



























- (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 and the knife is authorized by the school corporation;
  - (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. (Note: Although storage of a knife in a motor vehicle is not a violation of Indiana Code, it is a violation of the LCHS student code of conduct and is punishable with suspension from school with a possible request for expulsion.)

As added by P.L.72-2006, SEC.9.

## 25. 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 during a drill will result in discipline up to and including suspension and/or request for expulsion from school.

## 26. 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.

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

A gang is any ongoing organization, association, or group of three or more persons, whether formal or informal, having as one of its primary activities the commission of criminal acts, or the purposeful violation of any Lake Central School Corporation rule or policy and having a common name, identifying signs, colors, or symbols. No student shall commit any act that furthers gangs or gang-related activities. 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:

- A. Wear, possess, distribute, display, or sell any clothing, jewelry, emblems, badges, symbols, signs, visible tattoos and body markings, or other items, or possess literature that shows affiliation with a gang, or is evidence of membership or affiliation in any gang or that promotes gang affiliation, the cult, or the occult.
- B. Use hand signals, graffiti, gestures or other written communications showing membership or affiliation in a gang, cult or occult.
- C. Use any speech or commit any act in promoting of gang, cult, or occult interests or activities including but not limited to:
  1. soliciting others for membership in any gang, cult, or occult
  2. threatening or intimidating others
  3. inciting others to commit physical violence
  4. claiming gang affiliation
- D. Tag, or otherwise deface school or personal property with gang or gang-related symbols or slogans

- E. Require payment of money or insurance for gang-related protection or harass others in intimidating or threatening ways as part of gang-related activities
- F. Conspire to commit any violation of this policy or commit or conspire to commit any other illegal act or other violation of school district policies that relates to gang activity.

IC 35-45-9-1

“Criminal gang” defined

Sec. 1. As used in this chapter, “criminal gang” means a group with at least three (3) 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; P.L.192-2007, SEC.9.

IC 35-45-9-2

“Threatens” defined

Sec. 2. As used in this chapter, “threatens” includes a communication made with the intent to harm a person or the person’s property or any other person or the property of another person.

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

IC 35-45-9-3

Participation in criminal gang; offense

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

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.

IC 35-45-9-5

Criminal gang recruitment

Sec. 5. (a) Except as provided in subsection (b), an individual who knowingly or intentionally solicits, recruits, entices, or intimidates another individual to join a criminal gang commits criminal gang recruitment, a Class D felony.

- (b) The offense under subsection (a) is a Class C felony if:
- (1) the solicitation, recruitment, enticement, or intimidation occurs within one thousand (1,000) feet of school property; or
  - (2) the individual who is solicited, recruited, enticed, or intimidated is less than eighteen (18) years of age.

As added by P.L.192-2007, SEC.10.

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

## 28. 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.**

## 29. 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.

## 30. 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.

## 31. HARASSMENT (ANTI-HARASSMENT)

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.

## Sexual Harassment

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 event, 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, text or other electronic forms of communication.
- Sexually suggestive objects, picture, 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.

### **32. 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.

### **33. 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.

### **34. 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.

### **35. 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.)

### **36. 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.** 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.

### **37. 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.

### **38. PATRIOTIC OBSERVANCE**

Patriotic and respectful behavior is expected of all students during the school day and while attending any civic or school activity. Lake Central Middle Schools will provide a daily opportunity for students to voluntarily recite the Pledge of Allegiance (I.C. 20-30-5-0.5). A student is exempt from participation in the Pledge of Allegiance and may not be required to participate in the Pledge if the student chooses not to participate or if the student's parent chooses to have the student not participate. I.C. 20-30-5-4.5 requires that each classroom will establish a daily moment of silence. Students choosing not to participate in the pledge or the moment of silence are expected to remain silent and respectful during these periods. Students that are in hallways during the pledge or moment are expected to stop and be respectful during this period. Students that purposely disrupt these observances may face consequences ranging from detention to out of school suspension.

### **39. 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 including a suspension and/or a request for expulsion 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.

#### **40. 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 (squirt 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.

