instruction, leadership, and guidance
4. The appropriate resources to meet educational goals and succeed in life-long endeavors

Desired Learner Outcomes

I. BASIC SKILLS

- A. Reading - locates, understands, and interprets written information in prose and in documents and texts
- B. Writing - communicates thoughts, ideas, information, and messages in writing; creates documents such as letters, directions, reports, and graphs
- C. Mathematics - approaches practical problems by choosing appropriately from a variety of mathematical techniques
- D. Listening - receives, attends to, interprets, and responds to verbal messages and other cues
- E. Speaking - organizes ideas and communicates orally

II. THINKING SKILLS

- A. Creative thinking - generates new ideas
- B. Decision making - specifies goals and constraints, generates alternatives, considers risks, and evaluates and chooses the best alternative
- C. Problem solving - recognizes problems; devises and implements a plan of action
- D. Visualizing - organizes and processes symbols, pictures, graphs, objects, and other information
- E. Knowing how to learn - uses efficient learning techniques to acquire and apply new knowledge and skills
- F. Reasoning - discovers a rule or principle underlying the relationship between two or more objects and applies it when solving a problem

III. AESTHETIC APPRECIATION

- A. Understands and appreciates the impact of the visual and performing arts on society
- B. Communicates, orally or in an artistic medium, aesthetic ideas and concepts
- C. Attends concerts, art exhibits, and theater performances, and appreciates the arts as a form of life-long learning

IV. PERSONAL QUALITIES

- A. Responsibility - exerts a high level of effort and perseveres towards goal attainment
- B. Self-esteem - believes in own self-worth and maintains a positive view of self
- C. Sociability - demonstrates understanding, friendliness, adaptability, empathy, and politeness in group settings
- D. Self-management - assesses self accurately, sets personal goals, monitors progress, and exhibits self-control
- E. Integrity/Honesty - chooses ethical courses of action
- F. Healthy lifestyles - practices healthy lifestyles and participation in leisure time activities
- G. Respect - demonstrates respect for self, others, and environment

V. INTERPERSONAL

- A. Participates as a member of a team or contributes to group effort
- B. Teaches others new skills
- C. Exercises leadership - communicates ideas; persuades and convinces others
- D. Negotiates - works toward agreements involving exchange of resources, resolves divergent interests, and practices conflict resolution

VI. INFORMATION

- A. Organizes, processes, and evaluates
- B. Communicates
- C. Uses computers and other electronic media to process and disseminate information

VII. TECHNOLOGY

- A. Selects technology - chooses procedures, tools, or equipment including computers and related technologies
- B. Applies technology to task - understands overall intent and proper procedures using technology to complete tasks

ADMINISTRATION OF LAFAYETTE SCHOOL CORPORATION

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

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

ADMINISTRATIVE STAFF

Jeff Studebaker - Principal

Wendy Haag - Assistant Principal

Stefani Goetz - Assistant Principal

Mark Preston - Assistant Principal/Director of Athletics

Cheryl Wiles - Assistant Principal

Kyle Spray - Dean of Students

Mike McIver - School Resource Officer/LPD

John Wilder - Security

Laura Speicher - Director of Student Services

ACCREDITATION

Jefferson High School is fully accredited by the Indiana State Board of Education and is an accredited member of North Central Association/ CASI. Jefferson High School was also selected as an outstanding school in 1993 by the U.S. Department of Education. Jeff was one of only two Indiana high schools to be so nominated and was named a Blue Ribbon School. Jeff is one of only a few schools in the nation to receive that honor twice, having earned it in 1985 and 1993.

High academic standards assure students entrance opportunities to universities and colleges throughout the United States and give non-college bound students a healthy start along a career path.

CHAPTER I - ATTENDANCE

“212^o: The extra degree of effort will make all the difference.”

ATTENDANCE POLICY

A student's attendance is essential to learning. Learning includes not only factual subject matter, but also attendance habits, work habits, and attitudes. Poor attendance interrupts the educational process by impeding the continuity of the lessons presented and the students' ability to establish proper work habits. Whether the goal is the work force or post-secondary education, students need to come to school every day and benefit from interaction, discussion, and teacher support available during class time. **Every absence has the potential to interrupt the student's understanding of the material being presented.**

Indiana law mandates regular school attendance. Therefore a student may not accumulate more than 12 days (48 class periods) of non-exempt absences (including truancies).

IC 20-33-2 Compulsory School Attendance

Sec. 27 (a) It is unlawful for a parent to fail to ensure that the parent's child attends school.

Sec. 11 (b) (1) A definition of a child who is designated as a habitual truant which must, at a minimum, define the term as a student is chronically absent, by having unexcused absences from school for more than (10) days of school in (1) year.

The responsibility for a student to be present in school rests with the student and his/her parent(s)/legal guardian(s). The school will assist the parent(s)/legal guardian(s) and student in this responsibility. The cooperation of the student, the parent(s)/legal guardian(s) and the school is essential in providing a firm framework for the student to achieve the fundamental foundation of regular attendance.

It is the responsibility of the parent(s)/legal guardian(s) to inform the school of changes to their contact information. Current contact information is critical in the school's efforts to work together with families to ensure student academic success.

There are three classifications of absences (5 or more minutes of class missed):

1. **Exempt** – Parent(s)/guardian(s) to school communication, verified by official documentation (parents must report the absence and submit official documentation within 3 school days of return to school in order for the absence to be classified “exempt”) and must fall into one of the following categories:
 - a. Serving as a page or honoree of the Indiana State Legislature
 - b. Observance of a religious holiday
 - c. Service on a precinct election board or helper to a political candidate on the date of an election
 - d. Working on Election Day
 - e. Judicial proceedings, such as a subpoena to appear in court as a witness (with documentation)
 - f. College visitation (maximum 3 visits) for seniors prior to May 1 and not immediately before or following vacations (written verification of visit required on letterhead from the college).
 - g. Medical visits or doctor's orders with a doctor's note to verify dates of absences
 - h. Funeral of immediate family
 - i. Active military duty
 - j. Participating as a member of the Indiana wing of the civil air patrol for not more than five (5) days
 - k. School-sanctioned field trips/programs

- Truancy Education class
- Restriction of privileges
- Expulsion Agreement
- Referral to community support agency

Tier 4 (16 or more class truanancies and or 49 non-exempt class absences)

- Expulsion

HOW TO REPORT AN ABSENCE (PARENTS AND/OR LEGAL GUARDIANS)

It is the responsibility of the parent(s) and/or legal guardian(s) to notify the school regarding their student's absences. The attendance line (765-772-4702) is available 24 hours a day, seven days a week. The attendance line is available in English and Spanish.

Full Day Absences

- It is recommended that the parent(s)/guardian(s) call the day of the absence to avoid receiving an absence verification call from the school that evening.
- A call must be made within 3 school days of the absence in order to prevent the absence from being classified as truant.

Partial Day Absences

- A call to legally release a student must occur **before** the student leaves the building.
- Calls must be made at least two hours prior to the student's departure. This will allow time for the Student Services Office to create an out-of-school pass and time for the student to pick up the pass.
- Students must pick-up their out-of-school passes before exiting the building. Such passes are not routinely delivered to students.
- Students must also check in to the Student-Services Office when returning from an appointment.
- In **emergency situations** where departure is unplanned, a parent(s)/guardian(s) will need to come to the Student Services Office to release the student.

Late Arrival

- Students arriving less than 5 minutes late for a class must report directly to class and will be considered tardy.
- Students arriving more than 5 minutes late to class must report to Student Services to receive a "late admit" slip. This absence will be considered truant unless a parent(s) and/or guardian(s) contacts school within 3 school days.

Released Students

- Students released from all or part of the school day **must exit the building. To remain in the building during release time, a student must be in possession of a pass from the teacher who will be supervising them during the indicated time.**

Parent(s) and/or guardian(s) and students will be informed of attendance issues and concerns through:

PowerSchool – www.lafayettejeff.org / PowerSchool link

Phonemaster – automated call system – will notify you of your student's non-reported absence each evening

Email – parent(s)/guardian(s) can request attendance reports be sent via email through PowerSchool

Student Notices – weekly written notification will be provided to students regarding accumulated truanancies

Parent(s) and/or guardian(s) may contact individual teachers or Student Services at any time between the hours of 7:45 AM and 3:45 PM with questions or concerns regarding their student's attendance.

TARDINESS

The school accepts the responsibility of helping develop good character habits in its students. Chronic tardiness is a deterrent to success in both education and work environments.

The student will be considered tardy if not in the classroom when the bell rings. Being late to class by more than five (5) minutes becomes a class period absence. Chronic tardiness may result in expulsion from school.

Consequences of tardiness:

1st tardy- Teacher notifies student

2nd tardy- Teacher notifies student

3rd tardy- Teacher assigns a consequence, notifies parent

4th tardy- Teacher assigns a consequence, notifies parent

5th tardy- Administrator assigns ISS , notifies parent

6th tardy- Administrator assigns ISS, notifies parent

7th tardy- Administrator assigns 1 day out of School Suspension, parent conference

8th tardy- Administrator assigns 3 days out of school suspension, parent conference

9th tardy- Administrator suspends pending expulsion

MAKE-UP WORK

All students are permitted to make up all class and homework missed, except for cases of truancy or absences that exceed five (5) non-exempt absences but under the following conditions:

1. The request for the make-up work must be initiated by the student. Any make-up work that is not arranged with the teacher by the end of the 2nd day of returning to class will not qualify for class points.
2. The deadline for completing and submitting make-up work is set by the teacher who will allow at least one day for each day of absence, except at the end of a semester.
3. Student absences due to field trips and/or school programs are exempt absences. Students must be given the opportunity to make up work missed for exempt absences regardless of their attendance status in the class.
4. The student should be encouraged to complete make-up work before the time of an absence if the absence is scheduled in advance.
5. In general, the student will not be held responsible for making up an assignment or test on the day following an absence if the work was announced during the time of the absence. If the assignment or test was announced (verbally or on a written assignment sheet) prior to the absence, the student will be responsible for the assignment or test on the day the absent student returns to class.
6. A student truant from school will receive failing grades for work missed and will not be allowed to make up such work. (NOTE: All absences which a parent/guardian has not verified for the student are considered truantries.)
7. During a period of illness or absence for other causes acceptable to the school administration, homebound instruction may be provided through Greater Lafayette Area Special Services.
8. The administration reserves the right to act on a case by case basis.

HOMEWORK POLICY

1. Introduction

Educators and parents share one common goal: to help each student in our schools be successful. Students learn best when they, their parents, and the school work together. Homework is an opportunity for students to spend time strengthening their self-discipline, extending their learning, and practicing skills. Homework is seen as an extension of learning, not as a substitute for classroom instruction. Homework which reinforces, enriches, and enhances instruction is intended to encourage families to become more involved with education.

2. Purpose of Homework

Homework is defined as an out-of-class assignment that contributes to the education of the students. It should be an extension of class work and should be related to curricular objectives. Homework may include practice exercises, reading of material on a specified topic, in-depth extension of classroom activities, or independent project work related to the subject. Homework should fulfill the following objectives:

- a. To review, reinforce or extend classroom learning by providing practice and application of knowledge gained.

- b. To teach students responsibility and organizational skills.
 - c. To promote wise and structured use of time.
 - d. To encourage a carry-over of worthwhile school activities into a permanent career and leisure interests.
 - e. To provide opportunities for broad enrichment activities.
 - f. To promote home/school cooperation in the educational process.
 - g. To practice skills needed.
3. Guidelines
- a. Homework should be provided for all students at all levels. The amount of homework is to be commensurate with objectives of the class. All students should expect to have some homework each evening.
 - b. **It is understood that there are always unique situations that may be left to the discretion of the teacher in dealing with homework deadlines.**
 - c. Homework for **extended absences** may be requested through the guidance office. An extended absence is defined as an absence of one week—five or more consecutive school days. Homework requests for extended absences may be picked up in the guidance office 24 hours after the request is made. Teachers will not be asked to interrupt a class in order to complete a homework request. Students and parents are also encouraged to call their teachers' voicemail to play the homework recording or to speak with each teacher.
 - d. Students can expect to be held accountable for late homework assignments and receive a reduced grade.

CHAPTER II - SCHOOL SAFETY

“212^o: The extra degree of effort will make all the difference.”

SCHOOL SAFETY

The responsibility for keeping Jefferson High School safe and secure rests on each person that shares this environment. You play a large part in the safety of the people with whom you learn, laugh, and share experiences. Metal detectors, security personnel, and locked doors can never match the protection power that over two thousand sets of eyes, ears, and hearts can provide.

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

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

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

VIDEO SURVEILLANCE:

Video cameras are used inside and outside Jefferson High School. The data provides the administration with an additional tool to enhance safety and security of guests, students, staff, and school property. Video data is to be used exclusively by the LSC staff. Storage of recorded data will be limited to 10 calendar days.

DRILLS - EVACUATION

Evacuation and fire drills are held from time to time, and every room has a specific pattern of evacuation. All students and teachers should be familiar with the pattern for any room they occupy.

In a tornado or disaster drill, the teacher will move students into the halls according to the predetermined plan. All alarms are to be followed unless the persons in the office indicate otherwise by means of the intercom.

LAW ENFORCEMENT AND SECURITY PERSONNEL

A School Liaison Officer from the Lafayette Police Department maintains an office at JHS for the purpose of communication and coordination with the local judicial system. Additionally, off-duty police officers are hired to maintain security at the school. They swear to uphold the law at all times. As they are still police officers when they are at the school, they must make arrests as they would if they were on the street.

QUEST INFO

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

PUBLIC ADDRESS SYSTEM

Announcements pertaining to school and school activities are made at the beginning of the second class period. Student participation in the reading of announcements is encouraged, especially when announcements have a message concerning moral conduct or code of ethics.

All items to be included in the announcements must be turned in to the General Office by 8:15 a.m. the day they are to be read and must be signed by the teacher/sponsor.

CHAPTER III - STUDENT RIGHTS

"212^o: The extra degree of effort will make all the difference."

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

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

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

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

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

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

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

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

A. APPEARANCE

Student Rights

Public school education is considered formal education, and students should dress appropriately. Appearance, including make-up, dress, and hairstyles, within the prevailing rules of modesty, decency, safety, and health, are the responsibility of the student and his/her parent.

Student Responsibilities

Student appearance, including dress, make-up, and hairstyles, must conform to the requirements of law and must be conducive to the educational process.

Procedures

It is expected that students will wear clothing that is neat and clean while attending classes and school functions. Appearance, including dress, make-up, and hairstyles, may be regulated by the school when the health or safety of a student is endangered; the appearance is disruptive, and thus, distracting to the educational process; or there is an existing ordinance or law.

Expectations include but are not limited to the following:

- a. Shoes must be worn at all times.
- b. Coats and jackets may be worn in the building. Hats and other headgear are not to be worn between 8:05 and 3:15 and should be left in lockers or backpacks.
- c. Shorts and skirts should extend to finger-tip length (finger-tip length is determined by having the student stand with their arms fully extended downward at their sides). Tights are not considered pants.
- d. Shirts should be long enough and pants should be high enough that one's stomach does not show. **Shirts/blouses must have sleeves.** Pants should be worn at or above the hip bone and covering all underwear.
- e. Clothing or accessories which draw negative attention to the individual are not permitted. Students should not wear items of clothing which advertise or promote actions or products which are illegal or against school rules. This includes, but is not limited to, the mention of alcohol, tobacco, and other controlled substances, obscenities, and cartoons or captions of a sexual nature. Symbols or slogans which may be considered racist or ethnically derogatory are not to be worn to school or school events.
- f. Appearance, including dress, make-up, jewelry, and hairstyles, deemed disruptive to the educational process will not be permitted. This includes any accessories that may be a danger to the student or others. This includes, but is not limited to chains or spikes.
- g. It is expected that while at school or at school functions or activities, students will not wear, possess, use, distribute, display, or sell any clothing, jewelry, emblems, badges, symbols, signs, graffiti, or other items deemed to be evidence of membership or affiliation with a gang.

Dance Dress Code: See: Chapter VI - Dances

B. ASSEMBLY AND/OR MEETINGS

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

Student Rights

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

Procedures

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

C. FREEDOM OF EXPRESSION

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

Students Rights

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

Student Responsibilities

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

Procedures

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

D. STUDENT CONDUCT RULES

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

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

Cameras, Video and Other Visual Recording Equipment

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

Electronic Communication Devices

Students may use electronic devices (cell phones, computers, and other communication devices) before and after school, during lunch, and during passing periods provided that such use is in a safe, respectful, and responsible manner. Such use should not create a safety issue nor should it disrupt the environment in the hallways. Under no circumstances is it appropriate for music to be played without the use of individual earphones/ear buds. Teachers have the authority to regulate the use of electronic devices within their classrooms. Each teacher will have an electronic use policy outlined in their course syllabus.

Photographic images taken of students or school personnel are forbidden without prior consent of the individuals photographed or recorded. Failure to comply with this policy may result in disciplinary penalty and the item being confiscated and returned only to the parent or guardian. Information contained on devices is subject to inspection. (See: Appendix F)

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

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

Communication Devices/Recording Devices/Video Or Photo Devices

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

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

Students may listen to music before school, after school, and during lunch periods. At all other times during the school day between 8:05 and 3:15, listening devices are to be out of sight and placed in student lockers. During a student’s lunch period, listening devices may be used in the lunch room and corral areas only. Listening content should be appropriate for the school environment. Please be aware that the school will not be responsible for lost or stolen electronic or media equipment. Failure to comply with this policy will result in the item being confiscated and returned only to the parent or guardian. (See: Appendix F)

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

Use of School Computers and Network

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

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

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

Progressive Intervention Guidelines for LSC Computer Violations

The intention of this section of the Student Handbook is to provide students with the interventions which Administrators will use in cases where a student violates the LSC electronic use policy. It is understood that not all situations can fit into an exact set of interventions and the administration has the option to work towards a solution that best meets the needs of all stakeholders.

<u>Infraction</u>	<u>Penalty Range</u>
1 st log on with wrong id & password	Warning to 1 semester loss of computer privileges
2 nd log on with wrong id & password	1-2 semesters loss of computer privileges
3 rd log on with wrong id & password	Permanent loss of school access
1 st accessing banned websites	Warning and logged
2 nd accessing banned websites	1 semester loss of computer privileges
3 rd accessing banned websites	2 semesters loss of computer privileges
4 th accessing banned websites	Permanent loss of computer privileges
Threats made using LSC computers	From suspension to suspension pending expulsion & loss of privileges permanently. Police notification
Hacking or attempted hacking of LSC computer network	Suspension pending expulsion & permanent loss of computer access. Police notification
1 st attempted downloading or installation of unauthorized software	1-2 semesters of lost privileges
2 nd attempt downloading or installation of unauthorized software	Permanent loss of computer privileges
Vandalism/theft of computer hardware or Software privileges	Suspension pending expulsion & loss of computer privileges 2 semesters to permanent loss of

Entering the Building during the School Day

Students entering or leaving the building between 8:05 a.m. and 3:10 p.m. are to use the Athletic entrance only. No students will be admitted at the south canopy or the South 18th Street entrance between those times.

CHAPTER IV - RTI/PBIS

(Intervention/Discipline)

“212^o: The extra degree of effort will make all the difference.”

SPECIFIC CLASSROOM EXPECTATIONS

Academic achievement is important. Students should understand that homework is expected. Students are to do independent work. Students are to participate in class activities and discussion. Care of equipment is important. Class disruption will not be tolerated.

To strive for that extra degree of effort, students need to do the following in the classroom:

BE SAFE

- Walk in the classroom on time prepared to learn
- Keep hands, feet, and objects to yourself
- When entering the room go directly to your seat

BE RESPONSIBLE

- Bring all materials and supplies every time
- Write homework assignments in Broncho Board
- Follow teacher directions

BE RESPECTFUL

- Use appropriate volume, language and tone
- Pay attention to the teacher
- Use good manners
- Be kind and supportive

BE POSITIVE

- Take pride in yourself and your school
- Be pleasant
- Have concern for others

Disciplinary Consequences (Violations of the Student Conduct Expectations)

When teacher interventions have been exhausted, students enter one of the following intervention levels:

Tier One interventions may include but are not limited to the following:

- Letter of apology
- Conference
- Group consultation
- Detention
- Parent contact
- Student behavior contracts

Tier Two interventions may include but are not limited to the following:

- In-school-suspension
- Saturday School
- Restriction of privileges

Tier Three interventions may include but are not limited to the following:

- Out of school suspension
- Restriction of privileges
- Referral to community services
- Expulsion Agreement

Tier Four

- Expulsion

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

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

- a. The possession or use of any tobacco product on school property by a student of any age. (Persons under 18 years old who possess tobacco products are in violation of state law and will be referred to police.)
- b. Fighting or provoking violence by gesture or words, including but not limited to racial/ethnic slurs and objectionable epithets. (Indiana law does not allow persons to physically harm another person in self-defense if other reasonable options, such as leaving the scene or asking for help, exist.)
- c. Failure to serve an assigned detention.
- d. Forgery or alteration of school forms, such as passes, admits, etc., or giving false information to school personnel.
- e. Insubordination toward or disrespectful conduct toward the school staff, including threats of violence or actual violent conduct toward a staff member.
- f. Gambling on school premises or at school activities.
- g. Obscene, vulgar, indecent, or lewd acts or behavior deemed to be harmful to the morals of the student or other students.
- h. Contact of a sexual nature including but not limited to groping or fondling.
- i. Reckless or irresponsible driving (see Parking and Driving Regulations).

