

# **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.

<b>Lake Central Middle School Daily Schedule</b>		
<b>5th Grade</b>	8:47AM - 9:11AM	Advisory (Period 1)
	9:11AM - 10:11AM	ELA or Math Block 1
	10:16AM - 10:46AM	Lunch
	10:51AM - 11:25AM	ELA or Math Block 1 continued
	11:30AM - 1:05PM	ELA or Math Block 2
<b>6/7/8th Grade</b>		
	8:47AM - 9:11AM	Advisory (Period 1)
	9:11AM - 9:57AM	Period 2
	10:02AM - 10:48AM	Period 3
<b>A</b>	10:53AM - 11:23AM	Lunch
	11:28AM - 12:14PM	Period 4
	12:19PM - 1:05PM	Period 5
<b>B</b>	10:53AM - 11:39AM	Period 4
	11:44AM - 12:14PM	Lunch
	12:19PM - 1:05PM	Period 5
<b>C</b>	10:53AM - 11:39AM	Period 4
	11:44AM - 12:30PM	Period 5
	12:35PM - 1:05PM	Lunch
	1:10PM - 1:56PM	Period 6
	2:01PM - 2:47PM	Period 7
	2:52PM - 3:40PM	Period 8

**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)		

### GRADING POLICY 5<sup>TH</sup>-8<sup>TH</sup> GRADE:

#### Science

Homework/Classwork	30%
Tests/Quizzes/Labs	70%

#### Math

Homework/Classwork	30%
Assessments	70%

#### Social Studies

Homework/Classwork	30%
Assessments (In-Class)	70%

#### English/Language Arts

Assessments	50%
Writing	30%
Homework/Classwork	20%

## 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
Hoosier Spell Bowl	Science Olympiad
Purdue Regional Science Fair	ISSMA Band Contest
ISSMA Choral Contest	Robotics
Times Spelling Bee	Math Bowl
Indiana Society Engineer "Math Counts"	

## 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 throughout the entirety of the school year. Students refusing to participate in drug testing will be excluded from participating in any extra-curricular activities. Students must be in attendance at least half the school day (3 full class periods) in order to participate in 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 <sup>th</sup> – 8 <sup>th</sup>
Advisory/Student Council	All boys & girls 5 <sup>th</sup> – 8 <sup>th</sup>
Art Club	All boys & girls 5 <sup>th</sup> – 8 <sup>th</sup>
Basketball	7th & 8th gr. boys/girls
Bell Choir	7th & 8th gr. boys/girls
Cheerleading	7th & 8th gr. girls
Chess Club	All boys & girls 5 <sup>th</sup> – 8 <sup>th</sup>
Choir	5th gr. boys & girls
Cross Country	All boys and girls 6 <sup>th</sup> – 8 <sup>th</sup>
Dance Team	7 <sup>th</sup> & 8 <sup>th</sup> gr. girls
Drama	All boys & girls 6 <sup>th</sup> – 8 <sup>th</sup>
Football	7 <sup>th</sup> /8th gr. boys
Future Problem Solvers	All boys & girls 6 <sup>th</sup> – 8 <sup>th</sup>
Help Club	All boys & girls 5 <sup>th</sup> -8 <sup>th</sup>
Hoosier Spell Bowl	All boys & girls 5 <sup>th</sup> – 8 <sup>th</sup>
Jazz Band	All boys & girls 6 <sup>th</sup> – 8 <sup>th</sup>
National Jr. Honor Society	7th & 8th gr. boys/girls
Running Club	All boys & girls 6 <sup>th</sup> – 8 <sup>th</sup>
Science Olympiad	All boys & girls 6 <sup>th</sup> – 8 <sup>th</sup>
Spring Football Camp	7th gr. Boys
Student Ambassadors	All boys & girls 5 <sup>th</sup> – 8 <sup>th</sup>
Tennis Camp	All boys & girls 6 <sup>th</sup> – 8 <sup>th</sup>
Track	All boys & girls 6 <sup>th</sup> – 8 <sup>th</sup>
Volleyball	7th & 8th gr. Girls
Peer Mentors	7th & 8th gr. boys/girls
Wrestling	All boys 6 <sup>th</sup> – 8 <sup>th</sup>
Publications/Yearbook	Check with school
Fitness Club	5 <sup>th</sup> gr. boys & girls
Cooking Club	5 <sup>th</sup> gr. boys & girls

