

# LEO HIGH SCHOOL

## CAREER MAJORS ACADEMY



### Principal's Desk

I would like to welcome parents, students and the community to the 2020-2021 school year. In spite of the coronavirus, expectations remain high for our students and staff at Leo Jr/Sr High School. We want to give our students the best education possible under the unprecedented circumstances. East Allen County Schools has provided Leo Jr/Sr High School with the best possible environment to provide a safe and quality educational experience for our students.



In the EACS Reopening Plan, there are new procedures in place to reduce the risk of contracting and spreading COVID-19 (attached). Face coverings will be required for students, employees and others entering the building. Classrooms, cafeteria and instruction areas have been adjusted. Hand sanitizer will be available in each classroom and in other areas. The entire building will be disinfected on a regular basis. EACS and Leo Jr/Sr School will continue to work collaboratively with Allen County Department of Health to ensure the safety of ALL our students and staff.

We encourage our parents and students to visit the EACS main website ([www.eacs.k12.in.us](http://www.eacs.k12.in.us)) to receive the most up to date COVID-19 information. You will find information from the Allen County Department of Health (ACDH), Centers for Disease and Control and Prevention (CDC), and the Indiana Department of Education (IDOE). Leo Jr/Sr High School has a wonderful student body, an excellent faculty and a great supportive community. It will take ALL OF US to make 2020-2021 a successful school year. It is more important than ever before that the school, parents and community work collaboratively to make this school year a success. I am confident that we can all make this happen - TOGETHER. We look forward to working with students, parents and the community to educate our students. I wish all of our students and parents a wonderful, healthy and successful school year.

Sincerely,

Dr. Neal Brown III  
Principal

## Guidance Department

Christi Smeltzley, Guidance Director – Grades 11 & 12  
Gary Rogers, Guidance Counselor – Grades 9 & 10  
Cary Cogdell, Guidance Counselor – Grades 7 & 8

The Leo Jr./Sr. High School Guidance Department  
welcomes you to the 2020-2021 school year!

New Enrollments are scheduled through the Registrar's Office. If you are a new student to Leo, please contact Teri Fox (260-446-0185) to schedule an appointment.

### Schedule Changes

- Students and/or parents may NOT request schedule changes except for those reasons outline in the student planner (below).
  - Please refer to page 24 of the student planner regarding the 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...”
- Schedule changes will ONLY be made for the following reasons: Completion of a summer school course, incomplete/broken schedule (missing class), two courses in the same period in the same semester, or failure of a prerequisite course.
- Any of the above changes must be made during the first week of school. Counselors will be available during the period your schedule is broken to assist students.

The PSAT will be given on Wednesday, October 14, 2020. All juniors, sophomores and selected freshmen will be invited to participate. Further information will be forthcoming.

Please be patient as we navigate through the new Skyward program. We are all learning and know this will be very beneficial to everyone once the “kinks” are worked out.

## Mark Your Calendars

### FIRST DAY OF STUDENT ATTENDANCE

Monday, August 10

### BACK TO SCHOOL

TBD

### MIDTERM DATES

1<sup>st</sup> Quarter Ends October 09, 2020

2<sup>nd</sup> Quarter Ends December 18, 2020

3<sup>rd</sup> Quarter Ends March 12, 2021

4<sup>th</sup> Quarter Ends May 20, 2021

### PICTURE DAY

TBD

### PARENT TEACHER CONFERENCES

TBD

### GRADUATION

May 28, 2021

# Welcome!

Welcome to Leo!

Please welcome these new additions to the Leo Lions Jr./Sr. High School faculty and staff.

English: Barbara Bupb

Groundskeeper, Brandon Atkinson

Cafeteria Manager, Julie Lowden

Asst. Cafeteria Manager: Sarah Doreff

Special Education: Carmen Cleaveland

## **EAST ALLEN COUNTY SCHOOLS METAL DETECTOR POLICY**

The East Allen County Schools' Board of School Trustees authorizes the use of metal detecting devices in all school buildings, on school grounds, and at all school activities. (See Policy 5151.) All persons entering a school building or attending a District activity may be subject to daily, regular, or random screenings with a metal detector on their person or belongings. In conjunction with using the metal detectors, school personnel may inspect the contents of any backpack, book bag, purse, etc., for the purpose of determining whether a weapon or contraband is concealed within.