- j. Violation of any federal law, state law or city ordinance.
- k. Truancy.
- l. The throwing of objects (may result in suspension from school).
- m. Overt, repeated acts or gestures, including verbal or written communications transmitted; physical act committed; or any other behaviors committed by student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the other student (bullying).
- n. Behaviors outlined by the tardy policy.
- o. Misuse of school computers. Students are not allowed to use school computers for non school purposes. "Hacking" or tampering with school technology may result in expulsion.
- p. Behaviors identified as Grounds for Suspension and Expulsion by Corporation Policy J 300.

Detention

Any student receiving a classroom detention is expected to serve the detention under the teacher's supervision within 3 school days after notification unless other arrangements are agreeable to both parties. Failure to serve a detention after the assigned time will result in administrative intervention.

SEARCH AND SEIZURE

Equipment, such as lockers and desks, belongs to the school district and is permitted to be used by students as a convenience. (LSC Student use policies: Appendix I Lockers, Appendix J Vehicles, LSC Policy J492 Desks)

Student Rights

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

Procedures

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

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

PARKING AND DRIVING REGULATIONS

Students are allowed to park in the east parking lot only, but not in the areas reserved for student loading and unloading and areas reserved for visitors or staff. At certain times it may be necessary to restrict parking privileges, e.g., construction or activities at school. Rules for the student use of the parking lot are guided by LSC policy J491 (See: Appendix H: J491 Governing Student-Operated Vehicles).

Student use of Jefferson High School parking lot

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

1. All student automobiles must be registered and the student parking permit placed inside the vehicle so that it is clearly visible from the outside of the vehicle no later than the 10th school day of each school year. After the ten day period, **NO VEHICLE MAY BE PARKED IN THE LOT UNLESS PROPERLY REGISTERED.**
 - a. Motorbikes, etc. must also be registered.
 - b. To register a vehicle, a student must supply the following:
 - Name of student
 - Parking permit number
 - License plate number
 - Year in school
 - Appropriate fee (may vary from year to year)
2. All vehicles are to be parked within designated parking lines.
3. All vehicles are to be headed into the parking spaces.
4. The maximum speed in the parking lot is 10 m.p.h.
5. Drivers of passenger vehicles and front seat passengers are required to use seat belts.
6. In all cases, pedestrians have the right-of-way.
7. All students are required to leave the parking lot by using the 22nd Street exit or the north drive toward 18th Street.
8. Horns are not to be sounded in the parking lot except to warn of imminent danger.
9. Upon entering the parking lot, vehicles are to be parked immediately; students are to leave them and proceed to building.

Violations to the rules governing the use of the JHS Parking lot may result in parking fines (**\$15.00 each infraction**), discipline penalties, towing at the owner's expense, and/or loss of student's parking privileges.

Students who fail to follow the rules for the use of the Parking lot may have their vehicles Booted. Damage caused to the vehicle and/or the LSC Boot equipment in an effort to avoid the restraint will be at the vehicle owner's expense.

JHS Parking Fines:

Two or more unpaid parking fines or repeated violations may result in:

- Assignment of disciplinary penalty
- Parent notification
- Towing at owner's expense
- Suspension of parking privileges on Lafayette School Corporation property
- Unpaid fines held as outstanding fees against graduation tickets, diploma, and/or transcripts
- A student's parking privilege being revoked for misconduct or violation of these rules.
- The assignment of a detention may be made by any faculty member for violation of these rules.

CHAPTER V - GENERAL INFORMATION

“212°: The extra degree of effort will make all the difference.”

ACCIDENTS AND INSURANCE

Any accident occurring on school premises is to be reported to the nurse. A record of each reported accident is filed in the nurse's office.

If a student is injured at school or at a school extracurricular function, the parent or guardian is responsible for any resulting medical cost. If there is a question of school liability, the Lafayette School Corporation's insurance carrier will be responsible for determining any such liability.

Indiana statutes do not allow school corporations to purchase medical or accident coverage for students. However, parents or guardians can be provided an opportunity to purchase accident insurance. The Board of School Trustees has approved making such insurance available. Each school has applications available for parents to purchase accident insurance if they so desire. These applications will be available at the school office. If you as a parent do not receive an application and do wish to apply, please contact the principal.

BEFORE/AFTER SCHOOL HOURS

Students arriving to school before classes begin should not enter the academic wing until 7:30 unless they are under the supervision of a teacher, coach, or activity sponsor. All students should be out of the building at 3:30 p.m. unless they are under the supervision of a teacher, coach, or activity sponsor.

CORRIDOR AUTHORIZATION

During school hours, students must be in possession of an appropriate pass or Scouting badge while in the hallways at any time other than passing periods.

MESSAGES AND DELIVERIES FOR PUPILS

Students are requested to remind parents that they should not call the student at school except in cases of emergency. Students will not be called to the phone, nor will messages be taken except in cases of extreme emergency. Students are requested to inform their employers that this condition exists and that employers should not expect messages to be delivered. Likewise we cannot allow flowers and/or gifts to be delivered to students; local florists know this policy.

SCHOOL SPONSORED TRIPS - CLASSES OR ORGANIZATIONS

Permission must be granted by the principal for any school-sponsored trips whether taken on school or non-school days. Students are not to drive cars. Parent release forms and medical information forms must be secured from the general office by the group sponsoring the trip. These release forms must be properly signed by the parent and be presented to the sponsor before a student will be allowed to go on a school trip. The completed forms should be returned to the general office.

Student absences due to field trips and/or school programs are exempt absences. Students must be given the opportunity to make up work missed regardless of their attendance status in the class.

POLICY GOVERNING SCHOOL TRIPS

The sponsor or sponsors of the individual organization are responsible for establishing, maintaining, and enforcing rules, regulations and procedures within the guidelines of normal school behavior. Regulations governing school trips should include proper chaperoning with explicit duties; curfew regulations; regulations governing student rights and responsibilities outlined in this student handbook; and expectations of students as representatives of Jefferson High School. If, in the opinion of the sponsor or sponsors, these regulations or procedures are not followed, the student will be disciplined according to the severity of the offense.

Penalties that will be considered are the following:

1. The student may be requested to return home at his own expense.
2. The student may be prohibited from all future school-sponsored trips.
3. The student may be removed from the organization that sponsored the trip.
4. The student may receive a temporary suspension from school or classes.
5. The student may be assessed a major penalty according to school policy.
6. The student may be expelled from school depending on the nature of the offense.

WORK PERMITS

The student must pick up an "Intention to Employ" form in the Guidance Office. The student must complete the general information portion on the form. The employer must sign the "Intention to Employ" form stating the exact nature of the job. The student's parent must sign the form. The form is then returned to the Guidance Office. General rules governing work permits are listed on the work permit form.

The form will be registered to the state (takes approximately 24 hours). The student takes the form (now referred as a "Work Permit") to the employer for his/her files.

VISITORS

Visitor Procedures (Appendix G)

1. No visitors are permitted to enter classrooms without prior permission from the Principal or his/her designee.
2. An attempt will be made to provide adequate notification to staff prior to a requested visitation.
3. Visitors report to the General Office and sign in as a guest visitor.
4. Visitors will be provided with a visitor's pass, a building map, and the class schedule of the person being visited.
5. Visitors should visit only classes they have been given permission to attend.
6. Visitors should enter the classroom prior to the beginning of class in order to greet the teacher and find the location where they will sit.
7. Visitors need to be respectful of the class instruction taking place by shutting off any cell phones or pagers that may disrupt the class.
8. Visitors should not participate in the discussions or activities in the class unless asked to do so by the instructor.
9. Only the person approved for the visit may attend the class. No substitute visitors or children are permitted to accompany the visitor.
10. Visitors should not attempt to discuss grades or individual concerns with the teacher during the visitation. Instead the visitor needs to make an appointment to meet at another time.
11. If visitors wish to eat lunch at Jefferson during the visit, they must notify the general office prior to the classroom visit.
12. If visitors are approached by school personnel in the hallways, visitors need to show their visitor's permission slip.
13. The school has limited visitations to one day per semester unless the visit is connected with a court order verified by the administration.
14. Once the visit is completed, visitors need to return to the general office to drop off their visitor's badge and to sign out.
15. The administration and security have the option to remove a guest at any time if the guidelines are not followed or a disturbance occurs which interferes with the educational process.
16. The Administration may direct that a visitor be permitted to observe a teacher's classroom.
17. Former students must be met at the administrative offices by the teacher they are visiting. Further, the alumni must be accompanied by a staff member while they remain in the building.
18. The following people may be granted visitor's permission:
 - a. Visitors with specific appointments
 - b. Former students with pre-arranged visits to teachers on planning periods
 - c. Prospective students accompanied by their families. Arrangements for guided building tours must be made through the Guidance Office.

CHAPTER VI - STUDENT SERVICES

“212^o: The extra degree of effort will make all the difference.”

BOOK RENTAL

The Board of School Trustees authorizes a rental and fee program for providing textbooks and related materials. Fees will be assessed at the beginning of each semester, and the administration will be empowered to collect all fees by methods that may include a collection agency or legal action in court. Parents/guardians will also be responsible for all reasonable costs of the collection of this account, which may include, but not be limited to, late fees, client collection fees, collection agency fees, reasonable attorney fees and court costs on any outstanding balance. Costs are programmed for a textbook life, processing of the textbooks, and the maintenance for normal wear and tear.

Textbooks are purchased and processed for each student enrolled in a course; therefore, the textbooks are purchased by the Book Rental Department prior to the first day of school.

Students who do not wish to take advantage of the rental plan may purchase textbooks and will not be assessed a book rental fee. Every student will be individually notified of the amount due for book rental, workbooks, and fees approximately three weeks after each semester starts. New students will be notified of the book rental and fees due after enrollment is complete.

A receipt will be issued to every student indicating what payment has been made. All textbooks will be issued through the Book Rental Office. Students are responsible for returning their textbooks to book rental at the end of the semester/year. If a textbook is not returned in reasonable condition, the student will be responsible for paying for what repairs are necessary. If it can be repaired in our Book Rental Department, the cost will be assessed based on damage to the book. If the book must be rebound, the charge will be the cost of having it rebound. If the bar codes are removed or damaged, the charge will be the cost of replacing the bar code. If the book is lost, the cost will be the replacement price of the book. Students losing textbooks are to report the loss and make payment to the Book Rental Office.

Some courses require the use of supplementary textbooks. These are also purchased by the Book Rental Department, and students using these books are responsible for reasonable care when using these books and assume the same responsibility as outlined for rental textbooks.

Students requiring **state assistance to pay book fees (and/or school lunches)** should obtain assistance application forms in the Book Rental Office.

REFUNDS

For industrial technology and art classes, if the withdrawal is made during the first grading period a partial refund of the lab fee will be made.

For withdrawals after the first grading period of the semester, no refund will be made.

Computer mathematics refund of lab fees will be handled by the individual teacher and the book rental office.

Fees for workbooks and lab books will not be refunded if they have been used. The amount of Book Rental and Fees and physical education fees that will be refunded is 50% of the amount paid if the withdrawal is made during the first nine (9) weeks of the semester. There will be no refund if the withdrawal is made during the remainder of the semester.

BUS TRANSPORTATION

The Lafayette School Corporation operates buses to and from all schools every school day. Though buses do not pass each student's home, bus routes include all neighborhood areas within the LSC boundaries.

The privilege of riding a school bus is subject to a rider maintaining acceptable behavior while boarding, riding, and getting off the bus. Students who violate bus rules or fail to follow directives issued by the driver will face disciplinary actions by the school.

The following items are non-transportable objects: any item that is too large to be held on a student's lap or placed on the floor between student's legs or between the side wall of the bus and student's leg, live animals, glass objects, guns, ammunition, explosives, or dangerous materials.

The following guidelines will be used in determining band and orchestra instruments that students will be allowed to carry on school buses: Instruments must be able to be carried on the student's lap or rest on the floor between the student's legs or between the side wall of the bus and student's leg. Students with instruments should be assigned a seat next to the window and probably near the front for ease of boarding and exiting. Instruments will not hinder a student's ability to evacuate the bus quickly. Students and drivers need to cooperate to make this work effectively. Instruments which can safely be transported in a student's possession: saxophone, trombone, trumpet, flute/piccolo, clarinet, and violin.

The following is an explanation of Lafayette School Corporation policy regarding alternatives to regular transportation routes.

There will be no transfers for students who want to go home with friends or an alternate location. In the event of an emergency, a transfer can be approved in writing, signed and dated by a school principal or the head of the LSC Transportation. The emergency must be in the interest of the safety of the student and limited to a time period considered "necessary". If a student wants to go home with a friend or to a place other than to home, a note must be signed and dated by a parent or guardian, signed by a building administrator, and then presented to the bus driver.

Parents of students needing permanent bus transportation to an alternate address, such as to a place of employment, must present a letter of request to the transportation department for their child to ride a bus to the alternate location. Bus transportation to an alternate destination is **not the responsibility of the school corporation. Bus routes are established for students living in a specific area. Approval will depend upon seating availability.** A request letter will be processed for possible transportation. A written reply will be sent from the transportation office before transportation is to begin.

HEALTH CENTER POLICIES

The Health Center is open 20 minutes before classes begin in the morning and 30 minutes after school. Students are to take care of minor, non-emergency health problems during those times rather than during class time.

HEALTH CENTER

Parents must let the school office know about changes in phone numbers or addresses or temporary situations which may affect the school's ability to contact the parent in emergencies. A student is never released unless permission is given by the student's parent, guardian, or other responsible adult.

Parents must let the school nurse know if students suffer from a life-threatening conditions or chronic health-related problems, such as asthma, severe allergies, seizures, etc. In cases of severe injury, severe illness, or medical emergency, an ambulance will be called, and the student will be taken to the hospital. Please send doctor's orders for activity restrictions, treatments, or medication use at school to the Health Center. (See: Appendix K- LSC Medication Policy)

Severe Allergies

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

MEDICATION

The written consent of the parent or guardian and the written order of the physician are required for medication to be administered at school. **All prescriptions and non-prescription medications to be administered at school or school functions must be FDA approved. LSC Medication Policy requirements must be met for a student to carry and self-administer medications.** (See: Appendix K: J700- Lafayette School Corporation Policy)

Other Health Center services:

- First aid, when needed, is administered by available school personnel. If questions arise or in case of serious injury, it is the policy of the school to contact parents, if at all possible, and arrange for the student to be taken home. Further care and treatment are the responsibility of the parents.
- Limited health counseling is provided to students and parents about health-related problems and concerns. However, school authorities, school nurse, or other school personnel do not attempt to treat or diagnose cases of illness or injury.
- Health Screenings: (See Appendix K J700)

Immunization requirements: Indiana law requires that all students in grades 9-12 have 5 DPT, 4 Polio, 2MMR, 3 Hepatitis B, 2 varicella, 1Tdap, and 1MCV4. It is the parent's responsibility to provide verified records of immunizations. Students may enroll but not attend school without documentation or required immunizations or verified medical or religious exemptions. All exemptions must be renewed every year.

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

There is a vaccine (Menactra) that can prevent most cases of meningitis caused by this bacterium in people over age 2. Beginning with the 2010-2011 school year, one dose of Menactra will be required for students in grades 6-12. This is a new legal requirement.

SHORT-TERM HEALTH PROBLEMS

Students with short-term health problems such as casts, braces, or conditions requiring frequent use of the restroom, should report to the nurse before school to obtain an early pass, elevator key, or a note for teachers to explain the problem. If you need an elevator key for more than one day, you will be required to post a \$5.00 deposit for the key. The deposit will be refunded when the key is returned.

ILLNESS AT SCHOOL

- Students who are ill and have a fever of over 100 degrees (F) should not attend school until the temperature has been below 100 degrees for at least 24 hours.
- **Students seeking release from school due to illness and/or other problems must report to the Health Center.** The nurse will contact the parent or guardian and will advise them of symptoms or difficulty. **It is the decision of the parent or guardian whether the student should be dismissed from school.** Transporting students from school to home is the responsibility of parents.
- If a student has a communicable disease (such as pink-eye or head lice), the nurse will contact the parent and send the student home. Proof of medical treatment must be presented to the nurse before the student will be readmitted to school.
- Students may lie down in the Health Center only with **written** permission from the teacher whose class will be missed. Students may, with the nurse's permission, rest in the Health Center during a study hall period.

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

PHYSICAL EDUCATION NOTES

- Students who need to be excused from P.E. for a short-term problem, such as a bad cold, ear or throat infection, menstrual period, etc., should report to the nurse **before school** with a note from the parent. A copy of the note will be placed in the student's health record and a copy given to the P.E. teacher. **If a student has a health problem which prohibits or limits him/her from active participation in P.E. classes for 2 or more days, a physician's note is necessary to accompany the parent's note. Students have 5 days to bring in a doctor's note. Participation exemptions will only be granted for 5 days prior to receiving the doctor's note.**

NOTICE: Successful completion of P. E. classes is required to graduate.

ID CARDS

Students at Jefferson High School are issued an identification card for school purposes only. Students failing to possess their student identification card will be provided a one-day temporary identification, and the student may be assigned a minor infraction. These cards will be used for identification purposes and therefore may not be defaced or altered.

Students should also carry their cards when attending school related events. Students may not be admitted to school sponsored extracurricular or social events without presenting their own, current ID card. Lost cards can be replaced at Student Services for \$2.00 and lanyards for \$1.00. Students who have withdrawn or who are expelled must surrender their ID cards.

LIBRARY

J.H.S. students not only have access to the library facility in the school but also to the digital library resources available through the school Fusion page (login directions are available in the library). Students are invited to use the library and its resources for class assignments, for personal research, and for leisure reading. To ensure that all library patrons are provided an environment that is conducive to achieving those purposes, it will be necessary that everyone observes the following:

General Information

1. Library Hours: 7:00 a.m. – 3:30 p.m. on school days.
2. Up to three print items at any one time may be checked out from the library for two weeks with a valid student ID. Students may use materials past the due date by bringing them to the circulation desk for renewal. Students can check their due dates by logging into Destiny Library. Past-due date reminders will be sent to students. Parents of students who fail to respond to due dates will be notified of the overdue materials and replacement costs for the items if necessary. Students with overdue, lost, or damaged materials may not check out any more items until they are returned or paid for. However, students may still *use library materials in the library*. For circumstances that might require special arrangements, students or parents should contact the school library administrator.
3. Students also may borrow educational electronic devices from the library, but only if they have no other items already checked out. Parents and students should be aware that replacement costs for such items are generally much higher than those for regular print books. Electronic devices that are checked out cannot be renewed for a longer check-out period. Students who check out such devices assume responsibility for returning them on time, undamaged and unaltered in any way electronically. Failure to do so will result in losing privileges to check out any more electronic devices and having to pay possible replacement costs.
4. Seniors who have overdue, lost, or damaged library materials will not be issued tickets to commencement exercises until the materials are returned or paid for.
5. Certain materials must remain in the library and cannot be checked out. However, the library will provide up to six free copies from any such printed materials for any student.

Behavior Expectations for Students Using the Library

1. During the school day from 8:05 – 3:30, students **MUST** present a hall pass from a staff member to enter the library (students on release must present their student IDs displaying the release symbol). This includes during lunch. Students must leave their hall passes at the front desk, legibly sign in on the attendance sheet and state their arrival time, purpose for using the library, and the teacher under whose direction the work is being done. Students must also sign out when they leave. This is *entirely each student's* responsibility. Failure to log in on the library attendance record could result in the student being counted truant. Students will not be given permission to leave the library for any reason other than to return to class.
2. When entering the library before and after school, students must legibly sign the attendance sheet at the front desk. Hall passes are not required during these times.
3. During school hours, students will be assigned specific stations in the library where they are expected to work quietly and stay on task.
4. Students may use personal electronic devices in the library that do not interfere with the learning environment, their ability to stay on appropriate school tasks, or the ability of other library patrons and workers to stay on task. Talking on cell phones is not permitted. Headphones must be used for sound-emitting devices. Determining appropriate or inappropriate use of all such devices will be at the sole discretion of the library staff on duty. Staff will issue one warning to put away or modify use of a device before disciplinary action is taken. A repeated incident of misuse will result in the student losing such privileges in the library.
5. Library computers are to be used only for school related work. To use a computer, students must have an assigned login and have an internet permission form on file with the LSC.
6. Any attempt, successful or not, to damage, alter, or hack into a library computer will result in immediate disciplinary action. There will be no warnings. Such action will result in a discipline referral and immediate dismissal to the office.
7. Students are not to interfere in any way with a teacher's class or any other patron who is using the library.
8. Students will be respectful of the library staff, other library patrons, and library property, treating all library materials with care and leaving work areas clean.
9. Food and drinks are not permitted in the library. Students who bring in food or drinks will be asked to hand them to library staff for immediate disposal. Either failure to comply or a second such incidence will result in disciplinary action.
10. All other student behavior expectations as stated in the J.H.S. student handbook apply in the library as well.

