

Mission Statement of East Allen County Schools

Our mission is to inspire in all students a passion for learning while developing knowledge, skills, and character necessary to become responsible contributors to the local and global society.

Mission Statement of Leo Junior/Senior High School

Leo Junior/Senior High School...

Where high academic standards and nurturing relationships lead all students to educational and career success.

LIONS

14600 Amstutz Road

Leo, Indiana 46765-9643

Leo Junior/Senior High School 446-0180

Superintendent's Office 446-0100

Official Leo Jr./Sr. High School Website

<http://lhs.eacs.k12.in.us/>

SCHOOL SONG

Go you Lions, Go Lions Go;

Fight, Fight Lions; With all your might!

We're gonna Win, Win Lions –

Let's win tonight!

Go, Go, Go, Go,

Fight, Fight, Fight, Fight,

Win Lions, Win tonight!

GO TEAM, GO TEAM!

BEAT THEM TONIGHT!

GO TEAM, GO TEAM!

BEAT THEM TONIGHT!

This Guide or Handbook replaces information contained in previously published East Allen County Schools Guides or Handbooks of Leo Jr./Sr. High School.

In compliance with Indiana Legislative requirements, each school day will include a moment of silence and the reciting of the Pledge of Allegiance. Students are encouraged to participate in the recitation of the Pledge, and all students are expected to be respectful, remain quiet and maintain appropriate behavior during the moment of silence.

2018-2019 SCHOOL YEAR

As a member of the Leo Junior Senior High School community, you are a part of a school that has received local and national acclaim for providing excellence in educational opportunities to our students. The acronym PRIDE stands for Professionalism, Respect, Integrity, Diligence, and Excellence. We believe these five character traits define the attributes of team members in highly successful organizations and exemplify what it means to be a member of The Leo PRIDE.

Professionalism – behaving as a professional, striving to do one's best in all situations

Our goal: Every Leo JSHS student will conduct him/herself professionally at all times. This means you will come to class prepared, take responsibility for your grades and actions, be on time, get make-up work when absent.

Respect – to show consideration for another person

Our Goal: Every Leo JSHS student will be respectful of all others in all situations. This would include students, parents, teachers, community members, visiting students from other schools.

Integrity – being honest, having high ethical behavior

Our goal: Every Leo JSHS student will show integrity in all situations. People who have integrity always do their own work, always tell the truth, and never cheat.

Diligence – constant attention to detail, finishing a task

Our goal: Every Leo JSHS student will be diligent in their work at all times.

Students should complete all work, pay close attention to detail, give enough time to complete a project thoroughly.

Excellence – Being the best, striving to be the best at something

Our goal: Every Leo JSHS student will strive for excellence in all they do. Don't settle for anything less than doing your best!

PRIDE TIME GUIDELINES

All students will receive 30 minutes of daily time to be used for academic enrichment or designated club activities. Students are expected to participate in academic growth activities prescribed by teachers, attend club meetings, or use study time to read/complete homework. Students may use time to complete missing assignments or make up tests/quizzes with any teacher. It is the student's responsibility to communicate with both their PRIDE time teacher (4th period) and the teacher from whom they are requesting assistance.

Students without work may read or may be given enrichment activities. Students are not permitted to sleep, play games, or use iPads for non-instructional activities.

Students should remain in their designated PRIDE classroom unless prior arrangements have been made between cooperating teachers. Every attempt should be made to make arrangements at least one day in advance. Students who have notified teachers, in advance, should report directly to the cooperating teacher.

LEO JR./SR. HIGH STUDENT **BEHAVIORAL EXPECTATIONS**

PROFESSIONALISM

- Use appropriate voices
- Eat food and return tray in a timely manner

- Use appropriate language
- Use good manners
- Wear appropriate clothing

RESPECT

- Respect others' space
- Keep food in the cafeteria
- Use good manners

INTEGRITY

- Keep rumors and gossip to yourself
- Keep cafeteria area and tables
- Avoid horseplay
- Be responsible for food purchases
- Listen to assembly presenters

DILIGENCE

- Promptly report to destinations
- Be efficient in the lunch line
- Pay attention
- Use appropriate time to eat and clean up

EXCELLENCE

- Keep a clean locker
- Be a good example
- Actively participate

DAILY TIME SCHEDULES **LEO JR/SR HIGH SCHOOL**

Daily Schedule

7:45 – 8:35	Period 1 (50 min)
8:40 – 9:27	Period 2 (50 min)
9:32 – 10:19	Period 3 (50 min)
10:24 – 12:16	Period 4 (100 min)
PRIDE 10:24 – 10:54	10:59 – 11:29

Collaboration Schedule

7:45 – 8:30	Period 1 (45 min)
8:35 – 9:19	Period 2 (45 min)
9:24 – 10:08	Period 3 (45 min)
10:13 – 11:56	Period 4 (100 min)
PRIDE 10:13 – 10:43	10:48 – 11:18

Lunch A	10:24 – 10:54	Lunch A	10:13 – 10:43
Lunch B	10:59 – 11:29	Lunch B	10:48 – 11:18
Lunch C	11:46 – 12:16	Lunch C	11:27 – 11:57
12:21 – 1:08	Period 5 (50 min)	12:02 – 12:46	Period 5 (45 min)
1:13 – 2:00	Period 6 (50 min)	12:51 – 1:35	Period 6 (45 min)
2:05 – 2:55	Period 7 (50 min)	1:40 – 2:25	Period 7 (45 min)
2 Hr. Delay Schedule **		Homeroom Schedule	
9:45 – 10:15	Period 1 (30 min)	7:45 – 8:15	Homeroom
10:20 – 10:50	Period 2 (30 min)	8:20 – 9:04	Period 1 (44 min)
10:55 – 11:25	Period 3 (30 min)	9:09 – 9:51	Period 2 (44 min)
11:30 – 1:10	Period 4 (100 min)	9:56 – 10:38	Period 3 (44 min)
PRIDE 11:30 – 12:00	12:05-12:35	10:43 – 12:36	Period 4 (100 min)
Lunch A	11:30 – 12:00	PRIDE 10:43 – 11:13	11:18 –
11:48			
Lunch B	12:05 – 12:35	Lunch A	10:43– 11:17
Lunch C	12:40 – 1:10	Lunch B	11:18 – 11:48
1:15 – 1:45	Period 5 (30 min)	Lunch C	12:00 – 12:30
1:50 – 2:20	Period 6 (30 min)	12:35 – 1:17	Period 5 (44 min)
2:25 – 2:55	Period 7 (30 min)	1:22 – 2:06	Period 6 (44 min)
		2:11 – 2:55	Period 7 (45 min)

**** 2 Hr. Delay Schedule**

Those students participating in morning classes at the Anthis Career Center will follow Fort Wayne Community Schools morning schedule. Those students participating in afternoon classes at the Anthis Career Center are expected to report to Leo JSHS for morning classes. Students will be released early from second period to travel to the Anthis Career Center.

