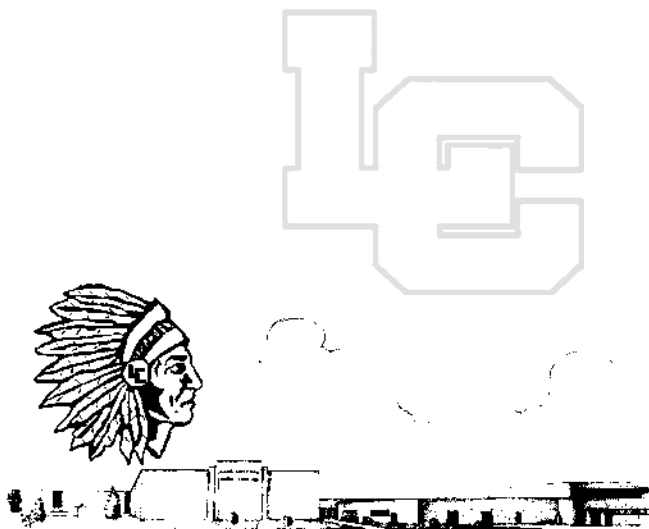


LAKE CENTRAL HIGH SCHOOL/FRESHMEN CENTER

2010 - 2011
STUDENT HANDBOOK AND CALENDAR



8400 WICKER AVENUE, ST. JOHN, INDIANA 46373
219-365-8551
FAX 219-365-7156

Property of: _____

Address: _____

Phone #: _____

In case of emergency, please notify:

Name: _____ Phone #: _____

The information in this book was the best available at press time. Watch for additional information and changes.



©2010 School Datebooks, Inc. All rights reserved.

No part of this publication may be reproduced, transmitted, transcribed, stored in any retrieval system, or translated in any form without the written permission of School Datebooks, Inc.

2880 U.S. Hwy. 231 S., Suite 200 • Lafayette, IN 47909 • (765) 471-8883
<http://www.schooldatebooks.com> • sdi@schooldatebooks.com

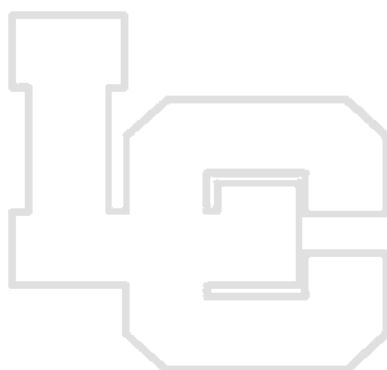
WHERE DO YOU GO WITH A QUESTION OR CONCERN

The people closest to the problem have the best and quickest response for the questions. Please refer to the chart below to assist you.

Academics			Transportation			Extracurricular		
Step 1			Step 1			Step 1		
Questions or concerns regarding instructional practices or course work should be directed to your child's teacher.			General questions about transportation for your child should be directed to the assistant principal.			Questions or concerns regarding extracurricular activities should be directed to the coach or sponsor.		
<div>Teacher</div> <div>↓</div>			<div>Assistant Principal</div> <div>↓</div>			<div>Coach or Sponsor</div> <div>↓</div>		
Step 2			Step 2			Step 2		
If more information is needed or you still have questions and/or concerns, a discussion should be scheduled with the department head first, then the assistant principal if needed.			If more information is needed, or there are concerns about a bus driver, a discussion should be scheduled with the Director of Transportation.			If more information is needed, a discussion should be scheduled with the athletic director first, then the building principal if needed.		
<div>1. Guidance Counselor 2. Assistant Principal</div> <div>↓</div>			<div>Director of Transportation</div> <div>↓</div>			<div>1. Athletic Director 2. Building Principal</div> <div>↓</div>		
Step 3			Step 3			Step 3		
<div>Building Principal</div> <div>↓</div>			<div>Director of Secondary Ed.</div> <div>↓</div>			<div>Director of Secondary Ed.</div> <div>↓</div>		
Step 4			Step 4			Step 4		
<div>Director of Secondary Ed.</div> <div>↓</div>			<div>Superintendent</div> <div>↓</div>			<div>Superintendent</div> <div>↓</div>		
Step 5			Step 5			Step 5		
<div>Assistant Superintendent</div> <div>↓</div>			<div>Lake Central High School - 219.365.8551 Lake Central Administration Center - 219.365.8507 Name not available at publish date (Superintendent) Dr. Larry Veracco (Asst. Supt.) - lveracco@lcschools.com Mr. Al Gandolfi (Dir. of Secondary Ed.) - agandolf@lcschools.com Name not available at publish date - (High School Principal) Mr. Ken Miller (Freshmen Center Prin.) - kmiller@lcschools.com Mr. Pat Hubbard (Dir. of Trans.) - phubbard@lcschools.com Mr. Robin Tobias (Athletic Director) - rtobias@lcschools.com</div>					
Step 6								
<div>Superintendent</div> <div>↓</div>								

TABLE OF CONTENTS

High School Administration.....	14	Student Management Plan	31
Freshmen Center Administration	15	Types of Disciplinary Action.....	31
High School Guidance.....	15	Student Bus Regulations	32
Athletics.....	15	Student Driving, Parking Lot, and Social Event Regulations.....	33
Daily Schedule.....	15	Student Internet/On-Line Access Policy	34
School Calendar	15	Secondary Student Rules for Internet Use	34
Introduction.....	16	Lake Central High School Dance Policy.....	35
Specific Rules of Behavior For Lake Central High School & Freshman Center	17	Medications: Guide for Parents Lake Central High School Corporation.....	36
Search and Seizure	27	AR 6001 -- Student Medication	36
Student Attendance Policy.....	28	Lake Central School Corporation Policy.....	37
Excused Absence	28	Prescription Medicine.....	37
Unexcused Absence.....	28	Non-Prescribed Medicine	37
Tardiness	29	Students with Special Needs.....	37
Truancy.....	29	Meningococcal Disease.....	38
Alternative to Suspension Plan Explanation.....	29	Student Classification.....	38
Suspensions	29	General Information.....	38
Pre-Arranged Absences	29	Outside Credits.....	40
Permit to Leave School	30	Post-Secondary Dual Credit - Rule 10	40
Procedures for Calling Off Students	30	Work Permits	40
Make-Up Work.....	30	Civil Right Assurance of Equal Opportunity and Nondiscrimination Statements	41
Certificate of Incapacity	30	Code of Expectations	42
Physical Education Attendance	30	Sports Schedule Website	45
General Classroom Policies	31		
Terrorism Policy	31		



