

LAKE CENTRAL MIDDLE SCHOOLS

Welcome to the Lake Central Middle Schools, home of the Clark Coyotes, the Grimmer Gladiators, and the Kahler Kolts! We challenge all students to do their best in each and every endeavor. We hope that you will take pride in our schools and in your accomplishments as a student.

MISSION STATEMENT

The mission of the Lake Central School Corporation, as a family, community, and school partnership, is to ensure that each student becomes a self-directed learner and a contributing responsible citizen through an instructional delivery system that engages students in achieving their personal best.

STATEMENT OF BELIEFS

WE BELIEVE:

- each individual has dignity and worth.
- students are our number one priority.
- people are responsible for their actions.
- excellence will only be achieved through continuous improvement.
- everyone can learn.
- people learn in different ways and at different rates.
- teachers are critically important in every student's education.
- education is a responsibility shared by students, staff, families, and the entire community.
- school provides a foundation for a lifetime of learning.
- a positive school environment is essential for learning.
- success builds self-confidence.
- educated and involved citizens are necessary to sustain a democratic society.

Always remember . . . the Lake Central Middle Schools are your schools - - clean and bright, schools of excellence. We challenge you to do your best to support your school and to take pride in keeping it looking great! We also challenge you to do your best to always make yourself look great by making good grades, getting involved in activities, displaying good sportsmanship, and being courteous and considerate of your teachers and classmates. Our teachers and staff are committed to helping you become a responsible and caring person. YOU ARE OUR NUMBER ONE PRIORITY!

PHILOSOPHY

The middle school should be viewed as a "phase" of learning on the continuum of a student's education. Our program is especially adapted to meet the needs of the pre-adolescent and early adolescent child. The Lake Central Middle Schools are designed to insure that all students leave eighth grade having positive self-esteem, decision making and problem solving skills, concern for others, expanded opportunities to learn about one's interests and talents, and the academic skills necessary to become a more self-directed learner at the high school level. The middle school promotes continuous educational progress by bridging the gap between the dependent elementary student and a more independent high school learner.

EXPECTATIONS

WE EXPECT STUDENTS TO:

- a. Do as they are asked the first time.
- b. Respect legitimate authority by following school rules as well as the laws of the community, state, and nation.
- c. Respect the personal property of others and the school as well as consider the needs and rights of the school and all members of the school community.
- d. Be in attendance daily.

WE EXPECT PARENTS TO:

- a. Assume primary responsibility for the child and his/her behavior.

- b. Acknowledge the child's responsibility to the school as well as the home.
- c. Recognize that school must primarily concern itself with education.
- d. Cooperate in conferences regarding health, behavior, or academic progress of their child.

WE EXPECT STAFF MEMBERS TO:

- a. Set high standards for student behavior.
- b. Exhibit respect for students that helps them develop good character traits.
- c. Plan a flexible program to meet the individual needs of students.
- d. Communicate with parents when the child's behavior needs improvement.

SCHEDULES 2010 – 2011

GRIMMER MIDDLE SCHOOL

5th grade

8:47-11:00	Academics – Recess is included in the time schedule (10:00-10:15)
11:00-11:20	Lunch
11:20-11:50	Recess
11:50-1:35	Academics
1:40-2:25	Academic or Special
2:30-3:15	Academic or Special
3:15-3:40	End of day activities Classroom work Bus Preparation

6th grade

Period 1	8:47-9:35
Period 2	9:40-10:25
Period 3	10:30-11:15
Period 4	11:20-11:50(Lunch)
Period 5	11:55-12:40
Period 6	12:45-1:30
Period 7	1:35-2:00 (SRT)
Period 8	2:05-2:50
Period 9	2:55-3:40

7th grade

8:47-9:35	8:47-9:35
9:40-10:25	9:40-10:25
10:30-11:15	10:30-11:15
11:20-12:05	11:20-12:05
12:10-12:40(Lunch)	12:10-12:55
12:45-1:30	1:00-1:30(Lunch)
1:35-2:00(SRT)	1:35-2:00(SRT)
2:05-2:50	2:05-2:50
2:55-3:40	2:55-3:40

8th grade

8:47-9:35	8:47-9:35
9:40-10:25	9:40-10:25
10:30-11:15	10:30-11:15
11:20-12:05	11:20-12:05
12:10-12:55	12:10-12:55
1:00-1:30(Lunch)	1:00-1:30(Lunch)
1:35-2:00(SRT)	1:35-2:00(SRT)
2:05-2:50	2:05-2:50
2:55-3:40	2:55-3:40

CLARK MIDDLE SCHOOL

Per		5th Grade	6th grade	7th grade	8th grade
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1	8:47 - 9:15	SRT	SRT	SRT	SRT
2	9:20 - 10:05	9:20 - 10:05	9:20 - 10:05	9:20 - 10:05	9:20 Special 10:05
3	10:10 - 10:55	10:10 - 10:55	10:10 - 10:55	10:10 - 10:55	10:10 Special 10:55
4	11:00 - 11:45	10:55 Recess 11:25	11:00 Lunch 11:30	11:00 - 11:45	11:00 - 11:45
5	11:50 - 12:35	11:25 Lunch 11:50	11:35 Special 12:20	11:50 Lunch 12:20	11:50 - 12:35
6	12:40 - 1:10	11:55 - 12:50	12:25 Special 1:10	12:25 - 1:10	12:40 Lunch 1:10
7	1:15 - 2:00	1:15 Special (AM/PE/C) 2:00	1:15 - 2:00	1:15 - 2:00	1:15 - 2:00
8	2:05 - 2:50	2:05 Special (AM/PE/C) 2:50	2:05 - 2:50	2:05 Special 2:50	2:05 - 2:50
9	2:55 - 3:40	2:55 - 3:40	2:55 - 3:40	2:55 Special 3:40	2:55 - 3:40

KAHLER MIDDLE SCHOOL

Period 1		8:47-9:35
Period 2		9:40-10:25
Period 3		10:30-11:15
	5th gr lunch "A"	10:45-11:15
Period 4	6th gr lunch "B"	11:20-11:50
	7th gr class	11:20-12:05
	8th gr class	11:20-12:05
Period 5	7th gr lunch "C"	12:10-12:40
	6th gr class	11:55-12:40
	8th gr class	12:10-12:55
	5th gr recess	12:55-1:35

Period 6	8th gr lunch "D"	1:00-1:30
	6th gr class	12:45-1:30
	7th gr class	12:45-1:30
Period 7		1:35-2:00(SRT6,7,8)
Period 8		2:05-2:50
Period 9		2:55-3:40
		3:15-3:40 (SRT 5)

CHARACTER TRAITS FOR MIDDLE SCHOOL

The five character attributes that will be emphasized throughout Lake Central School Corporation will be implemented at the middle schools according to the following proposed schedule:

August – September	Respect – Acceptance, Kindness
October – November	Responsibility – Self-discipline, Reliability
December – January	Caring – Compassion, Empathy, Tolerance
February – March	Honesty – Trustworthiness
April – May	Effort – Work Ethic, Perseverance, Diligence, Personal Best

GENERAL INFORMATION

ACADEMIC INFORMATION

Evaluation of human effort and progress is inevitable and essential to growth. Standards of achievement give all persons goals toward which they might strive. Grades are symbols that indicate to students and parents how well the students have progressed toward achieving a set of given objectives established by the school corporation. Grades not only measure student success, but levels of mastery as well.

The intention of the administration in issuing this statement of policy is to offer general guidelines, which may be helpful to the students and teachers of our school. It is not our intent to interfere with the teachers' determination of grades as they see fit.

We consider that in the final analysis, each teacher is best able to judge the students' performance in a given subject area.

The grading scale is as follows:

A (92 – 100)	A- (90 – 91)	
B+ (88 – 89)	B (82 – 87)	B- (80 – 81)
C+ (78 – 79)	C (72 – 77)	C- (70 – 71)
D+ (68 – 69)	D (62 – 67)	D- (60 – 61)
F (59 and below)		

ACADEMIC CODE OF HONOR

A student is guilty of academic dishonesty when he or she engages in any illegal or improper activity for the purpose of improving a grade or a test score. This includes, but is not limited to:

1. any form of cheating (i.e. giving or receiving answers for any type of test or quiz without the teacher's authorization), or
2. plagiarizing (i.e. submission of term papers, reports, etc. that are not original work by the student unless otherwise authorized by the teacher).

Academic dishonesty will be dealt with at two different disciplinary levels and is based on the severity of the act.

Level One violations will be handled by the teacher. Students caught cheating will receive a zero (0) on the test or quiz. Examples of Level One violations are:

- looking on another's test or quiz
- using electronic devices or other secretive methods to give answers on a test or quiz
- taking substantial amounts of information from another source, but not crediting that source for the work (minimal plagiarism – copying a phrase or several phrases without using quotation marks or citing sources would be handled by the teacher and result in a lower grade on the assignment. It would not be considered Level One plagiarism)

Students found guilty of a Level One violation will be ineligible for National Honor Society or National Junior Honor Society for their next eligible year.

Level Two violations will be handled by the principal. Students found guilty of a Level Two violation will receive a zero on the test, quiz or written assignment and may be subject to suspension or a request for expulsion. Examples of Level Two violations are:

- a second Level One violation
- taking papers from the Internet, other publications, other students and/or other people
- taking any test or part of any test to use or give to others (including but not limited to, using an electronic device for stealing a test or sending a copy of a test to another student)

Students found guilty of a Level Two violation will be ineligible for National Honor Society or Junior Honor Society for their next two eligible years.

ACADEMIC COMPETITIONS

Lake Central Middle Schools participate in a number of academic competitions sponsored by the State of Indiana as well as national organizations. We encourage participation by all interested students. Team members are selected on a competitive basis.

Academic Superbowl	Geography Bee
Lake Central Science Fair	Science Olympiad
Purdue Regional Science Fair	ISSMA Band Contest
ISSMA Choral Contest	Hoosier Spell Bowl
Hammond Times Spelling Bee	Calculator Contest
Indiana Society Engineer "Math Counts"	
Indiana Mathematical League Contest	

ATHLETIC/EXTRA-CURRICULAR ACTIVITIES

NOTE: All 7th and 8th grade students involved in extra-curricular activities at the middle school level will be subject to monthly random drug testing. Students refusing to participate in drug testing will be excluded from participating in any extra-curricular activities.