Semester Grade Period Schedule

End First Nine Weeks	October 12, 2018
End Second Nine Weeks	December 20, 2018
End Third Nine Weeks	March 8, 2019
End Fourth Nine Weeks	May 22, 2019

LEO JR/SR HIGH SCHOOL PASSPORT 2018-2019

(Student Name)

**GRADE PERIOD 1
FIRST HALF**

1	2	3	4	5	6
---	---	---	---	---	---

**GRADE PERIOD 1
SECOND HALF**

1	2	3	4	5	6
---	---	---	---	---	---

**GRADE PERIOD 2
FIRST HALF**

1	2	3	4	5	6
---	---	---	---	---	---

**GRADE PERIOD 2
SECOND HALF**

1	2	3	4	5	6
---	---	---	---	---	---

**LEO JR/SR HIGH SCHOOL PASSPORT
2018-2019**

(Student Name)

**GRADE PERIOD 3
FIRST HALF**

1	2	3	4	5	6
---	---	---	---	---	---

**GRADE PERIOD 3
SECOND HALF**

1	2	3	4	5	6
---	---	---	---	---	---

**GRADE PERIOD 4
FIRST HALF**

1	2	3	4	5	6
---	---	---	---	---	---

**GRADE PERIOD 4
SECOND HALF**

1	2	3	4	5	6
---	---	---	---	---	---

CIVIL RIGHTS ASSURANCE OF EQUAL OPPORTUNITY AND NON-DISCRIMINATION

East Allen County Schools has a policy of providing equal opportunity. All courses are open to all students regardless of race, color, gender, handicapping condition, national origin, or limited English proficiency due to national origin. In addition, all educational services, student activities, program, instruction and facilities will not be denied to anyone in East Allen County Schools as the result of an individual's race, color, gender, handicapping condition, national origin, or limited English proficiency due to national origin. Furthermore, East Allen County Schools has a policy to provide equal opportunity to all applicants and employees in a harassment-free work environment without regard to age, race, color, national origin, limited English proficiency due to national origin, gender, or disability.

STUDENT ACADEMIC GOALS

SENIOR - Earn all 14 credits

- Recognize senior year as the gateway to the future by completing a rigorous academic schedule
- Take the fall SAT or ACT
- Improve upon your GPA as you prepare to apply to colleges or technical schools
- Complete college applications by November 1st
- Apply for scholarship money
- Ask a teacher and a community member who know you well to write a letter of recommendation for a college or a job (give a few weeks' advanced notice)
- Strive for a leadership position in an extracurricular activity
- Participate in senior class activities
- Prepare to earn a 3 or better on your AP tests
- Complete 20 hours of community service
- Complete dual credit courses
- Complete higher-level math class
- Participate in out-of-school activities, Examples: Volunteer agencies, church, work, or employment
- Update digital student performance portfolio
- Strive for perfect attendance
- Complete end-of-year survey

JUNIOR - Earn all 14 credits

- Maintain a minimum of a 3.0 GPA
- Complete Algebra II, dual credit math, or other advanced math class with a grade of 'B' or better
- Complete Physics or an advanced science class with a grade of 'B' or better
- Continue extracurricular involvement (You should now be active in at least two sports/clubs.) and strive for a leadership position in at least one of them
- Limit absences to three or fewer per year, with a goal of perfect attendance

- Consider early college applications
- Take the PSAT in the fall of your Junior year
- Review credit count and progress toward graduation with your counselor
- Take the SAT or ACT in the spring of your junior year
- Register for the most rigorous schedule possible for your senior year, which should include honors, AP, and dual credit courses which support college and career readiness
- Investigate local scholarship opportunities
- Investigate a semester-long or year-long internship
- Enroll in a dual credit course on an EACS partner college campus for 12th grade
- Complete 20 hours of community service
- Affirm post-secondary education/career plan
- Visit 1-2 colleges with parents

SOPHOMORE - Earn all 14 credits

- Maintain a minimum of a 3.0 GPA
- Complete Algebra II or Geometry with a grade of 'B' or better
- Complete Chemistry or ICP with a grade of 'B' or better
- Successfully complete honors classes with a grade of 'B' or better
- Continue to encourage parental attendance/ participation at school events, including Parent Access
- Continue to develop relationships with adults in the building (They will be the ones writing letters of recommendation for your college and work.)
- Pass additional high school assessments (ISTEP+)
- Visit the career center, develop a list of college possibilities, and visit 1-2 colleges with parents
- Continue and expand your participation in extracurricular activities (You are building a resume.)
- Limit your absences to four or fewer per year, with a goal of perfect attendance
- Register for one or more honors, Advanced Placement, or dual credit classes for 11th grade
- Consider taking the SAT in the spring if you have already taken the PSAT
- Complete 10 hours of community service
- Take PSAT in the Fall
- Complete Indiana Career Explorer

FRESHMAN - Earn all 14 credits

- Strive for a minimum 3.0 GPA
- Complete Algebra I or Geometry with a grade of 'B' or better if not completed by 8th grade
- Bring a parent to at least one school event and encourage parent(s) to utilize Parent Access
- Develop a connection with at least one adult in the building who you can approach for advice and mentoring
- Limit your absences to five or fewer per year, with a goal of perfect attendance
- Pass all high school assessments that you take (They are now a requirement for your diploma.)
- Always be on time and prepared for all classes
- Participate in at least one extracurricular activity
- Consider at least one honors course for the 10th grade
- Complete 10 hours of service learning

REQUIREMENTS FOR GRADUATION

Course and Credit Requirements	
English/ Language Arts	<p>8 credits</p> <p>Credits must include literature, composition, and speech*</p>
Mathematics	<p>6 credits</p> <p>2 credits: Algebra I*</p> <p>2 credits: Geometry</p> <p>2 credits: Algebra II</p> <p><i>Or complete Integrated Math series I, II, and III for 6 credits.</i></p> <p>All students are required to take a math or physics course during their junior or senior year.</p>
Science	<p>6 credits</p> <p>2 credits: Biology I</p> <p>2 credits: Chemistry I or Physics I or Integrated Chemistry-Physics</p> <p>2 credits: any Core 40 science course</p>
Social Studies	<p>6 credits</p> <p>2 credits: U.S. History</p> <p>1 credit: U.S. Government</p> <p>1 credit: Economics</p> <p>2 credits: World History/Civilization or Geography/History of the World</p>
Directed Electives	<p>5 credits</p> <p>World Languages</p> <p>Fine Arts</p> <p>Career/Technical</p>
Physical Education	<p>2 credits</p>
Health and Wellness	<p>1 credit</p>
Electives**	<p>6 credits (Career Academic Sequence Recommended)</p>

40 Total State Credits Required

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

*As part of Indiana's school accountability system under Public Law 221, Core 40 End-of-Course Assessments (ECAs) are designed to ensure the quality, consistency, and rigor of Core 40 courses across the state. Aligned with Indiana's Academic Standards, End-of-Course Assessments are final exams measuring what students know and are able to do upon completion of targeted Core 40 courses. In addition, the End-of-Course Assessments are an integral component of Indiana's P-16 Plan for Improving Student Achievement. As a part of this vision, these exams would serve an additional purpose of providing valuable information for college placement.

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

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

- Complete all requirements for Core 40.
- Earn 2 additional Core 40 math credits.
- Earn 6-8 Core 40 world language credits.
- Earn 2 Core 40 fine arts credits.
- Earn a grade of "C" or above in courses that will count toward the diploma.
- Have a grade point average of "B" or above.
- Complete one of the following:
 - o Two Advanced Placement courses and corresponding AP exams
 - o Academic, transferable dual high school/college courses resulting in 6 college credits
 - o One Advanced Placement course and corresponding AP exam and academic transferable dual high school/college course(s) resulting in 3 college credits
 - o Score 1200 or higher combined SAT math and critical reading*
 - o Score a 26 composite ACT
 - o An International Baccalaureate Diploma.

*SAT requirements will be modified with the addition of the writing section.