## **EACS VISITOR POLICY – SAFE VISITOR-CHECK-IN PROCEDURE**

When entering an EACS building for the first time in a school year, visitors will be asked to provide State issued identification so that we may check against internal EACS banned/trespassed lists and the National Sex Offender Registry. Visitors will also be asked to submit to a photo that will be used for their temporary visitor badge. This program is designed to increase the safety of our students and staff by keeping digital record of the visitors to our buildings.

iPads

iPads

iPads

iPads

iPads

iPads

Students will receive new iPads on Wednesday, August 12. **Students must return their old iPad, case, original Apple iPad charger cord and brick to receive their new device. Students should back up their old iPads to the Cloud before coming to school on Tuesday.**

The iPad annual rental fee of \$92 will be added to textbook fees. This fee pays for the device rental, case, charger and enrollment in the AppleCare Device Protection Program. This program limits your liability to \$49 per incident of damage over the first three years. The program does not cover loss or theft. Students eligible for textbook assistance will receive the same assistance for the annual rental fees. The annual Technology fee is \$5.00.

**Please note: iPads will not be distributed to students until registration materials, including the electronic iPad acceptance form has been submitted electronically.**

## **Student Safety & Discipline**

The EACS Student Back to School Guide (Behavior/Rules) will be distributed through the EACS central administration. **Please read this document carefully as students and parents should know and understand school expectations.**

### **CELL PHONE POLICY**

Please remember that cell phones and other electronic devices are not to be used in the classroom. Students who are using electronic devices of any kind will be ask to turn the device off and put it away. **Failure to comply with this request or any repeat violations of this rule will be treated as insubordination and students will be subject to EACS discipline consequences accordingly.**

**East Allen County Schools will no longer investigate lost or missing cell phones.** Students are encouraged to be responsible with their personal devices while at school.

## COVID-19 INFORMATION

As we maneuver through these very difficult and uncertain times it is important to stay up to date with new and continually evolving information concerning the COVID-19 global pandemic. Please visit [www.eacs.k12.in.us](http://www.eacs.k12.in.us) often for the most current COVID related school information.

- All EACS buildings are undergoing regular deep cleanings to help minimize the spread of the COVID virus. Additionally, EACS has purchased and is already using electrostatic sprayers for use in disinfecting high-touch surfaces through the buildings.
- No outside volunteers or vendors will be allowed in EACS buildings until further notice.
- Drinking fountains have been turned off in buildings. Water bottle filling stations are still currently open. Students are encouraged to bring water in their own clear, plastic water bottles.
- EACS has discontinued giving all Attendance awards such as "Perfect Attendance" for the 2020-2021 school year. Parents are asked to monitor your student's health and keep them home at the signs/symptoms of any illness.
- All students and adults are required to wear a mask/PPE while in, or on any of the EACS campuses when social distancing cannot be maintained or as directed by school personnel.

## FOOD SERVICES

Free/Reduced Lunch/Textbook Assistance applications may be completed online as part of the on-line registration process. Forms are accessed through the Parent Access Portal as with other registration information. All students registered to the parent will be able to be included on one application form. Applications are not needed for students who are pre-qualified via Direct Certification.

**Please remember that students may not use cash in the service lines.** Prepay your lunch account online using the Titan Pre-Payment Options available through the EACS Food Services website or in the cafeteria or in the wooden "lunch account" box located adjacent to the attendance office (*Checks should be payable to Leo JSHS*). Secondary school prices will remain the same for the 2020-2021 school year.