HIGH SCHOOL ADMINISTRATION

	Principal
Tim Powers	Assistant Principal, Senior
Sean Begley	Assistant Principal, Junior
Marty Freeman	Assistant Principal, Sophomore
Richard Moore	Dean of Students

FRESHMEN CENTER ADMINISTRATION

Ken Miller	Principal
Edward Beck	Assistant Principal

HIGH SCHOOL GUIDANCE

Robin May	Grade 9
Barb Serynek	Grade 9
Kristina Ochman	Grades 10-12
Laurie Bankroff	Grades 10-12
Sandy Wright	Grades 10-12
Karen Bowman	Grades 10-12
Lauren Chappell	Grades 10-12
Erica Churilla	Grades 10-12

ATHLETICS

Robin Tobias	Athletic Director
Brett St Germain	Asst. Athletic Director
Athletic Fax	219-365-9070
Athletic Bulletin Board	ext. 204
School Colors	Blue and White
School Nickname	Indians

DAILY SCHEDULE

Blue	White	Beginning of Period	End of Period
1st	5th	7:15	8:45
2nd	6th/SRT	8:51	10:21
3rd	7th	10:27	12:33
		A: 10:21 - 10:54	
		B: 10:54 - 11:27	
		C: 11:27 - 12:00	
		D: 12:00 - 12:33	
4th	8th	12:39	2:09

SCHOOL CALENDAR

August 18	First Student Day
September 6	Labor Day (No School)
October 22	End of 1st 9 Weeks
October 28-29	Fall Break (No School)
November 25-26	Break (No School)
December 20 - January 2	Break (No School)
January 13	End of 1st Semester
January 14	Teacher Record day (no school)
January 17	Martin Luther King (no school)
February 11, 14	Break (No School)
March 18	End of 3rd Nine Weeks
March 21 - March 25	Spring Break (No School)
April 22	Easter Break (No school)
May 30	Memorial Day (No School)
June 1	Last day of School
June 13	Summer School Begins (tentative)
July 22	Summer School Ends (tentative)

STUDENT RESOURCE TIME (SRT) ACADEMIC ASSISTANCE PERIODS

Students may see up to two teachers for academic assistance during SRT. SRT is broken down into the following time periods:

8:51 – 9:00	Students report to their assigned SRTs
9:00 – 9:40	First academic assistance period
9:40 – 10:21	Second academic assistance period

LAKE CENTRAL CHARACTER EDUCATION

MISSION STATEMENT:

All students will improve their individual character development and citizenship.

SCHEDULE BY MONTHS:

September RESPECT Earn it. Return it.

October RESPONSIBILITY Get it done: on time, the 1st time, every time.

November GENEROSITY Giving as a way of living will always make its way back to you.

February LEADERSHIP Be the one, not the hundred.

March INTEGRITY It's not what you say, it's what you do.

April DEPENDABILITY Can you be counted on, when it counts the most?

Web site: <http://lake-central.lcsc.us/teachers/character-development/>

LAKE CENTRAL SCHOOL CORPORATION

INTRODUCTION

The success of Lake Central High School is dependent upon the maintenance of an environment, which is conducive to an orderly instructional process. A safe and secure learning environment is the foundation in 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.

All information contained in the handbook applies to the Lake Central Freshmen Center as well as Lake Central High School.

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.

SPECIFIC RULES OF BEHAVIOR FOR LAKE CENTRAL HIGH SCHOOL & FRESHMAN CENTER (I.C. 20-33-8-12)

NEW RULES ARE IN BOLD, AND UNDERLINED PRINT

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, Friday School, suspension, expulsion, and prosecution by law enforcement.

1. ACADEMIC DISHONESTY - A student is guilty 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 will receive a zero (0) on the assignment. Students found guilty of a Level One violation will be ineligible for National Honor Society for their next eligible year.

Examples of a Level One violation:

- A. Looking on another's test or quiz
- B. Using electronic devices or other secretive methods to give answers on a test or quiz
- C. Taking substantial information from another source, but not crediting the source

The principal will handle Level Two violations. Students found guilty of a Level Two violation 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 guilty of a Level Two violation 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
 - B. Taking papers from the Internet, other publications, other individuals.
 - C. Taking any test or part of any test to use or give to others
 - Second offense will result in the student receiving **No Credit for the class.** (regardless of the level)
 - Some classes, such as Scout, have a plagiarism policy that allows the teacher to remove a student after the first offense
- 2. ALTERNATIVE SCHOOL**- Any student placed in Alternative School and then is expelled or removed from the Alternative School will be suspended from the Lake Central School Corporation, pending expulsion.
- 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. BULLYING** - (I.C. 20-33-8-0.2) It is the policy of the Lake Central School Corporation to maintain a learning environment that is free from harassment, intimidation, and bullying. Bullying of others includes, but is not limited to any repetitive, aggressive, or negative written, verbal or physical act(s) that place(s) another student in reasonable fear of harm to his or her person or property, or

that has the effect of insulting or demeaning any students in such a way as to disrupt or interfere with the school's educational mission. Examples of bullying behavior include but are not limited to pushing, hitting, promoting cruel rumors and false accusations, and committing other physical or verbal conduct of a belittling nature. Consequences for students who bully others shall depend on the severity of the incident and may include detention, suspension and/or expulsion. Students who see other students being bullied are required to report it to their teacher or principal immediately. Students are prohibited from knowingly or willfully falsely accusing one another of bullying. Such action may result in suspension or request for expulsion.

