

Elementary Parent and Student Handbook

Lake Central School Corporation

Lake Central Student Policies and Code of Conduct Link:
<https://lcsc.us/about-lcsc/student-policies/>

Lake Central Elementary Schools have a proud tradition of commitment to student learning and we look forward to providing successful learning opportunities for each child.

The challenge of education continues to be one best served through a cooperative effort of the parents, students, and teachers. The involvement of each family in the learning process helps to stress its importance. All staff encourage parents to be active participants in the school experiences of students. Through the joint efforts of the school and home, the best interests of the students can be achieved. Each student must also realize learning requires effort on their part as well. Their attitudes and efforts now will have a long-term effect on later success. It is a difficult challenge, but one with which our staff is eager to assist.

The information contained in this booklet is intended to provide parents and students with additional information about Lake Central's Elementary Schools; further information about specific policies and procedures may be found in the Lake Central School Corporation's Student Code of Conduct, Responsibilities and Due Process. This information is found on the Lake Central Website under *About LCSC*. The link is also listed above.

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LAKE CENTRAL SCHOOL CORPORATION'S MISSION

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

LAKE CENTRAL SCHOOL CORPORATION'S BELIEFS

- Each individual has dignity and worth.
- Students are our number one priority.
- People are responsible for their actions.
- Excellence will only be achieved through continuous improvement.
- Everyone can learn.
- People learn in different ways and at different rates.
- Teachers are critically important in every student's education.
- Education is the responsibility shared by students, staff, families, and the entire community.
- School provides a foundation for a lifetime of learning.
- A positive school environment is essential for learning.
- Success builds self-confidence.
- Educated and involved citizens are necessary to sustain a democratic society.

Lake Central School Corporation Character Education

Our school corporation recognizes the importance of including character education into our curriculum. Throughout the school year, our elementary schools plan activities to teach the following character traits:

Responsibility

Effort

(work ethic, perseverance, diligence, personal best)

Respect

Honesty

(trustworthiness)


Caring

(compassion, empathy, tolerance)

Understanding Absences

Excused vs. Parent/Guardian Verified vs. Unexcused

State of Indiana Attendance Expectation: 94% (10 or fewer days missed per year)

Excused	Parent/Guardian Verified	Unexcused
<p>Parent/Guardian notifies school on the day of the absence</p> <ul style="list-style-type: none"> • Illness verified with a physician statement dated at the time of the visit/illness <ul style="list-style-type: none"> ◦ Note must be returned within 1 week or absence will be unexcused • Death in the family • School sends the child home sick (if due to fever, the following day will also be excused) <p>Pre-Arranged Excused Absences/Exempt</p> <ul style="list-style-type: none"> • Page for General Assembly • Election Day Worker • Court Witness • IN National Guard Active Duty • Civil Air Patrol • Educationally related non-classroom activity as defined in IC 20-33-2-17.5 • Professional appointments (medical, dental, legal) when students return with an authorized, dated statement • Observation of a religious holiday • Maternity • Military connected families' absences related to deployment • Exhibiting/participating in state fair 	<p>Parent/Guardian notifies school on the day of the absence</p> <p>4 days per semester are allowed. Any day beyond 4 will be unexcused.</p> <p>A Parent/Guardian Verified absence is defined as a parent/guardian's choice to keep their child home due to the child's best interest.</p>	<p>Students should have ZERO unexcused absences</p> <p>An unexcused absence is defined as any absence not covered under the definition of excused absence, any absence beyond 4 parent/guardian verified per semester, or a non-verified absence (failure to notify the school of an absence within 24 hours).</p>
<p style="text-align: center;">Repercussions</p> <p>In addition to all building provisions in the student handbook:</p> <p>If a student accumulates 5 <u>unexcused</u> absences within a 9 week grading period, an attendance meeting will be held, as required by law. All absences are monitored and disciplinary action may result.</p> <p>Lake Central will refer students to Juvenile Justice Services upon reaching <u>10 unexcused absences</u> from school OR when the student has been <u>absent for any reason for 18 days during the school year</u>, as required by law.</p>		
<div style="display: flex; align-items: center; justify-content: space-between;">  <div style="text-align: right;"> <p>MISS A DAY, MISS A LOT.</p> <p><i>Attendance Matters</i></p> </div> </div>		

ATTENDANCE/ABSENCES

Regular school attendance is important to a child's progress in school. Schools in Indiana are given an expected attendance rate. It is imperative that we reach and maintain this expected rate. Research studies have indicated that students who lack regular attendance and/or are consistently tardy throughout their school career tend to exhibit these same behaviors when they enter the workforce. We hope you will make every effort to have your children in school when they are physically able and that you try very hard not to take them out for vacation days.

ATTENDANCE POLICIES & PROCEDURES GRADES K-12

Lake Central School Corporation follows the Indiana Department of Education expectation for students to be in attendance 94% of the school year or more. Regular attendance and punctuality are essential to good performance in school. Absences from school are often the single greatest cause of poor or failing performance or academic achievement. Since the learning process is a progressive activity, each day's lesson is built upon those class activities that took place on previous days. Whenever a class is missed, for whatever reason, that experience cannot be fully duplicated. Since responsibility is a learned behavior, and regular school attendance patterns encourage the development of responsible patterns of behavior, each student is expected to make every effort to be in school every day.

So that all parties involved can understand the attendance expectations and assist in the maintenance of excellent attendance, absences throughout Lake Central School Corporation will fall into one of three categories:

1. Excused
2. Parent/Guardian Verified
3. Unexcused (including truancy)

The Lake Central Attendance Policy chart on the previous page explains the criteria for each attendance category.

Regular school attendance is required of all extra-curricular activity participants. Students must attend school the entire day of an event in order to participate. If a student is sent home by the nurse, he/she may not return to school or any school-sponsored activity that day. Exceptions may be granted by an administrator for unusual circumstances; however, this permission must be prearranged.

ABSENCES-REPORTING

If your child must be absent, please phone the school office by 8:30 a.m. to report the reason for absence. If the office does not receive a phone call by 8:30 a.m., parents will receive an automated call or email letting you know your child was marked absent. A note is not necessary if phone contact is made. This procedure was established as a safety measure for the children. If you know in advance your child will be absent, please send in a note before the absence.

Absences more than three days require a doctor's note. If your child is absent *five days* or more in one grade period and/or their absences reach a total of *ten days* at any time during the school year, parent notification will be made. Furthermore, excessive absenteeism may result in a referral to an attendance officer, protective services, suspension, expulsion, or failure to qualify for promotion to the next grade.

ABSENCES-HOMEWORK

Generally, homework will not be sent home the first day a student is absent. We feel this time should be spent recuperating. Following the first day of absence, **please make all homework requests by 8:30 a.m.** Homework can be picked up after 2:00 pm and/or before 3:15pm. Due to the weight of the books we prefer to send it home with an older sibling or an adult.

As a general rule, students shall have one day to make up work for each day of absence. The following are considered excused absences:

1. Illness of student/ School may require a doctor's note
2. Death in immediate family
3. Suspension from school
4. Family emergencies

NOTE: Excused absences do count against perfect attendance awards.

ABSENCE DUE TO VACATION

The office is frequently asked to approve a student absence for family vacations. The policy of the Lake Central School Corporation clearly indicates that a family vacation **is not an acceptable reason for student absence**. Work that is not able to be provided ahead of time will be provided upon the student's return, and the student will have as many days as they were absent to complete the work. Any tests missed during the vacation time will be rescheduled at the teacher's discretion. Teachers have no obligation to provide work prior to the child's leave.

PARENT ACCOUNTS FOR STUDENT INFORMATION

Parents should monitor the following accounts frequently:

Skyward

Parents will be assigned a Skyward account to access student record information including grades, attendance, discipline, listed contact and emergency information, bus assignments, teacher assignments, and report cards.

Canvas

Parents will have access to a Canvas account to be informed on class assignments and newsletters.

ParentSquare

Parents will have access to a ParentSquare account that enables the district, schools, teachers, and other staff to send out announcements, updates, and reminders to parents/guardians via email, text, app notifications, and voicemails.

ELEMENTARY GRADING SCALES

The Lake Central School Corporation's Elementary Grading Scale for student in grades 1-4 is as follows:

93 – 100	A	73 – 76	C
92 – 90	A-	70 – 72	C-
87 – 89	B+	67 – 69	D+
83 – 86	B	63 – 66	D
80 – 82	B-	60 – 62	D-
77 – 79	C+	59 & below	F

The Lake Central School Corporation's Kindergarten Grading Scale is as follows:

90 – 100	4	70 – 79	2
80 – 89	3	0 – 69	1

Class work is weighted at 30% of a student's final grade and tests/assessments are weighted at 70% of the final grade for each subject.

DISTRICT OWNED TECHNOLOGY DEVICES

Students are responsible for the general care of the district owned technology device that they have been issued by the school. District owned devices should never be taken to an outside computer service for any type of repairs or maintenance. Students should never leave their devices unattended, in lockers, or in cubbies.

General precautions:

- No food or drink should be next to your computer.
- Cords and cables must be inserted carefully into the appropriate port.
- All equipment must remain free of any writing, drawing, stickers, or labels.
- Heavy objects should never be placed on top of the laptop.

- They should never be loaned to another student or individual during any time.
- Never lift a laptop by the screen
- Never carry it with the screen open.
- Always open the laptop when it is resting on a flat surface such as a table or desk.
- Close the screen gently with two hands.
- If taken home, all laptops should be fully charged upon return.

BEFORE/AFTER SCHOOL CARE

Lake Central School Corporation contracts with The Adventure Club to provide before/after-school care in the elementary schools.

Before-school care: 6:30-8:00 a.m.

After-school care: 2:40-6:00 p.m.

Child-care is provided at each elementary school. Arrangements for child-care are made directly with the Adventure Club; for more information visit www.theadventureclub.com, or phone (219)865-6283, or email info@theadventureclub.net.

It is imperative that all students who attend after school care provide their schedule to the teacher, office, and day care. All parties must be notified of any schedule changes.

Students attending Adventure Club are not permitted to return to their classroom or locker before or after school hours.

BUS TRANSPORTATION

All Lake Central students riding the bus will only be picked up at their designated bus stop. If a student misses the bus at his/her designated stop, parents will be responsible for transporting their child directly to their child's school. Bus drivers will not permit entry of a student onto the bus at any stop other than the student's designated bus stop. No exceptions will be made. As such, we encourage parents to plan in advance to have their child ready for pick up daily.

Should adjustments in bus stop location be necessary parents are to contact transportation at (219) 365-3141 and then notify the school.

Students are **NOT** permitted to switch buses for Brownies, Scouts, parties, visiting friends, etc. Bus changes are only accepted in an **Emergency** situation. All emergency bus changes must be made through the transportation office prior to the start of the school day. A note from the parent indicating that the change has been approved by the transportation department must be sent to the teacher and the school office so a bus pass can be issued.

If an emergency arises during the school day causing a change in transportation please coordinate with the transportation dept. first and then call the school office prior to **2:00**. Without parent notification children will be sent home by their established means.

Seatbelts must be worn at all times when riding school buses equipped with seatbelts.

LAKE CENTRAL SCHOOL BUS RULES

IMPORTANT - Students disembarking buses on the opposite side of the road from their homes must cross the road in front of the bus after being signaled by the driver. A complete copy of bus rules can be found on the Lake Central School Corporations Website under the Departments/Transportation tabs or follow the link below.

<http://transport.lcsc.us/bus-safety/>

CHILD ABUSE REPORTING

We are required by law to report all suspected cases of child abuse to the Lake County Department of Public Welfare – Child Protection Services-L.C. Policy 8462

DAMAGED AND LOST DISTRICT ISSUED ITEMS

Children are responsible for the care of school text, library books, devices, and chargers. If any of these district issued items become lost or damaged, fines may be issued to those held responsible.

DISABILITIES AND SECTION 504

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

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

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

DISCIPLINE

See Lake Central's Code of Conduct for discipline procedures listed on the website under Student Policies. The link is also listed below:

<https://lcsc.us/about-lcsc/student-policies/>

SCHOOL RESOURCE OFFICERS

Lake Central Schools have active police officers assigned to duty in the building during the school year. These positions are designed to establish and maintain relationships with students, faculty and parents. The officers will serve as liaisons between the school, community and local police departments in numerous matters such as safety and good citizenship.

EMERGENCY SCHOOL DISMISSAL / DELAY / CANCELLATION

Early Dismissal:

Weather or other emergencies may sometimes require an early dismissal. Parents should make arrangements for their children's unexpected early arrivals at home. Be certain your children know where to go and what to do on days that they arrive home early and find no one at home. The ParentSquare System will be used for notification of school closings.

Delays/Cancellation:

The ParentSquare System will be used to notify parents of school delays or cancellations. Make sure that parent phone numbers and email addresses are listed to receive these notifications by going to the Skylert tab on your parent Skyward account.

eLEARNING PROCEDURES FOR INCLEMENT WEATHER DAYS

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

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

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

FIELD TRIP INFORMATION AND CHAPERONE GUIDELINES

Field trips are a beneficial way of extending student learning. Younger siblings are not allowed to participate and must remain at home. All students must travel to and from by bus. They are not allowed to ride with their parents and meet the class at the destination.

Teachers may set specific criteria for behavior and classroom assignments that must be met for a student to attend a field trip. If a student does not meet specific teacher set criteria he/she will be assigned to work in another classroom during that time.

Teachers will provide specific information concerning their classroom policy in regards to field trips. **NO CHILD WILL BE ALLOWED TO ATTEND A FIELD TRIP WITHOUT A SIGNED PERMISSION SLIP FROM THE PARENT.**

When chosen to chaperone your child's field trip please adhere to the following:

1. All chaperones must have an annual criminal background check prior to attending any field trip.
2. Pre-school children must remain at home.
3. Only one adult, the one chosen, may attend the field trip.
4. Chaperones must check-in at the main office before proceeding to the classroom.
5. Lake Central School Corporation has a "smoke free" environment policy. **SMOKING IS NOT PERMITTED AT ANY TIME DURING THE FIELD TRIP.**
6. Please understand that you are chaperoning an assigned group of children that may or may not include your child. **Chaperones are expected to stay with their assigned group at all times,** maintain the group's whereabouts and monitor behavior. Any inappropriate behavior is to be reported to the classroom teacher immediately.
7. **Use of cell phones by chaperones is limited to emergencies only.**
8. Pictures taken during the school day are not allowed to be posted to any form of social media.
9. Use the following guidelines to help you on the bus:
 - a. Teachers and chaperones are responsible for the conduct of students and all regular bus rules must be followed.
 - b. The bus driver or teacher may assign seats.
 - c. Loud, boisterous, obscene language or gestures will not be tolerated.
 - d. No student shall leave or switch seats unless permitted by the teacher.
 - e. Emergency doors and aisles must be kept clear.
 - f. Passengers are not permitted to eat or drink on the bus unless it was pre-arranged by the teacher.
 - g. Drivers are not responsible for articles left on the buses during the trip. For security reasons, Lake Central buses cannot be locked.
10. Use the following as a guide to supervising behavior:
 - a. **Positively redirect misbehavior.** If serious, bring it to the attention of the teacher.
 - b. Remind students to walk.
 - c. Expect courteous, respectful behavior from all students.

11. If anyone at any time sees a chaperone acting inappropriately it is their duty to report it immediately to a teacher or school employee.

Teachers use a variety of means to fairly choose their chaperones. Many trips limit the number of adult chaperones. The number of field trips is also limited per grade level due to budget restraints. As a result, not every volunteer may have the opportunity to attend a field trip. We hope that you will be considerate and understanding of this.

LOCKERS / CUBBIES

School lockers / cubbies are the property of the Lake Central School Corporation and are made available for the use of students. The students, upon use of the assigned locker / cubby, accept the following conditions:

A student must use only his/her assigned locker / cubby.

1. A student can use the assigned locker / cubby only for storing school supplies and personal items necessary for use at school and cannot use a locker to store or keep items which school rules prohibit on school property.
2. Students shall not change or use different locks / cubbies on the assigned lockers.
3. Students have no reasonable expectation of privacy in the assigned locker / cubby. The School Corporation has the right to enter school lockers for the purpose of maintenance pursuant to a posted general-housekeeping schedule or any locker / cubby during any vacation period, which is reasonably believed to contain rotting items such as food, wet clothing, and so forth.
4. The School Corporation has a right to enter and inspect any locker / cubby and its contents at any time by a principal or other member of the administrative staff designated in writing by the principal. Such an inspection shall be, when possible, conducted in the presence of the student whose assigned locker is the subject of the inspection. A law enforcement agency having jurisdiction over the premises where the locker / cubby is located, may, at the request of the School Corporation, be present during any inspection of a locker / cubby or its contents.

LUNCH PRICES AND PROCEDURES

For reasons of safety and order, parents are not permitted to eat lunch at school with their child. When students bring lunch from home, students/parents are encouraged to make healthy choices. Pop and energy drinks are not allowed to be consumed by students at school. For more Food Service information please visit our Lake Central School Corporation's Website under the Departments/Food Service tabs or follow the link below.

<https://www.schoolnutritionandfitness.com/index.php?sid=2906101804231915>

MEDICAL RESTRICTIONS

If it is necessary for a student to be excused from a school related activity for medical reasons, a written note from the physician is to be provided by the parent. The note should indicate the

activities to be restricted and the length of time for the restriction. Prior to the student being able to return to participation in the activity, a written release from the physician needs to be provided to the school.

MEDICATION

Prescription medications will be given during school hours only if a permission slip is signed by the parent and a doctor's note is obtained. **Please do not send medication with your child.**

1. All medications must be in the original container and will be kept in the nurse's office.
2. Prescription and non-prescription medication must be brought to the nurse's office by a parent. The school must be given written permission to administer the drug. Included in the note should be:
 - a. Name of the child
 - b. Name of the drug
 - c. How much is to be given
 - d. How often
 - e. For what condition
 - f. Parent signature

All medication, prescription and non-prescription, must be given to and administered by the school nurse. **No medications may be kept in the student's possession, including cough drops.**

See the Medication Policy in the Lake Central Code of Conduct:

<https://lcsc.us/about-lcsc/student-policies/>

WHEN TO KEEP YOUR CHILD HOME FROM SCHOOL

When your child is not feeling well, deciding whether to send them to school or keep them home can be difficult. Here are some simple guidelines to help make that decision a little easier. If you have further questions, don't hesitate to contact your physician.

WHEN THE SCHOOL MUST SEND YOUR CHILD HOME EARLY

If your child becomes ill at school and the school nurse feels your child is too sick to benefit from school or is contagious to other children, you will be called to come and take him/her home from school. It is essential that the nurse has a phone number where you can be contacted during the day and an emergency number in the event you cannot be reached. Please be sure that arrangements can be made to transport your child home from school and that childcare is available in case of illness. The same applies should your child become injured or suspended while at school. If your daytime or emergency phone number changes during the year, please notify the office. Below is guidance on when children must stay home:

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

VISITORS

All parents, volunteers and visitors must first report and sign in at the main office with a valid state I.D. Any and all visitors must wear a "Visitor's Pass" while in the school.

VOLUNTEER BACKGROUND CHECKS

Given that the Lake Central School Corporation believes in the need for a positive, safe, nonthreatening school atmosphere and the important role volunteers, and other non-employed individuals play in establishing this atmosphere, it is the policy of the Lake Central School Corporation to appropriately screen the backgrounds of all such individuals in order to ensure student safety. Any volunteer or individual, who may have direct, ongoing contact with children when providing assistance for the school, must submit information for the School Corporation to perform a limited criminal history check as well as a U.S. Department of Justice national sex offender check prior to beginning volunteer/non-employed work for the corporation. The cost of these background checks will be at the expense of the Corporation.

VISITORS & PARENT VOLUNTEERS

Parent volunteers are an integral and important part of our school. Without our parent volunteers, many of our programs and activities would not be possible. However, for safety, security, and the protection of the educational environment, it is important to adhere to the following while visiting/volunteering in the building:

PARENT / TEACHER MEETINGS

Parent/teacher visits or meetings are by appointment. Calling or emailing ahead to the classroom teacher assures that the teacher can meet with you.

1. While volunteering please do not "pop in" to see your child or speak to his/her teacher. Please follow the school procedures in place.
2. All guests must refrain from accessing any area of the building besides where you are directed to be.
3. Visitors must exit the building as soon as the reason for your visit concludes. You may not linger in the classroom or building.
4. For the safety and welfare of all concerned, school volunteers are not to bring younger or older siblings while they are volunteering.
5. Photographs taken at school must not be posted on any form of social media.
6. During the school day, visitors must use only the bathrooms designated for adults.
7. Visitors must wear visitor badges at all times.
8. Visitors must check-in and check-out in the main office.
9. All visitors must adhere to guidelines issued by the administration regarding safety protocols and practices to prevent the spread of disease and illness including but not limited to wearing protective coverings, required spacing in school facilities, property and buses.

PARTIES

There are three classroom parties per year, Halloween, Christmas, and Valentine's Day. Due to the size of schools and reasons of safety, only the assigned room parents may attend the party; **siblings are not allowed to attend the party with a room parent.** The room parents are to check with their child's teacher before planning the parties. The role of the room party parent includes organizing games, refreshments, as well as paper products, music, etc. (Note: the sharing of hats, blindfolds, or other clothing is not allowed. Also, games may not be played in hallways, café, or gym) Room parents may arrive fifteen minutes prior to the party but will only be allowed to the classroom as per the time designated by the teacher.

PERSONAL BIRTHDAY INVITATIONS

To avoid embarrassment/hurt feelings, approval from the teacher must be obtained prior to distributing invitations. Invitations must be given to all the boys, or all the girls, or the entire class. The school cannot provide you with student addresses or phone numbers.

