

LAKE CENTRAL SCHOOL CORPORATION
Lake Central High School
LGI ROOM – Enter Door E
8260 Wicker Avenue, St. John, IN 46373

Board Members Present

Cindy Sues, President
Nicole Kelly, Secretary
Louise Tallent, Board Member
Janice Malchow, Vice President

Board Members Not Present

Howard Marshall, Board Member

Administration Present

Dr. Lawrence Veracco, Superintendent
Sarah Castaneda, Assistant Superintendent
Rob James, Director of Business Services
Yolanda Bracey, Director of Primary Education
Rebecca Gromala, Director of Student Services

Administration Not Present

Bill Ledyard, Director of Facilities
Misty Scheuneman, Director of Secondary Education

*To view the archived video of the meeting in its entirety,
go to the School Board section of website at www.lcsc.us*

*All Motions Were Passed With a 4-0
Vote Unless Otherwise Indicated*

SCHOOL BOARD MEETING MINUTES
Monday, July 14, 2025 - 7:00pm

- I. Call to Order – *Cindy Sues*
 - The meeting was called to order and Pledge of Allegiance led by Board President Cindy Sues.
- II. Agenda: Approval, Deletions, Additions – *Dr. Veracco* – **Action Required**
 - Amendments to the Agenda include the addition of Recognitions under Dr. Veracco's section.
 - Janice Malchow moved to approve the revised Agenda.
 - Cindy Sues seconded the motion.
 - Motion carried.
- III. Correspondence – *Nicole Kelly*
 - There was no correspondence.
- IV. Liaison Committee Updates – *Cindy Sues*
 - A. Personnel Interview Committee: Howard Marshall
 - B. Schererville Redevelopment Commission: Nicole Kelly
 - C. Schererville Parks Department: Nicole Kelly
 - D. Lake Central Education Foundation: Janice Malchow
 - E. Legislative Committee: Janice Malchow
 - F. Dyer Parks Department: Janice Malchow
 - G. St. John Redevelopment Commission: Cindy Sues
 - H. Dollars for Scholars: Cindy Sues
 - I. Dyer Redevelopment Commission: Louise Tallent
 - J. Wellness Committee: Louise Tallent

- V. Official School Board Business Topics: Consent Agenda – *Dr. Veracco* – **Action Required**
- A. Approval of Minutes
- Executive Session: June 16, 2025
 - Regular Board Meeting: June 16, 2025
 - Executive Session: June 27, 2025
 - Special Board Meeting: June 30, 2025
- B. Approval of Claims, Payroll and Extracurricular Expenditures
- Janice Malchow moved to approve the Consent Agenda.
 - Louise Tallent seconded the motion.
 - Motion carried.
- VI. Public Comments Regarding Action Items
- There were no public comments regarding Action Items.
- VII. Official School Board Business Topics: Regular Agenda
- A. Superintendent – *Dr. Veracco*
1. Recognitions:
 - a. LCHS Boys Track & Field
 - b. LCHS Girls Track & Field
 2. Professional Leave Request - **Action Required**
 - Nicole Kelly moved to approve the Professional Leave Requests.
 - Cindy Sues seconded the motion.
 - Motion carried.
- B. Assistant Superintendent – *Sarah Castaneda*
1. Personnel Recommendations – **Action Required**
 - Janice Malchow moved to approve the Personnel Recommendations.
 - Louise Tallent seconded the motion.
 - Motion carried.
 2. Transportation Manual - **Action Required**
 - Nicole Kelly moved to approve.
 - Louise Tallent seconded the motion.
 - Motion carried.
 3. Certified Staff Handbook - **Action Required**
 - Louise Tallent moved to approve.
 - Cindy Sues seconded the motion.
 - Motion carried.
 4. Student Code of Conduct - **Action Required**
 - Janice Malchow moved to approve.
 - Nicole Kelly seconded the motion.
 - Motion carried.
 5. Elementary Student Handbook - **Action Required**
 - Louise Tallent moved to approve.
 - Cindy Sues seconded the motion.
 - Motion carried.
 6. Middle School Student Handbook - **Action Required**
 - Nicole Kelly moved to approve.

- Janice Malchow seconded the motion.
 - Motion carried.
7. High School Student Handbook - **Action Required**
- Janice Malchow moved to approve.
 - Nicole Kelly seconded the motion.
 - Motion carried.

C. Director of Primary Education – *Yolanda Bracey*

D. Director of Secondary Education – *Misty Scheuneman*

1. Professional Leave Requests - **Action Required**

- Nicole Kelly moved to approve.
- Cindy Sues seconded the motion.
- Motion carried.

2. Field Trip Requests - **Action Required**

- Louise Tallent moved to approve.
- Janice Malchow seconded the motion.
- Motion carried.

E. Director of Student Services - *Becky Gromala*

1. PowerSchool Special Programs Transition

F. Director of Facilities – *Bill Ledyard*

G. Director of Business Services – *Rob James*

1. Approval of 2025-2026 Meal Prices - **Action Required**

- Janice Malchow moved to approve.
- Cindy Sues seconded the motion.
- Motion carried.

2. Approval of 2025-2026 Food Service Bids - **Action Required**

- Nicole Kelly moved to approve.
- Louise Tallent seconded the motion.
- Motion carried.

3. Quarterly Financial Report

VIII. Public Comments – *Cindy Sues*

- There were no public comments.

IX. Board Comments and Consideration of Future Agenda Items – *Cindy Sues*

- Nicole Kelly: I just hope everybody, our students, our staff and their families are having a great summer. Enjoy. I think we're about T minus 30 days, right?
- Louise Tallent: I just want to say thank you to every one of the administrators that have helped give us a heads up as to the handbooks and Ms. Gromala everything that you have told us about today. Those things really do help. So, thank you for that extra effort from everybody.

- Cindy Sues: Thank you to all the student athletes that came out tonight to be recognized. It was a pleasure to celebrate them.

X. Board Calendar of Future Activities – *Dr. Veracco*

- Next School Board Meeting: Monday, Monday, August 4, 2025

XI. Adjournment – *Cindy Sues* – **Action Required**

- Janice Malchow moved to adjourn the meeting at 7:45pm.

- Nicole Kelly seconded the motion.

- Motion carried, meeting adjourned.

Minutes of the July 14, 2025 School Board Meeting were approved and adopted by the Board of School Trustees at the August 4, 2025 School Board Meeting.

Cindy Sues, President

ATTEST:

Nicole Kelly, Secretary

SUPPORTING
DOCUMENTS
FOR MINUTES

Lake Central School Corporation

8260 Wicker Avenue
Tel: (219) 365-8507

Saint John, IN 46373
Fax: (219) 365-6406

website:lcsc.us



Lawrence Veracco, Ph.D.
Superintendent

Sarah Castaneda
Assistant Superintendent

Yolanda Bracey, Ed. D.
Director of Primary Education

Misty Scheuneman
Director of Secondary Education

Rebecca Gromala
Director of Student Services

TO: Board of School Trustees
FROM: Dr. Larry Veracco, Superintendent
DATE: July 10, 2025
RE: Board Meeting of July 14, 2025

PROFESSIONAL LEAVE REQUESTS

NAME	Larry Veracco / Cindy Sues, Nicole Kelly, Louise Tallent
POSITION	Superintendent / Board President, Board Secretary, Board Member
SCHOOL	District
EVENT	2025 ISBA/IAPSS Fall Conference
DATES	9/15 - 9/16/2025
PLACE	Indianapolis, IN
DESCRIPTION	Annual Meeting
SPONSORING ORGANIZATION	Indiana School Boards Association / Indiana Association of Public School Superintendents
EXPENSES	Estimated Meal Cost - \$70 x (4) Estimated Hotel Cost - \$400 x (4) Estimated Required Fees - \$275 x (4) Estimated Travel Cost - Mileage & Parking x (4)
FUNDING	030-0-23210-580-0001

LV/vv

BOARD RECOGNITION OF OUTSTANDING PERFORMANCE

For a student/teacher to be eligible for Board Recognition, the following criteria must be met before his/her name is submitted:

- A. Honors or awards received while participating in school corporation-sponsored activities.
 - 1. State and national honors and awards
 - 2. Athletic honors and awards beyond the conference and sectional level (i.e. regional, state, national)
 - 3. Awards and honors that are rare and bring credit to the Lake Central School Corporation.
- B. Honors and awards from activities NOT directly sponsored by the lake Central School Corporation which are rare and bring credit to the school corporation.
 - For group or team recognition, a certificate will be made out to the Team/Group (more than 12 members) and will be accepted by the captain or designee. Individual team members will receive their certificates at a later date to be determined by the coach or mentor. If the team has fewer than 12 members, certificates are issued to individual team members at the Board meetings.
 - The office will mail letters to the students and their parents, inviting them to attend a particular Board Meeting to receive their certificates (usually one week prior to the Board Meeting). Copies of the letters will be sent to the principal and sponsor/coach.
 - It is the responsibility of the school principal, coach, or mentor to submit, to the corporation office, the correct names and addresses of the students to be recognized.
 - Please take pictures during meets/events so the entire team is present. Pictures should be sent to Jeanne Nowacki and Matt Toczek.

BUILDING PRINCIPAL'S AUTHORIZATION: Chris G. Enyeart **DATE:** 6/11/25

All Recognition Requests must be approved by Dr. Veracco before being presented to the School Board

Please complete this form in its entirety and send to Central Office, ATTN: Susie Glasgow/Lori Olson

SCHOOL LCHS **CONTACT PERSON** Chris Enyeart

IHSAA Boys Track & Field State Finals

NAME OF EVENT: _____ **LOCATION OF EVENT:** North Central High School **DATE OF EVENT:** 6/6/25

CRITERIA/GENERAL INFORMATION REGARDING ACHIEVEMENT

(To be read by Dr. Veracco during Board Meeting – attach sheet or use reverse side for additional information)

The Girls Track & Field team qualified several athletes for the IHSAA State Championships held at

North Central High School on June 7, 2025.

CERTIFICATE OF ACHIEVEMENT

(Please indicate exact writing that should be on the certificate)

IHSAA Girls Track & Field State Championship

See additional document for each individuals accolades.

Please indicate the following information on separate sheet of paper or on back of this form: _____ Individual _____ Group/Team

Name of Student, Address, Zip, Grade and any additional information. Name of Sponsor, Coach or Mentor

Name _____ Title _____

Name _____ Title _____

Name _____ Title _____

July 14, 2025

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SCHOOL LCHS **CONTACT PERSON** Chris Enyeart

IHSAA Boys Track & Field State Finals

NAME OF EVENT: _____ **LOCATION OF EVENT:** North Central High School **DATE OF EVENT:** 6/6/25

CRITERIA/GENERAL INFORMATION REGARDING ACHIEVEMENT

(To be read by Dr. Veracco during Board Meeting – attach sheet or use reverse side for additional information)

The Lake Central Boys Track & Field team advanced two individuals to the IHSAA State Championships

held at North Central High School on June 6, 2025

CERTIFICATE OF ACHIEVEMENT

(Please indicate exact writing that should be on the certificate)

IHSAA Boys Track & Field State Championships Qualifier

Ben Perschon- 3200 M Run

Aaron O'Neill - 300 M High Hurdles

Please indicate the following information on separate sheet of paper or on back of this form: _____ Individual _____ Group/Team

Name of Student, Address, Zip, Grade and any additional information. Name of Sponsor, Coach or Mentor

Name _____ Title _____

Name _____ Title _____

Name _____ Title _____

July 14, 2025

Lake Central School Corporation

8260 Wicker Avenue
Tel: (219) 365-8507

Saint John, IN 46373
Fax: (219) 365-6406

website:lcsc.us



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Superintendent

Sarah Castaneda
Assistant Superintendent

Yolanda Bracey, Ed. D.
Director of Primary Education

Misty Scheuneman
Director of Secondary Education

Rebecca Gromala
Director of Student Services

TO: Board of School Trustees
FROM: Sarah Castaneda, Assistant Superintendent
DATE: July 10, 2025
RE: Board Meeting of July 14, 2025

Personnel

(Board action required)

We are recommending that the following be approved:

I. Certified Appointment(s), Transfer(s), Resignation(s) & Retirement(s):

A. Appointment(s):

1. Allison Peterson (St. John), Science Teacher, Kahler Middle School (effective August 12, 2025).
2. Heather Clarkson (Cedar Lake), PLTW Teacher, Kahler Middle School (effective August 12, 2025).
3. David VanVleck (Schererville), Applied Skills Teacher, Kahler Middle School (effective August 12, 2025).
4. Tyler Copak (St. John), Temporary Physical Education (PE) Teacher, Kahler Middle School (effective August 12, 2025).
5. Amy Baran (Valparaiso), Temporary School Service Provider, Grimmer Middle School (effective August 12, 2025).

B. Transfer(s):

1. Lauren Brogni, transferring from Resource Teacher, Bibich Elementary School to Transition to Adulthood Program (TAP) Teacher, Lake Central High School (effective August 12, 2025).
2. Trisha Ptaszek, transferring from Grade 8 Math Teacher to Grade 5 Teacher, Clark Middle School (effective August 12, 2025).
3. Ryan Schweitzer, transferring from Math Teacher to Science Teacher, Clark Middle School (effective August 12, 2025).

C. Resignation(s):

1. Zoe Miller, Transition to Adulthood Program (TAP) Teacher, Lake Central High School (effective June 25, 2025).

II. Classified Appointment(s), Termination(s), Transfer(s), Resignation(s) & Change of Status:

A. Appointment(s):

1. Yvonne Pooler (Merrillville), Bus Driver, Lake Central Transportation (effective April 21, 2025).
2. Johanna Moody (Schererville), Bus Driver, Lake Central Transportation (effective April 21, 2025).

B. Termination(s):

1. Lee Toren, Custodian, Protsman Elementary School (effective June 23, 2025).

C. Resignation(s):

1. Hollie Salinas, Paraprofessional, Kahler Middle School (effective June 30, 2025).
2. Anna LaMere, Paraprofessional, Bibich Elementary School (effective July 1, 2025).
3. Sam Blackhurst, Paraprofessional, Lake Central High School (effective July 8, 2025).
4. Carol Thomas, Café Assistant, Lake Central High School (effective July 8, 2025).

III. Certified Extracurricular Appointments(s) & Resignation(s):

A. Appointment(s):

1. Ronald Lee, Grade 9 Class Cabinet Sponsor, Lake Central High School (effective August 10, 2025).
2. Stephanie Sivak, Grade 10 Class Sponsor, Lake Central High School (effective August 10, 2025).
3. Julia Collins, Grade 10 Class Sponsor, Lake Central High School (effective August 10, 2025).
4. Lisa Moreno, Grade 11 Class Sponsor, Lake Central High School (effective August 10, 2025).
5. Joan Loden, Grade 11 Class Sponsor, Lake Central High School (effective August 10, 2025).
6. Morgan Hirschfield, Grade 12 Class Sponsor, Lake Central High School (effective August 10, 2025).
7. Carrie Wadycki, Grade 12 Class Sponsor, Lake Central High School (effective August 10, 2025).
8. Danielle Andreas, Purchase of Plan-Grade 5 Physical Education (PE), Kahler Middle School (effective August 13, 2025).
9. Cynthia R. Lollis, Purchase of Plan-Grade 5 Computers, Kahler Middle School (effective August 13, 2025).
10. Meagan Bruni, Purchase of Plan-Grade 5 Computers, Kahler Middle School (effective August 13, 2025).
11. Stephanie Peterson, Purchase of Plan-Grade 5 Art, Kahler Middle School (effective August 13, 2025).
12. Christopher Guzman, Purchase of Plan-Grade 5 Art, Kahler Middle School (effective August 13, 2025).
13. Kevin Lewis, Purchase of Plan-Grade 5 Music, Grimmer Middle School (effective August 13, 2025).
14. Kathy Grimler, Purchase of Plan-Grade 5 Art, Grimmer Middle School (effective August 13, 2025).
15. Jeremy McGoldrick, Purchase of Plan-Grade 5 Computers, Grimmer Middle School (effective August 13, 2025).
16. Jerry Michner, Purchase of Plan-Grade 5 Physical Education (PE), Grimmer Middle School (effective August 13, 2025).
17. Ann Downey, Purchase of Plan-Grade 5 Physical Education (PE), Grimmer Middle School (effective August 13, 2025).
18. Michelle Calhoun, Purchase of Plan-Grade 6 Social Studies, Grimmer Middle School (effective August 13, 2025).

IV. Classified Extracurricular Appointment(s) & Resignation(s):

A. Appointment(s):

1. Shane Ratkovich, Head Football Coach, Kahler Middle School (effective for the 2025/2026 school year.

**Approval of Lake Central School Corporation Substitute Staff Appointments and Resignations –
Refer to attached list of substitutes that have been hired and have resigned.**

7/14/2025

Substitutes - Hired

Employee Name	Hire Date	Job Description
Tenley Edvardson	8/12/2025	Sub Teacher

Substitutes - Resigned

Employee Name	Resignation Date	Job Description
Tyler Wagner	6/16/2025	Perm Para Sub
Vaishali Magesh	6/23/2025	Sub Teacher
Michelle Zolfo	6/24/2025	Sub Teacher
Robyn Johnston	6/30/2025	Sub Transportation
Gianna Bock	7/8/2025	Sub Teacher
Neely Frye	7/9/2025	Sub Teacher

NEW CERTIFIED HIRES FOR 2025-2026

<u>Last Name</u>	<u>First Name</u>	<u>Hire Date</u>	<u>Position/School</u>	<u>Deg/Exp</u>	<u>University</u>	<u>Board Approved</u>
Corral	Yesenia	8/12/2025	Grade 1/Peifer	Bachelors/2 yrs.	Purdue NW	6/16/2025
Lakomek	Ashley	8/12/2025	Art/Kolling	Masters/2 yrs.	Valparaiso University	6/16/2025
Macak	Delayna	8/12/2025	Grade 1/Homan	Bachelors/0	Purdue NW	6/16/2025
Michniewicz	Kari	8/12/2025	Preschool/Bibich	Bachelors/4 yrs.	Purdue University	6/16/2025
Ramirez	Justine	8/12/2025	Applied Skills/Bibich	Bachelors/3 yrs.	Indiana Univ. NW	6/16/2025
Peterson	Allison	8/12/2025	Science/Kahler MS	Bachelors/0	Purdue University	7/14/2025
Clarkson	Heather	8/12/2024	PLTW/Kahler MS	M/29	IN Univ./Purdue	7/14/2025
Copak	Tyler	8/12/2025	Temp. PE/Kahler MS	Bachelors/0	Indiana Univeristy	7/14/2025
VanVleck	David	8/12/2024	App. Skills/Kahler MS	Bachelors/0	Valparaiso University	7/14/2025
Baran	Amy	8/12/2025	Temp. SSP/Grimmer MS	Bachelors/0	Purdue University	7/14/2025

LAKE CENTRAL SCHOOL CORPORATION
TRANSPORTATION DEPARTMENT



EXPECTATION MANUAL

July 1, 2025

LAKE CENTRAL SCHOOL CORPORATION

TRANSPORTATION DEPARTMENT

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LAKE CENTRAL SCHOOL CORPORATION

TRANSPORTATION DEPARTMENT

Dear Lake Central Employee,

Welcome to the Lake Central Transportation Department. We, as a team, have been asked to provide safe and efficient transportation for close to eight thousand pupils within our corporation boundaries. As a valued member of our team you will be asked to drive during adverse weather conditions and congested road situations, testing your skills daily.

We have prepared this manual to help you understand the policies, procedures and expectations of the Lake Central Transportation Department. The information in this Manual is in addition to the contents of the Handbook for Classified Employees which you should also read carefully.

Your training and experience prepare you to do your job professionally, but should you have a question or concern that is not addressed in this manual, please contact me or my office staff.

Have a great year,

Charles Strebar
Director of Transportation

Definitions

This Expectation Manual shall pertain to employees of the Lake Central School Corporation who are classified as Bus Drivers and Bus Aides. Sections of this Handbook pertaining to drivers only or bus aides only shall be so noted.

Driver: An employee hired by the school corporation to operate a corporation vehicle transporting students to and from school and other curricular and extracurricular outings.

Bus Aide: An employee hired by the school corporation to assist students while boarding, traveling on, or unloading, a bus.

Board: All members of the Board of School Trustees and all school administrators.

Years of Service for Retirement Purposes: Years of continuous service as a corporation bus driver or bus aide in the Lake Central School District.

A year of continuous service shall consist of at least 120 continuous workdays within the regular school year.

Salary Schedule Steps

Due to the requirements of Indiana legislation, Lake Central School Corporation must maintain a positive fiscal position. As a result, deficit spending is not permitted, compelling the corporation to suspend employee raises or annual increments until state funding is adequate to provide for such increases in spending.

Work year & Workday

The work year consists of the number of student transportation days and additional hours as directed by the Director of Transportation. Compensation is based on the number of hours worked. Any time equal to or exceeding eight (8) minutes will qualify for a fifteen (15) minute increment.

Reduction in Force

In the event a reduction in force of employees is deemed necessary by the Administration, employees shall be laid off in an order based on attendance, evaluations and employment record.

During a reduction in force period, a laid off employee may be placed on the Substitute List by submitting a letter to the Director of Transportation within five (5) working days of being informed of the reduced status. Such employees shall be called for substitute positions before regular substitute employees.

LAKE CENTRAL SCHOOL
CORPORATION

DAILY TIME SCHEDULES

Lake Central High School	7:15 a.m. - 2:09 p.m.
Elementary Schools	8:10 a.m. - 2:40 p.m.
Middle Schools	8:47 a.m. - 3:40 p.m.

School Phone Numbers

Lake Central School Corp.	219-365-8507
Lake Central High School	219-365-8551
Student Services	219-365-8507

Bibich Elementary	219-322-1185
Homan Elementary	219-322-4451
Kolling Elementary	219-365-8577
Peifer Elementary	219-322-5335
Protsman Elementary	219-322-2040
Watson Elementary	219-865-4430

Clark Middle School	219-365-9203
Grimmer Middle School	219-865-6985
Kahler Middle School	219-865-3535

St. John the Evangelist School	219-365-5451
St. Michael School	219-322-4531

EMERGENCY SCHOOL DISMISSAL INFORMATION

Weather or mechanical breakdown may sometimes call for early or emergency dismissal.

Mechanical breakdown in one school need not affect regular dismissal of the remaining schools in the district.

Information regarding early or emergency dismissals will be posted on the Lake Central School Corporation website www.lcsc.us. A telephone message will also be sent to all employees through the School Messenger service. A text message will also be sent through the ParentSquare app.

EMERGENCY PLANS

Plan A--School Closing:

All schools serviced by Lake Central School Corporation, public and parochial, will be closed.

- School will not be open for instruction and students are not to report.
- Teachers, Students, Transportation Employees are not required to report.

Plan B School Opening Delay:

All schools will start two (2) hours later than usual.

- Buses will run their routes two (2) hours later than usual.
- Teachers and Students report two (2) hours later than usual.
- School dismissal will be at regular times.

DRIVING INSTRUCTIONS

TRAFFIC FLOW - TRANSPORTATION CENTER:

Entrance All southbound buses on Rt. 41 TURN LEFT AT THE STOP LIGHT AT RT 41 and 85th Ave. Make a right turn at Kolling access road and follow the road around to the Transportation Center. **SPEED LIMIT 10 MPH.**

Entrance All northbound buses on Route 41 turn right at the Transportation Center access Road located in the front of Kolling School. **SPEED LIMIT 10 MPH**

Fueling All buses fueling must drive south around to the Special Needs parking lot and then circle through to the fuel pumps. Make sure you leave room for the Special Needs buses or cars that want to exit by not blocking the exit.

ALL TRAFFIC WITHIN THE CONFINES OF THE TRANSPORTATION CENTER IS TO FLOW COUNTER CLOCKWISE. ALL VEHICLES WILL YIELD TO A BACKING BUS.

Exit All northbound buses are to exit from the Transportation Center Road located in front of Kolling Elementary School.
SPEED LIMIT 10 MPH

Exit All southbound vehicle traffic are to exit from the Transportation Center road. Turn right at the stop sign and follow the Kolling access road to 85th Ave. Turn left and use the stop light at Route 41 and 85th Avenue to go south.
SPEED LIMIT 10 MPH.

TRAFFIC ENTERING THE TRANSPORTATION CENTER HAS THE RIGHT OF WAY BEFORE THE TRAFFIC (INCLUDING BUSES) THAT IS EXITING THE TRANSPORTATION CENTER

All stop signs - no matter where they are - indicate that you must come to a complete stop. It does not matter if another driver waves you through. The exceptions are the crossing guards at Kahler on Route 30 at release, or if a police officer is directing traffic at any other school.

~~The parking lot at Kolling is not for bus use. Buses are not to drive in the car parking space area. It is not 18" thick and the ground cannot handle the extra bus weight. Stay on the traffic lane area only. Do not cut through the parking lot, including the new lot on the north side.~~

SPEED LIMIT AT ALL SCHOOLS IS 10 MPH

Left turns onto a four (4) lane highway without a stoplight will be avoided if possible.

Examples: Wall St. in St. John. If you are heading East on Wall St. you may not turn north onto Rt. 41.

From St. John the Evangelist School, you may not turn North (left) onto Rt. 41 from School St.

From the Kahler parking lot, you may not turn West (left) onto Rt. 30.

Roads having a center turn lane for both directions of traffic can be used to turn left. You must turn into the center turn lane, **stop**, check traffic in all mirrors, and then complete your turn if it is safe to do so.

Example: From northbound Castlewood Dr., intending to turn left onto Rt. 30. Check traffic east and west. If clear, proceed into the middle turn lane while watching for traffic that is in, or entering, the middle turn lane. Stop in the turn lane, check traffic east and west again, and then proceed when it is safe to do so.

If you feel traffic conditions will not allow you to perform this, or any other traffic maneuver safely, then use an alternative strategy or route.

High School Traffic:

Buses may use the southbound Route 41 exit when leaving the High School. Buses going northbound cannot turn left onto Kelly Drive. They may turn left onto Ventura Trails Dr.

Kahler Middle School Traffic:

Buses may not use Oak St. or Elm St. to access Kahler Middle School.

Crossing Procedure – Hand Signal: Whether crossing students left or right, you should:

- Using the arm that is on the same side as the crossers, hold up your hand in the universal 'stop' position.
- When traffic is clear and it is safe to cross, sweep your arm in one motion in the direction students are to cross.

Picking Up Students:

1. Activate the amber warning light within 100 feet of the bus stop.
2. If traveling on more than a two (2) lane road stay in the right lane.
3. Check oncoming traffic approaching the bus in the left lane. Do not activate the stop arm until all traffic can come to a safe stop.

A. Students are to be trained to cross in front of the bus when the air brake is set, the transmission is in neutral, the stop arm and cross over arm are out, and the Driver signals student to cross using universal crossing signal.