5. **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 site 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.
6. **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.**
7. **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.
8. **DAMAGE/VANDALISM TO PROPERTY** - Damaging, attempting to damage or misuse of school property or possessions of any individual will result in suspension and/or 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 face prosecution by law enforcement.
9. **DANCE ELIGIBILITY** - During the school year, any student that receives two out of school suspensions and/or trancies for violation(s) of school rules 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 suspension), will not be eligible to attend after school social events, i.e. prom, winter formal, senior banquet and homecoming (Note: Alternative to Suspension Plan counts as days of suspension toward dance eligibility).
10. **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: playing pranks, pushing, shoving, horseplay, tripping, throwing an object, etc.
11. **DISPLAY OF PHYSICAL AFFECTION** - Intense romantic gestures, such as kissing 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.
12. **DISRESPECT TOWARD STAFF MEMBERS** - All students are to show respect to teachers, administrators, support staff, (substitute teachers, bus drivers, secretaries, custodians, cafeteria personnel, and guests, etc.) 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.
13. **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 expulsion.
14. **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.
15. **DISSEMINATING INFORMATION** - Disseminating, posting, or in any other way communicating information unrelated to school activities is prohibited.

16. DRUGS AND ALCOHOL - The use, consumption, possession, or selling of illegal drugs, look-a-like drugs, prescription, non-prescription drugs or substances, marijuana, narcotics, controlled substances, any capsule or pill, non-alcoholic beer, alcoholic beverage, inhalant, or intoxicant of any kind, as well as drug apparatus or paraphernalia is prohibited. Using, consuming, possessing, transmitting, or being under the influence of any of the items listed above by any student while on school property or at any function connected with Lake Central High School will result in suspension, request for expulsion, and notification of law enforcement. Selling any of the items listed above will result in expulsion for a minimum of one calendar year 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. Selling of Controlled Substances: Notification of Incident within 1000 feet of School Property- School officials will report to the local law enforcement agency and the Indiana Criminal Justice System observed criminal law violations on or within 1000 feet of school property IC 20-33-9-6. The Student Assistance Program (SAP) is a voluntary program for treatment, care, and rehabilitation of high school students who are first time violators of the Lake Central Drug and Alcohol Policy - 007.14. More information on the SAP program is available through building administrator / designee. (I.C. 20-33-8-13) Written permission from a parent, guardian, or physician is required for use of medications at school. Refer to Lake Central School Corporation's Medications: Guide for Parents in this handbook.

17. ELECTRONIC DEVICES- Electronic devices including music, entertainment and communication devices are NOT to be out or in use before 2:09 p.m. Students are encouraged to leave all electronic devices at home. By bringing these devices on school grounds students, give the school administration consent to access voicemails, text messages, call logs, picture galleries, hard drives, memory cards, etc. to determine ownership (if lost) or when there is reason to believe they contain evidence of a school-rule or law violation. Students using any type of electronic devices during a class assessment (test, quiz, etc.) will be considered in violation of the academic dishonesty policy. Lake Central is not responsible for stolen and/or damaged phones or electronic devices at school. Use of these items during the school day will result in a disciplinary consequence.

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.

18. ELEVATORS - The elevators are for those who are temporarily or permanently disabled. Passes for the elevators are available in the nurse's office.

19. 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, truancies, attitude, and classroom disruptions.
- Attendance: total absences to school – excused/unexcused, truancies

Student Responsibilities:

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

Students cannot be academically penalized when prohibited from attending a field trip. An alternative assignment of equal value must be provided to any student not allowed to attend a class field trip.

20. 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.

21. 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 may be subject to suspension and/or expulsion. Any student(s) who physically participates in an existing fight may be subject to suspension and a request for expulsion. Students who fail to comply with staff member's instructions to stop fighting or using physical violence will be subject to a request for expulsion. Physically assaulting a staff member will result in suspension, request for expulsion, and request for prosecution by law enforcement.

22. FIREARMS AND DEADLY WEAPONS - (I.C. 20-33-8-16) No student may possess, handle or transmit any object which can reasonably be considered a weapon including, but without limitation, a knife or a firearm, on school premises or at school related functions. Violation of this rule banning the possession of weapons or destructive devices on school premises shall constitute grounds for suspension and/or expulsion. Violators of this policy shall also be subject to arrest and prosecution.

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:
 - o 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
 - o A type of weapon that may be readily converted to expel a projectile by the action of an explosive or other propellant through a barrel that has a bore diameter of more than one-half inch, or

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

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

D. Possessing a Deadly Weapon

- No student shall possess, handle or transmit any deadly weapon on school property
- The following devices are considered to be deadly weapons as defined in I.C. 35-41-1-8:
 - o 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.
 - o An animal readily capable of causing serious bodily injury and used in the commission or attempted commission of a crime

IC 35-47-5-2.5

Possession of a knife on school property

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

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

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

23. FORGERY AND/OR ILLEGAL POSSESSION OF OFFICIAL SCHOOL DOCUMENTS - Possession or forgery of official documents such as final exams, teacher textbooks, teacher grade books, SRT 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 Friday School to a request for expulsion.

24. GAMBLING - Any form of gambling is prohibited.

25. GANG, CULT and OCCULT ACTIVITY - (IC 35-45-9) - The presence of gangs, cults, and occults can cause a substantial disruption of the learning process and acceptable school activities. Therefore, the administration will attempt to prohibit this activity by restricting the following actions:

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

- A. Wear, possess, use, distribute, display or sell any clothing, jewelry, or other such items identified and associated with gang, cult, and occult membership or affiliation.
- B. Use hand signals, graffiti, gestures or other written communications showing membership or affiliation in a gang, cult or occult.
- C. Use any speech or commit any act in promoting of gang, cult, or occult interests or activities including but not limited to:
 1. soliciting others for membership in any gang, cult, or occult
 2. threatening or intimidating others
 3. inciting others to commit physical violence
 4. claiming gang affiliation

IC 35-45-9-1

"Criminal gang" defined

35-45-9-1 Sec. 1. As used in this chapter, "criminal gang" means a group with at least five (5) members that specifically:

- (1) either:
 - (A) promotes, sponsors, or assists in; or
 - (B) participates in; or

(2) requires as a condition of membership or continued membership;

the commission of a felony or an act that would be a felony if committed by an adult or the offense of battery (IC 35-42-2-1). As added by P.L.180-1991, SEC.11. Amended by P.L.140-1994, SEC.5.IC 35-45-9-3

Participation in criminal gang; offense 35-45-9-3 Sec. 3. A person who knowingly or intentionally actively participates in a criminal gang commits criminal gang activity, a Class D felony. As added by P.L.180-1991, SEC.11.