PERSONAL CLASSROOM BIRTHDAY TREATS

Parents should contact the teacher prior to the child's birthday. The classroom teacher will advise you of acceptable treats for his/her classroom. Non-edible treat bags, such as pencils, erasers, stickers are preferred. Treats delivered by parents are to be store bought and left in the original package. Treats are to be dropped off in the office. Our food service also offers options of various treats that may be purchased for birthday treats. For more information, follow the link below.

<https://www.schoolnutritionandfitness.com/index.php?sid=2906101804231915&page=menus>

The following are not permitted in school:

1. Surprise visitors, e.g. clowns, balloon delivery, flower deliveries
2. Special gifts, pizza or other lunch parties in the café

PERSONAL ITEMS

We discourage students from bringing cell phones and personal devices to school and these items will not be permitted in classrooms unless approved by the administrator. Per Indiana law, students are prohibited from using wireless communication devices during instructional time unless approved by a teacher or administrator for instructional purposes, to manage a student's health, or as part of an IEP or 504 plan. Excessive amounts of money or other articles of value are not to be brought to school. Students are not to bring sports cards or other cards for trading. We also discourage children from bringing toys and other expensive personal items, as it is difficult to assure the safety of the item. Personal belongings, such as coats, backpacks, etc. should be clearly marked for quick identification. Lost & Found articles will be located in a designated area.

PETS

Due to allergies pets may not be brought in for Show & Tell in the classroom unless prior permission is obtained from the teacher and the principal.

PHYSICAL EDUCATION

Athletic shoes that tie or have Velcro straps that can be tightened are required for class. Athletic shoes that do not have the ability to be tightened will not be permitted in physical education class. Students need to wear clothing that is suitable for physical activities. Loose, comfortable clothing such as t-shirts/sweats are appropriate. In order to keep the gym floor clean and safe, we encourage parents to provide gym shoes that will not be worn on the playground before gym class on gym day. Old, worn shoes are fine as long as they are clean.

RECESS/ PHYSICAL ACTIVITY

Children will have outdoor recess daily, weather permitting. It is assumed that when a child comes to school he/she is physically able to take part in normal school activities. This includes the time spent in the classroom, in gym class, and out for recess. Parents may occasionally send a note requesting in-door recess for a recuperating child. A doctor's note is required if the period is to exceed two days.

RIGHT TO INSPECT INSTRUCTIONAL MATERIALS

In addition to any other rights with respect to the inspection of instructional materials, the parent or guardian of a child enrolled in a school within the Lake Central School Corporation, which receives funds from the United States Department of Education either directly or indirectly, shall be entitled to inspect those instructional materials which will be used in connection with any survey, analysis, or evaluation as part of any school program or curriculum.

SCHOOL BOARD MEETINGS

School Board meetings are held on the first and third Mondays of each month, unless changed by the Board. Meetings are at 7:30 p.m., in the Lake Central High School Kay Trapp Room. Enter at Door E on the south side of the building. Further information can be found on the district's website under the Administration/School Board tabs.

<http://lcsc.us/administrators/school-board/>

SCHOOL DRESS

Dress plays an important part in developing attitudes for respect and neatness. The type of clothing worn to school has a definite effect upon the attitude, conduct, and the work habits of the students and cannot interfere with or disrupt the educational process. The staff reserves the right to use its discretion in determining the type of clothing and/or accessories appropriate to the school setting. The administration retains the authorization to ban any article of clothing containing any type of writing, picture, symbol or message not appropriately and positively related to Lake Central School Corporation.

It is the parents' responsibility to see that the student is dressed and groomed in accordance with the following standards:

1. Students are expected to wear hairstyles and clothing attire that will not be a health or safety hazard.
2. Grooming and/or dress, which prevent the student from doing his/her best work because of blocked vision or restricted movement, are discouraged.
3. Students are discouraged from wearing styles that create or are likely to create a disruption with the classroom order.
4. Articles of clothing that cause excessive maintenance problems, such as cleats on shoes, shoes that scratch and/or mark floors, and pants with metal rivets that scratch furniture are unacceptable.
5. Clothing bearing words or pictures of a sexual or profane nature is not to be worn.
6. Clothing which promotes or advertises tobacco, alcohol, violence, gangs, or illegal products or activities are not to be worn.
7. Shorts or skirts that are too short, tank tops with thin straps or tops showing bare midriffs are not to be worn. (If shorts or skirts are shorter than fingertip length, then they are considered too short.)
8. Flip flops are discouraged.
9. Pants that are low and reveal underclothing and/or excessive skin exposure are not to be worn.
10. Hats or headgear may not be worn in the classrooms, hallways, and cafeteria. During cold weather, however, students may have their winter hats on when leaving the building.
11. Students are to dress appropriately for the weather. Students are expected to be prepared for outdoor recess.
12. Exceptions for medical or other reasons are made by the principal.

Failure to comply with acceptable student dress may result in one of the following:

1. Parents contacted to bring appropriate clothing.
2. Required to wear appropriate clothing provided by the school
3. Reprimand by staff member
4. Parent conference
5. Referral to principal
6. Suspension by principal in extreme or repetitive cases

Certain classes require special dress or shoes. Some examples might be: art aprons or shirts, gym shoes for P.E. etc.

SCHOOL SAFETY DRILLS

A minimum number of school safety drills are routinely practiced during school hours as means of training students on how to quickly and safely respond in the event of an actual emergency. Fire and evacuation drills will be conducted monthly. Tornado and lockdown drills will be conducted each semester, or 2 times per year. One earthquake drill will be conducted each year. Each drill is conducted in order to prepare for an actual situation and requires full cooperation of all students and school personnel. School response protocol videos are shared with students and parents can access them on our school websites.

STUDENT SAFETY PROTOCOLS

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

SCHOOL HOURS / OFFICE HOURS

School Office: 7:30 a.m. to 3:30 p.m. daily

School Hours: 8:00 a.m. to 2:40

Student arrival time for breakfast is 7:55 am. Students not eating breakfast should arrive *NO EARLIER THAN* 8:00 am. Supervision of students is not available before 7:55 am or after 2:45 pm. If parents are in need of supervision for their child before/after school hours, they must secure before/after school child care with Adventure Club or other child care services.

TARDY

The tardy bell rings at 8:10 a.m. Students arriving after 8:10 should enter through the main office doors and **MUST** be signed-in by an adult and receive a late pass before going to class. Tardies are recorded and become a part of your child's educational record.

SCHOOL INSURANCE

Parents may purchase student insurance at a low cost at the beginning of each school year or when enrolling a new student. The school corporation does not carry insurance for the individual student. An insurance form is included with registration information.

SECLUSION AND RESTRAINT PLAN

The Lake Central Seclusion and Restraint Plan is available for review in the Student Policies Section of our website:

<https://lcsc.us/about-lcsc/student-policies/>

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

No student shall be asked without prior written consent of the student's parent or guardian, as part of any school program or curriculum which receives funds from the United States

Department of Education, to submit to a survey, analysis, or evaluation which reveals information concerning:

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

SOLICITATION

Children may not sell or trade personal items such as trading cards, homemade jewelry, models, etc., at school. Personal fundraisers are not allowed.

STUDENT WITHDRAWALS & TRANSFER OF STUDENT RECORDS

Parents of students moving to another school district should report to the office to withdraw your child. Student records will be sent to the receiving school once the office has received a Request of Records from the receiving school. It is not the policy of the Lake Central School Corporation to send permanent records with the parent withdrawing a student.

TELEPHONE IN THE CLASSROOM

Except in cases of emergency, students or teachers do not take phone calls during class time. Messages for teachers may be left on their voicemail. Children must obtain permission from the teacher or principal each time they wish to use the telephone. Teachers will be asked to return calls when they are not in class. (Please contact the office, not the classroom, with changes in pick-up or in the event of an absence.)

TUTORING

Tutoring is available before school on select days. A teacher recommendation may be needed to attend tutoring. Please contact your building principal or classroom teacher if you have any questions regarding tutoring. Tutoring may not be used in lieu of child care.

INDOOR AIR QUALITY

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

Director of Facilities

Bill Ledyard

8260 Wicker Avenue, St. John, IN 46373

219-558-2711

bledyard@lcscmail.com

LAKE CENTRAL MIDDLE SCHOOLS

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

MISSION STATEMENT

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

STATEMENT OF BELIEFS

WE BELIEVE:

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

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

PHILOSOPHY

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

EXPECTATIONS

WE EXPECT STUDENTS TO:

- A. Do as they are asked the first time.
- B. Respect legitimate authority by following school rules as well as the laws of the community, state, and nation.
- C. Respect the personal property of others and the school as well as consider the needs and rights of the school and all members of the school community.

- D. Be in attendance daily.

WE EXPECT PARENTS TO:

- A. Assume primary responsibility for the child and his/her behavior.
- B. Acknowledge the child's responsibility to the school as well as the home.
- C. Recognize that school must primarily concern itself with education.
- D. Cooperate in conferences regarding health, behavior, or academic progress of their child.

WE EXPECT STAFF MEMBERS TO:

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

Lake Central Middle School Daily Schedule

5th Grade	8:47AM - 9:11AM	Advisory (Period 1)
	9:11AM - 10:11AM	ELA or Math Block 1
	10:16AM - 10:46AM	Lunch
	10:51AM - 11:25AM	ELA or Math Block 1 continued
	11:30AM - 1:05PM	ELA or Math Block 2

6/7/8th Grade

	8:47AM - 9:11AM	Advisory (Period 1)
	9:11AM - 9:57AM	Period 2
	10:02AM - 10:48AM	Period 3
	10:53AM - 11:23AM	Lunch
	11:28AM - 12:14PM	Period 4
A	12:19PM - 1:05PM	Period 5
B	10:53AM - 11:39AM	Period 4
	11:44AM - 12:14PM	Lunch
	12:19PM - 1:05PM	Period 5
C	10:53AM - 11:39AM	Period 4
	11:44AM - 12:30PM	Period 5
	12:35PM - 1:05PM	Lunch
	1:10PM - 1:56PM	Period 6
	2:01PM - 2:47PM	Period 7
	2:52PM - 3:40PM	Period 8

GENERAL INFORMATION

ACADEMIC INFORMATION

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

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

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

The grading scale is as follows:

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

GRADING POLICY 5TH-8TH GRADE:

Science

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

Math

Homework/Classwork	30%
Assessments	70%

Social Studies

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

English/Language Arts

Assessments	50%
Writing	30%
Homework/Classwork	20%

ACADEMIC COMPETITIONS

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

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

ATHLETIC/EXTRA-CURRICULAR ACTIVITIES

Note: All 7th and 8th grade students involved in extra-curricular activities at the middle school level will be subject to monthly random drug testing throughout the entirety of the school year. Students refusing to participate in drug testing will be excluded from participating in any extra-curricular activities. Students must be in attendance at least half the school day (3 full class periods) in order to participate in extra-curricular activities. If a student is not in attendance on Friday for at least half the school day, they cannot participate in extra-curricular activities on Saturday.

Not all Clubs are available at all schools

Lake Central Middle Schools offer the following activities:

Academic Superbowl	All boys & girls 6 th – 8 th
Advisory/Student Council	All boys & girls 5 th – 8 th
Art Club	All boys & girls 5 th – 8 th
Basketball	7th & 8th gr. boys/girls
Bell Choir	7th & 8th gr. boys/girls
Cheerleading	7th & 8th gr. girls
Chess Club	All boys & girls 5 th – 8 th
Choir	5th gr. boys & girls
Cross Country	All boys and girls 6 th – 8 th
Dance Team	7 th & 8 th gr. girls
Drama	All boys & girls 6 th – 8 th
Football	7 th /8th gr. boys
Future Problem Solvers	All boys & girls 6 th – 8 th
Help Club	All boys & girls 5 th -8 th
Hoosier Spell Bowl	All boys & girls 5 th – 8 th
Jazz Band	All boys & girls 6 th – 8 th
National Jr. Honor Society	7th & 8th gr. boys/girls
Running Club	All boys & girls 6 th – 8 th
Science Olympiad	All boys & girls 6 th – 8 th
Spring Football Camp	7th gr. Boys
Student Ambassadors	All boys & girls 5 th – 8 th
Tennis Camp	All boys & girls 6 th – 8 th
Track	All boys & girls 6 th – 8 th
Volleyball	7th & 8th gr. Girls
Peer Mentors	7th & 8th gr. boys/girls
Wrestling	All boys 6 th – 8 th
Publications/Yearbook	Check with school
Fitness Club	5 th gr. boys & girls

Cooking Club	5 th gr. boys & girls
Best Buddies	All boys & girls 5 th – 8 th
Project Lit	All boys & girls 6 th – 8 th

ATHLETICS INFORMATION

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

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

TITLE IX

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

Sarah Castaneda
Assistant Superintendent
8260 Wicker Avenue
St. John, Indiana 46373

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

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

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

BEFORE AND AFTER SCHOOL ACTIVITIES

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

BIRTHDAYS (5th grade only)

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

BOOK REPAIR AND REPLACEMENT FEES

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

1. ~~Textbooks are to be covered to prevent cover damage.~~
1. Fines are assessed for books that are lost or stolen. The full price of a new book will be charged to the assignee.
2. If a book has been improperly handled or misused and rebinding is necessary, the fine will be the cost of the rebinding: \$2.00 for the front cover; \$2.00 for the back cover; full price if unusable.
4. Torn pages not reported will be assessed at \$.50 per page, if repairable.
5. Ball point writing of obscenities, etc. \$3.00 per page. If a page must be removed from the book, the student must pay for a new book.

CAFETERIA RULES

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

DROP-OFF/PICK-UP OF STUDENTS BY PARENTS

Students cannot be dropped off prior to 8:15 AM unless they are directly involved in an activity and are being supervised by a certified staff member.

If a parent is bringing a student in the morning by car, they must be dropped off at the designated entrance for the school. Students

arriving after the start of the school day must report to the main office for a pass to class.

Parents are asked to notify the office of ANY changes regarding how your child arrives or leaves school. Specifically included are day care drop-off/pick-up and other situations involving childcare. If your child is expected to be either a walker or bus rider and you make other arrangements, the office must be notified of the change.

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

FIELD TRIPS

From time to time, field trips may be planned for educational purposes to meet classroom objectives. These objectives might include specific curricular activities and/or celebrations of accomplishments. Overnight/out-of-town field trips or reward based trips may have additional requirements and prerequisites placed on participation. While students are attending field trips, they are held to the same rules and procedures as if they were still at school. Additionally, overnight or out-of-town field trips may require additional rules or policies to be imposed to ensure safety and order so that the objectives of the field trip are met. In deciding whether a student may have parent permission to attend a field trip, it is important to understand that parents and students accept full responsibility for the child's actions while on the trip.

FIRE DRILLS/TORNADO EMERGENCY/LOCKDOWN

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

COUNSELOR/SSP

The school counselor is available throughout the day to assist students and parents. It is advisable to make an appointment in advance to assure ample conference time. The counselor will make periodic contacts with students, either individually or in a group. Students who wish to see the counselor or any person in the guidance office must put in an online request.

TAKING CARE OF THE CHROMEBOOK

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

General precautions:

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

GUM

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

HALL PASSES

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

HOMEWORK & STUDY TIPS

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

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

LOST & FOUND

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

MEDIA CENTER/LIBRARY

Everyone is welcome to use the Library Media Center. We are open before school (8:35 to 8:45) and students may also come to the library during a class period, with a pass from their teacher. When using the library, there are certain rules to be observed. Further information may be found on the library link at www.lcsc.us

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

NATIONAL JUNIOR HONOR SOCIETY

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

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

PARENT CONFERENCES

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

there.

REPORT CARDS

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

SAFETY PROTOCOLS

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

SAFE VISITORS

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

SCHOOL CLOSING

Sometimes it is necessary to release early, call off or delay the opening of school. Such information will be broadcast via the ParentSquare automated message system; confirmation of the message can also be found on our website, lcsc.us. Please **DO NOT** call the school, as the phone lines are necessary to communicate with staff.

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

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

SCHOOL RESOURCE OFFICER

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

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

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

SNACK MACHINES

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

WITHDRAWALS/TRANSFERS

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

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

RULES OF BEHAVIOR FOR LAKE CENTRAL MIDDLE SCHOOLS

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

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

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

STUDENT MISCONDUCT/SUBSTANTIAL DISOBEDIENCE

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

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

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

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

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

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

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

Students caught cheating who are in the National Junior Honor Society (NJHS) or applying to NJHS will be referred to the sponsors for consideration.

2. BULLYING

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

What is bullying? Bullying can take many forms including slurs, rumors, name-calling, jokes, innuendos, demeaning comments, cartoon drawings, pranks, gestures, physical attacks, threats, stalking, physical or other intimidation, hazing, other written or electronic text messages, social media posts, emails, and verbal or physical actions. For purposes of this rule, bullying is defined as overt, unwanted, repeated acts or gestures, including verbal or written communications or images transmitted in any manner including electronically or digitally, physical acts committed, aggression, or any other similar behaviors that are committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the targeted student and create for the targeted student an objectively hostile school environment that:

- places the targeted student in reasonable fear of harm to the targeted student's person or property;
- has a substantially detrimental effect on the targeted student's physical or mental health;
- has the effect of substantially interfering with the targeted student's academic performance; or
- has the effect of substantially interfering with the targeted student's ability to participate in or benefit from the services, activities, and privileges provided by the school.

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

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

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

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

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

Prevention and creation of anti-bullying environment at Lake Central

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

- Community Partnerships

3. BUS REGULATIONS/RULES

Riding the bus is a privilege not a right. Students are expected to follow all safety rules established by the corporation. While operating a bus the bus driver has the same authority as a teacher, and students are expected to follow his/her directions quickly and without question. We will not allow the safety of some children to be jeopardized by the disruptive conduct of another child. Students may be suspended from riding the bus for periods of one or more days and are subject to all other disciplinary consequences under the rules of conduct. **The Lake Central School Corporation will not provide school bus service for those students whose conduct or lack of cooperation does or could endanger the safety of other students. All Lake Central students riding the bus will only be picked up at their designated bus stop. Should a student miss the bus at his/her designated stop, parents will be responsible for transporting their child directly to their child's school. Bus drivers will not permit entry of a student on to the bus at any stop after the student's designated bus stop. No exception will be made. As such, we encourage our parents to plan in advance to have their child ready for pick up daily.** Students are expected to adhere to the school bus rules. Students will receive and be held accountable for compliance to these rules.

- A. Students must cooperate with and follow the directions of the bus driver and aides at all times.
- B. All students should arrive at their designated bus stop five minutes prior to their scheduled pick up time.
- C. No one should enter or leave the bus until it has come to a full stop, and the doors are opened by the driver.
- D. All students will be seated immediately in their assigned seat on the bus, utilizing seatbelts if available.
- E. No student shall stand or move from place to place during the trip.
- F. The bus driver must grant permission before windows or doors may be opened or closed. Students must keep their head, hands, and arms inside the bus at all times.
- G. Students disembarking buses on the opposite side of the road from their homes must cross the road in front of the bus after being signaled by the driver.
- H. Smoking is not permitted, and offenders will not be transported.
- I. Bus riders shall not litter the bus in any way.
- J. Damage to the school bus shall be paid for by the student causing the damage.
- K. Because buses are loaded to near capacity, except for emergency situations, permission will not be granted for any individuals or groups to ride buses other than their own.
- L. The following items are not allowed on school buses:
 - baseball bats, golf clubs, or any other hard objects which could become projectiles in the event of a fast stop or accident
 - animals
 - objects made of glass
 - weapons(firearms, knives, martial arts paraphernalia)
- M. The following behavior **WILL NOT BE TOLERATED**:
 - Not remaining in your assigned seat until arrival at your destination.
 - Scuffling and fighting.
 - Loud, boisterous, profane language, or indecent conduct.
 - Teasing, tripping, holding, hitting, or objectionable use of hands and feet.
 - Standing on, walking on seats.
 - Writing on, or in any way defacing the interior or exterior of the bus.
 - Talking at the railroad tracks.
- N. The individual building principal may supplement these rules.
- O. Any item not allowed in school is also not allowed on the bus. This includes matches or lighters, skateboards, firecrackers, or

any other item that may be hazardous to the safety of others. Parents with questions or concerns regarding bus stops, routes, etc. should contact the corporation transportation director at 365-3141.

- P. **BUS ASSIGNMENTS:** Students are assigned to buses by the school, and they must ride the bus to which they are assigned. The drivers have been directed to refuse to transport any student assigned to another bus without prior approval.
- Q. **ADDITIONAL REMINDERS:** Permission to ride another bus will be granted only in emergency situations. Parents must personally notify the principal. Because of crowding on buses, we will not give permission for students to ride other buses simply to attend parties or to stay overnight. Students must obtain a bus pass from the office in order to ride a different bus.
- R. **BOARDING THE BUS BEFORE SCHOOL:** All students who ride the bus must be at their designated stop at the time indicated by the driver. Students must not stand in traffic lanes while awaiting their bus.

4. CAMERAS

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

5. CLOSED CAMPUS

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

6. COMPUTERS

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

7. ACCESSING STUDENT GMAIL ACCOUNT

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

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

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

8. DIGITAL CITIZENSHIP

Rules of Etiquette

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

- Avoid using all capital letters. IT LOOKS LIKE YOU'RE SHOUTING!
- Pay attention to spelling and grammar.
- Evaluate credibility of sources.
- Cite your references.
- Be an upstander, not a bystander.
- Be mindful of your digital footprint- all information on the internet can be permanent.

9. CONDUCT AT ATHLETIC EVENTS

Proper spectator conduct at athletic contests is expected.

- Students who leave the building will NOT be readmitted.
- Students may not go to their lockers during or after the games.
- Good sportsmanship means cheering our team and respecting the other school. Everyone accepts the judges'/referee's decisions without complaint.
- Cheers will be in good taste.
- Students are expected to have rides available no later than fifteen minutes after the extracurricular event is completed. Faculty sponsors cannot be expected to assume responsibility for students after this length of time. Failure of parents to pick up students in this time frame may result in the student not being allowed to attend extracurricular events.
- Throwing of objects will result in the immediate removal of the student spectator from the event and possible future events.