Not all Clubs are available at all schools

Lake Central Middle Schools offer the following activities:

Academic Superbowl	All boys & girls 6 th – 8 th
Advisory/Student Council	All boys & girls 5 th – 8 th
Art Club	All boys & girls 5 th – 8 th
Basketball	7 th & 8 th gr. boys/girls
Bell Choir	7 th & 8 th gr. boys/girls
Cheerleading	7 th & 8 th gr. girls
Chess Club	All boys & girls 6 th – 8 th
Choir	5 th gr. boys & girls
Crescendos	7 th & 8 th gr. boys & girls
Cross Country	All boys and girls 6 th – 8 th
Dance Team	7 th & 8 th gr. girls
Drama	All boys & girls 6 th – 8 th
Football	8 th gr. boys
Friendship Club	All boys & girls 5 th – 8 th
Future Problem Solvers	All boys & girls 6 th – 8 th
Garden Club/Eco-Teens	All boys & girls 5 th – 8 th
Help Club	All boys & girls 5 th -8 th
Hoosier Spell Bowl	All boys & girls 5 th – 8 th

Jazz Band	All boys & girls 6 th – 8 th
National Jr. Honor Society	7 th & 8 th gr. boys/girls
Running Club	All boys & girls 6 th – 8 th
Science Olympiad	All boys & girls 6 th – 8 th
Spring Football Camp	7 th gr. Boys
Student Ambassadors	All boys & girls 5 th – 8 th
Tennis Camp	All boys & girls 6 th – 8 th
TIMES Spelling Bee	All boys & girls 6 th – 8 th
Track	All boys & girls 6 th – 8 th
Volleyball	7 th & 8 th gr. girls
Wrestling	All boys 6 th – 8 th
Yearbook	8 th gr. boys & girls

We are part of the Lake 10 Conference and follow the guidelines set forth by the Conference and IHSAA. To be eligible for participation, students must:

1. Be familiar with and follow all student rules. Students of the Lake Central Middle Schools who participate in the athletic program are governed by all of the Student Rules of Conduct while serving on an athletic team. Violation of any of the Student Rules of Conduct may result in disciplinary action in school, as well as elimination or suspension from a sport in which the student is participating. Included in these rules is the requirement that in order to participate, a student may not receive two or more "U's" in conduct from more than one teacher. The student will be placed on a 2-week non-playing probation and then reviewed weekly throughout the season. If the student receives a "U" in conduct during the probation period, he/she will be subject to suspension or dismissal from the team at the discretion of the coach/athletic director.
2. To be eligible for participation, a student must be passing 6 subjects at the start of the season. Coaches will monitor and assist student athletes in meeting these expectations. During the school year, the most recent 9-week grade card will be used to determine eligibility. Student grades will be monitored at the 4 ½ week period of each 9-week grade period to ensure that academics are maintained throughout the season. Students will be required to complete grade sheets or print out RDS reports at the 4 ½ week period to ensure that academic success is maintained during the season.
3. Have a current physical form on file before trying out for or participating in any sport. Physicals are valid for one year from the date issued.
4. Be in attendance the day of an event for at least half a day. All boys and girls who participate in interscholastic athletics must abide by the rules established by the IHSAA, the school, and the coach. If a team bus is provided, athletes must ride to and from the event, unless they have received an exception to the rule from the Athletic Director.

BEFORE AND AFTER SCHOOL ACTIVITIES

If you come early or remain after school for an extracurricular activity, you are not allowed to leave school grounds. To do so is considered a violation of school truancy policies.

BIKES/SKATEBOARDS/SCOOTERS/IN-LINE SKATES/MOPEDS/MINI-BIKES/4-WHEELERS/MOTORIZED VEHICLES/ AND ROLLER OR GRINDING FOOTWEAR

For safety reasons, skateboards, in-line skates, mopeds, mini-bikes, 4-wheelers, motorized vehicles roller blades, and roller or grinding footwear are not permitted on school grounds at any time. Safety rules are expected to be followed while on school property.

BIRTHDAYS (5th grade only)

Student birthdays may be celebrated by using the cafeteria areas. We prefer to not have food items in the classrooms. Parents should contact the teacher prior to the child's birthday. NO SURPRISE visitors or items (clowns, balloons, etc.) are permitted in school. Please limit them to your private party. Gifts should not be sent to the school. Excessive treats should also be avoided. Non-food treat bags are encouraged containing pencils, erasers, and similar items. Cakes will not be allowed. Please do not send in juice and cups as part of the treat.

BOOK RENTAL FEES

Textbooks are rented to the students. Books are very expensive and if lost or damaged, the student will be charged accordingly.

1. Textbooks are to be covered to prevent cover damage.
2. Fines are assessed for books that are lost or stolen. The full price of a new book will be charged to the assignee.

3. If a book has been improperly handled or misused and rebinding is necessary, the fine will be the cost of the rebinding: \$2.00 for the front cover; \$2.00 for the back cover; full price if unusable.
4. Torn pages not reported will be assessed at \$.50 per page, if repairable.
5. Ball point writing of obscenities, etc. \$3.00 per page. If page must be removed from book, the student must pay for a new book.

BOOKSTORE

There is a bookstore for the students' convenience. Students may purchase pencils, pens, paper, and other similar supplies. The bookstore will be open for sales before the start of each school day.

DANCES

The school sponsors a limited number of school dances each year. Student conduct at these affairs is governed by the same rules and regulations applied to all other school activities. Dress regulations are the same as for usual school day activities, unless announced differently. School dances are restricted to Lake Central Middle School students (current students in their respective schools). The school will be closed 15 minutes after the end of the dance; students must have rides on time. Students are required to remain at school until the conclusion of the dance unless their parents personally pick them up. ONCE THE STUDENT HAS LEFT THE BUILDING, HE/SHE WILL NOT BE RE-ADMITTED. Failure to have a ride home in the allotted time may restrict you from further activities.

DROP-OFF/PICK-UP OF STUDENTS BY PARENTS

As of the fall of 2010, students cannot be dropped off prior to 8:00 AM unless they are directly involved in an activity and are being supervised by a certified staff member.

If a parent is bringing a student in the morning by car, they must be dropped off at the designated entrance for the school. Students arriving after the start of the school day must report to the main office for a pass to class.

Parents are asked to notify the office of ANY changes regarding how your child arrives or leaves school. Specifically included are day care drop-off/pick-up and other situations involving childcare. If your child is expected to be either a walker or bus rider and you make other arrangements, the office must be notified of the change. Students occasionally ask to go home with another student. This is only permitted on an emergency basis.

Parents wishing to pick-up students at the end of the school day should also pick up in the designated area of the school. If your child usually rides a bus to school and for emergency reasons must ride a different bus home, a note must be sent to school in the morning requesting the change with your signature and given to the office. These "special" situations must be of an emergency nature.

FIELD TRIPS

From time to time, field trips may be planned for educational purposes to meet classroom objectives. These objectives might include specific curricular activities and/or celebrations of accomplishments. It is our position that participation and attendance on field trips is a privilege. Students who do not maintain satisfactory classroom performance, attendance, and behavior standards may be excluded from participation and attendance on field trips. Those remaining behind will complete assigned course work and/or serve appropriate disciplinary placements. Overnight or out-of-town field trips may have additional requirements and prerequisites placed on participation. While students are attending field trips, they are held to the same rules and procedures as if they were still at school. Additionally, overnight or out-of-town field trips may require additional rules or policies to be imposed to ensure safety and order so that the objectives of the field trip are met. In deciding whether a student may have parent permission to attend a field trip, it is important to understand that parents and students accept full responsibility for the child's actions while on the trip.

FIRE DRILLS/TORNADO EMERGENCY/CODE RED

A fire evacuation plan has been given to each teacher and will be posted in each room. Students should study the plan and become familiar with it. When the fire alarm sounds, students will immediately stand and form ranks as they leave the room. Running is not permitted. The first students to reach the outside door should hold it open until all have left the building. Students are not permitted to talk during a fire drill and are to remain outside of the building until the signal to return is given by the administration. In the event of an actual emergency, instructions will be given over the PA system. Students should take shelter in accordance with practiced tornado drill procedures. In the event of an actual emergency, Code Red instructions will be given over the PA system. Students should take shelter in accordance with practiced Code Red procedures.

GUIDANCE

The guidance counselor is available throughout the day to assist students and parents. It is advisable to make an appointment in advance to assure ample conference time. The counselor, both on a group and an individual basis, will make periodic contacts with students. Students who wish to see the counselor or any person in the office must first go to their teacher, secure a written pass, and then come to the office.

GUM

Chewing of gum is permissible at the discretion of the classroom teacher. For safety reasons, gum chewing is not permitted in classes like P.E., Band, Chorus, and other such classes as defined by the teacher.

HALL PASSES

Written permission is required for all students who are excused from class. Students will only be given permission if the teacher determines that an emergency situation exists. A teacher or office personnel must sign the agenda indicating time and destination.

HOMEWORK & STUDY TIPS

Our goal is to help your child become responsible for his/her own schoolwork. You may help us by seeing that a time schedule is followed and encourage him/her to ask for help when needed. Independent learning is a necessary lifetime skill. Parents and teachers share responsibility for helping students develop positive attitudes about homework. Parents can help their children by:

1. Cooperating with the school in helping to make homework effective.
2. Providing a quiet location for study.
3. Insisting that the child completes the homework.
4. Providing encouragement for the child.
5. Avoiding unnecessary pressure.
6. Allowing the child to complete the assignments with a minimum amount of assistance.
7. Providing a helpful, interested audience for oral reading and reports as needed.
8. Planning and budgeting time to allow for the child's needs: mental, social, emotional, and physical.
9. Providing transportation to and from academic assistance programs.

LOST & FOUND

Check with your teachers and in the office for lost articles. Report any missing items to the office.

LUNCH MONEY

A debit card account is established for all students (grades 5-8). Parents may send in money during the week and deposit it in the main office cafeteria box. Students are allowed to use cash daily; however, the card is preferred. Parents/guardians may also deposit money to their students' accounts via Meal Time online which may be accessed at www.lcsc.us. Click "For Parents". Then click on "Mealtime."

LUNCH PERIODS

All students must go to the cafeteria during the lunch period. Food may not be taken out of the cafeteria. All students are responsible for disposing of garbage and leaving a clean eating area. This year's cost for a hot lunch is \$2.00 for all grades. It is the responsibility of each student's parent or guardian to maintain sufficient money in their child's lunch account. The cashier will notify students every day of their remaining balance. If a student does not have sufficient funds in their account to purchase a meal and a parent calls the food service office stating they forgot to send the money in for the day, a student will be allowed to charge a combo meal. Other than the above situation, no charges are permitted. While the Food Service Department is not obligated to provide meals for students with insufficient funds, we will offer a cheese sandwich or a hot dog and milk to these students for which their account will be charged \$1.00. If a parent calls the Food Service office requesting his child be allowed to charge, we will permit a one time charge of a Combo Meal only. Ala carte items may not be charged. When a student has a zero balance, we will offer up to three meal substitutions, and parents will be called after the first substitution. No ala carte items may be purchased until negative balance is paid. If account is not resolved after third meal substitution, principal will be notified. After three (3) consecutive charges, the matter will be referred to the administration. Students should keep their account number confidential.

MEDIA CENTER/LIBRARY

Everyone is welcome to use the Library Media Center. We are open during SRT, before school (8:35 to 8:45) and after school (3:40 to 3:55). Students may also come to the library during a class period, with a pass from their teacher. When using the library, there are certain rules to be observed.

1. The library is to be used for research, studying, or reading. It is not a social hall.
2. When a book is checked out, it is the student's responsibility to return it on time or to pay a fine.
3. Eating and drinking are not permitted in the library.
4. Inappropriate behavior (running, chasing, etc.) could result in loss of library privileges.