Breakfast: \$1.00, lunch: (grades 7-12) \$1.80, Milk: \$.40

## Parking / Student Pick-up and Drop Off

The amount of traffic on and off of school grounds before and after school causes serious safety concerns and significant traffic congestion. Please remember our primary goal is always to keep our students safe! Please observe all parking lot procedures at all times. Please refer to the attached traffic maps for morning and afternoon traffic pattern flow.

# ATHLETICS

## **Athletics Information for Newsletter**

- All high school fall athletics (cross country, football, girls golf, soccer, boys tennis, and volleyball) began tryouts and practices on August 3. 9<sup>th</sup> grade football will begin Monday, August 10. The high school cheer squads have been selected.
- Junior High athletics are set for the following dates:
  - Football:
    - Equipment hand out will be at the field on Saturday, August 8 from 9:00-11:00am.
    - Practice begins Monday, August 10 from 3:20-5:30pm.
  - Cross Country practice begins Monday, August 10 from 3:15-5:00pm.
  - Volleyball will hold tryouts on Monday and Tuesday, August 17-18 from 3:00pm-5:00pm
  - Cheerleading:
    - Interest meeting in cafeteria and tryout practice from 3:00-5:00pm on Tuesday, August 11.
    - Tryout practice Thursday, August 13 from 3:00-5:00pm.
    - Tryouts on Friday, August 14 beginning at 3:30pm.
- Remember that all students participating in athletics at Leo must have the following items listed below on file. All documents can be found on the school webpage under the athletics tab:
  - A current 2020-21 IHSAA pre-participation physical on file, or if a 2019-20 physical is on file from last year and you wish to use it again, an EACS waiver and IHSAA consent and questionnaire must be completed.
  - Sudden Cardiac Arrest and Concussion form completed.
  - Parkview Consent to Treat form completed.
- Academic Eligibility: in order to participate in athletics, students are required to take and pass a minimum of five (5) credits each semester.
- Tickets and Sports Passes:
  - All season sports passes will not be sold this fall. We may offer an abbreviated sports pass for the winter and spring seasons.
  - Tickets are required for all adults and children 1<sup>st</sup> grade and up.
  - Tickets prices are \$5 for high school events and \$4 for junior high events.
- Athletic Schedules can be found on the school website under the athletics tab. Also, download the free eventlink app from the Apple App store or Google Play and have access to all athletic schedules.
- All locker rooms, weight room, etc. are being cleaned and sanitized daily. Coaches are also cleaning athletic equipment, balls, etc. after practices. Custodians are utilizing electrostatic sprayers to sanitize surfaces. Finally, daily Covid 19 screenings are occurring and coaches are using masks and practicing social distancing as well as encouraging athletes to use masks when applicable and practice social distancing too.

## DRESS CODE (Please refer to the Student Handbook Pg. 27)

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. STUDENTS FAILING TO MEET THE ABOVE GUIDELINES WILL BE PROVIDED ALTERNATE WEAR OR ALLOWED TO CHANGE INTO APPROPRIATE ATTIRE. FAILURE TO COMPLY IS CONSIDERED INSUBORDINATION.**

**Parents may be contacted to bring appropriate clothing to school if their student is in violation of the dress code and students may face disciplinary consequences. Please discuss appropriate attire with your student.**

## Registration Information

To complete registration paperwork for Leo JSHS, please print and complete the forms that are attached with this newsletter. Attached forms include:

- Insurance Waiver (one form per student). Completed and signed UNLESS purchasing school insurance.
- Drug Testing Form (one form per student). Complete for any student in extra-curricular, co-curricular activities as well as all student drivers. Cost: \$2.00
- Parking Driving Policy (one form per student). Complete for all student drivers.
- Leo Receipt (one form per family). Fill out parking pass section only if student is going to be driving to school. Fill out yearbook section only if purchasing a yearbook (will be delivered Fall of 2021). Fill out Drug Screen Fee section if student meets EACS criteria for random drug testing (sports, driving to school, band, choir, drama, etc.). Fill out class dues section based on student grade levels. Total all columns up and send payment with all completed paper work with student on first day of school.