10.DAMAGE TO PROPERTY

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

11. DANCE ELIGIBILITY

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

12.DANGEROUS ACTIVITIES

Intentionally or unintentionally causing or attempting to cause physical injury or intentionally/unintentionally behaving in such a way as could reasonably cause physical injury to any person may result in severe disciplinary action including a request for expulsion and referral to police.

13.DEMONSTRATIONS

Demonstrations include using violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or other conduct constituting an interference with school purposes, or urging other students to engage in such conduct is inappropriate and will not be tolerated. The following enumeration is only illustrative and not limited to the type of conduct prohibited by this rule.

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

14. DISPLAY OF PHYSICAL AFFECTION

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

15. DISRESPECT TOWARD STAFF MEMBERS

All students are to show respect to teachers, administrators, other school employees and volunteers at all times. Profanity, threatening remarks, posturing, obscene and/or offensive language, or gestures by students directed toward a staff member are not allowed and may result in suspension and/or possible request for expulsion. Physically assaulting a staff member will result in suspension, request for expulsion, and a referral to police.

16. DISRUPTIVE ACTIVITIES

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

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

18. DRESS CODE

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

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

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

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

- 1st offense = Written Warning
- 2nd offense = Detention

- 3rd offense = Friday School
- 4th offense = (2) Friday Schools
- 5th offense = OSS (out of school suspension)

19. DRUGS AND ALCOHOL

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

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

That the student has an acute or chronic disease or medical condition for which the physician has prescribed medication; That the nature of the disease or medical condition requires emergency administration of the medication; and

That the student has been instructed in how to self-administer the medication.

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

20. ELECTRONIC DEVICES

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

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

- Sending, sharing, viewing, or possessing pictures, text messages, emails, or other material of a sexual nature in electronic or any other form, including the contents of a cell phone or other electronic device may result in suspension and/or request for expulsion.
- The Child Abuse/neglect law requires school personnel to report to law enforcement or child protective services whenever there is reason to believe that any person/ student is involved with "child exploitation" or "child pornography" as defined by Indiana Criminal Statutes.
- Because student cell phones have been found in a number of Indiana school districts to have contained evidence of "sexual conduct" as defined above, it is important for parents and students to be aware of the legal consequences should this occur in our school system.
- More detailed information as to the specific types of conduct deemed to constitute child exploitation, child pornography, or sexual exploitation may be obtained by contacting your building principal.

21. FAILURE TO REPORT

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

22. FALSE FIRE ALARM

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

23. FIGHTING

A student who takes any physical action, intentional or unintentional, toward another student is considered a participant in a fight. Do not come into the office claiming you were only playing. We will not listen to this excuse. The schools will consider "self-defense" the taking of action that prevented injury to one's self and/or assisting one's self in getting away from the situation. This is clearly different from retaliation, "getting even" or "hitting back." Students who incite, record, or post/share a fight may be subject to suspension. Students who repeatedly incite, record, or post/share fights may be subject to a request for expulsion.

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

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

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

- Any weapon which will or is designed to or may readily be converted to expel a projectile by the action of an explosive
- The frame or receiver of any weapon described above
- Any firearm muffler or firearm silencer
- Any destructive device which is an explosive, incendiary, or poison gas bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, or any similar device.
- Any weapon which will, or which may be readily converted to expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than one-half inch in diameter

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

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

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

D. Possessing a Deadly Weapon

- No student shall possess, handle or transmit any deadly weapon on school property
- The following devices are considered to be deadly weapons as defined in I.C. 35-41-1-8:
 - A weapon, taser or electric stun weapon, equipment, chemical substance, or other material that in the manner it is used, or could ordinarily be used, or is intended to be used, is readily capable of causing serious bodily injury.
 - An animal readily capable of causing serious bodily injury and used in the commission or attempted commission of a crime

IC 35-47-5-2.5

Possession of a knife on school property

35-47-5-2.5 Sec. 2.5. (a) As used in this section, "knife" means an instrument that:

- (1) consists of a sharp edged or sharp pointed blade capable of inflicting cutting, stabbing, or tearing wounds; and
- (2) is intended to be used as a weapon.
- (b) The term includes a dagger, dirk, poniard, stiletto, switchblade knife, or gravity knife.
- (c) A person who recklessly, knowingly, or intentionally possesses a knife on:
 - (1) school property (as defined in IC 35-41-1-24.7);
 - (2) a school bus (as defined in IC 20-27-2-8); or
 - (3) a special purpose bus (as defined in IC 20-27-2-10); commits a Class B misdemeanor. However, the offense is a Class A misdemeanor if the person has a previous unrelated conviction under this section and a Class D felony if the offense results in bodily injury or serious bodily injury to another person.
- (d) This section does not apply to a person who possesses a knife:
 - (1) if:
 - (A) the knife is provided to the person by the school corporation or possession of and the knife is authorized by the school corporation;
 - (B) the person uses the knife for a purpose authorized by the school corporation;
 or;
 - (2) if the knife is secured in a motor vehicle. (Note: Although storage of a knife in a motor vehicle is not a violation of Indiana Code, it is a violation of the LCHS student code of conduct and is punishable with suspension from school with a possible

request for expulsion.)

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

25. FIRE/EMERGENCY DRILL CONDUCT

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

26. GAMBLING/SELLING

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

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

A gang is any ongoing organization, association, or group of three or more persons, whether formal or informal, having as one of its primary activities the commission of criminal acts, or the purposeful violation of any Lake Central School Corporation rule or policy and having a common name, identifying signs, colors, or symbols. No student shall commit any act that furthers gangs or gang-related activities. The presence of gangs, cults, and occults can cause a substantial disruption of the learning process and acceptable school activities. Therefore, the administration will attempt to prohibit this activity by restricting the following actions:

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

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

IC 35-45-9-1

"Criminal gang" defined

Sec. 1. As used in this chapter, "criminal gang" means a group with at least three (3) members that specifically:

- (1) either:
 - (A) promotes, sponsors, or assists in; or
 - (B) participates in; or
- (2) requires as a condition of membership or continued membership; the commission of a felony or an act that would be a felony if committed by an adult or the offense of battery (IC 35-42-2-1).

As added by P.L.180-1991, SEC.11. Amended by P.L.140-1994, SEC.5; P.L.192-2007, SEC.9.

IC 35-45-9-2

"Threatens" defined

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

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

IC 35-45-9-3

Participation in criminal gang; offense

Sec. 3. A person who knowingly or intentionally actively participates in a criminal gang commits criminal gang activity, a Class D felony.

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

IC 35-45-9-4

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

Sec. 4. A person who threatens another person because the other person:

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

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

IC 35-45-9-5

Criminal gang recruitment

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

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

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

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

28. GESTURES/COMBATIVE ACTS

Students are to keep their hands to themselves at all times. Pushing, shoving, horseplay, roughhousing, and other aggressive behavior will not be tolerated and will result in disciplinary action. Do not come into the office claiming you were only playing. **We will not listen to this excuse.**

29. HABITUAL OFFENDERS

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

30. HALLWAY MISCONDUCT

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

31. HARASSMENT (ANTI-HARASSMENT-INCLUDES SEXUAL ORIENTATION AND GENDER IDENTITY)

It is the policy of Lake Central School Corporation to maintain a learning environment that is free from unlawful harassment. Such conduct includes; unwelcome physical, verbal or nonverbal conduct which has the purpose or effect of interfering with your educational performance, of creating an intimidating, hostile or offensive learning environment, or of interfering with your ability to participate in or

benefit from a class or educational program or activity and is based on your sex, race or color (for example, racial slurs, nicknames implying stereotypes, epithets or negative references relative to racial customs), national origin (for example, negative comments regarding customs, manner of speaking, language, surnames or ethnic slurs), religion (for instance, negative comments about religious traditions, clothing, surnames or religious slurs), disability (for instance, negative comments about speech pattern, movement, physical impairments or appearances) or any other unlawful basis. This applies to all programs and activities occurring on school property or at another location if the conduct occurs during a school-sponsored activity or event.

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

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

Sexual Harassment-Covered by Board Policy 2286

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

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

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

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

- Unwelcome sexual propositions, invitations, solicitations, and flirtations.
- Physical assault.
- Threats or insinuations that a student's academic grade, promotion, classroom work or assignments, academic status, participation in athletics or extra-curricular programs or event, or other conditions of education may be adversely affected by not submitting to sexual advances.
- Unwelcome verbal expressions of a sexual nature, including graphic sexual commentaries about a student's body, dress, appearance, or sexual activities; the unwelcome use of sexually degrading language, jokes or innuendoes; unwelcome suggestive or insulting sounds or whistles; obscene telephone calls, text or other electronic forms of communication.
- Sexually suggestive objects, picture, videotapes, audio recordings or literature, placed in the educational environment, which may embarrass or offend students.

- Unwelcome and inappropriate touching, patting, or pinching; obscene gestures.
- A pattern of conduct, which can be subtle in nature, that has sexual overtones and is intended to create or has the effect of creating discomfort and/or humiliation to the student.
- Remarks speculating about the student's sexual activities or sexual history, or remarks about one's own sexual activities or sexual history.
- Inappropriate boundary invasions by a school employee or volunteer into a student's personal space and/or life.

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

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

32. ILLEGAL ACTIVITIES

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

33. INSUBORDINATION/NON-COMPLIANCE

Students are to follow all instructions and directions, written and verbal, given to them by teachers, administrators, and non-certified staff members (bus drivers, secretaries, custodians, cafeteria personnel, substitutes, etc.). Refusal to follow the instructions or directions of any staff member constitutes insubordination. Examples of insubordination include: refusing to identify oneself, giving a false name, refusing to report to the office, repeated failure to do work or turn in assignments, etc. Consequences of insubordination may result in disciplinary action ranging from detention to expulsion. In the event that a student does not agree with instructions or directions given by a staff member, the student will carry out the instructions or directions to the best of his/her ability and request a review of the actions at a later date.

34. LEGAL SETTLEMENT

A student may be expelled if it is determined that the student's legal settlement is not in the attendance area of the school corporation where the student is enrolled. The administration will request expulsionary proceedings to ensure that the student is attending school in his/her proper district.

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

Any behavior offensive to common propriety or decency, including, but not limited to, "mooning", indecent exposure, offensive touching, possessions, distribution or display of obscene or "hate" material or similar behavior will result in a suspension and possible recommendation for expulsion. Possession of nude photos of underage individuals or any student, including but not limited to within electronic devices, will result in the incident being reported to Child Protective Services and/or local law enforcement. (Additional information is available under Rule 20, ELECTRONIC DEVICES.)

36. LOCKERS

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

37. LOITERING

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

38. PATRIOTIC OBSERVANCE

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

39. POSSESSION OF ILLEGAL OR DANGEROUS OBJECT(S)

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

40. POSSESSION OF PROHIBITED OBJECTS

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

41. PROFANITY/OBSCENE BEHAVIOR

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

42. RIGHT TO PRIVACY

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

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

43. SAFE USE OF ENTRYWAYS

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

44. STUDENT EXPRESSION

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

45. TOBACCO/VAPING

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

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

Violation of this rule will receive the following disciplinary actions:

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

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

3rd Offense - One Day Out of School Suspension

4th Offense - Two Day Out of School Suspension

5th Offense - Three Day Out of School Suspension

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

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

46. THEFT OF PROPERTY

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

47. TRESPASSING

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

48. UNAUTHORIZED AREA

Students are not to be in areas of the building, classrooms, and hallways without a staff member or their expressed permission. Students are expected to have a valid pass whenever out of the classroom during class time. Unauthorized areas include all areas of the school or school grounds that are unsupervised.

49. VARIOUS ADDITIONAL ITEMS

A written document cannot provide for all contingencies that could or might occur during the course of a school year anymore than it can anticipate every eventuality that might arise in any of the areas covered in this handbook. Therefore, the administration has the right to take appropriate action when dealing with items, issues, and situations, etc., not outlined in this handbook, and in doing so, apply any reasonable and appropriate disciplinary measure(s) when needed.

CONSEQUENCES

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

A. ALTERNATIVE PLACEMENT

B. DETENTIONS: A student may be assigned to 30 or more minutes of detention on designated days during the week.

Advance notice will be sent home to parents stating the type of misbehavior that occurred. Failure to serve detentions will result in additional consequences. Parents may request a change of date through the principal's office. Since transportation is a parental responsibility, we suggest that students not inconvenience their families and avoid behavior that results in detentions.

C. EXPULSION FROM SCHOOL (I.C. 20-33-8-3) (I.C. 20-33-8-19) - A student may be expelled from attendance at Lake Central Middle School for one or more semesters. Expulsion is preceded by suspension from school and a due process meeting. Repeated or severe violations of any rule of student behavior could result in a request for expulsion.

When a principal (or designee) recommends to the superintendent (designee) that a student be expelled from school, the following procedures will be followed:

1. The superintendent (or designee) may conduct an expulsion meeting or may appoint one of the following persons to conduct the expulsion meeting:
 - a. legal counsel
 - b. a member of the administrative staff who did not expel the student during the current school year and was not involved in the events giving rise to the expulsion.
2. An expulsion will not take place until the student and the student's parents are given notice of their right to appear at an expulsion meeting conducted by the superintendent or the person designated above. Failure to request and to appear at the meeting will be deemed a waiver of rights administratively to contest the expulsion or to appeal it to the school board.
3. The notice of the right to an expulsion meeting will be in writing, delivered by certified mail or by personal delivery, and contain the reasons for the expulsion and the procedure for requesting the meeting.
4. At the expulsion meeting, the principal (or designee) will present evidence to support the charges against the student. The student or parent will have the opportunity to answer the charges against the student and to present evidence to support the student's position. An attorney may not represent the student at the expulsion meeting, but the attorney may be available for consultation outside the meeting room during the course of the meeting.
5. If an expulsion meeting is held, the person conducting the expulsion meeting will make a written summary of the evidence heard at the meeting, take any action found to be appropriate, and give notice of the action taken to the student and the student's parent.

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

- D. **EXTRACURRICULAR PROBATION:** All middle school students are placed on Extracurricular Probation when they have 2 or more academic F's
- E. **IN-SCHOOL SUSPENSION:** A student may be suspended from a specific class for a designated number of days. Examinations missed during any in-school suspension period must be made up outside of regular class time. A student may also be suspended from a specific activity or all extra-curricular activities for conduct violations. Students may complete assignments, but will be isolated from their peers.
- F. **PARENT CONFERENCES:** Parents are often asked to come to school for conferences to discuss issues with academics or behavior.
- G. **PROBATIONARY CONTRACT:** Students who commit multiple and/or serious violations of the rules may be required to sign a probationary contract in lieu of immediate suspension and/or request for expulsion. Students on such a contract should be aware that further misconduct could result in suspension/request for expulsion.
- H. **REMOVAL FROM BUS**
- I. **THURSDAY/FRIDAY SCHOOL:** A student may be required to stay after school on a designated Thursday/Friday afternoon for a 2-hour period. Failure to report to an assigned Thursday/Friday School will result in suspension from school.
- J. **STUDENT ASSISTANCE PLAN -** A student will be assigned to the SAP for a first drug offense. The SAP was created to give students an opportunity to receive an education with the understanding that they will meet certain criteria set forth in the SAP packet. Students who have opted for the SAP will be subject to at least one drug test during their time in the program, with any failed drug test being a violation of the agreement. Students who sell or distribute drugs or drug paraphernalia are not eligible for the SAP.
- K. **SUSPENSION FROM CLASS/ACTIVITY:** A student may be suspended from a specific class for a designated number of days. Examinations missed during any suspension period must be made up outside of regular class time. A student may also be suspended from a specific activity or all extra-curricular activities for conduct violations.
- L. **SUSPENSION FROM SCHOOL:** A student may be suspended from attendance at any Lake Central middle school for a period of up to 10 school days for each offense. The administration will determine if it will be served as in-school suspension (if and when available), as alternative placement, or out-of-school suspension. Violations of some Rules of Conduct carry an automatic penalty of suspension from school. Repeated or severe violation of any rules for student behavior could result in suspension. During the school year, students who receive multiple out of school suspensions for violation of school rules will not be eligible to attend after school social events, games or dances. Student misconduct at the conclusion of a school year can result in suspension or appropriate disciplinary action during the following school term. A student assigned to a suspension or alternative placement on a given day may NOT attend any extracurricular activities (i.e., games, concerts, etc.) being held the evening of the day of the suspension.

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

1. A meeting will be held prior to the suspension of any student. At this meeting, the student will be entitled to:
 - a. a written or oral statement of the charges,
 - b. if the student denies the charges, a summary of the evidence against the student will be presented; and,
 - c. the student will be provided an opportunity to explain his or her conduct.
2. The meeting shall precede suspension of the student except where the nature of the misconduct requires immediate removal. In such situations, the meeting will follow the suspension as soon as reasonably possible following the date of the suspension.

- Following the suspension, the parent or guardian of a suspended student will be notified via a phone call and provided with a written statement. The notification will include the dates of the suspension; describe the student's misconduct, and the action taken by the principal.

POLICIES

ATTENDANCE POLICIES & PROCEDURES GRADES K-12

Lake Central School Corporation follows the Indiana Department of Education expectation for students to be in attendance 94% of the school year or more. Regular attendance and punctuality are essential to good performance in school. Absences from school are often the single greatest cause of poor or failing performance or academic achievement. Since the learning process is a progressive activity, each day's lesson is built upon those class activities that took place on previous days. Whenever a class is missed, for whatever reason, that experience cannot be fully duplicated. Since responsibility is a learned behavior, and regular school attendance patterns encourage the development of responsible patterns of behavior, each student is expected to make every effort to be in school every day.

So that all parties involved can understand the attendance expectations and assist in the maintenance of excellent attendance, absences throughout Lake Central School Corporation will fall into one of three categories:

- Excused
- Parent/Guardian Verified
- Unexcused (including truancy)

The Lake Central Attendance Policy chart below explains the criteria for each attendance category.

Understanding Absences

Excused vs. Parent/Guardian Verified vs. Unexcused

State of Indiana Attendance Expectation: 94% (10 or fewer days missed per year)

Excused	Parent/Guardian Verified	Unexcused
Parent/Guardian notifies school on the day of the absence <ul style="list-style-type: none"> Illness verified with a physician statement dated at the time of the visit/illness <ul style="list-style-type: none"> Note must be returned within 1 week or absence will be unexcused Death in the family School sends the child home sick (if due to fever, the following day will also be excused) 	Parent/Guardian notifies school on the day of the absence <p style="text-align: center;">4 days per semester are allowed. Any day beyond 4 will be unexcused.</p> <p style="text-align: center;">A Parent/Guardian Verified absence is defined as a parent/guardian's choice to keep their child home due to the child's best interest.</p>	Students should have ZERO unexcused absences <p>An unexcused absence is defined as any absence not covered under the definition of excused absence, any absence beyond 4 parent/guardian verified per semester, or a non-verified absence (failure to notify the school of an absence within 24 hours).</p>

Pre-Arranged Excused Absences/Exempt

- Page for General Assembly
- Election Day Worker
- Court Witness
- IN National Guard Active Duty
- Civil Air Patrol
- Educationally related non-classroom activity as defined in IC 20-33-2-17.5
- Professional appointments (medical, dental, legal) when students return with an authorized, dated statement
- Observation of a religious holiday
- Maternity
- Military connected families' absences related to deployment
- Exhibiting/participating in state fair

Repercussions

In addition to all building provisions in the student handbook:

If a student accumulates 5 unexcused absences within a 9 week grading period, an attendance meeting will be held, as required by law. All absences are monitored and disciplinary action may result.

Lake Central will refer students to Juvenile Justice Services upon reaching 10 unexcused absences from school OR when the student has been absent for any reason for 18 days during the school year, as required by law.



**MISS A DAY,
MISS A LOT.**
Attendance Matters

ATTENDANCE POLICY

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

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

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

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

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

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

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

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

The Board considers the following for excused absences:

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

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

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

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

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

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

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

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

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

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

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

1. **Absences** – It is the responsibility of every student at Lake Central middle schools to attend school every day that he/she is physically able to do so. When a student is not in attendance at Lake Central middle schools, the student's parent or guardian is expected to contact the school attendance office via the telephone or email at the start of the school day. When a student accumulates ~~10 or more~~ 5 unexcused absences per 9 week grading period-year, a parent conference ~~can~~ will be required. Any absences due to medical reasons must be documented by an original release or invoice from the office of a doctor upon the student's return to school. ~~Photocopies will not be accepted. The physician's office may fax the receipt or invoice to the middle school main office. Faxes will only be accepted from the physician's office. Any other fax transmission will not be accepted.~~ Lake Central reserves the right to verify the absences with the physician.
2. **Make-up Policy** – Make up work for absences is a student's responsibility. In most cases assignments given out prior to the absence will be due on the original due date. Students will be given one day for each day of absence to make up the work (e.g. a student who is absent four days will have four days to make up the work). Students who are absent will need to check Canvas and/or Skyward to receive updated class information. Parents may come to the office and pick up a child's textbooks, if necessary.
3. **Extended Illness** – If a student is absent for 3 or more days, parents may refer to Canvas/Skyward and/or contact the office. The office will then gather worksheets and detailed information on class work and assignments. Arrangements should also be made for a time that the parent will come to school to pick up those materials.
4. **Vacation Absences** – The school strongly discourages students from taking family trips/vacations during the school year. A vacation is not an acceptable reason for student absence. Prior to leaving, it is the student's responsibility to make arrangements with his/her individual teachers for the work he/she will miss during the pre-arranged absence. Work may be requested ahead of time and any work that is available will be provided by the teacher. Teachers have no obligation to provide work prior to the child's leave. Work that is not able to be provided ahead of time will be provided upon the student's return, and the student will have as many days as they were absent to complete the work. Any tests missed during the vacation time will be rescheduled at the teacher's discretion.
5. **Release During the School Day** – Any student who must leave the building during the school day for medical reasons (doctor/dentist, etc.) must have a parent or guardian sign the student out upon leaving the building.
6. **Tardies** - Tardies are unnecessary. All students are expected to be in their assigned classrooms when the bell sounds at the start of each class. Tardiness per semester per class will be handled in the following manner:
 - a. 1st – verbal/written warning
 - b. 2nd – verbal/written warning ~~detention~~
 - c. 3rd – detention
 - d. 4th and subsequent – Friday School/SuspensionA student is limited to three (3) assigned Friday School sessions per semester. Subsequent infractions normally resulting in Friday School will result in a suspension.
7. **Truancy** – It is the responsibility of all students at Lake Central middle schools to attend school every day that he/she is physically able to do so. All Lake Central middle schools have a closed campus policy every day, unless permission is granted by the administration. From the time the student arrives on school property at the start of the day, he/she should report to the designated area. A student who is not in attendance when he/she is physically able or who is not in his or her assigned area or activity while in the school is considered truant. Class time lost due to truancy will be made up outside the regular school hours. Credit will not be given for work missed due to truancy.