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

- Complete all requirements for Core 40.
- Complete a career-technical program (related sequence of 8-10 career-technical credits).
- Earn a grade of "C" or above in courses that will count toward the diploma.
- Have a grade point average of "B" or above.
- Complete state recognized certification requirements* by completing two of the options below, one of which must be A or B:
 - A. Take Work-Keys, an industry-driven assessment, and score at or above a designated level on each of the three core readiness subject areas (mathematical reasoning, reading for information, and locating information)
 - B. Technical, transferable dual high school /college credit courses resulting in 6 college credits*
 - C. Professional career internship or cooperative education*
 - D. A state approved industry recognized certification*

FACULTY PHONE EXTENSION AND E-MAIL DIRECTORY

The following list is being provided as a courtesy to our students and parents to enable communication between home and the school. Please respect this courtesy and use it for its intended purpose. Using this list for personal communication or business solicitations would be considered inappropriate and unacceptable. To utilize the phone extensions, dial 446-0180 and then enter the extension of the faculty member you wish to contact. If the faculty member is not available, you will automatically be forwarded to his/her voice mail. To utilize the e-mail addresses, please carefully enter the address as it appears in the chart. If your message is returned undeliverable, please contact the school for the correct address. Refrain from using the e-mail addresses to forward jokes or junk e-mails. These e-mail addresses should only be used to address specific educational issues concerning your son/daughter.

Staff Member	Ext.	Room	E-Mail
Adams, Mark	7164	515	madams@eacs.k12.in.us
Anderson, Heather	7178	422	handerson@eacs.k12.in.us
Ashton, Cheryl	7162	320	cashton@eacs.k12.in.us
Barr, Tim	7151	516	tbarr@eacs.k12.in.us
Baumert, Molly	7130	116	mbaumert@eacs.k12.in.us
Belcher, Sarah	7123	IMC	sbelcher@eacs.k12.in.us
Bell, Angela	7139	331	abell@eacs.k12.in.us
Benz, Pamela	7148	124	pbenz@eacs.k12.in.us
Bierbaum, Greg	7167	205	gbierbaum@eacs.k12.in.us
Brown, Neal	7101	H.S. Office	nbrown@eacs.k12.in.us
Carper, Deb	7117	Food Service	dcarper@eacs.k12.in.us
Clark, Ryan	7168	333	rclark@eacs.k12.in.us
Cogdell, Cary	7110	Jr High Office	ccogdell@eacs.k12.in.us
Cooper, Laura	7132	115	lcooper@eacs.k12.in.us
Coria, Jenna	7174	125	jcoria@eacs.k12.in.us
Correll, Nathaniel	7129	509	ncorrell@eacs.k12.in.us
Cravens, Jennifer	7106	H.S. Office	jcravens@eacs.k12.in.us
Crowe, Kirsten	7165	203	kcrowe@eacs.k12.in.us
Curtis, Doug	7158	525	dcurtis@eacs.k12.in.us
Cyman, Shannon	7140	334	scyman@eacs.k12.in.us
Daenell, Angie	7138	313	adaenell@eacs.k12.in.us
Davis, Brent	7120	Gym	bdavis@eacs.k12.in.us
Dick, Beth	7116	CDC	bdick@eacs.k12.in.us
Fiedler, Mark	7180	423/HS PE	mfiedler@eacs.k12.in.us
Fiedler, Melissa	7147	336	mefiedler@eacs.k12.in.us
Hall, Chris	7122	H.S. Office	chall@eacs.k12.in.us
Hancock, Jessica	7171	528	jhancock@eacs.k12.in.us
Hartleroad, Meagan	7145	300	mhartleroad@eacs.k12.in.us

Hess, Amanda	7180	320	ahess@eacs.k12.in.us
Hinrichsen, Beverly	7131	421	bhinrichsen@eacs.k12.in.us
Hoff, Mary	7149	519	mhoff@eacs.k12.in.us
FACS Teacher	7187	510	
Kantenwein, David	7127	204	dkantenwein@eacs.k12.in.us
Kattner, Connie	7169	524	ckattner@eacs.k12.in.us
Keane, Pamela	7114	Attendance	pkeane@eacs.k12.in.us
Kern, Victoria	7144	123	vkern@eacs.k12.in.us
Koomler, Connie	7107	Athletics	ckoomler@eacs.k12.in.us
Lance, Michael	7170	512	mlance@eacs.k12.in.us
Livingston, Christie	7188	IMC	clivingston@eacs.k12.in.us
Lortie, Terri	7119	Custodial	tlortie@eacs.k12.in.us
MacDonald, Kim	7160	140	kmacdonald@eacs.k12.in.us
Mahoney, Kelly	7184	335	kmahoney@eacs.k12.in.us
Malone, Ron	7142	524	rmalone@eacs.k12.in.us
McKanna, Holly	7158	517	hmckanna@eacs.k12.in.us
McKenzie, Sean	7166	408	smckenzie@eacs.k12.in.us
McKibben, Gary	7192	407	gmckibben@eacs.k12.in.us
Meadows, Patricia	7103	Jr High Office	pmeadows@eacs.k12.in.us
Minnick, Jared	7198	514	jminnick@eacs.k12.in.us
Morgan, Rachel	7135	520	rmorgan@eacs.k12.in.us
Morken, Kelsey	7152	523	kmorken@eacs.k12.in.us
Myers, Bob	7141	130	bmyers@eacs.k12.in.us
Neuhouser, Bonnie	7112	Guidance	bneuhouser@k12.in.us
Newberg, Paul	7186	521	pnewberg@eacs.k12.in.us
Nuttle, Brian	7126	500	bnuttle@eacs.k12.in.us
Osborne, Rita	7195	CDC	rosborne@eacs.k12.in.us
Ott, Tony	7163	513	aott@eacs.k12.in.us
Robbins, Ashlee	7185	201	arobbins@eacs.k12.in.us
Rogers, Gary	7179	Office	grogers@eacs.k12.in.us
Rohrbacher, Brock	7104	Office	brrohrbacher@eacs.k12.in.us
Rohrbacher, Kelly	7143	Jr High Office	krohrbacher@eacs.k12.in.us
Rose, Sarah	7153	517	srose@eacs.k12.in.us
Roth, Deb	7156/7181	406/JH Girls	droth@eacs.k12.in.us
Sauder, Jared	7150	402	jasauder@eacs.k12.in.us
Sauder, Julie	7105	Office	jsauder@eacs.k12.in.us
Schnelker, Raisa	7154	330	rschnelker@eacs.k12.in.us
Shappell, Ben	7199	322	bshappell@eacs.k12.in.us
Sholl, Jennifer	3146	Tech	jsholl@eacs.k12.in.us

Sieber, Amber	7111	Clinic	asieber@eacs.k12.in.us
Smeltzley, Christina	7109	Office	csmeltzley@eacs.k12.in.us
Smith, Jody	7102	Office	jesmith@eacs.k12.in.us
Snyder, Shelley	7193	419	shsnyder@eacs.k12.in.us
Sofic, Anis	7113	Res Officer	asofic@eacs.k12.in.us
Stotlar, Sarah	7155	125	sstotlar@eacs.k12.in.us
Stuckey, Jenean	7157	526	jstuckey@eacs.k12.in.us
Sweet, Julie	7132	114	jsweet@eacs.k12.in.us
Tonkel, Robert	7159	304	rtonkel@eacs.k12.in.us
Topp, Gayle	7187	510	gtopp@eacs.k12.in.us
Trent, Joe	7137	115	jtrent@eacs.k12.in.us
Volkert, Aaron	7115	IMC	avolkert@eacs.k12.in.us
Waybright, Ryan	7182	JH Boys	rwaybright@eacs.k12.in.us
Wells, Amy	7146	206	awells@eacs.k12.in.us
Wickliffe, Deb	7191	Sp Ed Res Rm	dwickliffe@eacs.k12.in.us
Zent, Denise	7108	CDC	dzent@eacs.k12.in.us
New Math Teacher			

ATTENDANCE POLICY

Daily attendance of all students enrolled in Leo Junior/Senior High School is required in accordance with State Law and East Allen County School Board Policies. Absences will be recorded as excused, tardy, unexcused, or out-of-school suspended. Access to make-up work will be provided upon a student's request in all categories. However, credit will only be given for excused absences, and out-of-school suspended absences. Credit will NOT be given for tardy absences and unexcused absences. The student will be given one school day for each day of absence plus one extra day to complete work. Administrative discretion will determine whether work submitted after the designated deadline will receive whole, partial, or zero credit.