Disciplinary Action

Unless stated differently above, failure to follow library behavior expectations will result in a verbal warning that is documented. A second failure will result in a discipline referral and no library privileges for one month unless accompanied by a classroom teacher. These instances will count whether they occur on the same day or on separate days. Any overt misbehavior that disrupts the library atmosphere to the extent that normal routines cannot continue will result in immediate dismissal to the office and loss of library privileges for the remainder of the semester unless the student is using the library accompanied by a classroom teacher.

LOCKERS

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

In the interest of safety for your possessions, you should not reveal the combination for your locker to other students. It is not the intent of the office to change your locker if someone else learns the combination. You should use only your own locker. Be sure it is kept clean and orderly and that it is locked when you leave it. TO OPEN, FOLLOW THESE INSTRUCTIONS:

1. Turn dial right two or three whole turns and stop at the first number.
2. Then turn the dial left one whole turn past the first number and stop at the second number.
3. Now turn the dial right and stop at the third number.
4. Now lift the locker handle. In case of locker difficulty, report to the Student Services. In the event a student needs the combination, it must be secured from the General Office. At the end of the school year, all lockers are to be emptied so that they can be cleaned during the summer vacation.

Locker locations are as follows:

1001 - 1378 Corridor GA1	2549 - 2644 Corridor 1A4	3397 - 3462 Corridor 2A4
1379 - 1766 Corridor GA3	2645 - 2876 Corridor 1A3	3463 - 3630 Corridor 2A3
2001 - 2232 Corridor 1A1	3001 - 3226 Corridor 2A1	3671 - 3826 Corridor 2A6
2331 - 2548 Corridor 1A2	3281 - 3338 Corridor 2A3	3867 - 4098 Corridor 2A5
S1 - S316 Corridor 1D5		

LOST AND FOUND

All articles found in or near the building should be taken to the Book Rental Office. Upon discovering a loss, a student should promptly check in the Book Rental Office. If the article has not been found at that time, he should inquire later.

LUNCH PROGRAM

The cafeteria has multiple serving lines at lunch offering several different meal options that include an entrée, vegetable, fruit, grain and milk offered daily for the \$2.10.

Breakfast is available from 7:30 to 8 a.m. A breakfast meal is \$1.20 and consists of two choices daily from the following: cereal, granola bars, yogurt, breakfast burrito, peanut butter & jelly sandwich, cheese sticks, pop tarts and hot breakfast sandwich. Juice or fresh fruit and milk are served daily.

Many ala carte foods are also available that are paid for individually. Ala carte items are not available under the free/reduced program.

Any cafeteria purchase can be paid for from the student's cafeteria account (checks made out to Jeff Food Service, please include student's name on the check) or with cash. **No charging is allowed in the cafeteria.**

Students that do not have enough money in their account to cover the total purchase must bring the remainder the next day. No change will be returned if students have a negative balance in their account. No ala carte purchases are allowed until negative balances are paid. Withdrawing and graduating students are to have negative balances paid up before leaving school.

Students with free or reduced meal status are responsible for any debt incurred due to a status change.

Any student who takes food from the serving area without paying for it will be reported to the Jeff administration for disciplinary action. Using another student's account is also considered theft. Disciplinary action for these offenses is outlined in the student handbook.

The following guidelines should be followed in the cafeteria;

- do not eat food while in the cashier line,
- do not cause congestion in the serving area by visiting with friends,
- students should pick up their own trash and put trays in the return window.

Jefferson High School operates under the policy of a "Closed Campus." Students may not leave the building during the lunch period. (See: Attendance, Lunch Absences) We ask your cooperation in going to and from the cafeteria during lunch period, as classes will be in session. The parking lot, gym, and academic areas of the building are off limits to students during lunch periods.

Free and Reduced Lunch Application Forms are available in the Book Rental Office.

Textbook Assistance Application Forms are available in the Book Rental Office.

RADIO-TV CENTER

The Jefferson High School Radio-TV Center has video and audio equipment available for student use. Advanced Radio-TV students and RTV Center staff are available to assist students or classes with their projects. Available equipment includes videotape editing systems (all student-supplied videotape MUST be recorded in 2-hour mode), camcorders, cassette recorders, CD players, and mini-disc players. None of the equipment can leave the building. The television studio is also available for projects. Times available for student project work include before school, non-advanced RTV class periods, and after school until 4:00 p.m. All work must be scheduled in advance. Schedule forms and information are available in Radio-TV. Students are strongly advised to schedule as far in advance as possible to guarantee both a time slot and project completion.

USING THE RADIO-TV CENTER

Students wishing to work on class projects needing digital images or video can utilize the Radio-TV Center. Digital still cameras and digital video cameras are available for checkout. Cameras can be checked out for a maximum of 5 consecutive days (including weekends). Students are responsible for providing their own batteries for the still cameras, and Mini-DV tapes for the camcorders. The Mini-DV tapes WILL NOT play back in a standard VHS machine. They must be played back from the camera, or can be copied to a VHS tape as necessary. *Radio-TV does not sell or provide videotapes or digital camera batteries.*

Students must fill out an equipment request form in the Radio-TV Center that indicates the dates the camera will be used and when it will be returned. Students are expected to return the equipment in the condition it was received. If you do not return the equipment when due, you will no longer be able to check out the cameras. All students are encouraged to plan ahead when checking out the equipment. This will assure that it will be available when you need it.

IPTV

Teachers have access to 18 "channels" of television programming via the school's IPTV system. Only teacher computers in classrooms can access these channels. From a PC open Internet Explorer and click on the Favorites Link. Click on LSC TV Channels and then follow the prompts. Channels available include CBS TV-18, The Discovery Channel, MSNBC, CNN, National Geographic, The History Channel, and Animal Planet. In addition, there is a Jefferson High School channel where news and announcements run 24/7 during school hours. For more information on the IPTV system please contact Randy Brist in Radio-TV, Ext. 2580.

USING RTV

All staff members will receive an update "Using the Radio-TV Center" handout via email within the first week of school. It includes information on both student and staff use, including the video recording of student teachers.

All questions can be directed to Mr. Brist in the Radio-TV Center, Ext. 2150 or 2151.

CHAPTER VII - GUIDANCE DEPARTMENT

“212º: The extra degree of effort will make all the difference.”

GUIDANCE COUNSELORS

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

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

ENROLLMENT INFORMATION

1. Each student must have eight (8) assignments during each semester of attendance. **Students may not attend with partial day schedules.**
2. Every student must be in attendance on a full day schedule for a minimum of seven semesters to meet graduation requirements.
3. Schedule Error Correction - Students are given many opportunities to review their course selections before a semester begins. The student has 10 school days from the first day of a semester to make any schedule error corrections.
4. Students may not audit courses during summer school or during the regular school year without administrative approval.

WITHDRAWALS

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

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

A student who is under threat of expulsion cannot stop the expulsion process by withdrawing from school. The school will continue the expulsion process. Therefore, a student may not avoid the consequences of expulsion by withdrawing from school.

NOTE: Withdrawal under certain conditions will cause a pupil to lose the right to drive in the state of Indiana. (See: Appendix B)

POLICY OF STUDENTS RE-ENTERING

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

STUDENT RECORDS

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

RECORDS AND TRANSCRIPTS

A permanent record of the courses taken by each student, the semester grades received, his/her attendance record, and scores on special tests is kept in the Guidance Office. Upon request by the parent or student (if the student is 18 years of age), in compliance with the Federal Privacy Law, the office will forward transcripts of records to admission offices of colleges and universities. After graduation from Jefferson High School a fee of \$2.00 is charged for each transcript. If a student transfers from Jefferson High School to another school, a copy of this permanent record is sent to the requesting school.

GRADE COMPUTATION

Grades for the semester are determined by combining the percentages for each nine weeks and the final assessment. Each nine-week grade is weighted $\frac{3}{7}$ of the semester grade, and the final assessment grade is a maximum $\frac{1}{7}$ of the semester grade.

INCOMPLETE GRADES

Nine week grades are to be made up by the end of the first two weeks of the next grading period. Semester grades are to be made up by the end of the first two weeks of the next semester. After the deadlines, incomplete grades become "F's." Students who have been absent during final assessment week receive failing grades. Students must make up the assessment by the end of the 2nd week of the new semester or the grade remains an "F." The final assessments missed by such an absence may not be taken early. Students who, due to vacations, miss final assessment projects which cannot be made up may receive failing grades for those projects. Students whose absences during final assessments are unexcused will receive failing grades. Students who have excessive absences throughout the semester may fail (See: Attendance Policy).

GRADE REPLACEMENT

Students may either want or need to retake classes in which they have received a low grade. The following procedure explains how retaken classes will be handled for transcription and GPA purposes.

1. A course may be retaken for credit and for grade replacement.
2. In order to replace a grade, the **exact** course must be retaken. *For example, if a student has a low grade in Chemistry H, then only Chemistry H may be used to replace that grade. Any other version of Chemistry will count as a new course and will NOT be used to replace any other Chemistry course's grade.* The original grade will remain on the student's transcript but will not be used toward GPA calculation.
3. Once a course has been completed with a grade higher than the previous attempt, the old grade will be replaced.

NOTICE OF UNSATISFACTORY ACHIEVEMENT (PROGRESS REPORTS)

At the middle of each nine-week grading period, teachers prepare academic progress reports for those students whose class performance at that time indicates they are in danger of failing that grading period. Copies of these reports are mailed to the parents or guardians of the students.

HONOR ROLL

The following regulations govern honor roll:

1. Honor roll is reported on a nine-week or semester basis.
2. Beginning in the 2012-2013 school year, PE1 and PEII credits are included in honor roll calculations.
3. To make honor roll, a student must take at least five solid subjects.

Classifications for recognition are as follows:

1. Distinguished Honor Roll, 3.75 or above
2. Honor Roll, 3.25 - 3.749
3. Academic Recognition (**not** honor roll), 3.0 - 3.249

CLASS RANK DETERMINATION

For the classes of 2012, 2013, and 2014 class rank will be determined by rank ordering of all members of the senior class by their cumulative GPA.

Beginning with the class of 2015, student class rank will be calculated using the following formula:

$(\text{GPA raw score}) + (\# \text{ Credits earned} / 56 \text{ credits}) = \text{Rank Points}$ (results reported will only carry two decimal places)

Students will be rank ordered from highest number of Rank Points to lowest. This rank order will be used to determine class rank for purposes of determining such things, but not limited to, the Top Ten, Valedictorian, and Salutatorian.

VALEDICTORIAN AND SALUTATORIAN ELIGIBILITY

For the classes of 2012, 2013, and 2014:

- Whoever has the highest GPA after 8 academic-year semesters of enrollment in high school will be the Valedictorian. Whoever has the second highest GPA after 8 academic semesters will be the Salutatorian. An academic year semester is defined as a semester that occurs during either the 1st or 2nd semester of the school year proper, August through June. Semesters in which the student was concurrently enrolled in a junior high will not be counted as part of the 8 academic-year semesters, nor will any summer school semesters. And,
- In order to be eligible for either award, a student must have been enrolled at Jefferson High School for a minimum of two academic-year semesters.

For the class of 2015 and beyond:

- Whoever has the highest total of Rank Points will be the Valedictorian. Whoever has the second highest total of Rank Points will be the Salutatorian.
- In order to be eligible for either award, a student must have been enrolled at Jefferson High School for a minimum of two academic-year semesters.

HIGH SCHOOL GRADUATION POLICY

Graduation requirements for Lafayette School Corporation students shall be those minimally established by the State Board of Education as modified by locally adopted standards reflected in the Lafayette School Corporation board policy. Special education students who do not qualify for a high school diploma, but complete their I.E.P. programs and are recommended by their case conference committee, may participate in graduation ceremonies and be awarded a certificate of completion.

GRADUATION REQUIREMENTS

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

CORE 40 REQUIREMENTS

This course of study requires 40 credits in the following disciplines;

- 8 credits English
- 6-8 credits math including algebra I, geometry, and algebra II
- 6 credits science including biology, chemistry, or physics
- 6 credits in social studies
- 2 credits physical education
- 1 credit health
- 8 credits foreign language, arts, computers, and career area
- 2-4 credits other courses

Other diploma options may be discussed with your counselor. Additional information may be found in the *Curriculum and Academics Handbook* which is available in the guidance office.

COMMENCEMENT

Commencement ceremonies are usually held in the Crawley Athletic Center. (Seniors who have overdue library materials, owe financial obligations to the school such as outstanding parking tickets, or owe for Book Rental fees or lost or damaged textbooks are not issued commencement tickets for family and friends until the obligations are met.)

To participate in any Jefferson High School commencement ceremony, a student must have completed all requirements for a diploma, Certificate of Completion or Certificate of Credit Completion before their original expected graduation date while maintaining regular attendance at Jefferson High School. There will be two commencement ceremonies, one held at the end of the academic year and one held at the end of the summer prior to the beginning of the next school year.

COLLEGE AND CAREER RESOURCE CENTER

The College and Career Resource Center (CCRC) is open to all students during school hours. Any student may request a pass to visit the CCRC from their counselor, or their teachers. The CCRC has numerous resources for career exploration and decision-making, post-secondary education opportunities, and military information. Reference materials provide in-depth details of business schools, vocational and technical schools, and two and four-year colleges and universities. Annual visits by college admissions counselors give students the chance to ask questions and receive the latest news from campus experts. The center also offers assistance with job-seeking skills, college entrance exams (COMPASS, SAT, ACT), college applications, financial aid and scholarships.

COLLEGE PREPARATION SCHEDULE FOR SENIORS

August

- Continue searching/applying for scholarships
- Review admission requirements of potential college choices; make sure senior schedule reflects those requirements
- Talk to your counselor about graduation requirements and early decision options

September

- Request letters of recommendations for early admission/early decision allow for appropriate turnaround time
- Apply for early admissions to colleges of choice

October

- Attend college fairs and financial aid nights with your parents.
- Note all deadlines for college admission applicants
- Narrow down your school choices

November

- Request transcripts, test scores and letters of recommendation for college application and scholarship applications
- Apply for admission to schools
- Apply to at least three schools: 1) dream school; 2) realistic school and 3) back up school (one you can easily gain admission)

December

- Apply for your Personal Identification Number (PIN) from FAFSA online at www.pin.ed.gov
- Attend financial aid workshops with parent(s)
- Schedule interviews with college admission officers when applicable

January

- Complete tax returns and gather additional financial statements
- File the Free Application for Federal Student Aid (FAFSA) online between January 1 and the deadline of March 1 at www.fafsa.ed.gov

February

- Respond promptly to any request for additional information from colleges
- Continue researching and applying to scholarships (note deadlines)

March

- Look for acceptance letters from colleges and respond promptly to any request for additional information

April

- Compare financial aid packages of the various schools, verify cost and calculate amount of aid needed
- Request final transcripts and follow-up with Financial Aid Office at your college/university
- Make a decision and sign your letter of intent

May

- Schedule college/university orientation

CLASS REGISTRATION AND SCHEDULE CHANGES

Guidance counselors meet with every student during a school year to register for classes for the following year. During the registration process, parents are encouraged to communicate with their child and his/her counselor about the proposed classes. The proposed classes may be found on the school's website in the Power School Parents/Students link. Revisions to the student's registration list may be made until the JHS master schedule is in place

Once a schedule is in place for the student, the student will need to qualify to make further changes. Completed student schedules determine the number of sections of courses and the class averages in those courses. Therefore, changes in individual schedules can have a negative impact for the overall JHS schedule.

Schedule changes qualify for the following reasons:

- A. Students may correct schedule errors through the second week of the semester. After that, the student's schedule will not change.
- B. Students may drop a course to be a teacher assistant through the second week of the semester.
- C. After the second week of the semester, any schedule change will require administrative approval before being implemented.

LEVEL CHANGES

Occasionally students will discover that they have enrolled in a class that is significantly more difficult than they can successfully complete. In these instances, it may be possible to change the level of a course during the semester that is in progress. This change is defined as a *level change*.

The following procedure will be used in order for a student to complete a level change:

- a. The level change request must occur within the first 10 weeks of the semester.
- b. The student must receive a copy of the "Parent Permission for Change of Subject Levels". These may be obtained from his/her teacher or from his/her guidance counselor.
- c. The student must then obtain a signature and recommendation from the teacher with which they are currently enrolled. **The first signature on the "Parent Permission for Change of Subject Levels" must be the teacher's** as this recommendation will be one important factor in deciding if a level change is in order. *It must be noted that if the teacher does not sign the form first, the form will be discarded and the process will start again.* It is imperative that the counselor and the parent see the teacher's recommendation, either for or against the level change, in order to make the best decision for the student. (This is a teacher recommendation only, and does not constitute permission or denial on the teacher's part).

- d. Once the teacher has signed the form, the student must then get a signature from their guidance counselor. (This is a counselor recommendation only, and does not constitute permission or denial on the counselor's part.)
- e. Once the counselor has signed the form, the student must then get a signature from their parent.
- f. Once the parent has signed the form, the form must be returned to the student's guidance counselor. An administrator will then review the form and make the final determination.

If the level change is granted, the student must remain in that new level for the remainder of the school year. The student's grade in-progress will travel with the student to the new course and will be used to calculate the grade in the new course. Upon completion of the semester, the transcript will list the course completed.

TESTING

The Guidance Department maintains a file of test materials that may be used on an individual basis with students as the need arises. Available tests include ability, aptitude, interest, and achievement batteries. Students who are eligible to graduate by 2010 are required to pass the Indiana standardized test for graduation known as the GQE test.

Students eligible for graduation in the class of 2010 and beyond must pass Indiana standardized tests for graduation known as ECAs which are required upon completion of Algebra I and English 10. Both testing types (GQE and ECA) are scheduled so that each student has multiple attempts to meet his/her state test graduation requirement.

Jefferson High School is a test center for the administration of many national standardized tests. They include the following:

<u>PSAT-NMSQT</u> :	Preliminary Scholastic Aptitude Test and National Merit Test
<u>SAT</u> :	Scholastic Aptitude Test used for college admission
<u>SAT Subject Test</u> :	Scholastic Aptitude Test used by colleges for placement in specific subjects
<u>ACT</u> :	American College Testing Program used for college admission

SUMMER SCHOOL

Summer school is in session each year for a six-week period. This affords those students who fail a subject the opportunity to get the credit which was lost in failure completed satisfactorily. It also provides students an opportunity to enrich their regular school program by getting some of the required subjects completed during summer school.

SUMMER SCHOOL ATTENDANCE AND STUDENT DISCIPLINE

Attendance and Student Discipline will follow alternative procedures that reflect the schedule of summer school. An absence is defined as more than 10 minutes of missed class time. A student will be removed from summer school for two absences without parent to school communication or more than three absences with parent to school communication. Classification of an "exempt" absence does not exist for summer school (See: Attendance for definitions).

In general, student discipline will follow the same rules as the regular school year. Exceptions are that a student will be recommended for removal from summer school if either two discipline issues occur or immediate removal for severe behavior incident.

LAFAYETTE SCHOOL CORPORATION COMPLIANCE PLAN FOR SECTION 504 OF THE REHABILITATION ACT OF 1973

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

1. LSC assures students, parents, employees, applicants for employment, and patrons that it will not discriminate against any individual.
2. The Section 504 Compliance Coordinator is as follows: Patricia Miller, Assistant Principal/Section 504 Coordinator.
3. Parents are provided procedural safeguards, which are included in the "Notice of Disabled or Who Are Believed To Be Disabled."

4. An impartial due process hearing and review (appeal) are provided upon request. Procedures are detailed in the "Notice of Parent/Student Rights In Identification, Evaluation, and Placement of Individuals Who Are Disabled or Who Are Believed To Be Disabled."
5. Notice to students, parents, employees, and general public of non-discrimination assurances and parent/student rights in identification, evaluation, and placement will be disseminated annually in the following manner:
 - a) Public service announcement in local newspapers;
 - b) Announcement in local school systems; and,
 - c) Posted notice in each public school building.

Additionally, the notice will be included in the professional handbook and disseminated to each principal for inclusion in each student/parent handbook.
6. LSC has established the following local grievance procedure to resolve complaints of discrimination (*These procedures parallel those outlined in The Family Educational Rights and Privacy Act [FERPA].*):
 - a) An alleged grievance under Section 504 must be filed in writing fully setting out the circumstances giving rise to such grievance.
 - b) Such claims must be made in writing and filed with the following individual:
Patricia Miller, Assistant Principal/Section 504 Coordinator, Sunnyside Middle School, 530 N. 26th Street, Lafayette, IN 47094.
 - c) A hearing will be conducted according to the procedures outlined in the regulations implementing the Family Educational Rights and Privacy Act (FERPA).
 - d) The Section 504 Coordinator will appoint a hearing officer who will conduct the hearing within a reasonable time after the request was received.
 - e) The Section 504 Coordinator shall give the parent, student, employee, applicant, or patron reasonable advance notice of the date, time, and place of the hearing.
 - f) The hearing may be conducted by any individual, including an official of the local school district, who does not have a direct interest in the outcome of the hearing.
 - g) The local school district shall give the parent, student, employee, applicant, or patron full and fair opportunity to present evidence relevant to the issues raised. The grievant may, at their own expense, be assisted or represented by individuals of his or her choice, including an attorney.
 - h) The local school district shall make its decision in writing within fifteen (15) days after the hearing.
 - i) The decision must be based solely on the evidence presented at the hearing and shall include a summary of the evidence and reasons for the decision.
7. LSC will conduct an extensive annual "Child Find" campaign with the goal to locate and identify all Section 504 qualified individuals with disabilities (ages 0 to 21) who reside within the participating school districts.
8. LSC will inform all individuals with disabilities and their parents or guardians of the district's responsibilities and procedural safeguards under Section 504, as well as those under Indiana Article 7– Special Education Regulations and the Individuals with Disabilities Education Act (IDEA) of 1997.
9. LSC will seek to identify individuals with disabilities in our community that wish to receive access to our facilities, activities, programs, and services.
10. LSC will notify the community of our responsibilities according to the Americans with Disabilities Act (ADA) with regard to recruitment, advertisement, application, and employment. (See Appendix L).