ELEARNING PROCEDURES FOR INCLEMENT WEATHER DAYS

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

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

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

INDOOR AIR QUALITY

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

Bill Ledyard
Director of Facilities
219-558-2711
bledyard@lcscmail.com

MEDICATION/NURSE

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

- A. All medication must be in its original container and will be kept in the nurse's office, except as allowed for under the section titled Administered Medications below.
- B. All medication must have a note from the parent giving the school permission to administer the said drug.
- C. In order for the school to administer herbal supplements, written authorization from a parent/guardian and a written order of a practitioner must be on file at the school and updated on an annual basis. The practitioner's order must stipulate that the supplement needs to be given during the school day and the time of day it must be administered.
- D. The safe delivery of medication/treatment supplies to the school nurse is the responsibility of the parent/guardian. Only under unusual circumstances should the student deliver medication to the school. In such cases, the parent must first inform the school prior to the delivery by the student. Students are not allowed to take unused medication home. Please send only the amount of medication, in its original container, that your student will use at school.

Self-Administered Medication:

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

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

MENINGOCOCCAL DISEASE

Meningitis is an infection of the fluid of a person's spinal cord and the fluid that surrounds the brain. People sometimes refer to it as spinal meningitis. Meningitis is usually caused by a viral or bacterial infection. Viral meningitis is generally less severe and resolves

without specific treatment. Bacterial meningitis can be quite severe and may result in brain damage, hearing loss, or learning disability. For bacterial meningitis, it is also important to know which type of bacteria is causing the meningitis because antibiotics can prevent some types from spreading and infecting other people.

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

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

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

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

How Sick is Too Sick?

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

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

STUDENT INTERNET/ON-LINE ACCESS POLICY

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

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

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

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

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

SEARCH AND SEIZURE

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

I. BASIC STANDARDS

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

Reasonable suspicion may be created by information obtained from reliable sources and observations of student behavior. In all circumstances, reasonable suspicion must be more than a "hunch."

- B. Scope of Search – The scope of any search conducted pursuant to this policy should be limited by the circumstances that motivated the search, the purpose of the search, the intrusiveness of the search, and the age and sex of the students involved. Items found in a student's possession may provide reasonable grounds to expand the scope of

the search; however, absent other justifying circumstances, if the initial search process fails to produce evidence of contraband, etc., there should be no extension of the search efforts.

II. METHODS OF SEARCH

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

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

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

III. CONSEQUENCES OF SEARCH EFFORTS

- A. Discovery of Evidence of Violation – Evidence of a student's violation of a school rule or state/federal law discovered through a search as provided by this policy may warrant disciplinary action up to and including suspension and/or expulsion. Where applicable, items discovered in a search may result in a referral to law enforcement officials for investigation.
- B. Refusal to Submit/Cooperate in Search – A student's refusal to submit to a search or to cooperate in a search effort as provided by this policy will be considered insubordination and an interference with school purposes sufficient to warrant disciplinary action up to and including suspension and/or expulsion. Where applicable, such refusal will also be considered reasonable suspicion of a weapon's violation and may result in a referral to law enforcement officials for investigation. In no event shall a student who refuses to submit or cooperate be subjected to a forced search.
- C. Disposition of Items Found – Items found in the course of a search, which is evidence of a student's violation of school rules or federal or state law, may be:
 - 1. seized and admitted as evidence in any disciplinary proceeding, including suspension or expulsion, provided it has been tagged for identification at the time of seizure and has been maintained in a secure location under the control of the building principal or other administrator designated in writing by the building principal, while awaiting the applicable proceeding; and/or
 - 2. turned over to an appropriate law enforcement officer after proper notation and receipt.

TERRORISM POLICY

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

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

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

NON-DISCRIMINATION POLICY

The Lake Central School Corporation is committed to equal opportunity. No person is excluded from participation in, denied the benefits of, or otherwise subjected to unlawful discrimination on such basis under any educational program or student activity.

DISABILITIES AND SECTION 504

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

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

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

PHOTOS – MEDIA

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

STUDENT RECORDS

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

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

Directory information is as follows: Name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight, and height of members of athletic teams, dates of attendance, awards received and

the most recent educational institution attended by the student. Within fifteen days following the publishing of the annual notice to parents, directory information listed above may be released unless the school principal receives written notice to the contrary.

RIGHT TO INSPECT INSTRUCTIONAL MATERIALS

In addition to any other rights with respect to the inspection of instructional materials, the parents or guardians of a child enrolled in a school within the Lake Central School Corporation which receives funds from the United States Department of Education either directly or indirectly, shall be entitled to inspect those instructional materials which will be used in connection with any survey, analysis, or evaluation as part of any school program or curriculum.

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

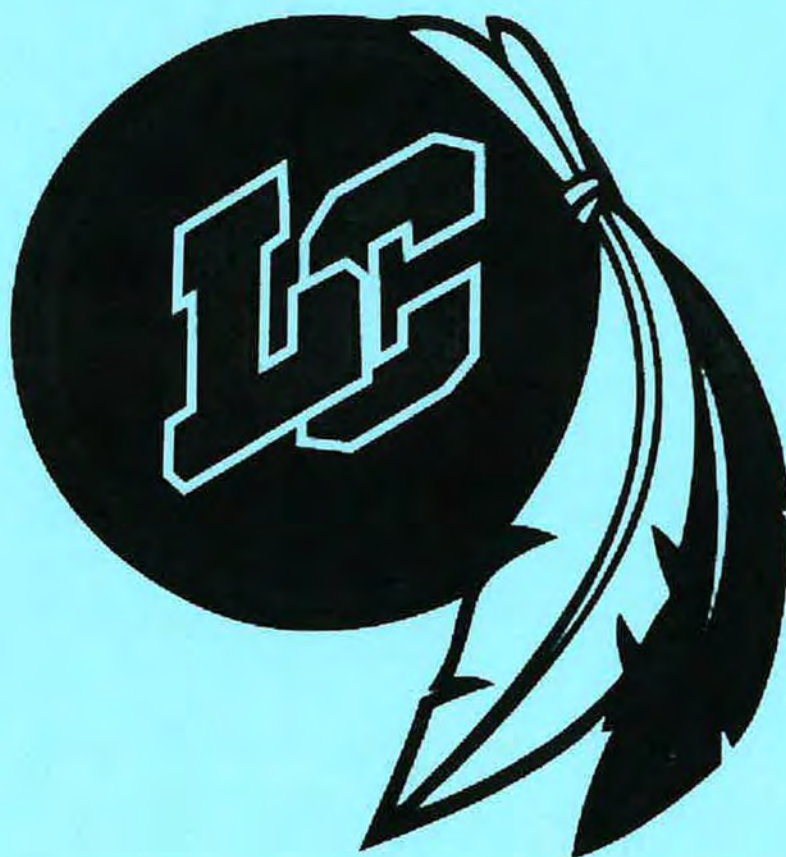
No student shall be asked without prior written consent of the student's parent or guardian, as part of any school program or curriculum, which receives funds from the United States Department of Education, to submit to a survey, analysis, or evaluation which reveals information concerning:

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

LAKE CENTRAL HIGH SCHOOL

2025 – 2026

STUDENT HANDBOOK



8400 Wicker Avenue, St. John, Indiana 46373

219-365-8551

Fax 219-365-7156

WHERE DO YOU GO WITH A QUESTION OR CONCERN		
The people closest to the problem have the best and quickest response for the questions. Please refer to the chart below to assist you.		
Academics	Transportation	Extracurricular
Step 1	Step 1	Step 1
Questions or concerns regarding instructional practices or course work should be directed to your child's teacher.	General questions about transportation for your child should be directed to the assistant principal.	Questions or concerns regarding extracurricular activities should be directed to the coach or sponsor.
Teacher	Assistant Principal	Coach or Sponsor
↓	↓	↓
Step 2	Step 2	Step 2
If more information is needed or you still have questions and/or concerns, a discussion should be scheduled with the department head first, then the assistant principal if needed.	If more information is needed, or there are concerns about a bus driver, a discussion should be scheduled with the Director of Transportation.	If more information is needed, a discussion should be scheduled with the athletic director first, then the building principal if needed.
1. Guidance Counselor 2. Assistant Principal	Director of Transportation	1. Athletic Director 2. Building Principal
↓	↓	↓
Step 3	Step 3	Step 3
Building Principal	Director of Secondary Ed.	Director of Secondary Ed.
↓	↓	↓
Step 4	Step 4	Step 4
Director of Secondary Ed.	Superintendent	Superintendent
↓		
Step 5	Step 5	Step 5
Assistant Superintendent	Lake Central High School - 219.365.8551 Lake Central Administration Center - 219.365.8507 Lake Central Athletics - 219.365.8551 x 2041	
↓		
Step 6		
Superintendent		

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Lake Central Vision



LAKE CENTRAL SCHOOL CORPORATION INTRODUCTION

The success of Lake Central High School depends upon the maintenance of an environment which is conducive to an orderly instructional process. A safe and secure learning environment is the foundation upon which a quality education takes place. The quality of that environment is largely dependent upon discipline, which is a joint responsibility of students, parents, teachers, administrators, and community.

In some instances, student self-discipline may be absent or substandard. Teachers, staff, and administrators are available and willing to aid in changing or altering such behavior. However, the school may not always be able to deal with the underlying causes of a behavioral problem or prevent the problem from occurring. For these reasons, rules are necessary to allow every student the opportunity for an uninterrupted education.

It is every student's responsibility to read and become familiar with the following handbook material. Be certain to keep it in a safe place so that you might refer to it when necessary. Please feel free to direct questions to the appropriate school officials.

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

LAKE CENTRAL MISSION:

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



SPECIFIC RULES OF BEHAVIOR FOR LAKE CENTRAL HIGH SCHOOL

NEW RULES FOR THIS SCHOOL YEAR ARE IN BOLD AND UNDERLINED PRINT

Notice: The rules you are about to read in this code of conduct supplement are in addition to our broad discretionary authority to maintain safety, order, and discipline inside the school zone. These rules support, but do not limit, the authority of the administration.

Students are expected to follow the rules of behavior as adopted by the Board of School Trustees and as stated in this handbook. The rules set forth in this handbook are in effect for all students at school or school functions.

Also, these rules are applicable while traveling to and from school, or a school activity, function, or event (I.C.20-33-8-14)

Failure to follow these rules may result in any or all of the following: parental conference, detention, Wednesday School, suspension, expulsion, and prosecution by law enforcement.

1. ACADEMIC DISHONESTY (This is to include any cheating/plagiarizing within electronic platforms.) - A student is in violation of academic dishonesty when he or she engages in any illegal or improper activity for the purpose of improving a grade or a test score. This includes, but is not limited to:

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

Academic dishonesty will be dealt with at two different disciplinary levels and is based on the severity of the act. The teacher will handle Level One violations. Students caught cheating **may** receive a **failing grade** on the assignment. **Any student who shared their work will also have their grade impacted.**

Students found in violation of a Level One offense will be ineligible for National Honor Society for their next eligible year.

Examples of a Level One violation:

- A. Looking on another person's test or quiz
- B. Copying another person's homework or class work and turning it in as original
- C. Using electronic devices or other secretive methods to give or receive answers on a test or quiz

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

Examples of a Level Two Violation:

- A. A second Level One violation during the same semester
- B. Taking papers, assessments, and/or projects from the Internet, other publications, or other individuals, but not crediting the source
- C. Taking any assessment, or part of any assessment or essay, to use or give to others

Second offense of any violation will result in the student receiving No Credit for the **grading period**. (regardless of the level)

Some classes, due to specific course of study, may have a plagiarism policy that allows the teacher to remove a student after the first offense.

College Board students are also under the College Board testing policies.

Dual Credit students are also under the participating university's academic dishonesty code.

Please view the following link for the Lake Central High School English department plagiarism policy:

https://docs.google.com/document/d/1_QFad4j3kpnW2Jx9BYdrRty70kyO6AMEQsQgcakauQ8/edit

2. ALTERNATIVE SCHOOL - Any student that is placed in a LCHS Alternative School and then is removed or not in good standing at the Alternative School will be suspended and a request for expulsion will be made.

3. ANNOUNCEMENTS - The daily announcements are prepared by 1:30 pm for the next day. These announcements are only made about issues pertaining to school. All announcements must have the signature of the sponsoring teacher/coach before communicated over the public address system.

4. BATHROOMS - Students are not to loiter in the bathrooms as this could prohibit others from having access to the facilities. No more than one student may be in a stall at any given time. If more than one student is in a stall, all students within that stall will be brought to the office and may be subject to a search. Consequences may range from a detention to suspension.

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

What is bullying? Bullying can take many forms including slurs, rumors, name-calling, jokes, innuendos, demeaning comments, cartoon drawings, pranks, gestures, physical attacks, threats, stalking, physical or other intimidation, hazing, other written or electronic text messages, social media posts, emails, and verbal or physical actions. For purposes of this rule, bullying is defined as overt, unwanted, repeated acts or gestures, including verbal or written communications or images transmitted in any manner including electronically or digitally, physical acts committed, aggression, or other similar behaviors that are committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the targeted student and create for the targeted student an objectively hostile school environment that:

- places the targeted student in reasonable fear of harm to the targeted student's person or property;
- has a substantially detrimental effect on the targeted student's physical or mental health;
- has the effect of substantially interfering with the targeted student's academic performance;
- or
- has the effect of substantially interfering with the targeted student's ability to participate in or benefit from the services, activities, and privileges provided by the school.

This rule applies regardless of the physical location of the bullying behavior when a student committing bullying behavior and the targeted student attend Lake Central Schools and extends to bullying through computer, computer system, or a computer network or cellular telephone or other wireless or cellular communications device.

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

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

Consequences: Where bullying behavior is substantiated through the investigation, the Principal will take action\ appropriate to address the bullying conduct and to prevent further bullying, such as disciplinary action including

suspension and/or request for expulsion, counseling and follow-up counseling or other support services and education for the students involved, and referral to law Enforcement.

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

Prevention and creation of Anti-Bullying environment at Lake Central

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

Other forms of assistance: for more information, please reference the following link on the Lake Central High School webpage: https://lake-central.lcsc.us/wp-content/uploads/sites/3/2018/08/Bullying_policy.pdf

6. CAMERAS - Security cameras are utilized throughout the building and parking lot. The cameras are a tool to prevent and detect violations of the code of conduct. However, security cameras are mechanical pieces of equipment that occasionally malfunction and are limited by the line of sight and location in which they are mounted. As a result, not all areas of the building are covered at all times. Also, the cameras are not monitored at all times. If a student observes an infraction, the student is asked to report the observation to the office immediately. The security camera system footage can only be viewed by school officials and law enforcement agencies.

7. CHROMEBOOKS - All students are required to use their school issued Chromebooks in school. Students are not allowed to use personal devices in class.

8. CLOSED CAMPUS - The Lake Central High School campus is closed, meaning all students remain on school grounds from the scheduled arrival until the time of scheduled departure. Students who leave school grounds without permission between scheduled arrival and departure times may be disciplined for violation of other school rules while off campus.

9. CONSPIRACY - Students who plan or conspire with others on or off school grounds to implement any kind of action that could possibly harm, hurt, or injure others, or that would cause a disruption to the educational process, even if they do not carry out their plan, will be subject to disciplinary action including suspension and a request for expulsion.

10. DAMAGE/VANDALISM TO PROPERTY - Damaging, attempting to damage or misuse of school property or possessions of any individual will result in suspension and/or a request for expulsion and may result in restitution for damages. Setting fire or attempting to set fire to any objects or person on school property will result in suspension and a request for expulsion. In addition, the student may be referred to local law enforcement and subject to prosecution.

11. DANCE ELIGIBILITY - During the school year, any student that receives two out of school suspensions for truancy or for violation(s) of school rules, have accumulated a total of three days of out of school suspension, or returns to school on a stay of expulsion (regardless of the number of suspensions) or has returned to school from a first semester expulsion (regardless of the number of suspensions) or on a student disciplinary contract (ATE or Form 16) will not be eligible to attend after school social events, i.e. prom, winter formal, senior banquet, homecoming, and other new events. (Note:

Alternative to Suspension Plan counts as days of suspension toward dance eligibility). **Students cannot have more than 4 days of unexcused absences per semester in order to be eligible to attend a school dance. If a student has 5 or more unexcused absences in a semester, then the student would not be eligible to attend any dances that semester (Homecoming, Winter Formal, Senior Banquet, Prom).**

12. DANGEROUS SITUATIONS - Students who place themselves or others in danger of injury by violating safety policies or violating common decent behavior standards may receive a disciplinary consequence. Examples include verbal and physical pranks, which may include: playing pranks, pushing, shoving, horseplay, tripping, throwing an object, etc.

13. DISPLAY OF PHYSICAL AFFECTION - Intense romantic gestures, such as kissing, hugging, sitting on another student's lap or any other physical display of affection, are unacceptable and may result in a minimum consequence of a detention. Engaging in sexual behavior on school property or at any function related to Lake Central may result in suspension and/or a request for expulsion.

14. DISRESPECT TOWARD STAFF MEMBERS - All students are to show respect to teachers, administrators, other staff, (such as substitute teachers, bus drivers, secretaries, custodians, cafeteria personnel) at all times. Profanity, threatening remarks, posturing, and obscene or offensive language or gestures by students directed toward a staff member are not allowed and will result in suspension and possible request for expulsion.

15. DISRUPTIVE BEHAVIOR - Intentional making of noise or acting in any manner so as to interfere with any teacher's ability to conduct the educational function under his/her supervision will not be accepted. Consequences may range from detention to recommendation for expulsion.

16. DISRUPTIVE ITEMS - Possession or use of any items that could be considered disruptive to the educational process such as squirt guns, balloons, playing cards, whistles, skateboards, laser-type devices, etc. is prohibited.

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

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

- The student has an acute or chronic disease or medical condition for which the physician has prescribed medication.
- The nature of the disease or medical condition requires emergency administration of the medication.

- The student has been trained 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.

19. eLEARNING – All rules and expectations that are in place for in-person learning also apply to any eLearning days.

20. ELECTRONIC DEVICES- Advances in technology with electronic devices (to include smart phones, iPods, iPads, and eBook readers) make these devices a benefit to a student's education when used appropriately. However, when used inappropriately, electronic devices are a great hindrance in the school setting. In order to take advantage of the educational benefits from electronic devices and monitor the devices for appropriate use, the Lake Central High School electronic device policy is as follows:

- Per Indiana law, students are prohibited from using wireless communication devices during instructional time unless approved by a teacher or administrator for instructional purposes, to manage a student's health, or as part of an IEP or 504 plan.
- Student phones must be put away and out of sight during class. Failure to do so may result in a consequence. If a classroom teacher determines to incorporate the use of an electronic device into his/her classroom instruction, the teacher may do so at his/her discretion. Teachers opting to do this will tell students the appropriate times for electronic device use, parameters for electronic device use, and when to stop the usage. Teachers finding students using an electronic device outside of their expectations may bar that specific student from using an electronic device in his/her classroom and may utilize the student code of conduct to issue consequences for the inappropriate use. If a student has a cell phone out during an assessment, discipline could range from a Wednesday School to a zero on the assessment.
- Students are also advised they are responsible for securing all electronic devices as Lake Central High School is not responsible for an electronic device's loss or theft.
- Sending, sharing, viewing, or possessing pictures, text messages, emails, or other material of a sexual nature in electronic or any other form, including the contents of a cell phone or other electronic device may result in suspension and/or request for expulsion.
- The Child Abuse/neglect law requires school personnel to report to law enforcement or child protective services whenever there is reason to believe that any person/ student is involved with "child exploitation" or "child pornography" as defined by Indiana Criminal Statutes.
- Because student cell phones have been found in a number of Indiana school districts to have contained evidence of "sexual conduct" as defined above, it is important for parents and students to be aware of the legal consequences should this occur in our school system.
- More detailed information as to the specific types of conduct deemed to constitute child exploitation, child pornography, or sexual exploitation may be obtained by contacting your building principal.
- Earbuds/Headphones - Students may only have one earbud/headphone in their ear (when allowed) in order to hear announcements/directions from staff. Teachers have the right to request all earbuds/headphones be removed and put away during class.

Teachers may have the students place their electronic devices in their bags or have the students secure their phones in a central location within the classroom. Students using electronic devices when they are not supposed to can be assigned the appropriate disciplinary consequence for its unauthorized use.

VPNs- Any device that is found to be on a VPN without permission of the LCSC tech department will follow the following discipline progression:

- 1st VPN offense = blocked from LCSC wifi for two weeks
- 2nd VPN offense = blocked from LCSC wifi for six weeks
- 3rd VPN offense = permanently blocked from LCSC wifi

A virtual private network, or VPN, is an encrypted connection over the internet from a device to a network.