- B. Students crossing in front of the bus should be approximately 10 feet in front of the bus.
 - C. Students waiting on the right should be 10 feet to 20 feet from the edge of the roadway.
 - If there are sidewalks, students should be lined up single file on the sidewalk.
 - D. Never drive away from a student approaching the bus. Do not leave a student stranded, even if there is a safety concern (parent followed the bus and made student get on at another stop). Notify the office of any concerns.
4. **DO NOT OPEN THE DOOR UNTIL THE BUS IS COMPLETELY STOPPED, TRANSMISSION IS IN NEUTRAL, THE AIR BRAKE IS SET, AND YOU ARE READY TO LOAD THE STUDENTS.**
- A. Train the students to approach the bus only when the door is open and stop arms are activated.
 - B. Train the students that cross in front of the bus to watch for a Driver signal before crossing to make sure they cross safely. Train the students that they should stop immediately at the sound of the horn.
5. The students are to get on the bus single file and go directly to their assigned seats.
- Do not allow students to ride in front of the white lines.
6. Make a final check for students who may be approaching the bus.
- A. Check the crossover mirrors for students in front of the bus.
 - B. Check the mirrors for students along the sides of the bus.
7. Close the bus door and release the air brake.
8. **MAKE SURE ALL STUDENTS ARE PROPERLY SEATED BEFORE MOVING THE BUS, AND IF THE BUS IS EQUIPPED WITH SEATBELTS, THEY MUST BE WORN.**
9. Re-check all mirrors before moving the bus.

SCHOOL SITE LOADING AND UNLOADING PROCEDURES

1. **The Driver must be physically present on the bus when children are: boarding for transportation, present on the bus, or disembarking.**
2. The Driver must be on board the bus at the time of school release.
3. When waiting for morning dismissal, it is preferred that students remain seated while drivers monitor them via the student mirror. If students are standing, then the driver must stand and monitor them while facing them. Many student issues occur while waiting for dismissal.
4. In no case should a bus be left unattended while running or when students are present.
5. If the Driver must leave the bus for any reason, s/he must turn off the bus, remove the key and close the door. **Drivers should always remember to check the bus for students and their belongings before leaving the bus. ONLY THE DRIVER OR AIDE WILL DEACTIVATE THE CHILD CHECK ALARM – NEVER A STUDENT.**

If students are on board, the Driver must notify the school to have someone come out from the school to supervise the students in his/her absence. Turn off the bus and remove the key, take it with you.
6. The Driver should instruct the students not to board the bus when the door is closed and/or if the Driver is not present.
7. Driver use of a cell phone is not permitted while the bus is in motion, will shortly be in motion, or while students are being loaded or present for loading.
8. Make sure you are in your specific parking spot at the high school every day.
9. Alarm deactivation should only be handled by the Driver unless an extreme emergency warrants otherwise. Therefore, when you shut off the bus at the school or any other location, you must go to the rear of the bus to deactivate the alarm yourself.
10. Elementary and Middle School students must have a seating chart. High School seating charts are not mandatory, but preferred.

A copy of the seating chart must be on the bus and in the office as well.
11. Please do not make remarks over the radio about pick-up or drop-off times at the schools. It is the principal's job to control the times in their buildings and

your job to have the students there in the AM for drop-off, and your bus there for pick-up in the PM.

12. Please be aware that we **MUST** abide by the idle time guidelines and keep buses at allowable idle times permitted by the government. If the temperature is under 30 degrees you may idle your bus for 10 minutes in the morning and afternoon. If the buses are parked outside, you may idle your bus long enough to clean the windows of frost or ice.

13. **HIGH SCHOOL PM RELEASE:**

A. **2:10 PM CLEAR RADIO TRAFFIC.** High school Administrators will make announcements for the Drivers on the Transportation channel.

B. **2:15 PM** Front Administrators will announce to the Drivers when the 1st bell has rung and prepare the parking lot for bus departure. Security or Police Officer will stop car traffic at the front of the campus. Bus Drivers should check for late students, close bus doors and wait for the 2nd bell announcement. Students may be allowed on the bus until the 2nd bell rings.

C. **2:16 PM** 2nd bell rings - NO students are allowed to board unless accompanied by an Administrator.

- Report any students that continue to approach the bus to an Administrator or Transportation Director ASAP.
- Front Administrator will announce to the Drivers to begin the departure process.
- Traffic light should be green.
- Buses that do not make the light should not block the crossover at the stop sign.
- Security officer will not release the car traffic until all the buses are out.
- Report any procrastinating students waiting outside of the buses for the bell to ring.

D. Any late buses unable to report to their proper location should immediately advise an Administrator of their current location. The Administrator will then advise Driver and students where they should board or wait for bus.

NEVER MOVE THE BUS IF STUDENTS ARE NEAR EITHER SIDE OR REAR OF THE BUS

Discharging Students from the Bus:

1. As the bus approaches within 100 feet of the bus stop, activate the warning lights.
 - A. If the bus is traveling on more than a two lane road stay in the right lane.
 - B. If you are on a busy road, activate yellow hazard to warn other drivers.
2. Check traffic approaching the bus from all directions.
 - A. Do not activate the stop arm until all traffic can safely come to a stop.
3. **STOP, PUT THE TRANSMISSION IN NEUTRAL, AND SET THE AIR BRAKE BEFORE STUDENTS ARE DISCHARGED.**
4. Check all the mirrors before opening the door.
 - A. Students are to remain in their seats until the bus comes to a complete stop and the air brake is set.
 - B. Students are to walk off the bus.
 - Allow no running and/or pushing.
 - C. Count the students as they get off the bus and watch where each student has gone before pulling away from the stop.
 - D. Students crossing in front of the bus should be 10 feet from the front of the bus.
 1. Students should always be visible to the Driver. If the student can see the Driver's face, the Driver can see the student.
 2. Students should always wait for a signal from their Driver to cross in front of the bus. Students must remove any headphones while exiting and crossing.
 - E. Students going to the right of the bus should stay 10 to 20 feet away from the bus.
 1. Students should not be allowed to walk down the side of the bus.
 2. Students should not be allowed to cross from the rear of the bus.

5. **NEVER MOVE THE BUS IF STUDENTS ARE NEAR EITHER SIDE OR THE REAR OF THE BUS**
6. Check the crossover mirrors for students who may be in the front or along the sides of the bus.
 - A. Close the door and release the air brake.
 - B. Make sure all remaining students are seated properly before moving the bus.
 - C. Check all mirrors and rear of bus before moving.
7. **Buses should not pass other loading or unloading buses in school zones.**
8. Drivers leaving the bus should shut off the engine, remove the keys and close the bus door.
 - A. **Drivers should always do a complete check inside the bus after every route (High School, Elementary, and Middle School) to make sure there are no students or any student's belongings left behind. Property left behind will be kept on the bus overnight so the student may retrieve it the next day.**
 - B. The keys should be kept with the Driver.

Approaching or Following Another Bus:

1. When a school bus is following or approaching another school bus that is dropping off students, the Driver in the approaching/following bus must also activate the yellow hazard lights.
 - A. The purpose is to warn traffic behind the 2nd bus that students are being dropped off.
 - B. Traffic cannot see around the 2nd bus, making it necessary that the Driver warn them what the 1st bus is doing.
 - C. **You may never pass another bus that has its stop arm activated.**

Backing Up and Turnarounds

1. **DO NOT BACK UP A BUS UNLESS IT IS ABSOLUTELY NECESSARY.**

- A. When backing up, always activate the yellow hazard lights, and always back up into a roadway and then pull out of it. DO NOT use private driveways. Check all mirrors.
 - Never pull into and back up out onto a roadway or unapproved intersection.
 - B. **REMEMBER THAT IF AN ACCIDENT HAPPENS WHILE BACKING UP THE BUS, IT IS AUTOMATICALLY YOUR FAULT.**
2. When picking up students in a turnaround, pick the students up first, and then do the turnaround. Check all mirrors.
 3. When dropping students off, back into the turnaround before dropping off the students. Check all mirrors.
 4. When backing up from the Transportation Building, activate hazard lights and sound horn before moving the bus; check all mirrors.

Stopping at a Railroad Crossing:

1. **STOP AT ALL RAILROAD CROSSINGS**
 - A. It is Lake Central School Corporation's policy to stop both loaded and unloaded buses at all railroad crossings.
2. As the bus is approaching the first set of tracks, or once you see the yellow Railroad Crossing warning sign, activate the bus hazard lights to warn traffic the bus is stopping.
3. The bus will stop within 50 feet, but not less than 15 feet from the nearest railroad gate, cross buck, etc.
4. Open the bus side window, turn off radio, heaters or fans, or use the noise suppressor switch. (Students should be silent.)
5. Open passenger door, look in both directions.
6. Listen (students will remain silent).
7. Look in both directions once again.
8. When it is safe to proceed across tracks:

- A. Close passenger door.
 - B. Never cross the tracks with the passenger door open.
9. The bus is never to cross the tracks if the lights are flashing, or if the lights are flashing and the railroad gates are down.
- A. If the lights are flashing and a police officer or railroad official is directing the flow of traffic across the tracks, the Driver may proceed.
10. If the railroad lights are malfunctioning, the Driver should contact Transportation Base to let them know you are crossing at your own discretion.
Under no circumstances will a Driver go around gates that are down.

Stopping at Stop Signs and Stop Lights:

- 1. The bus shall approach the stop sign at such a rate of speed that will allow the transmission to help slow the bus down.
- 2. Stop before the stop sign.
- 3. If the Driver is turning, s/he shall use a turn signal to indicate the turn.
 - A. The signal should be activated not less than 100 feet before the turn.
 - B. When turning onto a narrow city or country road, traffic should be clear from both directions.
- 4. When traffic is lined up in front of the bus at a stop sign or traffic light, the driver will stay far enough away from the vehicle in front that he will have enough space to pass if necessary, and if it is safe to do so.
 - A. The bus should be far enough back from the vehicle in front that the driver can see the rear tires of that vehicle.
 - B. Always be aware of which lanes are straight lanes, and which are turn lanes.
Know where you belong and stay far enough away from the traffic to give yourself a way out.
 - C. No turning on yellow left turn signal; wait for the next light cycle.

Driving and Traveling on Multi-lane Roads:

- 1. If traveling on more than a two lane road, stay in the **RIGHT** lane.

2. If you need to turn left, activate the bus turn signal and move to the left lane when traffic allows and you feel comfortable.
3. If driving on a multi-lane highway/expressway that exceeds 2 lanes, take the course of least resistance and use the center lane. Examples: Borman Expressway, I-65 north, Chicago expressways.

THE GREATEST CAUSES OF ACCIDENTS ARE SPEEDING, TAILGATING, LANE CHANGING, AND BACKING UP. THE BEST ACCIDENT IS NO ACCIDENT.

PROCEDURE TO FOLLOW IN CASE OF AN ACCIDENT:

1. **DO NOT MOVE THE BUS. Leaving the scene is a criminal offense.**
2. Activate your hazard lights.
3. Immediately contact the Transportation Department. If unable to do so, notify local Police or State Highway Patrol. Call 911.
4. Do not leave the bus to speak to others, check the damage, etc. Stay in the bus.
5. Put out triangle reflectors whenever possible.
6. When contacting the Transportation Department, advise if ambulance or towing wrecker is needed.
7. Make a list of names of students on the bus, or use your seating chart and circle the names of the students on the bus. You can replace the chart with another copy for your bus at a later time. Give the created list to the Director, or the mechanic on scene. Principals/nurses can take a photo of the list for their purposes.
8. Have bus information available, example: insurance card, registration, important papers, mechanics' phone numbers, etc. (Located in the 1st Aid Box)
9. When filling out the police report, use the Lake Central Transportation address and phone number: 8855 Wicker Ave., St. John, IN 46373; (219) 365-3141.
10. Obtain information on the other driver(s) and other vehicle(s) if possible.
11. Obtain the license plate number of the other vehicle or vehicles if possible.
12. Obtain the names of witnesses if possible.
13. Make sure the Principal and school nurse has arrived and has checked any students on the bus before leaving the accident scene.

14. Notify the Transportation Department before leaving accident scene.
15. Refer media to supervisor.

**STANDARD OPERATING PROCEDURES FOR SCHOOL BUSES DURING
AN ACCIDENT OR BREAKDOWN:**

1. Take whatever steps necessary to remove students from further danger.
2. Administer first aid as required.
3. Assert authority over the students; keep them away from the accident scene.
4. Radio Transportation, or call for help and a replacement bus with a qualified driver.
5. On extracurricular trips there will always be an adult chaperone. In case of any problems, breakdowns, accidents, etc., never leave the students on the bus or outside of the bus without adult supervision. All passengers (student and/or adult) are your responsibility. Make sure you have the student list with the names and numbers of each passenger on the bus.

Non-Emergency Phone Numbers

Transportation Center - 219-365-3141	St. John Police - 219-365-6032
Transportation Shop - 219-365-6422	Dyer Police - 219-865-1163
State Police (Indianapolis) 317-232-8248	Schererville Police - 219-322-5000
Lake Co. Sheriff Police - 219-660-0001	St. John Fire Dept. - 219-365-6034
Superintendent's Office - 219-365-8507	Dyer Fire Dept. - 219-865-4226
Lake County 911 Dispatch 911	Schererville Fire Dept. - 219-322-2599
	Lake Hills Fire Dept. - 219-365-3340

Phone Numbers for Mechanics and Office Personnel

	Cell Number
Charles Strebar	219-789-3685
Larry Chambers	219-775-7262
Adam Groat	219-218-4525
Paul Otte	219-545-6929
Andy Cripe	219-775-1041
Gail Flores	219-746-8575
Valerie Madvek	219-742-0110
Julie McCullough	219-902-9449

6. Drivers who see another Driver in distress should determine if they can be of help Without jeopardizing the safety of their own students.
7. Be aware of State requirements for placing reflectors.
8. Be aware of rear bus swing when turning.
9. You **MUST** complete a report of any accident/incident, even if no damage is done.

Case No. _____

LAKE CENTRAL TRANSPORTATION DEPARTMENT
Accident Report

Please fill in all the blanks:

Date: _____ Time: _____ Bus Number: _____

Place of accident _____

Damage to other vehicle or property: _____

Injuries: _____

Witnesses: _____

Describe in detail facts of the accident. If you need more space, please attach another piece of paper: _____

Damage to bus: _____

Direction of Travel: _____ Approximate Speed _____

Road Conditions: _____ Visibility: _____

Diagram of accident:

What could you have done to avoid this accident? _____

Print Driver's Name: _____

Driver's Signature: _____

PROCEDURE TO FOLLOW IN CASE OF STUDENT INJURY:

1. Take steps necessary to remove students from further danger.
2. Administer First Aid as required to the best of your ability.
3. Contact Transportation Department immediately by radio.
4. Follow instructions of Transportation Department contact person.
5. Complete written student Injury Report.

DRIVERS ARE NOT TO DISPENSE ANY MEDICATIONS TO A STUDENT

Examples: Aspirin, Tylenol, Prescription Drugs

Exceptions: Glucose medication or EPI Pen that has been approved by the school/school nurse, and is accompanied by a letter from the school and/or a Doctor.

Instructions for the EPI Pen are inserted in the front of the pre-trip book on your bus.

LAKE CENTRAL SCHOOL CORPORATION
TRANSPORTATION DEPARTMENT
STUDENT INCIDENT / ACCIDENT REPORT FORM

DATE: _____

1. Driver's Name: _____ Bus # _____

2. Student's Name: _____ Sex: M ____ F ____

Student's Address: _____ Phone # _____

Grade: _____ School: _____

3. Place of Incident/Accident: Entering Bus _____ Exiting Bus _____

In Seat _____ In Aisle _____

4. Time of Incident/Accident: _____ a.m. _____ p.m. _____

5. Description of Incident/Accident (show any unsafe acts or unsafe conditions that contributed to the Incident/Accident)

6. Immediate Action: First Aid _____ School Nurse: _____

Other: _____

7. What recommendations do you have for preventing similar Incident/Accidents?

Driver's signature _____

EVACUATION PROCEDURES

In the event that it is necessary to evacuate a building and transport students away from the site, the Lake Central Transportation Department shall be responsible for moving the students to designated areas.

Teachers will assist students to enter buses in a safe and orderly manner, evacuating the youngest children first. Every effort will be made to keep students together as a class. A parent receiving center will be established at the relocation site.

DESIGNATED AREAS FOR EVACUATION

SCHOOL	PRIMARY EVACUATION SITE	SECONDARY
Protsman	Lake Central High School	Faith Church - Dyer
Kahler Middle School	Lake Central High School	Faith Church - Dyer
Bibich	Lake Central High School	Faith Church - Dyer
Lake Central High School	Faith Church 100 E. 81st Dyer	Faith Church - Dyer
Kolling	Lake Central High School	Faith Church - Dyer
Grimmer & Watson	Lake Central High School	Faith Church - Dyer
Homan	Lake Central High School	Faith Church - Dyer
Peifer	Lake Central High School	Faith Church - Dyer
Clark Middle School	Lake Central High School	Faith Church - Dyer

BUS DRIVER DUTIES AND RESPONSIBILITIES

The Bus Driver operates under the policies of the Board of School Trustees as administered by the Superintendent. He/she shall work under the direction of the Director of Transportation in such matters as discipline, time of arrival and departure, loading and unloading, etc.

A School Bus Driver's duties and responsibilities include, but may not be limited to, the following:

PRIMARY DUTY

It shall be the prime concern of the School Bus Driver to see that all children on the route and assigned to his/her care, arrive at school and return home safely, promptly, and in the most direct and economical manner.

ALL STUDENT INFORMATION MUST BE KEPT CONFIDENTIAL

INDIANA TRAFFIC & TRANSPORTATION LAWS

Whether you are in a personal vehicle driving or in a commercial vehicle, you **MUST** carry with you at all times:

1. Valid Indiana Driver's License
2. Valid Indiana Certificate (yellow card)

It is the duty of the Driver to obey all Indiana Traffic and Transportation Laws. Any ticket issued to a Driver while driving a Lake Central School Corporation vehicle will result in the Driver personally paying the cost of the citation if found guilty, or if guilt is admitted. Further, upon conviction, the Driver is subject to disciplinary action which includes, but is not limited to, verbal reprimand, suspension or termination.

Department of Transportation and Lake Central Substance Abuse Policy

It is the policy of the School that the use, sale, purchase, transfer, possession or presence in one's system of any controlled substance (except medically prescribed drugs) by an employee while on School premises, engaged in School business, while operating School equipment, or while under the authority of the School is strictly prohibited. Even substances that are legal for use, like CBD products, may cause you to fail a drug test. FMCSA states that mandatory testing must apply to every person who operates a commercial motor vehicle in interstate or intrastate commerce and is subject to the CDL licensing requirement.

The execution and enforcement of this policy will follow set procedures to screen body fluids (urinalysis), conduct breath testing, and or search all covered employees including applicants for alcohol and drug use. These procedures are designed not only to detect violations of this policy, but to ensure fairness to each employee. Every effort will be made to maintain the dignity of employees or applicants involved. Disciplinary action, will however, be taken as necessary.

Please see handbook titled "Lake Central Substance Abuse Policy" for the complete policy.

AVAILABILITY FOR EMERGENCIES (WEATHER RELATED CLOSINGS)

The Driver/Aide shall be available during the day for emergency/weather related dismissal of school. Employee emergency phone numbers will be left with the Director of Transportation. It is the Special Needs Bus Drivers' responsibility to call their Aides.

OFFICE PHONES: All out-going telephone calls will be on an emergency basis only or for phoning parents, principals, etc.

RADIO COMMUNICATION

Two-way communication radios are placed in each bus for emergency use. Drivers are only to use the radios for official Transportation business. Idle conversation is not acceptable.

If you need to contact a school for any reason, you have that capability on your radio. Switch to the school channel and communicate with them directly. If for some reason they do not answer, contact Transportation for assistance.

Do not ask for personal calls **unless it is an immediate emergency**. If it is not an emergency, it shall wait until after routes.

Wait until after routes to notify the office regarding missing signs, objects in the road, limbs down, etc.

PERSONAL QUALITIES

It is the responsibility of the Driver/Aide to be exemplary for students in regards to good speech, appearance and actions. Swearing or any other inappropriate comments are prohibited. Drivers should not give out their personal information to students, nor interact with students outside of school hours or outside the scope of their job description unless related.

Bus Drivers/Aides are part of the Lake Central School System just as Teachers, Tutors, Cooks, Custodians, Secretaries, and Administrators are. Bus Drivers have a service to

perform and represent the school just as they do. You, as a Bus Driver, leave an impression with the students you transport. Your outside appearance (dress) is just as important as the personality you portray. Greet your students with a smile every morning.

LEGAL SHOE POLICY

Shoes shall have an enclosed toe and a back or a fixed strap that cannot be lowered on the back of the shoe.

Sandals that do not meet the above criteria, i.e. Crocs or high-heeled shoes shall not be worn (minimal 2" heels only are allowed).

For employee safety, it is highly recommended that shoes have a non-slip sole and a closed toe area.

USE OF CELL PHONE/PERSONAL COMMUNICATION DEVICE BY DRIVER

Drivers cannot hold, dial, text, or otherwise operate a cell phone or personal communication device while the bus is in motion, will shortly be in motion, or while students are loading or present for loading. The only exception for cell phone use: on a trip, using a mounted cell phone holder approved by the head mechanic, a navigation app (google maps for example) may be used for guidance. This does NOT allow for any other use in this circumstance.

Drivers are prohibited from the use of headphones/earbuds/Bluetooth devices/earplugs when driving a school bus or any other Corporation vehicle.

DRIVER/AIDE APPAREL

Bus Drivers/Aides are expected to dress appropriately while working. Inappropriate apparel includes any clothing or items that could constitute an interference with school purposes. Please use common sense when picking out clothing to wear to work.

The specific guidelines for acceptable apparel include:

- Shoulders and midriff must be covered at all times.
- No beachwear, tank tops, or tube tops.
- No see-through, revealing, or excessively torn clothing items.
- Shorts mid-thigh in length will be permitted.
- Apparel or items which allude to drugs, alcohol, tobacco, sex, the occult, gangs, or that are offensive to ethnic or racial groups are prohibited.
- Wearing inappropriate apparel may result in disciplinary action.

EMPLOYEE INJURY

It is the responsibility of employees to promptly notify the Transportation Office when an injury occurs during work hours. A determination will be made regarding required paperwork.

ABSENCE FROM WORK

It is the responsibility of Drivers and Aides to notify the Transportation Office when unable to run their regular routes. The Driver or Aide shall give such notice as much in advance as possible, but no later than 4:45 A.M. for the A.M. route or all day, and 11:00 A.M. for the P.M. route. Failure to give adequate notice of absence may result in loss of pay unless otherwise approved by the Director of Transportation.

It is your responsibility to know how many sick days and personal days you have. When completing the time off form, make sure you mark the correct type of day that you are requesting on the form. If you are calling off, make sure to tell the office which type of day you will be using, route number, leave time, and bay number. Turn in a time off request form when you return. A letter must accompany Personal Business Requests for a Monday, Friday or Holiday extension.

If a Driver or an Aide is off sick from the same bus, and one or the other has a trip scheduled, the one with the trip will have to give up his/her trip so one of the assigned route Drivers or Aides will be on the bus for the students. If you have to give up a trip, your name will then go onto the cancelled trip list for another trip. Special Needs students need to have at least either their regular Driver or Aide on the bus with them. Exceptions may be made in unusual or extreme circumstances as determined by the Director of Transportation. If either an Aide or Driver is off sick, please inform the office so they can cancel your trip and then get someone else to cover your trip, and they will put your name on the cancelled trip list.

The Director of Transportation may request documentation such as medical evidence, substantiated by a physician, to show cause for absence from work. Special needs drivers and aides will provide documentation when taking off a midday as unpaid. If an employee anticipates an extended leave due to a medical reason, they must obtain FMLA paperwork, complete it satisfactorily, and submit it prior to the leave.

EXTENDED SICK LEAVE

Before a bus driver may return to work from an extended sick leave, all required qualifications for driving must be current.

ALTERATION OF SCHEDULE

Buses are not allowed to be taken home between routes without prior approval from the Director of Transportation. Exception: Alteration of school schedule.

As stated in the "Guide to Indiana Worker's Compensation:" "If an employee deviates from work activities and an injury occurs, the injury may not be considered to arise in the course of employment. If the employee deviates from a route for personal reasons, even if the employee is on company time, or in a company vehicle, the employee might be considered outside of the course of employment."

REPORTS

The Driver shall prepare Bus Driver reports as directed. This includes, but is not limited to: daily inspection, work orders, student stop counts and lists, student name and address lists and conduct reports. Drivers are required to prepare seating charts for Elementary and Middle School. Seating charts are preferred, but not required, for High School.

ROUTE SHEETS

Route sheets must be kept updated and correct. Copies must be on your bus and in the Transportation Office. You must complete your route sheets and turn them into the Transportation Office to be printed. The route sheets must be followed exactly. Do not skip stops, even if students have never boarded/exited at the stop – they may start riding the bus at any time during the school year. Do not create an unassigned house stop just because "it's the only student at the assigned stop". Students are to board and depart from the same stop daily. Any alteration in bus stops requires a current Student Bus Pass from the Transportation Office or the school. Do not accept notes about stop changes from parents or students whether verbal or written – parents must contact Transportation or the school. Any route changes must be approved by the Director of Transportation.

EMPLOYEE MAILBOX

Each Transportation employee is assigned a mailbox in the employee lounge. You must check your mailbox before routes in the morning and again in the afternoon for any changes or notices concerning your route. In addition, for those with corporation emails you are required to check your email before routes in the morning and again in the afternoon for any changes or notices concerning department news, corporation news and trip information. Failure to check your mailbox and email as indicated above may result in disciplinary action.

PAYROLL

During the first twenty (20) days of school, routes will be evaluated by the Director of Transportation for route time placement. Adjustments will be made in 1/4 hour segments with times greater than eight (8) minutes rounded to the next 1/4 hour.

If you do not have a time change, do not turn in a time sheet.

ALL TIME SHEETS MUST BE TURNED IN DAILY FOR EFFICIENT PAYROLL PROCESSING. DO NOT WAIT UNTIL THE END OF THE WEEK.

If you are doing an extra route (A.M., P.M., Mid-day), daily time sheets must be turned in. If you are doing the extra route for a week or more put in only one time sheet stating the days you will be on that route and it will be added to your daily time for the proper length of time.

Time placement shall be determined by averaging the total time of the A.M. route and the P.M. route time. Employees of mid-day routes shall be compensated a minimum of one (1) hour. In the event a Special Needs route has no students for the day, the Driver and Aide must make themselves available for reassignment for that day. They shall be compensated for time worked. A daily timesheet must be submitted by all Special Needs Drivers and Aides.

Special Needs Drivers and Aides with mid-day routes will receive their regular mid-day pay when using sick days or personal business days.

Payroll stubs are available on the Lake Central Corporation website: www.lcsc.us. If you do not have access to a computer, there are computers available in the transportation lounge.

PRE-TRIP TIME

The pre-trip shall consist of:

1. Thorough safety inspection as defined in the expectation manual, with no distraction (i.e. cell phones).
2. Maintaining the interior of the bus as defined in the expectation manual.
3. Maintaining a fuel level as directed by the Director of Pupil Transportation.

Drivers shall be compensated seven dollars (\$7.00) for each vehicle pre-tripped (completion of pre-trip requirements includes fueling and cleaning) during the regularly scheduled driving day and for the pre-trip of each vehicle for extra trips. Drivers completing one half (1/2) of their daily assignment shall receive one half (1/2) of the pre-trip compensation. When trips are taken immediately following routes either AM/PM, you will receive one half (1/2) of the pre-trip compensation of \$3.50. You will also receive one half (1/2) of clean-up of \$2.00. All

U-Haul trips will require a basic pre-trip inspection consisting of checking lights, doors and visible damage to the unit. This Pre-trip shall be compensated (\$1.75) for each vehicle.