SPECIAL EDUCATION FOR SPECIAL CHILDREN

Every child has the right to a free, appropriate public education - even a special child with the most severe disability. This right was clearly established in the **Education for All Handicapped Children Act, P.L. 94-142**. In Indiana, Rule S-1, which governs and implements the Special Education Services Act 1969, has been revised to comply with 94-142. (See: Appendix D.)

Children with special educational needs in our school corporation are served by GLASS (Greater Lafayette Area Special Services). GLASS is a cooperative program with Lafayette School Corporation, Tippecanoe School Corporation, and West Lafayette Community School Corporations. GLASS serves children who are not capable of being properly educated through normal classroom instruction because of a physical,

emotional, or mental disability or a learning problem. Special education for these children is “special” in that specific method, programs, and teaching techniques are developed to meet each child’s particular needs. One of the most significant changes in public policy brought about by P.L. 94-142 is involvement of parents in every step of providing services for their disabled child. A child may be referred to GLASS for evaluation by a teacher, principal, or parent. Parental permission must be obtained before any testing may be done. Then if a special education placement seems advisable from the test results, the parents and professionals work together in the planning of the educational program for that individual child and then in the placement decision. The rights of the parents are specified in P.L. 94-142 in order that parents may protect the rights of their children.

If you have a child whose educational needs you do not feel are being met in his/her present classroom setting and you would like to refer this child for evaluation or re-evaluation, please contact your building principal for the proper procedures.

SPECIAL SERVICES

The school maintains the following special services for the benefit of all students:

Psychological Services personnel assist other members of the school community and parents in producing the optimal learning environment for the growth of each student in grades kindergarten through twelve. They may assist staff in planning for remediation in learning and adjustment, provide in-service training, or consult with staff in the areas of curriculum development, motivation, evaluation, assessment, group process, behavior management and mental health.

The Special Services department may refer students with special problems to appropriate agencies located at Purdue or in the Greater Lafayette community.

School age children who are found to be disabled are generally placed in special programs in the Lafayette School Corporation. Speech and Hearing classes are held for those in need of such specialized training.

CHAPTER VIII - STUDENT ACTIVITIES

“212”: The extra degree of effort will make all the difference.”

STUDENT ACTIVITIES PROGRAM

The school provides educational experiences of several types. The classroom instructional program is the dominant means of attaining the school’s objectives. The student activities program is an additional means of fulfilling the school’s objectives characterized by extensive student participation in both planning and carrying out of these activities.

Students who become involved in an organization develop wider and stronger interests in the school and develop a good school spirit. Students with good school spirit are better motivated and find school more rewarding, thus promoting better achievement in school subjects.

Experiences in the student activities program are designed to help meet the leisure, recreational, social, and emotional interests and needs of all students. These experiences also provide opportunities for specialization in areas of the curriculum of particular interest to individual students.

The student activities program is planned:

1. To broaden social contacts and develop desirable social attitudes.
2. To develop understanding and cooperation among social and ethnic groups within the student body.
3. To develop democratic leadership and positive cooperative attitudes.
4. To provide the students an opportunity for fun, positive, cooperative activities.
5. To provide opportunity for students with special interests, and to provide opportunities for carry-over value to out of school life.
6. To provide an opportunity for student opinion and expression.
7. To provide the students with the opportunity to exercise responsibility and to acquire an appreciation for authority and the principles of fair play.

Expectations for Students in School Organizations

Any student who represents Jefferson High School should exhibit the highest standards of personal behavior. When a student becomes an active member of the school organization which functions

during non-instructional time, that student takes on a special responsibility to conduct himself/herself in an exemplary manner. She/he must conscientiously fulfill all the rules established for the organization.

Behavior:

Students involved in organization activities are expected to behave in accordance with the school rules. Failure to meet these expectations when at school or while representing the school may result in disciplinary actions.

Guidelines:

1. Students attending social events are expected to be present throughout the event. Those who leave may not return.
2. Fund raising projects should be limited. All fund raising projects must be cleared through the assistant principal in charge of activities.
3. Students and staff wishing to add a new activity or organization should contact the assistant principal in charge of activities.
4. Signs, posters, and/or bulletins must be stamped by the assistant principal in charge of activities, indicating approval for posting before being posted around the school. Unapproved signs will be removed by custodians.
5. Organizations and activities wishing to use bulletin boards, bulletin cases, and display cases or hand signs in the cafeteria should contact the assistant principal responsible for facilities.
6. No private home meetings are permitted.

CURRENT STUDENT ORGANIZATIONS

The following listing includes most of the organizations offered to students. Students with specific areas of interests not listed here may wish to check for further groups or pursue adding an organization.

<u>Organization</u>	<u>Sponsor</u>
Academic Competition	J. Smith-Margraff
African-American Leaders of Tomorrow	J. Beasley/B. Bass
Art Club	Heather Terria
Astronomy Club	Bill Huston
B.C.E.	Mary Beth Downing
Booster/Journalism Club	Charles Herber
Bowling Club	TBA
Boy's Volleyball	Gail Gripe
Broncho Broadcasters	Randy Brist
Cheerleaders	Sue Beam
Chess Team	David Krenk
Culinary Arts	Susan Peffers
D.E.C.A.	Andy Kennedy
Dance Team	L. Hendrickson/M. Long
D.U.L.C.E.	Erin Brown
F. C. A.	Jennifer Downham
First Edition	John Satterfield
French Club	Christi Branstetter
German Club	Beate Golding
H.E.R.O.	Connie Wiese
I.C.E.	Tracy Stradling
Iguana Magazine	Julie Sumrall
Japanese Club	Karen Countryman
Jeff Color Guard	Chad Young
Jeff Players	M Fernandez/J Newhouser

Jefforensics (Speech Team)	M Fernandes/J Newhouser
Jefferson Color Guard	Chad Young
Multi- Ethnic Student Assoc	J. Beasley/B. Bass
National Honor Society	C. Shoemaker
Nautilus	Janie Norman
Photo Club	TBA
Psychology Club	Don Fitzgerald
Robotics	L. Griggs, B. Bettag
Russian Club	Todd Golding
S.A.D.D.	TBA
Spanish Club	Veronica Gaeta
Spirit Advisory	Larry Griggs
Student Government.....	C. Diehl/T. Skinner
Theatre Tech Crew	Scott Ahlersmeyer
21 st Century Scholars.....	Jennifer L. Smith
Ultimate Frisbee Club	Bill Huston
Video Gaming Club.....	Matt Newcamp
Freshman Class.....	Nathan Moore
Sophomore Class	TBA
Junior Class	Jackie Vega
Senior Class	D. Fitzgerald/L. Griggs

Expectations for Students in Leadership or Role Model Positions

Students desiring to be elected into an at-large leadership or role model position must be reviewed by a screening committee and meet a quality standard as established by the school administration. The screening committee is to be composed of students from Student Government or the sponsoring organization of an activity and faculty members.

Criteria used to screen the candidates should include, but not necessarily be limited to, scholarship, school behavior, leadership, acceptance of responsibilities and school representation. At-large leadership or role model positions are defined as, but not limited to, the following: student government officers, class officers, and King and Queen Candidates.

When a student accepts a leadership or role model position, that student takes on a special responsibility to conduct himself/herself in an exemplary manner. Scholastic achievement, being of prime importance, dictates that these students must have and must maintain athletic eligibility within the school year.

Any of the following violations will result in removal from the leadership or role model position:

- a. Possessing or using alcoholic beverages or illegal drugs;
- b. Being found guilty of violating city, state, or federal codes/laws;
- c. Getting a major penalty in discipline and/or attendance within the school year.

Due process, as defined in the student handbook, will be followed.

CODES OF CONDUCT ATHLETIC EXPECTATIONS

STATEMENT

The following Lafayette Jefferson athletic rules are in accordance with the Indiana High School Athletic Association constitution.

The conduct of participants in athletics at Lafayette Jefferson, in or out of school, year-round, shall be such as: 1) not to reflect discredit upon our school, and 2) not to create a disruptive influence on the discipline, good order, moral or educational environment in our school. Any such violation of these principles shall be subject to disciplinary measures. All discipline related to sports' participants shall reflect the understanding of procedures and practices included in the policy for Students' Rights and Responsibilities. Procedures of disciplinary action are listed in the document—Appendix I DUE PROCESS FOR EXTRA-CURRICULAR ACTIVITIES.

JEFF ATHLETIC HONOR CODE

(The Honor Code outlines certain standards of ethical conduct for persons associated with the Lafayette Jefferson High School athletic department. The policies of the Honor Code apply to athletes, coaches, and administrators.)

All athletes shall abide by a code of ethics. Any conduct that results in dishonor to the athlete, the team or the school will not be tolerated. Jeff athletes should be diligent in preparation, relentless in effort, disciplined by nature, respectful in action, self-controlled with works, humbled in spirit, and aggressive in pursuit of excellence, without regard to the score, opponent time, referees etc. (Violation of the Honor Code may result in the disciplinary action in the discretion of the coach or Athletic Director.)

Respect- I understand that respect for self and others is the guide for all interactions at Jeff. I will maintain respect for authority, just as I will expect the same in return.

Honesty- I will not take unfair advantage of members of my school or community. I will be honest and trustworthy to myself and others.

Responsibility- I understand that respect demands responsibility. I also understand that I will be held accountable for my actions. My integrity as an individual during competition, where I must learn to discern and apply right from wrong, is reinforced and affirmed.

Leadership- I will not abuse nor take advantage of my position of leadership. I will set a positive example through dedication and commitment to my school and community.

ENFORCEMENT OF THE CODE OF CONDUCT

The Athletic Director or his/her designee shall enforce all rules and regulations as described in the Code of Conduct (hereafter the Code) for athletes. All rules regarding behavior and/or training as outlined in IHSAA regulations apply. The Code will be reinforced by the coach of each sport during the year. Parents/Guardians and athletes are required to sign the acknowledgment, consent, injury awareness and disclosure document stating that they understand the Code and the athlete is subject to disciplinary measure should he/she violate the Code.

Any alleged violation of the Code shall be reported first to the coach or his/her designee and then is to be followed by an investigation by any or all of the following people... athletic director, principal or his/her designee. If a violation of the Code has been determined to have occurred, a meeting will take place between the Athletic Director or his/her designee and the athlete in question.

The Code is in force twelve (12) months a year, grades nine through twelve (9-12).

RULES OF THE CODE OF CONDUCT

PROCEDURE: Offender goes before the Athletic Director. The Athletic Director reads the code and applies the punishment for that offense.

APPEAL: Refer to Appendix I: 1450 of the Lafayette Jeff Student Handbook.

- A. **USE OF INTOXICATING BEVERAGES** - the use or possession of an intoxicating beverage in any form or quantity is prohibited. *This also includes attending social situations where minors are consuming alcohol.
- B. **USE OF ILLEGAL DRUGS** - the use or possession of controlled substances (not prescribed to that individual by a doctor) is prohibited. *This also includes attending social situations where minors are using illegal drugs.

- C. USE OF TOBACCO - the use or possession of any tobacco product is prohibited. *This also includes attending social situations where minors are using tobacco.
- D. DELINQUENT BEHAVIOR- Theft/Vandalism/Misdemeanor The Athletic Director may act upon evidence the AD has in making a determination whether an infraction has occurred.
- E. Bullying/Intimidation/FIGHTING- This includes situations that happen in school, out of school or in any team setting.
- F. "Hazing" will be considered a serious violation of the General Conduct rules as well as the Athletic and Student Handbooks and will be dealt with as a serious matter. Hazing includes any ritual or other activity that involves harassment, abuse, ridicule, criticism, humiliation, or assignment of a task to be completed which is used as a way of initiating a person into a group. The Athletic Director will determine if an incident constitutes hazing.
- H. "MAJOR" CASES OF INFRACTION: Some major infractions may not fall under the general conduct ruling and will be presented to the Review Committee for an imposed penalty.

*Failure to leave a party where alcohol or drugs are present ("leave" means immediately – leave and wait outside if necessary) will result in a violation of the athletic code.

CODE OF CONDUCT PENALTIES

Being an athlete at Jeff is considered a privilege and not a right. Training rules will be adhered to during the entire year. Violations will accumulate throughout the athlete's career. ie. if a first violation occurs during the athlete's freshman year and a second violation occurs during the athlete's senior year, the second violation will incur a full year penalty. The following penalties will be imposed for violations:

First Offense:

- *Intoxicating Beverage - 30% of contests (Self Report- 15%)
- *Illegal Drugs - 30% of contests (Self Report- 15%)
- *Tobacco - 30% of contests (Self Report- 15%)
- Bullying/Intimidation/Fighting - 30% of contests (Self Report- 15%)
- "Hazing" - 30% of contests (Self Report- 15%)
- Delinquent Behavior - 30% of contests (With or without Law Involvement) (Self Report- 15%)

Second Offense: one-year suspension of contests.

Third Offense: Career Suspension

(Serious acts of misconduct – Should a student athlete be arrested and charged with a felony or misdemeanor the matter will be reviewed by the high school athletic director and high school principal and a penalty will be assessed which may entail a career suspension from participation. Conviction of a felony will result in the automatic imposition of career suspension from participation.)

* The student must undergo formal **Drug/Alcohol Assessment** which may be provided by the school. If it is determined that the student needs assistance in this area, the student will follow the appropriate recommendation of either intervention or education. The parent/guardian will be responsible for all costs associated with services of the recommended program. Further, the student will submit proof of enrollment in, regular participation in, and eventual completion of the recommended program. For one year the student will submit to drug testing during any season in which they are participating. The athletic director or his/her designee will determine the number of times and scheduling of the drug testing. The parent/guardian will be responsible for all costs associated with the drug testing.

GENERAL SCHOOL CONDUCT

- 1st Suspension from school 10% of season
- 2nd Suspension from school 50% of season
- 3rd Suspension from school One calendar year
- 4th Suspension from school Career Suspension

If a suspension for general school misconduct has not been served during the current year, the suspension must be served during the following school year. Violations under the "General School Conduct" portion of the student handbook are not cumulative throughout an athlete's career.

- The Jeff Athletic Department reserves the right to use a variety of methods to investigate potential Code of Conduct violations. These include, but are not limited to, information from law enforcement and the probation system, internet websites, parent communication, and other personal contacts. Violations of the Code of Conduct have no statute of limitations and will be dealt with as discovered by coaches or administrators. **Violators of any of the above rules will be dealt with under the "Code of Conduct" portion of the Athletic Handbook.**

SELF-REPORT CLAUSE

It is the intent of Lafayette Jefferson to assist students with developing responsibility for their actions and to encourage honesty. Therefore, except for a student who commits a felony, any student who voluntarily self-reports a violation of the Code of Conduct within 48 hours of the infraction will be granted leniency. If the violation occurs over Thanksgiving, winter break, spring break, summer break, or other extended breaks the student still has 48 hours in which to reach a coach, the Athletic Director or school administrator. Personal contact with one of these officials is strongly encouraged but email or voice mail will constitute initiation of the self-reporting process. If a parent or student has acted "above and beyond" in self-reporting an incident, the time limit on self-reporting may be waived through the appeals process. The student who self-reports will serve a reduced penalty for the infraction. Self-reporting will have the effect of reducing the penalty imposed by half, but as a minimum a student must miss at least one game/match. This self-report clause may only be used one time to automatically reduce a proposed penalty.

ATHLETIC SEASON DEFINED

The athletic season is defined as commencing with the first practice and ending with the elimination of the team and/or individual from the state tournament series. Penalties for violations take effect immediately upon verification of any violation and will include games in succession, i.e. season schedule, tournaments and state series, in order of competition.

COMPLETING A SUSPENSION

When serving a temporary suspension, the athlete is expected to be present at ALL athletic contests and practices involving his/her team or squad. The athlete is a member of the team and is expected to fulfill this responsibility. If the athlete does not attend the contest, credit will not be given toward fulfilling the requirements of the suspension. The coach's discretion can excuse the athlete. If a student is a dual sport athlete (two sports at the same time), he/she must serve the suspension in both sports.

CUMULATIVE VIOLATIONS

Violations from middle school shall not be carried over to high school, but all high school violations shall be considered cumulative.

ATHLETIC CODE PARAMETERS AND PROTOCOL (The examples below are used for illustrative purposes only.)

1. Suspensions are to begin immediately subsequent to the offense.
2. In order for a suspension to be considered complete, an athlete must serve his/her entire suspension in their current sport. If not, it then carries over to his/her next athletic season that they have participated in before. i.e., an athlete is a football player and has a first time violation and loses 30% of the football season or 3 games. There are only 2 games left in the football season. The remaining **percentage** would be served in the next sport in which he/she has already participated. When determining the number of contests for a suspension, the number is always rounded up. i.e., an athlete has a violation and loses 30% of the season. There are 9 contests in their sport. That equates to a 2.7 game suspension. The athlete would have to sit out 3 contests.
3. If an athlete is suspended from school, he/she will automatically be suspended from all practice and game participation for the period of the school suspension.
4. Jamboree or scrimmages will not be considered a contest for suspension purposes.
5. The decision to allow a suspended athlete (from an athletic code violation) to participate in a jamboree or scrimmage will be left up to each individual coach.
6. If an athlete participates in two sports during the same season (i.e. cheerleading and volleyball), the penalty will be assessed in each sport. For example, a 30% penalty for such an athlete would suspend the athlete from 15% of the volleyball season as well as 15% of the cheerleading season.

7. An athlete will not be able to serve his/her suspension in a sport they have never participated in or established themselves in prior to the suspension. i.e. the athlete has participated in golf in the fall, basketball in the winter, and nothing in the spring. (Exceptions may be made to 9th graders who have not yet had the opportunity to establish themselves in a particular sport.) During the basketball season the athlete violates the code for the second career offense. The athlete receives a 30% suspension from contests. There were 20 contests scheduled which includes the sectional. There were four contests remaining including one sectional contest which we lost. The athlete therefore has missed 4 of the 20 basketball contests or 20%. The athlete still has 10% of a penalty remaining which will be served when golf season arrives in the fall because he/she participated in fall golf and not in a spring sport the previous year.
8. All suspensions will be based on contests at which level the athlete participates. i.e. freshman, jr, or varsity.
9. If a code or apparent code violation occurs, and the individual refuses to cooperate with the investigation by school authorities, he/she may be suspended from the sport until cooperation is obtained or until the investigation is complete, at which time further penalties may be imposed.
10. A season is defined as the total number of regularly scheduled contests. (This would be the number of contests listed on a team's schedule.) This does not include IHSAA tournament contests.
11. A student may not participate (except practice if allowed by the code) during the appeals process. He/She has already been judged to have violated the code and therefore the penalty begins immediately upon his/her hearing with the Athletic Director.
12. Because we adhere strongly to the policy that a student athlete is a representative of his school and community, all athletes are responsible to hold themselves to this code and to high standards of behavior 365 days per year for the four years of high school. This code comes into effect when a student officially graduates from the 8th grade. The policy has no jurisdiction over non-athletes or over athletes who renounce their eligibility to compete.

PRACTICES: REGULAR, VACATION * SCHOOL CLOSING

All team members are expected to attend all practices. Practice schedules during school vacations are set by the coach and only the coach can excuse an athlete from practice. Practice during a school closing time (snow, cold, etc.) are sometimes held and attendance at these practices are considered voluntary.

SCHOOL ATTENDANCE

Shall attend school a minimum of the last two periods of a school day in order to practice or compete in athletic contests. Individual circumstances which may prove to be the exception shall be handled by the athletic director.

PERFORMING ARTS CO-CURRICULAR CODE OF CONDUCT

STATEMENT

The conduct of co-curricular students at Lafayette Jefferson shall: 1) enhance the reputation of and promote the discipline, good order, morale, and educational environment of Jefferson High School.

ENFORCEMENT OF THE CODE OF CONDUCT

The Jefferson High School administration or their designee shall enforce all rules and regulations as described in the Code of Conduct (hereafter the Code). The sponsor of each activity will reinforce the Code during the year. The Music Department reserves the right to use a variety of methods to investigate potential code of conduct violations. These include, but are not limited to, information from law enforcement, the probation system, internet websites, parent communication, and other personal contacts. Violations of the Code of Conduct have no statute of limitations and will be dealt with as discovered by teachers or administrators. **Violators of any of the rules will be dealt with under the "Code of Conduct" portion of the Performing Arts Co Curricular Code of Conduct Handbook.** Parents/Guardians and students are required to sign the acknowledgment, consent, disclosure document stating that they understand the Code and the student is subject to disciplinary measures should he/she violate the Code. If a potential violation of the Code has been determined to have occurred, a meeting will take place between an administrator or their designee and the student in question.