Best Buddies All boys & girls 5<sup>th</sup> – 8<sup>th</sup>

Project Lit All boys & girls 6<sup>th</sup> – 8<sup>th</sup>

## ATHLETICS INFORMATION

We are part of the LMSAC (Lake Middle School Athletic Conference) and follow the guidelines set forth by the Conference and IHSAA. To be eligible for participation in sports or extracurricular activities, students must:

1. To be eligible to try out for or join an extracurricular activity, a student must pass 6 subjects with no more than one (1) "F." The most recent 9-week report card grade is used to determine the student's eligibility. For fall extracurricular activities, such as volleyball, cross country, and football, the previous year's 4<sup>th</sup> report card from the last 9 week grading period of that school year will be used to determine eligibility.
  - a. For sports and extracurricular activities with a limited number of roster spots for participants, including but not limited to volleyball, basketball, cheerleading, and dance, only students who meet the academic criteria may try out. A spot cannot be held for a student that may or may not become eligible to participate later on during the season when there are already a limited number of spaces for our middle school students.
  - b. For sports and extracurricular activities that have room for unlimited participants, such as cross country, wrestling, and football, a student who is ineligible may still join the team, but he/she will have to wait until the first grade check three (3) weeks into the season to determine if he/she has earned eligibility.
  - c. The academic eligibility standards must be maintained throughout the duration of the extracurricular activity. Grade checks will be held every three (3) weeks. If a student fails to meet this standard during the season after a grade check, he/she will be placed on probation until the next grade check.
  - d. A student who is on probation may not participate in any sanctioned contests during this time period of ineligibility. However, the student may attend practices during this time period at the coach's or sponsor's discretion.
  - e. A student is removed from probation by improving his/her grades to meet the eligibility criteria. If a student who is on probation does not improve their academics by the next grade check, he/she may be excused from the activity at the coach's or sponsor's discretion.
2. All students who wish to participate on an athletic team must have a current physical packet on file before trying out for or joining any sport. Physicals must be dated after April 1st to be valid for the next school year. The athletic handbook is part of the physical packet.
3. Students should be familiar with and follow all student rules. The Student Rules of Conduct apply to all students while in attendance at the middle school, at activities involving the school, when on Lake Central School Corporation property, and while wearing a school uniform off school property during the school season. Students of the Lake Central Middle Schools who participate in athletic or other extracurricular programs are governed by all of the Student Rules of Conduct. A violation of any of the rules can result in disciplinary action in school, and the student may also be subject to suspension or dismissal from the team at the discretion of the coach, athletic director, or administration.
4. In order to participate in a practice or competition, the student must attend school a half day of at least three full class periods (excluding lunch and study hall) the day of the practice/game. Specific exemptions will be taken into consideration by the Administration.
5. Lake Central Middle Schools are part of the LMSAC (Lake Middle School Athletic Conference) and follow the guidelines set forth by the LMSAC and IHSAA for student-athletes.

## TITLE IX

Lake Central School Corporation does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities, including athletics. The following person has been designated as the title IX Coordinator to handle inquiries regarding the non-discrimination policies, coordinating the School Corporation's compliance with Title IX, overseeing complaints of sex discrimination and addressing any issues which arise during the review of such complaints:

Sarah Castaneda  
Assistant Superintendent  
8260 Wicker Avenue  
St. John, Indiana 46373  
219-365-8507

GRIEVANCE PROCEDURE: All alleged incidents of sex discrimination, including sexual misconduct, retaliation and/or concerns regarding programs and activities offered or not offered, should be reported to the Title IX Coordinator. The concern should be made in written form and provide as much of the following information as possible:

- The name, department and position of the person of program allegedly causing the sex discrimination.
- A description of the incident(s), including the date(s), location(s) and the presence of any witnesses.
- The names of other students who may be subject to the same of similar sex discrimination.
- Any other information relevant to the sex discrimination

An investigation into the concern shall be conducted by the Title IX Coordinator. The investigation will be conducted within a reasonable amount of time in a manner that is reliable, impartial and confidential. The Complainant will be notified of the outcome of the investigation by the Title IX Coordinator. As appropriate, the Title IX Coordinator will take steps to prevent the recurrence of any harassment or sex discrimination in the future and will correct discriminatory effects of any harassment if appropriate.

## **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.

## **BIRTHDAYS (5th grade only)**

Student birthdays may be celebrated by using the cafeteria areas or advisory. We prefer to not have food items in the classrooms. Parents should contact the teacher prior to the child's birthday to check on allergy alerts. 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 REPAIR AND REPLACEMENT FEES**

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 a page must be removed from the book, the student must pay for a new book.