Failure to perform any one or all of the pre-trip requirements shall be grounds for disciplinary action and forfeiture of the pre-trip compensation.

BUS CLEANLINESS

Each Driver is responsible for the thorough cleanliness of the interior of his/her bus. Attention to this detail shall be a daily routine. Bus cleanliness includes cleaning the dash area, clean front inside windows, back outside window, sweeping floors and emptying trash daily. Do not over pack your storage areas. The Director of Transportation or his designee will make periodic school bus inspections. Failure to follow these guidelines may result in the following incremental actions as determined by the Director of Transportation:

1. Verbal warning
2. Written warning
3. Revocation of one day pre-trip pay
4. Revocation of future pre-trip pay until driver is in compliance.

If you clean your bus frequently, it will not be difficult to maintain. It is unfair to substitute drivers and bus washers/cleaners to have to clean up accumulated amounts of debris or gunk when you are paid to do so.

BUS WASHING

Remember to check the board to see what day your bus is scheduled to be washed. On that scheduled day, please put up all the windows and make sure your bus is at the garage.

If the bus is not at the garage or the windows are down, it will not be washed and you will have to wait until the next time your bus is scheduled.

BUYING AND SELLING

It is Lake Central School Corporation's policy not to buy or sell items on the bus.

DRIVER'S AREA

This area includes the entire front section inside of the bus. Items such as books, folders, notebooks, pencils, crayons, unsecured boxes, containers, posters, and signs with sayings, shall not be in the Driver's area as they present a potential safety hazard. The driver's area should look like the bus just came from the manufacturer.

Nothing shall be posted to obstruct the Driver's view (i.e. windows, mirrors).

Nothing shall be posted that covers a legal posting.

Nothing shall be hung from the ceiling area of the bus interior that would block the video cameras.

Only necessary items shall be kept on the bus.

Cleaning supplies should be kept in the glove compartment with a door or above the rear emergency exit door. It is the Driver's responsibility to clean the bus after a trip.

DO NOT LITTER!

SWEEPING DEBRIS FROM THE BUS ONTO THE GROUNDS OR FLOOR OF THE BUS GARAGE IS NOT PERMITTED!

DAILY MAINTENANCE

All records and reports must be completed as requested.

Complete pre-trip sheet, record mileage, and fuel as necessary to keep at 1/2 of tank. **PRE-TRIP INSPECTION SHEETS MUST BE TURNED IN BEFORE THE DRIVER AND AIDE LEAVES THE TRANSPORTATION CENTER FOR HIS/HER MORNING ROUTES**

The Director of Transportation or Head Mechanic will determine if there should be a 10 minute maximum warm-up time because of bad weather; otherwise, there will be 5 minute maximum warm-up. Close all windows. Make sure all switches are off.

When repairs are necessary, obtain a work order and complete it in detail. Retain one copy for your reference.

DRIVER MEETINGS AND WORKSHOPS

It is required that School Bus Drivers attend each local and State School Bus Driver meeting or workshop as directed by the Director of Transportation. Summer safety classes may be online or at a workshop. See the Director of Transportation if you have any problems logging onto the site.

EMPLOYEE DISCIPLINARY ACTION

1. Discussions with an employee regarding his/her performance shall be conducted in private. An employee has a right to invite an observer to be present when the meeting with the Administration is held. The Administration will try to schedule the meeting

when the observer is not on duty. (The observer may only serve in this capacity outside his/her work day).

2. Whenever an employee is required to attend a meeting or interview which could reasonably be expected to result in written reprimand or discipline, the employee will be informed (in writing, when practical) that the meeting might result in disciplinary action. (Disciplinary action may include, but not be limited to, a verbal warning, a written reprimand, or time off without pay, and/or termination).
3. None of the rights enumerated in this section shall abridge the school employer's right to issue a directive or order and to state the intended consequences of a refusal to follow the directive or order.

When disciplinary action is deemed necessary, the employee can reasonably expect progressive disciplinary actions to be followed. Progressive discipline shall be defined as:

- Step 1 - Verbal Warning
- Step 2 - Written reprimand stating a particular action is inappropriate
- Step 3 - Suspension without pay
- Step 4 - Termination

Any of the above named steps may be a starting point in progressive discipline depending on the nature of the incident involved. In the event that any one of the four steps of the progressive discipline chain is taken against an employee, the employee will receive written documentation, indicating the alleged violation, the date, and the step that is being taken. When an infraction/incident occurs, or the Driver/Aide is taken off his/her route, that employee will be informed of the circumstances and reasons for implementing disciplinary action. An Administrator may have another representative of Administration present during any step of the progressive discipline sequence.

An employee may be suspended without compensation for, but not limited to, the following reasons:

1. Unjustifiable, unreasonable, or frequent absenteeism
2. Repeated tardiness in reporting to work
3. Leaving the job prior to the end of the workday without Administrative approval
4. Insubordination
5. Failure to make satisfactory progress toward the elimination of noted deficiencies.
6. Failure to perform in a safe and responsible manner

An employee may be terminated for, but not limited to, the following reasons:

1. Reporting to work under the influence of alcohol or drugs.
2. Receiving more than one suspension.

3. Excessive tardiness to work
4. Theft
5. Falsifying records, forms or reports
6. Fighting
7. Incompetence
8. Unsatisfactory performance
9. Insubordination
10. Possession of alcohol or drugs on school property
11. Failure to perform in a safe and responsible manner
12. Calling or texting on a cell phone while driving
13. Other just and reasonable cause

REPRIMANDS

The employee shall sign and receive a copy of any reprimand that will be placed in his/her file.

STUDENT DISCIPLINE

All school children, while being transported on a school bus, shall be under the supervision, direction, and control of the School Bus Driver, and shall be subject to the Student Code of Conduct of the Lake Central School Corporation. •

If a student violates the rules of the school corporation while riding the bus, it is the duty of the Bus Driver to notify the Director of Transportation before bus time the following day. All misconduct reports must be given to the Director of Transportation in order for disciplinary action to take place. Disciplinary action shall be taken by the appropriate Administrator and the Driver will be notified of the same. Suspension of riding privileges may be requested by the Driver, but that decision is the responsibility of the appropriate Administrator. A Driver should keep a log of discipline concerns for the current school year.

SCHOOL BUS DISCIPLINE

Be consistent when enforcing student rules pertaining to transportation. We can't have some buses ignoring certain infractions while others do not. This sends a mixed message to all children, parents and teachers as well as making it difficult to support Drivers in these situations. Rules should be enforced from the start of the school year. Disciplinary action will consist of the following steps in succession: driver intervention/counseling; phone call to a parent/guardian discussing the issue and allowing time for a correction; written referral to the appropriate building administrator. Document any parent phone call on the appropriate form and submit to the office. General education bus drivers **should not** call parents from their cellular phones – use the phone in the Transportation lobby. Conversations with parents or guardians should remain polite and respectful at all times. If a parent or guardian

becomes impolite or disrespectful, explain that you are discontinuing the conversation due to its tone. Refer the parent to the Director of Transportation, and document same on the parent call form. Students can only be touched to gently guide/assist or render first aid.

1. The building principal has the same authority over, and responsibility for the students when they are on the bus, as when they are at school.
2. The Bus Driver will be responsible for a just, fair, and impartial enforcement of all rules and regulations. The building Principals are in the best position to help the Driver with disciplinary problems. They know of other problems that the student may have, and probably will have dealt with the parents on other matters.
3. Bus Drivers have the same rights and responsibilities for student control as does the classroom Teacher. This means that they are able do the following:
 - Recommend that the Principal suspend the student for up to five days
 - Recommend a hearing be held for the permanent removal of a student from riding the bus
 - Take other reasonable action to carry out the rules and policies of the school as they apply to student transportation
4. A student may be expelled from school for repeated misbehavior on the school bus, just as he/she may be expelled for repeated classroom misbehavior.
5. State law reads that a school district may provide school bus service, the law does not state that the school must provide this service.

The Driver is to keep order and maintain discipline among the children while in the bus or along the route, and shall report all cases of misconduct to the building principal and Director of Transportation in writing, using the Suggested Bus Conduct Procedures. Do not take cell phones from students. If a cell phone is being misused, report it to the Director.

The Aide on a special needs bus is usually in the best position to know how and when to deal with a disciplinary issue on their special needs route. If an aide does or does not deal with a specific issue as noted by the driver, the aide and driver will discuss same when students are not on the bus. If the driver and aide continue to disagree on a course of action, they will meet with the Director of Transportation for a resolution of the issue.

If an employee is required to attend a student disciplinary conference, the employee shall be compensated at his/her hourly rate.

6. A sign with bus rules is to be posted on each bus as follows:

"DON'T LOSE YOUR RIDING PRIVILEGE!"

FOLLOW THESE RULES

- 1. Follow Driver's directions the first time they are given.**
- 2. Stay in your seat.**
- 3. Keep head, hands and feet inside the bus and to yourself.**
- 4. No drinking, eating, loud talking or shouting.**
- 5. The use of foul or obscene language will not be tolerated.**
- 6. Be at your pick-up point on time.**

PROCEDURE FOR SCHOOL BUS CRISIS SITUATIONS EMERGENCY PROCEDURES

Guns/Weapons

The following is school district procedure and is to be strictly adhered to in relationship to guns and weapons:

Should a gun or other weapon be seen/mentioned on the bus:

- 1. Calmly use radio, clearly announce the code word "DAISY". Then state a "brake failure", indicate where you are stopping, and that you are waiting for mechanics. Pull over, apply your emergency brake, and activate your hazard lights. Keep radio on. **ALL OTHER TRAFFIC ON THE RADIO WILL CEASE EXCEPT FOR EXTREME EMERGENCY.****

2. A call will be placed by base to the appropriate law enforcement agency for immediate assistance. After law enforcement has been reached, the driver will be told by base via radio that "mechanics are en route" – this will let the driver know police are on their way.
3. Following the incident, immediately submit a report to the Transportation Department, substantiating what has happened.

Should a gun or other weapon be seen at or near a bus stop:

1. Calmly radio situation and specific location to the Director of Transportation or Transportation Base
2. A call will be placed to the appropriate law enforcement agency for immediate assistance
3. Immediately submit a report to the Transportation Department, substantiating what has happened.
4. Report the incident to the appropriate School Administrator
5. Should the instance occur in the morning, it may be advisable on the afternoon route to deliver the students to their homes as much as possible to help safeguard them from potential danger

Fighting On The Bus

1. Use verbal intervention to inform those fighting to stop. (Do not try to physically intervene).
2. Be observant (names, descriptions, what is happening).
3. If students do not stop fighting, calmly radio details of location to the Director of Transportation/Base and a call will be placed to the proper law enforcement agency.
4. If the students have stopped fighting, separate them by moving their seats.
5. Report the incident to the appropriate school Administrator.
6. Fill out a Student Conduct Report.

OTHER BUS SITUATIONS

Cannabis

If you are driving a route and a student boards the bus smelling of cannabis, please do the following: Do not confront the student. When you arrive at the school, use your radio and ask for a Principal. If a Principal or school staff does not answer, ask Transportation to contact a Principal. Do not state the reason in either case – let the Principal know when they board the bus. The Principal will handle the matter from that point forward. The same procedure would apply to afternoon routes – call for the Principal prior to the release of the buses.

EXTRA TRANSPORTATION WORK OPPORTUNITIES

Examples are:

Lead Driver
Substitute Aiding

Sign-up sheets will be posted twice each school year: August and December. In August of each year, sign-up sheets will be posted for five (5) days for the first semester.

You must sign your name on each work list you are interested in working.

Lead Driver, Tail Driver and Aiding require additional training each school year. Additional training is required annually for special need trips and or mid-day routes

The Extra Work Sign-up sheet lists will be posted for five (5) school days before each semester begins. (August and December)

Once the lists have been removed from the board, you will not be able to add your name to any list for that semester. You will have the opportunity to add your name in January for the second semester.

Drivers completing one half (1/2) of their daily assignment shall receive one half (1/2) of the pre-trip compensation. When trips are taken immediately following routes either AM/PM, you will receive one half (1/2) of the pre-trip compensation of \$3.50. You will also receive one half (1/2) of clean-up of \$2.00.

EXTRACURRICULAR TRIPS

Pre-Trip - If the extracurricular trip is assigned on a non-regular workday, the driver shall be compensated for pre-trip inspection at the regularly scheduled rate.

Rotation - Extracurricular trips are given out in rotation of bus numbers. When the driver accepts the trip, the driver may not assign the trip to another driver. If the driver accepts a trip and, later, due to unforeseen circumstances cannot take the trip, the trip shall be reassigned in order of rotation, provided time permits. Any driver who requests and accepts an extracurricular trip and returns two trips during any one semester shall be removed from consideration for extracurricular trip assignment for a period of ninety (90) calendar days beginning the first day following the return of the second trip. The 90 days will carry over into the next semester if necessary. Trips returned due to illness or bereavement within the first five days of the date of death shall not count towards the two returned trips. Drivers that do return trips under this section shall have written notification given with a copy placed in their personnel file.

Trip Acceptance – You will have 24 hours to respond to an emailed trip. Please check your emails several times a day – **at a minimum check at 3:00 PM** as trips for that day should be given out by then. The 24 hour time frame begins from the date and time listed on the bottom of the emailed trip sheet. You must respond with a **yes** or a **no** within 24 hours, otherwise it will be considered a refusal. Drivers may take their regularly assigned bus for a trip as long **as the trip requirements have been met**. **Example:** if an undercarriage is required, your bus must have one.

If you accept a trip for a particular date (emailed trip or emergency trip) and a midday becomes available for that date, you cannot return the accepted trip and take the midday instead. Middays for a particular date will always be given out before emergency trips received on that same date.

If a trip sheet says, “**Check with Gail on leave times**”, then you must do so, as the coach or sponsor may provide that information at any time. At a minimum, check with Gail 24 hours before the trip date. Assume that the trip time will vary greatly one way or another – more hours than expected or less hours than expected. You should also assume that it may leave very early in the morning or return very late at night. If you feel that there is a good possibility that you may return the trip after finding out what the hours actually are, then please do not accept the trip when initially offered.

Driver compensation for extracurricular trips shall be paid at the current rate for extracurricular trips, \$18.75/hour. If an extracurricular trip requires an aide and no permanent aide accepts it, a driver may accept the aide position and be compensated \$18.75/hour. Aide compensation for extracurricular trips shall be paid at the aide’s current hourly rate of pay.

Driver’s trip time shall begin when they leave the Transportation gate and the driver’s trip time will end when they come back through the Transportation gate with adding a 3 minute cool down. Drivers should be at their pickup destination ten (10) minutes prior to departure time written on the trip request form.

If an extra trip is canceled, and drivers have not been given notice of cancellation prior to show up time, drivers shall be compensated one (1) hour pay (no clean up time) and the driver will be entered on the BOC (because of cancellation) list and awarded a new trip.

Multiple trips listed on one trip sheet shall be assigned as two (2) separate trips. This will address “Take only/Pick up only” trips, U-Haul band trips as well as other multiple trips entered on the same trip sheet.

MULTIPLE BUS MOVE

For extracurricular trips involving two or more buses outside of Lake County, a lead driver will be appointed from the lead driver list with the driver having the option to accept or refuse the lead driver position. The refusal shall be accepted until the following morning at 9 a.m.

When no one accepts a lead driver position, one will be appointed by the Director of Transportation from the lead driver list. Determination of a lead driver shall be made by giving equal consideration to prior experience on an extracurricular trip to said location, demonstrated leadership ability, and exemplary evaluations. A one-hour lead driver training session is required. A lead driver shall receive an additional \$10.00 for trips between 21 and 100 miles, and \$25.00 for trips over 100 miles. A lead driver may be selected out of rotation if no lead driver can be determined from those assigned.

A lead driver pool will be established from those drivers volunteering for consideration. Lead drivers shall be selected from this pool in the same manner that drivers are selected for summer school route assignments. A lead driver shall be selected from this pool if no lead driver can be determined from those taking any extracurricular trip. Should there be more than one qualified lead driver assigned to any extracurricular trip, the lead driver position shall be determined by The Director of Transportation. **ALL VEHICLES ON A TRIP WILL STAY TOGETHER TO AND FROM THE DESTINATION.**

OVERNIGHT TRIPS

Drivers will be compensated at their regular hourly rate.

Drivers shall receive a per diem food allowance in accordance with Lake Central School Corporation's policy when proper receipts are provided to the Director of Transportation. When traveling to another time zone, always document time and attendance in Central Standard Time (CST).

EMERGENCY TRIPS (NOTICE OF 12 HOURS OR LESS)

Emergency trips shall be given out based on a separate emergency trip list. Emergency trips will **NOT** be called out based on the current rotation for emailed trips – i.e., the next person up for an emergency trip will not match the next person up for an emailed trip. When an emergency trip is accepted, it is noted on the emergency trip list. The next person up for an emergency trip on that list will be the next one called for a subsequent emergency trip. If an employee turns down an emergency trip, it **WILL NOT** be considered a denial. If an employee accepts an emergency trip, it shall not affect his placement on the rotation list.

Weekend Trips and Emergencies: If you are scheduled to complete a trip over the weekend and a last minute emergency occurs that prevents you from doing the trip (extreme illness accident, et cetera), you should notify the Director as soon as possible via a phone conversation. Text, voicemail, or email notifications are **NOT** acceptable. The emergency trip list will be used in this instance. No matter how many people are called until someone accepts, the emergency trip list will revert back to where it left off prior to the weekend.

TRANSFERS/VACANCIES

Regular School Year Routes

All vacancies of routes (current and/or new) shall be posted on the bulletin board in the Transportation Center for a period of five (5) consecutive working days.

A current employee desiring to transfer to a vacant route may apply by submitting a letter of application via email to the Director of Transportation within the posting period.

- a. Vacancies shall be filled after consideration of past performance, including attendance, bus video, written evaluations and employment record. All prospective applicants will meet with the Director of Transportation or his designee prior to the final selection.

Summer School Routes

In May of each year a sign-up period of five (5) working days shall take place. Any Contracted Driver or Aide may sign up.

The Director of Transportation shall determine the number of Drivers/Aides needed for summer school routes.

Drivers will be able to take an Aide position if any are available after Contracted Aides on the sign-up sheet have been assigned by the Director.

An employee may apply for a summer school route each year.

COLLISION REVIEW BOARD POLICIES AND PROCEDURES

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Collision Review Board

The Collision Review Board will be comprised of five (5) appointed Drivers and the Director of Transportation. The Director of Transportation will serve as Chairperson of the Collision Review Board and will solicit volunteers to serve on the Board each year. Collision Review Board meetings will be paid at the current Professional Development rate of \$16.00 per hour.

A quorum of five (5), including the Chairperson, must be present for a meeting to take place.

In order to ensure the highest quality in Review Board membership, only Drivers with a consistently safe driving record shall be selected to serve on the Collision Review Board. Driver Trainers are excluded from serving on the Collision Review Board.

PREVENTABLE, NON-PREVENTABLE AND INCIDENT (NON-CHARGEABLE, PREVENTABLE)

The purpose of the Collision Review Board is to determine the accident as:

PREVENTABLE
NON-PREVENTABLE
INCIDENT (Non-Chargeable, Preventable)

PREVENTABLE

A **PREVENTABLE ACCIDENT** is one in which the Driver failed to do everything that reasonably could have been done to avoid the accident, such as:

BACKING UP ACCIDENTS
INTERSECTION ACCIDENTS
PEDESTRIAN ACCIDENTS
REAR END COLLISIONS
LANE CHANGE ACCIDENTS
MECHANICAL DEFECT ACCIDENTS
STATIONARY OBJECT ACCIDENTS
RAILROAD CROSSING ACCIDENTS
WEATHER CONDITION ACCIDENTS

NON-PREVENTABLE ACCIDENTS

When a Driver commits no errors and reacts appropriately to the errors of another driver or occurrence, the Collision Review Board considers the accident to be **NON-PREVENTABLE**.

Examples: A tree limb falling on top of your vehicle during your route.
Someone hitting your legally parked vehicle
Adverse Weather Conditions
Mechanical Defect Accidents
Rear End Collisions

INCIDENT(S)

An **INCIDENT** is defined as any driving error that did not result in unreasonable damage.

INCIDENTS are generally classified as minor driving infractions, such as incidents involving tree branches, cross arms, etc. where the Driver exhibited reasonable precaution but the incident still resulted in a broken mirror.

RESPONSIBILITIES OF THE DIRECTOR OF TRANSPORTATION AS CHAIRPERSON OF THE COLLISION REVIEW BOARD

Meet with the Review Board as necessary to discuss Review Board Guidelines and chair each meeting of the Board

During the Collision Review Board meeting, all accidents still outstanding since the last review shall be reviewed by the Board.

Collect all pertinent information such as pictures, Lake Central Security Officer report, Police report, Driver's report, Witness report and any reports pertaining to the accident and compile them in a case file for the review

Review the accidents before the start of each meeting, assign a case number, date of accident and set up the reviews

Go over each accident with the members, including reading the accident and police reports

Ask for each member's comments on the reports to ensure a complete understanding of the accident

Review video if available and deemed necessary by Director.

The Chairperson is to use all available visual aides to help in determining whether the accident was:

1. preventable
2. non-preventable or
3. incident

Accidents listed under Preventable and Non-Preventable in the Expectation Manual will be reviewed using, but **NOT LIMITED TO**, the National Safety Council Guidelines.

The members vote on an accident after reviewing/discussing all relevant materials with all voting done by secret ballot. The ballots are then submitted to the Chairperson.

Once the meeting has been adjourned the Chairperson will tally the votes and complete the result form.

The Chairperson will sign the result form. The Driver will then be called in to be informed of the decision and to sign the form. One copy of the result form goes to the Driver; a second copy stays with the Chairperson/Director of Transportation.

The Chairperson will keep a log of all Collision Review Board rulings. When the Director of Transportation reports the decision of the Collision Review board to a Driver, a case number will be on the report for cross-referencing with the Collision Review Board log if questions arise later from the driver.

The Chairperson will not divulge the findings to any member of the Board, another Driver or any other employee.

If the Board determines an accident to be preventable, the involved Driver may be subject to disciplinary action.

Serious accidents, depending upon circumstances, may result in the Driver being suspended at the discretion of the Direction of Transportation, pending determination of the Collision Review Board.

DRIVER RESPONSIBILITIES

As soon as possible, the Driver shall complete the Accident form and turn it into the Director of Transportation.

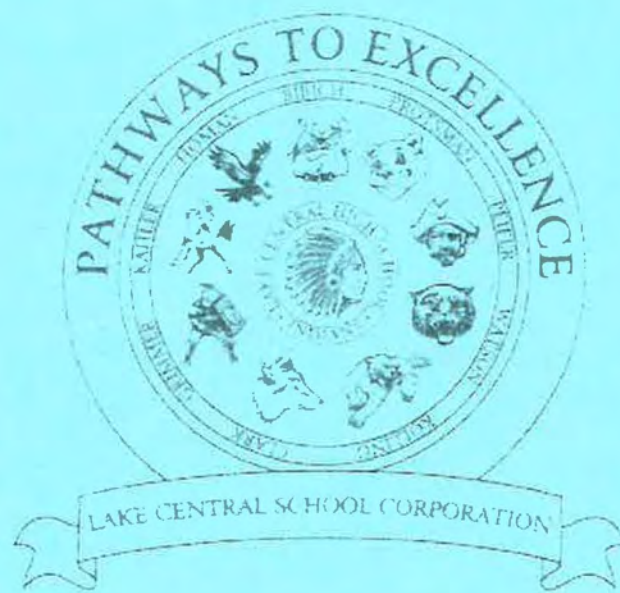
If the Driver alleges that a mechanical condition of vehicle contributed to the accident, the vehicle should be inspected by a qualified mechanic. The inspection should take place as quickly as possible--before the alleged defective part has been repaired or replaced.

If the Driver realizes that after completing his/her accident form, more details/facts come to light, the Driver has **ONE OPPORTUNITY** to add an addendum to the original said accident form prior to his/her review hearing date.

BOARD MEMBER RESPONSIBILITIES

1. Members must attend all meetings.
2. Members must familiarize themselves with the Collision Review Board Guidelines.
3. Members are encouraged to participate in open discussion and vote by secret ballot.
4. All reviewed cases will be kept confidential.

CERTIFIED EMPLOYEE HANDBOOK



LAKE CENTRAL SCHOOL CORPORATION

2025-2026

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Purpose of Handbook

Welcome to Lake Central School Corporation. We are excited to have you as part of our team of dedicated staff members who are committed to student growth and the development of a program that meets the needs of all students.

This employee handbook is your guide to answer common employee questions and help you become a successful team member. Please familiarize yourself with the expectations, policies, and procedures. This handbook does not include all the conditions of employment that may be required. If you have questions or concerns about this handbook or any aspect of your job, please contact your building administrator or immediate supervisor.

This employee handbook represents the policies and practices of Lake Central School Corporation, and where applicable are based on policies approved by the school board. It does not represent an employment contract and should not be treated as such. Lake Central School Corporation reserves the right to modify or alter this handbook at any time. Revisions will be distributed to staff. If any part of this handbook is found to be contrary to law or school board policy, then such provision shall be deemed invalid, except to the extent permitted by law.

GENERAL EMPLOYMENT PRACTICES

Equal Opportunity Employer

Lake Central School Corporation is an Equal Opportunity Employer. Lake Central School Corporation shall comply with all State and Federal laws and regulations prohibiting discrimination and with all requirements and regulations of the U.S. Department of Education. It is the policy of the Board that no employee or candidate for a position in this corporation on the basis of race, color, national origin, sex (including gender status, sexual orientation and gender identity), disability, age, religion, military status, ancestry, genetic information, or any other legally protected category shall be discriminated against, excluded from participation in, denied the benefits of, or otherwise be subjected to, discrimination in any program or activity.

Questions or concerns regarding this policy should be directed to the Assistant Superintendent, 8260 Wicker Avenue, Saint John, IN 46373, phone (219) 365-8507.

Nondiscrimination

The Lake Central School Corporation does not discriminate on the basis of race, creed, sex, color, national origin, religion, age, sexual orientation, marital status, genetic information or disability, including limited English proficiency. This non-discrimination policy applies to the students' access to courses and programs, athletics, physical education, guidance and counseling, vocational program, financial assistance, and extracurricular activities. The policy also applies to staff hiring, assignment, remuneration, and other matters related to staff personnel. If you have a complaint, or concern, please contact the LCSC Civil Rights Coordinator:

Sarah Castaneda, Assistant Superintendent
8260 Wicker Avenue
Saint John, IN 46373
(219) 365-8507
scastane@lcscmail.com

Title IX

The Board of Lake Central School Corporation does not discriminate on the basis of sex in its education program or activity and is required by Title IX and its implementing regulations not to discriminate in such a manner. The requirement not to discriminate in its education program or activity extends to admission and employment. The Corporation's Title IX Coordinator is:

Sarah Castaneda, Assistant Superintendent
8260 Wicker Avenue
Saint John, IN 46373
(219) 365-8507
scastane@lcscmail.com

Any inquiries about the application of Title IX and its implementing regulations to the Corporation may be referred to the Title IX Coordinator, the Assistant Secretary for the U.S. Department of Education's Office for Civil Rights, or both.