The Code is in effect twelve (12) months a year, grades nine through twelve (9-12).

EXPECTED STANDARDS OF CONDUCT

- a. The good of the group is first and foremost. While individual needs are important, teamwork is an expectation.
- b. No student(s) shall employ illegal tactics to gain an undeserved advantage.
- c. All students shall care for all equipment as though it were their own personal property. If equipment is lost or misused, the student will pay for the replacement or repair of the item(s).
- d. All students shall obey the specific training and practice rules of their team or group as given to them by the professional staff.
- e. Students shall comply with school board policies including J 300 regarding student conduct. Engaging in any prohibited activity is harmful and harms the team or group as well as the student because maximum effort and performance cannot be achieved when a student participates in such behavior.
- f. Group members should plan their time so they devote energy to their studies to ensure passing grades in all classes that represent their true abilities.
- g. Students shall be a positive influence in all they attempt to do. They are to work for the betterment of Lafayette Jefferson and set a good example.
- h. Students should be respectful and show appreciation for the opportunities afforded to them.
- i. All Lafayette Jefferson students in a performing arts co-curricular group must comply with the standards of our Code of Conduct and school rules or be subject to disciplinary action or dismissal from a group.

RULES OF THE CODE OF CONDUCT

The guidelines set forth below are intended to clarify the consequences for specific behaviors. The guidelines are not intended to serve as a complete list. In the event a student engages in conduct not covered by the guidelines set forth below the student's status will be reviewed by the school administration with input from the activity sponsor. The school administration shall determine the appropriate disciplinary measures to be taken on a case by case basis.

Rule 1- Students in performing arts co-curricular groups shall not use or be in possession of illegal drugs, alcoholic beverages and/or tobacco.

First Violation:

1. The student will be suspended for 30% of the major performances scheduled for the semester of the ensemble that the student is a participant. If the total amount of suspended performances cannot be served during the semester of the infraction it will carry over to the next musical ensemble in which the student is a participant. The major performances for each ensemble will be established by the activity sponsor. It will be left to the discretion of the director of the ensemble whether a student would be allowed to participate in a performance that might occur during class or the school day during this time of suspension.
2. The student may continue to practice after school (outside normal class time) only with the permission of instructor.
3. Since these groups depend on performances as a culminating experience essential to the evaluation of the student's progress and should the director of the ensemble allow the student to continue in class, students who are suspended for any required performance will be given an alternative assessment which will receive a grade. The alternative assessment will be decided by the director of the ensemble. No more than 60% of the original credit for the required performance will be given for this alternative assessment.
4. The student must undergo formal drug/alcohol assessment or in the case of tobacco use smoking cessation program which may be provided by the school. If it is determined the student needs assistance, the student will follow the appropriate recommendation of intervention and/or education. The parent/guardian will be responsible for all costs associated with services of the recommended program. Further, the student will submit proof of enrollment, regular participation, and completion of the recommended program.
5. The student will not be allowed to hold any leadership or solo positions in any musical co-curricular groups, be eligible for any department awards for the remainder of the current school year or participate in any incentive trips offered by the ensemble.

Rule 2- Misdemeanors and acts of delinquency.

First Violation:

1. Any student arrested or detained as a juvenile on such a charge will be suspended from participation pending investigation of the incident.
2. Commission of a misdemeanor including charges to which a student may plead *nolo contendere* shall subject the student to suspension of not less than 30% and not more than 50% of the major events with practice at the discretion of each director. The exact length of suspension shall be at the discretion of the administration.
3. Since these groups depend on performances as a culminating experience essential to the evaluation of the student's progress and should the director of the ensemble allow the student to continue in class, students who are suspended for any required performance will be given an alternative assessment which will receive a grade. The alternative assessment will be decided by the director of the ensemble. No more than 60% of the original credit for the required performance will be given for this alternative assessment.
4. The student will not be allowed to hold any leadership or solo positions in any musical co-curricular groups, be eligible for any department awards for the remainder of the current school year or participate in any incentive trips offered by the ensemble.

Rule 3- Felony

Consequence:

1. Any student arrested or detained as a juvenile on a felony charge will be suspended from participation pending the school administration's investigation of the incident.
2. Commission of a felony shall exclude the student from any further participation in co-curricular activities outside the normal school day for one full year from the date the violation.
3. Since these groups depend on performances as a culminating experience essential to the evaluation of the student's progress and should the director of the ensemble allow the student to continue in class, students who are suspended for any required performance will be given an alternative assessment which will receive a grade. The alternative assessment will be decided by the director of the ensemble. No more than 60% of the original credit for the required performance will be given for this alternative assessment.

Rule 4- Students participating in co-curricular activities serve as representatives of Jefferson High School and the Lafayette community. Students are expected to act as role models to other students. In the event a student exhibits personal behavior while in or outside the school that in the judgment of the ensemble director reflects very poor judgment and is not consistent with the conduct expected of a Jefferson High School Performing Arts student a student may be suspended from participation in events. For example,

Attendance at private social events (parties, dances, etc.) is up to the student and his/her parent/guardian(s). However, students are expected to leave such social events immediately when there is illegal use of a chemical substance, alcohol, or tobacco. All students must understand failure to leave such events is a violation of the code of conduct.

First Violation:

1. Any student found exercising poor judgment and failing to meet the expected standard of conduct may be suspended for a period up to 50% of the major events with practice at the discretion of each director. The exact length of suspension shall be at the discretion of the administration.
2. Since these groups depend on performances as a culminating experience essential to the evaluation of the student's progress and should the director of the ensemble allow the student to continue in class, students who are suspended for any required performance will be given an alternative assessment which will receive a grade. The alternative assessment will be decided by the director of the ensemble. No more than 60% of the original credit for the required performance will be given for this alternative assessment.

Rule 5- Any student who is in violation of school rules resulting in truancy, suspension, classroom disruption or other such acts will be disciplined by established school rules. The student may be dealt with further within the structure of the Code of Conduct. If a student is suspended out-of-school or in-school for any reason, he/she will be ineligible for all contests and practices during the term of their suspension. A student may start participation on the next day (including Saturday) after the last day of suspension.

Rule 6. The sponsor of each activity may set specific rules that are not addressed in this document. These rules and the penalties for breaking them will be given to the students in writing by the sponsor at the first meeting or practice of the season. These written regulations must be approved and on file with the administrator in charge of the group.

Second Violation of the Code of Conduct:

1. Any student who commits a second violation of the Code of Conduct will be suspended from all activities at the discretion of the administration for a period of up to one (1) calendar year from the date of the second occurrence.

Third Violation of the Code of Conduct:

1. Any student who commits a third violation of the Code of Conduct shall be excluded from any further participation in co-curricular activities outside the normal school day.

SELF-REPORT CLAUSE

It is the intent of Lafayette Jefferson to assist student with developing responsibility for their actions and to encourage honesty. Therefore, except for a student who commits a felony, any student who voluntarily self-reports a violation of the Code of Conduct within 48 hours of the infraction will be granted leniency. If the violation occurs over Thanksgiving, winter break, spring break, summer break, or other extended breaks, the student still has 48 hours in which to reach a teacher or school administrator. Personal contact with one of these officials is strongly encouraged but email or voice mail will constitute initiation of the self-reporting process. If a parent or student has acted "above and beyond" in self-reporting an incident, the time limit on self-reporting may be waived through the appeals process. The student who self-reports will serve a reduced penalty for the infraction. Self-reporting will have the effect of reducing the penalty imposed by half, but as a minimum as student must miss at least one performance. This self-report clause may only be used one time to automatically reduce a proposed penalty.

APPEALS PROCESS

The appeals process will be covered under the ECA appeals process already in the Jeff Student Handbook.

ORGANIZATIONS NOT SPONSORED BY THE SCHOOL

In order to avoid any misunderstanding or undesirable situations between student groups or organizations not sponsored by the school, these groups must abide by the following regulations or understandings:

1. Make no use of the school buildings, grounds, or other school facilities for their regular or special activities.
2. Make no announcements at school nor ask that the school make announcements for them. Post no written notices or posters upon school bulletin boards or any other school property;
3. Use no fund-raising sales or activities which have any direct or indirect relation to school activities.

According to Indiana law: "It shall be unlawful for the pupils of any of the elementary or high schools of this state to form secret societies, fraternities, or other similar organizations in such schools; and the board of school commissions or board of trustees of any school township; and superintendent of any school are hereby required to enforce the provisions of this act by suspending, or if necessary, expelling a pupil in any elementary or high school who refuses or neglects to obey such rules or regulations or any of them."

NATIONAL HONOR SOCIETY

National Honor Society (NHS) is an active service organization. Members are selected based on the qualities of scholarship, leadership, character, and service. Jefferson High School's chapter of NHS operates according to the organization's National Constitution in addition to its own by-laws. In order to maintain membership, students must continue to meet the JHS standards and obligations of the JHS chapter. For more specific information concerning NHS, obtain an NHS brochure in the Guidance Office.

SCHOOL SPONSORED DANCES

Jefferson High School provides students with the opportunity to engage a variety of dance experiences. There are semi-formal dances (i.e. Gallop) and a formal dance (Prom). Mixers and other informal types of dances are also sponsored throughout the year.

Rules governing school dances are as follows:

1. Non-Jeff guests are permitted at formal and semi-formal dances only. Such guests are permitted if they are dates of Jeff students and must remain with their date at all times. All formal and semi-formal dances require purchase of advance tickets and advance registration of attending couples no later than 48 hours preceding the dance.

2. Only Jefferson students will be admitted to informal dances. Every Jeff student must present his/her current Jeff ID card at the door to be admitted.
3. The chaperones are responsible for maintaining discipline at the dance. If in the opinion of a chaperone a student's behavior does not meet school standards, the student will be asked to leave the dance or will be denied entrance to the dance. Inappropriate conduct while dancing will not be allowed. All dancing must be face to face. Examples of inappropriate conduct include erotic dancing or inappropriate touching. (See: Appendix F, Grounds for Expulsion, items 12 and/ or 16).
4. Appropriate dress is expected and must be consistent with the nature and/or theme of the dance.

Formal and Semi Formal Dress Expectations:

Accessories such as canes and chains are prohibited.

Ladies:

- a. Two piece dresses may be worn, IF they cover the entire stomach and navel area. Dresses must securely close no lower than the bust line.
- b. Skirts and dresses with slits may be worn as long as slit length or length of skirt is not higher than the student's fingertips while the arms are extended straight down from shoulder towards the knee. (See: Chapter 11: Student Rights, Responsibilities, and Procedures, Section B: Appearance)
- c. Sheer or "see through" panels on dresses are not acceptable for covering the stomach, chest, or navel area. Also, sheerness is not acceptable for any part of the skirt area above the fingertip point addressed in b. above.
- d. Backless dresses may be worn so long as no area other than the back and shoulders are exposed.

Gentlemen:

- a. During the dance, tux or suit shirts must be worn at all times. The jacket, vest, and tie may be removed during the evening. Tank tops or undershirts may be worn but not exposed during the dance.
5. Pass-outs will not be issued.
6. Students suspended or expelled from school will not be admitted to the dance.
7. Students that are meeting attendance and behavior expectations at LSC alternative placement schools are allowed to attend dances.

PROM ELIGIBILITY

Students become eligible to purchase prom tickets for themselves and a guest only in the school year during which they are second semester seniors.

Mid-term graduates who need only one semester in 12th grade are eligible the year during which they complete their high school courses.

APPENDIX A - LSC POLICY J480–DRUG FREE POLICY

I. THE POLICY

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

- D. For any student participating in extra-curricular, co-curricular, or leadership activities, there is a higher expectation regarding the use of the substances described in section I.B. This higher expectation applies to conduct on or off school grounds, beyond the normal school day, and beyond the normal school year.

II. DEFINITIONS/EXPECTATIONS

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

III. PROCEDURES For Reporting a Violation to the Drug Free Policy

- A. Any person who alleges violation of the drug policy by any student in the Lafayette School Corporation may use the reporting procedure explained below in Section III. C. or may complain directly to her/his immediate supervisor or building principal. Filing of a valid complaint or otherwise reporting violations of the drug free policy will not reflect upon the said complainant's status, nor will it affect future grades or work assignments.
- B. The right of confidentiality, both of the complainant and of the accused, will be respected consistent with the school corporation's legal obligations and the necessity to investigate allegations of misconduct and to take corrective action when this conduct has occurred.
- C. All allegations of violations of the drug free policy shall be handled in the following manner:
1. Any and all reports of the violation shall be investigated by the building principal, supervisor, superintendent, or designee;
 2. Reports must be in writing on forms supplied by the Corporation. The person making the report must sign the report. The name of the person making the report will remain confidential unless there is a written waiver of this confidentiality or as required by law;
 3. Reports must name the person/s charged with the violation if known and state the facts;
 4. Reports must be presented to the building principal where the student attends. The building principal shall inform the superintendent or his/her designee of all filed reports;
 5. The building principal who receives a report shall investigate the alleged violation within ten (10) days or as soon as practical;

6. The report and the results of the investigation will be presented to the superintendent or his/her designee within ten (10) days of the completed investigation or within a reasonable period of time;
7. The superintendent or designee will take appropriate action consistent with due process; and
8. The complainant shall not be subjected to any adverse treatment for having made a valid complaint of a violation of the drug-free policy.

IV. SANCTIONS FOR MISCONDUCT

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

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

V. FALSE REPORTING

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

VI. NOTIFICATION OF THIS POLICY

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

APPENDIX B - BUREAU OF MOTOR VEHICLES LAW

Reasons for Loss of Driver's License/Permit

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

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

Length of Loss of Driver's License/Permit

- An individual's driving privileges are denied until age 18 if that individual is expelled from school or withdraws prior to graduation.
- If an individual under age 18 has been suspended at least twice in a school year, that individual's driving privileges are withdrawn for whichever is the longest: 120 days or the end of the semester during which the second suspension occurs.
- In all cases, the minimum suspension of a license/permit will be no less than 120 days.

Reinstatement of Driver's License/Permit

A person who has been notified by the Bureau of Motor Vehicles of loss of driving privileges until age 18 may earn driving privileges back by:

- Showing the school principal or his designee a copy of a G.E.D. the individual has earned since being expelled or withdrawn.
- Returning to school and completing, after attaining 16 years of age, either Summer School or 30 days of regular school in good standing. (This statement refers to those pupils who were under 16 when privileges were denied. In no case will loss of privileges be less than 120 days.)
- All Indiana schools are mandated to notify the Indiana Bureau of Motor Vehicles of any student who falls under the jurisdiction of this law.

APPENDIX C - FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1984

PUBLIC LAW 93-380

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

In broad outline, this policy provides for the following:

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

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

APPENDIX D - SPECIAL EDUCATION

The Individuals with Disabilities Education Act of 1990 (IDEA) is a federal law which guarantees all students with disabilities between the ages of 3 through 21 the right to a free appropriate public education designed to meet their individual needs. It also offers protection for the rights of students with disabilities and their parents/guardians or educational surrogate parents.

The Indiana Special Education Rules, known as Article 7, Rules 3-16, provide the legislative and department of education guidelines for implementing special education programs in Indiana, effective January 8, 1992. Article 7 regulates special education programs and related services provided by the public schools as well as the state operated and state supported programs.

Greater Lafayette Area Special Services, better known as G.L.A.S.S., is a special education cooperative sponsored by Lafayette School Corporation, Tippecanoe School Corporation, and West Lafayette Community School Corporation. General educators and special educators work together to implement the responsibilities of public schools defined in Article 7. Parents are also involved in every step of planning educational services for a student with a disability.

Students who are eligible to receive special education services must be evaluated by a multidisciplinary evaluation team and, at a case conference, must be determined eligible based on one of the following eligibility categories: Autism, Communication Disorder, Dual Sensory Impairment, Emotional Handicap, Hearing Impaired, Learning Disabled, Mental Handicap, Multiple Handicap, Orthopedic Impairment, Other Health Impairment, Traumatic Brain Injury, or Visual Impairment.

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

Parents, teachers, school administrators or specialists may initiate an educational evaluation for a student. Students are referred for an educational evaluation when:

- General education intervention procedures have been exhausted or
- The nature and severity of the suspected disability is such that general education intervention would be of no benefit; or
- Review of recent diagnostic and treatment information from a hospital psychiatric unit or residential treatment center by the school psychologist indicates the need for further evaluation; or
- The parent has requested an educational evaluation and does not elect to withdraw or delay the request.

The parent, teacher, school administrator or specialist can obtain a referral form from the principal/designee. This form should be completed and returned to the principal/designee. The parent may also initiate a referral by sending a letter requesting an educational evaluation to the principal or to the G.L.A.S.S. office, 2300 Cason Street. The principal/designee will then schedule a meeting with the parent and the school psychologist to explain the reason for the referral, the assessment techniques to be used and parent rights. A case conference will be scheduled within 40 school days of the parent signing permission to evaluate.

Parents who have questions regarding referral procedures should contact the school principal or the G.L.A.S.S. office, 449-3208.

APPENDIX E - GENERAL EDUCATION INTERVENTION

The following procedure meets the requirements set forth by the state for general education intervention when there is concern about the educational progress of a student. In most situations this procedure is a prerequisite for referral to special education.

Procedures:

1. A student study may be initiated by a parent, a teacher, a specialist or an administrator who is concerned about the educational progress of a student. The referring agent will obtain the "Request for Student Study" form from the building principal or his designee.
This form will include a checklist of criteria behavior.
2. The general education intervention procedure shall not preclude or delay an educational evaluation if:
 - a. The nature and severity of the student's learning problems, or suspected or known disability, are such that general education intervention is considered to be of no benefit; or
 - b. The parent has requested an educational evaluation and does not elect to withdraw or delay that request.
3. The date the "Request for Student Study" form is complete and received by the principal or his designee begins a twenty instructional day period during which the following will occur:
 - a. The building principal/designee will convene a building based team which includes the student's general education teacher.
 - b. The building based team will review the "Request for Student Study" and determine whether interventions in the general classroom are appropriate to pursue. If so, the checklist will be used to generate appropriate intervention strategies.
 - c. If general education interventions are not appropriate, the team determines whether an Article 7 referral or a Section 504 referral should be initiated.
4. School personnel are not required to notify a student's parent that generalized observation of the student in the course of the student's daily school activities prior to or during the implementation of general education intervention procedures by school personnel may or will occur.
5. The design of the general education intervention strategies will include specific timelines for implementation in the classroom and the review of the results of those strategies. At the end of the specified period of time, if the interventions have not produced a desirable change in the student's educational progress, one of the following will occur:
 - a. The intervention will be redesigned, implemented for another specified period, and documented.
 - b. The parent will be asked to consent to an Article 7 or Section 504 education evaluation.
6. The building principal/designee will send the parent the "Parent Notification of General Education Intervention Plan". This form letter will include the following:
 - a. The types of intervention to be used and the reasons for the interventions.
 - b. The timelines established for implementation and review of the interventions.
 - c. The parent's right to meet with the persons involved in the interventions.
 - d. The parent's right to initiate a formal request for an educational evaluation.
7. All forms and checklists become part of the student's educational record and, as such, can be released and/or accessed by the parent.

APPENDIX F - LSC POLICY J300 – STUDENT DISCIPLINE

Recognizing that the behavior of some students may be so disruptive that it interferes with school purposes or educational functions of the school corporation, school officials may find it necessary to discipline a student. In this event and in accordance with the provisions of IC 20-8.1-5.1, administrators and staff members may take the following actions:

1. **REMOVAL FROM CLASS OR ACTIVITY - TEACHER:** A teacher may remove a student from his/her class or activity for a period of up to one (1) school day if the student is assigned regular or additional work to be completed in another school setting.
2. **SUSPENSION FROM SCHOOL - PRINCIPAL:** 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, with the exception of possession of a firearm, destructive device or a deadly weapon listed under the Grounds for Suspension and Expulsion, which may result in an expulsion period of at least one (1) calendar year.

Grounds for Expulsion or Suspension

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

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

A. MISCONDUCT AND/OR DISOBEDIENCE

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

1. Using violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or other conduct constituting an interference with school purposes, or urging other students to engage in such conduct. The following enumeration is only illustrative and not limited to the type of conduct prohibited by this rule:
 - a. Occupying any school building, school grounds, or parts thereof with intent to deprive others of its use.
 - b. Blocking the entrances or exits of any school building or corridor or room therein with intent to deprive others of lawful access to or from, or use of the building, corridor, or room.
 - c. Setting fire to or damaging any school building property.
 - d. Prevention of or attempting to prevent by physical act the convening or continued functioning of any school or educational function, or of any meeting or assembly on school property.
 - e. Intentionally making noise or acting in any manner so as to interfere with the ability of any teacher or any of the other person to conduct or participate in an educational function.
2. Causing or attempting to cause damage to school property; stealing or attempting to steal school property.
3. Causing or attempting to cause damage to private property; stealing or attempting to steal private property.
4. Causing or attempting to cause physical injury or behaving in such a way as could reasonably cause physical injury to any person.
5. Any student who overtly or covertly participates in repeated acts or gestures, including verbal or written communications transmitted; physical act committed; or any other behaviors committed by a student or a group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the other student. This includes bullying and/or racial and/or sexual harassment. Bullying includes cyber bullying which takes place on or immediately adjacent to school grounds, at any school sponsored activity, or on school provided transportation or at any

official school bus stop, through the use of the district's Internet system while on or off campus, through the personal use of a personal digital device on campus, or off campus activities that cause or threaten to cause a substantial disruption at school.