PERFECT ATTENDANCE

Students who have no absences and no tardies for the school year.

EXEMPLARY ATTENDANCE

Students who have accumulated no more than 3 absences for one school year.

REPORTING AN ABSENCE FROM SCHOOL

A phone call must be made to the school by a parent or guardian before 9:00 A.M. on the day of the absence. Phone calls should be made each day during an extended illness. Parents who find it necessary to call before regular business hours (7:30 A.M.-3:00 P.M.) may call the automated attendant and leave a message concerning the absence.

THE 24 HOUR ATTENDANCE PHONE NUMBER IS 446-0186 (H.S.) 446-0180 EXT. 7143.(Jr. High)

LIMITED DAY POLICY

Indiana State Law limits the number of days a student may be absent. Any student who misses more than **TEN** days in one school year will be in violation of this policy. (NOTE: The ten days includes excused and unexcused absences. However, out-of-school suspension days are not included in the ten day total.) A student who has reached the ten day limit will be required to submit

a written excuse from a medical doctor verifying illness. If the documentation is not presented, the student will be counted as unexcused, and the policy for unexcused absences will be imposed.

When a student reaches a total of ten days of absence for whatever reason during the school year, all subsequent absences must be documented by one of the following:

1. Verification by an Indiana licensed medical professional (each day of absence).
2. An EACS Chronic Illness Form (available in school clinic).
3. Pre-approval or verification by school principal of extreme emergencies. (See *EACS Attendance Policies Sec. K*)

Make-up Work

Assignments and tests missed due to excused absences (including those "counted as present" or "resulting from school discipline") may be completed for credit. It the students responsibility to request make-up work from the teachers. Make-up work is to be completed in a length of time equal to the number of days absent, plus one. **Assignments made prior to the student's absence are due as scheduled.**

Assignments and tests missed due to unexcused absences cannot be completed for credit without administrator approval.

1. Excused Absences (See *EACS Attendance Policies Sec. H*)

A. *Illness*

- B. *Medical Appointments* - Every attempt should be made to schedule appointments after school hours. When appointments must be scheduled during the school day, **the parent or guardian must call or provide a note to the school before the student will be permitted to leave the building.** For medical appointments, a student will be excused for one half of a day. Depending upon the time of the appointment, the student should not miss more than four hours of the school day. A student should make every effort to attend as much school before an appointment, as well as, after the appointment.

Information needed for an appointment:

1. Student's first and last name
2. Time the student is to leave
3. Approximate time of return
4. Who will be picking up the student and location of pick up
5. Signature of parent / guardian (if a note)

The student must return with verification of the appointment for the absence to be excused. The student must SIGN OUT and SIGN IN in the Attendance Office.

C. *Funerals*

D. *Serving as a legislative page.*

E. *Election worker*

F. *Religious holidays*

- G. *Family vacation* - Up to five days will be excused for family vacation provided the student travels with his or her parents. Vacation day's count towards a student's total days absent.

- H. *Court ordered appointments* - For court ordered appointments, a student should only leave one hour prior to the scheduled court appointment and return to school immediately after the appointment. Missing an entire day of school for an afternoon court appointment is unacceptable. The student should provide documentation from the court for the absence to be excused.

- I. *College visits* - Juniors and Seniors are allowed two (2) days. Parents should notify the attendance office of the absence on the day of absence. Upon the student's return the following day, the student should submit a form to the front office signed by a university representative from the university visited. Failure to submit the form will result in an unexcused absence.

cused absence. All college visits must be completed prior to May 1 of the present school year.

2. **Unexcused Absences** (See EACS Attendance Policies Sec. J)

Absences which are not excused will be counted as unexcused. Examples of unexcused absences are, but are not limited to, truancy, employment/seeking employment, hair/nail appointments, oversleeping, missing the bus, babysitting, staying home for non-emergency situations, "up late the previous night", staying at home to complete homework, automobile breakdown or repair, "class skip day", exhausted from a vacation, leaving the building for an appointment without obtaining permission, accompanying friends to doctor appointments, senior picture appointments, and any absences in excess of the 10 day limit.

UNEXCUSED ABSENCES

1. Absence due to truancy.
2. Absence due to head lice or improper immunizations after the first day.
3. Absence due to missing the bus or loss of bus privilege.
4. Absence after a total of ten (10) absences for the school year; without acceptable verification.
5. Other reasons not defined as excused in East Allen County Schools' attendance policy.

3. **Excessive Absenteeism**

When a student reaches a total of ten (10) days of absence for any reason during the school year, all subsequent absences must be documented by one of the following:

1. Verification by an Indiana licensed medical professional who has examined the student and excused he/she for the period of absence.
2. An EACS Chronic Illness Form (available in school clinic or office).
3. Pre-approval or verification by the school principal for extreme emergencies.

4. **Truancy** (See EACS Policies Sec. L)

Truancy is defined as an absence from school without school authorization or parental consent.

The consequences for offenses of truancy per school year are the following:

A parent conference will take place to ensure district policies are explained and to ensure regular attendance by the student. If the student is under the age of 18, a referral will be submitted to the Status Offender Court Alternative Program (SOCAP) if the student is not legally *withdrawn*.

If the student possesses an Indiana work permit, the work permit can be revoked until the student re-establishes regular attendance at Leo Junior/Senior High School.

*Any student who is considered to be a habitual truant under the guidelines of IC20-33-8-12 may be ineligible to hold or obtain a valid Indiana operator's license or learners permit and subject to referral to the Status Offender's Court Appointed Program (SOCAP).

Building Access

Leo Jr./Sr. High School is not open to students until 7:15 am (or thirty (30) minutes prior to the beginning of school). Students who arrive at school prior to the specified entry time must wait in the gymnasium commons area located off the south parking lot near the main office complex or at door 11 by the junior high office until the doors are opened at 7:15 am.

Students who are not involved in extra-curricular activities must vacate the building promptly after school each day. The building will be cleared thirty (30) minutes after dismissal each day (3:25 pm). Those students waiting on transportation after this time must wait in the gymnasium commons area located off the south parking lot near the main office complex or by door 11 near the junior high office until their ride arrives.

Those students who are involved in extra-curricular activities must be with their appointed coach/sponsor at all times after school. Students who are unsupervised or not in the designated area for their activity will be asked to leave the building.

STUDENT CODE OF CONDUCT

(See also EACS Back-to-School Guide)

The EACS Back to School Guide is an extensive publication published and distributed by East Allen County Schools to each student when he/she enrolls. This document lists and explains in depth many of the policies and regulations of the East Allen County Schools Corporation. All students and parents should carefully examine this publication. All parties should pay particular attention to the sections dealing with attendance, bus transportation and discipline. Many questions and concerns directed to the administration are covered in the Student Guide.

The types of student conduct outlined below shall be considered in violation of school rules and shall be dealt with according to the following guidelines prescribed when occurring on school grounds during and immediately before or immediately after school hours, or at any other time when the school is being used by a school group, off school grounds at a school activity, or traveling to or from school or a school activity. Misconduct during routine bus travel to or from school may also result in suspension of riding privileges.

The following list is **NOT** comprehensive of all types of violations as outlined in *EACS Back-to-School Guide*, however, it will serve as a guide as student discipline is administered. Consequences may include but are not necessarily limited to:

1. **Tardiness** – A student is considered tardy if he or she is not present at the beginning of class. Students arriving **late to school** must report to the Attendance Office before reporting to class for a pass due to being **tardy to school**. Students who are **tardy to class** should report directly to class (period 2 – 7) when tardy. **A student will be charged with a truancy event for each six (6) tardies to school [first period].**

A student is tardy to class if he/she is not in the room when the bell rings to start class.