NATIONAL JUNIOR HONOR SOCIETY

The National Junior Honor Society is open to second-semester seventh and eighth graders who have:

1. Maintained a 3.33 cumulative grade point average.
2. Been involved in at least four extra-curricular activities (a minimum of 2 school activities and 2 non-school activities).
3. Shown leadership qualities and responsible character traits.
4. Shown outstanding citizenship qualities (excellent conduct).
5. Been selected for membership by the faculty committee.

PARENT CONFERENCES

We encourage all parents to visit the school to discuss their child's progress. Should any parent wish to have a teacher conference, it may be arranged by calling the school in advance. Conferences are scheduled before or after the student day, or at any time during the day that the teacher is not scheduled to meet with a class. All parents should report to the office and have a teacher meet them there.

PLAYGROUND RULES

Playground safety is important to everyone and children should be directed to play in a manner that will not cause harm to other students. The following rules regarding playground will be enforced:

1. Children must ask permission to enter the building during recess.
2. Profanity is not allowed. Students may not make threatening, intimidating, or harassing remarks.
3. Wrestling, fighting or other forms of rough play are not permitted.
4. Children must not throw stones, gravel, sticks, mud, snowballs, or other similar substances.
5. Children should not exchange hats, coats, or other items of clothing.
6. Gum chewing is not allowed.
7. No running under or near playground equipment.
8. No one should stand on any equipment not designated for that purpose.
9. No one should play near the building or windows.
10. Children should share the equipment.
11. All students are to follow the instructions of the playground supervisors.
12. Students are to stop playing and line up quickly at the end of the recess.
13. Children are to walk quietly in line.
14. Children are to wear clothing appropriate for the weather conditions.
15. Children are not to bring toys from home.
16. Radios, tape/CD players, or other personal electronic devices are not allowed without the permission of the playground supervisor, or teacher and/or office.
17. Bicycles, skateboards, and skates are not permitted. Furthermore, collectibles and other similar things should be left at home.
18. Students are not permitted to purchase soda pop from the machine during school hours.
19. Rough games involving chasing, pushing, shoving, or grabbing of clothing are not permitted.

PROMOTION, RETENTION, ASSIGNMENT

The goal of the middle school program is to insure that each student has the skills necessary to be successful at the next level of learning. A variety of standards are used to make this determination. Promotion is the only option to get to the freshman center. Assignment to the next grade may be used for students moving from grade 5 to 6, 6 to 7 or 7 to 8, if the school feels that there are special circumstances, which need to be considered. When this option is used, the student must perform satisfactorily the first six weeks or he/she will be returned to the previous grade level.

The guidelines for promotion are:

1. The student must have a passing grade in all subject areas for the final grade at the end of the year.
2. Students in grades 6 and 8 who do not do well on the state tests may be required to attend remedial programs.
3. All students must demonstrate a level of behavioral maturity that indicates the student is socially ready to succeed in the 9th grade. If the committee determines that this is a problem area some options are: Referral for counseling and/or enrollment in the high school summer program. If the student succeeds without problems, he/she will be enrolled at the high school in the fall.

REPORT CARDS

Report cards are issued every nine weeks. Parents should activate an RDS account and check it regularly for progress of their student. Parent Access accounts can be activated through the district website (www.lcsc.us/). Incompletes must be made up within two weeks from the date the report card is sent, unless other arrangements have been made with the administration.

SCHOOL CLOSING

Sometimes it is necessary to call off or delay the opening of school. Such information will be broadcast over the Alert Now automated message system; confirmation of the message can be retrieved at Cancellations.com. Please **DO NOT** call the school, as the phone lines are necessary to communicate with staff.

In cases of early closing, each parent should be sure that his/her child is instructed where to go and what to do in case he/she arrives home early. Consult corporation guidelines for more detailed information.

www.lcsc.us/

The Lake Central School Corporation has contracted with Alert Now to make emergency calls to parents. At registration, parents will be asked to provide contact numbers. Alert Now will be used for school delays, cancellations, and other important school information. Please be sure to receive permission from friends/relatives prior to adding them to your contact list as school delay/cancellation notifications may be sent as early as 5:30 a.m.

SNACK MACHINES

The machines in the foyer may not be used during school hours.

VISITORS

All visitors **MUST** register in the office before going to classrooms. All visitors are required to wear a VISITORS badge when in the building. Parents who have questions regarding visits to the classrooms for the purpose of observing must contact the office to make arrangements in advance. Lake Central Middle Schools do not permit visitors (students) from other schools during the regular school hours.

WITHDRAWALS/TRANSFERS

Any student transferring or withdrawing must first go to the main office and secure a checkout form. This must be done at least two days before leaving the school. All books and equipment are to be returned and all fees paid. Each teacher will initial and enter the up-to-date grade. Students must then secure final signature from the treasurer. This being done, the secretary will complete the transfer form.

This student handbook is not the School Board Policy Manual. The School Board Policy Manual contains more specific information about certain subjects that may not be contained within this handbook. If provisions of this handbook contradict board policy, then board policy prevails.

RULES OF BEHAVIOR AT ALL LAKE CENTRAL MIDDLE SCHOOLS

In any society, general rules and policies are necessary for orderly operation and for ensuring the safety of all members. Good discipline and order are positive aspects of school rather than negative. It is the duty of the school to help students adjust – rather than punish – and to turn the unacceptable behavior into acceptable. Good discipline is the absence of distractions or disturbances that interfere with the functioning of the individual, class or school. It is the presence of a friendly, yet business-like atmosphere where all work together for the common good. The following information applies not only to the school day, but is inclusive of all extra-curricular activities involving the school, on the buses, or on school corporation property.

It is the intent of this school that any problems arising from the normal operation of any Lake Central middle school during the school day or at extra-curricular activities be handled on the lowest level possible with the least force or embarrassment necessary to bring about the proper behavioral changes. In this vein it is recommended that private conferences between students, students and teachers, students, teachers, and/or office personnel be used when appropriate. Also, phone calls to parents should be made in private.

In accordance with Indiana Code 20-8-1-5.1.8, the following are grounds for student suspension and/or expulsion, subject to the procedural requirements of this chapter and as stated by school corporation rules:

1. Student misconduct
2. Substantial disobedience

The grounds for suspension and/or expulsion listed in the previous subsection apply when a student is:

1. On school grounds immediately before or during school hours, immediately after school hours, or at any other time when the school is being used by a school group;

2. Off school grounds at a school activity, function, or event, or;
3. Traveling to or from school or a school activity, function, or event.

In accordance with Indiana Law 20-8.1-5.1-9, in addition to the grounds previously specified, a student may be suspended or expelled for engaging in unlawful activity on or off school grounds if:

1. The unlawful activity may reasonably be considered to be an interference with school purpose or an educational function; or
2. The student's removal is necessary to restore order or protect persons on school property; including an unlawful activity during weekends, holidays, other school breaks, and the summer period when a student may not be attending classes or other school functions.

STUDENT RULES OF CONDUCT

STUDENT MISCONDUCT/SUBSTANTIAL DISOBEDIENCE

1. BULLYING

It is the policy of this school corporation to maintain a learning environment that is free from harassment, intimidation and bullying. To this end, this administrative regulation has been established to define bullying, to outline procedures to combat bullying and to identify consequences for those students who engage in the act of bullying on school premises, during travel to and from school, or during attendance at school-related activities.

Definition: Bullying of others may include, but is not limited to any repetitive, aggressive, or negative written, verbal or physical act(s) that place(s) another student in reasonable fear of harm to his or her person or property, or that has the effect of insulting or demeaning any student in such a way as to disrupt or interfere with the school's educational mission and:

- a. that is motivated by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory disability;
- b. that is motivated by any other distinguishing characteristic(s);
- c. that a reasonable person should know, under the circumstances, that the act(s) will have the effect of harming a student or damaging the student's property, or placing a student in reasonable fear of harm to his person or damage to his property; and/or
- d. that has the effect of insulting or demeaning any student or group of students in such a way as to cause substantial disruption in, or substantial interference with, the orderly operation of the school.

For additional information please refer to the Lake Central School Corporation Student Code of Conduct booklet.

2. BUS REGULATIONS/RULES

Riding the bus is a privilege not a right. Students are expected to follow all safety rules established by the corporation. The bus driver has the same authority as a teacher, and students are expected to follow his/her directions quickly and without question. We will not allow the safety of some children to be jeopardized by the disruptive conduct of another child. Students may be suspended from riding the bus for periods of one or more days. **The Lake Central School Corporation will not provide school bus service for those students whose conduct or lack of cooperation does or could endanger the safety of other students.**

Effective January 1, 2010, all Lake Central students riding the bus will only be picked up at their designated bus stop. Should a student miss the bus at his/her designated stop, parents will be responsible for transporting their child directly to their child's school. Bus drivers will not permit entry of a student on to the bus at any stop after the student's designated bus stop. No exception will be made. As such, we encourage our parents to plan in advance to have their child ready for pick up daily.

Students are expected to adhere to the school bus rules. Students will receive and be held accountable for compliance to these rules.

- a. Students must cooperate with and follow the directions of the bus driver at all times.
- b. All students should arrive at their designated bus stop five minutes prior to their scheduled pick up time.
- c. No one should enter or leave the bus until it has come to a full stop, and the doors are opened by the driver.
- d. All students will be seated immediately in their assigned seat on the bus.
- e. No student shall stand or move from place to place during the trip.
- f. The bus driver must grant permission before windows or doors may be opened or closed. Students must keep their head, hands, and arms inside the bus at all times.
- g. Students disembarking buses on the opposite side of the road from their homes must cross the road in front of the bus.
- h. Smoking is not permitted, and offenders will not be transported.

- i. Bus riders shall not litter the bus in any way.
- j. Damage to the school bus shall be paid for by the student causing the damage.
- k. Because buses are loaded to near capacity, except for emergency situations, permission will not be granted for any individuals or groups to ride buses other than their own.
- l. The following items are not allowed on school buses:
 - baseball bats, golf clubs, or any other hard objects which could become projectiles in the event of a fast stop or accident
 - animals
 - insects
 - objects made of glass
 - weapons (firearms, knives, martial arts paraphernalia)
- m. The following behavior **WILL NOT BE TOLERATED**:
 - Not remaining in your assigned seat until arrival at your destination.
 - Scuffling and fighting.
 - Loud, boisterous, profane language, or indecent conduct.
 - Teasing, tripping, holding, hitting, or objectionable use of hands and feet.
 - Standing on, walking on seats.
 - Writing on, or in any way defacing the interior or exterior of the bus.
 - Talking at the railroad tracks.
- n. The individual building principal may supplement these rules.
- o. Any item not allowed in school is also not allowed on the bus. This includes matches or lighters, skateboards, firecrackers, or any other item that may be hazardous to the safety of others. Parents with questions or concerns regarding bus stops, routes, etc. should contact the corporation transportation director at 365-3141.
- p. **BUS ASSIGNMENTS**: Students are assigned to buses by the school, and they must ride the bus to which they are assigned. The drivers have been directed to refuse to transport any student assigned to another bus without prior approval.
- q. **ADDITIONAL REMINDERS**: Permission to ride another bus will be granted only in emergency situations. Parents must personally notify the principal. Because of crowding on buses, we will not give permission for students to ride other buses simply to attend parties or to stay overnight. Students must obtain a bus pass from the office in order to ride a different bus.
- r. **BOARDING THE BUS BEFORE SCHOOL**: All students who ride the bus must be at their designated stop at the time indicated by the driver. Students must not stand in traffic lanes while awaiting their bus.