## **CAFETERIA RULES**

All students are responsible for disposal of their garbage and leaving a clean eating area. Food may not be taken out of the cafeteria. Students are informed about recycling and are to place garbage in the correct bins. Cafeteria rules are posted in the dining room and will be enforced. Students that do not follow the cafeteria rules may need to meet with the school Principal. We do have our own website at which you may find menus, free and reduced benefit information, prepay options, nutritional information and various forms. Just visit [www.lcsc.us](http://www.lcsc.us) and click on the Food Service Icon at the bottom of the screen.

## **DROP-OFF/PICK-UP OF STUDENTS BY PARENTS**

**Students cannot be dropped off prior to 8:15 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.

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, or go home with another student 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. Overnight/out-of-town field trips or reward based 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/LOCKDOWN**

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 or Lockdown drill procedures.

## **COUNSELOR/SSP**

The school 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 will make periodic contacts with students, either individually or in a group. Students who wish to see the counselor or any person in the guidance office must put in an online request.

## **TAKING CARE OF THE CHROMEBOOK**

Students are responsible for the general care of the iPad/Chromebook that they have been issued by the school. District owned laptops should never be taken to an outside computer service for any type of repairs or maintenance. Students should never leave their laptops unattended or, for secondary students, in their lockers.

General precautions:

- No food or drink should be next to your computer.
- Cords and cables must be inserted carefully into the appropriate port.
- All equipment must remain free of any writing, drawing, stickers, or labels.
- Heavy objects should never be placed on top of the laptop.
- They should never be loaned to another student or individual during any time.
- Never lift a laptop by the screen
- Never carry it with the screen open.
- Always open the laptop when it is resting on a flat surface such as a table or desk.
- Close the screen gently with two hands.

## **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**

Students must get permission from their teacher or a staff member in order to leave class. Students will only be given permission if the teacher determines that an emergency situation exists.

## **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.
10. Contacting teachers, the Guidance Counselor and/or administration for additional resources or assistance.

## **LOST & FOUND**

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

## **MEDIA CENTER/LIBRARY**

Everyone is welcome to use the Library Media Center. We are open before school (8:35 to 8:45) and 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. Further information may be found on the library link at [www.lcsc.us](http://www.lcsc.us)

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 in addition to other discipline.

## **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.

## **REPORT CARDS**

Report cards are available every nine weeks. Parents should activate a Skyward Account and check it regularly for progress of their

student. Parent Access accounts can be activated through the district website ([www.lcsc.us](http://www.lcsc.us)). Incompletes must be made up within two weeks from the date the report card is sent unless other arrangements are made with administration.

## **SAFETY PROTOCOLS**

All students must adhere to guidelines issued by the administration regarding safety protocols and practices to prevent the spread of disease and illness including but not limited to wearing protective coverings, required spacing in school facilities, property and buses. Students who violate such protocols are subject to discipline, up to and including recommendations for expulsion.

## **SAFE VISITORS**

All visitors, including parents/guardians, **MUST** register in the office with a valid State I.D. 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.

## **SCHOOL CLOSING**

Sometimes it is necessary to release early, call off or delay the opening of school. Such information will be broadcast via the ParentSquare automated message system; confirmation of the message can also be found on our website, [lcsc.us](http://lcsc.us). 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.

The Lake Central School Corporation has contracted with ParentSquare to make emergency calls to parents. At registration, parents will be asked to provide contact numbers. ParentSquare 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.

## **SCHOOL RESOURCE OFFICER**

All Lake Central Middle Schools have a sworn police officer assigned to duty in each building during the school year. This position is designed to establish and maintain relationships with students, faculty, and parents. The Officer will serve as an educational liaison between the school, community and the local police department in numerous matters such as drug/gang awareness, safety and good citizenship. In addition, the Officer may enforce state laws, and applicable school rules and policies.

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

For safety reasons, skateboards, scooters, 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.

## **SNACK MACHINES**

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

## **WITHDRAWALS/TRANSFERS**

Parents must notify the office of any student transferring or withdrawing. All books and equipment are to be returned and any outstanding fees paid.

**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 FOR 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. As more thoroughly described below, the following 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.

The rules you are about to read in this code of conduct are in addition to our broad, discretionary authority to maintain safety, order, and discipline inside the school zone. Students are expected to follow the rules of behavior as adopted by the Board of School Trustees and as stated in this handbook. These rules support, but do not limit, our authority.

## STUDENT MISCONDUCT/SUBSTANTIAL DISOBEDIENCE

**1. ACADEMIC DISHONESTY** - A student is in violation 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:

- Any form of cheating (i.e. giving or receiving answers for any type of test, quiz or assignment without the teacher's authorization), or
- 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.