IC 35-45-9-4

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

35-45-9-4 Sec. 4. A person who threatens another person because the other person:

(1) refuses to join a criminal gang; or

(2) has withdrawn from a criminal gang;

commits criminal gang intimidation, a Class C felony.

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

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

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

27. **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.

28. **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 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 expulsion.

29. **I.D. CARDS** - All students will be provided with a student identification card upon enrolling in school. The student must have 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, and parking permits. Lost or damaged ID cards must be replaced immediately at a cost of three dollars (\$3.00) to the student. Students not in possession of a school I.D. will be issued a detention.

30. **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 notification of law enforcement.

31. **INSUBORDINATION** - Students are to follow all instructions and directions, written and verbal, given to them by teachers, administrators, and non-certified staff members (bus drivers, secretaries, custodians, cafeteria personnel, 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 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.

32. **LEWD, INDECENT, OFFENSIVE BEHAVIOR, PORNOGRAPHIC MATERIALS, or SEXTING** - Any behavior offensive to common propriety or decency, including, but not limited to, "mooning," indecent exposure, offensive touching, possession, distribution or display of obscene or "hate" material or

similar behavior will result in a suspension and possible recommendation for expulsion. Possession of nude photos of underage individuals or any student, including but not limited to within electronic devices, will result in the incident being reported to Child Protective Services or local law enforcement. (Additional information is available under Rule 15. Electronic Devices.)

33. **LOITERING AND NO-LOITERING ZONES** - Students who are not directly supervised by a staff member after school hours must be in the high school foyer or adjacent to the Freshmen Center main entrance. The administration reserves the right to claim specific areas of the building as a no-loitering zone between classes. When an area has been claimed as a no-loitering zone, students may not stop for any reason within the zone to socialize with their peers. Failure to comply with this rule will result in a disciplinary consequence. No loitering zones will be posted and announced and will only be used to alleviate congestion in the hallways.
34. **MONETARY OBLIGATIONS** - All monetary obligations should be cleared prior to extra-curricular participation, purchasing tickets for and/or participation in Winter Formal, Prom, and other major events. This includes all class, library, club, and athletic obligations.
35. **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.
36. **OVERNIGHT TRIPS** - When students travel they represent their community and school. ALL school rules apply on overnight trips. Other violations not specified here are also subject to school rules/disciplinary action.
37. **PATRIOTIC OBSERVANCE** - Patriotic and respectful behavior is expected of all students during the school day and while attending any civic or school activity.
38. **PROFANITY/OBSCENE BEHAVIOR** - Profanity and/or obscene language or gestures by any student will not be tolerated and will result in a minimum consequence of a detention. Profanity or obscenities of any kind directed at a staff member will result in a minimum of suspension and possible expulsion.
39. **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.
40. **REVOCATION OF INDIANA DRIVING LICENSES** - IC 9-24-2-1 Suspended, expelled, and withdrawn students.

Note: This version of section amended by P.L.1-2005, SEC.106. See also following version of this section amended by P.L.242-2005, SEC.1.

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 under IC 20-33-2-11.
 - (2) Is under at least a second suspension from school for the school year under IC 20-33-8-14 or IC 20-33-8-15.
 - (3) Is under an expulsion from school under IC 20-33-8-14, IC 20-33-8-15, or IC 20-33-8-16.
 - (4) Has withdrawn from school, for a reason other than financial hardship and the withdrawal was reported under IC 20-33-2-21(a) before graduating.

Sec. 2.

- (b) At least five (5) days before holding an exit interview under IC 20-33-2-6(a)(3), 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.

41. **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.
42. **SLEEPING** - Sleeping or placing ones head on the desk is prohibited throughout the school day.
43. **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. 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.
44. **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.
45. **TARDINESS** - All students are expected to be in their assigned classroom when the bell sounds at the start of class. Students not in their assigned classroom when the bell sounds are considered to be tardy. Tardiness of five (5) minutes or more may be considered a truancy.
- SEE STUDENT ATTENDANCE POLICY FOR CLARIFICATION.**
46. **THEFT OF PROPERTY** - Theft or attempted theft of school property or of possessions of another individual will result in suspension, possible expulsion, and remuneration 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.
47. **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 officials.
48. **TOBACCO** - Any use or possession of tobacco, any nicotine product, or smoking paraphernalia (lighter, matches etc.) is prohibited at all times, at all school functions, and in all areas of the school property. Any use or possession of tobacco of any form that violates the above is punishable by suspension.
49. **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 guilty of trespassing if on school property during school hours or at school activities.
50. **TRUANCY** - It is the responsibility of each student to attend school every day that he/she is physically able to do so. All students are expected to be in an assigned area or assigned activity from the time they arrive on school property until they leave school property. Lake Central has a closed-campus policy in effect for all students (see Rule 6). 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 Drivers License for students identified as habitual truants.
- Serving time for time plus an additional 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 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 Friday School is served, for purposes of: attending dances, Senior Banquet, etc. (see out-of-school suspension definition for details). However, if the Friday School is not served, the student will be suspended the Tuesday following the assigned ASP Serve By Date. The Friday School can only be rescheduled by a parent prior to the given date. If there are not enough available Fridays left in a school year, truancies will result in regular out of school suspension.

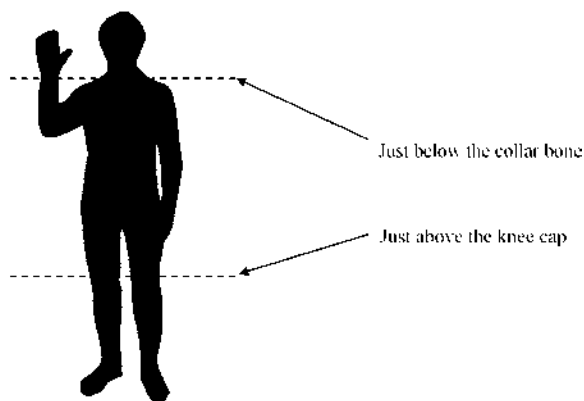
SEE STUDENT ATTENDANCE POLICY FOR CLARIFICATION.