#### **41. 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.

#### **42. RIGHT TO PRIVACY**

Although the Lake Central middle schools are public schools, students and staff should have some reasonable expectation to privacy in regards to others capturing their image, likeness, or voice. The filming, photographing, recording (video or audio) of another student or staff member without the consent of the student or staff member is strictly prohibited.

Students in school sponsored classes where filming, photographing, recording (video or audio) students and staff as part of the curriculum will strictly follow the rules established by their teacher/sponsor. However, if a student or staff member makes it known that he/she does NOT want to be recorded (no matter the circumstance), the individual or individuals doing the recording will stop immediately. In addition, recording student misconduct (fighting, bullying) for the purposes of instigating a situation is strictly prohibited. Students that purposely violate this rule may face consequences ranging from Friday School to ten-day suspension with a request for expulsion.

#### **43. 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.

#### **44. 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.

#### **45. TOBACCO**

Any use or possession of tobacco, any nicotine product, or smoking paraphernalia (lighter, matches etc.) is prohibited at all times, at all school functions, and in all areas of the school property.

**Violation will result in a suspension.**

#### **46. 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.

#### **47. 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.

#### **48. 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 appropriate 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.

#### **TYPES OF DISCIPLINARY ACTION**

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

### **CONSEQUENCES**

Violation of Student Rules of Conduct and Policies could result in one or more of the following actions being taken by school authorities dependant on the severity of the infraction.

#### **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 (I.C. 20-33-8-3) (I.C. 20-33-8-19) - A** student may be expelled from attendance at Lake Central Middle School for one or more semesters. Expulsion is preceded by suspension from school and a due process meeting. Repeated or severe violations of any rule of 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 SUSPENSION:** A student may be suspended from a specific class for a designated number of days. Examinations missed during any in-school 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 may complete assignments, but will be isolated from their peers.
- 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 in lieu of immediate suspension and/or request for expulsion. 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. Failure to report to an assigned Friday School will result in suspension from school.

**k. STUDENT ASSISTANCE PLAN -** A student will be assigned to the SAP for a first drug offense. The SAP was created to give students an opportunity to receive an education with the understanding that they will meet certain criteria set forth in the SAP packet. Students who have opted for the SAP will be subject to at least one drug test during their time in the program, with any failed drug test being a violation of the agreement. Students who sell or distribute drugs or drug paraphernalia are not eligible for the SAP.

**l. 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.

**m. SUSPENSION FROM SCHOOL:** 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 and provided with a written statement. The notification will include the dates of the suspension; describe the student's misconduct, and the action taken by the principal.

**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.**

# 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.

- 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 attendance office via the telephone or email at the start of the school day. When a student accumulates 10 or more absences per year, a parent conference can be required. Any absences due to medical reasons must be documented by an original release or invoice from the office of a doctor upon the student's return to school. 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.
- 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 will be given one day for each day of absence to make up the work (e.g. a student who is absent four days will have four days to make up the work). 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.
- 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.
- 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.
- 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.

- Truancy** – 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 and/or office personnel's knowledge.

- All medication must be in its original container and will be kept in the nurse's office, except as allowed for under the section titled Administered Medications below.
- All medication must have a note from the parent giving the school permission to administer the said drug.
- Cough drops and one dose of a non-prescription medication (in its original container) may be carried with written permission of the school nurse.
- 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.
- 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.

## SELF-ADMINISTERED MEDICATION:

A student with a chronic disease or medical condition may possess and self-administer medication for such condition on school grounds, during school or school activities, or while traveling to or from school activities. The student is permitted to do so only if the student's parent/guardian has filed an authorization with the principal on an annual basis. This authorization must include a written statement from the student's physician that:

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

## 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. meningitides and many types of Streptococcus pneumonia. The vaccines against Hib are very safe and highly effective.

Additional information can be obtained from the Indiana State Department of Health or your health care provider.

## 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](http://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. 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.