6. Failing to report the actions or plans of another person to a teacher or administrator where those actions or plans, if carried out, could result in harm to another person or persons or damage property, when the student has information about such actions or plans.
7. Possessing, using, or transmitting a knife or any object that can reasonably be considered a weapon, is represented to be a weapon, or looks like a weapon.
8. Possessing, using, transmitting, or being under the influence of any controlled substance, prescription drug, narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, intoxicant or depressant of any kind, or any paraphernalia used in connection with the listed substances. Also prohibited is the consumption of any of the stated substances before attending school or a school function or event.
 - a. Exception to Rule 8: A student with chronic disease or medical condition may possess and self-administer prescribed medication consistent with the provisions outlined in LSC policy J700.
9. Possessing, using, or transmitting any substance which is represented to be or looks like a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, stimulant, depressant, or intoxicant of any kind.
10. Possessing, using, transmitting, or being affected by caffeine-based substances, substances containing phenylpropanolamine (PPA), or stimulants of any kind, be they available with or without prescription.
11. Engaging in the selling of a controlled substance or engaging in a criminal law violation that constitutes a danger to other students or constitutes an interference with school purposes or an educational function.
12. Failing in a number of instances to comply with directions of teachers or other school personnel during any period of time when the student is properly under their supervision, where the failure constitutes an interference with school purposes or an educational function.
13. Falsely accusing any person of sexual harassment or of violating a school and/or state or federal law.
14. Engaging in any activity forbidden by the laws of Indiana that constitutes an interference with school purposes or an educational function.
15. Aiding, assisting, or conspiring with another person to violate these student conduct rules of state or federal law.
16. Violating any rules that are reasonably necessary in carrying out school purposes or an educational function, including but not limited to:
 - a. Engaging in sexual behavior on school property;
 - b. Disobeying administrative authority;
 - c. Being willfully absent or tardy to classes;
 - d. Engaging in speech, conduct, or behavior, including clothing, jewelry or hair style, which is profane, indecent, lewd, vulgar, offensive, disruptive to school purposes, or interferes with the educational environment. This includes racial and/or sexual harassment.
17. Using on school grounds during school hours an electronic paging device or hand held portable telephone in a situation not related to a school purpose or education function. A Parent(s) / Guardian(s) allowing students to carry electronic devices to school implies permission to the school to have access to any and all information on the device if confiscated for disciplinary or investigative purposes.
18. Exhibiting or participating in any behavior related to gang membership or affiliation, recruiting or furthering the interest of gangs, or possessing, using, distributing, displaying, wearing or selling anything deemed to be evidence of gang membership or affiliation.
19. Possessing, using, transmitting or selling tobacco.
20. Failing to completely and truthfully respond to questions from a staff member regarding school-related matters including potential violations of the student conduct rules or state or federal law.

B. POSSESSING A FIREARM OR A DESTRUCTIVE DEVICE

1. No student shall possess, handle or transmit any firearm or destructive device on school property.
2. The following devices are considered to be a firearm under this rule:
 - Any weapon that 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 that will, or that may be readily converted to, expel a projectile by the action of an explosive or other propellant, and that has any barrel with a bore of more than one-half inch in diameter
 - Any combination of parts either designed or intended for use in converting any device into any destructive device in the two immediately preceding examples, and from which a destructive device may be readily assembled
 - An antique firearm
 - A rifle or shotgun which the owner intends to use solely for sporting, recreational, or cultural purposes
3. For the purposes of this rule, a destructive device is
 - An explosive, incendiary or over pressure device that is configured as a bomb, a grenade, a rocket with a propellant charge of more than four ounces, a missile having an explosive or incendiary charge of more than one-quarter ounce, a mine, a Molotov cocktail or a device that is substantially similar to an item described above;
 - 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 had a bore diameter of more than one-half inch; or
 - A combination of parts designed or intended for use in the conversion of a device into a destructive device. A destructive device is NOT a device that although originally designed for use as a weapon, is redesigned for use as a signaling, pyrotechnic, a line throwing, safety, or similar device.
4. The penalty for possession of a firearm or destructive device: suspension for up to ten (10) days and expulsion from school for at least one calendar year with the return of the student to be at the beginning of the first semester after the one-year period. The length of the expulsion may be reduced by the superintendent if the circumstances warrant such reduction.
5. The superintendent shall notify the appropriate law enforcement agency when a student engages in behavior described by this rule.

C. POSSESSING A DEADLY WEAPON

1. No student shall possess, handle or transmit any deadly weapon on school grounds.
2. The following devices are considered to be deadly weapons as defined in I.C. 35-41-1-8:
 - A weapon, taser or electronic stun weapon, equipment, chemical substance, or other material that in the manner it is used, or could ordinarily be used, or is intended to be used, is readily capable of causing serious bodily injury
 - An animal readily capable of causing serious bodily injury and used in the commission or attempted commission of a crime
3. The penalty for possession of a deadly weapon: up to ten (10) days suspension and expulsion from school for a period of not more than one calendar year.
4. The superintendent shall notify the appropriate law enforcement agency when a student engages in behavior described in this rule.

D. 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 education 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 which takes place during the weekend, holidays, other school breaks, and the summer period when a student may not be attending classes or other school functions.

E. LEGAL SETTLEMENT

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

F. RIGHT TO APPEAL

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

Suspension Procedures

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

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

Expulsion Procedures

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

1. The superintendent (or designee) may conduct an expulsion meeting or may appoint one of the following persons to conduct the expulsion meeting:
 - a. Legal counsel
 - b. A member of the administrative staff who did not expel the student and was not involved in the events giving rise to the expulsion.
2. An expulsion will not take place until the student and the student's parent or guardian are asked to appear at an expulsion meeting conducted by the superintendent or the person designated above. Failure by a student or a student's parent or guardian to appear at this meeting will be deemed a waiver of rights administratively to contest the expulsion or to appeal it to the school board.
3. The request to appear at the expulsion meeting will be in writing, delivered by certified mail or by personal delivery, and contain the reasons for the expulsion and the date, time, place, and purpose of the meeting.
4. At the expulsion meeting, the 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 ten (10) days of the receipt of notice of the action taken. The student or parent appeal to the school board must be in writing. If the Board receives an appeal, the Board shall vote on whether or not it wants to hear the appeal. The Board will hear the appeal unless one of the following criteria is met in which case the Board will not hear the appeal:

- A. The student has not been expelled or required to attend an alternative school.

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

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

Exclusion

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

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

G. INTERPRETATION

1. Any member of the school community who desires an interpretation of the applicability of this statement to a particular set of facts or procedures may apply in writing to the Superintendent of Schools or his/her designee setting forth the facts on which an interpretation is sought and citing the portions of the statement which are questioned.
2. The superintendent shall present the request and a recommended interpretation to the Board of School Trustees as one of the administrative items to be considered at the next regular meeting of the Board of School Trustees. The person requesting the interpretation may submit additional written materials as he/she desires, but no speakers will be heard unless the Board of School Trustees so directs.

APPENDIX G - LSC POLICY K12– VISITORS TO SCHOOLS

The board invites parents and/or citizens of the school corporation to visit schools. Because schools are a place of learning, the following stipulations are established concerning these visits:

- A. A visitor is defined as anyone who is not a regular staff member or student of a particular school.
- B. Any visitor shall inform the principal's office of his/her presence upon arrival at the school.
- C. Parents or citizens who desire to observe a particular classroom while school is in session shall obtain approval for such visits in advance from the principle, assistant principal, or central office administrator. In the event the principal is not available, the principal shall designate an assistant principal to determine the approval for such visits. Before approving any visit the principal or designated assistant principal shall confer with the teacher whose class is to be visited not less than 24 hours before the requested visit to determine whether and when a visit may be appropriate, the length of the visit and any other issues or concerns the teacher may have. Time limitations may be established so that class disruptions and distractions may be kept to a minimum.
- D. Teachers who arrange visitors to their own classrooms or school shall inform the principal's office of such visitations.
- E. Teachers shall not take instructional time to discuss class events, procedures or individual matters with visitors. It is recommended that a separate time be arranged with the teacher to discuss the visitor's classroom observations.

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

Visitor Procedures:

1. The following people may be granted visitor's permission:
 - a. Visitors with specific appointments
 - b. Former students with pre-arranged visits to teachers on planning periods
 - c. Prospective students accompanied by their families. Arrangements for guided building tours must be made through the Guidance Office.
2. Any visitor must obtain a visitor's pass which is to be worn in a manner that is clearly visible (lapel, etc.).
3. No visitors' passes will be granted during lunch hours.
4. Visitor's clearance need not be requested if a person's presence limits him to business in the General Office, Guidance Office, Principal's Office, Athletic Office, Book Rental Office or Theater Box Office (tickets, parental conferences, etc.). Former students wishing to re-enroll may not see a counselor without an appointment. School personnel who are present for a specific school service or maintenance (salesmen excluded) need not receive visitor's clearance.
5. Any person not abiding by the regulations governing visitors will be subject to trespassing charges as defined in city ordinance. This includes former students who have been expelled from school. Individuals expelled from school may not come onto school property without specific written permission of the principal, permission written in advance of the visit. Individuals granted such permission are required to report first to the principal's office accompanied by a parent or legal guardian.

APPENDIX H - LSC POLICY J 491 STUDENT VEHICLES

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

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

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

APPENDIX I - I450 CO/EXTRA – CURRICULAR ACTIVITIES POLICY

In an effort to discourage any and all decisions which subordinate academic decisions to extracurricular decisions, students are eligible to participate in performing extracurricular activities only during their first eight (8) semesters of enrollment at Jefferson High School. Attendance at Jefferson High School for sixteen (16) or more days during a given semester constitutes enrollment during that semester. However, if after fifteen (15) days, a student is seriously injured or suffers from serious illness which necessitates the student's complete withdrawal from school for the semester and the student does not receive academic credit for the semester, then that semester shall not count as a semester of enrollment under this guideline.

In order to provide due process for students in extracurricular activities, the following procedures are to be used as guidelines.

1. Responsibilities
 - a. All extracurricular activities develop rules to govern the conduct of students enrolled in the activity. The rules should include a partial but representative list of offenses for which a student could be denied participation in the activity. All rules developed should be clearly stated.
 - b. Developed rules are submitted to the assistant principal in charge of activities, and if approved are sent to the Board of School Trustees.
 - c. Adopted rules are published and made available to students, parents, and faculty.
2. The assistant principal in charge of activities will establish an appeal board consisting of three members. The composition of the board may include faculty advisors to extracurricular activities, students, and other administrators. This board will not have the authority to alter any decision, but will make recommendations relative to the validity of the charge and severity of the penalty or penalties. After reviewing the board findings and recommendations, the assistant principal in charge of activities will make the final decision on the appeal.

3. The faculty advisor is responsible for:
 - a. Developing the rules for the activity and submitting for approval to the assistant principal in charge of activities.
 - b. Determining if a student has violated a rule.
 - c. Administering the rules.
 - d. Notifying students of the intent to deny participation in the extra- or co-curricular activity.
 - e. Conducting the informal hearing.
 - f. Advising students of their right to appeal.
 - g. Maintaining the student certificates acknowledging they have read and understand the rules of activity.

4. Process

To provide due process in extracurricular activities, all the following must be adhered to:

- a. Rules shall be made available to students.
- b. Students must certify that they have read and understand the rules. Students may not be enrolled in the activity until they have signed the activity roster.
- c. When violation of the rules is indicated, the faculty sponsor should investigate.
- d. If there is an apparent violation, the faculty sponsor should notify the student of the charges and the intent to deny the student participation, and should establish an informal hearing time and date.
- e. The faculty sponsor should conduct the informal hearing and determine if denial of participation should be invoked.
- f. The assistant principal in charge of activities should be notified of the denial to participate.
- g. The student should notify the assistant principal of an intent to appeal.
- h. The assistant principal will establish an appeal board to hear the appeal and notify the student of the date and time of hearing.
- i. The appeal board will hear appeal and forward findings and recommendations to the assistant principal.
- j. The assistant principal will review appeal board findings and recommendations, then render a decision on the appeal. The assistant principal may, if deemed appropriate, interview the student prior to making his/her decision. The assistant principal's decision will be recorded on a due process form and the student will be advised of the decision. Both parties should expedite actions in order to solve the concern.
- k. The assistant principal will report the decision to the principal, who will review all action taken in the case to assure that the process was followed as outlined above.

APPENDIX J - LSC POLICY J490 - STUDENT LOCKERS

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

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

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

APPENDIX K - LSC POLICY J700 – ADMINISTRATION OF MEDICATION AT SCHOOL

HEALTH SERVICES

The health services program of the school is under the direction of the school administration, school doctor, and school nurse. All school personnel cooperate in this program.

Jefferson High School has a full-time and part-time registered nurse. First aid, when needed, is administered by available school personnel. If questions arise or in case of serious injury, it is the policy of the school to contact parents, if at all possible, and arrange for the student to be taken home. Further care and treatment are the responsibility of the parents. A student is never released unless permission is given by the student's parent, guardian, or other responsible adult. School authorities, school nurse, or other school personnel do not attempt to treat or diagnose cases of illness or injury. The nurse is available to counsel students and parents about health-related problems and concerns.

Parents should let the school nurse know if students suffer from a life-threatening condition or health-related problem, such as asthma, severe allergies, seizures, etc. In case of severe injury, severe illness, or medical emergency, an ambulance will be called, and the student will be taken to the hospital.

Parents MUST let the school office know about changes in addresses or phone numbers or temporary situations which may affect the school's ability to contact the parent in emergencies.

Students who are ill and have a fever of over 100 degrees (F) should not attend school until the temperature has been below 100 degrees for at least 24 hours.

ADMINISTRATION OF MEDICATION POLICY

No medication shall be administered to a student without the written and dated consent of the student's parent or guardian. The consent of the parent or guardian shall be valid only for the period specified on the consent form and in no case longer than the current school year or program. All non-prescription 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. For prescription medicine, including injectable medicine, to be administered to a student and for all blood glucose tests by finger prick to be administered to a student, these must be a physician's prescription and a copy of the original prescription and pharmacy label on file with the school nurse. If the medication is to be terminated prior to the date on the prescription, the written and dated consent or withdrawal of consent of the parent or guardian is required. The written consent of the parent or guardian and the written order of the physician shall be kept on file. **All prescriptions and non-prescription medications to be administered at school or school functions must be Food and Drug Administration approved.**

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

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

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

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

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

1. The student's parent or guardian; or
2. An individual who is:
 - a. At least eighteen (18) years of age; and
 - b. Designated in writing by the student's parent or guardian to receive the medication.

Medication possessed by the school for administration during school hours or at school function may be sent home with a student in grades 9 through 12 if the student's parent or guardian provides written permission for the student to receive the medication.

Legal Reference: I.C. 20-1-1-6
I.C. 20-1-6-2.1
I.C. 34-4-1-16.5-35
511 IAC 7-6-7
I.C. 20-8.1-5.1-7.5
I.C. 20-8.1-7-22

HEALTH SCREENINGS

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

MENINGOCOCCAL DISEASE

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

UNEXPECTED SEVERE ALLERGIC REACTION

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

**RECEIVING THE BRONCHO BOARD OBLIGATES THE STUDENT
TO ABIDE BY THE SCHOOL'S RULES AND POLICIES AS ADOPTED
BY THE LAFAYETTE SCHOOL CORPORATION.**

Jefferson High School Research Guide

Gathering Information

Be sure to follow the guidelines provided by your teacher.

Bibliography Cards

Make a separate bibliography card for each of your sources. Be sure to use the MLA citation guide on the following pages to ensure you write the information in the correct format.

Bib. Card #
Complete, correct MLA citation

Note Cards

Each note card should contain 4 pieces of information:

The **bib. cards #** corresponds to the source in which the information is found. The **heading** is a word or phrase that lets you know what type of information is on the card. This heading will help you later when you organize your research into paragraphs. Each note card should contain one bit of **information**. Do not write too much on the card; you should not write complete sentences unless you are quoting from your source. If you are using a direct quotation, be sure to use quotation marks. Be sure to record the **page number** on which each bit of information is located. If you are using an online source or other source without a page number, simply write 'NP' for no page.

Heading	Bib. Card #
<u>One</u> fact, statistic, or "quote"	
Page # or NP (if there is no page #)	

Guide for Evaluating Internet Sites

Accuracy: Does the information seem right? Are there are no careless mistakes? Are the charts and graphs clearly labeled?

Authority: Are the sources listed? What is the address? (.org, .edu, .gov, etc.). Is the author known? Does the author have qualifications to write on this subject?

Copyright: What is the date on the site? If there is not one, you probably want to skip this site. Is the information up to date? Are the links still current?

Appearance: Is the print clear and easy to read? Are graphics clear and meaningful? Does the site look professional?

MLA Citation Guide

NOTE: When writing citations by hand, use underlining in place of *italics*.

Print Sources

Book with one author

Cicneros, Sandra. *The House on Mango Street*. New York: Vintage Books, 1984. Print.

Book with more than one author

Rath, Tom, and Donald Clifton. *How Full Is Your Bucket?* New York: Gallup Press, 2005. Print.

A work in an anthology, reference, or collection (including but not limited to *Opposing Viewpoints*, *Current Controversies*, and *Taking Sides*)

Hughes, Langston. "Mother to Son." *An Introduction to Poetry*. Eds. X.J. Kennedy and Dana Gioia. Boston: Pearson, 2005. 421-22. Print.

Cohen, William. "Chemical Weapons Should Be Banned." *Weapons of Mass Destruction: Opposing Viewpoints*. Ed. Jennifer Hunley. San Diego: Greenhaven Press, 2001. 124-27. Print.

Article in an encyclopedia, dictionary, or other reference book

"Sculpture." *World Book Encyclopedia*. 2003. Print.

Pamphlet

Indiana State Department of Health. *Pandemic Flu and Hygiene: A Key to Slowing Its Spread*. South Deerfield, MA: Channing Bete Company, 2006. Print.

Article in a magazine

Kluger, Jeffrey. "The 50 Best Inventions of the Year." *Time* 23 November 2009: 57-92. Print.

Article in a newspaper

Superville, Darlene. "Obama Targets Dropout Rate." *Indianapolis Star* 2 March 2010: A5. Print.

Online Sources

Web pages

Web pages can vary greatly. Generally, you should include the following information if it is available. See the "Guide for Evaluating Internet Sites" for more information.

- Author or editor's name
- Article title in quotation marks
- Title of web page in italics
- Publisher or sponsoring organization
- Copyright date
- Date you looked at web site

Borade, Gaynor. "Animal Testing Facts." *Buzzle.com*. Buzzle, 24 March 2008. Web. 3 March 2010.

Climate Change. United States Environmental Protection Agency, 3 March 2010. Web. 4 March 2010.

Magazine or newspaper article online

Vergrano, Dan. "NASA Spacecraft Approaches Mercury." *USA Today* 30 September 2009. Web. 4 March 2010.

Article in an online database

Franceschina, Peter. "Second-Chance System Turns Criminals into Caregivers." *Sun-Sentinel* (Ft. Lauderdale, FL) 29 Sep. 2009: A1. *SIRS Researcher*. Web. 4 March 2010.

Jost, Kenneth. "Professional Football." *CQ Researcher* 20.4 (2010): 73-96. *CQ Researcher*. Web. 4 Mar. 2010.

Government publication online

United States. Government Accountability Office. *Biofuels: Potential Effects and Challenges of Required Increases in Production and Use*. Washington: GPO, 2009. Web. 3 March 2010.

Other Sources

Interview

Eiler, Edward. Personal interview. 29 February 2010.

Published conference proceedings

Jost, Mark. *Public Water System Compliance Using Point-of-Use and Point-of-Entry Treatment Technologies*. 13 Feb. 2003, Orlando, FL. Chicago: National Science Foundation, 2003. Print.

Film or movie

Dead Poets Society. Dir. Peter Weir. Perf. Robin Williams, Robert Sean Leonard, Ethan Hawke. Touchstone, 1989. DVD.

Television program

Simon, Bob. "Turkey and Armenia Battle over History." *60 Minutes*. CBS. WLFI, Lafayette, IN. 28 Feb. 2010. Television.

In-Text Citations

Citing author's name within the text of the paper

- Use if author is a recognized name or expert to add validity to your research.
- Paper can become a bit choppy if used too often.
- **EXAMPLE: According to Dick Vitale, "UCLA's winning streak lasted only 3 short seasons" (21).**
- **NOTE:** The number in parenthesis is the page number. Write the number only – no "page" or "#."
- **NOTE:** There is no punctuation mark before the parenthesis. Punctuation comes after the parenthesis.

