

# **LAKE CENTRAL HIGH SCHOOL**

## **2025 – 2026**

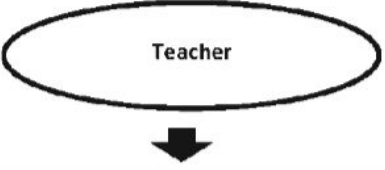
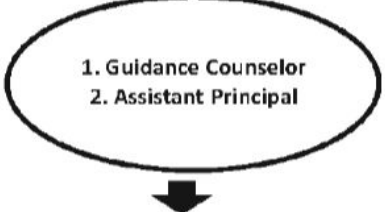
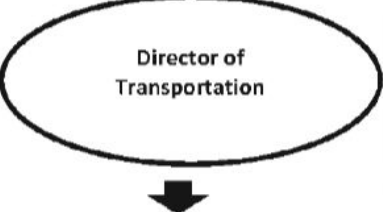
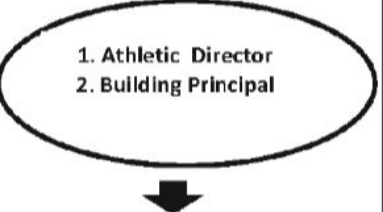
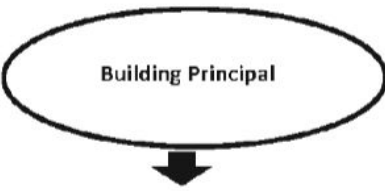
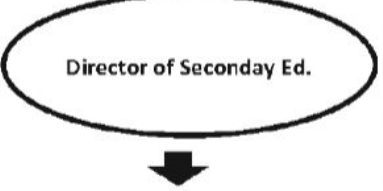
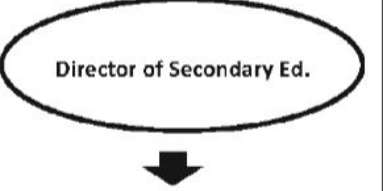
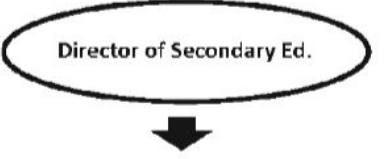
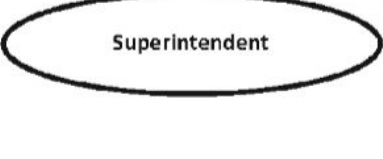
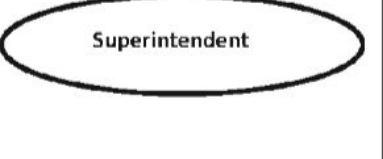
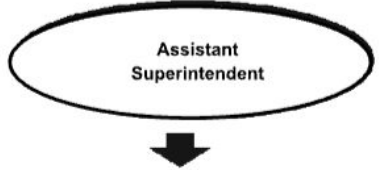
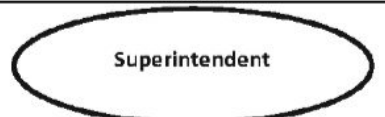
### **STUDENT HANDBOOK**