Consequences for violations Rule 1a/5h (Tardiness to School or Class) may include but are not necessarily limited to:

First through Third Tardy:	Teacher Consequences/Interventions
Fourth Tardy:	Before/After School Detention (30 Minute)
Fifth Tardy:	After School Detention (45 Minute)
Sixth Tardy:	Tuesday/Thursday School
Seventh Tardy:	Tuesday/Thursday School
Eighth Tardy:	Tuesday and Thursday School
Ninth Tardy:	1 Day In-School Suspension

Loss of Driving Privileges and Work Permit

Tenth Tardy:	1 Day OSS
Eleventh Tardy:	3 Day OSS w/Possible Recommendation for Due Process

Tardy counts start over each grading period.

**An intervention may take place with the student, parent(s)/guardian(s), and LHS administration to develop a plan for student success if tardiness becomes habitual.*

2. **Insubordination** – Refusal to follow a reasonable directive from a faculty or staff member.
First offense – Tuesday/Thursday Night School, depending upon severity

Second offense – 1 day out-of-school suspension

Third offense – 3 day out-of-school suspension

3. Disrespect with profanity or harassment, written or verbal, directed toward a staff member –

Up to and including out of school suspension.

4. Fighting – Physical aggression between students or toward a student causing or intending to cause bodily harm.

First offense – Up to 10 days out-of-school suspension/Allen County Sheriff's Department may be contacted.

Second offense – Out-of-school suspension with possible recommendation for expulsion/Allen County Sheriff's Department will be contacted.

5. General Misbehavior – Including, but not limited to, undue display of affection, disrespectful conduct, uncooperative behavior, and disruptive behavior. The consequences for general misbehavior may range from discussing the problem in private with the student to a suspension from school. Consequences may also include contacting parents, referral to guidance, detention.

6. Tobacco – Possessing, using or distributing any tobacco product or any substance which is represented to be a tobacco product including e-cigarettes and vapor pens.

First offense – 1 day in-school suspension

Second offense – 1 day out-of-school suspension

If the student is under the age of 18 and in possession of a tobacco product, a law enforcement officer may/will be summoned to issue a citation to the student for illegal possession of the tobacco product pursuant Indiana code I.C. 35-46-1-10.5.

7. Alcohol – Possessing, consuming, transmitting, or being affected by alcoholic beverages or any substance which is represented to be an alcoholic beverage.

First offense – 5-10 days out-of-school suspension

Second offense – 10 days out-of-school-suspension pending request for expulsion

A report will be made to the appropriate juvenile or law enforcement authorities.

8. Drugs – Possessing, using, transmitting, or being affected by, any non-prescribed narcotic drug, hallucinogenic drug, steroid, marijuana, barbiturate, amphetamine, intoxicant, depressant, inhalant, or any substance which is represented to be or looks like any banned substance.

Expulsion will be sought with any violation of this policy. A report will be made to the appropriate juvenile or law enforcement authorities.

Drug Test kits are available through the Allen County Sheriff's Department at 260-449-3000.

9. Harassment – Verbal or written torment, assault, or threats, directed toward another student.

Engaging in any activity that disrupts a student's ability to learn and a school's ability to educate its students in a safe environment. Harassment and bullying includes but is not limited to any written or verbal expression or physical act or gesture or a repeated hurtful behavior pattern directed toward another person. This behavior may include physical, verbal, written, and/or emotional abuse intended to be harmful to another person.

Consequences may range from suspension to a recommendation for expulsion.

10. Cell phone/electronic communication device policy

In support of our mission, EACS is committed to helping students prepare to succeed outside the classroom. In order to accomplish this mission, it will be necessary to ready students and teachers for the world of today and not the classrooms of yesterday. Thus, the importance of using technology tools to enhance learning will be even more important as advances are made

during the 21st century and beyond.

Current cell phones have the computing power of a personal computer and can provide an important link into increasing student learning and achievement. EACS will be encouraging and supporting teachers in the continual use of technology, such as cell phones, to increase 21st century skills that will enable success in the local and global society.

EACS WILL NOT BE RESPONSIBLE FOR LOST, STOLEN OR BROKEN CELL PHONES/ELECTRONIC COMMUNICATION DEVICES AND WILL NOT PAY FOR PHONES/DEVICES THAT ARE LOST, STOLEN OR MISPLACED BY STAFF MEMBERS AFTER CONFISCATION.

Due to the enormous time spent on stolen cell phones/electronic communication devices, the school will NOT investigate stolen cell phones/electronic communication devices. Their security is the sole responsibility of the student.

11. Cheating/Plagiarism

First offense – Zero on assignment/test, teacher contacts parent

Second offense – Zero on assignment/test, teacher contacts parent, Tuesday/Thursday School assigned by Assistant Principal

Third Offense – Discretion of the administration

12. Misusing Technology

Failing to comply with all EACS and local school technology and electronic utilization policies, including policies related to use of equipment as well as policies related to Internet access, intentionally damaging or disrupting hardware or software, violating copyright provisions without permission, accessing school records or another person's information or files without permission, entering or retrieving pornographic material or inappropriate text or files (files or text that contain derogatory or inflammatory racial, ethnic, or religious slogans or symbols), intentionally entering or retrieving files carrying viruses, or any unauthorized log-in using another student's or faculty member's identity, or engaging in any electronic crime.

First offense – No computer or internet use for up to the remainder of the school year (Except under the direct supervision of a teacher for course/class requirement.)

Second offense – Discretion of administration

13. Inappropriate language – Use of vulgarity, profanity, or abusive language spoken, written, or gestured. (If inappropriate language is included on an assignment, student will also receive a zero for the assignment.)

First offense – Tuesday/Thursday Night School

Second offense – Tuesday and Thursday School

Third offense – Three day out-of-school suspension

14. Bus Transportation Policy – Student misconduct on a bus or violations of the bus transportation policy will result in the following consequences: (*See EACS Bus Transportation Policy*)

First offense – written or verbal warning

Second offense – one day suspension from bus

Third offense – three to five day suspension from bus

Fourth offense – suspension from the bus for the remainder of the semester

Fifth offense – suspension from the bus for the remainder of the year

15. Cutting Class/Leaving School Grounds Without Permission Cutting class/leaving school grounds without permission is defined as an absence from one class, a portion of one class, or more than one class without a valid excuse.

First offense – Tuesday/Thursday Night School

Second offense – Tuesday and Thursday School

Third offense – 1 day out-of-school suspension

Fourth offense – 3 day out-of-school suspension

Fifth offense – 5 day out-of-school suspension

16. SUBSTITUTE-TEACHER POLICY

When substitute teachers come to our building, the student's behavior directly contributes to a positive or negative impression -- not only of our students, but of Leo Jr./Sr. High School as well. If disruptive or disrespectful behavior is reported regarding a student, disciplinary action will be taken by the regular teacher and/or administrator.

SUSPENSION AND EXPULSION PROCEDURES

Grounds for suspension or expulsion are student misconduct or substantial disobedience. These items are outlined in great detail in ***East Allen County Schools Back-to-School Guide*** as published and distributed by East Allen County Schools. In addition, a student may be suspended or expelled for engaging in unlawful activity on or off school grounds if the unlawful activity may reasonably be considered to be an interference with school purposes or an educational function, or the student's removal is necessary to restore order or protect persons on school property. This includes any unlawful activity meeting the above criteria which takes place during weekends, holidays, other school breaks, and the summer period when a student may not be attending classes or other school functions. Student suspension will take effect once parents are contacted.