## DISABILITIES AND SECTION 504

Pursuant to Section 504 of the Rehabilitation Act of 1973 (“Section 504”), the Americans with Disabilities Act of 1990, as amended (“ADA”), and the implementing regulations (collectively “Section 504/ADA”), no otherwise qualified individual with a disability shall, solely by reason of his/her disability, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance. The School Board does not discriminate in admission or access to, or participation in, or treatment in, its programs or activities. As such, the Board’s policies and practices will not discriminate against students with disabilities, and will make accessible to qualified individuals with disabilities its facilities, programs, and activities. No discrimination will be knowingly permitted against any individual with a disability on the sole basis of that disability in any of the programs, activities, policies, and/or practices in the Corporation.

The following person is designated as the School Corporation's Section 504 Compliance Officer/ADA Coordinator who is responsible for coordinating the School Corporation's efforts to comply with and fulfill its responsibilities under Section 504 and Title II of the ADA, including overseeing investigation of complaints of discrimination based on disability. A copy of Section 504 and the ADA, including copies of their implementing regulations, may be obtained from:

Assistant Superintendent

8260 Wicker Avenue

St. John, IN 46373

219-365-8507

Fax 219-365-6641

## **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.

## **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 by 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.

## **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.LCSC.US](http://WWW.LCSC.US)**

**Interesting and helpful websites to visit:**

**My Big Campus** — [www.mybigcampus.com](http://www.mybigcampus.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.hrw.com](http://www.hrw.com). Students can type in a web code from their textbook to take practice quizzes or read about authors.

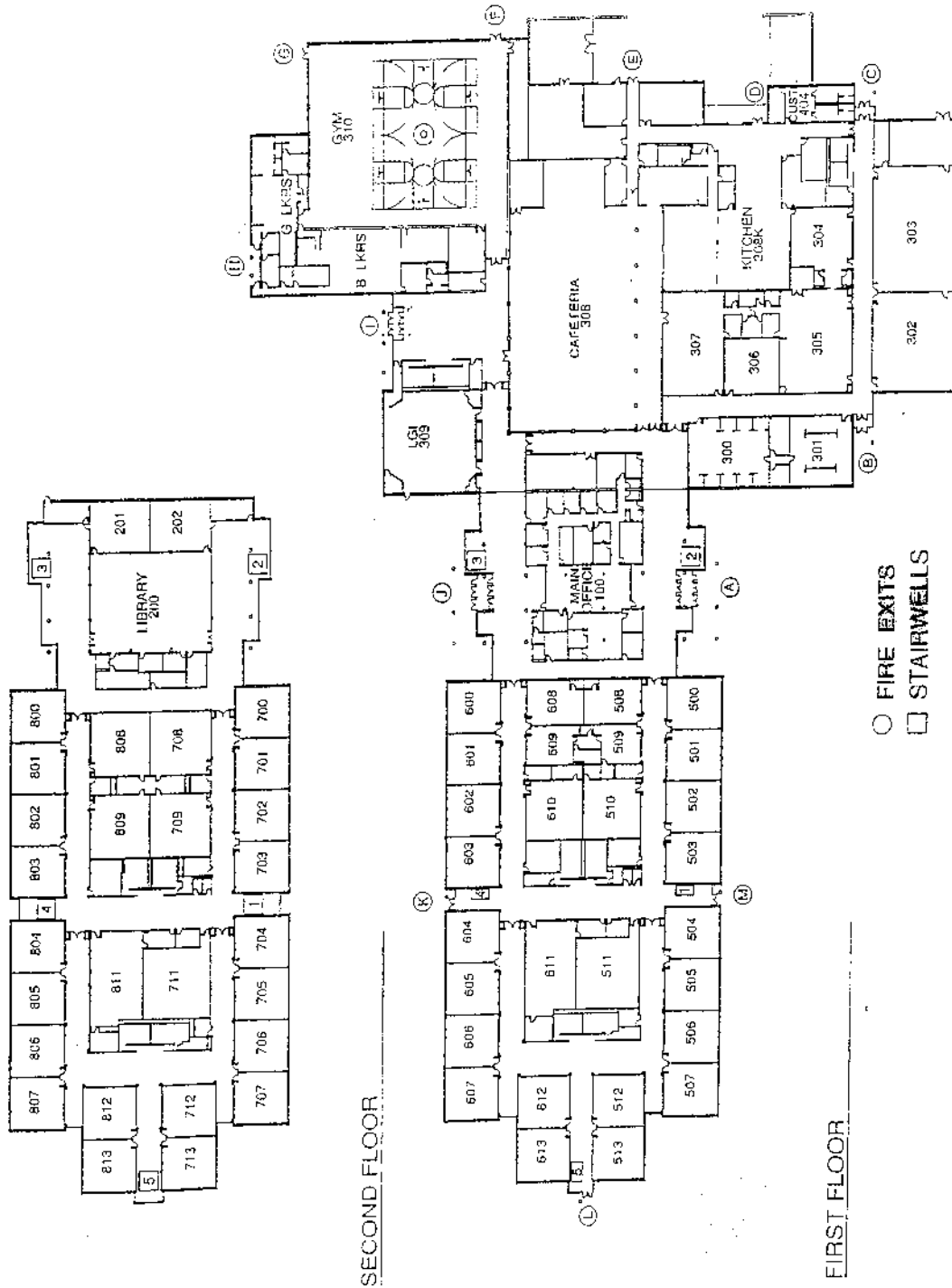
Science Textbook — textbook website has text and self check questions to promote understanding of reading content for the Prentice Hall series, grades 6, 7, and 8. Registration and passwords for the class are given at the beginning of the year. [www.pearsonsuccessnet.com](http://www.pearsonsuccessnet.com)