Level One violations will be handled by the teacher. Students caught cheating will receive a zero (0) on the test, quiz or homework.

Examples of Level One violations are:

- looking on another's test or quiz
- using electronic devices or other secretive methods to give or receive 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)

Level Two violations will be handled by the principal. Students found to have committed 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 in the same school year
- 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 caught cheating who are in the National Junior Honor Society (NJHS) or applying to NJHS will be referred to the sponsors for consideration.

## 2. BULLYING

Bullying committed by a student toward another student or students is strictly prohibited.

What is bullying? Bullying can take many forms including slurs, rumors, name-calling, jokes, innuendos, demeaning comments, cartoon drawings, pranks, gestures, physical attacks, threats, stalking, physical or other intimidation, hazing, other written or

electronic text messages, social media posts, emails, and verbal or physical actions. For purposes of this rule, bullying is defined as overt, unwanted, repeated acts or gestures, including verbal or written communications or images transmitted in any manner including electronically or digitally, physical acts committed, aggression, or any other similar 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:

- places the targeted student in reasonable fear of harm to the targeted student's person or property;
- has a substantially detrimental effect on the targeted student's physical or mental health;
- has the effect of substantially interfering with the targeted student's academic performance; or
- 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.

This rule applies regardless of the physical location of the bullying behavior when a student committing bullying behavior and the targeted student attend Lake Central Schools.

Reporting bullying behavior. Students are encouraged to report bullying conduct as soon as possible. Any student or parent who has knowledge of conduct in violation of this rule or any student who feels he/she has been bullied in violation of this rule should immediately report the conduct to the Principal. A student or parent may also report the conduct to a teacher or counselor with whom he/she is comfortable. That teacher or counselor will then relay the report to the Principal. The report may be made anonymously, however the ability of the Principal to investigate and take corrective action may be limited if the person making the report cannot be further questioned. NOTE: All administrators, teachers and other staff members are to immediately report observed instances of bullying and/or information regarding bullying behavior to the Principal.

Investigation of report. The Principal or an administrator designated by the Principal will investigate immediately all such reports of bullying which may include questioning students, staff and others. As information is obtained, the Principal will report to conduct to local law enforcement as appropriate. The parents of the bully and the targeted student(s) will be notified within the week of the receipt of the report of the alleged conduct and then on a periodic basis as to the progress and the findings of the investigation, and of any remedial action that has been taken.

Consequences. Where bullying behavior is substantiated through the investigation, the Principal will take action appropriate to address the bullying conduct and to prevent further bullying, such as disciplinary action including suspension and/or request for expulsion, counseling and follow-up counseling or other support services and education for the students involved, and referral to law enforcement.

False reporting. False reporting of bullying conduct by a student is a violation of this rule and will result in any appropriate disciplinary action or sanctions. False reporting includes a situation when a student makes a report knowing or having reason to believe that the information is not true. It could also be a situation where the reporting student leaves important information out of the report or gives misleading information. A student who makes a report in good faith based on information the student does not know to be false, is not committing false reporting.

#### Prevention and creation of anti-bullying environment at Lake Central

- Assess and Define Bullying
- Engage Parents & Students
- Create Programs and Policies
- Maintain a Safe Environment
- Educate Students and Staff
  - Awareness Programming
  - Group Meetings
  - Presentations & Assemblies
- Community Partnerships

### **3. BUS REGULATIONS/RULES**

Riding the bus is a privilege not a right. Students are expected to follow all safety rules established by the corporation. While operating a bus 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 and are subject to all other disciplinary consequences under the rules of conduct. **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. 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 and aides 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, utilizing seatbelts if available.
- 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 after being signaled by the driver.
- 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
  - 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.

#### **4. 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.

#### **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. ACCESSING STUDENT GMAIL ACCOUNT**

Students will receive an assigned login and password. The login will be the first letter of the student's first name, the first letter of the student's middle name, followed by the student's last name @[lcstudents.com](mailto:lcstudents.com), (example: [jasmith@lcstudents.com](mailto:jasmith@lcstudents.com)) unless otherwise indicated.

Students are to protect their passwords by keeping them in a safe place and never allowing any website to remember their password. It is imperative to also always logout of websites and computers.

Students are able to use their Gmail account to send and receive emails from within the Lake Central School Corporation and to log into the Google Chromebooks.