21. ELEVATORS - The elevators are for those who are temporarily or permanently disabled. Passes for the elevators are available in the nurse's office. Any student using elevator without a pass will receive consequence ranging from detention to out of school suspension.

22. EXTORTION- Extortion is the attempt to obtain property; services or benefits from another induced by wrongful use of actual or threatened force, violence, fear or coercion, or false pretense. Extortion on the part of any students or students is prohibited. Consequences for extortion may range from suspension to a request for expulsion.

23. EXTRACURRICULAR EVENTS - If a student is removed from an event (game, dance, etc.), the student will not be allowed to attend future extracurricular events (including games, dances, etc.) for a nine-week period of time from the date of the offense. If a student is removed from an event a second time, the student will not be allowed to attend any other extracurricular events for the remainder of the school year, including dances.

24. FIELD TRIPS - Attendance on school field trips is a privilege. Teachers conducting field trips have the option of approving student attendance. Students lacking in the following areas may be banned from going on the field trip and the teacher's decision is final.

- Classroom Academic Performance: grades, daily classroom preparation, completion of assignments, and test scores.
- Classroom Behavior: tardiness, truancy, attitude, and classroom disruptions.
- Attendance: total absences to school – excused/unexcused, truancy

Student Responsibilities:

- Student is responsible for obtaining and completing all missed work.

25. FALSE FIRE ALARMS/911 CALLS - Misuses of fire alarms or non-emergency calls to 911 are punishable by suspension and may result in a request for expulsion. Law enforcement will be notified.

26. FIGHTING - A student who takes any physical action toward another individual is considered a participant in a fight. This includes pushing, shoving, horseplay, purposefully slamming or running into other individuals. Any student who participates in a physical altercation while being transported to or from home to school, at school, or at a school related/sponsored activity may be subject to suspension and/or request for expulsion, and possible referral to law enforcement. Any student(s) who physically participates in an existing fight may be subject to suspension and a request for expulsion. Any student with a repeat offense in one school year may be subject to a 10-day suspension with a request for expulsion. Students who fail to comply with staff member's instructions to stop fighting or using physical violence when staff members attempt to physically intervene to stop the fighting will be subject to a request for expulsion. Physically assaulting a staff member will result in suspension, request for expulsion, and referral to law enforcement. Students who incite, record, or post/share a fight may be subject to suspension. Students who repeatedly incite, record, or post/share fights may be subject to a request for expulsion.

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

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

after the one year period. The superintendent may reduce the length of the expulsion if the circumstances warrant such reduction.

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

- Any weapon which will or is designed to or may readily be converted to expel a projectile by the action of an explosive
- The frame or receiver of any weapon described above
- Any firearm muffler or firearm silencer
- Any destructive device which is an explosive, incendiary, or poison gas bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, 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:
 - ◆ 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

C. Expulsion for possession of a deadly weapon

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

D. Possessing a Deadly Weapon

- No student shall possess, handle or transmit any deadly weapon on school property
- The following devices are considered to be deadly weapons
 - ◆ A weapon, Taser or electric stun weapon, equipment, chemical substance, or other material that in the manner it is used, or could ordinarily be used, or is intended to be used, is readily capable of causing serious bodily injury.
 - ◆ An animal readily capable of causing serious bodily injury and used in the commission or attempted commission of a crime

Possession of a knife on school property

(a) As used in this section, "knife" means an instrument that:

(1) Consists of a sharp edged or sharp pointed blade capable of inflicting cutting, stabbing, or tearing wounds; and

(2) Is intended to be used as a weapon.

(b) The term includes a dagger, dirk, poniard, stiletto, switchblade knife, or gravity knife.

(c) A person who recklessly, knowingly, or intentionally possesses a knife on:

(1) School property

(2) A school bus

(3) A special purpose bus commits a Class B misdemeanor. However, the offense is a Class A misdemeanor if the person has a previous unrelated conviction under this section and a Class D felony if the offense results in bodily injury or serious bodily injury to another person.

(d) This section does not apply to a person who possesses a knife:

(1) If:

(A) The knife is provided to the person by the School Corporation or possession of and the knife is authorized by the school corporation;

(B) The person uses the knife for a purpose authorized by the school corporation;

Or;

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

28. FOOD DELIVERIES - No food delivery services are allowed from 6:30 a.m. - 2:30 p.m. (to include, but not limited to: Door Dash, Grub Hub, Uber Eats, etc.)

- Any food delivered by a delivery company will be confiscated immediately and no refund will be given
- Parents dropping off food for a student may leave it on the shelves in the vestibule just inside Door A. Please make sure it is clearly labeled with the student's full name.

29. FORGERY AND/OR ILLEGAL POSSESSION OF OFFICIAL SCHOOL DOCUMENTS - Possession or forgery of official documents such as final exams, unit tests, chapter tests, assessments, quizzes, teacher textbooks, teacher grade books, passes, interim reports, off campus permits, office request passes, student passes, etc. is prohibited. Forgery includes but is not limited to falsifying signatures and impersonation of phone calls of parents, staff members, physicians, or other persons. Consequences may range from Wednesday School to a request for expulsion.

30. GAMBLING - Gambling devices include materials used for gambling such as dice or playing cards when not used for legitimate classroom or school purposes. Students are prohibited from possessing gambling devices at school and shall not engage in any form of games of chance or gambling for money and/or objects of value at any time during school or during any school activity. Consequences may range from out of school suspension to a request for expulsion.

31. GANG, CULT, OCCULT, and EXTREMIST GROUP ACTIVITY - (IC 35-45-9) A gang is any ongoing organization, association, or group of three or more persons, whether formal or informal, having as one of its primary activities the commission of criminal acts, or the purposeful violation of any Lake Central School Corporation rule or policy and having a common name, identifying signs, colors, or symbols.

Extremist groups are those inciting hate or violence directed at an individual or group because of, but not limited to, one's race, color, religion, gender, gender identity, sexual orientation, national origin, or disability. Lake Central School Corporation prohibits gang activity and similar destructive or illegal group behavior on school property or school buses or at school-sponsored functions. "Gang Activity" is defined as a student who knowingly or intentionally actively participates in a criminal gang, or a student who knowingly or intentionally solicits, recruits, entices, or intimidates another individual to join a criminal gang. Lake Central School Corporation prohibits reprisal or retaliation against individuals who report gang activity and similar destructive or illegal group behavior or who are victims, witnesses, bystanders, or others with reliable information about an act of gang activity and similar destructive or illegal group behavior.

No student shall commit any act that furthers gangs or gang-related activities. The presence of gangs, cults, occults, and extremist groups can cause a substantial disruption of the learning process and acceptable school activities. Therefore, the administration will attempt to prohibit this activity by restricting the following actions:

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

- A. Wear, possess, distribute, display, or sell any clothing, jewelry, emblems, badges, symbols, signs, visible tattoos and body markings, or other items, or possess literature that shows affiliation with a gang, or is evidence of membership or affiliation in any gang or that promotes gang affiliation, the cult, the occult, or extremist group.

- B. Use hand signals, graffiti, gestures or other written communications showing membership or affiliation in a gang, cult, occult or extremist group.
- C. Use any speech or commit any act in promoting of gang, cult, occult, or extremist group interests or activities including but not limited to:
 - a. soliciting others for membership in any gang, cult, occult, or extremist group.
 - b. threatening or intimidating others
 - c. inciting others to commit physical violence
 - d. claiming gang affiliation
- D. Tag, or otherwise deface school or personal property with gang or gang-related symbols or slogans
- E. Require payment of money or insurance for gang-related protection or harass others in intimidating or threatening ways as part of gang-related activities
- F. Conspire to commit any violation of this policy or commit or conspire to commit any other illegal act or other violation of school district policies that relates to gang activity.

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

IC 35-45-9-1

"Criminal gang"

Sec. 1. As used in this chapter, "criminal gang" means a group with at least three (3) members that specifically:

(1) either:

(A) promotes, sponsors, or assists in; or

(B) participates in; or

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

(IC35-42-2-1). As added by P.L.180-1991, SEC.11. Amended by P.L.140-1994, SEC.5; P.L.192-2007, SEC.9.

IC 35-45-9-2

"Threatens"

Sec. 2. As used in this chapter, "threatens" includes a communication made with the intent to harm a person or the person's property or any other person or the property of another person. As added by P.L.180-1991, SEC.11.

IC 35-45-9-3

Participation in criminal gang; offense

Sec. 3. (a) As used in this section, "benefit, promote, or further the interests of a criminal gang" means to commit a felony or misdemeanor that would cause a reasonable person to believe results in:

(1) a benefit to a criminal gang;

(2) the promotion of a criminal gang; or

(3) furthering the interests of a criminal gang.

(b) As used in this section, "purpose of increasing a person's own standing or position within a criminal gang" means committing a felony or misdemeanor that would cause a reasonable person to believe it results in increasing the person's standing or position within a criminal gang.

(c) A person who knowingly or intentionally commits an act:

(1) with the intent to benefit, promote, or further the interests of a criminal gang; or

(2) for the purpose of increasing the person's own standing or position within a criminal gang; commits criminal gang activity, a Level 6 felony.

(d) In determining whether a person committed an offense under this section, the trier of fact may consider a person's association with a criminal gang, including, but not limited to:

- (1) an admission of criminal gang membership by the person;
- (2) a statement by:
 - (A) a member of the person's family;
 - (B) the person's guardian; or
 - (C) a reliable member of the criminal gang;
 stating the person is a member of a criminal gang;
- (3) the person having tattoos identifying the person as a member of a criminal gang;
- (4) the person having a style of dress that is particular to members of a criminal gang;
- (5) the person associating with one (1) or more members of a criminal gang;
- (6) physical evidence indicating the person is a member of a criminal gang;
- (7) an observation of the person in the company of a known criminal gang member on multiple occasions; and
- (8) communications authored by the person indicating criminal gang membership.

As added by P.L.180-1991, SEC.11. Amended by P.L.158-2013, SEC.538.

IC 35-45-9-4

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

Sec. 4. A person who threatens another person because the other person:

- (1) refuses to join a criminal gang;
- (2) has withdrawn from a criminal gang; or
- (3) wishes to withdraw from a criminal gang; commits criminal gang intimidation, a Level 5 felony. As added by P.L.180-1991, SEC.11. Amended by P.L.158-2013, SEC.539.

IC 35-45-9-5

Criminal gang recruitment

Sec. 5. (a) Except as provided in subsection (b), an individual who knowingly or intentionally solicits, recruits, entices, or intimidates another individual to join a criminal gang or remain in a criminal gang commits criminal gang recruitment, a Level 6 felony. (b) The offense under subsection (a) is a Level 5 felony if:

- (1) the solicitation, recruitment, enticement, or intimidation occurs within one thousand (1,000) feet of school property; or
- (2) the individual who is solicited, recruited, enticed, or intimidated is less than eighteen (18) years of age. As added by P.L.192-2007, SEC.10. Amended by P.L.158-2013, SEC.540.

32. HABITUAL OFFENDER - Habitual misbehavior of any kind may lead to suspension and/or expulsion.

33. HALLWAY BEHAVIOR - As students pass to class or move through the corridors before school, at lunch time, or after school, hallways will be used in a manner that allows everyone unobstructed passage. Students choosing to stop and talk must move to the side of the hallway. Students are expected to be courteous and speak at an appropriate volume. See also #40 (Profanity/Obscene Behavior) regarding offensive language.

34. HARASSMENT - Harassment, including but not limited to threats, extortion, racial/ethnic slurs, and initiation activities is prohibited. Profanities, threatening remarks, posturing, and obscene language or gestures by students directed toward another student are not allowed. Sexual harassment is prohibited. A student who is a victim of harassment or related activities is expected to report such actions to an appropriate staff member. A student who is involved in any form of harassment of a staff member in or out of school is in direct violation of school behavior policies and such action may result in suspension and/or request for expulsion. Any student who makes a false charge of sexual harassment against another student or school employee in a deliberate attempt to demean, abuse, or embarrass that individual shall also be subject to suspension and/or a request for expulsion. Additional information is available under Rule 4. Bullying and Sexual Harassment Policy)

35. I.D. CARDS - All students will be provided with a student identification card upon enrolling in school. The student must carry this ID card on his/her person while attending school or any school-related activities. The ID card is used for a variety of purposes, including field trips, athletic activities, dances, locker problems, parking permits and purchasing meals. Lost or damaged ID cards must be replaced immediately at a cost of five dollars (\$5.00) to the student. Students not in possession of a school I.D. can be issued a detention.

36. ILLEGAL AND PROHIBITED OBJECTS - The possession and/or use of any items that are considered illegal or any items that could interfere with the educational process is prohibited. Possession and/or use of any item that could be considered an explosive (gun/flash powder, caps, ammunition, smoke bomb, firecracker, stink bomb, bottle rocket, or any type of fireworks, legal or illegal); weapons (such as knives or blades of any sort, guns, noxious sprays or vials, brass knuckles or look-alike items that may be used to threaten or intimidate others), may result in suspension and/or expulsion and referral to law enforcement. Use or possession of "electronic cigarette" is not allowed on school property and will result in a suspension and confiscation of item if student under age 18.

37. INSUBORDINATION - Students are to follow all instructions and directions, written and verbal, given to them by teachers, administrators, and other staff members (bus drivers, secretaries, custodians, cafeteria personnel, etc.). Refusal to follow the instructions or directions of any staff member constitutes insubordination. Examples of insubordination include: refusing to identify oneself, giving a false name, refusing to report to the office, etc. Repeated violation of any rule constitutes insubordination. Consequences of insubordination may result in disciplinary action ranging from detention to a request for expulsion. In the event that a student does not agree with instructions or directions given by a staff member, the student will carry out the instructions or directions to the best of his/her ability and request a review of the actions at a later time.

38. LEWD, INDECENT, OFFENSIVE BEHAVIOR, PORNOGRAPHIC MATERIALS, or SEXTING - Any behavior offensive to common propriety or decency, including, but not limited to, "mooning," indecent exposure, offensive touching, possession, distribution or display of obscene or "hate" material or similar behavior will result in a suspension and possible recommendation for expulsion. Possession of nude photos of underage individuals or any student, including but not limited to within electronic devices, will result in the incident being reported to Child Protective Services or local law enforcement. (Additional information is available under Rule 17. Electronic Devices & Sexual Harassment Policy)

39. LOITERING AND NO-LOITERING ZONES - Students who are not directly supervised by a staff member during after school hours must be in the high school wedge foyer, Main entrance foyer, or Pool Doors foyer. Students are not to be roaming after school without supervision.

40. OBSTRUCTING A SCHOOL INVESTIGATION - Any student who knowingly gives false information, or intentionally fails to give information in an investigation conducted by a school administrator may receive a consequence ranging from suspension to a possible request for expulsion.

41. OVERNIGHT TRIPS - When students travel on school sponsored trips they represent their community and school. ALL school rules apply on overnight trips in addition to trip-specific rules enforced by staff chaperoning the trip.

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

43. PROFANITY/OBSCENE BEHAVIOR – Profanity, obscene, or offensive language/remarks (which includes racially, ethnically, or sexually offensive language) or gestures by any student will not be tolerated and will result in a minimum consequence of a detention. Profanity or obscenities of any kind directed at a staff member will result in a minimum of suspension and possible expulsion.

44. RELUCTANT LEARNERS - Students who have been expelled, have previously withdrawn from school, or who are not showing progress toward graduation may be placed on a performance contract. Failure to abide by the terms of the contract may result in an expulsion.

45. REVOCATION OF INDIANA DRIVING LICENSES - Suspended, expelled, and withdrawn students:

Sec. 1.

(a) A driver's license or a learner's permit may not be issued to an individual less than eighteen (18) years of age who meets any of the following conditions:

- (1) Is a habitual truant
- (2) Is under at least a second suspension from school for the school year
- (3) Is under an expulsion from school
- (4) Has withdrawn from school, for a reason other than financial hardship and the withdrawal was reported under before graduating.

Sec. 2.

(b) At least five (5) days before holding an exit interview under, the school corporation shall give notice by certified mail or personal delivery to the student, the student's parent, or the student's guardian of the following:

- (1) That the exit interview will include a hearing to determine if the reason for the student's withdrawal is financial hardship.
- (2) If the principal determines that the reason for the student's withdrawal is not financial hardship:
 - (A) The student and the student's parent or guardian will receive a copy of the determination; and
 - (B) The student's name will be submitted to the bureau for the bureau's use in denying or invalidating a driver's license or learner's permit under this section.

46. RIGHT TO PRIVACY - Although Lake Central High School is a public school, students and staff should have some reasonable expectation to privacy in regards to others capturing their image, likeness, or voice. The filming, photographing, recording (video or audio) of another student or staff member without the consent of the student or staff member is strictly prohibited. Students in school sponsored classes where filming, photographing, recording (video or audio) students and staff as part of the curriculum will strictly follow the rules established by their teacher/sponsor. However, if a student or staff member makes it known that he/she does NOT want to be recorded (no matter the circumstance), the individual or individuals will cease recording immediately. In addition, recording student misconduct for the purposes of instigating a situation is strictly prohibited. Students that purposely violate this rule may face consequences ranging from Wednesday school to ten-day suspension with a request for expulsion.

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

48. SECURITY THREAT - Any harmful threat, or threatening action (including threats with bombs, destructive devices and/or guns) by a student verbally, physically, or electronically will not be tolerated and may result in suspension and/or request for expulsion. SEE TERRORISM POLICY FOR CLARIFICATION.

49. SLEEPING - Sleeping or placing ones head on the desk is prohibited throughout the school day. Failure to comply with this rule will result in a progressive disciplinary consequence ranging from detention to suspension if behavior becomes repetitive and disrespectful to teacher / staff member.

50. STUDENT LOCKERS - (IC 20-33-8-32) Students are assigned a hallway locker with a combination lock at the beginning of the school year. It is the student's responsibility to keep the locker locked and in good order by having waste material thrown out and storing only school materials in the locker. The hallway, athletic and physical education lockers are the property of Lake Central High School and are subject to inspection by authorized school personnel. (See SEARCH AND SEIZURE FOR ADDITIONAL INFORMATION) All hallway locker problems should be reported to the Guidance Office. The school is not responsible for lost or stolen items. Each student is responsible for the contents of his/her assigned locker. Students are reminded that "presetting" their locker combination makes the contents of their lockers accessible to all. Students should not share lockers or locker combinations with each other.

51. STUDENT VISITORS/PARENTAL VISITORS - Student visitors are not permitted during school hours. Parent visitors should call for an appointment. Arrangements for the visit will be arranged at a mutually convenient time between parents and staff members. Student drop-offs need to be reserved for emergency purposes.

52. TARDINESS - All students are expected to be in their assigned classroom when the bell sounds at the start of class. Students not in their assigned classroom when the bell sounds are considered to be tardy. Tardiness of five (5) minutes or more may be considered truant or absent. SEE STUDENT ATTENDANCE POLICY FOR CLARIFICATION.

53. THEFT OF PROPERTY - Theft or attempted theft of school property or of possessions of another individual will result in suspension, possible request for expulsion, and possible reimbursement for losses. In addition, the student may face prosecution by law enforcement. All thefts should be reported to Lake Central Security as soon as possible.

54. THREATS - Threatening (whether specific or general in nature) injury to persons or damage to property, regardless of whether there is a present ability to commit the act is a violation of school rules. This includes the possession of a threatening or intimidating statement in written or any other form which may intentionally or unintentionally come into another student's or staff member's possession. Violation of this rule will result in suspension and a possible request for expulsion. Serious threats will also result in the notification of law enforcement. (See 4. Bullying for more information)

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

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

Violation of this rule will receive the following disciplinary actions:

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

2nd Offense - Alternative to Suspension Plan (ASP) and a one-hour class on the dangers of vaping, nicotine, tobacco, and smoking and a three hour Wednesday school. This does count as one day of suspension towards the DANCE ELIGIBILITY rule. The instructional class will be scheduled with the student and family through Skyward. Students that fail to attend the class by the assigned deadline will have ASP removed and the student will receive one day of out of school suspension.

3rd Offense - One Day OSS

4th Offense - Two Day OSS

5th Offense - Three Day OSS

6th Offense - Four Day OSS and recommendation for expulsion

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

56. TRESPASSING - Any employee may order a person who causes a disturbance or who interferes with the educational process to leave the premises and authorize law enforcement officers to remove persons who do not comply with such request. A student who is currently suspended out of school, expelled, or withdrawn will be considered to be trespassing if on school property at any time including during school hours or at school activities.

57. TRUANCY - It is the responsibility of each student to attend school every day that he/she is physically able to do so. All students are expected to be in an assigned area or assigned activity from the time they arrive on school property until they leave school property. Lake Central has a closed-campus policy in effect for all students (see Rule 7). After arriving at school, no student is permitted to leave the school grounds any time during the day - including lunch period - unless the attendance office has received prior parental notification and an off-campus pass has been issued. The parking lot is considered off limits at all times, except before and after school for those students who have permission to drive. A student who is not in attendance at school when he/she is physically able or who is not in his/her assigned area or activity while in school is considered truant. Any student who leaves class without permission can be considered truant. Students do not receive credit for work missed in a class as a result of a truancy.

Truancies are cumulative throughout the school year. Disciplinary action for truancy is the following:

- Revocation of Indiana Driver's License for students identified as habitual truants.
- Consequence for being truant.
 - 1st Truancy = 2 Alternative to Suspension Plan (see below)
 - 2nd Truancy = 3 Alternative to Suspension Plan's (Also, student is not allowed to go to any dances or Senior Banquet).
 - 3rd Truancy = 2 Days of OSS (Out of School Suspension)
 - 4th Truancy = 4 Days of OSS (student put on truancy discipline contract and will be considered a habitual offender).
 - 5th Truancy = 10 Days of OSS and a request for expulsion.