For a complete and accurate description of ***Due Process Procedures and Limitations***, please refer to the ***East Allen County Schools Back to School Guide***.

EACS – STUDENT ACTIVITY CODE OF CONDUCT

Participation in school sponsored activities governed by individual school rules, EACS discipline policy, IHSAA guidelines and Indiana Code is a privilege and is dependent upon students conducting themselves in a manner not discrediting the East Allen County School Corporation, or its schools. Participation is subject to academic eligibility and acceptable behavior both in and out of school.

The EACS Core Behavioral Expectations identified in the EACS Back-to-School Guide apply both on and off school grounds for all student participants 365 days per year. The school administration and/or individual coaches and sponsors may have rules relating to participation other than the rules provided herein so long as such rules are not inconsistent with the EACS Student Activity Code of Conduct. The school's administrative staff will be responsible for investigating alleged violations of the EACS Student Activity Code of Conduct and determining if a violation has occurred. An out of school suspension may not automatically warrant a Code violation; however, a student participant cannot practice or compete during the term of any out of school suspension. (Competitions missed during the term of an out of school suspension may count as part of a competition/activity penalty.)

A student participating in multiple activities will be subject to disciplinary consequences for each activity he/she is actively involved. [Suspension penalties involving activities with grade/credit requirements will necessitate the sponsor providing an alternative assignment equivalent to the suspended activity in terms of grade/credit.]

Students participating in school sponsored activities are subject to the behavioral consequences identified in the EACS Back-to-School Guide Student Conduct Code Section. The consequences for violations of Core Behaviors have consistent penalties and therefore apply to violations committed by any student, from any school, in any school sponsored activity.

The following penalties apply to EACS Core Behavioral Expectation violations for students participating in IHSAA sponsored activities (interscholastic athletics/cheerleading):

FIRST OFFENSE: Suspension from participation for one-third (1/3) of the activity the student is

participating in at the time the violation is adjudicated. If less than one-third (1/3) of the activity remains, or the violation is adjudicated between activities, the penalty will be extended into the next activity the student participates for the equivalent remaining percentage of that next activity until the total suspension equals the required one-third (1/3) activity suspension.

SECOND OFFENSE: If the violation occurs during an activity in which the student participates, the student will be suspended for the remainder of that activity and the next activity in which the student participates. If the violation occurs outside the activity in which the student participates, the student will be suspended for the next activity which the student does participate.

THIRD OFFENSE: The student will be suspended from participation for one (1) calendar year beginning with the date the violation is adjudicated.

FOURTH OFFENSE: The student will be suspended from all further participation.

The following penalties apply to EACS Core Behavioral Expectation violations for students participating in school sponsored activities

FIRST OFFENSE: Suspension from activity participation for thirty (30) calendar days

SECOND OFFENSE: Suspension from activity participation for sixty (60) calendar days

THIRD OFFENSE: Suspension from activity participation for three hundred sixty five (365) calendar days

FOURTH OFFENSE: Career activity suspension

Suspensions will commence on the next contest/competition after the violation is adjudicated.

The specific nature of the violation or the repeated violation of Core Behaviors will be considered in setting an appropriate and consistent penalty by the administrator/coach/sponsor for activity participants. The principal will not ordinarily intercede regarding appropriate discipline for student participants, but has the authority to increase or decrease the penalty based on his/her assessment. Penalties imposed on grades nine (9) through twelve (12) participants will be progressive in nature.

Appeal Procedure:

A student may appeal a penalty to the appropriate Student Activity Council. Appeals must be initiated within 72 hours of the penalty being imposed. The appropriate activity council, at its discretion, may recommend modifications. The determination, as approved by the building principal, is final and binding and no further individual school or corporation appeal will be accepted.

SCHOOL ADMINISTERED CONSEQUENCES

DETENTION

Detention may be assigned to a student by a teacher or an administrator for reasons such as disruptive behavior, tardiness, or for failure to follow other rules and regulations of the school. If a student fails to serve an assigned detention, parents and/or the assistant principal will be notified.

TUESDAY/THURSDAY NIGHT SCHOOL

Thursday Night School may be assigned to a student by an administrator for reasons such as disruptive behavior, tardiness, or for failure to follow other rules and regulations of the school. The hours of TNS are 3:00-5:30 P.M. If a student fails to serve an assigned Tuesday/Thursday night school, parents and/or the assistant principal will be notified. Failure to serve a Tuesday/Thursday night school will result in serving a Tuesday AND Thursday School or in-school suspension.

IN-SCHOOL-SUSPENSION

In-School-Suspension may be assigned to a student who has been unable to change their behavior and as an alternative to out-of-school suspension. **The student is temporarily (from 1 to 5 days) suspended from the regular class program but kept in school during the school day.** Held daily from 7:45 a.m. - 2:55 p.m.

ISS rules are as followed:

1. Behavior that is NOT ALLOWED:
 - a. Talking to anyone but the supervisor
 - b. Disruptions such as making noises, etc.
 - c. Sleeping instead of studying
 - d. Not working on assigned lesson
2. Tardiness: If the student is late- not seated when the bell rings- the student will be assigned a detention period.
3. Lunch: All students in ISS go to the cafeteria together at a time which is designated by the ISS supervisor.
4. Restroom privileges: ISS students will be allowed one restroom visit in the morning and one in the afternoon. The supervisor will accompany the student.
5. Assignments: Assignments for the day are sent to ISS to be completed that same day.
6. Failure to comply: Failure to follow any of the above rules may result in the addition of extra days to the student's stay in ISS or in suspension from school. Student's failure to comply will initiate a referral to Student Services.

OUT-OF-SCHOOL SUSPENSION

Out-of-school suspension is reserved for those students who have been unable to change their behavior through previous consequences. Students are not allowed to attend any extra-curricular events during an out-of-school suspension and are not allowed on the school campus.

EXPULSION

Expulsion is a last resort penalty designed for those students who, despite ample opportunity, refuse or fail to abide by the rules of this institution. Except as otherwise dictated by East Allen County Schools policy, the standard expulsion shall be for the balance of the school year. Expulsion terms may be reduced at the sole discretion of the superintendent or his or her designee upon consideration of the student's record, the incident of the offense, and other special circumstances. Students who have been expelled are not permitted on the school campus or to attend any school or school-related functions. No student may be expelled for a period greater than the maximum permissible duration.

DRIVER'S LICENSE/PERMIT REVOCATION

Pursuant to Indiana Code 9-24-2-1, a driver's license or a learner's permit may not be issued to an individual less than eighteen (18) years of age who meets any of the following conditions:

1. Is a habitual truant
2. Is under at least a second suspension from school for the school year
3. Is under an expulsion from school
4. Has withdrawn from school, for a reason other than financial hardship

If a person is less than eighteen (18) years of age and is a habitual truant, is under at least a second suspension or an expulsion or has withdrawn from school, the Bureau of Motor Vehicles shall, upon notification by the student's principal, invalidate the person's license or permit until the earliest of the following:

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

The bureau shall promptly mail a notice to the person's last known address that states the following:

- A. That the person's driving privileges will be invalidated for a specified period commencing five (5) days after the date of the notice.
- B. That the person has the right to appeal the invalidation of a license or permit if the aggrieved person believes that the information provided was technically incorrect, or the bureau committed a technical or procedural error.