- 51. 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.
- 52. UNLAWFUL ACTIVITY** - (I.C. 20-33-8-15). 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:
- the unlawful activity may reasonably be considered to be an interference with school purposes or an educational function; or
 - the student's removal is necessary to restore order or protect persons on school property; 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. (IC 31-37-4-3, IC31-39-4-14, IC 35-50-8, IC 20-33-8-15, IC 31-39-9 & IC 31-37-4-3).
- 53. VERBAL CONFRONTATIONS/EXCHANGES** - Any student who engages in confrontations or inappropriate exchanges will be subject to disciplinary consequences including suspension/expulsion.
- 54. 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 knee.
- 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, headwear, bandanas, 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.



Use the illustration to the left as a rule of thumb. All clothing must cover areas between the lines (collar bone to knee) and meet the above guidelines. Shirts may be short sleeve, but must cover the shoulder.

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.

Each Offense = One hour detention and dress code corrected.

55. ADDITIONAL ITEMS - (IC 20-33-8-10) Disciplinary powers of principals

- (a) A principal may take any action concerning the principal's school or a school activity within the principal's jurisdiction that is reasonably necessary to carry out or prevent interference with an educational function or school purposes.
- (b) Subsection (a) allows a principal to write regulations to govern student conduct.

A written document cannot provide for all contingencies that could or might occur during the course of a school year anymore than it can anticipate every eventuality that might arise in any of the areas covered in this handbook. Therefore, the 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.

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 (IC 20-33-8-32)** - All lockers and other storage areas provided for student use on school premises remain the property of the school district and are subject to inspection, access for maintenance, and search. No student shall lock or otherwise impede access to any locker or storage area except with a lock provided by or approved by school authorities. Unapproved locks shall be removed and destroyed.
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 or near school property during regular school hours or during school activities are subject to being searched when school officials have reasonable suspicion that the vehicle contains illegal, unauthorized or contraband items.

STUDENT ATTENDANCE POLICY

Regular attendance and punctuality are essential to good performance in school. Absence from school is often the single greatest cause of poor or failing performance or academic achievement. Since the learning process is a progressive activity, each day's lesson is built upon those class activities which took place on previous days. This is compounded with the Block 8 schedule with classes meeting on a every other day schedule. Since responsibility is a learned behavior, and regular school attendance patterns encourage the development of responsible patterns of behavior, each student attending Lake Central High School is expected to make every effort to be in school every day. A student will be expected to be in attendance ninety(90%) percent of each semester to earn credit. For a semester, this equates to 4 days. On the fifth absence a student will be identified as not meeting the 90% attendance requirement. Students failing to meet this expectation will be referred to the administration for possible loss of credit or removal from class. Factors taken into consideration will be: academic performance, classroom behavior, unexcused absences/truancies, and teacher contact/conferences with parents. Students who lose credit may be allowed to audit the class but will be expected to be a positive participant in the classroom, requiring the student to do all homework, class work, and follow the directives of the classroom teacher. Failure to comply with this arrangement will result in withdrawal from class and face consequences as written in the student code of conduct. Through the combined efforts of students, parents and school personnel, the goals of punctuality, self-discipline and responsibility can be developed as we prepare students for the adult world. So that all parties involved can assist in the maintenance of excellent attendance and the development of self-discipline, the following types of absences are defined into one of three categories:

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

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 the Dean of Attendance. At this conference, the attendance policy, and current academic progress will be reviewed.

EXCUSED ABSENCE

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

- (1) Absence granted by law: Indiana Law provides that excused absence shall be granted for: witness in a judicial proceeding, duty with the Indiana Army National Guard, service on precinct election board, service for political candidates or service for political parties.
- (2) Absence recognized by the school: It is highly recommended that absences be avoided whenever possible; however, we recognize that on occasion such absences are necessary. The school may excuse absences for student's illness, death in the immediate family, doctor appointments, family vacations, emergency family situations, personal religious observance, or other similar reasons. Excused family absences should be requested at least five (5) days before the absence. Excused family absences should not be requested during final exams.
- (3) Regular attendance at school is required of all participants. 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.
- (4) Vocational Students where school corporation transportation is not provided will be allowed one (1) excused absence per semester related to vehicle problems. Additional absences related to vehicle problems will NOT be excused.

UNEXCUSED ABSENCE

An unexcused absence is an absence from school for all day or for any single 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 48 hours of the absence. The parent/guardian should call to report an absence on the day of the absence. Unexcused absences will receive appropriate disciplinary action including but not limited to:

1st Unexcused absence – 1 day After School Detention (1 hour)

2nd Unexcused absence – 1 day Friday School (3 hour)

3rd Unexcused absence & subsequent unexcused absences – Truancy referral (see Truancy)

NOTE: Unexcused absences are accumulated for the school year.

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 - verbal/written warning

2nd - detention

3rd - detention

4th and subsequent - Friday School/Suspension

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

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.

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 so that the student does not miss any further academic time (SEE ABOVE for list of truancy disciplines). ASP's count as out of school suspension (OSS) days, even if the Friday School is served, for purposes of attending dances, Senior Banquet, etc. (see out-of-school suspension definition for details). However, if the Friday School is not served, the student will be suspended the Tuesday following the assigned ASP Serve By Date. The Friday School can only be rescheduled by a parent prior to the given date. If there are not enough available Fridays left in a school year, truantries will result in regular out of school suspension.

Truancy-Habitual- Which must, at a minimum, define the term as 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 20-33-8-12 with a recommendation to invalidate the driver's license for a period of 120 days, completion of semester or until reaching age eighteen (18).

NOTE: Truantries 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: Tardies accumulate per semester.

PRE-ARRANGED ABSENCES

The school 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 excused pre-arranged absences 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. 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.