Alternative to Suspension Plan Explanation:

A student will be assigned an ASP for their 1st and 2nd truancy offenses ONLY. The ASP was created to give students (who are truant) an opportunity to serve their discipline consequence outside of the school day, in an after school setting (detention, Wednesday School) so that the student does not miss any further academic time from school. (SEE ABOVE for list of truancy disciplines) ASP's count as out of school suspension (OSS) days, even if the ASP is served, for purposes of: attending dances, Senior Banquet, etc. (see out-of-school suspension definition for details). However, if the ASP is not served, the student will receive out of school suspension the ASP Serve by Date. The ASP can only be rescheduled by a parent prior to the given date. If there are not enough available after school serve time left in a school year, truancy will result in regular out of school suspension. SEE STUDENT ATTENDANCE POLICY FOR CLARIFICATION.

58. UNAUTHORIZED AREA - Students are not to be in areas of the building, classrooms, and hallways without a staff member or their expressed permission. Students are expected to have a valid pass whenever out of a classroom during class time. Students are not permitted in their cars or in the parking lot at any time except to park on arrival, use of off-campus pass, or dismissal. Unauthorized areas include all areas of the school or school grounds that are unsupervised, such as hallways during lunch and parking lots- once student leaves school property discipline situation becomes a Truancy. Unauthorized Areas are cumulative throughout the school year.

- Consequences for unauthorized areas
 - 1st Unauthorized area = Detention
 - 2nd Unauthorized area = Wednesday School
 - 3rd Unauthorized area = 2 Wednesday Schools
 - 4th Unauthorized area = 2 Days of OSS (Out of School Suspension)

5th Unauthorized area = 3 Days OSS

6th Unauthorized area = 5 Days of OSS and a request for expulsion. OSS (student put on attendance/discipline contract and will be considered a habitual offender).

59. UNLAWFUL ACTIVITY - In addition to the grounds specified in Section 8 of this chapter, a student may be suspended or expelled for engaging in unlawful activity on or off school grounds if:

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

Juvenile and adult arrest information provided by local police departments and/or court systems will prompt a school investigation. The results of this school investigation may result in disciplinary consequences.

60. VERBAL CONFRONTATIONS/EXCHANGES - Any student who engages in confrontations or inappropriate exchanges will be subject to disciplinary consequences ranging from a Wednesday School to suspension or request for expulsion.

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

Clothing, jewelry, or accessories advertising or containing references in writing or pictures of drugs, alcohol, tobacco, gangs and or which contain foul or suggestive language or pictures, etc., are not to be worn while attending school or a school related function.

- No revealing, low-cut, see-through, or excessively tight or torn clothing is allowed.
- No cleavage should be showing at any time.
- Front, back, midriff, shoulders and sides must be covered at all times (no skin showing).
- Skirts and shorts must be no shorter than the fingertips of the student when arms are at the side.
- Holes in clothing should be no higher than the fingertips of the student when arms are at the side.
- Undergarments must be completely covered at all times.
- Apparel or items which could cause injury or damage to school furniture or property are prohibited (i.e. pocket chains and/or key chains)
- Hats, hoods, head-wear, bandanas, blankets, and sunglasses are not to be worn in the building.
- Pants are to be worn at the waist.
- Students are not allowed to "drape" items out of their pockets or over their shoulders, regardless of the item, including but not limited to chains, bandanas, flags, etc.
- Shoes are to be worn at all times, unless in the process of changing for a class, athletic event, or participating in an approved school activity requiring no shoes (for example: swimming, life guarding)
- **No costumes, face paint/costume makeup, or costume masks unless approved by admin**

The faculty reserves the right to use its discretion in determining the type of clothing appropriate for the school setting. Any student that is not dressed properly according to the above standards will receive disciplinary action according to the following schedule.

1st offense = Written Warning

2nd offense = Detention

3rd offense = Wednesday School

4th offense = (2) Wednesday Schools

5th offense = OSS (out of school suspension)

62. ADDITIONAL ITEMS - A written document cannot provide for all contingencies that could or might occur during the course of a school year any more than it can anticipate every eventuality that might arise in any of the areas covered in this handbook. Therefore, the Lake Central administration has the right to take appropriate action when dealing with items, issues and situations, etc. not outlined in this handbook, and in doing so, apply any reasonable and appropriate disciplinary measure(s) when needed to prevent interference with an education function or school purpose.

STUDENT MANAGEMENT PLAN

***SPECIAL NOTE:** Violation of some Rules of Conduct carries an automatic penalty of Wednesday School, suspension or recommendation for expulsion, and would not be governed under the progressive disciplinary procedure described above. School officials reserve the right to bypass steps in implementing the disciplinary procedure depending on the severity of the infraction.

1. Teachers will have their own classroom management plan.
2. Every student must be aware and understand the classroom management plan.
3. The discipline plan will specifically detail behavior expectations and consequences.
4. Assistant principals must be provided with a copy of each teacher's discipline plan so they may approve the plan.

TYPES OF DISCIPLINARY ACTION

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

AFTER SCHOOL DETENTION - A student may be assigned to a detention on designated days during the week. Students failing to attend a detention will receive one (1) Wednesday School. Only academic materials may be used in detention. Students may accumulate only ten (10) detentions per semester. The administration reserves the right to escalate detentions to a more severe consequence at any time.

ALTERNATIVE TO SUSPENSION PLAN - A student will be assigned an ASP for their 1st and 2nd truancy, or 1st and 2nd tobacco/vaping offenses ONLY. The ASP was created to give students an opportunity to serve their discipline consequence outside of the school day so that the student does not miss any further academic time from school. ASP's count as out of school suspension (OSS) days, even if the Wednesday School is served, for purposes of: attending dances, Senior Banquet, etc. (see out-of-school suspension definition for details). However, if the Wednesday School is not served, the student will be suspended. The Wednesday School can only be rescheduled by a parent prior to the given date. If there are not enough available Wednesdays left in a school year, truancy will result in regular out of school suspension.

WEDNESDAY SCHOOL - A student may be assigned to Wednesday School for a period of three hours outside the school day. Failure to serve this session will result in one (1) day of Out-of-School suspension. Only academic materials will be allowed in Wednesday School. Wednesday School can only be rescheduled by a parent prior to the given date. A student is limited to three (3) assigned Wednesday School sessions per semester. Subsequent infractions normally resulting in Wednesday School will result in a suspension.

REMOVAL FROM CLASS - A student may be removed from a specific class for an entire semester. Removal from class may result in a grade of "F" with no credit for the semester.

SUSPENSION (I.C. 20-33-8-7) (I.C. 20-33-8-18) - A student may be suspended for a period of one to ten days. Violation of some Rules of Conduct carries an automatic penalty of suspension. Repeated or severe violation of any rules for student behavior could result in suspension. Suspension totaling ten (10) days in one semester or a combined total of fifteen (15) days for the year may result in a request for expulsion for not following and adhering to school rules and regulations. Parents should request homework by contacting the guidance department.

Out-of-school suspension is a disciplinary action involving a student's separation from school and the learning process. It is the responsibility of the student to request assignments. While under out-of-school suspension, the student is not

permitted to be in school or on school property and may not participate in any extra-curricular activities on or off campus. In addition, the Bureau of Motor Vehicles is notified of a student's second out of school suspension and/or expulsion which can result in ineligibility for or loss of permit or driving license.

During the school year, any student that receives two out of school suspensions for truancy or for violation(s) of school rules, have accumulated a total of three days of out of school suspension, or returns to school on a stay of expulsion (regardless of the number of suspensions) or has returned to school from a first semester expulsion (regardless of the number of suspensions) or on a student disciplinary contract (ATE or Form 16) will not be eligible to attend after school social events, i.e. prom, winter formal, senior banquet, homecoming, and other new events. (Note: Alternative to Suspension Plan counts as days of suspension toward dance eligibility).

EXPULSION FROM SCHOOL - A student may be expelled from attendance at Lake Central High School for one or more semesters. Expulsion is preceded by suspension from school and a due process meeting. Repeated or severe violations of any rule of student behavior could result in a request for expulsion. Note: Additional violation(s) to the LCHS Code of Conduct and/or Indiana Law discovered following the submission of the Request for Expulsion, the LCHS administration reserves the right to amend expulsion requests by adding or deleting the grounds for the request for expulsion with prior notice, up to the date of the expulsion meeting, if requested, or an opportunity to request a meeting based on the revised request.

RE-ENROLLMENT FOLLOWING EXPULSION- The appropriate authorities may require that a student who is at least sixteen (16) years of age and who wishes to re-enroll after an expulsion or an exclusion attend an alternative program.

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

NOTE: Parents/Guardians and students receive an electronic notice via email for all disciplinary referrals and actions.

SEARCH AND SEIZURE

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.

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

4. Motor Vehicle Searches - Motor vehicles which are driven by students and parked on 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.

GENERAL CLASSROOM POLICIES

STUDENTS ARE EXPECTED TO:

- Be in the classroom when the bell rings.
- Be prepared for class -- bring all materials required for each class.
- Be courteous and respectful to fellow students and teachers.
- Be attentive to classroom topic, discussion, instruction, or lesson.
- Be prepared to stay in the classroom the entire period in assigned seat or area the entire period.
- Complete all homework.
- Remain seated in the classroom until dismissed by the teacher.

SCHOOL DAY

Lake Central High School opens to students at 6:45 AM. Students who wish to eat breakfast at Lake Central High School may do so beginning at 6:45 AM. The first class of the school day begins at 7:15 AM. The school day ends at 2:09 PM. Lake Central High School closes to students unless supervised by a teacher, coach, or sponsor at 3:00 PM. Students should coordinate transportation prior to this time. The school's office is staffed on school days during the following business hours: 6:00 AM to 3:00 PM. The guidance office is staffed on school days from 6:30 AM to 2:45 PM.

SCHOOL CLOSING

Sometimes it is necessary to release early, call off or delay the opening of school. Such information will be broadcast over the Parent Square message system; confirmation of the message can be retrieved at lcsc.us. Please DO NOT call the school, as the phone lines are necessary to communicate with staff. The Lake Central School Corporation has contracted with Parent Square to make emergency calls to parents. At registration, parents will be asked to provide contact numbers. Parent Square will be used for school delays, cancellations, and other important school information. Please be sure to receive permission from friends/relatives prior to adding them to your contact list as school delay/cancellation notifications may be sent as early as 5:30am.

ELEARNING PROCEDURES FOR INCLEMENT WEATHER DAYS

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

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

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

STUDENT ATTENDANCE POLICY

Regular attendance and punctuality are essential to good performance in school. Absence from school is often the single greatest cause of poor or failing performance or academic achievement. Since the learning process is a progressive activity, each day's lesson is built upon those class activities which took place on previous days. This is compounded with the Block

schedule with classes meeting on an every-other-day schedule. Since responsibility is a learned behavior, and regular school attendance patterns encourage the development of responsible patterns of behavior, each student attending Lake Central High School is expected to make every effort to be in school every day. **A student will be expected to be in attendance ninety (90%) percent of each semester to earn credit. For a semester, this equates to being absent no more than 5 days. On the sixth absence a student will be identified as not meeting the 90% attendance requirement.** Factors taken into consideration will be: academic performance, classroom behavior, unexcused absences/truancy, and teacher contact/conferences with parents. Through the combined efforts of students, parents and school personnel, the goals of punctuality, self-discipline and responsibility can be developed as we prepare students for the adult world. So that all parties involved can assist in the maintenance of excellent attendance and the development of self-discipline, the following types of absences are defined into one of three categories:

- (1) Excused
- (2) Unexcused
- (3) Truant

Understanding Absences

Excused vs. Parent/Guardian Verified vs. Unexcused

State of Indiana Attendance Expectation: 94% (10 or fewer days missed per year)

Excused	Parent/Guardian Verified	Unexcused
Parent/Guardian notifies school on the day of the absence <ul style="list-style-type: none"> Illness verified with a physician statement dated at the time of the visit/illness <ul style="list-style-type: none"> Note must be returned within 1 week or absence will be unexcused Death in the family School sends the child home sick (if due to fever, the following day will also be excused) 	Parent/Guardian notifies school on the day of the absence <p>4 days per semester are allowed. Any day beyond 4 will be unexcused.</p> <p>A Parent/Guardian Verified absence is defined as a parent/guardian's choice to keep their child home due to the child's best interest.</p>	Students should have ZERO unexcused absences <p>An unexcused absence is defined as any absence not covered under the definition of excused absence, any absence beyond 4 parent/guardian verified per semester, or a non-verified absence (failure to notify the school of an absence within 24 hours).</p>

Pre-Arranged Excused Absences/Exempt

- Page for General Assembly
- Election Day Worker
- Court Witness
- IN National Guard Active Duty
- Civil Air Patrol
- Educationally related non-classroom activity as defined in IC 20-33-2-17.5
- Professional appointments (medical, dental, legal) when students return with an authorized, dated statement
- Observation of a religious holiday
- Maternity
- Military connected families' absences related to deployment
- Exhibiting/participating in state fair

Repercussions

In addition to all building provisions in the student handbook:

If a student accumulates 5 unexcused absences within a 9 week grading period, an attendance meeting will be held, as required by law. All absences are monitored and disciplinary action may result.

Lake Central will refer students to Juvenile Justice Services upon reaching 10 unexcused absences from school OR when the student has been absent for any reason for 18 days during the school year, as required by law.



**MISS A DAY,
MISS A LOT.**
Attendance Matters

ATTENDANCE POLICIES & PROCEDURES GRADES K-12

Lake Central School Corporation follows the Indiana Department of Education expectation for students to be in attendance 94% of the school year or more. Regular attendance and punctuality are essential to good performance in school. Absences from school are often the single greatest cause of poor or failing performance or academic achievement. Since the learning process is a progressive activity, each day's lesson is built upon those class activities that took place on previous days. Whenever a class is missed, for whatever reason, that experience cannot be fully duplicated. Since responsibility is a learned behavior, and regular school attendance patterns encourage the development of responsible patterns of behavior, each student is expected to make every effort to be in school every day.

So that all parties involved can understand the attendance expectations and assist in the maintenance of excellent attendance, absences throughout Lake Central School Corporation will fall into one of three categories:

1. Excused
2. Parent/Guardian Verified
3. Unexcused (including truancy)

The Lake Central Attendance Policy chart above explains the criteria for each attendance category.

On normal school days, a late student who signs in ten (10) minutes after the start of school day is recorded as absent for that class period. Students failing to meet this attendance expectation will be referred to the administration for possible removal from class.

Issues with excessive absences/late arrivals will be handled first by phone contact with parents, and then by written notifications requesting written documentation for additional absences. If this does not correct the excessive absence issue, a parent and student will be requested to attend a conference with an Administrator. At this conference, the attendance policy, and current academic progress will be reviewed.

EXCUSED ABSENCE

~~An excused absence is an absence from school all day or for any portion of the day, under circumstances granted by Indiana Code or by Lake Central High School:~~

~~(1) Absence granted by law. Indiana Law provides that excused absence shall be granted for: witness in a judicial proceeding; duty with the Indiana Army National Guard; service on precinct election board; service for political candidates or service for political parties;~~

~~(2) Absence recognized by the school. It is highly recommended that absences be avoided whenever possible; however, we recognize that on occasion such absences are necessary. The school may excuse absences for student's illness, death in the immediate family, doctor appointments, family absences, emergency family situations, personal religious observance, or other similar reasons. Excused family absences should be requested at least five (5) days before the absence. Excused family~~

Parent/Guardian verified absences should not be requested during final exams. Regular attendance at school is required of all participants in extra-curricular activities. Students must attend school all day on the day of a contest or practice in order to participate in the event unless permission is granted for unusual circumstances by an administrator. Students must be in school on Friday in order to participate in weekend events unless excused by an administrator. Vocational Students where school corporation transportation is not provided will be allowed one (1) excused absence per semester related to vehicle problems. Additional absences related to vehicle problems will NOT be excused.

UNEXCUSED ABSENCE

An unexcused absence is an absence from school all day or for any portion of a class period(s) under circumstances not covered by law or recognized by the school, such as oversleeping and car problems. The deadline to establish an absence as excused is within 24 ~~48~~ hours of the absence. The parent/guardian should call to report an absence on the day of the absence. Unexcused absences will receive appropriate disciplinary action. **Repeated instances of unexcused absences may result in disciplinary action up to suspension or expulsion of a student.**

NOTE: Unexcused absences are accumulated for the school year.

How Sick is Too Sick?

This information sheet is designed to be used as general guidance.

If you have a medical question, please consult your physician.

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

TARDINESS

All students are expected to be in their assigned classrooms when the bell sounds at the start of each class. Tardiness per semester per class will be handled in the following manner:

1st - written warning

2nd - detention

3rd - detention

4th, 5th, and 6th – Wednesday School

7th – 2 Days OSS

8th – 3 Days OSS

9th – 5 Days OSS

Students who check into the office late will receive a printout with the date and time. This is to serve as an entrance slip for the teacher, but it does not excuse the tardy/absence.

NOTE: TARDIES ACCUMULATE PER SEMESTER.

A student is limited to three (3) assigned Wednesday School sessions per semester. Subsequent infractions normally resulting in Wednesday School will result in a suspension.

TRUANCY

Truancy is absence from school for all day or for any single portion of the day initiated by the student without parental consent under circumstances not covered by law or recognized by the school. Students not in their assigned classes/area are considered truant.

1st Truancy = 2 Alternative to Suspension Plan (see below)

2nd Truancy = 3 Alternative to Suspension Plans (Also, Student is not allowed to go to any dances or Senior Banquet).

3rd Truancy = 2 Days of OSS (Out of School Suspension)

4th Truancy = 4 Days of OSS (student put on truancy discipline contract and will be considered a habitual offender).

5th Truancy = 10 Days of OSS and a request for expulsion.

NOTE: Truancies are accumulated for the school year and carry over from first into second semester.

When a student has amassed four (4) truancies, he/she is defined as a habitual truant by Lake Central High School. A student identified as a habitual truant is subject to the consequences as defined in the Lake Central High School Student Code of Conduct as well as all applicable state laws and statutes, specifically the revocation of Indiana driver's license.

Truancy-Habitual – A habitual truant is a student who is chronically absent, by having unexcused absences from school for more than ten (10) days of school in one (1) school year. The Bureau of Motor Vehicles will be notified in compliance with Indiana Code 20-33-8-33 with a recommendation to disqualify student from obtaining a learner's permit or driver's license, or to invalidate the driver's license for a period of 120 days, completion of semester or until reaching age eighteen (18).

NOTE: Truancies are accumulated for the school year.

SUSPENSIONS

Students should contact teachers for assignments to complete while on suspension. Credit will be granted for work completed and returned to teachers within 24 hours after returning to school. Suspension days will not count as unexcused absences.

NOTE: Suspensions are accumulated for the school year.

PRE-ARRANGED ABSENCES

The school strongly discourages students from taking family trips/vacations during the school year. In a Block 8 schedule, extended absences place students at academic risk. If there is a need for a pre-arranged absence, the school must be notified at least one week in advance. Approval for pre-arranged absences as an excused absence will be based on student attendance, disciplinary record, grades, specific reason, and length of the requested absence. The absence may not be excused, especially during final examinations.

Prior to leaving, it is the student's responsibility to make arrangements with his/her individual teachers for the work he/she will miss during the pre-arranged absence. **Work may be requested ahead of time and any work that is available will be provided by the teacher. Teachers have no obligation to provide work prior to the child's leave. Work that is not able to be provided ahead of time will be provided upon the student's return, and the student will have as many days as they were absent to complete the work. Any tests missed during the vacation time will be rescheduled at the teacher's discretion.** Approved vacation and college days, although they may be excused, count as absences that jeopardize the student's 90% required attendance. College days (limited to 1 per semester) are granted only to seniors and second semester juniors and will only be excused if the visit is verified in writing on the Admissions Office letterhead and returned to LCHS Attendance.

OFF CAMPUS PASS TO LEAVE SCHOOL

Appointments including doctor, dentist, orthodontist, or counseling, should be made outside of the school day. If a student must leave during the school day, the student should present a written request from the parent or guardian to the Attendance Office before the first bell in the morning. Students must provide verification of ALL dental and doctor visits upon their return in order for the absence to be recorded as "excused". A note from the doctor's office or a professional's signature on the "early dismissal slip" MUST be brought in to the Attendance Office no later than 48 hours after the visit. Off campus passes are at the discretion of the LCHS Attendance Office.

PROCEDURES FOR CALLING OFF STUDENTS

The parent/guardian of any student has the duty and responsibility to notify the high school attendance office of each student's absence within 48 hours of the absence. Although the deadline to establish an absence as excused is within 48 hours of the absence, the parent/guardian should call to report an absence on the day of the absence. However, it is not necessary to call each day of an extended illness. An estimation of the length of illness with a periodic update will be satisfactory. A student's parent/guardian should contact the attendance office (219-365-8551 x3) during school hours to verify an absence or fax the information to 219-365-7156. A student can also bring in written notes and turn them into the Attendance Office.

MAKE-UP WORK

Make-up work is recommended for all absences. It is the student's responsibility to get missed assignments from the day of absence upon his/her return. Extended illnesses will be handled on an individual basis. Work previously assigned is due upon a student's return to class. Homework assignments may be requested from guidance by a parent/guardian if a student is out for two consecutive days. Teachers are given 24 hours to prepare the assignment request. Assignments that are not picked up at the guidance office are returned to the teacher. Homework requests for high school students can be made via phone at 219-365-8551 x4. Students and parents may contact teachers directly for assistance with make-up work by email or voice mail. The following link provides teacher directory information:

<http://lake-central.lcsc.us/staff-directory.php>

PHYSICAL EDUCATION ATTENDANCE

Physical education is a non-traditional class requiring students to dress appropriately and physically demonstrate the required skills. Therefore, students enrolled in physical education will lose credit after the 10th failure to dress without the proper documentation exempting them from participation. Participation in PE will be handled as an assignment would be in the traditional classroom. Missing participation can be made up according to the school late work/make up work policy.