Tier 1 Responses – Classroom Interventions and Consequences

- A. Reteach Behavioral Expectation
- B. Parent Contact
- C. Conference with Student or Parent
- D. Loss of Privilege
- E. Seat Change
- F. Proactive Circle
- G. Short Term Removal/Buddy Teacher
- H. Detention (in-school & after school)
- I. Counselor Referral
- J. Affective Statements
- K. Begin Charting Behaviors in RDS
- L. Responsive Circles
- M. Restorative Questions
- N. Referral to RTI Team

Tier 2 Responses -School Administration Interventions and Consequences

- A. Reteach Behavioral Expectation
- B. Parent Contact
- C. School Community Service
- D. Referral to Community Resources
- E. Behavior Contract (informal)
- F. Begin Functional Behavior Assessment (FBA)
- G. Referral to RtI Team
- H. Student Mentor
- I. In-School Suspension
- J. Out of School Suspension
- K. Building Level Probation Agreement
- L. Suspension of Work/Driver's Permit
- M. Responsive Circles
- N. Restorative Questions
- O. Schedule Adjustment
- P. Loss of Privilege
- Q. Detention
- R. Admin Time Out
- S. Counselor Referral

Tier 3 Responses School Administration /District Level Interventions & Consequences

- A. Court Referral
- B. Functional Behavior Assessment (FBA)

- C. Request for Expulsion
- D. Alternative Placement
- E. Out of School Suspension
- F. Building Level Probation Agreement
- G. Suspension on Work/Driver's Permit

Further information about students' rights and responsibilities is available in the East Allen County Schools Back-to-School Guide, distributed annually to all students in East Allen County Schools. Information in this handbook is based upon the policies approved by the Board of School Trustees of East Allen County Schools. These policies are amended as needed and will supersede any information printed in this handbook or the East Allen County Schools Back-to-School Guide

GENERAL SCHOOL RELATED INFORMATION

SCHEDULE CHANGE POLICY

Schedule changes have a serious effect on the master schedule, individual schedules and class size. The master schedule is developed by the number of course selections identified by students during the registration process. Course selection sheets were signed by the student and the parent and remain on file. School administrators make decisions regarding the number of sections per department based on students' course selections. The following outlines our policy on schedule changes.

Schedule changes will ONLY be made for the following reasons:

- Completion of a summer school course
- Schedule errors such as:
 - Incomplete schedule (missing a class)
 - Two courses in the same period in the same semester
 - Failure of a prerequisite course

LUNCH INFORMATION

Leo Junior/Senior High School is a closed campus. **Students are expected to be in the auditoria during their assigned lunch period.** Students will be allowed to bring a packed lunch from home. Students will not be allowed to bring food from outside vendors at any time during the day nor include sodas in their lunches. Cleanliness of the auditoria is the students' responsibility. At the conclusion of lunch, students are expected to place all trash in wastebaskets and tabletops should be free of food, trays, and debris. Violation of these rules will result in disciplinary action.

Students are expected to keep all food and drinks in the cafeteria. There should be no food consumed in the hallway. Food should be eaten in the cafeteria. Exception: Students who bring food for a class activity. Teachers have the discretion to allow food or drinks in their classroom.

EACS CAFETERIA POLICY

All East Allen County School cafeterias use a computerized Point of Sale (POS) system to keep track of money deposited into a student's account and purchases made against the account. Students and staff are required to make deposits into their account for all purchases made in the cafeteria. (Except vended items) A \$10 minimum deposit is required for all full pay students. A \$2 minimum deposit is required for reduced priced students and for free students who wish to purchase ala carte items.

Check or money should be placed in an envelope with the student's name, POS ID number (same as their computer number) and amount of deposit. We take deposits for only the exact amount received; no cash will be given back to the student. Deposits need to be turned in by 9:30 am on any weekday to be credited to the student's account for lunch served that day.

No charging is allowed for secondary students. Notification is given to students when their bal-

ances fall below \$5.00.

At the end of the school year, a student's balance (both positive and negative) will follow them to the next school year. Refunds for student's leaving the district or graduating can be requested from the school cafeteria manager. We can also transfer funds to a sibling who will be staying in the East Allen County School District. All account activity and student balances can be viewed on the East Allen County Schools website under the Parents tab, using the Parent Access Login link.

STUDENT PARKING/DRIVING POLICY

Any student driving to school must obtain a parking permit from the main office. The cost is \$1.00 per school year. Each student is expected to have his/her tag visible in the upper corner of the driver side windshield. Students who drive or ride in a motor vehicle to school must leave the car and come into the building immediately after parking the vehicle. No loitering in the parking lots is permitted before or after school. Reckless or unsafe driving on school property will not be tolerated. The consequence for violation of these rules will be loss of parking/driving privileges or fines. Subsequent violations of these rules will be considered insubordination. Illegally parked or unregistered student vehicles may be towed at the owner's expense. Cost to replace parking permit \$1.00.

Consequences for parking/driving violation(s)

First offense – \$5.00 fine and/or two weeks loss of parking/driving privileges

Second offense – \$10.00 fine and/or four weeks loss of parking/driving privileges

Third offense – one semester loss of parking/driving privileges

Fourth offense – one calendar year loss of parking/driving privileges

INDOOR AIR QUALITY [IAQ]

East Allen County Schools recognizes the importance of protecting your child's health. For this reason, East Allen County Schools has adopted Indoor Air Quality Policies for the district to follow. The measures instituted by the district include: 1) limiting animals in classrooms, except for educational purposes; 2) limiting the idling of vehicles on school grounds; and 3) the proper usage, storage and disposal of chemicals used on school grounds. Any concerns about IAQ should be addressed with your School Principal or the district's IAQ Coordinator (EACS Director of Facilities). More information about the practices being following by EACS on Indoor Air Quality can be found on the EACS Website.

ASBESTOS PLAN

In accordance with the US EPA's AHERA Standard (ref: 40 CFR 763.80), all information concerning asbestos-containing materials in the schools of the East Allen County Schools are available for review and copying by students, staff and guardians during normal business hours. Asbestos Management Plans can be found at each school and at the Maintenance Service Center.

WEATHER EMERGENCY

During periods of inclement weather, when buses may have difficulty traveling or school may be closed or delayed, listen to radio stations: WOWO 1190 AM, WMEE 97.3 FM, WQHK 1380 AM, WQHK 105.1 FM, and WBCL 90.3 FM and television stations channel 21 WPTA, channel 15 WANE, and channel 33 WKJG.

FIELD TRIPS

Following all school rules, policies, and expectations when on these trips is important because students are making lasting impressions on people in the community.

Students must have parent permission to attend field trips. Students may be denied the privilege of field trips if behavior is a problem.

Criteria for Junior High Field Trips

1. Students must be passing 5 out of their 7 classes in order to participate on field trips. Grades will be checked at interims and end of semester.

2. The administration and/or teachers have the right to eliminate or add any individuals at their own discretion.
3. Any behavior issues on any field trip during the year will result in not being able to participate on future junior high field trips.

Students are expected to notify teachers and check on assignments PRIOR to leaving for any field trip.

OFF-CAMPUS EVENTS

Students who attend or participate in school-sponsored activities off school grounds are subject to the rules, regulations, and penalties of Leo High School as well as those of East Allen County Schools.

TELEPHONE GUIDELINES

The office and teacher phones are not for students' use, unless it is an emergency situation. Emergencies do NOT include forgotten lunch money, homework, band instruments, sports uniforms, or after-school plans or arrangements.

A phone is available for emergency situations in the Attendance Office on the south end of the building or in the Jr. High Office before or after the school day or with administrative permission during lunch.

SIGNS

Signs may be hung with administrative approval through the Office of Student Activities. Each approved sign should be signed and dated. Signs are to be no larger than 8 ½ by 11 in. Objects on signs are prohibited. Only blue tape that can be obtained in the office should be used on the outside of lockers.

LOCKERS

Hall lockers:

Each student is assigned an individual locker in the "class hallway." Students are responsible for the proper use and care of the locker. Students are to respect other lockers as well.

Lockers are to be locked when not in use.