PERMIT 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.

Home and back passes are at the discretion of the Dean of Attendance and/or LCHS Administration.

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. The parent/guardian should call to report an absence on the day 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 who signing in ten (10) minutes after the first bell is recorded as absent for that class period. A student's parent/guardian should contact the attendance office (219-365-8551 x 1-213) during school hours to verify an absence. The attendance office fax number is 219-365-7156 and the Freshmen Center fax number is 219-365-6640. A student can also bring in written notes.

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 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 are returned to the teacher. Homework requests for high school students can be made via phone at 219-365-8551 x 1-245 and for freshmen students at 219-365-8551 x 1-267.

CERTIFICATE OF INCAPACITY

Chronic absenteeism is a significant issue for students, parents, teachers, and administrators. In addition, both federal and state laws require Lake Central to have written procedures for the identification, location and evaluation of students with disabilities as defined by the various statutes (See Section 504 of the Rehabilitation Act of 1973 (34 CFR § 104.32), the Individuals with Disabilities Education Act (20 USCA § 1412 (a) (3)) and 511 IAC 7-25-2 (Indiana Administrative Code)). The Lake Central School Corporation recognizes some students will have health issues preventing their attendance at school. The form found at:

<http://www.doe.in.gov/sservices/docs/ChildsIncapacityForm.pdf>

was developed by administrators and attendance officers to provide a response to chronic absences due to health complaints. The form is more elaborate than the usual notes from physicians. It was developed for use as a last resort when a student is experiencing an extraordinary number of absences for health reasons and the Lake Central school administration needs more elaborate data. If requested, parents are required to produce a completed certificate of the incapacity for an attendance officer within six (6) days after it is demanded (IC 20-33-2-18).

PHYSICAL EDUCATION ATTENDANCE

Physical education is a non-traditional class requiring students to dress out and physically demonstrate the required skills at the appropriate levels. Therefore, students enrolled in Physical Education may lose credit after failing to dress out for class on the 5th occasion and a student will lose credit on the 10th non-participation day of class (all absences included). Students believing they are physically unable to meet the class requirements should inquire about the modified physical education class with their teacher or guidance counselor.

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.

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 terroristic threats or committing terroristic acts directed at any student, employee, Board member, community member or school building. Staff members and students shall be responsible for immediately informing a building administrator regarding any information or knowledge relevant to a possible or actual terroristic threat or act. It is that administrator's responsibility to react promptly and appropriately to information and knowledge concerning a possible or actual terroristic threat or act.

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

STUDENT MANAGEMENT PLAN

*SPECIAL NOTE: Violation of some Rules of Conduct carries an automatic penalty of Friday 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) Friday 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 - 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 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 Friday School is served, for purposes of: attending dances, Senior Banquet, etc. (see out-of-school suspension definition for details). However, if the Friday School is not served, the student will be suspended the Tuesday following the assigned ASP Serve By Date. The Friday School can only be rescheduled by a parent prior to the given date. If there are not enough available Fridays left in a school year, trancies will result in regular out of school suspension.

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

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 accordance with IC9 - 24 - 2 - 1, House Enrolled Act 1279, the Bureau of Motor Vehicles is notified of a student's second out of school suspension and/or expulsion.

During the school year, students who receive more than one suspension 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.

EXPULSION FROM SCHOOL (I.C. 20-33-8-3) (I.C. 20-33-8-19) - A student may be expelled from attendance at Lake Central 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.

RE-ENROLLMENT FOLLOWING EXPULSION (I.C. 20-33-8-20) - The appropriate authorities may require that a student who is at least sixteen (16) years of age and who wishes to reenroll after an expulsion or an exclusion attend an alternative program.

H. Seniors who are involved in "senior pranks" and/or other major disturbances at the end of the school year may lose the right to participate in graduation ceremonies and/or senior activities.

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 will 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 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 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 LOT, 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 - hanging from inside rear view mirror/easily visible with year and number visible at all times. Each spot in the high school is numbered. Students must park in the spot that corresponds with their permit. Failure to park in the appropriate spot 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. When the back (Freshman Center) parking lot opens (approx. mid November), an additional number of parking permits will be distributed.

ELIGIBILITY - Students classified as seniors (see definition in student classification section) will have first priority for available parking permits. Because of the limited parking facilities, parking permits will be issued to seniors thru a lottery system. Students classified as juniors will be eligible to receive a parking permit (based on availability) for only those wishing to form a carpool.

Carpool rules are as follow:

- All students and cars used in a "pool" must be on one permit.
- Students in a "pool" will all face the same consequence if rules are not followed.

If additional parking permits become available, students will be able to place their name and ID number on a list in the main high school office for additional future lottery selection(s).

VEHICLE REGISTRATION - All vehicles that are driven to school by "permitted" students and parked in the school parking lot must be registered in the main high school office. Parking lot vehicle permits must be purchased at a cost of \$25. Replacement permits may be purchased at a cost of \$5. Students must present a valid driver's license and their current student ID, for all vehicles in order to obtain a permit. Students must also present a signed Parent Agreement form prior to receiving a permit. Students must park in the area designated by their permits.

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: Friday 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, Friday 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 loss of driving privileges, 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 prosecution by law enforcement. When driving privileges are suspended, students are required to surrender their parking permit to the school administration.

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.

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 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.

LAKE CENTRAL HIGH SCHOOL DANCE POLICY

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

- 1. Homecoming
- 2. Winter Formal
- 3. Prom
- 4. Senior Banquet

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

Dance Rules:

- 1. All students must be in compliance with rule 9 - Dance Eligibility of the Lake Central High School student code of conduct
- 2. Lake Central freshmen are NOT eligible to attend Winter Formal, or Prom under any circumstances
- 3. Lake Central students are eligible to take outside guests to Lake Central dances if:
 - A. the Lake Central student is classified as a senior (12)
 - B. the non-Lake Central student is academically classified as at least a sophomore (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

Note: rules specific to a dance take precedence over Rule 2 of this policy and this policy will yield to those rules
- 4. A student will be dressed appropriately to attend the school sponsored dances.