#### **8. DIGITAL CITIZENSHIP**

##### **Rules of Etiquette**

- Be polite at all times: use of unlawful harassment will not be tolerated
- Respect another student's privacy. Do not reveal the name, home address, or phone number of yourself or another student.
- Respect all security issues. Don't share passwords with other students.
- Email is not a forum for in-depth conversation. Lake Central Gmail should be used to exchange educational information and documents.
- Avoid using all capital letters. IT LOOKS LIKE YOU'RE SHOUTING!
- Pay attention to spelling and grammar.

- Evaluate credibility of sources.
- Cite your references.
- Be an upstander, not a bystander.
- Be mindful of your digital footprint- all information on the internet can be permanent.

## **9. CONDUCT AT ATHLETIC EVENTS**

Proper spectator conduct at athletic contests is expected.

- Students who leave the building will NOT be readmitted.
- Students may not go to their lockers during or after the games.
- Good sportsmanship means cheering our team and respecting the other school. Everyone accepts the judges'/referee's decisions without complaint.
- Cheers will be in good taste.
- Students are expected to have rides available no later 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 may result in the student not being allowed to attend extracurricular events.
- Throwing of objects will result in the immediate removal of the student spectator from the event and possible future events.

## **10.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.

## **11. DANCE ELIGIBILITY**

During the school year, any student that receives two out of school suspensions for violation(s) of school rules, returns to school on a stay of expulsion (regardless of the number of suspensions), has two or more trancies, or has been expelled from school the previous semester, may not be eligible to attend after school dances as determined by the principal. In addition, students need to be in good academic standing, having no more than one F in any core academic class to be eligible to participate in school dances. All dances taking place after school hours are subject to this rule.

## **12.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 including a request for expulsion and referral to police.

## **13.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.

## **14. DISPLAY OF PHYSICAL 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.

### **15. DISRESPECT TOWARD STAFF MEMBERS**

All students are to show respect to teachers, administrators, other school employees and volunteers 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 may result in suspension and/or possible request for expulsion. Physically assaulting a staff member will result in suspension, request for expulsion, and a referral to police.

### **16. 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.

**17. DISSEMINATING INFORMATION** - Disseminating, posting, or in any other way communicating information unrelated to school activities is prohibited.

### **18. DRESS CODE**

As students mature and become adults, they will be required to meet certain dress standards for many occupational obligations and social functions. Therefore, since one of the main purposes of middle school is to help prepare students for adulthood, the following criteria will be used to evaluate a student's appearance while attending school. Proper attire is defined as clothing that does not create a health or safety hazard, and which is not distracting to the learning environment or demeaning to other students or staff members.

- Clothing, jewelry, or accessories advertising or containing references in writing or pictures of drugs, alcohol, tobacco, gangs and or which contain foul or suggestive language or pictures, etc., are not to be worn while attending school or a school related function.
- No revealing, low-cut, see-through, or excessively tight or torn clothing is allowed.
- No cleavage should be showing at any time.
- Front, back, midriff, shoulders and sides must be covered at all times (no skin showing).
- Skirts and shorts must be no shorter than the fingertips of the student when arms are at the side.
- Holes in clothing should be no higher than fingertip length.
- Undergarments must be completely covered at all times.
- Apparel or items which could cause injury or damage to school furniture or property are prohibited (i.e. pocket chains and/or key chains)
- Hats, hoods, head-wear, bandannas, and sunglasses are not to be worn in the building.
- Pants are to be worn at the waist.
- Students are not allowed to "drape" items out of their pockets or over their shoulders, regardless of the item, including but not limited to chains, bandanas, flags, etc.
- Shoes are to be worn at all times, unless in the process of changing for a class, athletic event, or participating in an approved school activity requiring no shoes (for example: swimming, life guarding)

The faculty reserves the right to use its discretion in determining the type of clothing appropriate for the school setting.

Any student that is not dressed properly according to the above standards will receive disciplinary action per semester according to the following schedule.

- 1st offense = Written Warning
- 2nd offense = Detention
- 3rd offense = Friday School
- 4th offense = (2) Friday Schools

- 5th offense = OSS (out of school suspension)

## 19. DRUGS AND ALCOHOL

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, synthetic drug, 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 drugs, 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 and/or distribution of the items listed above will result in suspension, a request for 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.