**8400 Wicker Avenue, St. John, Indiana 46373**

**219-365-8551**

**Fax 219-365-7156**

| <b>WHERE DO YOU GO WITH A QUESTION OR CONCERN</b><br>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                                                                                                                                                                                                                                   |
| <b>Step 1</b><br>Questions or concerns regarding instructional practices or course work should be directed to your child's teacher.<br>                                                                   | <b>Step 1</b><br>General questions about transportation for your child should be directed to the assistant principal.<br>                                            | <b>Step 1</b><br>Questions or concerns regarding extracurricular activities should be directed to the coach or sponsor.<br>                                    |
| <b>Step 2</b><br>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.<br> | <b>Step 2</b><br>If more information is needed, or there are concerns about a bus driver, a discussion should be scheduled with the Director of Transportation.<br> | <b>Step 2</b><br>If more information is needed, a discussion should be scheduled with the athletic director first, then the building principal if needed.<br> |
| <b>Step 3</b><br>                                                                                                                                                                                       | <b>Step 3</b><br>                                                                                                                                                  | <b>Step 3</b><br>                                                                                                                                            |
| <b>Step 4</b><br>                                                                                                                                                                                       | <b>Step 4</b><br>                                                                                                                                                  | <b>Step 4</b><br>                                                                                                                                            |
| <b>Step 5</b><br>                                                                                                                                                                                       | <b>Step 5</b><br>                                                                                                                                                                                                                                      | <b>Step 5</b><br>                                                                                                                                                                                                                                 |
| <b>Step 6</b><br>                                                                                                                                                                                       | Lake Central High School - 219.365.8551<br>Lake Central Administration Center - 219.365.8507<br>Lake Central Athletics - 219.365.8551 x 2041                                                                                                           |                                                                                                                                                                                                                                                   |
|                                                                                                                                                                                                                                                                                            |                                                                                                                                                                                                                                                        |                                                                                                                                                                                                                                                   |

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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\\_QFad4j3kpnW21x9BYdrRty7okyO6AMEQsQqcqkquO8/edit](https://docs.google.com/document/d/1_QFad4j3kpnW21x9BYdrRty7okyO6AMEQsQqcqkquO8/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](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 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 the 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 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 ten (10) 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 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 Closed Campus). 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](http://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](mailto:tech@lcscmail.com). This email is for technical support only. Questions regarding classwork and assignments should be directed to your child's teacher.

# Understanding Absences

Exempt vs. Excused vs. Unexcused

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

| Exempt                                                                                                                                                                                                                                                                                                                                                                                                          | Excused                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Unexcused                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b>Pre-Arranged Exempt Absences per Indiana Code:</b></p> <ul style="list-style-type: none"> <li>• Page for General Assembly</li> <li>• Election Day Worker</li> <li>• Court Witness</li> <li>• IN National Guard Active Duty</li> <li>• Civil Air Patrol</li> <li>• Educationally related non-classroom activity as defined in IC 20-33-2-17.5</li> <li>• Exhibiting/participating in state fair</li> </ul> | <p>An excused absence occurs when a parent or guardian chooses to keep their student home in the student's best interest.</p> <p>Acceptable reasons include:</p> <ul style="list-style-type: none"> <li>• Illness (parent verified)</li> <li>• Verified medical visit (note must be returned within 1 week or absence will be unexcused)</li> <li>• School sends the student home sick</li> <li>• Professional appointments (medical, dental, legal)</li> <li>• Death in the family</li> <li>• Religious holiday</li> <li>• Military connected families' absences related to deployment</li> </ul> <p>A parent/guardian must notify the school <u>on the day of the absence</u>.</p> | <p><b>Students should have ZERO unexcused absences</b></p> <p>An unexcused absence is any absence that is not classified as exempt, excused, or is not verified within 24 hours of an absence (i.e. the school was not notified in time).</p> <p><b>If a student accumulates 5 unexcused absences within a 9 week grading period, an attendance meeting will be held, as required by law.</b></p> <p><b>A student who accumulates 10 or more unexcused absences is considered <u>habitually truant</u> and will be referred to juvenile services in accordance with Indiana Code 20-33-2-25.</b></p> |
| <p><b>A student who misses 10% or more of the school year for any reason (18 days) is considered <u>chronically absent</u> by the state of Indiana. After 18 total absences, all absences beyond that will be marked as unexcused.</b></p>                                                                                                                                                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |



**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. Exempt
2. Excused
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.

**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.

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 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.**

## 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. |

## 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 x 3) 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 x 4. 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:

<https://lake-central.lcsc.us/directory/teacher-directory/>

## **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/AG 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 \$30. 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&rtpof=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 1 st 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       |

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](http://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<br>Business Professionals of<br>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](mailto: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](mailto:bledyard@lcscmail.com)