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.

AR 6001 -- STUDENT MEDICATION

Rule S-1. Revised. Section II

No medication will be given to any student unless it is with the written consent of the parent. Such consent shall be valid for no more than one (1) school year and shall be kept on file at the student's school. Such medication shall be prescribed by the student's family physician or physician designated by the parent to do the examination to determine such a need. The medication shall be kept in a secure place and administered in accordance with the physician's prescription and in accordance with the school corporation's written policy. A copy of the written policy shall be given to the parent at the time the consent is given. The parent may withdraw consent (in writing) at any time.

IC 34-4-16.5-3.5

A school administrator, teacher, or other school employee designated by the school administrator, who in good faith administers either:

1. A non-prescription medication in compliance with the Written permission of the pupil's parent or guardian; or

2. A legal (prescription) drug, as defined in IC 16-18-2-1.99 and including injectable insulin, in compliance with the written order of a practitioner;
3. A blood glucose test by finger prick in compliance with the written order of a practitioner; or
4. Any combination of subdivisions (1) through (3), to a student is not liable for civil damages as a result of the administration except for an act or omission amounting to gross negligence or willful and wanton misconduct. The school shall keep on file the written permission of a student's parent or guardian and the written order of a practitioner.

If a school employee is not a practitioner or a person licensed under IC 25-23 and the school employee is responsible for administering injectable insulin or glucose test by finger prick, the employee must obtain from a practitioner the training that the practitioner determines is appropriate for providing the service. Before the school employee provides the service, the school must have on file a written statement from the practitioner that indicates the school employee has received the required training.

LAKE CENTRAL SCHOOL CORPORATION POLICY

The administration of prescribed medication and/or medically prescribed treatments to a student during school hours will be permitted only when failure to do so would jeopardize the health of the student, limit his/her learning, or prevent the student from attending school.

For the purpose of this policy, "medications" is defined as medicines including those prescribed by a physician and any non-prescribed (over-the-counter) drugs, preparations and/or remedies. "Treatment" refers both to the manner in which a medication is administered and to health-care procedures that require specialized training.

Prior to the school nurse administering any medications, written prescriptions from the child's physician accompanied by the written authorization of the parent/guardian are required. These documents will be kept on file in the nurse's office.

Only medication in its original container labeled with a date (of a prescription), the student's name, and exact dosage will be administered. Medication will be stored and dispensed from the nurse's office unless a student is authorized in writing by the physician and parent/guardian to self-administer medication or treatment. In the case of non-prescription drugs for middle and high school students, the student may keep one (1) dose of the medication in the original container if there is a parent/guardian authorization on file.

PRESCRIPTION MEDICINE

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

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

NON-PRESCRIBED MEDICATION

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

For middle and high school students, the student may keep one (1) dose of the non-prescription medication in the original container if there is parent/guardian authorization on file.

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 the delivery by the student.

In order for the school to administer herbal supplements, written authorization from a parent/guardian and a written order of a practitioner must be on file at the school and updated on an annual basis. The practitioner's order must stipulate that the supplement needs to be given during the school day and the time of day it must be administered.

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 pneumoniae*. The vaccines against Hib are very safe and highly effective.

STUDENT CLASSIFICATION

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

Grade 9.....	0	-	10.5 credits
Grade 10.....	11	-	21.5 credits
Grade 11.....	22	-	33.5 credits
Grade 12.....	34	-	46 credits

(Students must have completed six (6) semesters, not including summer school, and obtain at least 34 credits to be considered a senior. Classifications for attendance purposes are made on August 1st of each year. These classifications remain in effect for the entire year.

GENERAL INFORMATION

BOOKSTORE: The bookstore is open before and after school to purchase school supplies.

BUS FOR CAREER CENTER: The Lake Central School Corporation provides a bus to and from the Career Center. Per School Board policy, ALLCHS students attending the HACC ARE required to ride the bus. 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 not provide transportation to HACC on days that Lake Central High School does not have a regular scheduled school day.

CHANGE OF ADDRESS OR PHONE NUMBER: Students should 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, only the higher grade will be calculated in the student's grade point average and the lower grade will be treated as an audit. All grades will remain on the transcript.

LIBRARY/MEDIA CENTER USAGE: The Lake Central High School library offers students research computer programs, Internet usage, magazines for research and pleasure, general reading materials, and the chance to do research for their classes. Students may come to the library with a class or individually to read or study.

LIBRARY HOURS: 6:45AM - 2:45PM Monday-Friday

1. Books may be checked out for two weeks unless they are reference or overnight reserve books. Magazines, audiovisual materials and pamphlet files may be checked out overnight. Fines will be assessed for late materials
2. Students must have a library pass to come to the library during class time. Lunch passes are available from the library staff. Students should sign in when coming to the library with a pass.
3. SRT - Students must have an SRT pass from a teacher, validated by the library staff, before 7:15 a.m.
4. Library computers should be used for research purposes only. E-Mail, chat rooms, games, etc. are not allowed. In order to use the Internet, students must have a Lab/Media Center Internet Usage form from a teacher. A usage form is not needed when accessing network applications or the media center website.
5. No food or drinks in the library.

Lake Central/Media website: <http://lake-central.lcsc.us/page.php?id=38>

Access to programs used in the library may require a user name and password.

SIRS Knowledge Source

user name: IN0194h password: lchs

(case sensitive, 0=zero)

INFOTRAC

user name: (not required) password: lchs

Includes:

Student Resource Center-Gold

Opposing Viewpoints Resource Center

Literature Resource Center

Student Edition-K12

Biography Resource Center

Contemporary Authors

LOST AND FOUND: Students who find lost articles are asked to bring them to the Lost and Found located in the Bookstore. 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 i.d. card system is preferred. Parents/Guardians may also deposit money to their students' accounts via Meal Time Online. This service may be accessed at www.lcsc.us, then click "For Parents", then click on "Mealtime".

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.

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 advisors/coaches involved. The advisors/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.