ANTI-HARASSMENT

It is the policy of Lake Central School Corporation to maintain a learning environment that is free from unlawful harassment. Such conduct includes unwelcome physical, verbal or nonverbal conduct which has the purpose or effect of interfering with your educational performance, of creating an intimidating, hostile or offensive learning environment, or of interfering with your ability to participate in or benefit from a class or educational program or activity and is based on your sex (including sexual orientation and gender identity), 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), age, ancestry, genetic information (collectively, "Protected Classes") that are protected by Federal civil rights laws, or any other unlawful basis. This applies to all programs and activities occurring on school property or at another location if the conduct occurs during a school-sponsored activity or event.

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

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

SEXUAL HARASSMENT

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

Sexual Harassment is covered by Policy/AC 2266 – Nondiscrimination on the Basis of Sex in Education Programs or Activities. For the purpose of this policy, unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment if:

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

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

- Unwelcome sexual propositions, invitations, solicitations, and flirtations.
- Physical assault.
- Threats or insinuations that a student's academic grade, promotion, classroom work or assignments, academic status, participation in athletics or extra-curricular programs or events, or other conditions of education may be adversely affected by not submitting to sexual advances.
- Unwelcome verbal expressions, 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, 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.
- Giving unwelcome personal gifts, such as lingerie, that suggest the desire for a romantic relationship
- Leering or staring at someone in a sexual way, such as staring at a person's breasts, buttocks, or groin

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.

DISABILITIES AND SECTION 504

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

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

Rebecca Gromala
Lake Central School Corp Central Office,
260 Wicker Avenue, St. John, IN 46373
Office: 219-365-8507 Fax 219-365-6641

TERRORISM POLICY

A terroristic threat is defined as a threat to commit violence against a 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 of 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 terrorized 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 terrorized threat or act. It is that administrator's responsibility to react promptly and appropriately to information and knowledge concerning a possible or actual terrorized threat or act.

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

STUDENT BUS REGULATIONS

BUS ASSIGNMENTS - Students are assigned to buses by the school, and they must ride the bus to which they are assigned. The student must present his/her Lake Central High School ID card upon the driver's request. The drivers have been directed to refuse to transport any student assigned to another bus without prior approval. Any transfer to another bus must be arranged by having a parent contact the administration to request a change.

BUS CONDUCT - The Lake Central High School administration views the school buses as an extension of the school and the bus drivers as an extension of the high school staff. All student rules of conduct of Lake Central High School apply to students who ride the bus. Proper student behavior is expected on the bus at all times. Students are responsible for following all directions from the driver while riding the bus. The following additional rules of conduct are to be adhered to at all times by all students on Lake Central buses:

- A. Students are to remain seated at all times.
- B. Use of profanity on buses will not be tolerated.
- C. No food or beverage may be consumed on the bus at any time.
- D. Students may not extend arms or head out of bus windows.
- E. Any damage to buses will not be tolerated (students can be held financially liable for damage they caused to Lake Central property).
- F. Fighting, scuffling, and general misconduct by students on the bus is forbidden at all times.
- G. Students are to exit the bus and enter the building immediately upon arrival at school.

SEAT ASSIGNMENTS - Students will be assigned seats by the driver and are not permitted to change seats without permission from the driver.

BOARDING THE BUS BEFORE SCHOOL - All students who ride the bus must be at their designated stop at the time indicated by the driver. Students must not stand in traffic lanes while awaiting their bus.

BOARDING THE BUS AFTER SCHOOL - Students must board the buses within five (5) minutes following dismissal from school. Students are expected to report directly to their bus to avoid loitering on school property. Students must exit their buses at their assigned stop.

PENALTIES FOR BUS VIOLATIONS - Any violation of school and/or bus rules and regulations will be reported by the driver to the appropriate principal. Violation of any of the rules and regulations can result in loss of bus riding privileges and/or additional disciplinary action. In the event that it has been determined that a student has caused any damage to the bus or bus property, disciplinary action will be taken and restitution may be requested.

STUDENT DRIVING, PARKING, AND SOCIAL EVENT REGULATIONS

Driving/parking at Lake Central High School is a privilege - NOT A RIGHT. Bus transportation is provided for all students. All vehicles driven to school by students and parked in the school parking lot must be registered in the main high school office. Also, when a vehicle is registered and a permit is issued, that permit must be displayed properly. Students must park in the lot that corresponds with their permit. Failure to park in the appropriate lot will result in a consequence. Note: when driving/parking, students agree to allow access to vehicles upon request of the administration or security. Lake Central is not responsible for damage to vehicles or theft of the contents of vehicles. Students parking at Lake Central High School do so at their own risk.

ELIGIBILITY - Students classified as seniors (see definition in student classification section) will have first priority for available parking permits.

VEHICLE REGISTRATION - All vehicles that are driven to school by "permitted" students and parked in the school parking lot must be registered in the main high school office. Parking lot vehicle permits must be purchased at a cost of \$25. Replacement permits may be purchased at a cost of \$5. Students must present a valid driver's license and their current student ID, for all vehicles in order to obtain a permit. Students must also present a signed Parent Agreement form prior to receiving a permit. Students must park in the area designated by their permits. Student drivers must also take part in the Lake Central School Corporation random drug testing program (Refer to Student Drug Testing Policy on high school website: <https://docs.google.com/document/d/1FFKZWk2UDHXwguwJolpFHGAVc-SvjilI/edit?usp=sharing&ouid=111958302234577581825&rtoref=true&sd=true>)

Vehicles that are not properly registered and do not display a current permit are subject to being towed at the owner's expense.

Consequences for driving without a valid parking permit:

1st Offense: Wednesday School & parent notification that the next offense will result in the vehicle being towed at the owner's expense.

2nd and Subsequent Offenses: The vehicle will be towed at the owner's expense. Lake Central High School is not responsible for loss or damage to any vehicle parked on school property and/or towed for violating the Lake Central Parking rules and regulations.

VIOLATIONS OF REGISTRATION - Students who transfer their parking permits to another student or those who use another student's permit (with or without the other's knowledge) will lose their privilege to drive to school for at least a semester and possibly the remainder of the school year. Possession or use of facsimiles of parking permits will result in suspension and/or the loss of driving privileges.

DRIVING/PARKING VIOLATIONS - Students who drive to school are expected to exhibit safe driving habits at all times. Speeding or reckless driving on school property will not be tolerated. All posted signs and traffic patterns must be obeyed. Students driving inappropriately, recklessly, or unsafely are subject to detention, Wednesday School, and loss of driving privilege. Students are responsible for the contents of their vehicle at all times.

PENALTIES FOR DRIVING VIOLATIONS - Violation of the driving/parking regulations will range from a loss of driving privileges to out of school suspension. Severe violations of driving regulations could result in loss of driving privileges for the entire year on the first offense, additional disciplinary action by school authorities, and/or possible referral to law enforcement. When driving privileges are suspended, students are required to remove their parking permit from the vehicle.

ARRIVAL AT SCHOOL - All students who drive to school are to park properly in the designated student area and exit their vehicles immediately upon arrival. All car doors must be locked. Absolutely no cruising or loitering is permitted in the parking lot at any time. No student is permitted in the parking lot at any time during the school day (7:15 AM - 2:09 PM) without permission from the student's assistant principal. Students observed in the school parking lot during school

hours without permission may be considered truant. If a student with a parking permit is tardy to 1st or 5th period more than five (5) times (per class/per semester), his or her driving privileges will be revoked for the rest of the semester.

DEPARTURE FROM SCHOOL - Upon dismissal from school, student drivers are to enter their vehicles and are not permitted to loiter in the parking lot. Students who have not exited the parking lot prior to the departure of the school buses must allow all buses to depart before proceeding out of the parking lot. No vehicle is permitted to cut into the line of school buses at any time.

ACCIDENTS - Any student who has been involved in an accident or has sustained damage to his/her vehicle must report as soon as possible to the school security and/or administration.

VIOLATION OF SCHOOLS RULES - If a student uses a vehicle when violating a code of conduct rule, his/her parking permit will be revoked. (Example: a student is truant and leaves school grounds in their vehicle.)

SUSPENSION - During the school year, students who receive two out of school suspensions for violation of school rules or have returned to school on a stay of expulsion will lose their parking privileges and will not be eligible to attend after school social events, i.e. prom, winter formal, senior banquet and homecoming. This language does not include graduation or extracurricular activities not listed above.

SCHOOL RESOURCE OFFICERS

Lake Central Schools have active police officers assigned to duty in the building during the school year. These positions are designed to establish and maintain relationships with students, faculty and parents. The officers will serve as liaisons between the school, community and local police departments in numerous matters such as safety and good citizenship.

TAKING CARE OF YOUR CHROMEBOOK

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

General precautions:

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

STUDENT INTERNET/ON-LINE ACCESS POLICY

Students of the Lake Central School Corporation now have access to Internet and other on-line services. The Internet consists of computers from all over the world linked together and provides an incredibly rich set of resources. Given the right connections, hardware, and software, the Internet can bring information, data, images, and even computer software into the classroom from places around the globe almost instantaneously.

While the benefits of the Internet are indeed enormous, it is important to know that it is an unregulated open system and, like any open system, carries risks. The Internet contains materials and potential contacts that could work to both the advantage and disadvantage to young people.

WE ARE TAKING PRECAUTIONS TO RESTRICT ACCESS TO CONTROVERSIAL MATERIAL BY:

- Requiring a user agreement and parent permission form,
- Maintaining careful direction and supervision of students appropriate to their age,
- Enforcing the rules for use.

Students using Lake Central equipment to access the Internet and other on-line services must abide by the rules below. Persons violating the rules may be subject to school discipline, up to and including expulsion. Students may be denied future Internet or on-line access, and will be reported to the police or proper authority if in violation of the law.

SECONDARY STUDENT RULES FOR INTERNET USE

- a) All use of the Internet or other services must be in support of education or research and consistent with the policies and objectives of the district.
- b) Use of the Internet or other services cannot be made without the permission of the staff member in charge or the supervising teacher.
- c) Any use of the network to facilitate illegal activity is prohibited.
- d) Use of the network to access obscene or pornographic materials is prohibited.
- e) Any use for commercial or for-profit purposes is prohibited, including product advertisement. This also includes buying, selling and bartering, including but not limited to the use of credit cards.
- f) Disruption of the Internet/on-line service, supporting equipment, or information available on it is prohibited, including but not limited to tampering with hardware or software, vandalizing data, introducing or using computer viruses, attempting to gain access to restricted information or networks, or violating copyright law.
- g) The use of Internet or other services to harass other users or to transmit materials likely to be offensive or objectionable to recipients is prohibited.
- h) Students are to protect themselves and others by not issuing any addresses or telephone numbers over the Internet or other on-line services, remembering that on-line communications are not private.
- i) Any problems or violations of these rules are to be reported to the supervising staff member.
- j) Students will be prohibited from using Internet "chat rooms" and/or any instant messaging (i.e.: ICQ, AIM, etc.)
- k) Never share your password or account information with anyone. Each user has the responsibility for the appropriate use of his/her account and will be held responsible for any policy violations that are traced to that account.
- l) Honor all rules of copyright and personal property. Ownership of text, music, software, and other media is protected to the full extent of the law. Use of data/information from the Internet may be done only within the realm of copyright laws, policies, and crediting sources.
- m) Students will not access personal e-mail accounts. E-mail use is permitted when part of classroom activities and under special circumstances such as foreign exchange students.
- n) Do not knowingly or inadvertently degrade the performance of the network. Persons violating the above rules may be subject to school discipline, up to and including a recommendation for expulsion. Students may be denied future Internet/on-line service access, and will be reported to the police or proper authority if in violation of the law.

STUDENT SOCIAL SECURITY REQUIREMENT

Students taking vocational and business classes receiving Perkins grants will be requested to provide their Social Security numbers in order to meet federal funding and reporting requirements for the class. The collection of data is a requirement for the Department of Workforce Development's Indiana Commission on Vocational and Technical Education

(DWD/ICVTE) and is necessary to for the Carl D. Perkins Vocational-Technical Education Act of 1988 (United States Public Law 105-332), Indiana Public Law 217, Acts of 1987, and Indiana Public Law 105, Acts of 1994. Lake Central High School reports this student information to the DWD/ICVTE using the Indiana Student Reporting System (ISR) or the Indiana Technical Education Reporting System (IN TERS). All data reported is kept confidential and reported only to authorized state and federal government officials and agencies responsible to meet DWD/ICVTE requirements as authorized by law. The information is used for federal and state planning, core indicators of performance, administration of career-technical education, statistical analysis, Workforce Proficiency Panel reports, federal reports, calculations of allocations, verification of student counts for state reimbursement, educational research, decision making by state and federal lawmakers, public information, and any other purpose that is necessary, reasonable and legal.

Courses at LCHS requiring SSNs include CTE, FACS, Business, and some Science classes.

LAKE CENTRAL HIGH SCHOOL DANCE POLICY

Lake Central High School sponsors the following (and only the following) dances:

Homecoming, Winter Formal, Prom, Senior Banquet

Lake Central High School will not sponsor, support, or coordinate any other dances other than those listed above.

Dance Rules (In addition to Code of Conduct Rules):

1. All students must be in compliance with the Dance Eligibility rule found in the LCHS Student Code of Conduct
2. Lake Central freshmen and sophomores, or outside guests who are freshmen or sophomores, are NOT eligible to attend Prom under any circumstances
3. Lake Central students are eligible to take outside guests to Lake Central Winter Formal and Prom dances if:
 - a. the Lake Central student is classified as a senior (12)
 - b. the non-Lake Central student is academically classified as junior or senior (as defined by his/her school), in good standing, and 20 years of age or under on the day of the dance
 - c. the Lake Central student has completed the outside guest form prior to the purchase of dance tickets
 - d. the Lake Central administration and dance sponsor(s) reserve the right to deny any person from attending a Lake Central sponsored dance
4. A student will be dressed appropriately to attend the school sponsored dances.

NOTE: Lake Central High School's dance policy will be used when signing guest forms for Lake Central students to attend dances at other schools.

MEDICATIONS: GUIDE FOR PARENTS

LAKE CENTRAL HIGH 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 from the student's parent/guardian AND the written order of a practitioner to give the prescription medication. NO PRESCRIPTION MEDICATION WILL BE GIVEN UNLESS BOTH REQUIREMENTS ARE MET ON AN ANNUAL BASIS.

To meet BOTH requirements you may:

1. use an authorization form OR

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

In order for the school to administer non-prescription medication, written authorization from the parent/guardian must be on file at the school and updated on an annual basis. The safe delivery of the medication treatment supplies to the school nurse is the responsibility of the parent/guardian. Only under unusual circumstances should the student deliver medication to the school. In such cases, the parent must first inform the school prior to delivery by the student.

ALL MEDICATION MUST BE SENT IN THE ORIGINAL LABELED CONTAINER! When filing 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 (3) 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: the student may keep one dose of an over-the-counter medication in the original container if there is a medication authorization completed by the parent/guardian and filed in the health clinic.

For your convenience, medication authorizations can be obtained at the nurse's office. If your child has medical needs which you feel may qualify for community financial assistance, please contact the high school nurse. We want the best health possible for our students.

Arrangements for safe delivery of the medication/treatment supplies to the high school nurse are the responsibility of the parent/guardian.

Self-Administered Medication:

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

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

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 knowledge professionals and the parent/guardian. A detailed health care plan will be attached to a student's I.E.P. (Individual Education Plan) or Section 504 plan.

MENINGOCOCCAL DISEASE

Meningitis is an infection of the fluid of a person's spinal cord and the fluid that surrounds the brain. People sometimes refer to it as spinal meningitis. Meningitis is usually caused by a viral or bacterial infection. Viral meningitis is generally less severe and resolves without specific treatment. Bacterial meningitis can be quite severe and may result in brain

damage, hearing loss, or learning disability. For bacterial meningitis, it is also important to know which type of bacteria is causing the meningitis because antibiotics can prevent some types from spreading and infecting other people.

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

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

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

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

STUDENT CLASSIFICATION

Students are classified by the credits earned according to the following schedule:

Grade 9	First year in DOE Cohort
Grade 10	Second year in DOE Cohort
Grade 11	Third year in DOE Cohort
Grade 12	Fourth year in DOE Cohort

Students must have completed six (6) semesters, not including summer school to be considered a senior. Classifications for attendance purposes are made on August 1st before beginning of each school year and remain in effect for the entire year.

GENERAL INFORMATION

HAMMOND AREA CAREER CENTER: The Lake Central School Corporation provides a bus to and from the Career Center. The bus for the vocational students leaves the high school parking lot at 7:00 AM and returns at approximately 11:00 AM. If the LCSC has a two-hour delay, HACC students are to report to the auditorium if their arrival is prior to 11:00 am. LCSC will provide transportation to and from the HACC on days that the HACC is in session but when Lake Central High School does not have a regularly scheduled school day, students must provide their own transportation to and from Lake Central High School. If Lake Central School Corporation cancels school, calls for an eLearning day, or delays school due to inclement weather, students would receive an excused absence from the HACC, or they could provide their own transportation to and from the HACC. Lake Central will not provide busing on those days.

- If a student fails the 1st semester, or has excessive absences, the HACC may request removal from the program. The student would return to a full schedule at Lake Central High School.
- Juniors who are removed from the HACC for any reason, would not be eligible to return to the HACC the following year.

CHANGE OF ADDRESS OR PHONE NUMBER: Parents/Guardians/Students must inform the Guidance Office immediately of any change in home address or telephone number.

FIRE DRILL INSTRUCTIONS: A fire evacuation plan is posted in each room. Students should study the plans for the rooms, which they use and become familiar with them. When the fire horn sounds, students are to stand immediately and form lines as they leave the room in an orderly fashion. Students should keep their place in line, refrain from talking, and avoid running toward their assigned exit. Once outside, students are to remain at least fifty (50) feet away from the building until the signal is given by the principal, or another authorized person, to return.

GRADE REPLACEMENT POLICY: When a student retakes any course, both the original grade and the new grade earned will remain on the student's transcript, and both grades will factor into the student's GPA.

LC LIBRARY COMMONS

It is the mission of the LC Library Commons to empower students to utilize information and resources effectively in order to create, sustain and share knowledge in efficient and ethical ways. The Library's collection includes a wide range of books, reference materials, magazines, newspapers, and other print resources as well as numerous online database subscriptions, e-books and electronic magazines.

The Library offers free, on-demand computer and Internet access, limited document printing, research consultations, BYOD troubleshooting and support, device charging stations, single page copying, laminating and readers' advisory services.

Students are expected to be courteous and to show respect for their fellow students, the library staff, the library facility and its furnishings, as well as the library materials. All policies found in the student code of conduct will be enforced in the library. Students may lose library privileges if a discipline referral is issued. Water bottles are permitted in the library; other drinks and snacks are strictly prohibited.

Library Hours: 6:50 AM – 2:50 PM

Students may visit the library before and after school at their discretion. During the school day, students may visit the library with their classes or with a signed pass from their teacher. Students wishing to visit the library during lunch must obtain a signed pass from the librarian prior to their lunch time. Students are required to sign in at the circulation desk upon arrival and sign out when leaving the library.

Study Hall

Students who wish to visit the library during study hall to utilize the library's collection must obtain a signed pass from the librarian prior to 7:15 on the day of their study hall. Last minute pass requests will not be honored.

Printing and Copying

Networked printers are available for student use. The first five printed pages are free; each additional is \$.05 per page. A small desktop copier is also available for student copies. Black and white copies are \$.10 per page and color copies are \$.25 per page.

Overdue Fines and Lost Book Fees

Most library materials have a two-week loan period and may be renewed as needed by students. The overdue fine on most materials is \$.05 per day, accruing on school days only. Special reserve items and reference items circulate overnight only and the overdue fine on these items is \$.30 per day, accruing on school days only. Students who have lost library materials will be charged the replacement cost for the item, plus any overdue fines.

Database Subscriptions

Databases in support of student research are available online. From any student computer, open the "Network Applications" folder to access the database links. Usernames and passwords are as follows:

SIRS	Username: INØ194h	Password: lchs
INFOTRAC	Username: (none required)	Password: lchs
CQ RESEARCHER	Username: lakecentral	Password: lakecentral
Literary Reference Center Plus	Username: lchs	Password: media

Flipster	Username: lchs	Password: media
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These subscription databases are also available to students from home. Go to [http://library.lcsc.us/ElectronicResourcesResources for High School](http://library.lcsc.us/ElectronicResourcesResources%20for%20High%20School)

LOST AND FOUND: Students who find lost articles are asked to bring them to the Lost and Found located in the main office. Students who have lost articles are requested to claim them at the same location.

MEAL CHARGING PROCEDURES: It is the responsibility of each student's parents or guardian to maintain sufficient money in their child's lunch account. Parents may send in money during the week and deposit it in the main office cafeteria box. Students are also allowed to use cash but the student ID card system is preferred. Parents/Guardians may also deposit money to their students' accounts via Meal Time Online. This service may be accessed at www.lcsc.us, then click "For Parents", then click on "Mealtime". To ensure students are only using their meal accounts, student IDs are required when purchasing meals. Verbally providing ID numbers is not an acceptable method of accessing a student account.

STUDENT PARTICIPATION IN ACTIVITIES WITH CONFLICTS

When a student is involved in two activities falling on the same date, it is the student's responsibility to bring the conflict to the attention of both advisor/coaches involved. The advisor/coaches will inform the assistant principal and attempt to work out a solution that is satisfactory to the student and in the best interest of the activities. If the parties cannot arrive at a solution, the assistant principal will then decide which activity the student will participate in. Once participation has been decided, the group that lost the student's presence will not give a punishment or withhold any earned awards/honors.

PASS PROCEDURES: The learning process occurs in the classroom. Being out of the classroom should only occur when situations arise that cannot be handled before school, between classes, lunchtime, or after school. When leaving the class, the student must have his/her Agenda Book signed and marked with the departure time from the instructor prior to exiting the classroom.

