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- B. The bus driver will be responsible for a just, fair, and impartial enforcement of all rules and regulations. The building principals are in the best position to help the driver with disciplinary problems. They will know of other problems that the student may have, and probably will have dealt with the parents on other matters.
- C. Bus drivers have the same rights and responsibilities for student control as does the classroom teacher. This means that the driver can do the following:
 - 1. Suspend a student from riding the bus for one day.
 - 2. Recommend that the principal suspend the student up to five days.
 - 3. Recommend a hearing be held for the permanent removal of a student from riding the bus.
 - 4. Take other reasonable action to carry out the rules and policies of the school as they apply to student transportation.
- D. A student may be expelled from school for repeated misbehavior on the school bus, just as he can be expelled for repeated classroom misbehavior.
- E. State Law (I.C.20-27-9) reads that a school district may provide school bus service; the law does not state that the school must provide this service.
- F. Lake Central Schools will provide school bus service for those students that require such service whose conduct and cooperation permits a safe and orderly bus operation.
- G. Lake Central Schools will not provide school bus service for those students whose conduct and lack of cooperation does, or reasonably could, endanger the safety of other students *or staff*. Failure to provide transportation does not relieve one of the legal obligations for attending school.

12. STUDENT IMMUNIZATIONS

According to Indiana Code (I.C.20-34-4-5), a child may not be permitted to attend school beyond the first day without furnishing the school a written statement of immunization against diphtheria, pertussis (whooping cough), tetanus, measles, rubella, poliomyelitis and mumps, unless:

the school gives the parents of the child a waiver not to exceed twenty (20)

days; or
the local health department or physician determines that the child's immunization schedule has been delayed due to extreme circumstances and that the required immunizations will not be completed before the first day of school. In which case, a written statement and a time schedule approved by the health department or physician is furnished to the school by the parent.

As per Indiana Code, a religious objection does not exempt a child from any testing, examination, immunization, or treatment required under this chapter unless the objection is:

1. made in writing;
2. signed by the child's parent; and
3. delivered to the child's teacher or to the individual who might order a test, an exam, an immunization, or treatment absent the objection.

13. MEDICATION POLICY

MEDICATIONS: GUIDE FOR PARENTS LAKE CENTRAL SCHOOL CORPORATION

Student Health Services provides acute and chronic health care as needed for our students. To assure safe and effective use of medications, please follow these guidelines which reflect the requirements of State Law and the Indiana State Board of Health recommendations. Students violating these guidelines will be subject to Expulsion Procedures as prescribed in the *Student Code of Conduct*.

The school is required to have on file written permission for the student's parent/guardian AND the written order of a practitioner to give prescription medication.

NO PRESCRIPTION MEDICATION WILL BE GIVEN UNLESS BOTH REQUIREMENTS ARE MET ON AN ANNUAL BASIS.

To meet BOTH requirements you may:

1. Use the attached authorization form;
2. Use the pharmacy label with the practitioner's instruction (sufficient for the portion related to "written order of a practitioner") plus a parent/guardian

written permission note (meets the other requirement if it includes the date, medication name, dosage, time to give, the reason for giving, and your signature).

In order for the school to administer non-prescription medication, written authorization from the parent/guardian must be on file at the school and updated on an annual basis. You may use the attached form to meet that requirement.

The safe delivery of the medication treatment supplies to the school nurse is the responsibility of the parent/guardian. Only under unusual circumstances should medication be delivered to the school by the student. In such cases, the parent must first inform the school prior to delivery by the student.

ALL MEDICATION MUST BE SENT IN THE ORIGINAL LABELED CONTAINER! When filling a prescription, please ask your pharmacist to provide one labeled container for home use and one labeled container for school use. This will greatly enhance your child's receiving doses at both places at the prescribed times.

Medications to be given three times a day can often be given before school, after school, and at bedtime. Please discuss schedules with your doctor or pharmacist. You may also want to discuss the safe use of over-the-counter cold/cough drugs. There are many products available which last six (6) hours or longer which eliminate the need for doses at school. Medication will be stored in the nurse's office and your child should be instructed to go to the nurse's office at the required time. Please discuss schedules with the nurse and classroom teacher, especially the needs of young students.

FOR MIDDLE AND HIGH SCHOOL STUDENTS

ONLY: One dose of an over-the-counter medication in the original container may be kept by the student if there is a medication authorization completed by the parent/guardian and filed in the health clinic.

For your convenience medication authorizations may be obtained at your school office. Please contact the school if more forms are needed. If your child has medical needs which you feel may qualify for community financial assistance, please contact your school nurse. We want the best health possible for our students. With your help we look forward to a healthy and safe school year!