Without citing author's name within the text of the paper

- This type will be used most often.
- **EXAMPLE: UCLA posted a winning record for three seasons before falling to last place in 1982 (Vitale 21).**
- The basic rule is to use whatever is listed **first** in the MLA citation...typically this will be the author's last name.
- If there is no author for the citation, you will most likely use the article title in quotation marks or an italicized title of the work, what ever comes first in the citation.
 - ... ("Sculpture" 625).
 - ... (*Dead Poets* np).

More than one author with the same last name

- ... (Jost, M. np).
- ... (Jost, K. 75).

More than one article or book by the same author

- ... (Superville, "Obama" A5).
- ... (Superville, "Local" B6).
- ... (Cisneros, *The House* 255).
- ... (Cisneros, *Family* 103).

Additional Information

More information about research and MLA citation can be found in the following resources.

MLA Handbook for Writers of Research Papers. New York: Modern Language Association of America, 2009.

Jefferson High School library reference section: R 808.08 MLA

Purdue University Online Writing Lab (OWL)

<http://owl.english.purdue.edu/owl/section/2/>

MLA citation information

www.easybib.com

The Writing Lab, Room 1A4E, is staffed with an English teacher who can provide assistance with research and other types of writing.

SPORTS SCHEDULE

GOLF GIRLS

8/12/13 Twin Lakes Twin Lakes Invitational (Away), 8:00 AM
 8/14/13 Lake Central (Away), 4:45 PM
 8/17/13 Western Western Invitational (Away), 1:00 PM
 8/20/13 Twin Lakes Twin Lakes V/JV (Away), 4:30 PM
 8/21/13 Brownsburg Brownsburg JV (Away), 4:30 PM
 8/22/13 West Lafayette (West Lafayette), 4:15 PM
 8/24/13 Penn Hall of Fame (Away), 11:00 AM
 8/24/13 Western Boone We Bo Invite (JV) (Away), 1:30 PM
 8/26/13 Brownsburg Brownsburg V/JV (Brownsburg), 5:00 PM
 8/28/13 Zionsville Zionsville JV (Away), 4:30 PM
 9/3/13 Brownsburg HCC Golf (Away), 10:00 AM
 9/4/13 Benton Central, Lafayette Central Catholic Benton Central/LCC (Away), 4:30 PM
 9/5/13 Logansport (Away), 4:30 PM
 9/7/13 Munster, Portage, Lowell, North Newton, Boone Grove, Andean, Merrillville, Lapel, Twin Lakes, Harrison, Greenwood Community, Rensselaer Central, Glenn, Kankakee Valley, Northwestern, Plainfield Lady Broncho Invitational (Away), 1:00 PM
 9/10/13 Harrison Harrison V/JV (Away), 4:15 PM
 9/12/13 Southmont Southmont JV (Home), 4:30 PM
 9/18/13 Lafayette Central Catholic, McCutcheon, West Lafayette, Harrison County Tourney (Away), 4:15 PM
 9/19/13 McCutcheon, Harrison, Lafayette Central Catholic, West Lafayette County Tourney (Away), 4:15 PM
 9/21/13 Attica, Benton Central, Lafayette Central Catholic, Clinton Prairie, Crawfordsville, Seeger, Southmont, Turkey Run, Fountain Central, McCutcheon, North Montgomery, West Lafayette, Harrison Sectional (Away), 9:00 AM
 9/28/13 Regional (Away), 9:00 AM
 10/4/13 State (Away), 8:00 AM
 10/5/13 State (The Legends), 8:00 AM

TENNIS BOYS

8/15/13 Paoli Lafayette Central Catholic (Home), 4:30 PM
 8/20/13 McCutcheon (Home), 4:30 PM
 8/22/13 Fishers (Fishers), 5:00 PM
 8/27/13 Harrison (Home), 5:00 PM
 8/29/13 Zionsville (Away), 5:00 PM
 9/4/13 Noblesville (Away), 5:00 PM
 9/5/13 Avon (Home), 5:15 PM
 9/7/13 Brownsburg (Away), 10:00 AM
 9/10/13 Westfield (Away), 5:00 PM
 9/11/13 Hamilton Southeastern (Home), 5:00 PM
 9/12/13 West Lafayette (West Lafayette), 4:30 PM

9/14/13 Crawfordsville, Culver Military/Girls Academy, Harrison, Lake Central, Logansport, Peru, Plymouth Booster Club Invitational (Home), 9:00 AM
 9/16/13 Frankfort (Home), 5:00 PM
 9/17/13 Kokomo (Home), 4:30 PM
 9/20/13 HCC Tournament (Away), 5:00 PM
 9/21/13 HCC Tournament (Fishers), 9:00 AM
 9/24/13 Lebanon (Home), 5:00 PM
 9/28/13 Benton Central Valparaiso (Away), 11:00 AM
 9/28/13 LaPorte (Away), 2:30 PM
 10/3/13 Sectional (Away), 4:30 PM
 10/4/13 Sectional (Away), 4:30 PM
 10/5/13 Sectional (Away), 9:00 AM
 10/8/13 West Lafayette Regional (Away), 4:30 PM
 10/9/13 Regional (Away), 4:30 PM

FOOTBALL B 7TH

8/16/13 Intra-Squad Scrimmage (Home), 6:00 PM
 8/22/13 Zionsville Middle (Home), 5:30 PM
 9/12/13 Kokomo (Home), 6:00 PM
 9/19/13 Lafayette Central Catholic (Home), 5:30 PM
 10/3/13 Kokomo (Home), 6:00 PM
 10/16/13 Southwestern Middle (Home), 5:45 PM

FOOTBALL B 8TH

8/16/13 Intra-Squad Scrimmage (Home), 6:00 PM
 8/29/13 Zionsville West (Home), 5:30 PM
 9/5/13 Brownsburg Middle East (Home), 5:30 PM
 9/12/13 Kokomo (Home), 7:15 PM
 9/19/13 Lafayette Central Catholic (Home), 7:00 PM
 10/3/13 Kokomo (Home), 7:15 PM
 10/16/13 Southwestern Middle (Home), 6:45 PM

FOOTBALL B V

8/16/13 Chesterton Chesterton (Scrimmage) (Home), 7:30 PM
 8/23/13 Zionsville (Away), 7:30 PM
 8/30/13 Harrison (Harrison), 7:00 PM
 9/6/13 McCutcheon (SCHEUMANN STADIUM), 7:00 PM
 9/13/13 Noblesville (Noblesville), 7:00 PM
 9/20/13 Hamilton Southeastern Hamilton Southeastern(Homecoming) (Home), 7:00 PM
 9/27/13 Brownsburg Brownsburg (Fish Fry) (Home), 7:30 PM
 10/4/13 Avon (Avon), 7:00 PM
 10/11/13 Fishers (Fishers), 7:00 PM
 10/18/13 Westfield Westfield(Senior Night) (Home), 7:00 PM
 10/25/13 Sectional 1 (SCHEUMANN STADIUM), 7:00 PM
 11/1/13 Sectional 2 (SCHEUMANN STADIUM), 7:00 PM
 11/8/13 Sectional 3 (SCHEUMANN STADIUM), 7:00 PM

11/15/13 Regional (SCHEUMANN STADIUM),
7:00 PM
11/22/13 Semi State (SCHEUMANN STADIUM),
7:00 PM
11/30/13 State (Away), 8:00 PM

SOCCER BOYS V/JV

8/20/13 Zionsville (Home), 5:30 PM
8/22/13 Kokomo (Away), 6:00 PM
8/24/13 Fishers (Home), 12:00 PM
8/27/13 Harrison (Home), 5:00 PM
8/31/13 Westfield (Westfield), 10:00 AM
9/3/13 McCutcheon (Away), 5:00 PM
9/4/13 Logansport Logansport (Varsity first)
(Away), 5:30 PM
9/7/13 Hamilton Southeastern (Away), 12:00 PM
9/10/13 Noblesville (SCHEUMANN STADIUM),
5:30 PM
9/11/13 West Lafayette (Home), 5:00 PM
9/21/13 Frankfort (Home), 10:00 AM
9/21/13 Benton Central (Away), 5:00 PM
9/24/13 Brownsburg (Away), 5:30 PM
9/28/13 Twin Lakes (Home), 11:00 AM
9/28/13 Merrillville (Home), 6:00 PM
10/1/13 Avon (Home), 5:30 PM
10/7/13 Sectional (Home), 6:00 PM
10/9/13 Sectional (Home), 5:00 PM
10/12/13 Sectional (Home), 7:00 PM
10/16/13 Regional (Away), 7:00 PM
10/19/13 Regional (Away), 7:00 PM
10/26/13 Semi State (Away), 10:00 AM
11/2/13 State (Away), 10:00 AM

VOLLEYBALL G V/JV

8/20/13 Frontier (Frontier), 5:30 PM
8/22/13 Zionsville (Home), 6:00 PM
8/24/13 Benton Central, Brownsburg, Greenfield-
Central, Homestead, Huntington North,
McCutcheon, Merrillville, Morristown JV
Classic (Home), 9:00 AM
8/24/13 Warsaw Community, Morristown, Milan,
McCutcheon, Greenfield-Central Jeff Clas-
sic (Home), 9:00 AM
8/27/13 West Lafayette (Away), 6:00 PM
8/29/13 Harrison (Home), 5:30 PM
9/3/13 Benton Central (Away), 6:00 PM
9/5/13 McCutcheon (Away), 5:30 PM
9/12/13 Noblesville (Home), 6:00 PM
9/17/13 Lafayette Central Catholic Central Catholic
(CRAWLEY MAIN GYM), 6:00 PM
9/19/13 Hamilton Southeastern (Away), 6:00 PM
9/21/13 Alexandria Monroe, Bloomington North,
Carroll (Ft. Wayne), Clinton Prairie, Penn,
Peru, Homestead, Munster, Lafayette Cen-
tral Catholic, Rossville Varsity Tournament
(Home), 10:00 AM
9/23/13 Logansport (Home), 6:00 PM
9/24/13 Kokomo (Away), 6:00 PM
9/26/13 Brownsburg (Away), 5:30 PM

9/28/13 Warsaw Community Warsaw V/JV Tournam-
ent (Warsaw Community), 10:00 AM
10/1/13 Clinton Prairie (Clinton Prairie), 6:00 PM
10/3/13 Avon (Home), 6:00 PM
10/5/13 Lafayette Central Catholic, Clinton Central,
Clinton Prairie, Delphi Community, Twin
Lakes, McCutcheon, Harrison, Carroll JV
Invitational (Home), 9:00 AM
10/8/13 Twin Lakes (Away), 6:00 PM
10/10/13 Fishers (Home), 6:00 PM
10/12/13 North Montgomery North Montgomery
Varsity Tour. (Away), 9:00 AM
10/17/13 Westfield (Away), 6:00 PM
10/24/13 Sectional (Away), 6:00 PM
10/26/13 Sectional (Away), 11:00 AM
10/26/13 Sectional (Away), 7:00 PM

VOLLEYBALL G F

8/20/13 Crawfordsville (Home), 6:00 PM
8/22/13 Zionsville Zionsville (Home), 6:00 PM
8/27/13 West Lafayette (Home), 6:00 PM
8/29/13 Harrison (Home), 5:30 PM
9/3/13 Logansport (Home), 5:30 PM
9/5/13 McCutcheon (Away), 5:30 PM
9/12/13 Noblesville (Home), 6:00 PM
9/17/13 Lafayette Central Catholic (DENNY BLIND
GYM), 6:00 PM
9/19/13 Hamilton Southeastern (Away), 6:00 PM
9/23/13 Logansport (Home), 6:00 PM
9/24/13 Kokomo (Kokomo), 6:00 PM
9/26/13 Brownsburg (Away), 5:30 PM
9/28/13 Zionsville (Away), 8:30 AM
10/1/13 Clinton Prairie (Clinton Prairie), 6:00 PM
10/3/13 Avon (Home), 6:00 PM
10/8/13 Twin Lakes (Away), 6:00 PM
10/10/13 Fishers (Home), 6:00 PM
10/17/13 Westfield (Away), 6:00 PM

SOCCER GIRLS V/JV

8/21/13 Zionsville (Away), 5:30 PM
8/26/13 Fishers (Fishers), 5:30 PM
8/28/13 Harrison (Harrison), 5:00 PM
8/31/13 Westfield (Home), 10:00 AM
9/3/13 Kokomo (Home), 5:30 PM
9/4/13 McCutcheon (Home), 5:00 PM
9/7/13 Twin Lakes (Home), 12:00 PM
9/10/13 West Lafayette (Away), 5:00 PM
9/11/13 Noblesville (Away), 5:30 PM
9/18/13 Hamilton Southeastern (SCHEUMANN
STADIUM), 5:30 PM
9/21/13 Benton Central (Home), 5:00 PM
9/25/13 Brownsburg (SCHEUMANN STADIUM),
5:30 PM
9/28/13 Highland (Away), 4:00 PM
10/2/13 Avon (Away), 5:30 PM
10/5/13 Terre Haute South Vigo Terre Haute South
(Away), 10:00 AM
10/5/13 Terre Haute North Vigo (Away), 1:30 PM

10/8/13 Sectional (Away), 5:00 PM
 10/10/13 Sectional (Away), 5:30 PM
 10/12/13 Sectional (Away), 4:00 PM
 10/16/13 Regional (Away), 5:00 PM
 10/19/13 Regional Final (Away), 4:00 PM
 10/26/13 Semi State (Away), 10:00 AM
 11/2/13 State (Away), 10:00 AM

FOOTBALL B JV

8/24/13 Zionsville (Home), 9:00 AM
 8/31/13 Harrison (Home), 10:00 AM
 9/7/13 McCutcheon (McCutcheon), 10:00 AM
 9/14/13 Noblesville (Home), 10:00 AM
 9/23/13 Hamilton Southeastern (Away), 6:00 PM
 9/28/13 Brownsburg (Away), 10:00 AM
 10/5/13 Avon (Home), 12:00 PM
 10/12/13 Fishers (Home), 10:00 AM
 10/19/13 Westfield (Away), 10:00 AM

FOOTBALL B F

8/24/13 Zionsville (Away), 10:00 AM
 8/31/13 Harrison (Away), 9:00 AM
 8/31/13 Harrison (Harrison), 10:00 AM
 9/7/13 McCutcheon (SCHEUMANN STADIUM), 10:00 AM
 9/14/13 Noblesville (Away), 10:00 AM
 9/23/13 Hamilton Southeastern (Home), 6:00 PM
 9/28/13 Brownsburg (Home), 10:00 AM
 10/5/13 Avon (Home), 10:00 AM
 10/12/13 Fishers (Away), 10:00 AM
 10/21/13 Westfield (Home), 6:00 PM

X-COUNTRY V/JV

8/24/13 Huntington North Huntington Invitational (Away), 10:00 AM
 8/31/13 Mav Stampede (Away), 9:00 AM
 9/3/13 Lafayette Central Catholic, McCutcheon, West Lafayette, Harrison City/County (Amphitheater), 5:00 PM
 9/7/13 Harrison Harrison Invitational (Away), 9:00 AM
 9/21/13 Westfield (Away), 9:30 AM
 9/28/13 Highland Highland Invitational (Away), 10:00 AM
 10/5/13 Avon, Brownsburg, Hamilton Southeastern, McCutcheon, Westfield, Harrison, Zionsville, Fishers, Noblesville HCC Tourney (Away), 10:00 AM
 10/15/13 Sectional (Away), 5:00 PM
 10/19/13 Regional (Away), 11:00 AM
 10/26/13 Semi-State (Away), 12:00 PM
 11/2/13 State (Away), 1:00 PM

SOCCER JR. HIGH GIRLS

9/3/13 Frankfort Middle (Home), 5:00 PM
 9/12/13 Lebanon Middle (Home), 6:30 PM
 9/16/13 Perry Meridian Middle (Home), 5:30 AM
 10/1/13 Tuttle Middle (Home), 5:00 PM
 10/10/13 Northridge Middle (Home), 5:00 PM

SOCCER JR. HIGH BOYS

9/3/13 Frankfort Middle School (Home), 6:30 PM
 9/12/13 Lebanon Middle School (Home), 5:00 PM
 9/16/13 Perry Meridian Middle (Home), 7:00 PM
 10/1/13 Tuttle Middle School (Home), 6:30 PM
 10/8/13 FAITH CHRISTIAN SCHOOL (Home), 5:00 PM
 10/10/13 Northridge Middle (Home), 6:30 PM

GIRLS BASKETBALL (V/JV)

11/7/13 Delphi Community (Away), 6:00 PM
 11/12/13 Western Boone (Home), 6:00 PM
 11/18/13 J&C Hoops Classic (Harrison), 6:00 PM
 11/19/13 J&C Hoops Classic (Harrison), 6:00 PM
 11/21/13 J&C Hoops Classic (Harrison), 6:00 PM
 11/22/13 J&C Hoops Classic (Harrison), 6:00 PM
 11/23/13 JV J&C Hoops (Away), 9:00 AM
 11/23/13 J&C Hoops Classic (Harrison), 4:00 PM
 11/30/13 Brownsburg (Away), 12:00 PM
 12/4/13 Zionsville (Home), 6:00 PM
 12/7/13 Westfield (Away), 6:00 PM
 12/10/13 Logansport (Away), 6:00 PM
 12/17/13 Indianapolis Arsenal Technical (Home), 6:00 PM
 12/19/13 Benton Central (Away), 6:00 PM
 12/21/13 Avon (Away), 6:00 PM
 12/23/13 Fishers (Home), 6:00 PM
 12/27/13 Fishers (Home), 6:00 PM
 1/4/14 North Montgomery (Away), 6:00 PM
 1/7/14 McCutcheon (CRAWLEY MAIN GYM), 6:00 PM
 1/14/14 Kokomo (Away), 6:00 PM
 1/18/14 Harrison (Away), 6:00 PM
 1/21/14 West Lafayette (Away), 6:00 PM
 1/25/14 Hamilton Southeastern (Away), 6:00 PM
 1/30/14 Tipton (Home), 6:00 PM
 2/1/14 Noblesville (Home), 6:00 PM
 2/4/14 Lafayette Central Catholic (Home), 6:00 PM
 2/11/14 Sectional (Away), 6:00 PM
 2/14/14 Sectional (Away), 6:00 PM
 2/15/14 Sectional (Away), 7:30 PM
 2/22/14 Regional (Away), 10:30 AM
 3/1/14 Semi State (Away), 1:00 PM
 3/8/14 State (Away), 8:00 PM

BOYS BASKETBALL (V/JV)

11/22/13 Thomas Carr Howe Community HS (Away), 6:00 PM
 11/27/13 Pioneer (CRAWLEY MAIN GYM), 6:00 PM
 12/2/13 Benton Central, Lafayette Central Catholic, Twin Lakes, Frankfort, McCutcheon, West Lafayette, Harrison J&C Hoops Classic (Home), 6:00 PM
 12/3/13 J&C Hoops Classic (Home), 6:00 PM
 12/5/13 J&C Hoops Classic (Home), 6:00 PM
 12/6/13 J&C Hoops Classic (Home), 6:00 PM
 12/7/13 JV Hoops (Away), 10:00 AM
 12/7/13 J&C Hoops Classic (Home), 4:00 PM
 12/13/13 Westfield (Westfield), 6:00 PM
 12/14/13 Logansport (Logansport), 6:00 PM

12/20/13	Noblesville (Away), 6:00 PM	1/11/14	Benton Central, Carroll, Lafayette Central Catholic, FAITH CHRISTIAN SCHOOL, Frankfort Senior Duals (Home), 9:00 AM
12/21/13	Kokomo (Home), 6:00 PM	1/15/14	Clinton Central Clinton Central/Western JV (Home), 6:00 PM
1/4/14	Highland (Home), 6:00 PM	1/15/14	Clinton Central, North White Clinton Central/North White JV (Home), 6:00 PM
1/10/14	Zionsville (CRAWLEY MAIN GYM), 6:00 PM	1/18/14	New Castle HCC (Home), 7:30 AM
1/11/14	Valparaiso (Away), 6:00 PM	1/18/14	HCC (Avon), 9:00 AM
1/17/14	Fishers (CRAWLEY MAIN GYM), 6:00 PM	1/19/14	North Montgomery (Away), 6:00 PM
1/18/14	Anderson (Away), 6:00 PM	1/22/14	West Lafayette (DENNY BLIND GYM), 6:30 PM
1/24/14	Harrison (Away), 6:00 PM	1/30/14	Benton Central, Delphi Community, McCutcheon, West Lafayette, Harrison, Rossville, Frontier, FAITH CHRISTIAN SCHOOL JV Sectional (Home), 6:00 PM
2/1/14	Delphi Community (Away), 6:00 PM	2/1/14	Benton Central, Carroll, Lafayette Central Catholic, Delphi Community, Rossville, Seeger, McCutcheon, West Lafayette, Harrison Sectional (Home), 8:30 AM
2/1/14	Richmond (Home), 6:00 PM	2/8/14	Logansport Regional (Logansport), 9:00 AM
2/7/14	Avon (Away), 6:00 PM	2/15/14	Merrillville Semi State (Merrillville), 9:00 AM
2/8/14	West Lafayette (Away), 6:00 PM	2/21/14	State Finals (Conseco), 6:00 PM
2/13/14	McCutcheon (Home), 6:00 PM	2/22/14	State Finals (Conseco), 9:00 AM
2/18/14	Western (Home), 6:00 PM		
2/21/14	Brownsburg (Home), 6:00 PM		
2/28/14	Hamilton Southeastern (Hamilton Southeastern), 6:00 PM		
3/4/14	Sectional (Away), 6:00 PM		
3/7/14	Sectional (Away), 6:00 PM		
3/8/14	Sectional Final (Away), 7:30 PM		
3/15/14	Regional (Away), 11:00 AM		
3/22/14	Semi State (Home), 1:00 PM		
3/29/14	State (Away), 8:00 PM		