3. CAMERAS

Security cameras are utilized in our school. The cameras are a tool to prevent and detect violations of the code of conduct. However, security cameras are mechanical pieces of equipment that occasionally malfunction and are limited by the line of sight and location in which they are mounted. As a result, not all areas of the building are covered at all times. Also, the cameras are not monitored at all times. If a student observes an infraction, she/he is asked to report it to the office immediately. The viewing of any recording is limited to the school administration.

4. CHEATING/PLAGIARISM

Any form of cheating or plagiarism will not be tolerated. Cheating exists when a student copies another student's work or a student allows another to copy his/her work. Plagiarism exists when information is copied from another source without so noting. Cheating or plagiarism on the first offense will result in loss of credit for the specific examination or activity. Further incidents of cheating or plagiarism could result in an "F" for the course.

Academic Code of Honor

A student is guilty of academic dishonesty when he or she engages in any illegal or improper activity for the purpose of improving a grade or a test score. This includes, but is not limited to:

1. Any form of cheating (i.e. giving or receiving answers for any type of test, quiz or assignment without the teacher's authorization), or
2. Plagiarizing (i.e. submission of term papers, reports, etc. that are not original works by the student unless otherwise authorized by the teacher).

Academic dishonesty will be dealt with at two different disciplinary levels and is based on the severity of the act.

The teacher will handle level one violations. Students caught cheating will receive a zero (0) on the assignment. Students found guilty of a level one violation will be ineligible for National Honor society or Junior Honor Society for their next eligible year.

Examples of a Level One violation:

- A. Looking on another's test or quiz
- B. Using electronic devices or other secretive methods to give answers on a test or quiz
- C. Taking substantial information from another source but not crediting the source

The principal will handle level two violations. Students found guilty of a level two violation will receive a zero (0) on the test, quiz or written assignment and may be subject to suspension or a request for expulsion. Students found guilty of a Level Two violation will be ineligible for National Honor Society or Junior Honor Society for their next two eligible years.

Examples of a Level Two Violation:

- A. A second Level One violation
- B. Taking papers from the Internet, other publications, other students, and/or people
- C. Taking any test or part of any test to use or give to others

5. CLOSED CAMPUS

In the interest of student safety the Lake Central Middle Schools have a closed campus policy. After arriving on school grounds in the morning students are not permitted to leave school grounds unless they have been signed out by a parent or guardian or are participating in a school-sponsored trip. Students attending extra-curricular events are to remain at the event until the conclusion of the event or when they are picked up by a parent or guardian. The Lake Central Middle Schools do not allow student "pass outs" during extra-curricular events.

6. COMPUTERS

Any inappropriate use of computers or school equipment will result in severe disciplinary action. Students using computer equipment and/or electronic devices owned by parties other than the school corporation, whether on or off of school property, may be held accountable for violations of this student handbook if the use in any way causes a substantial disruption of the educational process or causes harm or potential harm to students, staff, or other persons affiliated with the school or the school corporation. This includes the use of home computers, library computers, or any other computer or electronic device to which the student may have access.

7. CONDUCT AT ATHLETIC EVENTS

Proper spectator conduct at athletic contests is expected.

- a. Students may leave their seats only at half time and at the end of the game.
- b. Students who leave the building will NOT be readmitted.
- c. Refreshments will be sold only at half time and between games.
- d. Students may not go to their lockers during or after the games.
- e. Good sportsmanship means cheering our team and respecting the other school. Everyone accepts the judges'/referee's decisions without complaint.
- f. Cheers will be in good taste and led by the cheerleaders.
- g. Students are expected to have rides available no longer than fifteen minutes after the extracurricular event is completed. Faculty sponsors cannot be expected to assume responsibility for students after this length of time. Failure of parents to pick up students in this time frame will result in the student not being allowed to attend extracurricular events.
- h. Throwing of foreign objects will result in the immediate removal of the student from the game and possible future events.

8. DAMAGE TO PROPERTY

Lake Central Middle Schools will not tolerate intentional or unintentional damage to school property or intentional or unintentional damage to property and/or possessions of another individual. Causing or attempting to cause damage to school property or property and/or possessions of any individual at Lake Central Middle School will result in disciplinary action and remuneration for damages. Setting fire or attempting to set fire to any objects, building, or person on school property is considered arson and will result in suspension and/or request for expulsion, as well as notification of civil authorities. Any littering on school property is prohibited.

9. DANCE ELIGIBILITY

During the school year, any student that receives two out of school suspensions for violation(s) of school rules or returns to school on a stay of expulsion (regardless of the number of suspensions), has had two or more trancies or has been expelled from school the previous semester, may not be eligible to attend after school dances.

10. DANGEROUS ACTIVITIES

Intentionally or unintentionally causing or attempting to cause physical injury or intentionally/unintentionally behaving in such a way as

could reasonably cause physical injury to any person may result in severe disciplinary action.

11. DEMONSTRATIONS

Demonstrations include 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 is inappropriate and will not be tolerated. The following enumeration is only illustrative and not limited to the type of conduct prohibited by this rule.

- Occupying any school building, school grounds, or part thereof with intent to deprive others of its use.
- Blocking the entrance 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.
- Prevention of, or attempting to prevent by physical act, the convening or continued functioning of any school or education function, or of any meeting or assembly on school property.

12. DISRESPECT TOWARD STAFF MEMBERS

All students are to show respect to teachers, administrators, and non-certified staff members, (substitutes, bus drivers, secretaries, custodians, cafeteria personnel, etc.) at all times. Profanity, threatening remarks, posturing, obscene and/or offensive language, or gestures by students directed toward a staff member are not allowed and will result in suspension and/or possible request for expulsion. Physically assaulting a staff member will result in suspension, request for expulsion, and request for prosecution by civil authorities.

13. DISRUPTIVE ACTIVITIES

Students are prohibited from participating in any act that could be considered disruptive to the educational process, including but not limited to lying, deception, forgery, possession of official school documents or throwing food in the cafeteria. Continued and intentional making of noise or acting in any manner so as to interfere with any teacher's ability to conduct the educational function under his/her supervision is prohibited. Consequences may range from detention to expulsion.

14. DRESS CODE

It is the responsibility of the parent to have their child dressed for school appropriately, reflecting good taste and proper modesty. The administration retains the authorization to ban any article of clothing containing any type of writing, picture, symbol, or message not appropriately and positively related to any Lake Central School. Therefore, the following statements reflect the school's position on dress:

- a. Hats, bandanas, or head coverings of any kind are not to be worn in any Lake Central school building. This includes extracurricular functions as well. The only exceptions are valid religious or medical reasons.
- b. As a general guideline, students should dress appropriately for the weather.
- c. Any clothing signifying gang-related activities, slogans, colors, etc. are strictly prohibited.
- d. T-shirts or other attire or pins that advertise or promote alcoholic beverages, smoking, drugs, or profanity or with suggestive messages or pictures are unacceptable at the middle school level. Also, shirts with disregard for human life are inappropriate.
- e. Shortened shirts or blouses that expose the midriff are unacceptable. Also no revealing, low-cut, or see-through clothing is allowed. All shirts or blouses must have sleeves and must be able to overlap the waistband of skirts, shorts or pants. Mesh or tank tops (with enlarged sleeve openings) must be covered with an over-blouse/shirt or must be worn on top of a t-shirt. Shorts/skirts must be fingertip length or longer when the arms are extended at the sides.
- f. Torn blue jeans above the knee, clothing in apparent disrepair, or clothing in unclean condition is unacceptable.
- g. Jacket, coats, gloves, or other forms of outerwear are not to be worn in the classroom.
- h. In the interest of safety and good health, shoes must be worn at all times.
- i. Any bizarre or extreme dress or appearance that is disruptive to the educational process is prohibited. No beachwear is permitted. Chains, spikes, studs, and extreme hairstyles are inappropriate for school. Administration, teachers, and staff may request that body piercings be removed if they pose a safety problem or a disruption of the educational process.
- j. Sunglasses (unless authorized by a doctor) may not be worn.
- k. All pants must be fitted at the waist, seat, and must not touch the floor – no sagging of pants. All belts must be of proper length. No dangling of belts is permitted.
- l. Student athletes are to be dressed appropriately when attending events. Lake Central Middle School teams will forfeit any game where the team is dressed in a manner that is not in good taste.

15. DISSEMINATING INFORMATION

Disseminating, posting, or in any other way communicating information unrelated to school activities is prohibited (parties, concerts, fundraisers, etc).

16. DRUGS, TOBACCO, AND ALCOHOL

The Lake Central School Corporation does not tolerate the use or possession of illegal drugs or look-alike drugs, marijuana, narcotics, controlled substances, alcoholic beverages, inhalants, or intoxicants of any kind as well as drug apparatus or paraphernalia. Consumption or ingestion of any controlled substance, alcoholic beverages, drug, or intoxicant of any kind before attending school or a school function or event is grounds for suspension and/or expulsion. Possession and use of tobacco products by minors is illegal and not permitted on school property. This includes matches, lighters, cigarettes, chewing tobacco, smoking pipes, and other items which are deemed to be inappropriate. Using, possessing, buying, attempting to buy or sell, or being under the influence or pretending to be under the influence or partaking of any of the items listed above by any student while on school property or at any function connected with any Lake Central Middle School, will result in suspension, notification of civil authorities and initiation of expulsion procedures in accordance with the Lake Central drug and alcohol policy.

Selling of controlled substances: Notification of incident within 1000 feet of school property – school officials will report to the local law enforcement agency and the Indiana Criminal Justice System observed criminal law violations of or within 1000 feet of school property IC 20-33-9-6.

The Student Assistance Program (SAP) is a voluntary program for treatment, care, and rehabilitation of middle school students who are first time violators of the Lake Central Drug and Alcohol Policy – 007.14. More information on the SAP program is available through your child's building administrator/designee.

17. ELECTRONIC DEVICES

Students are encouraged to leave all electronic devices at home. By bringing these devices on school grounds students give the school administration consent to access voicemails, text messages, call logs, picture galleries, hard drives, memory cards, etc. to determine ownership (if lost) or when there is reason to believe they contain evidence of a school-rule or law violation. These devices are not to be used during regular school hours. Students using any type of electronic devices during a class assessment (test, quiz, etc) may be considered in violation of the academic dishonesty policy. Students are encouraged to leave these devices at home or in their lockers. Lake Central is not responsible for stolen and/or damaged phones or electronic devices at school. Use of these items during the school day will result in a disciplinary consequence. Sending, sharing, viewing, or possessing pictures, text messages, emails, or other material of a sexual nature in electronic or any other form, including the contents of a cell phone or other electronic device, may result in suspension or a request for expulsion.

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.
- 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.
- More detailed information as to the specific types of conduct deemed to constitute child exploitation, child pornography, or sexual exploitation may be obtained by contacting your building principal.