Arrangements for the safe delivery of the medication, treatment, and supplies to the school nurse is the responsibility of the parent/guardian.

PRESCRIPTION MEDICINE

Prior to the school nurse administering any prescription medication, a written prescription from the child's physician accompanied by the written authorization of the parent/guardian must be on file in the nurse's office and updated on an annual basis.

Only medication in its original container labeled with a date (of a prescription), the student's name and exact dosage will be administered. Medication will be stored and dispensed from the nurse's office.

Students with acute medical conditions may possess one school day's dosage of medication in the original labeled container and self-administer medication with written permission of the physician and the parent/guardian, and with advance approval from the building principal and school nurse. Permission from the physician must be provided on the physician's prescription pad or letterhead. High school students with acute medical conditions may take home medications given to the school nurse with written permission from their parent/guardian and approval from building principal and school nurse.

NON-PRESCRIBED MEDICATION

In order for the nurse to administer non-prescription medication, a written authorization from the parent/guardian must be on file in the nurse's office updated on an annual basis. Only medication in the original container will be administered.

For middle and high school students, one (1) dose of the non-prescription medication in the original container may be kept by the student if there is parent/guardian authorization on file.

The safe delivery of the medication/treatment supplies to the school nurse is the responsibility of the parent/guardian. Only under unusual circumstances should medication be delivered to the school by the student. In such cases, the parent must first inform the school prior to delivery by the student.

MEDICATION SUPPLEMENTS

In order for the school to administer supplements, including herbal, 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 prescribe that the supplement needs to be given during the school day and the time of day it must be administered with specific dosage amounts.

STUDENTS WITH SPECIAL NEEDS

Procedures for the administration of medications or treatments such as inhalers, peak flow meters, insulin injections, blood glucose monitors, bee sting kits, or catheterization, etc. will be determined on an individual basis by a committee of knowledgeable professionals and the parent/guardian. A detailed Health Care Plan will be attached to a student's *I.E.P. (Individual Education Plan)* or Section 504 Plan.

14. DRUG AND ALCOHOL POLICY

The use, consumption, possession, or transmission, including by sale, or being affected by any controlled substance, prescription drug, narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, intoxicant or depressant of any kind, including but not limited to over-the-counter medications and substances, any capsule or pill, look alike drug, nonalcoholic beer, inhalant, or intoxicant of any kind, as well as any apparatus or paraphernalia used or which could be used in connection with the listed substances is prohibited. Consuming any of the listed substances immediately before attending school or a school function or event is prohibited. Using, consuming possessing, transmitting, or being under the influence of any of the items listed above by any student while subject to school rules will result in suspension, request for expulsion and notification of law enforcement. Selling any of the items listed above will result in suspension, a request expulsion for the remainder of the semester in which the conduct occurs and the subsequent semester and notification of law enforcement. Any student who arranges to sell or buy drugs at school (even though the actual transaction occurs off school grounds) will be subject to suspension and a request for expulsion, and law enforcement will be notified.

Exception: A student with a chronic disease or medical condition may possess

and self-administer prescribed medication for the disease/condition only if the student's parent/guardian has filed a written authorization with the building principal or his designee stating that the student is authorized to possess and self-administer the prescribed medication. The written authorization must be filed annually. The written authorization must include a statement prepared/signed by a licensed physician stating:

- That the student has an acute or chronic disease or medical condition for which the physician has prescribed medication;
- That the nature of the disease or medical condition requires *emergency administration* of the medication; and
- That the student has been instructed in how to self-administer the medication.

Students under this limited exception are responsible for the safe-keeping and proper administration of their medications. For all other situations involving student medications, refer to the Health Services section and contact the school nurse for proper procedures.

15. SEARCH AND SEIZURE (IC 35-33-5)

School authorizes may seize any contraband, substance, or article that is illegal, or any material or object which violates a school rule or poses a hazard to the safety and good order of the school. Students are not to bring these items to school or to any school – sponsored function.