WRESTLING (V/JV)

11/23/13	Attica, North White, Rossville, Indianapolis Manual Broncho Duals (Home), 10:00 AM
11/26/13	Benton Central, Delphi Community Benton Central/Delphi JV (Home), 6:00 PM
11/30/13	Delphi Community, Richmond, Guerin Catholic High School, Anderson Showdown Duals (Home), 10:00 AM
12/4/13	McCutcheon (Home), 6:30 PM
12/7/13	LaPorte LaPorte Duals (Away), 9:00 AM
12/11/13	Logansport, North Montgomery, Western Boone Logan/N. Mont/Webo JV (Home), 6:00 PM
12/14/13	Evansville Reitz Memorial Evansville Memorial Invitational (Away), 10:00 AM
12/18/13	Harrison (Away), 6:30 PM
12/21/13	Benton Central, Indianapolis Cathedral, Crown Point, Delphi Community, North White, Perry Meridian, Portage, Frankfort, Kankakee Valley, Lawrence North, Logansport, McCutcheon, West Lafayette, Harrison JV Broncho Invitational (Home), 9:00 AM
12/27/13	Cascade, Crawfordsville, Rensselaer Central, Seeger, Hanover Central, Kankakee Valley, Kokomo, New Castle Chrysler, New Prairie Broncho Holiday Duals (Home), 10:00 AM
12/27/13	Cascade, Crawfordsville, Rensselaer Central, Seeger, Hanover Central, Kankakee Valley, Kokomo, New Castle, New Prairie Broncho JV Open (Home), 10:00 AM
12/28/13	Cascade, Crawfordsville, Rensselaer Central, Seeger, Hanover Central, Kankakee Valley, Kokomo, New Castle, New Prairie Broncho Holiday Duals (Home), 9:00 AM

SWIMMING

11/27/13	Delphi Community (Away), 6:00 PM
12/4/13	Twin Lakes (CRAWLEY POOL), 5:30 PM
12/7/13	Warsaw Invitational (Away), 10:00 AM
12/7/13	Western Western Diving Invite (Away), 10:00 AM
12/10/13	Harrison (Away), 5:30 PM
12/14/13	Noblesville Noblesville Invitational (Away), 10:00 AM
12/19/13	McCutcheon (Away), 5:00 PM
12/21/13	Columbus North Invite (Away), 8:00 AM
1/2/14	Valparaiso (Away), 1:00 PM
1/3/14	Harrison Harrison Invitational (Away), 10:30 AM
1/9/14	Logansport (Home), 5:30 PM
1/11/14	Harrison HCC Tourney (Away), 11:30 AM
1/14/14	West Lafayette (Home), 5:30 PM
1/16/14	Zionsville (Home), 5:30 PM
1/21/14	Rensselaer Central (Away), 6:30 PM
1/25/14	Crawfordsville ATHENIAN INV-C. (Away), 9:00 AM
1/28/14	Crawfordsville (Home), 6:00 PM
1/29/14	Lafayette Central Catholic Central Catholic (Home), 6:00 PM
2/1/14	Zionsville JV Invite (Away), 9:00 AM
2/6/14	Girls Sectional (Away), 5:30 PM
2/8/14	Girls Sectional Final (Away), 1:00 PM
2/11/14	Girls Regional Diving (Away), 6:00 PM
2/20/14	Boys Sectional (Away), 5:30 PM
2/22/14	Boys Sectional (Away), 1:00 PM
2/25/14	Boys Regional Diving (Away), 5:00 PM
2/28/14	Boys State (Away), 6:00 PM
6/4/14	(Away), TBA

BASKETBALL G F

11/30/13	Brownsburg (Away), 12:00 PM
12/7/13	Westfield (Westfield), 6:00 PM
1/3/14	Catherdal Tournament (Away), 9:00 AM
1/7/14	McCutcheon (DENNY BLIND GYM), 6:00 PM
1/25/14	Hamilton Southeastern (Away), 6:00 PM

BASKETBALL (BOYS FRESHMAN)

12/9/13	Twin Lakes (CRAWLEY MAIN GYM), 6:00 PM
12/11/13	West Lafayette (Home), 6:00 PM
12/19/13	Frankfort (CRAWLEY MAIN GYM), 6:00 PM
1/13/14	Kokomo (CRAWLEY MAIN GYM), 6:00 PM
1/15/14	Brownsburg (Brownsburg), 6:00 PM
1/17/14	Fishers (DENNY BLIND GYM), 6:00 PM
1/20/14	Logansport (Home), 6:00 PM
1/23/14	McCutcheon (McCutcheon), 6:00 PM
1/27/14	Harrison (CRAWLEY MAIN GYM), 6:00 PM
1/29/14	Lafayette Central Catholic Central Catholic (Lafayette Central Catholic), 6:00 PM
2/1/14	Richmond (Home), 6:00 PM
2/5/14	Lebanon (Lebanon), 6:00 PM
2/7/14	Avon (Away), 6:00 PM
2/19/14	Harrison HCC Tourney (Home), 6:00 PM
2/22/14	HCC Tournament (Away), 10:00 AM

GYMNASTICS

1/18/14	Valparaiso (Away), 12:00 PM
1/22/14	North Montgomery (Home), 6:00 PM
2/1/14	Merrillville (Merrillville), 2:00 PM
2/3/14	Northwestern, Logansport Logansport, Northwestern (Home), 6:30 PM
2/8/14	Boone Grove, Indianapolis Cathedral, Crawfordsville, Northwestern, Southmont, Turkey Run, Franklin Central, Greenwood Community, Hobart, Morgan Township, North Montgomery, Western, Harrison, Noblesville Lafayette Jeff Invitational (Home), 12:30 PM
2/12/14	Noblesville (Away), 6:30 PM
2/17/14	Southmont (Away), 6:30 PM
2/22/14	Boone Grove, Crawfordsville, Southmont, Turkey Run, Lake Central, Morgan Township, North Montgomery, Wawasee, Fort Wayne Wayne, Harrison, Western Broncho Invite (Home), 11:00 AM
3/7/14	Sectional (Home), 6:30 PM
3/14/14	Regional (Home), 6:30 PM
3/22/14	State (Away), 11:00 AM

TRACK BOYS

3/13/14	Hoosier Relays (Away), 5:00 PM
4/10/14	McCutcheon McCutcheon V/JV (SCHEU-MANN STADIUM), 4:30 PM
4/19/14	Patriot Relays (Away), 10:00 AM
4/21/14	Carmel, Noblesville Carmel/Noblesville (Away), 5:30 PM
4/23/14	Kokomo Kokomo V/JV (Kokomo), 5:30 PM

4/26/14	West Lafayette West Lafayette Relays (Away), 10:00 AM
4/29/14	Logansport (Logansport V/JV), 5:30 PM
5/2/14	Zionsville Invitational (Away), 5:00 PM
5/6/14	Lafayette Central Catholic, McCutcheon, West Lafayette, Harrison, FAITH CHRISTIAN SCHOOL Varsity City County (Home), 4:30 PM
5/7/14	Lafayette Central Catholic, McCutcheon, West Lafayette, Harrison JV City County (Away), 4:30 PM
5/13/14	Noblesville Noblesville Relays (Away), 5:30 PM
5/22/14	Sectional (Home), 6:00 PM
5/29/14	Regional (Home), 6:00 PM
6/6/14	State Final (Away), 6:00 PM

TRACK GIRLS

3/13/14	Hoosier Relays (Away), 5:00 PM
4/10/14	McCutcheon McCutcheon V/JV (Home), 4:30 PM
4/19/14	Patriot Relays (Away), 10:00 AM
4/23/14	Noblesville Noblesville Invitational (Away), 4:30 PM
4/30/14	Kokomo (Away), 5:30 PM
5/2/14	Zionsville Invitational (Away), 5:00 PM
5/6/14	Lafayette Central Catholic, McCutcheon, West Lafayette, Harrison City County Varsity (Home), 4:30 PM
5/7/14	Lafayette Central Catholic, McCutcheon, West Lafayette, Harrison City County JV (Away), 4:30 PM
5/13/14	Avon, Brownsburg, Hamilton Southeastern, McCutcheon, Westfield, Harrison, Zionsville, Noblesville Hoosier Crossroads Conference (Home), 6:00 PM
5/20/14	Sectional (Harrison), 5:00 PM
5/27/14	Regional (West Lafayette), 5:00 PM
6/7/14	State Final (Away), 6:00 PM

SOFTBALL G V

4/1/14	West Lafayette West Lafayette - Scrimmage (Home), 5:30 PM
4/7/14	Clinton Prairie (Home), 5:30 PM
4/8/14	McCutcheon (Home), 5:30 PM
4/11/14	Harrison (Away), 5:30 PM
4/12/14	Penn Penn Classic (Away), 10:00 AM
4/14/14	Logansport (Away), 5:30 PM
4/15/14	Noblesville (Away), 6:00 PM
4/17/14	Zionsville (Zionsville), 6:00 PM
4/19/14	Northwestern (Home), 12:00 PM
4/21/14	Lafayette Central Catholic (Home), 5:30 PM
4/22/14	Hamilton Southeastern (JEFF SOFTBALL), 6:00 PM
4/25/14	Frontier (Home), 5:30 PM
4/26/14	Highland (Away), 10:00 AM
4/26/14	Lake Central (Away), 1:00 PM
4/28/14	West Lafayette (Home), 5:30 PM
4/29/14	Brownsburg (Home), 6:00 PM
5/1/14	Kokomo (Home), 6:00 PM
5/2/14	Twin Lakes (Away), 5:30 PM

5/6/14 Avon (Avon), 6:00 PM
 5/8/14 Benton Central (Home), 5:30 PM
 5/9/14 Twin Lakes Twin Lakes Invitational (Away),
 5:00 PM
 5/10/14 Twin Lakes Twin Lakes Invitational (Away),
 9:00 AM
 5/13/14 Fishers (Away), 6:00 PM
 5/15/14 Carmel (Away), 6:00 PM
 5/17/14 Mishawaka, Western Mishawaka/Western
 (Home), 11:00 AM
 5/20/14 Westfield (Home), 6:00 PM
 5/26/14 Sectional (Harrison), 5:00 PM
 5/28/14 Sectional (Harrison), 5:00 PM
 6/3/14 Regional (Away), 5:00 PM
 6/14/14 State Finals (Away), 7:00 PM

BASEBALL (VARSITY)

4/3/14 Hixson, TN (Away), 4:00 PM
 4/4/14 Hixson, TN (Away), 4:00 PM
 4/5/14 Hixson, TN (Away), 11:00 AM
 4/11/14 Chesterton, Logansport, McCutcheon,
 Harrison, Huntington North, Terre Haute
 North Vigo Joe Heath Classic - Logansport
 (Home), 5:30 PM
 4/11/14 Joe Heath Classic-TBA (Home), 7:30 PM
 4/12/14 Terre Haute North Vigo Joe Heath Classic
 - Chesterton (Home), 10:00 AM
 4/12/14 Joe Heath Classic - TBA (Home), 12:30 PM
 4/12/14 Joe Heath Classic-TBA (Home), 3:00 PM
 4/12/14 Joe Heath Classic-Huntington North
 (Home), 5:30 PM
 4/14/14 Benton Central (Home), 6:00 PM
 4/15/14 Kokomo (Home), 6:00 PM
 4/16/14 Zionsville (Away), 6:00 PM
 4/17/14 Zionsville (Home), 6:00 PM
 4/19/14 Lafayette Central Catholic (Away), 6:00 PM
 4/21/14 Harrison (Away), 6:00 PM
 4/22/14 Harrison (Home), 6:00 PM
 4/25/14 McCutcheon (Home), 6:00 PM
 4/26/14 McCutcheon (Away), 12:00 PM
 4/29/14 Noblesville (Home), 6:00 PM
 5/1/14 Noblesville (Away), 6:00 PM
 5/5/14 Hamilton Southeastern (Away), 6:00 PM
 5/5/14 Lafayette Jefferson Hamilton Southeastern
 (Away), 6:00 PM
 5/6/14 Hamilton Southeastern (Home), 6:00 PM
 5/6/14 Hamilton Southeastern (Home), 6:00 PM
 5/9/14 Brownsburg (Home), 6:00 PM
 5/10/14 Brownsburg (Away), 11:00 AM
 5/14/14 Avon (Away), 6:00 PM
 5/15/14 Avon (Home), 6:00 PM
 5/16/14 West Lafayette (Home), 7:30 PM
 5/19/14 Fishers (Home), 6:00 PM
 5/20/14 Fishers (Away), 6:00 PM
 5/22/14 Westfield (Away), 6:00 PM
 5/23/14 Westfield (Home), 6:00 PM
 5/26/14 Twin Lakes (Home), 7:30 PM
 5/28/14 Sectional (Away), 6:00 PM
 6/2/14 Sectional (Away), 11:00 AM
 6/14/14 Semi-state (Away), 2:00 PM
 6/21/14 State Final (Away), 8:00 PM

GOLF BOYS

4/5/14 Seymour Seymour Invitational (Away),
 9:00 AM
 4/16/14 Brownsburg Brownsburg V/JV (Home),
 4:30 PM
 4/19/14 Warsaw Community Warsaw Varsity Invite
 (Away), 11:00 AM
 4/21/14 Lebanon Lebanon V (Away), 4:30 PM
 4/23/14 Noblesville, Frankfort Frankfort/Noblesville
 (Frankfort), 4:00 PM
 4/28/14 McCutcheon (Home), 4:00 PM
 5/5/14 Kokomo Kokomo V/JV (Home), 4:30 PM
 5/7/14 Zionsville (Home), 4:30 PM
 5/8/14 Logansport, West Lafayette West Lafayette/
 Logansport (Logansport), 4:45 PM
 5/10/14 Chesterton, Seymour, Franklin Central,
 Hamilton Southeastern, Lawrence Central,
 Logansport, McCutcheon, Michigan City,
 Mooresville, Harrison, Zionsville, Nobles-
 ville, Brownsburg Jeff Booster (Home),
 11:00 AM
 5/19/14 Brownsburg HCC (Away), 9:00 AM
 5/28/14 Lebanon Lebanon V/JV (Home), 4:00 PM
 5/31/14 Ben Davis, Brownsburg, Lafayette Central
 Catholic, Columbus North, Rochester Com-
 munity, Floyd Central, Franklin Central,
 Hamilton Southeastern, Kokomo, Lakeland,
 Lebanon, Triton, Twin Lakes, Warren
 Central, Indianapolis Cathedral, Frankfort,
 Warsaw Community, Fremont, Fishers,
 Lake Central Jeff Classic (Home), 1:00 PM
 Sectional (Home), 1:00 PM
 Regional (Home), 8:00 AM
 State Finals (Away), 8:00 AM
 State Finals (Away), 8:00 AM

SOFTBALL G JV

4/7/14 Clinton Prairie (Home), 5:30 PM
 4/8/14 McCutcheon (Home), 5:30 PM
 4/11/14 Harrison (Away), 5:30 PM
 4/14/14 Logansport (Away), 5:30 PM
 4/15/14 Noblesville (Away), 6:00 PM
 4/17/14 Zionsville (Zionsville), 6:00 PM
 4/19/14 Northwestern (Home), 12:00 PM
 4/21/14 Lafayette Central Catholic (Home), 5:30 PM
 4/22/14 Hamilton Southeastern (Murdock), 6:00 PM
 4/25/14 Frontier (Home), 7:00 PM
 4/26/14 Highland (Away), 10:00 AM
 4/26/14 Lake Central (Away), 1:00 PM
 4/28/14 Delphi Community (Home), 5:30 PM
 4/29/14 Brownsburg (Home), 6:00 PM
 5/1/14 Kokomo (Home), 6:00 PM
 5/2/14 Twin Lakes (Away), 5:30 PM
 5/5/14 West Lafayette (MURDOCK), 5:00 PM
 5/6/14 Avon (Avon), 6:00 PM
 5/8/14 Benton Central (Home), 5:30 PM
 5/12/14 Delphi Community Delphi (Away), 5:30 PM
 5/13/14 Fishers (Away), 6:00 PM
 5/15/14 Carmel (Away), 6:00 PM
 5/19/14 Seeger (Away), 5:15 PM
 5/20/14 Westfield (Home), 6:00 PM
 5/24/14 Twin Lakes (Away), 9:00 AM

BASEBALL (JV)

4/8/14	Twin Lakes (Away), 5:00 PM
4/12/14	Logansport Logansport (DH) (Away), 11:00 AM
4/16/14	Zionsville (Home), 6:00 PM
4/17/14	Zionsville (Away), 6:00 PM
4/18/14	Kokomo (Home), 6:00 PM
4/21/14	Harrison (Home), 6:00 PM
4/22/14	Harrison (Away), 6:00 PM
4/25/14	McCutcheon (Away), 6:00 PM
4/25/14	McCutcheon (Away), 6:00 PM
4/26/14	McCutcheon (Home), 12:00 PM
4/29/14	Noblesville (Away), 6:00 PM
5/1/14	Noblesville (Home), 6:00 PM
5/5/14	Hamilton Southeastern (Home), 6:00 PM
5/6/14	Hamilton Southeastern (Away), 6:00 PM
5/9/14	Brownsburg (Away), 6:00 PM
5/10/14	Brownsburg (Home), 11:00 AM
5/14/14	Avon (Home), 6:00 PM
5/15/14	Avon (Away), 6:00 PM
5/16/14	West Lafayette (Home), 5:00 PM
5/19/14	Fishers (Away), 6:00 PM
5/20/14	Fishers (Home), 6:00 PM
5/22/14	Westfield (Home), 6:00 PM
5/23/14	Lafayette Jefferson Westfield (Away), 6:00 PM
5/26/14	Twin Lakes (Home), 5:00 PM

BASEBALL (FRESHMAN)

4/9/14	Lafayette Central Catholic (Home), 6:00 PM
4/10/14	McCutcheon (Home), 6:00 PM
4/14/14	Harrison (Away), 5:30 PM
4/18/14	McCutcheon (Away), 5:30 PM
4/19/14	North Montgomery (Home), 11:00 AM
4/21/14	Zionsville (Away), 6:00 PM
4/24/14	Brownsburg (Away), 6:00 PM
4/26/14	McCutcheon (Home), 2:00 PM
4/28/14	Avon (Away), 6:00 PM
5/7/14	Noblesville (Home), 6:00 PM
5/10/14	Westfield (Away), 10:00 AM
5/14/14	Kokomo (Away), 6:00 PM
5/17/14	Western Western "C" (Home), 1:00 PM
5/21/14	Harrison (Away), 6:00 PM

BOYS GOLF (JV)

4/12/14	LaVille (Away), 8:30 AM
4/21/14	McCutcheon (Away), 4:00 PM
4/26/14	Carmel Carmel JV Invite (Away), 1:00 PM
5/3/14	Avon, Brownsburg, Carmel, Indianapolis Cathedral, Center Grove, Plymouth, Twin Lakes, Floyd Central, McCutcheon, North Central, Warsaw Community, Zionsville, Park Tudo, South Bend St. Joseph, Fishers, Noblesville Booster (Home), 1:00 PM
5/8/14	West Lafayette (Battle Ground), 4:15 PM
5/10/14	Warren Central Zionsville JV Invite (Away), 1:00 PM
5/12/14	Noblesville, Frankfort Frankfort/Noblesville (Away), 4:30 PM
5/15/14	Zionsville (Home), 4:30 PM

TENNIS GIRLS

4/16/14	Westfield (Westfield), 5:00 PM
4/17/14	Fishers (Fishers), 5:00 PM
4/19/14	Noblesville (CRAWLEY TENNIS COURTS), 9:30 AM
4/19/14	Zionsville (CRAWLEY TENNIS COURTS), 1:30 PM
4/21/14	North Montgomery (Home), 5:00 PM
4/23/14	McCutcheon (Away), 4:30 PM
4/28/14	West Lafayette (West Lafayette), 4:30 PM
4/29/14	Frankfort (Away), 5:00 PM
5/3/14	Warren Central JV Invite (Away), 9:00 AM
5/3/14	Brownsburg (Brownsburg), 9:30 AM
5/5/14	Hamilton Southeastern (CRAWLEY TENNIS COURTS), 5:15 PM
5/6/14	Benton Central (Away), 5:00 PM
5/12/14	Lafayette Central Catholic Central Catholic (Home), 4:00 PM
5/19/14	Crawfordsville (CRAWLEY TENNIS COURTS), 4:30 PM