## 20. ELECTRONIC DEVICES

Advances in technology with electronic devices (to include smartphones, iPods, iPads, wireless headphones, air pods, video game controllers, and eBook readers) make these devices a benefit to a student's education when used appropriately. On the other hand, when used inappropriately, electronic devices are a great hindrance in the school setting. In order to take advantage of the educational benefits from electronic devices and monitor the devices for appropriate use, the Lake Central Middle School electronic device policy is as follows:

- Per Indiana law, students are prohibited from using wireless communication devices during instructional time unless approved by a teacher or administrator for instructional purposes, to manage a student's health, or as part of an IEP or 504 plan.
- Electronic devices including music, entertainment and communication devices are NOT to be out or in use between the hours of 8:47 AM and 3:40 PM when the student is not under the direct supervision of a teacher/staff member AND the student has not been directed to use the electronic device for educational purposes.
- If a classroom teacher determines to incorporate the use of an electronic device into his/her classroom instruction, the teacher may do so at his/her discretion. Teachers opting to do this will tell students the appropriate times for electronic device use, parameters for electronic device use, and when to stop the usage. Teachers finding students using an electronic device outside of their expectations may bar that specific student from using an electronic device in his/her classroom and may utilize the student code of conduct to issue consequences for the inappropriate use.
- Students are also advised they are responsible for securing all electronic devices as Lake Central School Corporation is not responsible for an electronic device's loss or theft.
- 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 and/or request for

expulsion.

- 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.

## **21. 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.

## **22. 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.

## **23. FIGHTING**

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 one’s self and/or assisting one’s self in getting away from the situation. This is clearly different from retaliation, “getting even” or “hitting back.” Students who incite, record, or post/share a fight may be subject to suspension. Students who repeatedly incite, record, or post/share fights may be subject to a request for expulsion.

**24. FIREARMS AND DEADLY WEAPONS** - (I.C. 20-33-8-16) No student may possess, handle or transmit any object which can reasonably be considered a weapon including, but without limitation, a knife or a firearm, on school premises or at school related functions. This rule includes any type of firearm and/or deadly weapon stored in a student’s car parked on school property. Violation of this rule banning the possession of weapons or destructive devices on school premises shall constitute grounds for suspension and/or request for expulsion. Violators of this policy shall also be subject to referral to law enforcement.

- A. The Superintendent shall notify the appropriate law enforcement agency when a student is expelled under this rule.
- B. The penalty for possession of a firearm or a destructive device is suspension and a request for expulsion from school for at least one calendar year with the return of the student to be at the beginning of the first semester after the one year period. The superintendent may reduce the length of the expulsion if the circumstances warrant such reduction.

The following devices are considered to be a firearm under this rule:

- Any weapon which will or is designed to or may readily be converted to expel a projectile by the action of an explosive
- The frame or receiver of any weapon described above
- Any firearm muffler or firearm silencer
- 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 one-quarter ounce, or any similar device.
- 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
- Any combination of parts either designed or intended for use in converting any device into any destructive device described in the two immediately preceding examples, and from which a destructive device may be readily assembled

- An antique firearm
- A rifle or a shotgun that the owner intends to use solely for sporting, recreational, or cultural purposes
- For purposes of this rule, a destructive device is:
  - An explosive, incendiary, or overpressure device that is configured as a bomb, a grenade, a rocket with a propellant charge of more than four ounces, a missile having an explosive or incendiary charge of more than one-quarter ounce, a Molotov cocktail or a device that is substantially similar to an item described above
  - A type of weapon that may be readily converted to expel a projectile by the action of an explosive or other propellant through a barrel that has a bore diameter of more than one-half inch, or

C. Expulsion for possession of a deadly weapon (IC 35-41-1-8)

In addition to the previous rule on firearms, a student who possesses, handles or transmits a deadly weapon may be expelled for a period of not more than one (1) calendar year. A deadly weapon includes any weapon or device readily capable of causing serious bodily injury.

D. Possessing a Deadly Weapon

- No student shall possess, handle or transmit any deadly weapon on school property
- The following devices are considered to be deadly weapons as defined in I.C. 35-41-1-8:
  - A weapon, taser or electric 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

IC 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 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, lock down, 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. The selling of any items for personal gain is strictly prohibited on school grounds. 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 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-INCLUDES SEXUAL ORIENTATION AND GENDER IDENTITY)**

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-Covered by Board Policy 2286**

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/or 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/NON-COMPLIANCE**

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 and/or local law enforcement. (Additional information is available under Rule 20, 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, video games, laser pointers, tools, electronic novelties, 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 consequence. 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/VAPING**

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

Any materials that test or prove to be a drug to include, but not limited to THC cartridges and the associated paraphernalia will fall under the DRUG/ALCOHOL policy and the appropriate rules and policies governing student in clubs, bands and athletics.