Americans with Disabilities Act

It is policy that Lake Central School Corporation will not discriminate against qualified individuals with disabilities with regard to any aspect of their employment. Lake Central School Corporation is committed to complying with the American with Disabilities Act (ADA) of 1990 and its related Section 504 of the Rehabilitation Act of 1973, as applicable. Lake Central School Corporation recognizes that some individuals with disabilities may require accommodations at work.

If a person is currently disabled or becomes disabled during employment, he or she should contact the Assistant Superintendent to discuss reasonable accommodations that may enable the person to perform the essential functions of their job. Lake Central School Corporation is committed to safeguarding the health of all employees and maintaining our commitment to excellence. Lake Central School Corporation complies with all federal regulations. Any amendment to the law supersedes the language in this Handbook.

Anti-Harassment

It is the policy of the School Board to maintain an education and work environment that is free from all forms of unlawful harassment, including sexual harassment. This commitment applies to all School Corporation operations, programs, and activities. All students, administrators, teachers, staff, and all other school personnel share responsibility for avoiding, discouraging, and reporting any form of

unlawful harassment. This policy applies to unlawful conduct occurring on school property or at another location if such conduct occurs during an activity sponsored by the Board.

The Board will vigorously enforce its prohibition against discriminatory harassment based on race, color, national origin, sex (including sexual orientation and gender identity), disability, age, religion, ancestry, or genetic information (collectively, 'Protected Classes') that are protected by Federal civil rights laws (hereinafter referred to as 'unlawful harassment'), and encourages those within the Corporation community as well as Third Parties who feel aggrieved to seek assistance to rectify such problems.

All Corporation employees, including administrators, professional staff and support staff, shall report any incident of alleged unlawful harassment (see definition above) occurring in the Corporation's employment opportunities, programs and/or activities, or, if initially occurring off Corporation grounds or outside the Corporation's employment opportunities, programs and activities, affecting the Corporation environment that the employee observes or which is reported to the employee.

The Board will investigate all allegations of harassment and, in those cases where unlawful harassment is substantiated, take immediate steps to end the harassment, prevent its recurrence, and remedy its effects. Individuals who are found to have engaged in unlawful harassment will be subject to appropriate disciplinary action.

The Corporation also will take immediate steps to impose disciplinary action on individuals engaging in any of the following prohibited acts:

- A. Retaliating against a person who has made a report or filed a complaint alleging unlawful harassment or who has participated as a witness in a harassment investigation.
- B. Filing a malicious or knowingly false report or complaint of unlawful harassment.
- C. Disregarding, failing to investigate adequately, or delaying investigation of allegations of unlawful harassment, when responsibility for reporting and/or investigating unlawful harassment charges comprises part of one's supervisory duties.

Sexual Harassment

Lake Central School Corporation strictly prohibits any employee from harassing any co-worker, student, or patron. Sexual harassment is contrary to the basic standards of conduct between individuals and is prohibited by federal and state regulations. It shall therefore constitute a violation of Lake Central's policy for any employee to engage in any of the acts of behaviors defined below and such misconduct will subject an employee to discipline up to and including discharge.

Sexual harassment is unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when such conduct:

- 1. Is made explicitly or implicitly a term or condition of employment or
- 2. Is used as a basis for employment decisions, or
- 3. Has the purpose or effect of unreasonably interfering with work performance or creating an otherwise intimidating, hostile, or offensive working environment.

This policy applies to all employees of Lake Central School Corporation: anyone associated with the company, as well as vendors, contractors, trades people, etc., doing business with the company.

Complaints of harassment of any type should be directed to your department director, building principal or the Assistant Superintendent. Any such complaint will be treated in strict confidence and will be investigated promptly. More information can be found in Board Policy 3362. The following individuals serve as the Corporation's Compliance Officer(s):

Sarah Castaneda, Assistant Superintendent
8260 Wicker Avenue
Saint John, IN 46373
(219) 365-8507
scastane@lcscmail.com

Richard Moore, Associate Principal
8400 Wicker Avenue
Saint John, IN 46373
(219)365-8551
rmoore@lcscmail.com

Pregnant Workers Fairness Act & Nursing Mothers

The Board shall support the decision of employees to breastfeed their infants by providing additional break time, as necessary, for lactating employees to express breast milk for their infants on Corporation premises. Prior to returning to work from maternity leave, it shall be the employee's responsibility to notify her supervisor of her intent to continue breastfeeding her infant(s), and of her need to express milk during work hours. Further, it shall be the responsibility of the employee to keep her supervisor informed of her needs in this regard throughout the period of lactation.

The building administrator shall designate a private area, other than a restroom, where an employee can express breast milk. The designated area shall be a space where intrusion from coworkers, students, and the public can be prevented and an employee using this area can be shielded from view. An employee can express milk during regularly scheduled break periods. The Principal or employee's supervisor shall make accommodations if the time of regular breaks needs to be adjusted or if additional and/or longer breaks are needed. In the event that more breaks are needed or the break(s) need to be longer than legally required, the additional time required shall be unpaid, and the employee's work schedule or work day shall, therefore, be modified accordingly. The Principal, or the employee's supervisor, shall work with the employee to make these necessary modifications.

DAYS, COMPENSATION, & BENEFITS

Certified Work Days & Hours

The regular school year during the term of the Agreement shall consist of 183 teacher work days. The 183 teacher work days shall include one day without students at the beginning of the school year, one day without students at the end of the first semester and one day without students at the end of the second semester. For the first non-instructional day (Corporation Preparation Day), the first three hours will be used for professional development at the administration's discretion and the last five hours will

be used for preparation time by teachers. The day between semesters and the last day of the school year will be reserved for teachers to complete grading and to organize their classrooms.

When school is closed due to severe weather or acts of God, if eLearning is unable to be used and the number of student attendance days is reduced below the state minimum, the days will be added to the end of the Board approved school calendar.

Work hours for high school teachers are from 6:50AM to 2:50PM. Each full-time high school classroom teacher (9-12+), excepting full-time CTE personnel, shall have a duty-free period, 90 minutes one day, on either a blue or white day, throughout the school year, which shall be used for instructional preparation and classroom-related conferences.

Work hours for middle school teachers are from 7:50AM to 3:50PM. Each full-time middle school classroom teacher (5-8) shall have a daily, duty-free 46 minute period, which shall be used for instructional preparation and classroom-related conferences.

Work hours for elementary teachers are from 7:20AM to 3:20PM. All full-time elementary classroom teachers (Pre K-4) shall have a daily, duty-free, 45 minute period which shall be used for instructional preparation and classroom-related conferences. All full-time elementary specials teachers will have the equivalent of five (5), 45 minute duty free periods per full week, which shall be used for instructional preparation and classroom-related conferences. However, a daily prep period may not be feasible due to scheduling limitations.

It is the building principal's responsibility to develop and implement teacher daily schedules which fully provide contractual duty-free preparation time. Elementary classroom teachers shall be relieved from classroom duties while the class is under the supervision of an art, music, library, computers, or physical education teacher. It is the classroom teacher's responsibility to take and receive his children from the special teacher's classroom. Prorated plan time shall be incorporated within the schedule of part-time teachers.

All teachers shall have at least a 30 minute, duty-free, uninterrupted lunch period daily. All certified teachers' daily schedules will consist of an 8 hour day. Student tutoring will be offered 2 days per week, and professional development, building, departmental, or grade level meetings may be scheduled by the building principal.

When the presence of students at the end of the school day requires teacher supervision over and above what is normally necessary to see the students safely out of the building, a teacher assignment schedule, which is fair and equitable to all, shall be implemented. When the teacher is required to supervise students beyond the defined teacher day, additional pay or compensatory time shall be given at the rate of \$16.00 per hour. Teachers can be subject to bus duty at only one assigned school. The principals and the teacher involved shall agree at which school the teacher will have bus duty. The principal may choose to use classified staff as supervisors of bus duty.

Benefit Days and Attendance

Certified teachers are given nine (9) personal/family illness days at the beginning of each school year as well as four (4) personal business days. If an employee begins the school year on leave, the number of paid benefit days for that year will be prorated based on the percentage of the school year that remains when the employee returns. Teachers can track their accumulated benefit days via the corporation business suite platform. An additional one half (1/2) day of personal leave shall be given to a teacher in exchange for attendance at his/her school's annual open house(s) held outside the regular school day during the first semester of the school year.

All employees are expected to report to work on time and follow their regular work schedule. If an employee needs to leave the building during the school day, they must notify and get approval from an administrator. If you are going to be late or need to leave for any reason, you must notify your building administrator and follow the established call off procedures as far in advance as possible. Notification from another person is not acceptable, except under emergency conditions.

Excessive absenteeism and/or tardiness are costly to the corporation and place an unfair burden on other employees. Additionally, excessive absenteeism by staff does not allow us to provide consistent educational services for our students. Teachers should not exceed their allotment of benefit days. If a teacher needs to use an unpaid day, they must reach out to the Assistant Superintendent and request approval. The Lake Central RISE Teacher Effectiveness Rubric states that an individual does not meet the attendance standard for core professionalism if the individual "demonstrates a pattern of unexcused absences." If a staff member accumulates three unpaid days in a given school year, it may result in the loss of core professionalism. If a staff member has a pattern of using unpaid days across multiple school years, it may result in the loss of core professionalism as well.

Certified staff members are entitled to up to five (5) days of bereavement leave for the death of an immediate family member. Immediate family members are defined in the Collective Bargaining Agreement as husband, wife, child, sister, brother, mother, father, mother-in-law, father-in-law, brother-in-law, sister-in-law, son-in-law, daughter-in-law, grandchild, grandparent, step-parent, step-child, or any other member of the family living in the same household no matter what degree of relationship. Staff members must submit a Bereavement Leave Request form to their immediate supervisor indicating the specific funeral/memorial arrangements and dates requested. Employees may request to use family illness, personal business, or accumulated personal illness days in order to attend a service for other individuals not considered immediate family.

Bereavement leave days are intended to provide time to grieve, make arrangements, and/or attend a wake, funeral, or memorial service. They should be used around the time of death. If the use of bereavement days will be delayed, then the staff member needs to speak with their immediate supervisor about why there will be a gap in use. If a death and the related services occur over a lengthy break (spring break, winter break, or summer break), then benefit days will be reduced.

Call Off Procedures for Absences

Lake Central has implemented an automated absence management and subfinder service called Red Rover. When you need to be absent, you must report the absence through Red Rover. Red Rover can be accessed either by visiting their website, <https://app.redroverk12.com/>, or by using their mobile app, Red Rover K12. Please make every attempt to report absences as far in advance as possible. If it is an emergency, last minute call off, please contact your building administrator as well.

A building administrator may add additional requirements to the call off procedures, such as notifying them or using a Google form so that secretaries can cross check absences and benefit days in payroll.

Family & Medical Leave Act (FMLA)

In accordance with Federal law, the School Board shall provide up to twelve (12) weeks of unpaid FMLA leave in any twelve (12) month period to eligible professional staff members for the following reasons:

- A. the birth of a child and/or the care of a newborn child within one (1) year of the child's birth;
- B. the placement of a child with the staff member by way of adoption or foster care and/or to care for the child within one (1) year of the child's arrival;
- C. the staff member is needed to care for a spouse, child, or parent if such individual has a serious health condition; or
- D. the staff member's own serious health condition prevents him/her from performing the functions of his/her position.

Examples of Lake Central benefits through FMLA

1. For family illness that qualifies for FMLA, the administrator shall be permitted to use up to 15 sick days with their family member in any given school year.
2. If after the birth of a child, the birth mother experienced additional health complications that made the employee unable to return to work, she would submit the appropriate documentation from the medical professional. Upon approval she would have the ability to go unpaid or use her available balance of sick days as paid days.
3. If an employee experiences a qualifying event under FMLA, once the documents are submitted and approved, if the qualifying event is for the covered employee, the individual could choose to go unpaid or use their available balance of sick days as paid days.

To apply for FMLA, please contact the Assistant Superintendent, Sarah Castaneda (scastane@lcscmail.com). An FMLA form will be provided to the employee, and it must be completed by the treating physician or medical professional, and returned within 15 days to the human resources department.

Extended Medical Leaves

For personal illness that extends beyond the period of sick leave compensation (FMLA), an unpaid leave of absence may be requested. If approved, the certified employee shall be permitted to continue in the

insurance program during the leave until the employee has exhausted his/her accumulated leave balance. At the point where the leave becomes an unprotected leave, the employee may continue in the insurance program by means of direct payment of the entire premium to the Lake Central School Corporation for a period not to exceed the length of the approved leave. The amount of the premium is subject to change each January 1st.


Unpaid Leaves

Leave requests without pay shall be submitted to the Superintendent and may include the following:

1. To campaign and serve in public office
2. To assume an Association elective or appointive office
3. To serve in positions in Peace Corps services

The Superintendent has the discretion to approve or deny any unpaid leave requests.

Payroll & Paydays

All employees of Lake Central School Corporation are paid semi-monthly over the course of the scheduled work year. Payments are made on the 5th and 20th day of each month. Payroll on a weekend/holiday shall fall on the last business day prior to said weekend/holiday. Employees are paid by direct deposit. Applicable federal, state and local income taxes as well as federal Social Security taxes are withheld from each pay. Lake Central School Corporation reserves the right to obey all laws that pertain to pay, including garnishments and other authorized payroll deductions. Pay stubs are available online through the Boyce employee payroll portal. Instructions for how to access the employee portal can be found here:  Lake Central School Corporation Doculivery Quick Start Guide.pdf .

If employees have questions regarding their pay, they should contact the payroll department. (Sarah Pietrzak, spietrza@lcscmail.com or Nicole Matchain, nmatchai@lcscmail.com.)

Long-Term Disability

The Board shall provide, at no cost to the certified employee, a long-term disability plan that provides a salary protection benefit of sixty-six and two-thirds percent (66 2/3%), a maximum benefit of five thousand dollars (\$5,000) per month, and a ninety (90) day elimination period. If the individual qualifies for long-term disability by the Lake Central School Corporation's insurance carrier, the employee will become inactive and no longer hold a position in the Lake Central School Corporation. At the time the long-term disability is approved, if the employee has group health insurance through the Lake Central School Corporation and wishes to continue coverage, he/she may do so by paying the entire insurance premium directly to the Lake Central School Corporation until age 65 or he/she is no longer eligible for long-term disability. The amount of the premium is subject to change each January 1st. At such time the individual is released from long-term disability and wishes to return to the Lake Central School Corporation, the Lake Central School Corporation will encourage the individual to apply for any open positions for which he/she is qualified.

Insurance

Per the Collective Bargaining Agreement, the Board shall provide hospitalization, surgery, and major medical insurance protection to teachers for a full twelve (12) month period, commencing the first day of employment in the school year and continuing until August 31st of the following year.

Open enrollment is offered every year prior to January 1st. Information will be shared during the open enrollment period about any changes to insurance premiums and coverage. Changes may also be made to your insurance coverage due to a qualifying life event, such as a change in family status (marriage, divorce, birth or adoption of a child, etc) or a change in employment (you or your spouse change jobs or lose coverage). If you have questions about insurance, please contact the Lake Central Benefits Coordinator, Michelle Kissinger (mkissing@lcscmail.com).

Friday School

Friday School supervision by certified staff shall be paid a \$100.00 stipend per session for the high school and a \$66.00 stipend per session at all middle schools. The certificated staff will fill out the "Certificated Staff Time Sheet for Compensation for Extra Duties" form and forward it to the Assistant Superintendent.

EMPLOYEE RESPONSIBILITIES

Communication with Students, Parents, Community

Good communication has a significant impact on the success of a school corporation within a community. All staff members have a responsibility to communicate appropriately with our students, parents, and community members. If a parent reaches out, please make every attempt to reply to them within 24 hours, excluding weekends and breaks. If someone cannot be satisfied with a considerate and courteous discussion, refer the person to an available supervisor. All employees are to maintain a positive relationship with students, staff, parents, and community members.

Communication with students must only be done through district approved systems (School email, Canvas, Skyward or ParentSquare). Communication with students should not occur via personal phone numbers, texts, emails, or personal social media accounts. If any emergency occurs where the approved system cannot be used, a parent should be copied on any communication with the student.

Requests from the news media seeking to interview staff and/or students should be directed to your administrator or direct supervisor. The Superintendent (and designated staff) will serve as the spokesperson(s) for the district. If the expertise of a school corporation employee is required, the Administration will identify the appropriate employee to be interviewed by the media.

Staff Technology Acceptable Use Agreement

Lake Central School Corporation recognizes the commitment that the staff makes to their students and community and wants to reward the staff by allowing personal Internet use during non-duty hours.

While using the Internet, the following are prohibited:

- To knowingly access, upload, download, or distribute or attempt to knowingly access, upload,

download or distribute pornographic, obscene, or sexually explicit materials.

- To violate or attempt to violate any local, state or federal statute, or any rule, regulation, or policy of Lake Central School Corporation.
- To vandalize, damage, or disable or attempt to vandalize, damage, or disable the property of another person or organization.
- To access or attempt to access another person's materials, information, or files without the implied or direct permission of that person.
- To annoy, harass, intimidate, or threaten, or to attempt to annoy, harass, intimidate, or threaten any individual or organization.
- To interfere or attempt to interfere with the lawful activities of any individual, business, or organization.
- To violate or attempt to violate copyright, or otherwise use another person's intellectual property without his/her prior approval or proper citations.
- To divulge personal information about students, such as telephone numbers, names, addresses, or photographs, without the prior written consent of the student's parent or guardian.
- To compromise or attempt to compromise network security.

The above prohibitions apply whenever the employee is using any equipment, software, access accounts, or any other types of facilities or materials owned, controlled, or provided by the Lake Central School Corporation, regardless whether the employee is on or off school corporation property or is on or off duty.

No Expectation of Privacy

Given valid reason, Lake Central School Corporation may at any time and without notice to or consent from users, obtain access to all information, conveyed or stored anywhere on any of the corporation's electronic systems, including telephone calls and electronic mail messages, even if the information has been password protected or encrypted. Lake Central School Corporation may use the information so obtained for any legal purpose, including disclosure to third parties, subject only to applicable law, but otherwise in the sole discretion of the Corporation. Lake Central School Corporation may exercise an investigation triggered by indications of impropriety or as necessary to locate substantive information that is not more readily available by some other less intrusive means.

Confidentiality

In the course of employment, employees often have access to, and process, confidential information relative to students and Lake Central School Corporation employees. The inappropriate sharing of this information is considered a serious breach of professional responsibility and is grounds for disciplinary action up to and including termination.

Only discuss a student's progress, limitations or family situations with authorized district personnel in a private setting on an "as need-to-know basis". Use a common sense test—does the communication/sharing of information legitimately promotes a student's educational interest. Do not

release any documents about a student prior to written permission from the parents. Do not release or post a photo of a student without parent permission. Do not discuss confidential matters in the presence of other students, parents, or outside of school. The staff lounge or teacher workroom is not the place to vent about students or their parents. Remember that emails, texts, and Facebook accounts are public.

Use of Student Photos by Staff

During online registration, all parents select whether they approve for images of their child to be used at Lake Central, or in the media. If a parent selects that their child's image may be used at Lake Central, then it can be posted via Parent Square, in emails from teachers showcasing classroom activities, or in the building newsletter. These are closed channels where information is only sent to other Lake Central parents and staff. If the parent selects that their child's image may be used by the media, then it can be posted on the district or school social media accounts, or released to the newspaper. These are open channels where the child's image may be viewed by anyone in the public. Please check this before sharing any photos of your students. If it is a group photo, a smiley face or other image should be placed over the face of a student who does not have photo permissions before it is shared.

The only time a staff member should take a photo of a student is if that photo is to be shared with parents or the school or district community. Photos of students should not be posted on staff personal social media accounts. They should also not be used on websites other than Lake Central affiliated ones, such as Teachers Pay Teachers.

Social Media Use

An employee's personal or private use of social media may have unintended consequences. While the Board respects its employees' First Amendment rights, those rights do not include permission to post inflammatory comments related to matters of private concern that could compromise the Corporation's mission, undermine staff relationships, or cause a substantial disruption to the school environment. This warning includes staff members' online conduct that occurs off school property including from the employee's private computer. Postings to social media should be done in a manner sensitive to the staff member's professional responsibilities.

In addition, Federal and State confidentiality laws forbid schools and their employees from using or disclosing student education records without parent consent (see Board Policy 8330). Education records include a wide variety of information, and posting personally identifiable information about students is not permitted. Staff members who violate State and Federal confidentiality laws or privacy laws related to the disclosure of confidential student or employee information may be Disciplined.

Nothing in this policy is intended to interfere with any school employee's rights under applicable law with respect to union organizing or collective bargaining.

Instruction of Special Education and Students with Special Needs

The Board of School Trustees and the Lake Central School Corporation recognize and agree that Title 511 Indiana State Board of Education Article 7 and Section 504 of the Rehabilitation Act of 1973 are applicable to the Lake Central Schools and it is in the best interest of the Board of School Trustees, the Lake Central Teachers, the students and the community that a cooperative effort be made in meeting the guidelines of Article 7 and Section 504 of the Rehabilitation Act of 1973. It is therefore agreed:

1. That the Administration will provide each new member of the staff with a copy of Title 511 Indiana State Board of Education Article 7 and its amendments electronically.
2. A copy of all individual educational plans mandated by federal and/or state law and/or regulation will be provided by the administration or teacher of record either on the first day of school or within the first five (5) days of placement of the student in the classroom, to the teacher(s) expected to provide special education services and/or adaptations of the regular education program, required by the IEP or the General Education Alternative Learning Plan. Access to the IEP will be through the IDOE Special Programs platform.
3. Any classroom teacher who has special education and/or students with special needs will be notified of case conferences. That teacher will be provided with an opportunity to attend the conference if scheduled during the teacher's workday. The administration will try not to arbitrarily schedule case conferences outside of the teacher's workday.
4. Any classroom teacher who has special education and/or students with special needs may request in writing that the case conference be reconvened to review a particular student's individual educational plan mandated by federal and/or state law and/or regulation. If possible, the conference will be reconvened within twenty (20) school days after the written request is received.
5. No classroom teacher will be required, except in instances of unusual circumstances, to administer medication, lift students, carry students, perform medical services, perform physical therapy, or provide school health services. The exception is a special education teacher who is trained in the above services and must perform those services in order to fulfill the duties outlined in the student's IEP.
6. The classroom teacher will cooperate with the special education personnel to allow such personnel to meet special education requirements in the least disruptive manner.
7. Any classroom teacher with special education and/or students with special needs who has a concern may take that concern to the special education supervision in that building and/or the building Principal. If not satisfied with the outcome, the Director of Student Services would convene a follow up meeting to address concerns. If those concerns were district related, the matter could be brought to Discussion.

School Safety

All Lake Central employees must wear their Lake Central issued ID badge at all times while on duty. The ID badge must be visible. At no time shall staff members give their keys, swipe cards, or PIN numbers to students, other staff members, or other individuals. It is the responsibility of all staff members, including coaches, to keep their school keys, swipe cards, and PIN numbers secure. If a staff member should lose

his/her keys or swipe card, the staff member must immediately report the loss to a building administrator.

All certified staff members must be familiar with the Standard Response Protocol that Lake Central utilizes. All classroom doors must be locked at all times during the school day. If you have questions about the Standard Response Protocol or other safety related procedures, please reach out to your building School Resource Officer or our Director of Safety and Security, Brian Kissinger (bkissing@lcscmail.com).

Reporting Child Abuse

Any staff member who suspects child abuse or neglect should IMMEDIATELY report the suspected abuse to the Indiana Department of Child Services' (DCS) Child Abuse and Neglect Hotline by calling 1-800-800-5556. Immediately, meaning as soon as possible and the same day before the student goes home from school. Remember in Indiana, all school staff members are mandated reporters, meaning we are legally required to report suspected child abuse and neglect.

Best practice while making the call is to have your principal or assistant principal come to your room while you make the call, or to call from your administrator's office. If this is not possible, please alert your principal after you make the call so they are aware in case DCS comes to the school. If something comes to your attention after school hours or over the weekend, please remember the Indiana hotline is available 24 hours a day, 7 days a week.

Student Accident Reports

If a student is injured while at school, the school nurse and building administrator should be contacted immediately for assistance. If the injury happens at an extracurricular activity, a school administrator should be contacted immediately. If a student injury is severe, staff always have the ability to call 9-1-1.

A student accident report must be filled out as soon as possible by the adult who was present when the injury occurred, and within 24 hours. The student accident report form is located on the Intranet, and copies are available from the school nurse as well. Once completed, the accident report must be turned into the building principal or athletic director.

Staff Accidents and Workers' Compensation

Workers' Compensation Insurance is required by state law. Procedures to be followed in case of an injury during the regular course of employment are posted in the employee's individual buildings.

Employees must report all job-related injuries to their supervisor immediately, even if medical treatment does not seem necessary at the time. Serious accidents should also be reported to Central Office (219-365-8507) immediately. A First Report of Injury form shall be completed and forwarded to the Lake Central School Corporation Benefits Coordinator within 24 hours. If, after filing the initial accident report, additional information is received regarding treatment or lost time, the benefits coordinator is to be

notified. Should an employee's on-the-job accident or injury not be reported as required, the employee may be considered to have waived this benefit.

A staff member who is injured while on the job is required to seek medical treatment from Lake Central's designated medical treatment facility. Our designated facilities are the Working Well locations in Crown Point or Munster.

Staff Dress

All employees are an important and integral part of the Lake Central School Corporation. Since all employees are highly visible to the students, the employees and the public, all employees should always be well dressed, well-groomed and present a professional image. All employees shall, when assigned to duty:

- be physically clean, neat, and well groomed;
- dress in a manner consistent with their responsibilities;
- be groomed in such a way that their dress or hair style does not disrupt the educational process or contribute to a health or safety hazard;

Safety must be considered when dressing for work. If applicable to your position, shoes must be heavy-duty type (no canvas or open heel or toes) to protect the feet from injury due to spillage of liquids and/or chemicals, dropping sharp objects, and as protection in the event of heavy objects dropping on the feet.

Tobacco Free Campus

The Board of Trustees of the Lake Central School Corporation recognizes that the use of tobacco products is unhealthy. In an effort to reduce health problems associated with both tobacco use and exposure to secondhand smoke, and to comply with applicable law, the Board prohibits the use of all tobacco products by students, employees, and visitors on school premises at all times.

Tobacco use includes but is not limited to all uses of tobacco such as cigarettes, cigars, pipes, any other lighted smoking equipment, chewing tobacco, or any other product that contains tobacco, as well as electronic, "vapor," or other substitute forms of cigarettes.

In order to protect students and staff who choose not to use tobacco from an environment noxious to them, and because the Board cannot, even by indirection, condone the use of tobacco, the Board prohibits the use of tobacco by professional staff members in school buildings at all times. Such prohibition also applies on school grounds, on school buses and/or at any school-related event.

Drug Free Workplace

In accordance with Federal Law, the School Board prohibits the use, possession, concealment, or distribution of drugs by employees on school grounds, in school or school-approved vehicles, or at any school-related event. Drugs include any alcoholic beverage, anabolic steroid, dangerous controlled substance as defined by State statute, or substance that could be considered a "look-a-like"

controlled substance. Compliance with this policy is mandatory for all staff members. Any part-time or full-time employee who violates this policy will be subject to disciplinary action, in accordance with due process, up to and including termination. When appropriate or required by law, the Corporation will also notify law enforcement officials.