Math — [www.AskRose.org](http://www.AskRose.org) or <http://my.hrw.com>

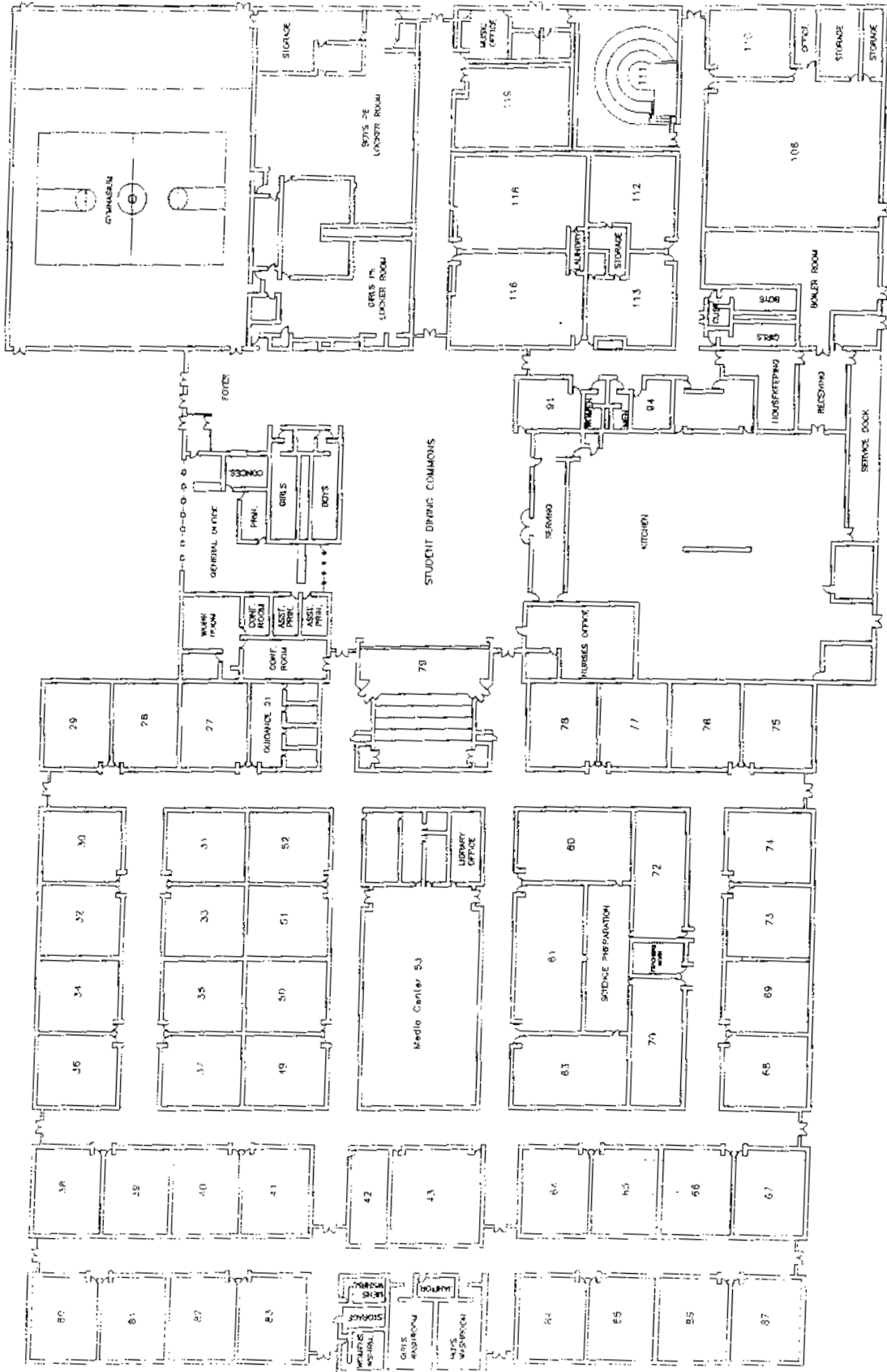
Challenger Center Website — [www.challenger.org](http://www.challenger.org)