Violation of this rule will receive the following disciplinary actions:

1st Offense - Alternative to Suspension Plan (ASP) and a one-hour class on the dangers of vaping, nicotine, tobacco, and smoking. The instructional class will be scheduled with the student and family through Skyward. Students that fail to attend the class by the assigned deadline will have ASP removed and the student will receive one day of out of school suspension.

2nd Offense - Alternative to Suspension Plan (ASP) and a one-hour class on the dangers of vaping, nicotine, tobacco, and smoking and two hour Friday school. The instructional class will be scheduled with the student and family. Students that fail to attend the class by the assigned deadline will have ASP removed and the student will receive one day of out of school suspension.

3rd Offense - One Day Out of School Suspension

4th Offense - Two Day Out of School Suspension

5th Offense - Three Day Out of School Suspension

6th Offense - Four Day Out of School Suspension and recommendation for expulsion

In addition to school consequences, all tobacco and vapor related violations will be referred to the appropriate School Resource Officer. Offenses 1 and 2 may result in a warning citation. Offenses 3 through 6 will result in a citation.

#### **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. UNAUTHORIZED AREA**

Students are not to be in areas of the building, classrooms, and hallways without a staff member or their expressed permission.

Students are expected to have a valid pass whenever out of the classroom during class time. Unauthorized areas include all areas of the school or school grounds that are unsupervised.

#### **49. 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.

## **CONSEQUENCES**

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

### **A. ALTERNATIVE PLACEMENT**

#### **B. DETENTIONS:** A student may be assigned to 30 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 will result in additional consequences. 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:** All middle school students are placed on Extracurricular Probation when they have 2 or more academic F's
- 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 to discuss issues with academics or behavior.
- 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 BUS**
- I. **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.
- J. **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.
- 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.
- L. **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.

# POLICIES

## ATTENDANCE POLICY

The School Board, as an agency of the State, is required to enforce regular attendance of students. The Board recognizes that the presence in the classroom enables the student to participate in instruction, class discussions, and other related activities. As such, regular attendance and classroom participation are integral to instilling incentives for the student to excel.

Attendance shall mean to be physically present in a school or at another location where the school's educational program is being conducted during regular school hours on a day in which the educational program in which the student is enrolled is being offered.

Attendance shall be required of all Corporation students, except those exempted under other provisions of State law, during the days and hours that the school is in session or during the attendance sessions to which she/he has been assigned.

Exceptions to compulsory attendance that shall be recognized by the school corporation as provided by state statute are:

- A. service as a page or honoree of the general assembly (I.C. 20-33-2-14)
- B. service on a precinct election board or helper to a political candidate on the date of an election (I.C. 20-33-2-15)
- C. subpoena to appear in court as a witness in a judicial proceeding (I.C. 20-33-2-16)
- D. service in active duty with the National Guard for not more than ten (10) days (I.C. 20-33-2-17)
- E. participating in an educationally related non-classroom activity which is consistent with and promotes educational philosophy and goals of the school corporation, facilitates the attainment of specific educational objectives, is part of the goals and objectives of an approved course or curriculum, represents a unique educational opportunity, cannot reasonably occur without interrupting the school day, and is approved in advance by the school principal (I.C. 20-33-2-17.5)

For any of these exceptions a student shall not be recorded as absent from school.

The superintendent or his designee may require, from the parent of each student or from an adult student who has been absent for any reason, a written statement of the cause for such absence. The Board reserves the right to verify such statements and to investigate the cause of each:

- A. single absence;
- B. prolonged absence;
- C. repeated unexplained absence and tardiness.

The Board considers the following for excused absences:

- A. illness verified by a note or phone call from the parent
- B. illness verified by a note from a physician
- C. recover from accident
- D. required court attendance
- E. death in the immediate family
- F. observation or celebration of a bona fide religious holiday in accordance with Policy 5223
- G. maternity
- H. military connected families' absences related to deployment and return
- I. such other good cause as may be acceptable to the Superintendent or permitted by law

An unexcused absence is any absence not covered under the definition of excused absence or an exception to compulsory attendance. An out of school suspension shall not be considered an unexcused absence.

Repeated instances of unexcused absences may result in disciplinary action up to suspension or expulsion of a student.

Truancy is defined as absence from school without permission of the parent.

The Superintendent or an attendance officer having jurisdiction shall report a child who is habitually absent from school to an intake officer of the juvenile court or the Department of Child Services.

Attendance need not always be within the school facilities, but a student will be considered to be in attendance if present at any place where school is in session by authority of the Board.

The Superintendent shall develop administrative guidelines for the attendance of students.