The Corporation is concerned about any staff member who is a victim of alcohol or drug abuse and will facilitate the process by which s/he receives help through programs and services available in the community. A staff member may contact his/her supervisor or the Superintendent's office whenever such help is needed.

Personal Background Checks and Mandatory Reporting of Convictions and Arrests

To protect students and staff members, Lake Central School Corporation requires an inquiry into the personal background of each applicant the Superintendent recommends for employment. Such an inquiry shall also be made for substitutes. The procedures for obtaining the personal background information shall include the following:

- A. an expanded criminal history check
- B. an Indiana expanded child protection index check
- C. an expanded child protection index check in other states
- D. a search of the national sex offender registry
- E. a search of the state child abuse registry
- F. an inquiry with former employer(s)
- G. explanations of any employment gaps to ensure the candidate has not omitted an employer where an offense occurred
- H. verification of the applicant's eligibility to work using the E-Verify database maintained by the Federal government as required by I.C. 12-32-1
- I. an Indiana BMV driver history if the position involves driving

Each applicant shall certify under penalty of perjury the applicant's eligibility to be employed by Lake Central School Corporation as a United States citizen or a qualified alien. The Lake Central School Corporation may deny employment to an applicant who is convicted of an offense for which the applicant's license for the position may be revoked or suspended per I.C. 20-28-5- 8(c) Any costs associated with obtaining the criminal history record are to be paid by the applicant.

The procedures shall provide that information and records obtained from pre-employment inquiries under this policy are confidential and shall not be released except as necessary to implement this policy, defend a decision made pursuant to this policy, or comply with I.C. 20-26-5-11.5 when responding to a request for an employment reference from another school for a current or former employee.

During the course of employment with Lake Central School Corporation, all employees shall be required to report the arrest or filing of criminal charges against the employee, the conviction of an employee for a crime, or the substantiated report of child abuse or neglect of which the employee is subject to the Superintendent within two (2) business days of the occurrence. The Superintendent shall obtain a review

of each item reported and shall recommend appropriate action to the board considering the risk to members of the school community presented by the continued employment of the convicted employee.

House Enrolled Act 1079, effective July 1, 2017, requires all school employees to complete an expanded criminal background check every five years.

Student Supervision and Welfare

All employees shall maintain a standard of care for the supervision, control, and protection of students commensurate with assigned duties and responsibilities and are expected to establish and maintain professional staff/student boundaries that are consistent with their legal, professional and ethical duty of care for students.

All employees shall:

- A. Report immediately to a building administrator any accident, safety hazard, or other potentially harmful condition or situation s/he detects
- B. Provide proper instruction in safety matters as presented in assigned course guides
- C. Immediately report to a building administrator any knowledge of threats of violence by students to themselves or others
- D. Not send students on any personal errands
- E. Not associate or fraternize with students at any time in a manner that may give the appearance of impropriety, including, but not limited to, the creation or participation in any situation or activity that could be considered abusive or sexually suggestive or involve harmful substances such as illegal drugs, alcohol or tobacco. Any sexual or other inappropriate conduct with a student by any staff member will subject the offender to potential criminal prosecution and disciplinary action by the Board up to and including termination of employment.
- F. If a student approaches a staff member to seek advice or to ask questions regarding a personal problem related to sexual behavior, substance abuse, mental or physical health, and/or family relationship, etc., the staff member may attempt to assist the student by facilitating contact with certified or licensed individuals in the Corporation or community who specialize in the assessment, diagnosis, and treatment of the student's stated problem. Any staff member who determines that a student is in need of services shall report the matter to appropriate authorities. However, under no circumstances should a staff member attempt, unless properly licensed and authorized to do so, to counsel, assess, diagnose, or treat the student's problem or behavior, nor should any such staff member inappropriately disclose personally identifiable information concerning the student to third persons not specifically authorized by law.
- G. Not transport students in a private vehicle without the approval of a building administrator.
- H. Shall only engage in electronic communication with students via the approved district platforms, which include school email, Skyward, Canvas, and ParentSquare.
- F. Not require a student to perform work or services that may be detrimental to his/her health.

If a student reaches out to a teacher (via social media or other electronic communication) outside of the scope of the curriculum, they should not engage in conversation with the student. If a student shares information the teacher believes poses a threat to themselves or others, teachers are required to contact their building principal and/or the Indiana Department of Child Services immediately (1-800-800-5556). If there is a suspicion of a student threatening suicide or self harm, do not leave the student alone and be sure to notify your building administrator immediately. If the administrator is not available, contact the school counselor or school service provider.

Student and Staff Relations

The School Board wants to maintain a safe and healthy educational environment for students attending the School Corporation. Appropriate boundaries should be maintained at all times between Corporation employees and students.

The Board prohibits inappropriate boundary invasions by a Corporation employee into a student's personal space and personal life. Examples of inappropriate boundary invasions include but are not limited to the following:

1. Kissing, or other similar physical conduct with a student;
2. Telling sexual jokes to students;
3. Engaging in talks containing sexual innuendo or banter with students;
4. Talking about sexual topics that are not related to curriculum;
5. Showing pornography to a student;
6. Initiating or extending contact with students beyond the school day for personal purposes;
7. Using email, text messaging, websites, or other social media services to discuss personal topics or interests with students;
8. Giving students rides in the staff member's personal vehicle or taking students on personal outings without administrator approval;
9. Invading a student's privacy;
10. Going to a student's home for non-educational purposes;
11. Inviting students to the staff member's home without proper chaperones (i.e., another staff member or the student's parent);
12. Giving gifts or money to a student for no educational purpose;
13. Accepting gifts or money from a student for no legitimate educational purpose (this does not include gifts given at Christmas or at the end of the year as a "thank you" to the staff member);
14. Being overly touchy with students;
15. Favoring certain students by inviting them to come to the classroom at non-class times;
16. Pulling a student out of class to visit with the staff member;
17. Providing advice to or counseling a student regarding a personal problem (e.g., problems related to sexual behavior, substance abuse, mental or physical health, or family relationships) unless properly licensed and authorized to do so;
18. Talking to a student about problems that normally would be discussed with adults (e.g., marital issues);

19. Being alone with a student behind closed doors without a legitimate educational purpose;
20. Telling a student "secrets" and having "secrets" with a student;
21. Other similar activities or behavior:

Disciplinary action, up to and including termination, may result from the violation of the above-stated boundary invasions.

Sexual conduct with or sexual relationships with students by a Corporation employee are prohibited. Any teacher, administrator, coach, school official, or staff member who engages in sexual conduct with a student may be disciplined, up to and including termination. Any conduct that may constitute a crime shall be reported to local law enforcement.

Any employee accused of sexual conduct or a sexual relationship with a student may be placed on leave until school administrative proceedings are completed. Proven sexual relationships with a student, regardless of the age of the student, will initiate the termination process for the employee.

The Superintendent will report to the Indiana Department of Education, on forms provided for that purpose, matters of misconduct on the part of licensed professional staff members convicted of sexual battery and will suspend such employee from all duties that concern or involve the care, custody, or control of a child during the pendency of any criminal action for which that person has been arrested, summoned and/or indicted in that regard.

Professional Leave Request Guidelines

Professional Leave Requests That Require School Board Approval:

- Those being held outside of the state of Indiana
- Those with a fee that is being paid from a building or corporation fund, regardless of where it is taking place (This includes registration fees (in person events or virtual), mileage, parking, food, hotel etc.)
- All overnight leaves

Professional Leave Requests That Require Central Office Approval:

- Those that remain within the state of Indiana, do not involve an overnight stay, and do not have any fees that are being paid by a building or central office fund.

Professional leaves that occur on a weekend, in the summer, or any time that school is not in session still require the same approval process. Virtual workshops are considered a professional leave and require the same approval process. Professional leaves that remain within our district (a teacher going from one school to another for a meeting or event) do NOT require a form or approval.

Professional Leave Forms Are Found On The Intranet:

Click on library, then Human Resources, then forms.

There you will find the Professional Leave Request (updated 12-18-18). This is the form you should use for either a single day of professional leave or multiple days of professional leave. This form is used

when you are taking leave that **does not** involve students going with you. Please complete the form, sign it and submit it to your building principal. (At Lake Central High School, teacher forms are sent to lchsforms@lcscmail.com for principal review and signature). Principals will be sure the form is complete, including employee signature and a fund number, and sign and forward to forms@lcscmail.com

Timeline:

A professional leave that requires school board approval is due in the forms@lcscmail.com mailbox, signed by your principal, no later than noon on the Thursday preceding each board meeting. Forms that are turned in late are subject to denial of request. A professional leave that requires central office approval should be submitted at least 3 days prior to the leave date.

Fees:

Mileage does not need to be calculated. Just check yes on the form and you can calculate and turn in a mileage claim following your professional leave. Meal allowance is for overnight stays only. The corporation will reimburse up to \$35 per overnight stay. Itemized receipts are required for reimbursement. Any alcoholic beverages must be purchased with your own money and must be on a separate receipt from the one you will be turning in for reimbursement. Hotel fees should be the cost of your room per night including tax. A receipt is required for reimbursement. Parking does not include valet parking. A receipt is required for reimbursement. If two people are sharing a room, driving together, etc. only one person should list the room cost and mileage on their professional leave form. The appropriate fund number for the incurred expenses should be shown on the professional leave form.

A copy of the signed/approved professional leave will be returned to the person making the request after receiving the necessary signatures. Please direct any questions to: Valerie Voss, Assistant to the Directors of Education, vvoss@lcscmail.com or 219-558-2710.

Field Trips

All field trip forms can be found on the Intranet and require a principal signature before being sent to forms@lcscmail.com. Please send those needing board approval two weeks in advance, when possible.

The Field Trip and Professional Leave Request form is used for day trips only. Trips that are within the state of Indiana do not need board approval. Field trips outside the state of Indiana will need board approval. A signed copy will then be sent back to the school.

The Extended Field Trip and Professional Leave Request form is used for overnight trips. All overnight trips will need board approval. After board approval, a signed copy will be sent back to the school.

If transportation is needed, it is the responsibility of the teacher or sponsor to fill out the request through Tripfinder (<https://lcsin.transfinder.com/Tripfinder/>). Please do so well in advance of your trip to ensure that buses and a driver are available at the times you need it. If you are unfamiliar with Tripfinder,

a video tutorial can be found here: 📺 Tripfinder Instructional Video - September 27, 2024 .webm If you have any questions, please contact Gail Flores at the Transportation Department (gflores@lcscmail.com).

All students should be given a Field Trip Permission Slip and should return it prior to the field trip with a parent/guardian signature. All chaperones for a regular field trip need a background check. All chaperones for an overnight field trip need an extended criminal background check.

Volunteers

If a teacher or coach utilizes a volunteer or supervisor that is not an employee for any event or activity in which children are involved, a background check on that individual is required. Based on the individual's responsibility, either a limited or full background check must be completed before an individual can work in that capacity. **Background checks for volunteers must be turned in at least two weeks prior to the event.**

Animals in the Classroom

Live animals shall be allowed in the classroom for education purposes with prior approval from the Building Principal. A care plan must be established which will address how the animal will be humanely, safely, and properly housed in the classroom. Prior to an animal being brought to school, a written notification will be sent home to the parents of each student who will be exposed to the animal. The teacher will be responsible for the maintenance of the housing and will ensure a clean environment for the animal (teachers are responsible for the cleaning of cages and housing). If a parent reports an allergy or other issue concerning the animal, the principal may deny the presence of the animal in the classroom. Please see Board Policy 8405 for more detailed information.

Movies and Copyright

Any movies or videos used by staff in the classroom should relate to the curriculum. Fair use under the copyright laws does permit teachers to use DVDs in the classroom that are purchased or rented for instructional purposes. Fair use applies to streaming services as well, but the issue is that the user agreement with those services does not permit such use. So, federal law would permit it, but the streaming services do not. Therefore, teachers may use DVDs for instructional purposes in their classroom. However, they may not use streaming services.

HUMAN RESOURCES

License Renewal

Each certified staff member is responsible for ensuring that license(s) are current and renewed when due. A staff member needs a valid teaching license on the first day of school in order to start the school year. Staff must use the Licensing Verification & Information System (LVIS) to renew their license: <https://license.doe.in.gov/>. CPR classes are offered almost monthly at Lake Central for a nominal fee to assist with the license renewal process.

Staff members must email a copy of their new license once they receive it to the Human Resources department (Denise Peterson, dpeterso@lcschools.com). Staff members are also responsible for notifying human resources when additional license areas are added or if they obtain an advanced degree, for which an official copy of transcripts must be provided.

If a staff member does not renew their license by the start of the school year, they will receive sub pay until the license is renewed.

REPA & Praxis

Rules for Educator Preparation and Accountability (REPA3) provides a mechanism for certified staff members to add content areas to current teaching licenses. In order for the Lake Central School Corporation to effectively comply with the requirements of REPA3, teachers must notify the Assistant Superintendent of any content areas for which they have passed the Praxis test, submitting both the test scores and proof of having made application to the Indiana Department of Education to add the area(s) to their licenses, if they wish to have these new certifications included in teacher assignment decisions for the following year.

Personnel Files

Each staff member, upon written request, shall have the right to review the contents of his/her own personnel file maintained by the school system. The review shall be made in the presence of the administrator responsible for the safekeeping of the file.

Teacher Evaluation

Lake Central School Corporation has opted to use the Lake Central RISE evaluation model. The RISE evaluation system focuses on effective instruction and student outcomes through two components, professional practice and student learning.

Lake Central uses the platform Education Advanced (formerly Standards for Success) to complete teacher evaluations. Staff will login using their Lake Central staff email: [Education Advanced Evaluation](#)

The Lake Central Plan for Staff Evaluation and RISE Rubric are available on the Lake Central Intranet.

A certified staff member who is rated ineffective or improvement necessary under IC 20-28-11.5 may not receive any raise or increment for the following year if the teacher's employment contract is continued. A teacher who is rated ineffective or improvement necessary may file a request with the superintendent or superintendent's designee not later than five (5) days after receiving notice that the teacher received a rating of ineffective or improvement necessary. The teacher is entitled to a private conference with the superintendent or superintendent's designee.

Inclement Weather Guidelines

When a weather emergency creates hazardous travel conditions, the school corporation may announce a closure, delayed arrival time, early dismissal time, or remain open for only basic services. Notifications of closures and delays will be sent to all staff via ParentSquare. It is important for staff to keep their contact information up to date and leave district notifications on in ParentSquare in order to receive alerts.

Additionally, closures and delays will be posted on the Lake Central School Corporation website, www.lcsc.us, and LCSC Facebook page.

Guidelines for eLearning will be shared with all certified staff each school year. For school closures due to subzero temperatures, staff may report to their building on an eLearning day if they wish or they may work from home. For school closures related to snow or ice, staff members should not report to their building due to hazardous road conditions. For any other scenarios, information will be shared with staff on whether or not the building will be open for use.

Vacancies, Transfers and Assignment Changes

Prior to administrative decision, all vacancies in bargaining unit positions, extracurricular positions, and administrative positions shall be posted. The posting shall be sent via email to all current faculty members. The posting shall be a minimum of 10 days unless circumstances warrant a quicker timeline.

All teachers may apply or request a transfer for any open position within the corporation for which they are certified.

The following criteria shall determine voluntary transfers, involuntary transfers, or other assignment changes across the corporation:

1. Certification
2. Qualifications within the posting such as grade level, subject area experience, special training, displayed interest, etc.
3. The RISE evaluation rubric
4. Transfers which cause a RIF will not be considered

Teachers who desire to transfer to another building shall file a written statement (Voluntary Transfer Form) to the Assistant Superintendent. Transfers, involuntary transfers, or other assignment changes within one school are determined by the building principal.

In a transfer decision, the employee may meet with the Assistant Superintendent for the purpose of discussing the transfer decision.

Moving Compensation

If a renovation or construction project, which has been formally bid and a contract awarded by the Board of School Trustees, results in a need for teachers to pack and/or inventory and/or unpack supplies and/or materials and/or equipment, teachers shall be released from instructional responsibilities and/or compensated at the school improvement hourly rate in a manner which fairly and equitably provides released time and/or compensation relative to the additional need for work. The administration and the teacher shall mutually agree upon the specific work to be performed and the amount of released time and/or compensation which the teacher shall receive. This mutual agreement shall be signified in writing by both parties. Should mutual agreement not occur, the administration may have the needed work performed by other means.

When an administrator's directive for an involuntary move within a building or within the corporation results in a need for teachers to pack and/or inventory and/or unpack supplies and/or materials and/or equipment, teachers shall be released from instructional responsibilities and/or compensated at the school improvement hourly rate in a manner which fairly and equitably provides released time and/or compensation relative to the additional need for work. It is understood that situations in individual classrooms are unique. Therefore, the terms "fairly and equitably" relate to the amount of work to be performed rather than equality of released time or compensation to teachers.

Prior to the move the administration and the teacher shall mutually agree upon the specific work to be performed and the amount of released time and/or compensation which the teacher shall receive. This mutual agreement shall be signified in writing by both parties. Should mutual agreement not occur, the administration may have the needed work performed by other means. Released time and/or compensation do not apply to summer school moves or to those situations in which a teacher has been reduced in force or leaves the corporation.

Reduction in Force

At times, it may become necessary for the Board, in accordance with Board Policy, to eliminate certificated positions and reduce the number of certified staff due to curricular changes, changes in enrollment, return to duty from leave of a certificated staff member, closing of schools, territorial changes, or other good cause warrants.

As positions to be eliminated are identified, the certificated staff members to be dismissed shall be identified on "the basis of licensure and merit, not years of service or seniority." (Board Policy 3131) "Licensure" means the scope of the license issued by the Office of Educator Licensing and Employment at the Indiana Department of Education. "Merit" means a performance category assigned to an educator as "highly effective", "effective", "improvement necessary" or "ineffective."

When two certificated staff members are in the same performance category, the following factors may be considered to identify the teacher to be terminated:

1. The scope of an individual's license.
2. The academic licensing needs in the district.
3. The results of on-going and past evaluations, including consideration of any substandard performance reports on file.
4. The assignment of instructional leadership roles, including the responsibility for conducting evaluations.
5. The attainment of either additional content area degrees or credit hours beyond the requirements for employment.
6. The number of years of a teacher's experience.

Per Indiana Code, notification due to a reduction in force must be delivered between May 1 and July 1.

Summer School

Summer School contracts will be written as temporary contracts, allowing for a compensation model that minimizes deficit spending in summer school. The salary for certified staff will be based on their current hourly rate.

On or before May 1 of each calendar year the School Corporation shall post all anticipated summer school program offerings. Teachers shall have two (2) weeks from the date of posting to apply for any of the posted offerings. The School Corporation shall notify the applying teacher of any tentative assignment by June 1 of the calendar year. Teachers will be notified of their summer school employment as enrollments are finalized.

Lake Central School Corporation teachers will receive first consideration for summer school teaching positions. The following criteria shall determine summer school assignments:

1. certification
2. qualifications within the posting such as grade level, subject area experience, special training, displayed interest, etc.
3. when two (2) or more teachers are equal, relative to certification and qualifications, the Rise Evaluation rubric may be used.
4. when two or more teachers are equal relative to their final RISE Evaluation, the Assistant Superintendent shall decide. Each individual in this decision may meet with the Assistant Superintendent if so desired.

It is understood that teachers who accept a summer school assignment will be expected to teach the full summer school term.

The ability to offer summer school will depend on the state budget. The specific details regarding any elementary, middle and high school summer school offerings will be a topic of discussion in the spring.

Staff Discipline

Building and district level administrators must enforce rules and regulations to ensure the safety and success of their school and the district. If an administrator asks to speak with a staff member regarding something that may result in disciplinary action, the staff member will be provided with at least 48 hours notice, unless there is a serious safety concern that necessitates speaking with them sooner. All staff who are members of LCTA have the ability to bring a union representative with them to the meeting.

At the meeting, the staff member will be given due process and the ability to share their side of what occurred. After gathering all of the evidence, the administrator will determine what corrective action is necessary. Examples of possible disciplinary action:

1. A verbal warning is to make sure the employee understands the rules. It may be paired with an email to document what was discussed.
2. A written warning may be issued to document a more serious situation, and/or confirm a previous warning. Lake Central uses two types of written warnings:
 - a. a memorandum of understanding (less severe for minor infractions), or

- b. a substandard (more severe for repeated infractions or major infraction).
3. Discipline may or may not involve suspension with or without pay, depending on the severity of the situation.
4. Recommendation for dismissal may occur if all attempts at corrective progressive discipline have failed, or in the case that the offense was so egregious that the situation calls for an immediate termination without having progressed through the preceding disciplinary steps.
5. Staff members have the right to attach a rebuttal to any written warnings that are issued.

Teacher Discipline

Any discipline of a teacher, including, but not limited to, termination, non-renewals and discharge, shall be consistent with Indiana law and the Collective Bargaining Agreement in place at the time of the disciplinary action.

Grievance Procedure

Corporation wide staff issues should be taken to Discussion as a first attempt to bring resolution to any disagreement.

Purpose

The purpose of this grievance procedure is to settle equitably at the lowest possible administrative level, issues which may arise with respect to specific claims of violation, misapplication, or misinterpretation relating to working conditions. Both parties agree that these proceedings shall be kept as confidential as may be appropriate at each level of the procedure.

Informal Procedure

1. In the event that a teacher believes there is a basis for a grievance, the teacher may first discuss the alleged grievance with the teacher's building principal or immediate supervisor. Individual staff member concerns should first be addressed with the building principal before appealing to the Assistant Superintendent. The teacher may be accompanied by a certified staff representative if he/she so desires.
2. Corporation wide staff issues should be taken to Discussion as a first attempt to bring resolution to any disagreement.

Formal Procedure

1. Step One

- a. If a teacher desires to file a formal grievance, he/she shall submit in writing such grievance to the teacher's building principal and said grievance shall specifically set forth the basis of same. A formal grievance shall be filed as soon as possible but in no event longer than thirty (30) days after disclosure of the facts giving rise to the grievance. (The grievance form shall be available from the certified staff representative in each building.)
- b. Within five (5) school days of the receipt of the written grievance, the principal, the grievant and the certified staff representative shall meet in an effort to resolve the grievance. The principal shall indicate his disposition of the grievance in writing within five (5) school days

of such meeting and shall furnish a copy thereof to the grievant and certified staff representative.

2. Step Two

- a. If the grievant is not satisfied with the disposition of the grievance, or if no disposition has been made within five (5) school days of such meeting or ten (10) school days from the date of submitting said grievance, whichever shall be the later, the grievant shall within five (5) school days submit in writing the grievance to the Assistant Superintendent/Director of Personnel.
- b. As soon as possible, but not later than ten (10) days after personal receipt of the grievance form, the Assistant Superintendent or his designee, the grievant, and the certified staff representative shall meet in an effort to resolve the grievance. Thereafter, the Superintendent shall indicate his disposition of the grievance in writing as soon as possible, but not later than twenty (20) school days subsequent to the said meeting. The Superintendent shall furnish a copy of said disposition to the grievant and the certified staff representative.

General Provisions

1. The time limits provided in this Article shall be strictly observed but may be extended by a written agreement between the parties.
2. No reprisal shall be taken by or against any parties in the grievance procedure.
3. There shall be no reprisal as a result of submission of a grievance. Communiques and records dealing with the grievance shall not be placed in the teacher's personnel file; nor shall the contents of these communiques and records be verbally transmitted to future employers.
4. A teacher engaged during the school day in the presentation of a grievance, or who is a witness for same, shall be released from regular duties without loss of pay.
5. Timelines in this article shall mean the date the form or disposition is hand-delivered or mailed.

EDUCATIONAL ATMOSPHERE

Scheduling

In order to promote maximum teaching effectiveness, all options shall be investigated prior to any secondary teacher being required to teach in more than three (3) subjects in the same academic area. The principal of each building shall provide a tentative teaching assignment for the next school year prior to the last week of school.

Prior to the end of the school year, the department head and/or administrator will call a meeting for the purpose of discussing department classes and the Master Schedule. It need not be a mandatory meeting. If teachers want input into the class schedules, they either need to be present at that meeting or notify the department head/administrator prior to the meeting to identify any interests in certain classes.

Teacher Facilities

Each school shall have a designated area apart from students for the use of teachers. There shall be adequate washroom facilities available for faculty.

A safety committee may be established at each building. If the principal decides to form a committee, it shall consist of the school nurse, an administrator, and a teacher representative. Any teacher, who determines that working conditions are unsafe, hazardous, or unhealthy, may notify the building principal or his designee, regardless if a formal committee has been developed or not.

Teaching Load

When, in a teacher's opinion, effective teaching has been restricted, the teacher shall consult with the principal regarding the need for an assignment of a teacher aide paraprofessional. Factors which may be considered are: (1) the number of students; (2) the particular students; and (3) the subject area. If the teacher is not satisfied with the disposition of any issue after discussing with the building principal, the teacher may consult with the Assistant Superintendent or Directors of Secondary or Elementary Education.

Compensation for Additional Teaching Duties

The term "hourly rate," when used hereinafter in the Handbook, shall be computed in the following manner:

Teacher's regular salary divided by (Number of Regular Contracted Days) = Daily Rate.

Daily Rate divided by 7.5 = Hourly Rate

Performance Stipends / Increase Pursuant to Indiana Code 20-43-10-3 --Will need to update after guidance comes out from IDOE

The Performance Grant received by a school corporation shall be allocated among and used only to pay cash stipends to all teachers who are rated effective or as highly effective and employed by the school corporation as of Dec. 1 of the year of distribution. The governing body is to differentiate between the amount of stipends given for effective and highly effective certificated employees. This stipend will be calculated and distributed to all certificated employees as soon as possible after Lake Central's allocation of funds is determined by the IDOE, projected date of receipt to be January.

Student Teaching

A student who is required to complete a student teaching requirement must be supervised by a certificated employee that has been rated as either highly effective or effective on the certificated employee's latest annual performance evaluation.

ASSOCIATION

Discussion

New language in Indiana code reads "A school employer may discuss: (1) with a certified employee or group of certified employees; or (2) at one (1) or more meetings that are open to all certified

employees; any topic that significantly impacts a certificated employee's working conditions or impacts the educational quality of the school employer's students. (b) A discussion or meeting under subsection (a) is not subject to the open door law (IC 5-14-1.5.).

Given the state guidance, LCSC Administration intends to continue to discuss teacher concerns while following state guidance regarding opening up the process to teachers who are not in the Association.

Teacher concerns will only be included in the corporation discussion process if the matter impacts staff at more than one school. Individual school matters should first be addressed with the building principal before being brought forward for corporation-level discussion.