If you have more than one student at Leo, please fill out paper work for each student, however you can send all the papers in with only one student to be turned in with payment. ***If paying with a credit card, the parent will need to come into the building with the card being used. Just a reminder there is a 3% charge when using a credit card.***

## Clinic Information for the 2020-2021 School Year

### Need to speak to the nurse about your child? Have a health concern or question?

- ✓ By phone: 260-446-0180 ext. 7111
- ✓ By email: [tistewart@eacs.k12.in.us](mailto:tistewart@eacs.k12.in.us)

**Medication Permits** can be downloaded off the EACS website *or* found at the front and Junior High offices *and in* the school clinic.

### Medication FAQs

#### Medication

- ✓ A STUDENT MEDICATION PERMIT-AUTHORIZATION for ADMINISTRATION (Hs-5) must be completed and signed by the parent/legal guardian before any medication is given. One authorization form (Hs-5) for each medication sent to school.
- ✓ **Students are not to carry any type of medication**, (prescription, non-prescription or over-the-counter, and/or herbal, vitamin, dietary supplements), with them or have medication in their lockers, book bags or purses without prior written permission of the school nurse RN. Medication brought to school should be taken to the clinic or main office upon arrival. Violation of this policy may result in disciplinary action.

#### Prescription Medication (including Inhalers)

- ✓ Must be in the **original pharmacy labeled box/container** with the student's name. The pharmacy label will serve as the written order of the health care provider.

#### Over-the-Counter (OTC) Medication - such as Tylenol and Advil

- ✓ Must be sent from home. There is NO STOCK of OTC medications for student use in any EACS school clinic.
- ✓ Must be in the **original container** with small containers preferred, as storage space is limited.

## Immunization Information

In order to safeguard all school aged children and young adults, Indiana State Law requires that students must have completed or be up to date on certain immunizations before attending school.

### **School immunization requirements for grades 6 - 11:**

- 5 - DTaP/DPT/DT (Four doses of DTaP/DPT/DT are acceptable if the 4<sup>th</sup> dose was administered on or after child's 4<sup>th</sup> birthday).
- 3 - Hepatitis B
- 2 - MMR
- 4 - Polio (Three doses of polio vaccine are acceptable if 3<sup>rd</sup> dose was administered on or after child's 4<sup>th</sup> birthday and at least 6 months after the previous dose with only one type of vaccine used).

2 - Varicella (Chickenpox) *OR* Physician documentation of disease history, including month and year.

1 – Tdap (Tetanus & Pertussis)

1 – MCV4 (Meningococcal conjugate)

2- Hepatitis A (this is a new state requirement for all students this year)

**12<sup>th</sup> grade-**

2-MCV4 (Meningococcal conjugate)

**If proof of the required immunizations is not on file with the school, your child may be excluded from school.**

See your health care provider for needed immunizations or find additional information regarding immunizations at:

The **Allen County Department of Health**, located at 4813 New Haven Avenue, at the corner of New Haven and Meyer Road, Call 449-7514 to schedule an appointment or for additional information.

**Super Shot** still offers immunizations, but by appointment only at this time at the Hobson Road clinic. Call 424-7468 for more information.



**Immunization objection based on religious beliefs or a medical condition** will satisfy state requirements; however, the parent or guardian must complete and sign an **Immunization Exemption Form** (Hs-1a) annually with a physician's signature also required for **Medical Objection**. *If there is an outbreak of a communicable disease at school, your child may be excluded from school.* Call your school nurse for the form or pick one up from the front or junior high offices.

All shot records for all grades can be turned in to the office, they can be mailed, or you can turn them into the nurse on the first day of school.

**COVID-19**

Please remind students the necessity of being honest about how they are feeling and keep students at home if they are running a fever or displaying any of the signs/symptoms of illness.

Students showing signs of illness will be isolated in a quarantine room until they are picked up by their parents. It is expected that parents will make arrangements to have their student picked up from school as soon as possible after being called by the nurse.