18. FAILURE TO REPORT

A student is expected to report to the appropriate teacher or administrator if he or she has knowledge about the actions or plans of another person where those actions or plans, if carried out, could result in harm to another person or persons, a violation of school rules or policies, or damage to property. If a student fails to do so, he or she may be subject to discipline up to and including suspension and/or expulsion from school.

19. FALSE FIRE ALARM

According to state law, the fire alarms at all Lake Central middle schools are to be used only in case of a fire. Misuse of fire alarms or non-emergency calls to 911 is punishable by suspension and may result in a request for expulsion. Civil authorities will be notified.

20. FIGHTING

All schools within the LCSC have adopted a "zero tolerance" approach to fighting. Accordingly, the Lake Central middle schools do not allow ANY FIGHTING among students. A student who takes any physical action, intentional or unintentional, toward another student is considered a participant in a fight. Do not come into the office claiming you were only playing. We will not listen to this excuse. The schools will consider "self-defense" the taking of action that prevented injury to ones self and/or assisting one's self in getting away

from the situation. This is clearly different from retaliation, "getting even" or "hitting back".

21. FIRE/EMERGENCY DRILL CONDUCT

Due to the serious nature of a fire drill, code red, tornado drill, or any other drill procedure, any student misconduct will result in discipline up to and including suspension and/or request for expulsion from school.

22. GAMBLING/SELLING

Any form of gambling is strictly prohibited. This includes card games, dice, flipping coins, or selling chances for personal gain. Students are also prohibited from selling any lottery type chances on sporting or other events at any Lake Central middle school.

23. GANG/CULT/OCCULT ACTIVITIES – (IC 35-45-9)

The presence of gangs, cults, and occults can cause a substantial disruption of the learning process and acceptable school activities. Therefore, the administration will attempt to prohibit this activity by restricting the following actions:

No student on or about school property or at any school activity shall:

1. Wear, possess, use, distribute, display or sell any clothing, jewelry, or other such items identified and associated with gang, cult, and occult membership or affiliation.
2. Use hand signals, graffiti, gestures or other written communications showing membership or affiliation in a gang, cult or occult.
3. Use any speech or commit any act in promoting of gang, cult, or occult interests or activities including but not limited to:
 - a. soliciting others for membership in any gang, cult, or occult
 - b. threatening or intimidating others
 - c. inciting others to commit physical violence
 - d. claiming gang affiliation

IC 35-45-9-1

"Criminal gang" defined

35-45-9-1 Sec. 1. As used in this chapter, "criminal gang" means a group with at least five (5) members that specifically;

(1) either:

- (A) promotes, sponsors, or assists in; or
- (B) participates in; or

(2) requires as a condition of membership or continued membership; the commission of a felony or an act that would be a felony if committed by an adult or the offense of battery (IC 35-42-2-1).

As added by P.L. 180-1991, SEC. 11. Amended by P.L. 140-1994, SEC.5.

IC 35-45-9-3

Participation in criminal gang; offense 35-45-9-3 Sec. 3. A person who knowingly or intentionally actively participates in a criminal gang commits criminal gang activity, a Class D felony. As added by P.L. 180-1991, SEC.11.

IC 35-45-9-4

Threats; refusal to join or withdrawal from gang; intimidation offense

35-45-9-4 Sec. 4. A person who threatens another person because the other person:

- (1) refuses to join a criminal gang; or
- (2) has withdrawn from a criminal gang; commits criminal gang intimidation, a Class C felony.

As Added by P.L. 180-1991, SEC.11.

A violation of any section of this policy will result in a suspension and a request for expulsion

24. GESTURES/COMBATIVE ACTS

Students are to keep their hands to themselves at all times.

Pushing, shoving, horseplay, roughhousing, and other aggressive behavior will not be tolerated and will result in severe disciplinary action. Do not come into the office claiming you were only playing. We will not listen to this excuse.

25. HABITUAL OFFENDERS

Students who accumulate 10 or more disciplinary actions may be placed on probationary contract and considered a habitual offender of school rules. Habitual offenders will be disciplined and continued problems may result in suspension/request for expulsion.

26. HALLWAY MISCONDUCT

Orderly hallway conduct is required of all Lake Central middle school students. Running, spitting, pushing, tripping or knocking over garbage cans in the hallways is prohibited at all times. Students are to move to assigned classrooms without loitering. Use of lockers between classes is discouraged and may result in tardiness to class. Any student who is in the hallway during class time must have a pass signed by a teacher.

27. HARASSMENT/EXTORTION

Harassment, including but not limited to intimidation, threats, extortion, activities deemed to be racist or 'hateful' in nature, and initiation activities, by persons at any Lake Central middle school is prohibited. A student who is a victim of harassment or related activities is expected to report such actions to the principal, assistant principal or other designated authority. A student who is involved in any form of harassment of another student is in direct violation of school behavior policies and such action will result in suspension and/or request for expulsion. Examples of harassment could include verbal harassment or abuse, including racial/ethnic slurs, name calling, comments directed at an individual due to a disability (actual or perceived), repeated remarks to a person with demeaning implications, unwelcome and inappropriate touching, pressure for activity, displaying pictures, posters, calendars, graffiti, or other materials which are suggestive, demeaning, or pornographic. Sexual harassment is also prohibited.

Sexual Harassment...

It's unwelcome sexual behavior that makes a person feel uncomfortable and unsafe. Sexual harassment can take many forms. It may be:

Physical – standing in someone's way or standing too close; bumping into someone or brushing against the person on purpose; patting, hugging or kissing; grabbing, touching or pinching.

Verbal – threats; insults; comments about a person's body; sexual jokes, suggestions or remarks; sexual stories or rumors; notes, letters or graffiti; pressure to go out on a date; or whistles or rude noises.

Nonverbal – staring at someone's body; sexual pictures or drawings; mimicking or pantomiming in an insulting way; or gestures or looks (winking, licking lips, or suggestive body movements).

Some examples of sexual harassment include:

- Calls out obscene names, whistles or shouts sexual suggestions to a student walking by.
- Passes "dirty" notes or pictures or puts them in a person's book or locker.
- Calls someone at home and makes obscene suggestions or noises.
- Tells "dirty" stories near someone who doesn't want to hear them.
- Stares at a person's body in a sexual way.
- Purposely bumps into someone, stands too close or blocks the way.
- Writes graffiti or starts rumors about someone's sexual behavior or orientation.
- Hugs, grabs, pinches or touches someone sexually.

Any student who makes a false charge of sexual harassment against another student or school employee in a deliberate attempt to demean, abuse, or embarrass that individual shall also be subject to suspension and/or request for expulsion.

28. ILLEGAL ACTIVITIES

Students are prohibited from engaging in any activity that is a violation of local, state, and/or federal law. Students are further prohibited from aiding, assisting, or conspiring with another person to violate these student conduct rules or state or federal law. Students who plan or conspire with others on or off school grounds to implement any kind of action that could possibly harm, hurt, or injure others, or that would cause a disruption to the educational process, even if they do not carry out their plan, will be subject to disciplinary action including, but not limited to, suspension and/or a request for expulsion. Students that engage in this type of activity could be subject to suspension and/or expulsion. A student may be suspended or expelled for engaging in unlawful activity on or off of school grounds if the unlawful activity may reasonably be considered to be an interference with school purposes or an educational function, or the student's removal is necessary to restore order or protect persons on school property. This includes any unlawful activity meeting the above criteria that takes place during weekends, holidays, other school breaks, and the summer period when a student may not be attending classes or other school functions.

29. INSUBORDINATION

Students are to follow all instructions and directions, written and verbal, given to them by teachers, administrators, and non-certified staff members (bus drivers, secretaries, custodians, cafeteria personnel, substitutes, etc.). Refusal to follow the instructions or directions of

any staff member constitutes insubordination. Examples of insubordination include: refusing to identify oneself, giving a false name, refusing to report to the office, repeated failure to do work or turn in assignments, etc. Consequences of insubordination may result in disciplinary action ranging from detention to expulsion. In the event that a student does not agree with instructions or directions given by a staff member, the student will carry out the instructions or directions to the best of his/her ability and request a review of the actions at a later date.

30. LEWD, INDECENT, OFFENSIVE BEHAVIOR, PORNOGRAPHIC MATERIALS, OR SEXTING

Any behavior offensive to common propriety or decency, including, but not limited to, "mooning", indecent exposure, offensive touching, possessions, distribution or display of obscene or "hate" material or similar behavior will result in a suspension and possible recommendation for expulsion. Possession of nude photos of underage individuals or any student, including but not limited to within electronic devices, will result in the incident being reported to Child Protective Services of local law enforcement. (Additional information is available under Rule 17, ELECTRONIC DEVICES.)

31. 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 corporation where the student is enrolled. The administration will request expulsionary proceedings to ensure that the student is attending school in his/her proper district.

32. LOCKERS

Lockers should be kept clean and neat. Do not stick things in your locker that cannot be removed easily. Do not kick or force them to close. If you have trouble with your locker, see the office. Only you are given the locker combination. If you give it to other persons, you have lost this security. Students are not to share lockers. Students are not allowed to be in another student's locker. Also, please make sure you do not leave your locker unlocked. Students are reminded that "presetting" their locker combination makes the contents of their lockers accessible to all. According to Indiana state law, school lockers remain the property of the school and school authorities have a responsibility and a right to examine the contents of lockers for reasons of health, safety and security. The Lake Central middle schools assume no liability for lost or stolen items from the lockers.

33. LOITERING

Students may not remain in the building or on Lake Central school corporation property after school unless under proper supervision or involved in extracurricular or academic activities.

34. PATRIOTIC OBSERVANCE

Patriotic and respectful behavior is expected of all students attending any Lake Central middle school during the school day and while attending any civic or school activity.

35. PHYSICAL DISPLAY OF AFFECTION

All Lake Central middle schools prohibit romantic gestures, such as holding hands, kissing, any other physical display of affection, or any other inappropriate physical contact. Engaging in any sexual behavior on school property or at any function related to Lake Central may result in suspension and/or a request for expulsion.

36. POSSESSION OF ILLEGAL OR DANGEROUS OBJECT (S)

The possession and/or use of any items that are considered illegal or dangerous are forbidden at all Lake Central middle schools. Possession and/or use of any item that could be considered a weapon or explosive device (including fireworks) will result in severe disciplinary action and notification of civil authorities. These items include but are not limited to knives of any sort, guns, brass knuckles, chains, spikes, studs, ammunition, gun powder, flash powder, bombs or destructive device, stun guns, noxious sprays, vials, or look alike items intended to threaten or intimidate others. Possession of the above items may result in a suspension and/or a request for expulsion.

37. POSSESSION OF PROHIBITED OBJECTS

All Lake Central middle schools forbid the possession and/or use of any item that could interfere with the educational process (squirr guns, radios, walk-man, video games, laser pointers, skateboards, tools, electronic novelties, collectibles, and other nuisance items. In addition, students are prohibited from throwing, projecting, or transferring any object in a manner that might injure other individuals. The Lake Central middle schools will not be responsible for lost or stolen items. Possession of the above items may result in a suspension and/or request for expulsion.