Lockers are not be shared or traded – the assigned number is yours.

Lockers are not safes – do not leave valuables in them.

The school cannot assume responsibility for articles missing from lockers. Do not share your combination or leave the locker unlocked. Clean out your locker periodically to avoid problems.

Gym lockers:

Students are expected to provide their own gym locker locks. All clothing, shoes, and belongings should be locked while in gym class. Several classes use locker rooms at one time – leave nothing lying around. Locker rooms will be locked, however, students are responsible to lock items in a secure locker.

BACKPACKS

Book bags should only be used for transporting school supplies to and from school. Book bags and large purses shall remain in lockers throughout the school day. Bags needed for gym that are carried in the hallway must be clear or "see through."

LOST ITEMS

Lost and found is located in the library.

DRESS CODE

Guidelines for appropriate dress include, but are not limited to, the following:

1. Students will wear footwear at all times.

2. Heavy coats may not be worn in classrooms.
3. Hats/hoods/bandanas/sunglasses/headgear of any kind may not be worn, or be visible, upon entry into the school and throughout the academic school day. Only headgear worn for recognized religious purposes will be allowed.
4. Exposed shoulders, backs, cleavage, or midriffs are not allowed at any time. Examples of shirts not to be worn include: muscle shirts, tank tops, tube tops, spaghetti straps, visible undergarments, see-through tops.
5. Shorts, skirts and dresses should be appropriate in length. The length of shorts, skirts and dresses must be no more than 4" from the center of the knee cap.
6. Undergarments should not be visible. Accordingly, sagging pants exposing clothing or skin are prohibited. No portion of any clothing worn beneath pants or shorts may be visible at any time, regardless of whether a shirt covers the waist or not.
7. Pants/Shorts with holes 4" above the center of the knee are unacceptable. The absence of solid material will constitute a hole.
8. Leggings/Yoga pants that are solid material (not see through) are permissible ONLY when accompanied by a top/shirt/dress that extends down PAST the waistline.
9. Accessories that may be detrimental to the learning environment or are a potential safety issue are not permitted, such as spikes on either clothing or jewelry.
10. Administrators may make exceptions prior to school spirit activities.
11. Clothing which displays writing that is vulgar, suggestive, racist or advertising/supporting drugs, tobacco or alcohol is considered inappropriate for school purposes. Clothing which has a double meaning is also not allowed.

****DUE TO THE CHANGING VARIETY OF APPAREL STYLES, THE ADMINISTRATION HAS THE AUTHORITY TO DETERMINE IF A CLOTHING ITEM OR ACCESSORY NOT SPECIFICALLY COVERED IN THIS DRESS CODE IS, IN FACT, APPROPRIATE FOR SCHOOL ATTIRE. STUDENT FAILING TO MEET THE ABOVE GUIDELINES WILL BE PROVIDED ALTERNATE WEAR OR ALLOWED TO CHANGE INTO APPROPRIATE ATTIRE. FAILURE TO COMPLY IS CONSIDERED INSUBORDINATION.**

HALL PASSES

Passes for restroom, office, guidance, media center, locker, clinic, and drink are provided on the Leo High School Passport pages. Students will be allowed **six** passes per grading period half. *Teachers reserve the right to issue passes at their own discretion. Passes are a privilege, not a right.* The Passports are not replaceable or transferable; therefore, students who misplace or lose their Passports will be without passes for the remainder of the school year.

Any time a student wishes to utilize his/her Passport, he/she must be able to present to the instructor his/her Student Agenda. Failure to present the Student Agenda will result in denial of the passport privilege.

LEAVING SCHOOL BUILDING OR GROUNDS

Any student needing to leave the school building or grounds should first report to Attendance Office to receive permission from the building principal or his/her designee. All students must sign out upon leaving and sign in upon return. Any student who does not follow these guidelines is considered unexcused or truant.

SEARCH AND SEIZURE

It is the policy of East Allen County Schools that any student or his/her personal property, possessions or vehicle may be subjected to search and seizure by school officials pursuant to the East Allen County Schools Search and Seizure Policy.

CLINIC

Students must secure a pass from their classroom teacher before going to the clinic.

Student illness: Students too ill to remain in school will be sent home. Students should not call parents from a classroom or personal phone requesting permission to go home. Students should visit the clinic for an assessment by the nurse to determine if they should go home. Students sent home with a fever (100° or above) should not return to school until they are fever free (without the aid of Tylenol or Advil) for 24 hours. **Injured students** should inform the teacher in charge and see the nurse for evaluation and treatment. Parents will be called for injuries requiring more than minor first aid.

Medication: All medication brought to school must be stored in the clinic and dispensed by the nurse or trained unlicensed assistive personnel (UAP). Prescription medication must be in a pharmacy labeled container. Over-the-counter medication such as Tylenol or Advil may be sent to school for “as needed” use. The medication must be in the original container, small containers preferred. Sending students home during the school day to get “as needed” medication is discouraged. **All medication** must be accompanied with a note signed and dated by the parent or guardian. The note should include the name of the student and medication, the dose, and time to be given. **The school does not stock over-the-counter medication for student use.**

The complete **EACS Medication Policy** is available for review in the clinic.

IMC/INSTRUCTIONAL MATERIALS CENTER

Students needing to use the IMC for a specific assignment need to get a pass from the assigning teacher. The IMC is a place to do research, study, and check out needed materials. Students are expected to behave responsibly. The basic rule is: if only one person is reading or working, all people in the IMC need to respect that individual's right to learn.

PROM

The Leo Jr. / Sr. Prom is a school sponsored event for Leo High School juniors and seniors. Prom is May 11, 2019 from 8:00 pm to 11:00 pm. Provisions for the event are as follows:

- Each junior and senior may bring one guest to prom.
- A guest form must be completed and turned into the junior class sponsor in order to bring a non-Leo student to prom.
- Leo seniors get into prom free.
- Tickets will be sold to Leo juniors.
- Seniors who are bringing an underclassmen or a non-Leo student must purchase a ticket for their guest.
- Inappropriate or illegal behavior will not be tolerated. Any student engaging in such behavior will be escorted off the premises as well as facing school and possible legal consequences.
- Clothes must remain on at all times with exception of tuxedo jackets. Inappropriate attire will be evaluated by administration or the junior class sponsor.
- No guest 21 or older is permitted to attend prom.
- No guest below ninth grade is permitted to attend prom.

ATHLETIC SCHEDULES

Visit www.lhs.eacs.k12.in.us/athletics

VISITORS/GUESTS/FORMER STUDENTS

Students are prohibited from bringing student visitors to school. This practice can easily interfere with regular classroom work, seating arrangements, and study. **All visitors must enter the building through Door 7 or Door 11 and report directly to either the high school or junior high office to sign in.**

To limit the disruption to the instructional day, guests and former students will not be permitted in the building during the instructional day unless it is for a preapproved and stated educational purpose. Former students may visit the classroom as part of an instructional setting (i.e. guest

speaker) but will not be allowed to visit with teachers during the instructional day. Parents are permitted and encouraged to visit the school for educational reasons. Parents will be allowed to meet with teachers during a teacher's preparatory period (if the teacher is available) but will not be allowed to interrupt an instructional class period.

Parents are discouraged from bringing items that are not required as a part of the instructional setting into the school. Items such as balloons or flowers will be kept in the administrative offices until the end of the instructional day. Parents will not be permitted to bring items for parties (i.e. birthday or holiday) into the school for students unless those items have been requested by the teacher as a part of an educational celebration.

STUDENTS NEEDING ASSISTANCE

School counselors, administrators, and faculty are always available to help students with issues they may be facing at home or school. However, there may be times a student needs help after school hours or a parent may need a resource to help their child. The below information may be helpful for students or parents seeking a resource.