Association Rights

- A. It is agreed that every teacher has the right to organize freely, join and support the Association. The employer will not discourage, deprive or coerce any teacher in the enjoyment of the rights conferred in this Agreement, nor will they discriminate against any teacher for his participation in Association activities.
- B. The rights and privileges of the teachers' organization and its representatives as set forth in this Article shall be granted only to the Association as the exclusive representative of the teachers.
- C. The Association may post notices of activities and matters of concern to the Association on the teachers' bulletin board or via email.
- D. The Association shall be provided with time either during the opening day of school orientation workshop, provided that a corporation wide meeting is held, or at their individual buildings.
- E. When the Association and Board (including their agents) mutually agree to schedule meetings, conferences, or hearings during the regular work day, teachers who are Association witnesses, parties in interest, representatives, or participants shall not be subject to loss of pay.
- F. The Association shall have the right to schedule meetings in school buildings upon notification to the building principal providing that said meeting does not interfere with previously scheduled meetings or events. The Association shall pay no fee for general committee, executive board, or building meetings.
- G. The Association officers, chairpersons and building representatives shall have the right to confer with teachers provided it does not take the teacher away from his assigned teaching or supervision duties.
- H. The Association shall have the right to use the interschool mail system and teacher mailboxes to communicate with teachers.
- I. The Association, as the representative teachers' organization, shall have the right to use school facilities for meetings and any equipment, copy machines, calculating machines, and all other types of audio-visual equipment, when the use of such equipment does not conflict with the normal function of the school. When other organizations are charged for the cost of copying, the Association shall be charged the established rate. The rights granted to the Association under this paragraph shall not be granted to any other "school employee organization" as defined in I.C. 20-7.5-1-2(k).
- J. Membership/Fair Share

(1) Teacher Membership in Association/Fair Share

IC 20-29-4-2 provides:

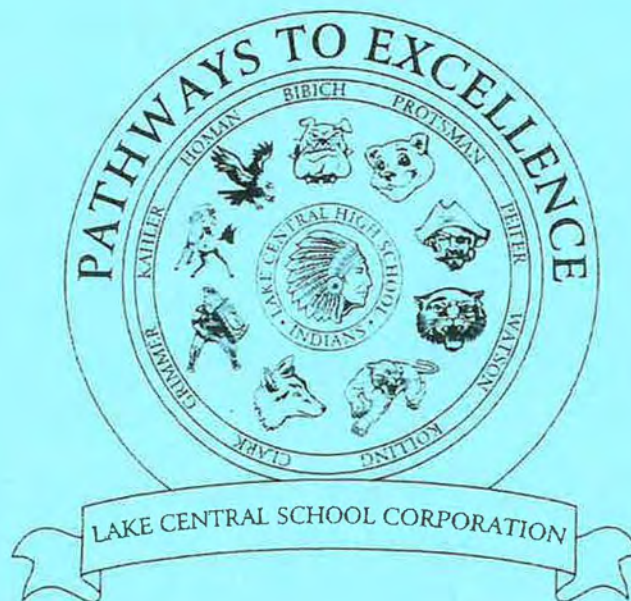
- (a) A school employee may not be required to join or financially support through the payment of: (1) fair share fees; (2) representation fees; (3) professional fees; or (4) other fees; a school employee organization;
- (b) A rule, regulation, or contract provision requiring financial support from a school employee to a school employee organization is void.

This provision is not new. It is unchanged from pre-2005 legislation. The Association remains unable to negotiate for or to insist that the school corporation agree to require members of the bargaining unit (teachers) to either join the Association or to pay any representation fee as a condition of employment.

Membership into the LCTA can occur at any time over the course of the year. Dues will be prorated based on when members join. The Lake Central Teachers Association will not intervene with issues that occurred prior to membership. Any LCTA member who wishes to withdraw from his/her membership must inform the LCTA membership chair, in writing, by August 31st.

Members who withdraw their membership after August 31st are still responsible to pay for their full yearly dues.

**Student Code of Conduct
Responsibilities
Due Process
Parent/Student Rights**



2025-2026

Lake Central School Corporation
8260 Wicker Avenue
St. John, Indiana 46373

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STUDENT CODE OF CONDUCT

INTRODUCTION

The Lake Central School Corporation believes that:

- *Each individual has dignity and worth*
- *Students are our number one priority*
- *We must continually improve and strive for excellence*
- *Everyone can learn*
- *People learn in different ways and at different rates*
- *Teachers are critically important in every student's education*
- *Education is the responsibility of the students, staff, parents and the entire community*
- *School provides a foundation for a lifetime of learning*
- *The total school environment affects learning*
- *Self-esteem is directly related to learning*
- *Educated citizens are essential to a democratic society*

In order to ensure that the beliefs of the Lake Central School Corporation are carried out to their fullest, it is necessary to provide opportunities that support these beliefs. Therefore, it is necessary that a structured system be developed and implemented.

Within any successful system, a series of guiding principles as well as rules and regulations are found. The guiding principles of the Lake Central School Corporation are listed above. The general rules that the corporation, as well as the State of Indiana, have deemed necessary to provide learning opportunities are presented on the following pages. All schools within the corporation are expected to abide by these. In addition, individual schools have established rules and regulations specific to that building. These may be found in the individual School Handbooks.

Please read carefully all of the material since this will help you have a positive school experience.

1. WHO CAN CREATE POLICIES, RULES AND REGULATIONS

The Board of School Trustees and the Superintendent of Schools may establish written regulations concerning student conduct. Each principal of his or her school may, also, establish written regulations governing student conduct.

2. GROUNDS FOR SUSPENSION OR EXPULSION

(Indiana Code 20-33-8-14)

The following are the grounds for student suspension or expulsion, subject to the procedural requirements stated by school corporation rules:

- Student misconduct.
- Substantial disobedience.

Examples of such conduct include but are not limited to:

- Using violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or other comparable conduct constituting an interference with school purposes, or urging other students to engage in such conduct such as:
- 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.
- Setting fire to or damaging any school building or property.
- Prevention of or attempting to prevent by physical act the convening or continued functioning of any school or educational function, or any lawful meeting or assembly on school property.
- Continuously and intentionally making noise or acting in any manner so as to interfere with the ability of any teacher or any other school personnel to conduct the educational function under his/her supervision.
- Causing or attempting to cause damage to school property or stealing or attempting to steal school or private property.
- Intentionally causing or attempting to cause physical injury or intentionally behaving in such a way as could reasonably cause physical injury to any person.
- Threatening or intimidating any student for the purpose of, or with the intent of, obtaining money or anything of value from such student.
- Failing in a number of instances to comply with directions of teachers or other school personnel during any period of time when the student is properly under their supervision, where the failure constitutes an interference with school purposes or an educational function.
- Falsely accusing any person of sexual harassment, or of violating a school rule, and/or a state or federal law.
- Engaging in any activity forbidden by the laws of Indiana that constitutes an interference with school purposes or an educational function.
- Aiding, assisting, or conspiring with another person to violate these student conduct rules or state or federal law.

Violating any rules that are reasonably necessary in carrying out school purposes or an educational function, including, but not limited to:

- Engaging in sexual behavior on school property;
- Disobedience or serious disrespect of administrative authority, including refusing to follow directions of school employees;
- Willful absence or truant from school in accordance with building policy;
- Engaging in speech or conduct, including clothing, jewelry or hair style, which is profane, indecent, lewd, vulgar or offensive to school purposes;
- Failing to tell the truth about any matter under investigation by school personnel.
- Possessing or using a laser pointer or similar device.
- Dealing in a substance represented to be a controlled substance which shall mean a person who delivers any substance that he represents to be a controlled substance. No student may possess, transmit or consume any substance which the student has reason to believe is, or which has been represented to him/her as, a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, stimulant, depressant, or intoxicant of any kind. Students are prohibited from possessing, using, selling, transmitting, consuming, or being under the influence of caffeine based pills, substances containing phenylpropanolamine (PPA), or stimulants of any kind be they available with or without a prescription. Abusing or consuming in excess of the recommended dosage of any patent or prescription drug with the purpose of creating an intoxicated, drugged, or irrational state or causing physical injury, either to one's self or to other persons.
- Selling or attempting to sell, purchasing or attempting to purchase, a substance alleged by the seller to be marijuana, a controlled substance, a prescriptive drug, an alcoholic beverage, or an intoxicant of any kind within the jurisdiction of the school corporation.
- Engaging in the unlawful selling of a controlled substance or engaging in a criminal law violation that constitutes a danger to other students or constitutes an interference with school purposes or an

education function.

- Selling or attempting to sell marijuana or drug paraphernalia in conjunction with restricted activity under this section or for the purpose of causing a violation under this section or any activity forbidden under I.C. 35-48-4. Any violation of this will result in a recommendation by the principal or his designee that the student be expelled.
- Repeatedly refusing to follow the directions of supervising school employees; engaging in acts of serious disrespect to school employees.
- Engaging in immoral conduct forbidden by the laws of the State of Indiana.
- Using or possessing tobacco of any form including vape materials.
- Disobeying rules of the building handbooks.
- Failing to maintain legal settlement in Lake Central School Corporation's attendance area. By statute, if a student's legal settlement changes after the student has begun attending school at Lake Central, the student may complete the current semester or, at the discretion of Lake Central, the current school year without the payment of tuition. Where a student has completed grade 11, that election extends to the end of the following school year in grade.

3. SPECIAL PROVISIONS FOR POSSESSION OF A FIREARM, DESTRUCTIVE DEVICE OR DEADLY WEAPON (I.C. 20-33-8-16)

It is the policy of the Lake Central School Corporation that no student, employee or person may knowingly 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 without first having secured prior written approval from the building principal. Approval of the building principal is not required for items used in the normal scope of the employee's work.

Violation of this rule banning the possession of weapons or destructive devices on school premises shall constitute grounds for suspension, expulsion, and/or dismissal subject to the procedural provisions set forth in the Lake Central Student Handbook, the applicable collective bargaining agreement, and State Law. Violators of this policy shall also be subject to arrest and prosecution. (Lake Central School Board Policies 3217, 4217, 5772, 7217)

The Superintendent shall notify the appropriate law enforcement agency when a student is expelled under this rule.

MANDATORY EXPULSION FOR POSSESSION OF A FIREARM

The penalty for possession of a firearm or a destructive device: suspension up to 10 days and 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: (I.C. 35-47-1-5)

- Any weapon frame or receiver which will or is designed to or may readily be converted to expel a projectile by the action of an explosive
- 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, mine, 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 (I.C. 35-47.5-2-4) 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 mine, 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
- a combination of parts designed or intended for use in the conversion of a device into a destructive device. A destructive device is NOT a device that although originally designed for use as a weapon, is redesigned for use as a signaling, pyrotechnic, line throwing, safety, or similar device.

EXPULSION FOR POSSESSION OF A DEADLY WEAPON (I. C. 35-31.5-2-86)

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.

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. 35-31.5-2-86:

- A weapon, taser or electronic stun weapon, equipment, chemical substance, or
- Other material that in the manner it is used, or could ordinarily be used, or is intended to be used, is readily capable of causing serious bodily injury.
- An animal readily capable of causing serious bodily injury and used in the commission or attempted commission of a crime.

4. JURISDICTION

The jurisdiction of the school with respect to the foregoing Rules of Conduct shall apply to misconduct on the school grounds, during and immediately before or immediately after school hours;

- On the school grounds at any time;
- Off the school grounds at a school activity, function, or event;
- Traveling to or from school, or a school activity, function, or event, or during the lunch period;
- Engaging in unlawful activity on or off school grounds if the unlawful activity interferes with an educational function or school purpose or if the removal of the student is necessary to restore order or to protect the safety of persons on school property. This applies to unlawful activity which takes place during school holidays, breaks, or vacations, or other periods of time when a student is not

attending classes or a school function.

While students may not be under the direct supervision of school officials during these periods, each student shall observe the Rules of Conduct set forth above and shall be subject to the prescribed punishment for such violations.

5. ALTERNATIVE TO EXPULSION

The student assistance program is a voluntary program for treatment, care, and rehabilitation of secondary students who are in violation of the Lake Central Drug and Alcohol Policy – 3170. Specific details regarding these programs are explained in detail in the student handbook and code of conduct for each individual secondary school.

6. SUSPENSION - DEFINED (Indiana Code 20-33-8-7)

As used in this article, the term “suspension” means any disciplinary action that does not constitute an expulsion, as defined below, whereby a student is separated from school attendance for a period of not more than ten (10) school days.

The term does not include situations in which a student is:

- Disciplined under I.C.20-33-8-25;
- Removed from school in accordance with I.C.20-34-3-9; or
- Removed from school for failure to comply with the immunization requirements of I.C.20-34-4-5.

7. PROCEDURES FOR SUSPENSION (Indiana Code 20-33-8-18)

If a student has committed any of the acts as outlined in Section 2 of this document, the procedures are as follows:

- A principal may suspend a student for not more than ten (10) school days for student misconduct or substantial disobedience (I.C.20-33-8-14), unlawful activity on or off school grounds (I.C.20-33-8-15) or for possession of and/or conduct related to firearms, deadly weapons or destructive devices (I.C.20-33-8-16). However, the period of suspension may be continued beyond ten school days by the expulsion meeting examiner until the time of the expulsion decision. (I.C.20-33-8-23).
- A principal may not suspend a student before the principal affords the student an opportunity for a meeting during which the student is entitled to the following:
 - A written or oral statement of the charges against the student.
 - If the student denies the charges, a summary of the evidence against the student.
 - An opportunity to explain the student's conduct.
- When misconduct requires immediate removal of a student, the meeting under subsection (B) shall commence as soon as reasonably possible after the student's suspension.
- Following a suspension, the principal shall send a written statement to the parent of the suspended student describing the following:
 - The student's misconduct.
 - The action taken by the principal.

8. OTHER COURSES OF ACTION

The superintendent, principal, and administrative personnel or any teacher of the school corporation are

authorized to take any action in connection with student behavior. In addition to the actions specifically provided in this document, other reasonable or necessary actions to help any student, to further school purposes, or to prevent an interference with school processes are authorized. Such actions include counseling with a student or group of students, conference with a parent or group of parents, rearranging class schedules, requiring a student to remain in school after regular school hours to do additional school work or for counseling, in-school suspension or restriction of extracurricular activity. (I.C.20-33-8-25).

9. EXPULSION - DEFINED (Indiana Code 20-33-8-3)

As used in this article, the term “expulsion” means a disciplinary or other action whereby a student:

- Is separated from school attendance for a period in excess of ten (10) days; or
- Is separated from school attendance for the balance of the current semester or the current year unless a student is permitted to complete required examinations in order to receive credit for courses taken in the current semester or current year; or
- Is separated from school attendance for the period prescribed under IC 20-33-8-20, which may include an assignment to attend an alternative school, an alternative educational program, or a homebound education program.
- The term does not include situations when a student is:
 - disciplined under Indiana Code 20-33-8-25;
 - removed from school in accordance with Indiana Code 20-34-3-9; or
 - removed from school for failure to comply with the immunization requirements of Indiana Code 20-34-4-5

NOTE: The effective date of a proposed expulsion may be deferred under certain circumstances until the next school year.

In general, the expulsion period for conduct occurring in the first semester may extend to the end of the school year. The expulsion period for conduct occurring in the second semester may extend through summer school and the first semester of the following school year. Notwithstanding the foregoing, the expulsion period for conduct involving firearms or destructive devices shall be for a period of at least one calendar year (with return of the student to be at the beginning of the first school semester after the end of the one year period) and the expulsion period for conduct involving deadly weapons shall be for a period of not more than one calendar year. (I.C.20-33-8-16, I.C.20-33-8-20).

10. PROCEDURES FOR EXPULSION (I.C.20-33-8-19)

A student who is charged with an offense resulting in an expulsion recommendation has the following rights:

- **Opportunity for Expulsion Meeting**
Notice to student/student's parent of right to appear at an expulsion meeting will be provided. Failure of the student's parent to timely request and/or appear at the expulsion meeting forfeits all rights administratively to contest and appeal the expulsion.
- **Information Regarding Request for Expulsion**
The student and the student's parent will be provided with the reason(s) for the expulsion and the procedure for requesting an expulsion meeting.

- **Expulsion Meeting**

At the expulsion meeting, the principal or designee, will present evidence to support the charge(s) against the student. The student or the student's parent will have the opportunity to answer the charges against the student to present evidence to support the student's position. An attorney may not represent the student at the expulsion meeting, but may be outside the meeting room for consultation during the course of the meeting.

- **Expulsion Determination**

If an expulsion meeting is requested and held, the expulsion meeting examiner shall make a written summary of evidence heard at the expulsion meeting, and take action found appropriate, including a determination for expulsion and its duration. Such determination must be provided to the student and the student's parent.

- The board has voted not to hear any expulsion appeals. Instead, appeals of expulsion must be filed with the County Circuit or Superior Court.

- ~~**Appeal to Board of School Trustees**~~

~~The student and student's parent may appeal the expulsion determination by written appeal to the Board of School Trustees. Such appeal must be made within ten days of receipt of the expulsion determination. Failure of the student and student's parent to timely request and/or appear at the appeal meeting forfeits all rights administratively to contest and appeal the expulsion.~~

~~The Board of School Trustees will schedule a meeting to consider the written summary of evidence and to hear arguments and any new evidence of the administration and of the student and/or student's parent. The Board, after deliberation, will issue a decision.~~

- ~~**Judicial Review**~~

~~Judicial review of the determination of the Board of School Trustees is limited to the issue of whether the Board acted without following procedure called for by the student discipline statute. An expulsion continues in effect during the period of judicial review unless the court grants a temporary restraining order and the school corporation was given an opportunity to appear at a hearing regarding the temporary restraining order. (I.C.20-33-8-21, 20-33-8-22).~~

11. SCHOOL BUS DISCIPLINE

The building principal has the same authority over, and responsibility for, the students when they are on the bus as when they are at school.

The bus driver will be responsible for a just, fair, and impartial enforcement of all rules and regulations. The building principals are in the best position to help the driver with disciplinary problems.

Bus drivers have the same rights and responsibilities for student control as does the classroom teacher. This means that the driver can do the following:

- Recommend that the principal suspend a student from riding the bus for one day.
- Recommend that the principal suspend the student.
- Recommend the permanent removal of a student from riding the bus.

- Take other reasonable action to carry out the rules and policies of the school as they apply to student transportation.

A student may be expelled from school for repeated misbehavior on the school bus, just as he can be expelled for repeated classroom misbehavior.

State Law (I.C.20-27-9) reads that a school district may provide school bus service; the law does not state that the school must provide this service.

Lake Central Schools will provide school bus service for those students that require such service whose conduct and cooperation permits a safe and orderly bus operation.

Lake Central Schools will not provide school bus service for those students whose conduct and lack of cooperation does, or reasonably could, endanger the safety of other students, staff or themselves. Failure to provide transportation does not relieve one of the legal obligations for attending school.

12. STUDENT IMMUNIZATIONS

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

- The school gives the parents of the child a waiver not to exceed twenty (20) days; or
- The local health department or physician determines that the child's immunization schedule has been delayed due to extreme circumstances and that the required immunizations will not be completed before the first day of school.
- In which case, a written statement and a time schedule approved by the health department or physician is furnished to the school by the parent.

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

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

13. MEDICATION POLICY

MEDICATIONS: GUIDE FOR PARENTS LAKE CENTRAL SCHOOL CORPORATION

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

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

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

BASIS.

To meet BOTH requirements you may:

- Use the authorization form;
- Use the pharmacy label with the practitioner's instruction (sufficient for the portion related to "written order of a practitioner") plus a parent/guardian written permission note (meets the other requirements if it includes the date, medication name, dosage, time to give, the reason for giving, and your signature).

In order for the school to administer non-prescription medication, written authorization from the parent/guardian must be on file at the school and updated on an annual basis.

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

ALL MEDICATION MUST BE SENT IN THE ORIGINAL LABELED CONTAINER.

When filling a prescription, please ask your pharmacist to provide one labeled container for home use and one labeled container for school use. This will greatly enhance your child's receiving doses at both places at the prescribed times.

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

FOR MIDDLE AND HIGH SCHOOL STUDENTS ONLY:

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

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

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

PRESCRIPTION MEDICINE

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

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

Students with acute medical conditions may possess one school day's dosage of medication in the original labeled container and self-administer medication with written permission of the physician and the parent/guardian, and

with advance approval from the building principal and school nurse. Permission from the physician must be provided on the physician's prescription pad or letterhead. High school students with acute medical conditions may take home medications given to the school nurse with written permission from their parent/guardian and approval from the building principal and school nurse.

NON-PRESCRIBED MEDICATION

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

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

MEDICATION SUPPLEMENTS

In order for the school to administer supplements, including herbal, written authorization from a parent/guardian and a written order of a practitioner must be on file at the school and updated on an annual basis.

The practitioner's order must prescribe that the supplement needs to be given during the school day and the time of day it must be administered with specific dosage amounts.

STUDENTS WITH SPECIAL NEEDS

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

14. DRUG AND ALCOHOL POLICY

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

15. SEARCH AND SEIZURE (I.C. 35-33-5)

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

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

16. ANTI-HARASSMENT POLICY (Policy 5517)

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

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

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

17. SEXUAL HARASSMENT POLICY (Policy 5517)

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

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

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

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

- Unwelcome sexual propositions, invitations, solicitations, and flirtations.
- Physical assault
- Threats or insinuations that a student's academic grade, promotion, classroom work or assignments, academic status, participation in athletics or extracurricular programs or events, or other conditions of education may be adversely affected by not submitting to sexual advances.
- Unwelcome verbal expressions of a sexual nature, including graphic sexual commentaries about a student's body, dress, appearance, or sexual activities; the unwelcome use of sexually degrading language, jokes or innuendoes; unwelcome suggestive or insulting sounds or whistles; obscene telephone calls, texts or other electronic forms of communication.
- Sexually suggestive objects, pictures, videotapes, audio recordings or literature, placed in the educational environment, which may embarrass or offend students.
- Unwelcome and inappropriate touching, patting, or pinching; obscene gestures.
- A pattern of conduct, which can be subtle in nature, that has sexual overtones and is intended to create

- or has the effect of creating discomfort and/or humiliation to the student.
- Remarks speculating about the student's sexual activities or sexual history, or remarks about one's own sexual activities or sexual history.
- Inappropriate boundary invasions by a school employee or volunteer into a student's personal space and personal life.

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

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

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

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

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

- 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.

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

- Participating in a religious event.
- Acting in an emergency involving the protection of a person or property from an imminent threat of serious bodily injury or substantial danger.
- Participating in an activity consisting of the exercise of a student's rights protected under the First Amendment to the United States Constitution or Article I, Section 31 of the Constitution of the State of Indiana, or both.
- Participating in an activity conducted by a nonprofit or governmental entity that provides recreation, education, training, or other care under the supervision of one (1) or more adults.
- Participating in an activity undertaken at the prior written direction of the student's parent.
- Engaging in interstate or international travel from a location outside Indiana to another location outside Indiana.

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

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

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

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

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

- The department, in consultation with school safety specialists and school counselors, shall prepare , outlines or materials for the instruction described in subsection (a) and incorporate the instruction in grades 1 through 12.
- Instruction on bullying prevention may be delivered by a school safety specialist, school counselor, or any other person with training and expertise in the area of bullying prevention and intervention.

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

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

- Prohibit bullying; and include:
 - Provisions concerning education, parental involvement, and intervention
 - A detailed procedure for the expedited investigation of incidents of bullying that includes:
 - Appropriate responses to bullying behaviors, wherever the behaviors occur;
 - Provisions for anonymous and personal reporting of bullying to a teacher or other school staff
 - Timetables for reporting of bullying incidents to school counselors, school administrators, the superintendent, or law enforcement, if it is determined that reporting the bullying incident to law enforcement is necessary;
 - Discipline provisions for teachers, school staff, or school administrators who fail to initiate or conduct an investigation of a bullying incident; and
 - Discipline provisions for false reporting of bullying; and
 - A detailed procedure outlining the use of follow-up services that includes:
 - Support services for the victim; and
 - Bullying education for the bully.
 - The discipline rules described in subsection may be applied regardless of the physical location in which the bullying behavior occurred, whenever:
 - The individual committing the bullying behavior and any of the intended targets of the bullying behavior are students attending a school within a school corporation; and
 - The discipline rules described in above must prohibit bullying through the use of data or computer software that is accessed through a:
 - Computer;
 - Computer system; or
 - Computer network
 - This section may not be construed to give rise to a cause of action against a person or school corporation based on an allegation of noncompliance with this section. Noncompliance with this section may not be used as evidence against a school corporation in a cause of action.

- A record made of an investigation, a disciplinary action, or a follow-up action performed under rules adopted under this section is not a public record under IC 5-14-3.
- The department shall periodically review each policy adopted under this section to ensure the policy's compliance with this section.

The following information is also included in defining and dealing with "Bullying" at Lake Central.

Identifying Individual/parties involved:

Individuals who Bully: These students engage in bullying behavior towards their peers. There are many risk factors that may contribute to the child's involvement in the behavior.. Often, these students require support to change their behavior and address any other challenges that may be influencing their behavior.

Individuals who are Bullied: These children are the targets of bullying behavior.. Some factors put students at more risk of being bullied, but not all students with these characteristics will be bullied. Sometimes, these students may need help learning how to respond to bullying.

Other Contributors

Even if a student is not directly involved in bullying, they may be contributing to the behavior. Witnessing the behavior may also affect the individual, so it is important for them to learn what they should do when they see bullying happen. Roles kids play when they witness bullying include:

- **Kids who Assist:** These children may not start the bullying or lead in the bullying behavior, but serve as an "assistant" to children who are bullying.
- **Kids who Reinforce:** These children are not directly involved in the bullying behavior but they give the bullying an audience. They will often laugh or provide support for the children who are engaging in bullying.
- **Outsiders:** These children remain separate from the bullying situation. They neither reinforce the bullying behavior nor defend the child being bullied. Some may watch what is going on but do not provide feedback about the situation to show they are on anyone's side.

19. EXTRACURRICULAR ACTIVITIES, ATHLETICS AND STUDENT DRIVER DRUG TESTING PROGRAM

The Lake Central School Corporation is committed to providing a safe and orderly learning environment. Concerted effort has been taken to secure the facilities and manage the behavior of the student population. However, an ominous intruder, substance abuse, also presents a serious risk to the safety and well-being of the school community.

In an effort to address this growing concern, a program of deterrence will be instituted as a proactive approach to the maintenance of a drug-free school. Because substance abuse poses such an immediate threat to student drivers and because students involved in extracurricular activities and athletics represent Lake Central and are expected to set positive examples for their peers, a program of deterrence has been instituted as a pro-active approach to a drug-free school and student well-being. Extracurricular activities are those activities NOT falling within the scope of the regular curriculum (i.e. clubs, dance group, cheerleaders). Band and choir are part of the regular curriculum and, therefore, are considered co-curricular.

Purpose

The purpose of this program is three fold: (1) to provide for the health and safety of students; (2) to undermine the effects of peer pressure by providing a legitimate reason for students to refuse to use drugs detrimental to their health; and (3) to encourage students who use drugs to participate in drug treatment programs.

Introduction

The effective date of this program is October 1, 2006. The program does not affect the current policies, practices or rights of the Lake Central School Corporation regarding student drug and/or alcohol possession or use, where reasonable suspicion is established by means other than drug testing through this policy. It applies only to extracurricular activities, athletics, and student drivers and is designed to create a safe, drug free environment for students and assist them in getting help when needed. No student shall be expelled or suspended from school as a result of any certified "positive" test conducted by his/her school under this program.

No student will be penalized academically for testing positive for banned substances. The results of drug tests pursuant to this policy will not be documented in any student's academic records. Information regarding the results of drug tests will not be disclosed to criminal or juvenile authorities in the absence of legal compulsion by valid and binding subpoena or other legal processes, which the Lake Central School Corporation Board of School Trustees will not solicit. In the event of service of any such subpoena or legal process, the student and the student's custodial parent, legal guardian, or custodian will be notified before response is made by the Superintendent, to the extent permitted by such subpoena or legal process.