38. POSSESSION OF A FIREARM OR DEADLY WEAPON

- a. No student shall possess, handle or transmit any firearm or look-alike firearm on school property.
- b. The following devices are considered to be a firearm as defined in Section 921 of Title 18 of the United States Code: (1) Any weapon which will or is designed to or may readily be converted to expel a projectile by the action of an explosive. (2) The frame or re-

ceiver of any weapon described above. (3) Any firearm muffler or firearm silencer. (4) 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 four ounces, mine, or any similar device. (5) Any weapon which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than one-half inch in diameter.

(6) Any combination of parts either designed or intended for use in converting any device into any destructive device and from which a destructive device may be readily assembled. The following devices are also 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.

In accordance with Indiana Code 20-8.1-5.1-10 a student who is (1) identified as bringing a firearm or deadly weapon to school or on school property, or (2) in possession of a firearm or deadly weapon on school property, must be expelled for a period of at least one (1) calendar year, with the return of the student to be at the beginning of the first school semester after the end of the one (1) year period.

In accordance with Indiana Code 35-47-5-2.5

Possession of a knife on school property 35-47-5-2.5 Sec. 2.5. (a) As used in this section, "knife" means an instrument that: (1) consists of a sharp edged or sharp pointed blade capable of inflicting cutting, stabbing, or tearing wounds; and (2) is intended to be used as a weapon. (b) The term includes a dagger, dirk, poniard, stiletto, switchblade knife, or gravity knife. (c) A person who recklessly, knowingly, or intentionally possesses a knife on: (1) school property (as defined in IC 35-41-1-24.7); (2) a school bus (as defined in IC 20-27-2-8); or (3) a special purpose bus (as defined in IC 20-27-2-10); commits a Class B misdemeanor. However, the offense is a Class A misdemeanor if the person has a previous unrelated conviction under this section and a Class D felony if the offense results in bodily injury or serious bodily injury to another person. (d) This section does not apply to a person who possesses a knife: (1) if: (A) the knife is provided to the person by the school corporation or possession of the knife is authorized by the school corporation; and (B) the person uses the knife for a purpose authorized by the school corporation; or (2) if the knife is secured in a motor vehicle. As added by P.L.72-2006, SEC.9.

39. PROFANITY/OBSCENE BEHAVIOR

Profanity and/or obscene language or gestures by any student will not be tolerated and will result in a minimum consequence of a Friday School. Profanity or obscenities of any kind directed at a staff member will result in a minimum of suspension and possible expulsion.

40. SAFE USE OF ENTRYWAYS

Students are not to open any exterior door to allow entry by another person without a member of the faculty or administration expressly giving permission to do so.

41. STUDENT EXPRESSION

All Lake Central middle school administrators respect the rights of students to express themselves in word or symbol but recognize that the use of that right must be limited by the need to maintain an orderly school environment and protect the rights of others. Students are expected to exhibit an attitude of courtesy and respect, even when others do not. Students are prohibited from engaging in any activity that is considered to be vulgar. Examples include but are not limited to spoken obscenities, indecent exposure, or gestures. Other types of expression are not recognized as free speech, especially slander, libel, remarks made to incite others or humiliate them based on differences like ethnicity, race, sex, or having a disability.

42. THEFT OF PROPERTY

Lake Central middle schools will not tolerate theft or attempted theft of school property and/or possessions of another individual. These items include, but are not limited to, a teacher's belongings such as books, grade books, tests, and answer keys. This infraction at Lake Central middle schools will result in disciplinary action and remuneration for losses. In addition, the student may face suspension and/or expulsion, as well as possible prosecution by civil authorities.

43. TRESPASSING

Students are not to enter any classroom or office without permission from a teacher, aide or administrator. Trespassing is unauthorized presence on school property without the direct supervision of school personnel. No student is to be on any Lake Central School Corporation property during or after school hours, unless under the supervision of school personnel.

44. VARIOUS ADDITIONAL ITEMS

A written document cannot provide for all contingencies that could or might occur during the course of a school year anymore than it can anticipate every eventuality that might arise in any of the areas covered in this handbook. Therefore, the administration has the right to take appro-

ropriate action when dealing with items, issues, and situations, etc., not outlined in this handbook, and in doing so, apply any reasonable and appropriate disciplinary measure(s) when needed.

POLICIES

ATTENDANCE POLICY

Continuous attendance at school is one of the most important phases of a student's life. Time lost because of absence or tardiness can never be made up or reclaimed. Learning is based upon continuance of instruction; therefore, it is imperative that all students be in attendance in order to get the most from class work. It is very important that an accurate record of attendance is kept for each student.

1. **Absences** – It is the responsibility of every student at Lake Central middle schools to attend school every day that he/she is physically able to do so. When a student is not in attendance at Lake Central middle schools, the student's parent or guardian is expected to contact the school office at the start of the school day. When a student accumulates 10 or more absences per semester, a parent conference can be required. Any absences due to medical reasons must be documented by an original receipt or invoice from the office of a doctor. Photocopies will not be accepted. The physician's office may fax the receipt or invoice to the middle school main office. Faxes will only be accepted from the physician's office. Any other fax transmission will not be accepted. Lake Central reserves the right to verify the absences with the physician. A doctor's receipt or invoice must be submitted to the attendance office upon the student's return to school.
2. **Make-up Policy** – Make up work for absences is a student's responsibility. In most cases assignments given out prior to the absence will be due on the original due date. Students who are absent will need to check Parent RDS to receive updated class information. Parents may come to the office and pick up a child's textbooks, if necessary.
3. **Extended Illness** – If a student is absent for 3 or more days, parents may contact the office. The office will then gather worksheets and detailed information on class work and assignments. Arrangements should also be made for a time that the parent will come to school to pick up those materials.
4. **Release During the School Day** – Any student who must leave the building during the school day for medical reasons (doctor/dentist, etc.) must have a parent or guardian sign the student out upon leaving the building.
5. **Tardies** - Tardies are unnecessary. All students are expected to be in their assigned classrooms when the bell sounds at the start of each class. Tardiness per semester per class will be handled in the following manner:
 - 1st – verbal/written warning
 - 2nd – detention
 - 3rd – detention
 - 4th and subsequent – Friday School/SuspensionA student is limited to three (3) assigned Friday School sessions per semester. Subsequent infractions normally resulting in Friday School will result in a suspension.
6. **Tuancy** – It is the responsibility of all students at Lake Central middle schools to attend school every day that he/she is physically able to do so. All Lake Central middle schools have a closed campus policy every day, unless permission is granted by the administration. From the time the student arrives on school property at the start of the day, he/she should report to the designated area. A student who is not in attendance when he/she is physically able or who is not in his or her assigned area or activity while in the school is considered truant. Class time lost due to truancy will be made up outside the regular school hours. Credit will not be given for work missed due to truancy.

MEDICATION/NURSE

Any student wishing to see the nurse must be given a pass by his/her teacher. **NO STUDENT IS TO REPORT TO THE NURSE'S OFFICE WITHOUT THE PROPER PASS EXCEPT IN AN EMERGENCY.** In case the nurse is not in the building, the student should report to the office. The nurse and office personnel are the only people who have the authority to send students home for apparent sickness or injury. Students may NOT call parents to come and get them without the nurse's knowledge.

- a. All medication must be in its original container and will be kept in the nurse's office.
- b. All medication must have a note from the parent giving the school permission to administer the said drug.
- c. Cough drops and one dose of a non-prescription medication (in its original container) may be carried with written permission of the school nurse.
- d. In order for the school to administer herbal supplements, written authorization from a parent/guardian and a written order of a practitioner must be on file at the school and updated on an annual basis. The practitioner's order must stipulate that the supplement needs to be given during the school day and the time of day it must be administered.

- e. The safe delivery of medication/treatment supplies to the school nurse is the responsibility of the parent/guardian. Only under unusual circumstances should the student deliver medication to the school. In such cases, the parent must first inform the school prior to the delivery by the student. Students are not allowed to take unused medication home. Please send only the amount of medication, in its original container, that your student will use at school.

MENINGOCOCCAL DISEASE

Meningitis is an infection of the fluid of a person's spinal cord and the fluid that surrounds the brain. People sometimes refer to it as spinal meningitis. Meningitis is usually caused by a viral or bacterial infection. Viral meningitis is generally less severe and resolves without specific treatment. Bacterial meningitis can be quite severe and may result in brain damage, hearing loss, or learning disability. For bacterial meningitis, it is also important to know which type of bacteria is causing the meningitis because antibiotics can prevent some types from spreading and infecting other people.

High fever, headache, and stiff neck are common symptoms of meningitis in anyone over the age of 2 years. These symptoms can develop over several hours, or they may take 1 to 2 days. Other symptoms may include nausea, vomiting, discomfort looking into bright lights, confusion, and sleepiness. As the disease progresses, patients of any age may have seizures. If symptoms occur, please contact your health care provider for specific instructions regarding your child.

Some forms of bacterial meningitis are contagious. The bacteria are spread through the exchange of respiratory and throat secretions (i.e. coughing, kissing). Fortunately, none of the bacteria that cause meningitis are as contagious as things like the common cold or the flu, and they are not spread by casual contact or by simply breathing the air where a person with meningitis has been.

There are vaccines against Hib (Haemophilus influenza type b) and some strains of *N. meningitidis* and many types of *Streptococcus pneumoniae*. The vaccines against Hib are very safe and highly effective.

STUDENT INTERNET/ON-LINE ACCESS POLICY

Students of the Lake Central School Corporation now have access to Internet and other on-line services. The Internet consists of computers from all over the world linked together and provides an incredibly rich set of resources. Given the right connections, hardware, and software, the Internet can bring information, data, images, and even computer software into the classroom from places around the globe almost instantaneously. While the benefits of the Internet are indeed enormous it is important to know that the Internet is an unregulated open system and, like any open system, carries risks. The Internet contains materials and potential contacts that could work to both the advantage and disadvantage of young people.

All Lake Central schools require a user agreement and parent permission form for internet use. Staff will maintain careful direction and supervision of materials that are age appropriate and will also enforce the rules for use.

Students using Lake Central equipment to access the Internet and other on-line services must abide by the rules below.

- a. Disruption of the Internet/on-line service, supporting equipment, or information available on it is prohibited, including but not limited to, tampering with hardware or software, vandalizing data, introducing or using computer viruses, attempting to gain access to restricted information or networks, or violating copyright law.
- b. The use of Internet or other services to harass other users or to transmit materials likely to be offensive or objectionable to recipients is prohibited.
- c. Students are to protect themselves and others by not issuing any addresses or telephone numbers over the Internet or other on-line services, remembering that on-line communications are not private.
- d. Any problems or violations of these rules are to be reported to the supervising staff member.
- e. Students will be prohibited from using Internet "chat rooms."
- f. Students are prohibited from using the Internet or other services to post or transmit information in any way that may cause a substantial disruption of the educational process, or that may cause harm or potential harm to another person even if the activity takes place off of school campus, outside of school hours, or using equipment owned by parties other than Lake Central School Corporation.

Persons violating the above rules may be subject to school discipline, up to and including expulsion. Students may be denied future internet/on-line service access, and will be reported to the police or proper authority if in violation of the law.