1. **Authority to Conduct a Search** – The law allows school authorities to search students, their lockers, their motor vehicles and personal property when they have reasonable suspicion that a particular student is in possession of something prohibited by school rules or by law. The administration reserves the right to rely on anonymous tips that are given on a good faith basis to conduct school searches.
2. **Locker/Storage Area Inspections (IC 20-33-8-32)** – All lockers and other storage areas provided for student use on school premises remain the property of the school district and are subject to inspection, access for maintenance and search. No student shall lock or otherwise impede access to any locker or storage area except with a lock provided by or approved by school authorities. Unapproved locks shall be removed and destroyed.
3. **Personal Searches** – A student's person and/or personal effects (e.g., purse, book bag, etc.) may be searched when a school authority has reasonable suspicion to believe that the student is in possession of illegal, unauthorized or contraband items.
4. **Motor Vehicle Searches** – Motor vehicles which are driven by students and parked on or near school property during regular school hours or during school

activities are subject to being searched when school officials have reasonable suspicion that the vehicle contains illegal, unauthorized or contraband items.

16. ANTI-HARASSMENT POLICY (Policy 5517)

It is the policy of Lake Central School Corporation to maintain a learning environment that is free from unlawful harassment. Such conduct includes unwelcome physical, verbal or nonverbal conduct which has the purpose or effect of interfering with your educational performance, of creating an intimidating, hostile or offensive learning environment, or of interfering with your ability to participate in or benefit from a class or educational program or activity and is based on your sex, race or color (for example, racial slurs, nicknames implying stereotypes, epithets or negative references relative to racial customs), national origin (for example, negative comments regarding customs, manner of speaking, language, surnames or ethnic slurs), religion (for instance, negative comments about religious traditions, clothing, surnames or religious slurs), disability (for instance, negative comments about speech pattern, movement, physical impairments or appearances) or any other unlawful basis. This applies to all programs and activities occurring on school property or at another location if the conduct occurs during a school-sponsored activity or event.

If you believe you have experienced harassing conduct of this nature or you have observed another student experience such conduct, you are encouraged to promptly report incidents of harassing conduct to your principal or to any teacher, guidance counselor, dean, assistant principal, activity sponsor, or coach, with whom you are comfortable. Making such a report in good faith will not affect your grades, class assignment, or status and will be investigated in a confidential manner, consistent with the School Corporation's legal obligations.

A student committing such conduct is subject to discipline consistent with school policy. A student retaliating against a student who has made a good faith report of such conduct or against a student who participated in the investigation of such conduct is subject to disciplinary action consistent with school policy. A student who knowingly makes a false report of such conduct in an attempt to demean, harass, or embarrass that individual shall be subject to disciplinary action consistent with school policy.

17. SEXUAL HARASSMENT

(Policy 5517)

It is the policy of Lake Central School Corporation to maintain a learning environment that is free from sexual harassment. This applies to all programs and activities occurring on school property or at another location if the conduct occurs during a school-sponsored activity or event.

Sexual Harassment. For the purpose of this policy, unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment if:

- Submission to the conduct is made either an explicit or implicit condition of the student's status in class, an educational program or activity.
- Submission to or rejection of the conduct by the student is used as a basis for educational decisions affecting the student; or
- The conduct has the purpose or effect of substantially interfering with the student's educational performance, creating an intimidating, hostile, or offensive learning environment, or of interfering with the student's ability to participate or benefit from a class or an educational program or activity.

Sexual harassment can take different forms depending on who is doing the harassing and the nature of the conduct. It may involve a school employee, another student or a volunteer to the school. Both male and female students can be victims of sexual harassment and the harasser and the victim can be of the same sex. It can occur in any school program or activity and take place on school grounds, on a school bus or, in certain circumstances, off school grounds. The conduct can be verbal – including in person, in writing, by phone, or through email, texts and other forms of electronic communications, nonverbal, or physical. Examples of conduct that may constitute sexual harassment include, but are not limited to:

- Unwelcome sexual propositions, invitations, solicitations, and flirtations.
- Physical assault.
- Threats or insinuations that a student's academic grade, promotion, classroom work or assignments, academic status, participation in athletics or extra-curricular programs or events, or other conditions of education may be adversely affected by not submitting to sexual advances.

- Unwelcome verbal expressions of a sexual nature, including graphic sexual commentaries about a student's body, dress, appearance, or sexual activities; the unwelcome use of sexually degrading language, jokes or innuendoes; unwelcome suggestive or insulting sounds or whistles; obscene telephone calls, texts or other electronic forms of communication.
- Sexually suggestive objects, pictures, videotapes, audio recordings or literature, placed in the educational environment, which may embarrass or offend students.
- Unwelcome and inappropriate touching, patting, or pinching; obscene gestures.
- A pattern of conduct, which can be subtle in nature, that has sexual overtones and is intended to create or has the effect of creating discomfort and/or humiliation to the student.
- Remarks speculating about the student's sexual activities or sexual history, or remarks about one's own sexual activities or sexual history.
- Inappropriate boundary invasions by a school employee or volunteer into a student's personal space and personal life.