GUIDANCE DEPARTMENT INFORMATION /STUDENT TRANSCRIPT RELEASE

When students apply for admission to any post-secondary institution (college, university, trade school, community college), the school requires a copy of the official high school transcript. Standardized test scores (PSAT, SAT, ACT scores) will be included as a part of this record, unless the school is notified in writing that test scores should not be included.

My signature of acceptance for handbook authorizes Lake Central High School to release a copy of my High School transcript to a requesting institution.

STUDY HALL EXPECTATIONS: Students electing not to take seven academic classes may choose to place a study hall in their schedule. Study hall is a recognized as a class with regard to attendance, behavior, and expectation of academic engagement to be completed in this class period. Failure to follow study hall supervisor's rules will be considered insubordination and a student will receive a discipline referral. Students cannot be released from study hall without a written pass from a teacher/ librarian prior to the start of study hall; study hall supervisors will not issue passes to students. Students that arrive habitually late to school during 1 st / 5 th hour study hall or are signed out of school during study hall are in violation of the Indiana compulsory attendance laws and will be considered truant from school.

STUDENT ASSISTANTS: Student assistants must be under the direct supervision of the supervising teacher at all times and must maintain a 2.0 grade point average. Main Office, Freshmen Center Office, Guidance Office, Athletic Office,

Library and Attendance Office student assistants are assigned a picture identification badge, which is to be worn whenever they are sent on an errand; other assistants must have a timed, dated, and signed pass from the supervising teacher when out of the classroom. Student assistants who violate school rules, guidelines established for assistants, or who are involved in other activities, which do not meet the expectations of assistants, may be removed from their duties and placed in study hall. Being a student assistant is a privilege.

TORNADO DRILL INSTRUCTIONS: Tornado safety instructions are posted in each room. Students should study the plans for the rooms, which they use and become familiar with them. When the tornado signal sounds, all windows and doors should be opened. Each student should take one book from the classroom to the hallway. Students should walk to their assigned areas, kneel on the book facing the inner walls, and cover their heads with their arms. Students should stay back from entrances, interior doors, and glass.

OUTSIDE CREDITS

Outside credits are an option for students to recover academic credits in order to catch up to grade level or graduate early. It is important to use caution when earning outside credits to prevent an academic overload for students. Thus, correspondence courses and adult education courses, in addition to the regular school program, should be limited and restricted to students who anticipate graduating the following school year.

A student and his/her parents must consult with the assigned guidance counselor when determining what classes to take from outside sources. The student should be enrolled in seven credit hours at Lake Central during that semester and receive the approval of the respective counselor and administrator prior to enrollment. A student may receive additional credits from outside sources (i.e., correspondence or evening school) during his/her high school career after consulting with his/her counselor and receiving permission from his/her class principal.

POST-SECONDARY DUAL CREDIT - RULE 10

A student may, upon approval of that student's school corporation, enroll in courses offered by an eligible institution under the program on a full or part-time basis during grade 11, grade 12, or both. If the school corporation has approved a course for secondary credit, a student is entitled to credit toward graduation requirements for each course the student successfully completes at that institution. Each student who intends to enroll in an eligible institution under the program shall notify the school principal who will instruct the student to meet with the guidance director.

EQUAL EDUCATIONAL OPPORTUNITY AND NONDISCRIMINATION STATEMENTS

The Lake Central School Corporation is committed to equal educational opportunity. It does not discriminate on the basis of age, race, color, religion, sex, handicapping conditions, or national origin, including limited English proficiency, in an employment opportunity. No person is excluded from participation in, denied the benefits of, or otherwise subjected to unlawful discrimination on such basis under any educational program or student activity. Students may pray or engage in religious activities or religious expressions before, during, and after the school day in the same manner and to the same extent that students may engage in nonreligious activities or expression.

If you have experienced discrimination in such educational programs or activities, written inquiries about procedures that are available and for consideration of complaints alleging such discrimination should be directed to Assistant Superintendent, Lake Central School Corporation, 8260 Wicker Avenue, St. John, Indiana 46373. Phone: 219/365-8507.

AR 5024 - RIGHT TO INSPECT INSTRUCTIONAL MATERIALS - In addition to any other right with respect to the inspection of instructional materials, the parent or guardian of a child enrolled in a school within the Lake Central School Corporation which receives funds from the United States Department of Education either directly or indirectly, shall be entitled to

inspect those instructional materials which will be used in connection with any survey, analysis, or evaluation as part of any school program or curriculum.

Any complaints arising under this policy may be submitted in accordance with Policy AR 5004, Instructional Materials Challenged.

AR 5025 - STUDENT SUBMISSION TO REQUIRED SURVEYS, ANALYSIS, OR EVALUATIONS OF SCHOOL PROGRAMS -

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

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

LAKE CENTRAL HIGH SCHOOL ATHLETIC AND EXTRACURRICULAR ACTIVITIES

Participation in extracurricular activities is encouraged. Students taking part in extracurricular activities must also take part in the Lake Central School Corporation random drug testing program. The following extracurricular activities are offered at Lake Central:

Academic Super Bowl	Academic Letter Winners	Art Club
Astronomy	Best Buddies	BPA Business Professionals of America
Chess Club	Class Cabinet 9-12	Color Guard / Winter Guard
Debate	Dollars for Scholars	Future Medical Professionals
Interact Club	National Honor Society	N-Teens
Robotics	Rune	Science Olympiad
Spell Bowl	Student Council	Theater
Thespian Society	FCCLA	

The building principal will review each request and either approve or reject the proposed club for the following school year.

Lake Central offers a wide range of varsity sports programs. These programs include:

Baseball	Basketball	Cheerleading	Cross Country
Dance	Football	Golf	Gymnastics
Soccer	Softball	Swimming	Tennis
Track & Field	Volleyball	Wrestling	

Lake Central High School is a member of the Indiana High School Athletic Association (IHSAA), which has determined the overall pattern for inter-school athletics since 1904. The IHSAA recognizes the principal as the administrative head of the inter-school athletic activities.

Any full time student is eligible to participate if he/she:

- is enrolled and passing 5-classes and subjects totaling 5-credits for grades 9, 10, 11, 12. Physical Education does count as one of the credits toward eligibility. In core classes, passing is D-.
- has a completed the participation packet on file in the athletic office.

A grading period ends the day report cards are issued and incomplete grades count as failures even though they must be made up at a later date.

There will be transportation, participation, and fitness fees for each sport a student is involved during the school year.

LAKE CENTRAL HIGH SCHOOL ATHLETIC INFORMATION: Refer to the Athletic website: <http://athletics.lcsc.us/index.php> for any additional athletic information regarding Code of Expectations, Violation Consequences, Drug Testing Information, and other related information.

INDIANA HIGH SCHOOL ATHLETIC ORGANIZATION

Organized in 1903, the Indiana High School Athletic Association is a voluntary, not-for-profit organization that is self-supporting without the use of tax monies.

The purpose of the IHSAA is to encourage and direct wholesome amateur athletics in the high schools of Indiana. In keeping with this mission, the Association:

- Regulates, supervises and administers interschool athletic activities among its member high schools as an integral part of the secondary education program. A tournament series is sanctioned in 20 sports, 10 for girls and 10 for boys. This school year, more than 160,000 students will compete in IHSAA-sanctioned tournaments.
- Cooperates with all agencies vitally concerned with the health and educational welfare of secondary school students.
- Determines qualifications of individual contestants, coaches and officials.
- Provides written communications to facilitate athletic relations among member schools.
- Establishes standards for eligibility, competition and sportsmanship while providing protection against exploitation of schools or students.

The IHSAA is governed by its legislative body, the Board of Directors, composed of 19 members who are elected by member school principals from three IHSAA legislative districts. The Board of Directors meets annually with the responsibility of establishing the Association's rules and regulations. Within the Board of Directors is the Executive Committee. The Executive Committee meets monthly and is responsible for organizing and directing state tournaments and meets, interpreting the Association's By-Laws, determining penalties for rules violations, and establishing the Association's state office and employing a commissioner and staff to administer the Association.

OTHER GOVERNANCE ORGANIZATIONS

The governance, structure and rules for certain other sports offered through the Athletic Department at Lake Central High School are provided as follows for V/JV Cheerleading & V/JV Dance

- The Indiana Association of School Principals establishes rules for student eligibility and participation, competition schedules as well as for standards for competition and judging for competitive cheer. The governance structure parallels that of IHSAA.
- Founded in 1994, the Indiana High School Dance Team Association provides oversight and uniform rules of competition and eligibility, competition schedules as well as judging standards for the dance team.

LAKE CENTRAL TITLE IX POLICY

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

Sarah Castaneda
Assistant Superintendent / Title IX Coordinator
Lake Central School Corporation
8260 Wicker Avenue
St. John, Indiana 46373
219-365-8507 ext. 2927
scastane@lcscmail.com

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

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

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

INDOOR AIR QUALITY

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

Bill Ledyard
Director of Facilities
219-558-2711

bledyard@lcscmail.com

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: Misty Scheuneman, Director of Secondary Education
DATE: July 10, 2025
RE: **Board Meeting of July 14, 2025**

PROFESSIONAL LEAVE REQUESTS

NAME	Andy Gurnak
POSITION	Girls Golf Coach
SCHOOL	LCHS
EVENT	State Preview
DATES	8/08 - 8/09/2025
PLACE	Carmel, IN
DESCRIPTION	Girls Golf Tournament
SPONSORING ORGANIZATION	Carmel High School
EXPENSES	Estimated Meal Cost - \$0 Estimated Hotel Cost - \$0 Estimated Required Fees - \$0 Estimated Travel Cost - \$0
FUNDING	Athletics

MS/vv

Board Meeting of July 14, 2025

NAME	Ralph Holden
POSITION	Teacher / Tennis Coach
SCHOOL	LCHS
EVENT	Macy Invite
DATES	9/05 - 9/06/2025
PLACE	Crawfordsville, IN
DESCRIPTION	Boys Tennis Tournament
SPONSORING ORGANIZATION	Crawfordsville High School
EXPENSES	Estimated Meal Cost - \$0 Estimated Hotel Cost - \$0 Estimated Required Fees - \$0 Estimated Travel Cost - \$0
FUNDING	Athletics

NAME	Andy Gurnak
POSITION	Girls Golf Coach
SCHOOL	LCHS
EVENT	DAC Tournament
DATES	9/09/2025
PLACE	Chesterton, IN
DESCRIPTION	Girls Golf Tournament
SPONSORING ORGANIZATION	Duneland Athletic Conference
EXPENSES	Estimated Meal Cost - \$0 Estimated Hotel Cost - \$0 Estimated Required Fees - \$0 Estimated Travel Cost - \$0
FUNDING	Athletics

Board Meeting of July 14, 2025

NAME	Andy Gurnak
POSITION	Girls Golf Coach
SCHOOL	LCHS
EVENT	Pat Ford Tournament
DATES	9/12/2025
PLACE	LaPorte, IN
DESCRIPTION	Girls Golf Tournament
SPONSORING ORGANIZATION	Beechwood Country Club
EXPENSES	Estimated Meal Cost - \$0 Estimated Hotel Cost – \$0 Estimated Required Fees – \$0 Estimated Travel Cost – \$0
FUNDING	Athletics

NAME	Ralph Holden
POSITION	Teacher / Tennis Coach
SCHOOL	LCHS
EVENT	Delta Invite
DATES	9/26 - 9/27/2025
PLACE	Muncie, IN
DESCRIPTION	Boys Tennis Tournament
SPONSORING ORGANIZATION	Delta High School
EXPENSES	Estimated Meal Cost - \$0 Estimated Hotel Cost – \$0 Estimated Required Fees – \$0 Estimated Travel Cost – \$0
FUNDING	Athletics

Board Meeting of July 14, 2025

NAME	Erin Novak / Kari Regan
POSITION	Principal / Assistant Principal
SCHOOL	LCHS
EVENT	IASP Fall Professionals Conference
DATES	11/23 - 11/25/2025
PLACE	Indianapolis, IN
DESCRIPTION	Annual Fall Professionals Conference
SPONSORING ORGANIZATION	IASP
EXPENSES	Estimated Meal Cost - \$70 x (2) Estimated Hotel Cost – \$338.00 x (1) Estimated Required Fees – \$294.00 x (2) Estimated Travel Cost – Mileage & Parking
FUNDING	684-5-11300-58000-0002

Lake Central School Corporation

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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: Misty Scheuneman, Director of Secondary Education

DATE: July 10, 2025

RE: **Board Meeting of July 14, 2025**

FIELD TRIP REQUESTS

Andy Gurnak, Girls Golf Coach at LCHS, requests to take approximately (5) members of the Girls Golf Team to Carmel, IN on August 8 - August 9, 2025. The team will compete in the State Preview Golf Tournament. All fees will be covered by athletics. He also requests to take the same team to Chesterton, Indiana on September 9, 2025 where they will compete in the DAC Tournament at Sand Creek Golf Course. All fees will be covered by athletics.

He also requests to take the same team to LaPorte, Indiana on September 12, 2025 where they will compete in the Pat Ford Tournament at Beechwood Country Club. All fees will be covered by athletics.

Ralph Holden, Boys Tennis Coach at LCHS, requests to take approximately (8) members of the Boys Tennis Team to Crawfordsville, Indiana on September 5 - September 6, 2025 where they will compete in the Macy Invite Tennis Tournament at Crawfordsville High School. All fees will be covered by athletics.

He also requests to take the same team to Muncie, Indiana on September 26 - September 27, 2025 where they will compete in the Delta Invite Tennis Tournament at Delta High School. All fees will be covered by athletics.

MS/vv

Lake Central School Corporation

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website: lcscc.us



Lawrence Veracco, Ph. D.
Superintendent

Rob James
Director of Business Services

To: Board of School Trustees

From: Mr. Rob James, Director of Business Services

Date: July 10, 2025

RE: **Board Meeting July 14, 2025**

Approval of 2025-2026 Meal Prices (Action Required)

In order to receive financial assistance through the Child Nutrition Grant, each school district is annually required to complete the Paid Lunch Equity calculation to make sure that we are charging a high enough rate for full pay breakfast and lunch meals. Periodically, the calculation determines that we need to increase our prices. Based on this year's calculation, we will not need to increase our prices for breakfast and lunch from the amounts charged during the 2024-2025 school year. The rates are included in your Board packet.

Approval of 2025-2026 Food Service Bids (Action Required)

In 2019, we joined the Food2School Purchasing Cooperative with several other school districts for our Food Service Department's grocery, dairy, and bread bids. The Interlocal Agreement allows district membership to continue without expiration. Contracts are awarded by the Cooperative for grocery, dairy, and bread; however, we are also required to approve the contracts locally. The Cooperative did formal bidding prior to the 2024-2025 school year and all contracts have an option of four, 1-year renewals. Therefore, we are seeking approval to renew the grocery contracts with HPS, GFS, and Commercial Food Systems, the milk contract with Pleasant View Dairy, and the bread contract with Alpha Bakery for 2025-2026.

Quarterly Financial Report

Since we have finished the latest quarter (and end of our fiscal year), I will be giving the School Board an update on our financial position.

Meal Category	2020-21	2021-22	2022-23	2023-24	2024-25	Proposed 2025-26
Elementary Student						
Paid Breakfast	\$1.60	Free	\$2.00	\$2.25	\$2.25	\$2.25
Reduced Breakfast	\$0.30	Free	\$0.30	\$0.30	\$0.30	\$0.30
Paid Lunch	\$2.40	Free	\$2.75	\$3.00	\$3.00	\$3.00
Reduced Lunch	\$0.40	Free	\$0.40	\$0.40	\$0.40	\$0.40
Secondary Student						
Paid Breakfast	\$1.70	Free	\$2.00	\$2.25	\$2.25	\$2.25
Reduced Breakfast	\$0.30	Free	\$0.30	\$0.30	\$0.30	\$0.30
Paid Lunch	\$2.65	Free	\$3.00	\$3.25	\$3.25	\$3.25
Reduced Lunch	\$0.40	Free	\$0.40	\$0.40	\$0.40	\$0.40

No Student Meal Price Change for the 2025-26 School Year

For Approval at July 14, 2025 School Board Meeting

BOARD OF SCHOOL TRUSTEES

TITLE: Food2School Purchasing Cooperative Contract Awards for 2025-2026

BACKGROUND: Northwest Allen County Schools serves as Lead District with the authority to administer procurement activities on behalf of the Food2School Purchasing Cooperative.

- Food2School Cooperative member Districts voted unanimously to renew all existing Contracts for GPO/Distributor, Milk and Bread for 2025-2026 school year.
- The goal of the Food2School Purchasing Cooperative is to obtain substantial savings by leveraging buying power on cafeteria food, supplies and services.
- Combined projected sales volume for the 2025-2026 school year is \$69,500,000.
- The goal of the Food2School Purchasing Cooperative is to obtain substantial savings by leveraging buying power on cafeteria food, supplies and services.
- The Food2School Purchasing Cooperative has grown from 55 districts in 2018 to 97 Indiana school districts now serving the nutritional needs of 230,059 students.
- All contracts have four - 1 year renewals. This will serve as the first of the four renewals.
- Northwest Allen County Schools Board of Trustees approved renewing all bid contracts at their Board meeting on March 24, 2025.

RECOMMENDATION/FUTURE DIRECTION: Approve renewing Contract Awards for the 2025-2026 school year.

Submitted by:

DeAnn Alleva, Director of Food Service

DeAnn Alleva 6/10/25



HPS

April 1, 2025

The Food2School Purchasing Cooperative and HPS entered into a Contract, which became effective July 1, 2024 with an initial term of one year ending June 30, 2025. Under the terms of the Contract, both parties have the option to renew for up to four (4) additional one-year terms as long as both parties agree to the terms as specified in the original proposal.

The Members of the Food2School Purchasing Cooperative are requesting to renew the term of the original Contract for the 2025-2026 school year, July 1, 2025 through June 30, 2026. This will be the first renewal of a possible four (4) years.

Upon the Food2School Coordinator receipt of this signed Notice and attached Suspension and Debarment Form, this Notice will be presented for approval by the Food2School Lead District Board of Education and will be considered an amendment of the original Contract, as contemplated by the original RFP.

By: 
Leanne Koeneman, Food2School Coordinator


HPS Authorized Agent

Date: 4/1/25

Date: 4/11/25



GFS

April 1, 2025

The Food2School Purchasing Cooperative and GFS entered into a Contract, which became effective July 1, 2024 with an initial term of one year ending June 30, 2025. Under the terms of the Contract, both parties have the option to renew for up to four (4) additional one-year terms as long as both parties agree to the terms as specified in the original proposal.

The Members of the Food2School Purchasing Cooperative are requesting to renew the term of the original Contract for the 2025-2026 school year, July 1, 2025 through June 30, 2026. This will be the first renewal of a possible four (4) years.

Upon the Food2School Coordinator receipt of this signed Notice and attached Suspension and Debarment Form, this Notice will be presented for approval by the Food2School Lead District Board of Education and will be considered an amendment of the original Contract, as contemplated by the original RFP.

By 
Leanne Koeneman, Food2School Coordinator


GFS Authorized Agent

Date: 4/1/2025

Date: 4/14/2025




COMMERCIAL FOODS

April 1, 2025

The Food2School Purchasing Cooperative and Commercial Foods entered into a Contract, which became effective July 1, 2024 with an initial term of one year ending June 30, 2025. Under the terms of the Contract, both parties have the option to renew for up to four (4) additional one-year terms as long as both parties agree to the terms as specified in the original proposal.

The Members of the Food2School Purchasing Cooperative are requesting to renew the term of the original Contract for the 2025-2026 school year, July 1, 2025 through June 30, 2026. This will be the first renewal of a possible four (4) years.

Upon the Food2School Coordinator receipt of this signed Notice and attached Suspension and Debarment Form, this Notice will be presented for approval by the Food2School Lead District Board of Education and will be considered an amendment of the original Contract, as contemplated by the original RFP.

By: 
Leanne Koenen, Food2School Coordinator

Date: 4/1/2025


Commercial Foods Authorized Agent

Date: 4/21/2025



Pleasant View Dairy

April 1, 2025

The Food2School Purchasing Cooperative and Pleasant View Dairy entered into a Contract, which became effective July 1, 2024 with an initial term of one year ending June 30, 2025. Under the terms of the Contract, both parties have the option to renew for up to four (4) additional one-year terms as long as both parties agree to the terms as specified in the original proposal.

The Members of the Food2School Purchasing Cooperative are requesting to renew the term of the original Contract for the 2025-2025 school year, July 1, 2025 through June 30, 2026. This will be the first renewal of a possible four (4) years.

Upon the Food2School Coordinator receipt of this signed Notice and attached Suspension and Debarment Form, this Notice will be presented for approval by the Food2School Lead District Board of Education and will be considered an amendment of the original Contract, as contemplated by the original RFP.

By: 
Leanne Koenenman, Food2School Coordinator


Pleasant View Dairy Authorized Agent

Date: 4/1/2025

Date: 4/15/2025



Alpha Bakery

April 1, 2025

The Food2School Purchasing Cooperative and Alpha Bakery entered into a Contract, which became effective July 1, 2024 with an initial term of one year ending June 30, 2025. Under the terms of the Contract, both parties have the option to renew for up to four (4) additional one-year terms as long as both parties agree to the terms as specified in the original proposal.

The Members of the Food2School Purchasing Cooperative are requesting to renew the term of the original Contract for the 2025-2026 school year, July 1, 2025 through June 30, 2026. This will be the first renewal of a possible four (4) years.

Upon the Food2School Coordinator receipt of this signed Notice and attached Suspension and Debarment Form, this Notice will be presented for approval by the Food2School Lead District Board of Education and will be considered an amendment of the original Contract, as contemplated by the original RFP.

By: Leeanne Koenen
Leeanne Koenen, Food2School Coordinator

Jim Perich
Alpha Bakery Authorized Agent

Date: 4/1/25

Date: 4/17/25