SEARCH AND SEIZURE

In an effort to provide Lake Central students with a learning environment safe from fear, violence, and exposure to illegal drugs, the board authorizes the administration to conduct searches when it has reasonable suspicion that a student or students may be in possession of stolen property, or an illegal, unauthorized or dangerous substance or object while on school grounds, on a school bus, or while at a school-related function or event. The Board also authorizes random searches when appropriately justified. The administration reserves the right to rely on anonymous tips that are given on a good faith basis to conduct school searches.

I. BASIC STANDARDS

- A. Reasonable Suspicion – As used under this policy, reasonable suspicion means that school officials have grounds for suspecting that a search will lead to the discovery of evidence that a particular student or a student among the general school population:
1. has violated or is violating a school rule or behavioral norm contained in the student handbook;
 2. has violated or is violating a particular law; and/or
 3. possesses an item or substance which presents an immediate danger of physical harm or illness to students and staff, or to school property.

Reasonable suspicion may be created by information obtained from reliable sources and observations of student behavior. Information obtained from the Lake Central Helpline (www.lcsc.com for brochure or 558-2747) may also create reasonable suspicion depending upon the nature of the information, the subject matter of the search, and the intrusiveness of the search. In all circumstances, reasonable suspicion must be more than a “hunch.”

- B. Scope of Search – The scope of any search conducted pursuant to this policy should be limited by the circumstances that motivated the search, the purpose of the search, the intrusiveness of the search, and the age and sex of the students involved. Items found in a student’s possession may provide reasonable grounds to expand the scope of the search; however, absent other justifying circumstances, if the initial search process fails to produce evidence of contraband, etc., there should be no extension of the search efforts.

II. METHODS OF SEARCH

- A. Individual Search – A student’s person and his/her personal effects may be searched by school officials upon reasonable suspicion concerning the particular student.
- B. Hand-Held Metal Detectors – Hand-held metal detectors may be used on both a student’s person and his/her personal effects in conducting a search of the particular student based on reasonable suspicion of that particular student. Hand-held metal detectors may also be used to conduct a search of the general population or of a random grouping of students if reasonably justified.
- C. Use of Canine Units – Police trained canine units may be used to assist in search efforts under the following circumstances:
1. to protect the health and safety of students and staff, and to protect public property from threats of violence, including, but not limited to, weapons, or the placement of a bomb or explosive device on school grounds, buses or at the location of a school activity; and/or
 2. to detect the presence of illegal substances or contraband, including, but not limited to, alcohol and/or drugs.

Search teams will consist of school officials, the canine and the canine handler. Non-school team members shall not be acting in a law enforcement capacity, but shall assist school officials only to the extent necessary for the canine to perform its role in the administrative search. Canine units shall not be used to search students themselves, but shall be used to perform random searches of commons areas, student lockers, desks, storage areas, buses, automobiles, backpacks, and other areas or locations on school grounds where contraband may be hidden.

- D. Search of Student Lockers – School lockers are the property of Lake Central School Corporation and are made available for the use of students. Upon use of said lockers, students accept that they have no expectation of privacy in the locker and that the lockers and their contents are subject to a general population, random or particularized search by the building principal or other member of the administrative staff, as designated in writing by the building principal. Searches of lockers, when possible, shall be conducted in the presence of the student assigned to the locker. At the request of school officials, a law enforcement agency, having jurisdiction over the premises, may also be present during the search of a locker and its contents.

III. CONSEQUENCES OF SEARCH EFFORTS

- A. Discovery of Evidence of Violation – Evidence of a student’s violation of a school rule or state/federal law discovered through a search as provided by this policy may warrant disciplinary action up to and including suspension and/or expulsion. Where applicable, items discovered in a search may result in a referral to law enforcement officials for investigation.
- B. Refusal to Submit/Cooperate in Search – A student’s refusal to submit to a search or to cooperate in a search effort as provided by this policy will be considered insubordination and an interference with school purposes sufficient to warrant disciplinary action up to and including suspension and/or expulsion. Where applicable, such refusal will also be considered reasonable suspicion of a weapon’s violation and may result in a referral to law enforcement officials for investigation. In no event shall a student who refuses to submit or cooperate be subjected to a forced search.
- C. Disposition of Items Found – Items found in the course of a search, which is evidence of a student’s violation of school rules or federal or state law, may be:
1. seized and admitted as evidence in any disciplinary proceeding, including suspension or expulsion, provided it has been

tagged for identification at the time of seizure and has been maintained in a secure location under the control of the building principal or other administrator designated in writing by the building principal, while awaiting the applicable proceeding; and/or

2. turned over to an appropriate law enforcement officer after proper notation and receipt.

TERRORISM POLICY

A terroristic threat is defined as a threat to commit violence against person or property communicated with the intent to create fear and intimidation, to cause evacuation of a building, to cause serious public inconvenience, or to cause serious educational disruption, in reckless disregard of the risk to person or property.

A terroristic act is defined as an act potentially or in fact causing serious bodily harm or substantial property damage. The board prohibits any student or employee from communicating terroristic threats or committing terroristic acts directed at any student, employee, board member, community member or school building. Staff members and students shall be responsible for immediately informing a building administrator regarding any information or knowledge relevant to a possible or actual terroristic threat or act. It is that administrator's responsibility to react promptly and appropriately to information and knowledge concerning a possible or actual terroristic threat or act.

Any terroristic threat or act or not passing on to authorities knowledge of such threats or acts will result in suspension with possible request for due process for expulsion.

NON-DISCRIMINATION POLICY

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

If you have experienced discrimination in such educational programs or activities, written inquiries about procedures that are available and for consideration of complaints alleging such discrimination should be directed to:

Assistant Superintendent of Personnel

Lake Central School Corporation

8260 Wicker Avenue, St. John, IN 46373

219-365-8507

PHOTOS – NEWSPAPERS

Periodically our school is featured in local newspapers. In some instances students are photographed and interviewed for various stories. Parents should contact the school office should they not wish their child to participate in this process.

CONSEQUENCES

Violation of Student Rules of Conduct could result in one or more of the following actions being taken by school authorities.

a. ALTERNATIVE PLACEMENT

b. **DETENTIONS:** A student may be assigned to 35 or more minutes of detention on designated days during the week. Advance notice will be sent home to parents stating the type of misbehavior that occurred. Failure to serve detentions may result in suspension or referral to Friday School. Failure to report to detention on the assigned day will result in a second detention being issued. Parents may request a change of date through the principal's office. Since transportation is a parental responsibility, we suggest that students not inconvenience their families and avoid behavior that results in detentions.

c. **EXPULSION FROM SCHOOL:** A student may be expelled from attendance from Lake Central middle schools for one or more semesters. Expulsion may be for a period no longer than the remainder of the current semester plus the following semester, with the exception of possession of a firearm or deadly weapon as listed elsewhere in this handbook and the LCSC Code of Student Conduct. Expulsion is preceded by suspension from school and a due process hearing. Repeated or severe violations of any rule for student behavior could result in a request for expulsion.

When a principal (or designee) recommends to the superintendent (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 during the current school year 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 parents are given notice of their right to appear at an expulsion meeting conducted by the superintendent or the person designated above. Failure to request and to appear at the meeting will be deemed a waiver of rights administratively to contest the expulsion or to appeal it to the school board.
- 3. The notice of the right to an expulsion meeting will be in writing, delivered by certified mail or by personal delivery, and contain the reasons for the expulsion and the procedure for requesting 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. An attorney may not represent the student at the expulsion meeting, but the attorney may be available for consultation outside the meeting room during the course of the meeting.
- 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.

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

d. EXTRACURRICULAR PROBATION

e. IN-SCHOOL RE-ASSIGNMENT

f. PARENT CONFERENCES: Parents are often asked to come to school for conferences when student behavior is unacceptable.

g. PROBATIONARY CONTRACT: Students who commit multiple and/or serious violations of the rules may be required to sign a probationary contract. Students on such a contract should be aware that further misconduct could result in suspension/request for expulsion.

h. REMOVAL FROM CLASS OR ACTIVITY – TEACHER: A middle school or high school teacher will have the right to remove a student from his/her class or activity for a period of up to 5 school days if the student is assigned regular or additional work to be completed in another school setting.

i. REMOVED FROM BUS

j. FRIDAY SCHOOL: A student may be required to stay after school on a designated Friday afternoon for a 2-hour period. Friday School will involve behavior adjustment and counseling as well as directed study time. Failure to report to an assigned Friday School will result in suspension from school.

k. SUSPENSION FROM CLASS/ACTIVITY: A student may be suspended from a specific class for a designated number of days. Examinations missed during any suspension period must be made up outside of regular class time. A student may also be suspended from a specific activity or all extra-curricular activities for conduct violations. Students with 3 or more U's in conduct marks on a report card will have all extracurricular activities suspended for 9 weeks.

l. SUSPENSION FROM SCHOOL - PRINCIPAL: A student may be suspended from attendance at any Lake Central middle school for a period of up to 10 school days for each offense. The administration will determine if it will be served as in-school suspension (if and when available), as alternative placement, or out-of-school suspension. Violations of some Rules of Conduct carry an automatic penalty of suspension from school. Repeated or severe violation of any rules for student behavior could result in suspension. During the school year, students who receive multiple out of school suspensions for violation of school rules will not be eligible to attend after school social events, games or dances. Student misconduct at the conclusion of a school year can result in suspension or appropriate disciplinary action during the following school term. A student assigned to a suspension or alternative placement on a given day may NOT attend any extracurricular activities (i.e., games, concerts, etc.) being held the evening of the day of the suspension.

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

- 1. A meeting will be held prior to the suspension of any student. At this meeting, the student will be entitled to:
 - a. a written or oral statement of the charges,
 - b. if the student denies the charges, a summary of the evidence against the student will be presented; and,
 - c. the student will be provided an opportunity to explain his or her conduct.

2. The meeting shall precede suspension of the student except where the nature of the misconduct requires immediate removal. In such situations, the meeting will follow the suspension as soon as reasonably possible following the date of the suspension.
 3. Following the suspension, the parent or guardian of a suspended student will be notified via a phone call. The notification will include the dates of the suspension; describe the student's misconduct, and the action taken by the principal.
- m. WARNING/STUDY OF RULES: Teacher warning and clarification of expected behavior.
- n. WORK DETAIL WITH PARENT PERMISSION

A student identified as a chronic disciplinary problem may be suspended or recommended for expulsion on the basis that despite prior punishment, such student has persistently violated the rules of the school even though each prior violation may not alone have warranted suspension or expulsion.

STUDENT RECORDS

Parents and/or students of the age of majority have the right of access and review to their student record file and to an interpretation of the record of a school official. They have the right to a hearing should they desire to challenge any part of the file.

Parents and students have the right to refuse permission at the schools to make public any portion of "Directory Information," but they must notify the school principal in writing of those parts they do not wish made public.

Directory information is as follows: Name, address, telephone listing, 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 the most recent educational institution attended by the student. Within fifteen days following the publishing of the annual notice to parents, directory information listed above may be released unless the school principal receives written notice to the contrary.