Such guidelines should provide that a student's grade in any course is based on his/her performance in the instructional setting and is not reduced for reasons of conduct. If a student violates the attendance or other rules of the school, she/he should be disciplined appropriately for the misconduct, but his/her grades should be based upon what the student can demonstrate she/he has learned.

The Superintendent shall ensure that the administrative guidelines on attendance properly address the matter of truancy by including a process which:

- A. identifies the habitual truant, that is, a student who is chronically absent by having unexcused absences from school or more than ten (10) school days in one (1) school year;
- B. investigates the cause(s) of his/her truant behavior;
- C. considers, when appropriate, accommodation or modification of his/her educational program to meet particular needs which may be causing the truancy;
- D. ensures that truant students are disciplined in accordance with the Corporation's policies and administrative guidelines on student discipline;

The Superintendent shall also ensure that the Board's policy on attendance and the Corporation's administrative guidelines are made available to all parents and adult students.

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 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.
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 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 Canvas and/or Skyward 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 refer to Canvas/Skyward and/or 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:
  - a. 1st – verbal/written warning
  - b. 2nd – detention

- c. 3rd – detention
- d. 4th and subsequent – Friday School/Suspension

A 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. **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.

## **ELEARNING PROCEDURES FOR INCLEMENT WEATHER DAYS**

Teachers will work with their students to ensure that they are adequately prepared for eLearning days should we experience inclement weather. Teachers will review eLearning day procedures and classroom expectations.

Teachers will provide live instruction via Google Meet on eLearning days. Please make sure you are logged in by 9:45AM and follow the schedule your school and teacher(s) have provided. Work for each class will be posted in Canvas. In the afternoon, teachers will have office hours to answer questions and clarify assignments.

For additional information, our eLearning website link is: <https://lcsc.us/departments/elearning/>. Students requiring technical support are encouraged to send a support request to [tech@lcscmail.com](mailto:tech@lcscmail.com). This email is for technical support only. Questions regarding classwork and assignments should be directed to your child's teacher.

## **INDOOR AIR QUALITY**

410 I.A.C 33-3-1 requires that a school corporation appoint an indoor quality coordinator who serves as the lead contact person for indoor air quality issues. Lake Central's Indoor Air Quality Coordinator is:

Bill Ledyard  
Director of Facilities  
219-558-2711  
[bledyard@lcscmail.com](mailto:bledyard@lcscmail.com)

## **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.

- A. 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.
- B. All medication must have a note from the parent giving the school permission to administer the said drug.
- C. 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.
- D. 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:

1. The student has an acute or chronic disease or medical condition for which the physician has prescribed medication.
2. The student has been instructed how to self-administer the medication.
3. 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 influenzae* type b) and some strains of *N. meningitidis* and many types of *Streptococcus pneumoniae*. 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.

# How Sick is Too Sick?

This information sheet is designed to be used as general guidance.  
If you have a medical question, please consult your physician.

Symptom	Send to School	Keep at Home
<b>Fever</b>	During the past 24 hours, the student's temperature has been below 100 degrees and no fever reducing medication has been taken.	During the past 24 hours, the student's temperature has been more than 100 degrees.
<b>Diarrhea</b>	During the past 24 hours, no more than one watery stool has occurred.	During the past 24 hours, more than one watery stool has occurred.
<b>Vomiting</b>	During the past 24 hours, no vomiting has occurred.	During the past 24 hours, vomiting has occurred.
<b>Eyes</b>	Eyes may be itchy, but are not red, crusty, or draining.	Eyes are pink, draining, crusty, itching, painful, sensitive to light, or student has vision changes.
<b>Cough/Runny Nose</b>	Slight cough or runny nose, but no fever, and the student is able to cover cough, blow nose, and wash hands.	Symptoms are severe enough that the student is unable to learn. The student has a fever, or is unable to cover cough, blow nose, or wash hands.
<b>Rash</b>	Rash is not draining or spreading. The student does not have a fever, and symptoms of itching are not severe enough to impede learning.	Rash is bothersome and distracting. The student has a fever or severe itching, or rash is spreading or draining.
<b>Asthma</b>	Symptoms are well controlled and the student knows when to contact a school adult for assistance or the student has an asthma action plan on file at the school and is following the plan.	Symptoms are not well controlled. The student is not able to recognize when he/she needs assistance, and no asthma action plan is on file at the school.

## 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 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. 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:

Rebecca Gromala  
Director of Student Services  
8260 Wicker Avenue  
St. John, IN 46373  
219-365-8507

## **PHOTOS – MEDIA**

Periodically our school is featured in local media. In some instances students are photographed and interviewed for various stories. Parents indicate their choice during school registration.

## **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).