If you believe you have been subjected to or have experienced this sort of conduct or if you have observed another student experience this sort of conduct, you are encouraged to report it *immediately* to your principal or to any teacher, guidance counselor, dean, assistant principal, activity sponsor, or coach, with whom you are comfortable. Making such a report in good faith will not affect your grades, class assignment, or status and will be investigated in a confidential manner, consistent with the School Corporation's legal obligations.

A student committing such conduct is subject to discipline consistent with school policy. A student retaliating against a student who has made a good faith report of such conduct or against a student who participated in the investigation of such conduct is subject to disciplinary action consistent with school policy. A student who knowingly makes a false report of such conduct in an attempt to demean, harass, or embarrass that individual shall be subject to disciplinary action consistent with school policy.

18. BULLYING - (I.C. 20-33-8-0-2)

It is the policy of the Lake Central School Corporation to maintain a learning environment that is free from harassment, intimidation, and bullying.

"Bullying" means overt, unwanted, repeated acts or gestures, including verbal

or written communications or images transmitted in any manner (including digitally or electronically), physical acts committed, aggression, or any other behaviors, that are committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the targeted student and create for the targeted student an objectively hostile school environment that:

(1) places the targeted student in reasonable fear of harm to the targeted student's person or property;

(2) has a substantially detrimental effect on the targeted student's physical or mental health;

(3) has the effect of substantially interfering with the targeted student's academic performance; or

(4) has the effect of substantially interfering with the targeted student's ability to participate in or benefit from the services, activities, and privileges provided by the school.

(b) The term (bullying) may not be interpreted to impose any burden or sanction on, or include in the definition of the term, the following:

(1) Participating in a religious event.

(2) Acting in an emergency involving the protection of a person or property from an imminent threat of serious bodily injury or substantial danger.

(3) Participating in an activity consisting of the exercise of a student's rights protected under the First Amendment to the United States Constitution or Article I, Section 31 of the Constitution of the State of Indiana, or both.

(4) Participating in an activity conducted by a nonprofit or governmental entity that provides recreation, education, training, or other care under the supervision of one (1) or more adults.

(5) Participating in an activity undertaken at the prior written direction of the student's parent.

(6) Engaging in interstate or international travel from a location outside Indiana to another location outside Indiana.

The following are Indiana Code regulations regarding bullying in Indiana public schools

SOURCE: IC 20-26-5-34.2; (13)

Sec. 34.2. A school corporation shall provide training to the school corporation's employees and volunteers who have direct, ongoing contact with students concerning the school's bullying prevention and reporting policy adopted under IC 20-33-8-13.5.

SOURCE: IC 20-30-5-5.5; (13)

Sec. 5.5. (a) Not later than October 15 of each year, each public school shall provide age appropriate, research based instruction as provided under IC 5-2-10.1-12(d)(1) focusing on bullying prevention for all students in grades 1 through 12.

(b) The department, in consultation with school safety specialists and school counselors, shall prepare outlines or materials for the instruction described in subsection (a) and incorporate the instruction in grades 1 through 12.

(c) Instruction on bullying prevention may be delivered by a school safety specialist, school counselor, or any other person with training and expertise in the area of bullying prevention and intervention.

SOURCE: IC 20-33-8-13.5; (13)

Sec. 13.5. (a) Discipline rules adopted by the governing body of a school corporation under section 12 of this chapter must:

(1) prohibit bullying; and

(2) include:

(A) provisions concerning education, parental involvement, and intervention;

(B) a detailed procedure for the expedited investigation of incidents of bullying that includes:

(i) appropriate responses to bullying behaviors, wherever the behaviors occur;

(ii) provisions for anonymous and personal reporting of bullying to a teacher or other school staff;

(iii) timetables for reporting of bullying incidents to the parents of both the targeted student and the bully, in an expedited manner;

(iv) timetables for reporting of bullying incidents to school counselors, school administrators, the superintendent, or law enforcement, if it is determined that reporting the bullying incident to law enforcement is necessary;

(v) discipline provisions for teachers, school staff, or school administrators who fail to initiate or conduct an investigation of a bullying incident; and

(vi) discipline provisions for false reporting of bullying; and

(C) a detailed procedure outlining the use of follow-up services that includes:

(i) support services for the victim; and

(ii) bullying education for the bully.

(b) The discipline rules described in subsection may be applied regardless of the physical location in which the bullying behavior occurred, whenever:

(1) the individual committing the bullying behavior and any of the intended targets of the bullying behavior are students attending a school within