RIGHT TO INSPECT INSTRUCTIONAL MATERIALS

In addition to any other rights with respect to the inspection of instructional materials, the parents or guardians of a child enrolled in a school within the Lake Central School Corporation which receives funds from the United States Department of Education either directly or indirectly, shall be entitled to inspect those instructional materials which will be used in connection with any survey, analysis, or evaluation as part of any school program or curriculum. (Any complaints arising from this policy may be submitted in accordance with *Policy AR 5004 INSTRUCTIONAL Material Challenge*.)

STUDENT SUBMISSION TO REQUIRED SURVEYS, ANALYSIS, OR EVALUATIONS OF SCHOOL PROGRAMS

No student shall be asked without prior written consent of the student's parent or guardian, as part of any school program or curriculum, which receives funds from the United States Department of Education, to submit to a survey, analysis, or evaluation which reveals information concerning:

1. political affiliations;
2. mental and psychological problems potentially embarrassing to the student or his/her family;
3. sex behavior attitudes;
4. illegal, anti-social, self-incriminating and demeaning behavior;
5. critical appraisals of other individuals with whom, respondents have close family relationships;
6. legally recognized privileged and analogous relationships, such as those with lawyers, physicians, and ministers; or
7. income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

FOR UPDATES ON SPORTING EVENTS AT ANY LAKE CENTRAL SCHOOL PLEASE VISIT THE FOLLOWING WEBSITE:

WWW.HIGHSCHOOLSPORTS.NET

ALL DIRECTIONS TO AWAY EVENTS ARE BASED FROM LAKE CENTRAL HIGH SCHOOL -

Ben Franklin Middle School – 605 Campbell St., Valparaiso – From LC turn left on US-41, turn right onto US-30 E (W Lincoln Hwy). Continue on US-30 E. Turn left onto Horseprairie Ave. Turn right onto West. St. Turn left onto S. Campbell St.

Calumet High School – 3900 Calhoun St., Gary – is located at the corner of Ridge Road and Calhoun Street in unincorporated Gary, Indiana, across from Menards on Ridge Road. From LC turn left on US-41, turn right on US-30 to Austin Avenue, turn left and go north to Joliet Street. Turn right and go east to Fairbanks (changes to Colfax St.), turn left and go north to Ridge Road. Turn right on Ridge and go east to the north parking lot or continue to Calhoun and turn right and drive past the school and turn right into the south parking

lot.

Chesterton Middle School – 651 W. Morgan Ave – From LC turn left on US-4, turn right on US-30. Merge onto I65 toward Chicago. Merge onto I94 E via exit number 259B toward Ohio/Michigan. Merge onto IN 49 S. via exit number 26A toward Chesterton/Valparaiso. Turn right onto E Porter Ave. Turn right onto S 5th St. Turn left onto W. Morgan Ave.

Col. John Wheeler Middle School – 401 W. Joliet St. Crown Point – From LC turn right on US-41 (Wicker Ave). Turn left onto US-231 (Veterans Memorial Pkwy)

Crown Point Taft Middle School – 1000 S Main – is located on South Main St. near St. Anthony's Hospital. From LC turn right on US-41, go south to U. S. 231 (109th Ave). Turn left and go east into Crown point. Travel to the square in downtown Crown Point. Go around the square and turn right on Main St. Go south on Main about a mile to Taft. Taft will be on the left side of South Main just before you get to St. Anthony's Hospital.

E. C. Block Jr. High – 2700 Cardinal Dr., East Chicago – From LC turn left on US-41. Continue north and merge onto US 6E/I-80E/I94E toward Detroit. Take the IN 912/Cline Ave exit (#5). Stay left, take the US 12/Industrial Hwy exit (#6) toward Columbus Dr. Stay straight to go onto ramp. Turn left onto Industrial Ave/Industrial Hwy/US 12 W. Continue to follow US 12 W. Turn left onto Butternut St. Turn right onto Cardinal Dr.

East Chicago Westside Middle School – 4001 Indianapolis Blvd., East Chicago – From LC turn left on US-41 continue on US-41; street becomes IN-152 N (Indianapolis Blvd)

Fegely Middle School – 5384 Stone Ave., Portage – From LC turn left on US-41. Turn right onto US-30 E (W Lincoln Hwy). Continue onto I-65 N (Casimir Pulaski Memorial Hwy). Take Exit 259B (I-80 E, I-94 E, US-6 E, Toledo, Detroit) on right. Take Exit 15A (US-6, IN-51 S, Ripley St) on right. Continue onto US-6 E (IN-51 S, Adam Benjamin Hwy, Ripley St). Turn left onto Central Ave. Turn right onto County Line Rd. Turn left onto Stone Ave.

Griffith Junior/Senior High School – 600 N Wiggs – From LC turn left on US-41, turn right on US-30 to Austin Ave., turn left and go north to Joliet St. Turn right and go east to Broad St. Turns left on Broad and go north to Pine St. (the end of Central Park), turn left on Pine Street and go three to four blocks west to Raymond.

Highland Middle School – 2941 41st St. – is located on 41st St. in Highland about 2 –1/2 blocks east of Kennedy Ave. From LC turn left on US-41. Go north on 41st to 45th St. in Highland, about three miles. Turn right on 45th St. (east) go over the railroad tracks to Kennedy Ave. Turn left (north) and go to 41st St. Turn right and go three blocks to the parking lot entrance. The middle school entrance is about a half a block back right on 41st St.

Hobart Middle School – 705 E 4th St. – From LC turn left on US-41, turn right on US-30. Follow US 30 to IN 51/Grand Blvd/Adam Benjamin Hwy. Turn left. Continue to follow, turn left onto IN 51/Lincoln St/ Adam Benjamin Hwy. Turn right onto E. 4th St.

Kahler Middle School – 600 Joliet St., Dyer – From LC turn left on US-41, turn left on U. S. 30 and go west to Dyer. Turn left on Church St. (just past St. Joseph Church) and go south. Turn left at Oak or Elm St. for basketball, volleyball or wrestling, this will take you to the gym entrance. For football and track continue on Church St. into the football field parking lot.

Kankakee Valley Middle School – 3923 W SR 10, Wheatfield –

From LC turn left on US-41, turn right on US 30 E/ E. Lincoln Hwy. Follow US 30 and merge onto I65 S toward Indianapolis. Take the IN 2 exit (#240) toward Lowell. Turn left onto In 2/E 181st Ave. Follow IN 2, turn slight right onto US 231/800 W. Follow US 231 to IN 10.

Lowell Middle School – 200 W Oakley Ave. – From LC turn right on US-41 and go south to Indiana Route 2 (about 14 miles). Turn left on Route 2 and go east about 3 to 4 miles into Lowell. Turn right on Willow, Maple or Pine and go one block south to Oakley St. The school is located on the hill on the south side of Oakley. Use the east side entrance for access to the parking lots. The gym entrance is on the east.

Merrillville Intermediate School – 1400 W 61st Ave. – From LC turn left on US-41. Turn right onto US-30 E (W Lincoln Hwy). Turn left onto IN-55 (Taft St). Bear right onto W 61st Ave. School will be on the left.

Merrillville High School – 276 E 68th Pl – From LC turn left on US-41 and go north to U.S. 30. Turn right and east to Indiana Route 53 (Broadway about 7 miles). Turn left and go north to 68th Ave. (a Dairy Queen is on the corner. Turn right and go about four blocks to the entrance to Merrillville H. S. Turn left at the first road and follow this road around to the athletic complex. Parking is by the football stadium.

Pierce Middle School – 199 E 70th Pl., Merrillville – From LC turn left on US-41; turn right on US 30. Turn left onto IN 53 N/Broadway. Turn right onto 70th Ave. Turn left onto Massachusetts.

Rensselaer High School – 1106 E Grace St. – is located on Indiana Route 114 on the east side of Rensselaer. From LC turn left on

US-41, go north to U. S. 30. Turn right and go east to Interstate 65. Take I-65 south to Indiana Route 114 (the Rensselaer exit). Go east on Route 114 into Rensselaer. Go past the Courthouse and continue on 114 till the road forks. Take 114 to the left and continue on to the east side of Rensselaer. Once you pass the hospital on the left, the high school will come into view, it is also on the left side of Route 114. Parking back by the football field.

Robinson Lake(Hobart) – Robinson Lake is located on Liverpool Road in Hobart. From LC turn left on to US-41.

Turn right onto US30 E Lincoln Hwy. Follow US30 to I65. Take I65 North to 61st Ave exit located in Merrillville. Go east on 61st to 2nd stoplight, which is Liverpool Rd. Turn left and follow until you see Robinson Lake on your left. Plan on driving approximately 2-3 miles and then watch for Robinson Lake, which is off of a curve.

Thomas Jefferson Middle School – 1600 Roosevelt Rd., Valparaiso – From LC turn left on US-41. Turn right onto US-30 E (W Lincoln Hwy). Continue on US-30 E. Turn left onto IN-2 (IN-130, S Sturdy Rd). Continue on IN-130. Turn right onto N Roosevelt Rd.

Union Township (Wheeler) Middle School – 599 W. 300 N, Valparaiso – From LC turn left on US-41. Turn right onto US 30 E/E Lincoln Hwy. Continue to follow US 30 E, turn left on N 600 W.

Wilbur Wright Middle and Munster High Schools – 8650 Columbia Ave. – are located on Columbia Ave. just north of Munster Community Hospital. From LC turn left on US-41. Go north on 41 to 45th St. in Highland (about 3 miles) turn left (west). Go to Columbia Ave., (about 2 miles) turn right (north). Go to 35th St. (about 5 blocks) turn left into the drive to the parking lots and go west. For parking turn right (north) for Wilbur Wright or left (south) for Munster High School.

Willowcreek Middle School – 5962 Central Ave, Portage – From LC turn left on US-41. Turn right onto US30/E. Lincoln Hwy. Continue on US30E, merge onto I65 toward Chicago. Merge onto I80 E via exit number 259B toward Toledo/Detroit (portions toll). Take the exit – exit number 23 –

toward Portage. Turn left onto 600W/Willow Creek Rd. Turn right onto Central Ave.

Interesting and helpful websites to visit:

Vocabulary (regular book) – www.townsendpress.com . Go to the “Online Learning Center” area to take practice tests.

Vocabulary (merit and adv.)- www.sadlier-oxford.com

AR – <https://Hosted152.renlearn.com/118928/HomeConnect/Login.aspx>. Log in as you would when taking an AR test to check your progress.

Literature – www.phschool.com. Students can type in a web code from their textbook to take practice quizzes or read about authors.

Regular Science – textbook website has text and self check questions to promote understanding of reading content for the Prentice Hall series, grades 6, 7, and 8. Registration and passwords for the class are given at the beginning of the year. www.pearsonsuccessnet.com

Advance Science – Glencoe series, grades 6 and 7. Registration and passwords given for the class at the beginning of the year. <http://glencoe.mcgrawhill.com>

www.sciencespotkidzone

Math - www.AskRose.org or <http://my.hrw.com>

Science www.middleschoolscience.com Challenger Center Website – www.challenger.org NASA www.nasa.gov Meteorology – www.noaa.org Earth/Space Science – www.onrglobal.navy.mil/focus Chemistry and Physics – www.sciencejoywagon.com/chemzone .