Supporting Data

In June 2002, the U.S. Supreme Court ruled to allow random drug tests for all middle and high school students participating in competitive extracurricular activities. Congressional findings in the Safe and Drug-Free Schools and Communities Act of 1994 [20 United States Code 7101 et seq.]

Indiana Code 20-1-1-4-9.2 that directs this School Corporation to plan for and maintain drug free schools.

Indiana Code 20-1-04-9.1 that directs this School Corporation to provide instruction concerning the harmful effects of illegal drugs.

Indiana Code 20-34-3 sets forth health measures to be governed by school officials. Most specifically, Indiana Code 20-34-3-9 establishes the responsibility of schools to assist children found to be ill or in need of treatment.

Lake County, Indiana due to its demographic advantage is the home of a crossroad of major thoroughfares connecting all parts of the US and, thus, is an important vein for drug transport.

The Lake Central School Corporation has implemented various programs to prevent substance abuse among its students and is committed to a pro-active philosophy.

Neighboring school corporations have also enacted drug testing policies that have resulted in a reduction of cases of drug abuse and fostering a school culture that resists drug abuse.

Students who participate in athletics and other voluntary extracurricular activities are representatives of the school system and are role models for other students.

The opportunity for a student to drive to school and park on school grounds is a privilege and carries with it responsibilities to assure the safety of other students as well as himself/herself.

Drug use increases the risk of sport-related injuries to the athlete, his/her teammates and opponents.

Scope

This policy applies to all Lake Central School Corporation students in grades 7-12 who are issued student parking permits and/or who participate in school sponsored extracurricular activities and/or athletics. These programs are privileges afforded to our students.

Drug Education

Each prospective participant shall receive a copy of this policy. An education presentation will also be made to educate the students about the harmful effects and consequences of alcohol and other drug abuse. Students will receive information as to where they can seek professional help, if needed, for a use or abuse problem.

Consent Form

It is mandatory that each student in grades 7-12, prior to being issued a parking permit or allowed to participate in extracurricular or athletics, sign and return the "consent form". Failure to comply will result in non-participation.

Such students shall be provided with a "consent form", which shall be dated and signed by the participant and by the parent/guardian. In doing so, the student is consenting to participate in the drug-testing program at the Lake Central School Corporation.

Banned Substances

For the purpose of this Policy, the following substances or their metabolites that can be tested are considered illicit or banned for Lake Central School Corporation students.

Alcohol	Amphetamines/Methamphetamines/Ecstasy	Anabolic Steroids*
Barbiturates	Benzodiazepines	Cocaine Metabolites
LSD	Marijuana Metabolites	Methadone
Methaqualone	Opiates	Hydrocodones
Phencyclidine	Propoxyphene	Other Illegal Drugs

Testing Standards

Screening	Cutoff	Confirmation	Cutoff
Amphetamines	500 ng/mL	Amphetamine	250 ng/mL
		Methamphetamine	250 ng/mL
		MDMA	250 ng/mL
		MDA	250 ng/mL
		MDEA	250 ng/mL
Barbiturates	300 ng/mL	Barbiturates	300 ng/mL
Benzodiazepines	300 ng/mL	Benzodiazepines	300 ng/mL
Cocaine	150 ng/mL	Cocaine	100 ng/mL
Marijuana	50 ng/mL	THC	15 ng/mL
Opiates	2000 ng/mL	Morphine	2000 ng/mL
		Codeine	2000 ng/mL
6-Acetylmorphine	10 ng/mL	6-Acetylmorphine	10 ng/mL
Methadone	300 ng/mL	Methadone	300 ng/mL

Methaqualone	300 ng/mL	Methaqualone	300 ng/mL
Phencyclidine	25 ng/mL	Phencyclidine	25 ng/mL
Propoxyphene	300 ng/mL	Propoxyphene	300 ng/mL

*May be tested

**If the test for Amphetamines is positive, the lab will check for Methamphetamines. If Methamphetamines are found, the lab will check for ecstasy.

Testing Procedures

- The selection of participants to be tested will be done randomly by the testing company. Selections will be made from time to time throughout the school year. The students' ID numbers will be entered into a computer and randomly selected by the Testing Company. Testing may occur any day Monday through Friday throughout the school year. This variable schedule will keep students conscious of the possibility of being tested at any time during the year. Even after being tested, the student remains in the testing pool.
- No student will be given advance notice or early warning of the testing. In addition, the chain of custody procedure will be observed to eliminate invalid tests or outside influences.
- Upon being selected for a urinalysis test under this policy, a student will be required to provide a sample of "fresh" urine according to the quality control standards and policy of the testing company conducting the urinalysis.
- All students will remain under school supervision until they have produced an adequate urine specimen. If a student is unable to produce a sample, they will be given 48 hours to go to the facility and test.
- All specimens registering below 90 degrees or above 100 degrees Fahrenheit will be invalid. There is a temperature strip on the specimen cups indicating the validity of the urine specimen. If a temperature out of range occurs, another specimen must be given by the student.
- If it is proven that tampering or cheating has occurred during the collection, the student will become ineligible for extracurricular activities, athletics or a parking permit for the remainder of the school year. This will be reported to the parent/guardian.
- Immediately after the specimen is taken, and the chain of custody process completed, the student may return to class with an admit slip or pass with the time he/she left the collection site. The principal/principal's designee must time and sign the pass.
- The specimens will then be sent to the laboratory by the testing company. Each specimen will be tested for the banned substances listed in this policy. Also, "performance enhancing" drugs such as steroids may be tested.
- The laboratory selected must follow the standards set by the Department of Health and Human Services.

Chain of Custody

- The testing company will conduct the test, set up the collection environment, and guarantee specimens and supervise the chain-of-custody.
- The principal/principal's designee will be responsible for escorting the student to the collection site. The student should bring all materials with him/her to the collection site and should not be allowed to go to his/her locker. Calling four or five students at a time allows the collections to be carried out quickly and will not cause students to wait a long time, thereby creating a loss of important time from class.
- Before the student's urine is tested by the laboratory, the student must complete the chain of custody form which may be required by the testing laboratory.
- A sealed specimen cup will be opened in view of the student. The cup will be given to the student for the void and sealed specimen vial will remain in control of the urine collector. The student will initial the

vial label after it has been placed over the bottle. The seal will be broken only by the lab testing the specimen.

- If the seals are tampered with or broken after leaving the student's possession and prior to arriving at the lab, the specimen is invalid. The student will be called again as soon as possible to submit another sample. The student will remain eligible subsequent to a retest.
- The student will be instructed to remove all coats and wash his/her hands in the presence of the urine collector prior to entering the restroom. The commode will contain a blue dye so the water cannot be used to dilute the sample and the faucets will be sealed. The door will be closed so that the student is by himself/herself in the restroom to provide a urine specimen. The urine collector will wait outside the restroom. The student will have four minutes to produce a urine specimen.
- After it has been sealed, the specimen will be transported to the testing laboratory by courier. The laboratory will report the results back to the testing company's MRO and the results will then be transmitted to the principal/principal's designee.
- Confidentiality will be protected throughout the chain of custody process. The MRO report for the urinalysis will be mailed back to the principal/principal's designee.

Test Results

- This program seeks to provide needed help for students who have a certified "positive test".
- The principal/principal's designee will be notified of a student testing "positive". The MRO will first notify the student and his/her parent/guardian. The student or his/her parent/guardian may submit any documented prescription, explanation, or information which will be considered in determining whether a "positive" test has been satisfactorily explained to the MRO. In addition, the student or parent/guardian may appeal by requesting that the urine specimen be tested again by the certified laboratory. The cost of a retest will be the financial responsibility of the student or his/her parents/guardians.
- If the test is verified "positive", the principal/principal's designee will meet with the student and notify his/her parent/guardian. The student and parent/guardian will be given a list of names of counseling and assistance agencies from which the family may choose. Student drivers will have their parking privileges revoked and athletes should refer to the Code of Expectations for information regarding their penalty. Drug abuse counseling will not be required but will be strongly recommended.
- A "follow up" test will be requested by the principal/principal's designee after such an interval of time that the substance previously found would normally have been eliminated from the body. If this "follow up" test is negative, the student will be allowed to resume extracurricular activities and/or driving to school. If the student is an athlete, he/she is subject to the school's athletic code as determined by the athletic director. If a second "positive" result is obtained from the "follow up" test, or any later test of that participant, number two (#2) and number three (#3) (Test Results) will be followed. In addition, the Lake Central School Corporation reserves the right to continue testing at any time during the remaining school year any participating student who tested "positive" and did not make satisfactory explanation.
- Information on a certified "positive" test result will be shared on a "need to know" basis with the student's principal, coach or sponsor. The results of "negative" tests will be kept confidential to protect the identity of all students being tested.
- MRO reports will be returned to the principal/principal's designee. Names of students tested will not be kept in open files or on any computer. MRO reports will be locked and secured in a location that is only accessible to the principal/principal's designee and separate from the student's regular file.

Financial Responsibility

- Under this policy, Lake Central School Corporation will pay for all initial random drug tests and all initial "follow up" drug tests.

- A request on appeal for another test of a “positive” urine specimen is the financial responsibility of the student or his/her parent/guardian.
- Counseling and subsequent treatment by non-school agencies is the financial responsibility of the student or his/her parent/guardian.

Confidentiality

Under this drug testing program, any staff, coach, or sponsor of the Lake Central School Corporation who has knowledge of the results of a drug test will not divulge to anyone the results of the test or the disposition of the student involved unless legally subpoenaed. Once again, this will underscore the Lake Central School Corporation’s commitment to confidentiality with regard to the program.

The testing company may not release any statistics on the rate of positive drug tests to any person, organization, or media without the written consent of the Lake Central School Corporation. However, the testing company will provide the Building Principal with a monthly report indicating the number of tests performed, rate of positive and negative tests, and what substances were found in the positive urine specimens.

Board Policy 5530.01 is the adopted method to be followed for collecting the specimen used in the Student Drug Testing Program and sets forth the responsibilities of the Medical Review Officer.

Counseling Requirement

Because the Random Drug Testing Program has been established as a deterrent, students are strongly urged to seek the following help:

- Undergo a substance abuse assessment by a licensed substance abuse professional acceptable to the Superintendent’s designee. All costs for that assessment will be borne by the student.
- Provide the school principal with written certification by the licensed substance abuse professional that the substance abuse assessment has been completed.
- Undergo counseling/treatment or other intervention, if any, as recommended by the licensed substance abuse professional. All costs for that counseling/treatment or intervention will be borne by the student. The Board of Education will not specify requirements of any such counseling/treatment or intervention, as this will be based on the student’s individual needs. The Board of Education’s interest is that the student receives whatever assistance is appropriate for the particular individual.

STUDENT DRUG TESTING COLLECTION PROCESS

The following procedures for student drug testing collection are developed pursuant to Board Policy 5530.01 Lake Central School Corporation Extracurricular Activities, Athletics and Student Driver Drug Testing Program.

Implementation

- **Contracted Testing Company.** The drug testing program is implemented on behalf of the school corporation by a testing company that is an independent agency or entity operating under the contract with the Board of Education. As per Board Policy, the laboratory must be certified under the auspices of Health & Human Services (HHS) under the National Lab Certification Program (NLCP).
- **Role of school system employees.** Lake Central personnel shall not assist with the actual testing or physical collection of the samples, shall have no access to the test samples, and shall not select the students who will be randomly selected. These functions will be carried out by the contracted testing

company. The principal or the principal's designee will be expected to call students from class or practice and assist with coordinating testing as needed.

- Random Selection. Eligible students will be randomly selected for testing by the contracted testing company using the following double-blind process:
 -
 - The Superintendent's designee shall maintain a list of all eligible students who have signed Consent Forms. The list shall be updated prior to each testing date.
 - Each eligible student on the list shall have an ID number.
 - The Superintendent's designee shall provide the contracted testing company with a list of the students' numbers and names categorized by school.
 - Prior to each testing date, the Superintendent's designee will confirm with the contracted testing company as to the number of students who will be tested.
 - A student who is absent on the testing date will be tested on the next testing date scheduled.
 - The Superintendent's designee will review the randomly generated list of students' names and will notify each school about which students are to be tested.
 - Select students shall be pulled from class for testing on the day of the test. There shall be no advance notification of which students will be tested.
 - Documentation of the selection process shall be maintained.
- Absences. A student who is present at school on the day of testing and later leaves campus (or cuts class) without a valid excuse shall be considered as having refused to be tested.
- Refusal to Test. A refusal to be tested on the test date shall result in the same consequences as a positive test.
- Frequency of Test. Random drug testing will be conducted at least monthly during the academic year. The dates of testing will not be publicized in advance.
- Location of Test. To the extent possible, the testing will occur at every middle and high school on the same dates.
- Number of Students Tested. Approximately ten (10%) to fifteen (15%) percent of eligible students at each secondary school will be tested in the course of a year. The Superintendent or the Superintendent's designee shall determine what number of percentages of students are tested each month. At least five students shall be tested at each location on each testing date.
- Urine Tests. Testing will be by urine specimen.
- Confidentiality. All test results will be strictly confidential, including the maintenance of the sample throughout the collection and testing process. All reported results will be maintained by the Principal or the Principal's designee in a locked file cabinet. Disclosure of test results will be limited to those who have a need to know in order to implement his policy. When under this policy a student becomes ineligible to participate in any extracurricular activities, athletics, or drive to school. The principal shall inform the particular sponsor, coach or the administrator in charge of the student driving privileges that the student is ineligible.
- Collection Process.
 - The urine collector will ask the student for his/her picture ID. The ID# will be written on the chain of custody form by the urine collector.
 - The student will be instructed to remove his/her coat, vest or sweater. Purses, bags or other items will not accompany the student into the restroom. The student will empty his/her pockets and put all items into a lockbox. The box will be locked in their presence. The key will remain with the urine collector and the box will accompany the student and remain with them the entire time.
 - The student will wash his/her hands with liquid soap and dry them.
 - The restroom will already have been secured by the urine collector. This means that the toilet water will have a bluing agent in it, all water sources will be taped securely, and any items such as

- soap or disinfectant will have been removed.
- The urine collector will open the sealed specimen collection cup in view of the student. The specimen vial will remain sealed and in the control of the urine collector.
- The urine collector will take the student into the restroom and explain the procedure. The procedure is that the student is not to flush the toilet or turn the water on and that the cup needs to be filled at least to the 30ml line. Once the void has been completed, the student must open the door promptly, because the urine will lose its temperature within 4 minutes.
- The student will provide a urine sample using the collection cup. The student will be alone in the restroom for the void.
- Once the student has completed the process and opened the restroom door, the urine collector will enter.
- The collector will check the collection cup for a proper temperature, which is 90-100 degrees and check for signs of tampering. (If tampering is suspected a second specimen will be requested). Once that has been done, the collector will open the sealed vial and pour the specimen into it and close it. The collector will also look around the restroom to ensure that the student has not left any paraphernalia that might have been used to tamper with the sample.
- The collector and the student will then proceed to complete the chain of custody paperwork. The specimen will remain in view of both the collector and the student until properly sealed. The student will initial the vial label once it has been placed over the vial and the collector has dated it. The student will complete the donor section of the form. This includes their signature, printing their name, birth date, home phone number, and the current date. The specimen will be sealed for transport in the specimen bag. The student will be given the donor copy of the form.
- The student will be sent back to class.
- The collector will take all bagged specimens and transport them to the lab using a courier service.
- The principal will be notified immediately if any student refuses to give a urine sample.
- A copy of the chain of custody will be sent with the Medical Review Officer (MRO) Report to the principal.

Medical Review Officer

The Medical Review Officer (MRO) will review all results of urine drug testing. Any urine specimen testing positive for banned substances will be handled in the following manner:

- The MRO determines if any discrepancies have occurred in the Chain of Custody.
- Depending on the substances found in the urine, if necessary, the MRO will contact the parent/guardian/custodian to determine if the student is on any prescribed medication from a physician.
- If the student is on medication, the MRO must be informed by the student or parent of such. The MRO must verify this with the prescribing physician or pharmacy. Failure to provide such requested information will be considered a positive result.
- The MRO will then determine if any of the prescribed medications caused the positive drug screen.
- Finally, the MRO, based on the information given, will certify the drug test results as positive or negative and report this to the Building Principal, initially reporting positive results by phone. The MRO will also notify the Principal that a drug test returned was positive.
- For example, a drug screen positive for codeine may be ruled negative by the MRO when he/she receives a letter from the treating physician that the student has been prescribed Tylenol with codeine as a pain medication following tooth extraction; or, if the student has a positive drug screen for codeine and has no documented physician order for the medication (maybe a parent gave the student one of their pills), this would likely be ruled as a positive drug test by the MRO.
- Drug screens positive for illicit drugs (marijuana, heroin, cocaine or alcohol, etc.) would automatically be

- considered positive by the MRO.
- The MRO will complete the final review on the drug testing custody and control form and return the appropriate copy to the Building Principal in a confidential manner.

Pick-Up Process

The testing company is responsible for seeing that specimens are delivered to or picked up by the testing laboratory and the Chain of Custody form properly annotated.

20. STUDENT-ATHLETE CODE OF EXPECTATIONS

Student conduct during the regular school day, during school-related activities, and at other times is subject to the provisions of the Lake Central High School "Code of Conduct". In addition, the conduct of students who wish to participate in school sponsored athletic programs and extracurricular activities are subject to this Code of Expectations. Because participation in such activities is a privilege, the Code of Expectations addresses conduct beyond that applicable to students in general, to further the expectations, purpose, and integrity of athletic or other extracurricular activities.

The Code of Expectations is a four-year commitment. Once signed, the Code applies to the student's entire athletic/extracurricular career at Lake Central High School on a 24/7/365 basis to conduct both at school and off school grounds. Applicable penalties will be applied whenever the conduct is discovered. That is, Lake Central administration reserves the right to fully investigate conduct which potentially violates the Code whenever evidence is provided, even if the conduct occurred during prior seasons or school years (e.g., conduct occurring during a student's freshmen year may result in a penalty during the student's senior year if not discovered/ reported until that time).

Academic Achievement Extracurricular activities are open to all full time students; however, IHSAA sanctioned sports impose additional standards. IHSAA rules require a student to pass 5 classes per quarter for grades 9, 10, 11, 12. In addition, a student is only eligible to participate in IHSAA sanctioned athletics during the first four years of high school. Once high school has begun, a student has eight semesters to complete eligibility. A student whose 20th birthday occurs prior to or on the scheduled date of the IHSAA state finals in a sport shall be ineligible. (See athletic director or coach for additional information on IHSAA related qualifications and rules.)

Attendance School attendance is required for participation in practices, matches, or performances for all extracurricular and athletic programs. Exceptions include attendance at funerals, required court appearances, college visitations, etc. Any participant suspended (out-of-school) or suspended pending expulsion from school will not be allowed to practice, compete or participate. When a student is absent from school for more than 5 days, a doctor's note must be received before participation in athletic programs may resume.

- **Blue & White Days student-athletes must arrive by 8:48 AM**
- **Early Release Days student-athletes must arrive by 8:02 AM**
- **Student-Athletes must remain in attendance for the remainder of the school day (2:09 PM) unless they provide documentation for the exceptions listed previously.**
- **Student-athletes must attend all 4 periods when their team has a morning practice unless they provide documentation of the exceptions listed above. Any violation will result in the student-athlete sitting the practice or event the following day.**

Students involved in any athletic program or extracurricular activity will be subject to the following expectations:

It is expected that the individual rights of all must be respected and all teammates and participants treated

equally. Hazing, harassment, including but not limited to verbal, physical or sexual harassment, intimidation or initiation of athletes or participants in extracurricular activities will not be tolerated.

It is expected that athletes and participants in extracurricular activities will not possess, use, consume or be under the influence of tobacco products, alcohol, controlled substances nor shall they possess related paraphernalia. Substance abuse poses an immediate threat to students and because students involved in athletics and extracurricular activities represent Lake Central High School, they are expected to set positive examples for peers. The student-athlete code of expectations has been instituted as a pro-active approach to a drug-free school and student well-being. The purpose of this code is to provide for the health and safety of students and to undermine the effect of peer pressure by providing another legitimate reason for students to refuse to use drugs, alcohol and tobacco which are detrimental to their health. Violation of these expectations, including detection through the random drug testing program will result in the consequences listed below.

It is expected that athletes and participants in extracurricular activities will adhere to standards of decorum and behavior at the highest level as representatives of Lake Central High School. Theft, acts of violence, fighting, poor classroom behavior, and unlawful conduct will not be tolerated. Conduct unbecoming a Lake Central student-athlete will not be tolerated.

It is expected that athletes and participants in extracurricular activities follow rules established for that activity, including but not limited to those regarding tardiness to team or activity meetings, absences from practice, events, or meetings, disrespect to coach or activity sponsor, acts of unsportsmanlike conduct, and verbal abuse of others involved in the activity.

It is expected that during any athletic season, an athlete will only participate on one team (unless mutually agreed upon by the two head coaches involved). If an athlete quits a sport once games have started, that athlete will not be allowed to participate (either at practice or in competition) for any other team during that season. An athletic team has completed its season when that team has advanced one week into tournament play. This rule can be waived at the coach's discretion. An athlete must finish the season in good standing in order to letter, attend banquets, and receive athletic awards. Uniforms, equipment, and other obligations must be met or turned in before moving to the next sport.

It is expected that all athletes and participants in extracurricular activities use transportation provided by the school corporation. Traveling with the team/group is part of the athlete/ participant's obligation to his/her teammates/co-participants and coaching staff/sponsor. Not riding with the team/group should only be done in a family emergency or a situation where undue hardship is caused by traveling with the team/group. In order for an athlete/participant to travel to or from an event by means other than the team/group transportation, he/she must bring a note signed by a parent/guardian stating with whom the athlete/participant will travel. The athlete/participant will only be released to his/her parent/guardian. Friends, relatives or other students **ARE NOT ACCEPTABLE** as travel alternatives. This note must be in the athletic office and with the activity sponsor, as applicable no less than 24 HOURS PRIOR TO THE TRIP.

The chart below outlines procedures for a Code of Conduct violation.

Type A Violation	Occurrence	Penalty
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Being arrested for/testing positive/ or possessing, using, consuming, or being under the influence of a controlled substance or in possession of paraphernalia	1st	Expulsion from athletics/extracurricular activities for 365 days. The expulsion from activities may be reduced to 50% of the current and/or next participating season if the student completes a substance abuse program by a licensed professional (online program not accepted), delivers a certificate of completion to the Athletic Director, referral to their school counselor and completion of 12 school service hours.
	2nd	Permanent expulsion from athletic and extracurricular participation
Type B Violation	Occurrence	Penalty
Possessing, using, consuming, or being under the influence of alcohol	1st	Two game suspension and enrolled in the educational program offered by LCHS weekly. Failure to attend the meeting will result in permanent suspension until the program has been completed.
	2nd	Expulsion from athletics/ extracurricular activities for 365 days. The expulsion from activities may be reduced to 50% of the current and/or next participating season if the student completes a substance abuse program by a licensed professional (online program not accepted), delivers a certificate of completion to the Athletic Director, referral to their school counselor and completion of 12 school service hours.
	3rd	Permanent expulsion from athletic/extracurricular participation
Type C Violation	Occurrence	Penalty
Possession and/or use of tobacco products and electronic or battery operated devices. These devices include but are not limited to vaporizers, JUUL's, MODS, etc.	1st	One game suspension and enrolled in the educational program offered by LCHS weekly. Failure to attend the meeting will result in permanent suspension until the program has been completed.
	2nd	50% suspension of the current season and/or next participating season, enrolled into the educational program offered by LCHS weekly, referral to their school counselor and completion of 12 school service hours.
	3rd	Permanent expulsion from athletic/ extracurricular participation
Type D Violation	Occurrence	Penalty
Unlawful conduct, disruptive conduct, hazing, harassment, non- traffic misdemeanor, conduct unbecoming a Lake Central student-athlete	All	Determined by principal, athletic director, school assistant principal, and/or head coach.

Educational Component Lake Central High School will be offering a one-hour educational course for any student who violates the code of conduct for a Type C Violation. This program will be offered weekly throughout the school year.

*** Educational Component for Type A Violation**-Any student who violates the Code of Conduct with a Type A Violation may take part in a substance abuse program by a licensed professional for a 1st offense. At the expense of the family, the student must complete a substance abuse program by a licensed professional (online program not accepted). A letter or certificate of completion must be delivered to the Athletic Director. Once the student completes the substance abuse program and 12 school service hours the 365-day suspension will be reduced to 50% of their current and/or next participating season. A referral to the student's school guidance counselor will be made as well.

**** Educational Component for Type B Violation**-Any student who violates the Code of Conduct with a Type B Violation may take part in the educational program for a 1st and 2nd offense. Upon completion of the educational program for a 1st Offense the suspension will be reduced to a 2 game suspension for Type B Violation of the current season and/or next participating season. For a 2nd Offense of a Type B Violation the suspension may be reduced to 50% of the current season and/or next participating sport upon all of the following being completed. At the expense of the family, the student must complete a substance abuse program by a licensed professional (online program not accepted). A letter or certificate of completion must be delivered to the Athletic Director. Once the student completes the substance abuse program, 12 school service hours and 12 school service hours the suspension of 365 days will be reduced to 50% of their current and/or next participating season.

***** Educational Component for Type C Violation**-Any student who violates the Code of Conduct with a Type C Violation will take part in the educational program for a 1st offense. The student-athlete will be given a one game suspension and must complete the educational component at the next offering. If a student-athlete does not attend the next meeting they will be suspended for all further contests until they complete the educational program. For a 2nd Offense of a Type C Violation the student will be suspended for 50% of the current season and/or next participating sport upon completion of the educational program, referral to their school counselor and 12 school service hours. Any student who fails to complete these items will be expelled from participation for 365 days until completed.

Combination of Offenses for Type B or C-Any combination of these violations will result in the 2nd penalty being assessed for the most recent code violation; any combination of three of these violations will result in permanent expulsion from athletic/extracurricular participation.

Carry over Penalty Any student-athlete must complete the entire season/activity periods in which there is a penalty assessed in order to complete his or her suspension. Example: A fall athlete gets caught for drinking in January. The athlete decides to go out for a spring sport to serve the penalty. After 5 contests the athlete quits the team. It would not count for completion of the penalty.

Penalty Assessment The method used to determine the number of games for a suspension will be varsity total games allowed for a sport. Varsity scrimmages will be counted. Penalty will use scheduled games whether played or cancelled and will be rounded down to the nearest whole number.

Practice/Travel While Suspended Individual coaches and sponsors will determine whether an athlete/participant is allowed to practice and travel with team/group during a suspension.

Parent Assistance Any parent seeking help or assistance involving his/her child's use of drugs, alcohol, or tobacco, prior to a report or investigation by the school or any involvement with law enforcement, should contact school administration. As a result, the athlete/participant will receive a lesser consequence than what is outlined above. This consequence may include an athletic/participation suspension, drug counseling, and random drug testing. In the case of an athlete, the athletic director and principal will determine the severity of the consequence.

Appeals Participants may appeal suspensions. All appeals must be submitted in writing within five days after a penalty has been assessed. This request should be submitted to the Athletic Director. A committee consisting of at least the athletic director, one high school administrator, and one varsity coach/activity sponsor, as applicable, will be formed to consider any unique circumstances and to review penalties when deemed appropriate.