Math — [www.coolmath.com](http://www.coolmath.com)

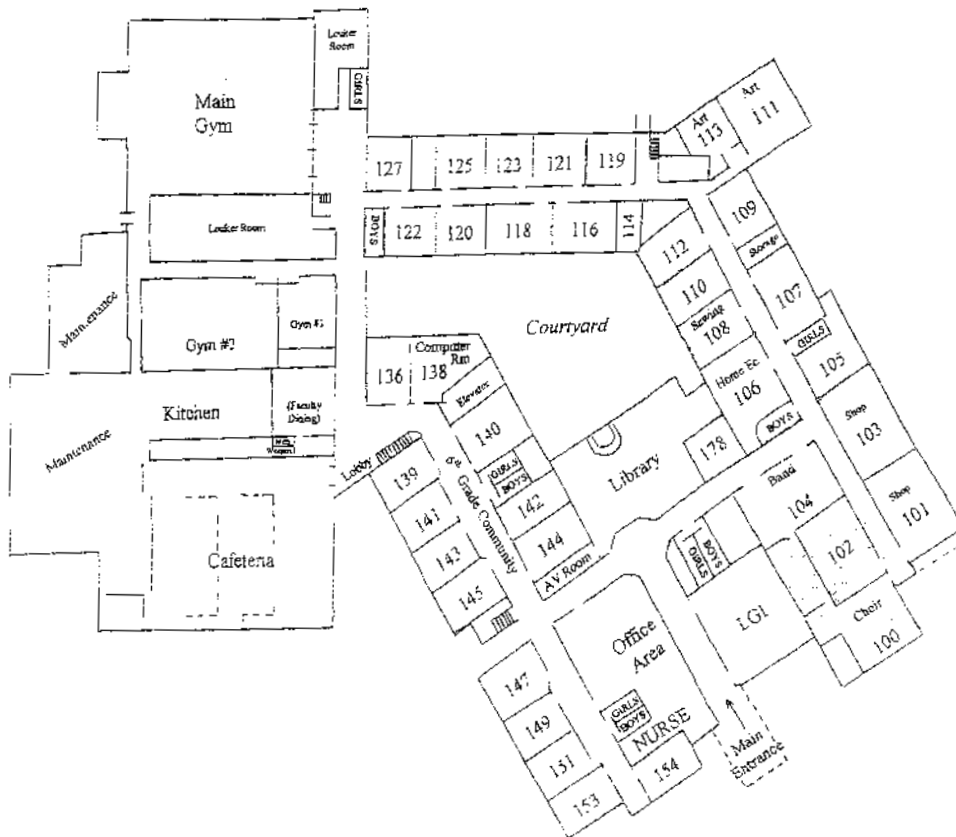
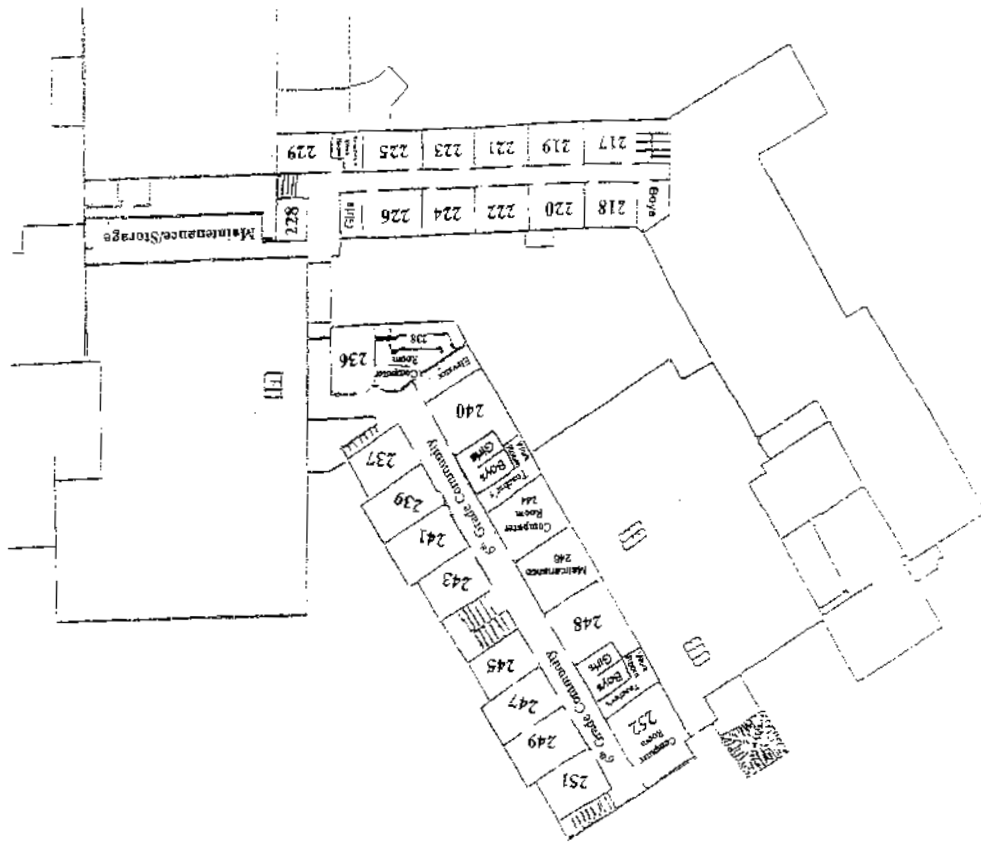
# CLARK MIDDLE SCHOOL



# Grimmer Middle School



MASTER FLOOR PLAN



KAHLER MIDDLE SCHOOL



# CLASSROOM PASSES

Student Name \_\_\_\_\_

1 <sup>st</sup> 9 Weeks				2 <sup>nd</sup> 9 Weeks			
Date	Time	To	Teacher	Date	Time	To	Teacher

**CODES:** N-Nurse B-Bathroom L-Locker O-Office

3 <sup>rd</sup> 9 Weeks				4 <sup>th</sup> 9 Weeks			
Date	Time	To	Teacher	Date	Time	To	Teacher

**CODES FOR:** N-Nurse B-Bathroom L-Locker O-Office

## TARDY COUPONS

1 <sup>st</sup> 9 weeks	2 <sup>nd</sup> 9 weeks	3 <sup>rd</sup> 9 weeks	4 <sup>th</sup> 9 weeks
Date	Date	Date	Date
Period	Period	Period	Period
Teacher	Teacher	Teacher	Teacher