21. TERRORISM POLICY (IC 35-47-12-1)

The Board recognizes the danger that terroristic threats and acts present to the safety and welfare of corporation students, staff and community. The Board acknowledges the need for an immediate and effective response to a situation involving such a threat or act.

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.

When a building administrator has evidence that a student or employee has made a terroristic threat or committed a terroristic threat or committed a terroristic act, the following guidelines shall be applied:

- The building administrator shall immediately suspend the student and recommend expulsion.
- The building administrator shall promptly report the incident to the Superintendent.
- The building administrator shall promptly report the student to law enforcement officials.
- The building administrator shall immediately contact security if the student attempts to return to school premises pending expulsion or during expulsion.

In the case of exceptional students, the corporation will take all steps necessary to comply with the Individuals with Disabilities Education Act.

22. INTERNET STUDENT USERS POLICY (School Board Policy 7540.03)

In making decisions regarding student access to the Internet, the Lake Central School Corporation considers its own stated educational mission, goals and objectives. Electronic information research skills are now fundamental to the preparation of citizens and future employees. Access to the Internet enables students to explore thousands of libraries, databases, bulletin boards, and other resources while exchanging messages with people around the world. The Corporation expects the faculty to blend thoughtful use of the Internet throughout the curriculum and provide guidance and instruction to students in its use.

With prior permission from parents, students utilizing District-provided Internet access must be supervised by a Lake Central School Corporation staff member. Students utilizing school-provided Internet access are responsible for good behavior on-line just as they are in a classroom or other areas of the school. The same general rules of

behavior and communications apply.

The purpose of District-provided Internet access is to facilitate communications in support of research and education. To remain eligible as users, students must use this service in a manner that is supportive of and consistent with the educational objectives of the Lake Central School Corporation. Access is a privilege, not a right. Access entails responsibility.

Users should not expect that files stored on school-based computers will always be private. Electronic messages and files stored on school-based computers may be treated like school lockers. Administrators and faculty may review files and messages to maintain system integrity and ensure that users are acting responsibly.

It is not acceptable to use the Internet for any purposes which violate U.S., state or local laws.

It is not acceptable to use the Internet to interfere with or disrupt network users, services or equipment. Such interference or disruption includes, but is not limited to: distribution of unsolicited advertising; propagation of computer worms or viruses; or using the network to make unauthorized entry into other computational, information, or communication devices or resources.

The intentional transmission or accession of defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, or illegal material is prohibited.

The security of the system is a high priority. Therefore, a student may not let others use his/her assigned password or otherwise attempt to log-in in violation of an individual participant's security.

Vandalism on the network or the connected networks is strictly prohibited.

A student may not violate copyright, or otherwise use another person's intellectual property without prior approval of the author or proper citation.

In an effort to maintain a safe learning environment, students are prohibited from entering Internet "chat rooms."

In the event that the guidelines provided herein are violated, appropriate disciplinary action will be taken.

The Lake Central School Corporation makes no warranties of any kind either expressed or implied, for the computer networks, and the Internet access it is providing. The Corporation will not be responsible for any damages users suffer, including--but not limited to--loss of data resulting from delays or interruptions in service. The Corporation will not be responsible for the accuracy, nature or quality of information stored on Corporation diskettes, hard drives, or servers or for the accuracy, nature, or quality of information gathered through Corporation-provided Internet access. The Corporation will not be responsible for personal property used to access Corporation computers or networks or for the Corporation-provided Internet access. The Corporation will not be responsible for unauthorized financial obligations resulting from Corporation-provided access to the Internet.

The Lake Central School Corporation makes the complete Internet policy and procedures available on request for review by all parents, guardians and other members of the community; and provides parents and guardians the option of requesting for their children alternative activities not requiring Internet use.

23. METAL DETECTOR POLICY (School Board Policy 9160)

USE OF HAND-HELD METAL DETECTORS

A critical component of an effective learning system is a safe and orderly environment free of violence and fear. In

an effort to provide this setting for Lake Central students, the Board of School Trustees authorizes the use of hand-held metal detectors to check a student's person or personal effects as follows:

- A. School officials may conduct metal detector checks of groups of individuals if the checks are done in a minimally intrusive, nondiscriminatory manner (e.g., on all students in a randomly selected class, school bus, or school-related group; on every third {or other random number} individual entering the school, school-related event or activity).
- B. If a school official has reasonable suspicion to believe a particular student is in possession of an illegal or unauthorized metal-containing object or weapon, he or she may conduct a metal detector check of the student's person and personal effects.
- C. A student's failure to permit a metal detector check as provided by this policy will be considered as insubordination and an interference with school purposes. Such a refusal will be considered grounds for disciplinary action including suspension and/or expulsion. A refusal will also be considered as reasonable suspicion by school officials of a weapon's violation and result in law enforcement officials being called to school to investigate.
- D. The Superintendent shall develop procedures for implementing this policy.

24. STUDENT RECORDS AND DIRECTORY INFORMATION

Parents and/or students of the age of majority have the right of access and review of their student's 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 to the schools to make public any portions 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 the athletic teams, dates of attendance, awards received and the most recent educational institution attended by the student.

Within fifteen (15) days following the publishing of the Annual Notice to Parents, directory information listed above may be released unless written notice to the contrary is received by the school principal.

25. COMPLIANCE PLAN FOR SECTION 504 OF THE REHABILITATION ACT OF 1973

The Compliance Plan serves students, parents, employees, applicants for employment and programs within the Lake Central School Corporation, hereinafter referred to as "Lake Central."

- Lake Central assures students, parents, applicants for employment, and employees that it will not discriminate against any individual.
- The following are designated as the Section 504 compliance coordinators:

<u>Students/Parents</u> Rebecca Gromala Director of Student Services Lake Central School Corporation 8260 Wicker Ave. St. John, IN 46373	<u>Applicants/Employees</u> Sarah Castaneda Assistant Superintendent Lake Central School Corporation 8260 Wicker Avenue Saint John, IN 46373
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- Parents are provided procedural safeguards which are included in the "Notice of Parent/Student Rights in Identification, Evaluation and Placement."
- An impartial hearing and appeal are provided upon request. Procedures are detailed in the "Notice of

Parent/Student Rights in Identification, Evaluation and Placement”.

- Notice to students, parents, employees and general public nondiscrimination assurance and parent/student rights and identification, evaluation and placement will be disseminated annually in the following manner:
 - Announcement in local school systems; and
 - Posted notice in each public school building

Additionally, the notice will be included in the Student Services Professional Handbook and disseminated to each principal for inclusion in each Student/Parent Handbook.

- Lake Central has established the following local grievance procedure to resolve complaints of discrimination with regard to employment:
 - An alleged grievance under Section 504 must be filed in writing fully setting out the circumstances giving rise to such grievance.
 - Such claims must be made in writing and filed with the following individual:

Sarah Castaneda
Assistant Superintendent
Lake Central School Corporation
8260 Wicker Ave.
St. John, IN 46373
 - A hearing will be conducted according to the procedures outlined in the regulations implementing the Family Educational Rights and Privacy Act (FERPA).
 - The coordinator(s) will appoint a hearing officer who will conduct the hearing within a reasonable time after the request was received.
 - The coordinator(s) shall give the parent, student, or employee reasonable advance notice of the date, time and place of the hearing.
 - The hearing may be conducted by any party, including an official of the local school district or the Student Services department, who does not have a direct interest in the outcome of the hearing.
 - The local school district shall give the parent, student, or employee full and fair opportunity to present evidence relevant to the issues raised under Section 99.21 of FERPA. The parent, student, or employee may, at their own expense, be assisted or represented by individuals of his or her choice at his or her own expense, including an attorney.
 - The local school district shall make its decision in writing within fifteen (15) days after the hearing.
 - The decision must be based solely on the evidence presented at the hearing and shall include a summary of the evidence and reasons for the decision.

Ref: FERPA 34 CFR Part 99

EDGAR 34 CFR 76.734 IDEA 34CFR300.560-576

- Lake Central, through Student Services, will conduct an extensive annual “child find” campaign with the goal to locate and identify all Section 504 qualified disabled individuals (ages 0 to 21) who reside within the participating school district.
- Lake Central, through Student Services, will inform all disabled persons and their parents or guardians of the district’s responsibilities and procedural safeguards under Section 504, as well as those under Indiana Special Education Regulations (Article 7) and the Individuals with Disabilities Education Act (IDEA).

26. NOTICE OF PARENT/STUDENT RIGHTS IN IDENTIFICATION, EVALUATION AND PLACEMENT OF DISABLED INDIVIDUALS

Section 504 of the Rehabilitation Act of 1973

PARENT NOTICE

SECTION 504 OF THE REHABILITATION ACT OF 1973

Section 504 of the Rehabilitation Act of 1973 prohibits discrimination against persons with a disability in any program receiving federal financial assistance. In order to fulfill obligations under Section 504, the Lake Central School Corporation has the responsibility to avoid discrimination in policies and practices regarding its personnel and students. No discrimination against any person with a disability should knowingly be permitted in any of the programs and practices of the school system.

The Lake Central School Corporation has the responsibilities under Section 504, which include the obligations to identify, evaluate, and, if the student is determined to be eligible under Section 504, to afford access to appropriate educational services.

If the parent or guardian disagrees with the determination made by the professional staff of the school district, he/she has a right to a hearing with an impartial Hearing Officer.

The Family Educational Rights and Privacy Act (FERPA) also specifies rights related to educational records. This Act gives the parent or guardian the right to: 1) inspect and review his/her child's educational records; 2) make copies of these records; 3) receive a list of the individuals having access to those records; 4) ask for an explanation of any item in the records; 5) ask for an amendment to any report on the grounds that it is inaccurate or violates the child's rights; and 6) a hearing on the issue if the school refuses to make the amendment.

If there are questions please feel free to contact the Director of Student Services, Section 504 Coordinator, Lake Central School Corporation, Phone No. (219) 365-8507.

In compliance with procedural requirements of Section 504 of the Rehabilitation Act of 1973, the following **Notice of Parent/Student Rights in Identification, Evaluation and Placement** shall be utilized in the Lake Central School Corporation.

The following lists of rights are given to ensure the parent's awareness of regulations about the evaluation of and/or special instruction which may be offered to his/her child. Should the parent have any questions, contact the Lake Central School Corporation at (219) 365-8507. The parent also has the right to meet with the Superintendent or designee and/or the local Board to resolve objections to either evaluation or educational placement.

Organizations and agencies which the parent may contact to obtain assistance with evaluation/placement questions include, but are not limited to the following:

FEDERAL

Office for Civil Rights
55 Erie View Plaza, Room 300
Cleveland, Ohio 44104
(216) 522-7636

STATE

Indiana Department of Public Welfare

Division of Services for Crippled Children
238 South Meridian St., 5th Floor Indianapolis, Indiana 46225
(317) 232-4283

Department of Human Services Division of Vocational Rehabilitation
251 North Illinois Street, Box 7083
Indianapolis, Indiana 46207
(317) 232-6500, 1-800 545-7763

INSOURCE
833 Northside Blvd. Bldg#1 Rear
South Bend, Indiana 46617-2993
1-800- 332-4433, (219)234-7101

Council of Volunteers and Organizations for the Handicapped
3319 Cossell Drive
Indianapolis, Indiana 46224

Indiana Department of Mental Health
117 East Washington Street Indianapolis, Indiana 46204
(317) 232-7800

Indiana State Board of Health Division of Child Specialty Services
P.O. Box 1964
Indianapolis, Indiana 46206
(317)633-0286,
TDD (317)633-0859

Indiana Protection and Advocacy Commission
850 North Meridian Street Suite 2C
Indianapolis, Indiana 46204
1-800-622-4845, V/TDD (317)232-1150

The Commission for the Handicapped 1330 West Michigan Street
P.O. Box 1964
Indianapolis, Indiana 46204
(317) 633-0286,
TDD (317) 633-0859
TDD - For the hearing impaired. (219) 864-2380
Relay Indiana - For the hearing impaired
(800) 743-3334

LOCAL

Lake Central School Corporation
8260 Wicker Ave.
St. John, Indiana 46373
(219) 365-8507

LOW COST LEGAL SERVICES

Lake County Bar Association Referral Services (219) 738-1905

Legal Services of Northwest Indiana, Inc. (219) 932-2787

Hyatt Legal Services (219) 838-0500

AMERICANS WITH DISABILITIES ACT RECRUITMENT, ADVERTISEMENT, APPLICATION, AND EMPLOYMENT NOTICE OF NON- DISCRIMINATION

The Americans with Disabilities Act (ADA) prohibits discrimination against individuals with disabilities because of their disabilities. The ADA applies to this corporation. Therefore, we intend to ensure that individuals with disabilities who are employed by the Lake Central School Corporation, as well as persons applying for jobs with us, are treated fairly and given opportunities equal to those of others working or seeking to work here.

The ADA prohibits discrimination against people with disabilities in every aspect of employment:

- Recruitment, advertising, and job application procedures;
- Hiring, upgrading, promotion, demotion, transfer, layoff, termination, right of return from lay-off, and rehiring;
- Rates of pay or any other form of compensation and changes in compensation;
- Job assignments, job classifications, organizational structures, position descriptions, lines of progression, and seniority lists;
- Leaves of absence, sick leave, or any other leave;
- Fringe benefits by virtue of employment, whether or not administered by the employer;
- Selection and financial support for training, including apprenticeships, professional meetings, conferences and other related activities and selection for leaves of absence to pursue training;
- Activities sponsored by the employer including social and recreational programs;
- Any other term, condition or privilege of employment.

The ADA requires that we not exclude or isolate persons with disabilities; be willing to modify the format of applications (such as printing copy in enlarged print or on audiotape) or to offer assistance in completing them; hold testing and interviewing in accessible locations (so people who use wheelchairs can participate, for example); provide accurate information about the abilities and skills of individuals with disabilities when conducting test and interviews; provide reasonable accommodations so that an individual with a disability can perform the essential functions of his or her job; and engage in other actions that will make it easier for people with disabilities to participate in the life of the corporation.

We at the Lake Central School Corporation are committed to complying with these ADA requirements. We encourage all employees to help us achieve this objective. If you believe that you or someone else has been discriminated against on the basis of disability, or if you have questions, concerns, or suggestions related to the ADA, call the Assistant Superintendent, Section 504/ADA Coordinator at (219) 365-8507.

The ADA does not require that we give preferential treatment to individuals with disabilities or lessen our qualification standards.

The law does require that we consider reasonable modifications regarding how qualified individuals with disabilities demonstrate their abilities and skills, and do the essential functions of their jobs. We should all work together to see that such opportunities are available for persons with disabilities.

- The following is a description of the rights granted by federal law to students with disabilities. The intent

of the law is to keep you fully informed concerning decisions about your child and to inform you of your rights if you disagree with any of these decisions. You have the right to:

- Have your child take part in, and receive benefits from public education programs without discrimination because of his/her disability;
- Have the school district advise you of your rights under federal law;
- Receive notice with respect to identification, evaluation, or placement of your child;
- Have your child receive a free appropriate public education. This includes the right to be educated with non-disabled students to the maximum extent appropriate. It also includes the right to have the school district make reasonable accommodations to allow your child an equal opportunity to participate in school and school related activities;
- Have your child educated in facilities and receive services comparable to those provided non-disabled students;
- Have your child receive special education and related services if she/he is found to be eligible under the Individuals with Disabilities Education Act (IDEA-PL.101-476), Indiana Special Education Regulation (Article 7) or regular education intervention modifications outside of special education under Section 504 of the Rehabilitation Act of 1973.
- Have an evaluation, education and placement decision made based upon a variety of information sources, and by persons who know the student, evaluation data and placement options;
- Have transportation provided to and from an alternative placement setting at no greater cost to you than would be incurred if the student were placed in a program operated by the district;
- Have your child given an equal opportunity to participate in non-academic and extracurricular activities offered by the district;
- Examine all relevant records relating to decisions regarding your child's identification, evaluation, education program, and placement;
- Obtain copies of education records at a reasonable cost unless the fee would effectively deny you access to the records;
- A response from the school district to reasonable requests for explanations and interpretations of your child's records;
- Request amendment of your child's educational records if there is reasonable cause to believe that they are inaccurate, misleading or otherwise in violation of the privacy rights of your child. If the school district refuses this request for amendment, it shall notify you within a reasonable time, and advise you of the right to a hearing.
- Request medication or an impartial Due Process Hearing related to decisions or actions regarding your child's identification, evaluation, educational program or placement. You and the student may take part in the hearing and have an attorney represent you at the parent's expense.
- Hearing requests must be made to the local Superintendent of schools. The following details the procedure:
 - If the parent/guardian disagrees with the identification, evaluation, educational placement or with the provisions of a free, appropriate public education for his/her child, the parent/guardian may make a written request for a hearing to the local Superintendent of schools, indicating the specific reason(s) for the request.
 - The local school district may initiate a hearing regarding the identification, evaluation, or education placement of the student or the provision of a free appropriate public education to the student. The local school district shall notify the parent of the specific reason(s) for the request.
 - Such hearings shall be conducted within twenty (20) instructional days after the request, unless the Hearing Officer grants an extension, and at a time and place reasonably convenient to the parent. Upon receipt of the parent's or local school district's request for a hearing, the State Superintendent of Public Instruction shall

designate the independent Hearing Officer. The local school district shall bear all costs pertaining to the hearing, including the transcription, Hearing Officer's fee and expenses; but shall not be responsible for the fees and expenses incurred by the parent/guardian except for those detailed below. The parent involved in a hearing shall be given the right to have the child who is the subject of the hearing present, and/or open the hearing to the public, and be represented by legal counsel or other representative.

- During the pendency of an administrative or judicial proceeding, unless the local school district, and the parent of the child agree otherwise, the child involved in the proceeding shall remain in his/her present educational placement. If there is a dispute regarding this present placement, the Hearing Officer shall order an interim placement. The present educational placement of the child shall include normal grade advancement if the proceedings extend beyond the end of a school year. If the issue involves an application for initial admission to school, the child, with the consent of the parent, shall be placed in the school until the completion of the proceedings. In the absence of an agreement, the Hearing Officer shall determine the child's placement during the proceedings.
- The child and the parent shall have the right to legal counsel and/or other representation of their own choosing. The local school district shall inform the parent of any free or low-cost legal services available in the area, if the parent requests the information, or if the local school district initiates a hearing. The decision of the Hearing Officer shall be based solely upon the evidence presented at the hearing. The school shall bear the burden of proof as to the appropriateness of any placement, transfer, or the denial of the same.
- A tape recording or other verbatim record of the hearing shall be made and transcribed, and, upon request, shall be made available to the parent or the parent's representative, at local school district's expense. At a reasonable time prior to the hearing, during school hours, the parent or the parent's representative shall be given access to all records of the local school district, and any of its agents or employees, pertaining to the child, including all tests and reports upon which the proposed action may be based. The parent or the parent's representative shall have the right to compel the attendance, to confront, or to cross-examine any witness who may have the evidence upon which the proposed action may be based. The parent or the parent's representative and local school district shall have the right to present evidence and testimony, including expert medical, psychological, or educational testimony. Introduction of any evidence at the hearing that has not been disclosed to both parties at least five (5) days before the hearing is prohibited, subject to the discretion of the Hearing Officer.

Within fifteen (15) instructional days after the hearing, the Hearing Officer shall render a decision in writing. Such decision shall include findings of fact, conclusions of law, and orders, if necessary, which will be binding on all parties. The dated decision shall be sent by mail to the parent and the Superintendent of the school, and shall contain **Notice of Right to Appeal** the decision. The decision shall be implemented no later than twenty (20) instructional days following the date of the decision, unless review is sought by either party. Should the parent/guardian be represented by legal counsel and ultimately prevail on the issues at administrative and/or judicial proceedings, the parent/guardian may be entitled to payment of all or part of the attorney fees and the cost incurred by the parent/guardian.

- Request a review (appeal) of the hearing should you not prevail. The following details the procedure:
 - A petition to review (appeal) the decision of a Hearing Officer may be made by any party to the hearing. The request must be in writing, filed with the Department of Education and the opposing party, be specific as to the objections, and be filed within twenty (20) instructional

days of the date the Hearing Officer's decision is received. A Board of Appeals shall conduct an impartial review of the record as a whole and may, at its election, conduct its review with or without oral argument. Such review shall be conducted within twenty (20) instructional days of the receipt of the Petition for Review, unless either party requests an extension of time or the Board, on its own motion, extends the timelines.

- The Board shall ensure a transcription is prepared of its review and made available through the Department of Education upon request of any party.
 - Any party disagreeing with the decision of the Board of Appeals may appeal to a civil court with jurisdiction.
 - A parent represented by legal counsel during the proceedings of a Due Process Hearing, appeal or civil action may be entitled to reimbursement for legal fees if the parent ultimately prevails.
- Ask for payment of reasonable attorney fees if you are successful on your claim.
 - File a local grievance to resolve complaints of discrimination.
 - The procedure is as follows:
 - An alleged grievance under Section 504 must be filed in writing, fully setting out the circumstances giving rise to such grievance.
 - Such claims must be made in writing and filed with the following individuals:

Sarah Castaneda
Assistant Superintendent
Lake Central School Corporation
8260 Wicker Ave.
St. John, IN 46373
 - A hearing will be conducted according to the procedures outlined in the regulations implementing the Family Educational Rights and Privacy Act (FERPA).
 - The coordinator(s) will appoint a Hearing Officer who will conduct the hearing within a reasonable time after the request is received.
 - The coordinator(s) shall give the parent, student, or employee reasonable advance notice of the date, time, and place of the hearing.
 - The hearing may be conducted by any individual, including an official of the local school district who does not have a direct interest in the outcome of the hearing.
 - The local school district shall give the parent, student, or employee full and fair opportunity to present evidence relevant to the issues raised. The parent, student or employee may at their own expense, be assisted or represented by individuals of his or her choice, including an attorney.
 - The local school district shall make its decision in writing within fifteen (15) days after the hearing.
 - The decision must be based solely on the evidence presented at the hearing and shall include a summary of the evidence and reasons for the decision.

27. CIVIL RIGHTS ASSURANCE OF EQUAL OPPORTUNITY AND NONDISCRIMINATION

The Lake Central School Corporation has a policy of providing equal opportunity. All courses are open to all students regardless of race, religion, color, sex, disabling conditions, or national origin, including limited English proficiency.

Educational services, programs, instruction, and facilities will not be denied to anyone in the Lake Central School Corporation as the result of his or her race, religion, color, sex, disabling conditions, or national origin, including limited English proficiency. For further information, clarification, or complaint please contact the following person:

Sarah Castaneda

Assistant Superintendent
Lake Central School Corporation
8260 Wicker Avenue
St. John, IN 46373
(219) 365-8507

Any information concerning the above policies may be obtained by contacting the corporation superintendent:

Dr. Lawrence Veracco
Superintendent
Lake Central School Corporation
8260 Wicker Avenue
St. John, IN 46373
(219) 365-8507

28. PEST CONTROL POLICY 8432

In an attempt to assure proper control of any pesticides that might be used on corporation premises, these procedures are established. "Pesticide" for application of these regulations only is defined as a fungicide used on plants, an insecticide, a herbicide, or a rodenticide. Manufactured enclosed paste or gel bait insecticide are not subject to the provisions of these regulations when used where students and staff members do not have access to the bait.

The intent of this regulation is to prevent exposure of staff members and students to pesticides

- Pesticides will be applied only by a certified pesticide applicator or individuals operating under their supervision in school buildings or on school grounds. The certified pesticide applicator shall train non-certified staff members who apply pesticides. The training must include:
 - A review of the corporation's pest control policy;
 - A review of the label instructions for the pesticides to be used;
 - Methods to determine when an application of a pesticide is necessary;
 - Methods to minimize potential pesticide exposure to students, teachers and staff;
 - Activities that are prohibited; and
 - Written documentation of the training.
- When possible, pesticide applications will be done during non-instructional time or during vacation periods.
- When inspections are conducted by an independent contractor, the contractor shall contact the building administrator no later than 48 hours prior to the scheduled inspection to discuss any problems with pests so that the contractor may inform the building administrator what pesticides will be applied on the date of the scheduled inspection. The building administrator will then implement the notification requirements of the pest control policy and its regulations.
- An emergency application of pesticides is defined as when an application of pesticides is necessary to eliminate an immediate threat to human health and where it is impractical to obtain the services of a certified pesticide applicator provided such emergency application does not involve a restricted use pesticide. Restricted use pesticides may be used only by certified applicators or under their supervision
- On an annual basis, the Board shall provide the staff members of each school and the parents of each child enrolled in each school with a written copy of the Board's policy on pesticide applications, the name and telephone number of the school contact person for pest control information, and a request form to be placed on a list for advanced notice. This information shall be given in the form of a provision in the student and staff handbooks. This information shall also be provided to the parents of any child who transfers into a school during the school year. A request for such notice may be made at any time during

the school year.

- Parents and staff members may register for prior notice of pesticide applications. Each school principal shall maintain a registry of persons requesting such notice. Prior to the application of pesticides within any building or on school grounds, the parents and staff members who have registered for prior notice shall receive a mailing no later than two [school] days prior to the application when students or staff members will be present during the pesticide application. School nurses and principals shall receive prior notice of all pesticide applications.
- The aforementioned notice shall include the (1) name of the active ingredient of the pesticides anticipated to be applied if part of a routine scheduled services, (2) location of the application, (3) date of application, (4) approximate time and length of the application and (5) name and telephone number of the school administrator or his/her designee who may be contacted for further information.
- Any pesticide application is prohibited when children are in the room or on school grounds in or near the area to be treated.
- If an emergency application is necessary to eliminate an immediate threat to human health, no person may enter the area of such application until it is safe to do so according to the provisions on the pesticide label.
- In cases of an emergency application, prior notice is not required. Notice will be given to those persons who have previously requested notice of pesticide applications as soon as possible after such application.
- A copy of the records of each pesticide application at a school shall be maintained for at least ninety days. The records shall contain the following information:
 - Date and time of the inspection and pesticide application;
 - Pests found during inspection;
 - Brand name and active ingredient of pesticide(s);
 - EPA registration number of pesticide(s);
 - Areas treated;
 - Name of applicator; and
 - Source for obtaining information on the pesticide label(s), material safety data sheet(s), and/or fact sheet(s) for end use concentrations.
 - The school principal upon request will make available the pesticide application information listed above for at least ninety days from the date of application.
- Whenever practical, non-chemical controls shall be used. The least toxic formulations and safest methods of application will be selected when there is a choice of pesticide products and comparable effectiveness
- Storage of pesticides will be kept to a minimum. All pesticide label storage instructions will be followed explicitly. All such products and the application equipment will be stored away from food products or occupied rooms in a locked area clearly marked as containing pesticides.
- All pesticide products will have complete label instructions and will remain in the original container. The material Safety Data Sheet will be on file and readily available to any employee who must handle such materials or who may have been exposed to the product. This information shall also be available to any member of the public upon request.
- All applications of pesticides will be made in strict compliance with label instructions.
- School corporation employees responsible for handling and applying pesticides shall have specific pesticide training.
- Training for school employees to become certified pest control applicators is available. The corporation may provide for financial support of such training for employees designated by the Superintendent or his/her designee as needing such training. Such financial support will be subject to the availability of budgetary funds and the approval of the Board.
- The Superintendent or his/her designee shall be the contact person for providing information regarding pesticide application activities at the school site, including but not limited to giving oral and written

notification, supervising the sending of notifications required by school policy, and regulations and maintaining records of pesticide applications.