STUDENT RESOURCE TIME: Every Lake Central student is offered to a ninety (90) minute SRT (Student Resource Time) period. SRT is to be utilized for academic assistance. The student is to report to his/her assigned SRT classroom at the designated time. If a student requests academic assistance, he/she must obtain an SRT pass from the assisting teacher prior to 7:15 AM on the day of the SRT period. The pass is to be shown to the student's SRT teacher and the student is to sign-out before leaving the classroom. The student is expected to report to the academic assistance site within five minutes and sign-in upon arrival.

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

Caution is to be utilized concerning 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.

Students may take only two additional courses by correspondence and/or adult education during any semester. 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. The standard number of outside credits for Lake Central students is four. A student may receive additional credits from outside sources (i.e. correspondence or evening school) during their high school career after consulting with their counselor and receiving special permission from the high school 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.

WORK PERMITS

Indiana law requires that young people ages 14 through 17 obtain employment certificates before accepting employment. The issuing officer cannot issue a second work permit until the first has been terminated. The first is terminated by receipt of the termination notice, or by verification with the employer that termination has occurred. These certificates may be obtained from the main high school office of Lake Central High School. When applying for a certificate, the student must:

1. Obtain an "Intent to Employ" card from the employer.
2. Fill out the "Intent to Employ" card and have the employer, parent, and the student sign the card.
3. Take the signed card with proof of birth date to the main high school office.
4. Work permits may be revoked by Lake Central High School on the occasion of the second out-of-school suspension.

INDIANA CODE: IC20-8.1-4-32 -- SEC. 32:

- A. An employment certificate issued under this chapter may be revoked by the issuing officer if the issuing officer determines that there has been a significant decrease in the student's grade point average since the issuance of the permit.
- B. A student whose employment certificate is revoked under subsection (A) is entitled to a periodic review of the student's grade record to determine whether the revocation should continue. A periodic review may not be conducted less than one (1) time each school year.
- C. If upon review, the issuing officer determines that the student's grade point average has improved substantially, the issuing officer may reissue an employment certificate to the student.
- D. A student may appeal the revocation of an employment certificate under subsection (A) Or the refusal to reissue an employment certificate under subsection (C) to the school principal.

5. INDIANA CODE: 20-8.1-4-12

- (a) Upon presentation of the documents required by section 7 of this chapter, an employment certificate shall be issued immediately to the child. However, an issuing officer may deny a certificate to a child:
- (1) Whose attendance is not in good standing; or
 - (2) Whose academic performance does not meet the school corporation's standard.

(Lake Central's standard is consistent with the extra-curricular code of passing five (5) solid subjects.)

A student may appeal the denial of a certificate under subsection (a) to the school principal.

CIVIL RIGHT ASSURANCE OF EQUAL OPPORTUNITY AND NONDISCRIMINATION STATEMENTS

The Lake Central School Corporation is committed to equal opportunity. It is an Equal Opportunity Employer and 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.

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 of Personnel, 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. The following extracurricular activities are offered at Lake Central:

Academic Decathlon	Academic Letter Winners	Debate
Academic Super Bowl	Art Club	Centralettes
French Club	Art Club-FC	Astronomy
German Club	BPA (Business Professionals of America)	N-Teens
Spanish Club	Class Cabinet 9-12	Spell Bowl
Interact Club	Medical Professions	Theatre
National Honor Society	Hockey	Theatre Tech
Science Olympiad	Super Fan	Table Tennis Club
Science Fair	Rune	Chess Club
Student Council	Speech	Best Buddies
Diversity Club	Young Americans	Chemistry Outreach
Dollars for Scholars	Chemistry Club	Jets

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 after-school sports programs. These programs include:

Cross Country	Volleyball	Wrestling	Gymnastics
Tennis	Football	Soccer	
Swimming	Basketball	Softball	
Track	Baseball	Golf	

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 who:

- is enrolled and passing subjects totaling five credits as of the last grading period. Physical education does count as one of the five credits toward eligibility. In core classes, passing is C-.
- has an IHSAA parent/physical form 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. An athlete must also pass five subjects for the semester in order to remain eligible for the following nine weeks.

There will be a transportation fee for each sport a student is involved in during the school year.

CODE OF EXPECTATIONS

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

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

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

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

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

It is expected that the individual rights of all must be respected and all teammates and participants treated equally. Hazing, harassment, including but not limited to verbal, physical or sexual harassment, intimidation or initiation of athletes or participants in extracurricular activities will not be tolerated.

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

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

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

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

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

Consequences for violation of these expectations are as follows:

Type One Violation	Occurrence	Penalty
Being arrested for/testing positive/ or possessing, using, consuming, or being under the influence of a controlled substance or possession of paraphernalia,	1st	Expulsion from athletics/extracurricular activities for 365 days and athletic/extracurricular activity probation for remainder of career. By self reporting and completion of an evaluation program, a student may practice but not compete in contests. One can not self-report prior to school drug testing procedure
	2nd	Permanent expulsion from athletic and extracurricular activity participation
Type Two Violation	Occurrence	Penalty
Possessing, using, consuming, or being under the influence of alcohol	1st	33% of current, next, or combined seasons or extracurricular term Example: If 20% of a season remains when violation occurs, 13% of the next season ineligible
	2nd	Expulsion from athletic/extracurricular activities for 365 days.
	3rd	Permanent expulsion from athletic/extracurricular activity participation
Type Three Violation	Occurrence	Penalty
Possession and/or use of tobacco	1st	25% of contests for that season or combined seasons/ extracurricular term; Example: same as alcohol except 25%
	2nd	One full season/extracurricular term; Example: 5 football games played when violation occurs. Penalty would be 50% of the next sport season in which the athlete participates
	3rd	Permanent expulsion from athletic/extracurricular participation
Type Four Violation	Occurrence	Penalty
Unlawful conduct, disruptive conduct, hazing, harassment, non-traffic misdemeanor	All	Determined by principal, athletic director, class assistant principal, and head coach.

Combination of Offenses Any combination of two of type 2, 3, and 4 violations will result in at least 50% loss of season/extracurricular activity term; any combination of three of these violations will result in permanent expulsion from athletic/extracurricular participation. The second or third offense can be from any category (type 1, 2, 3, or 4).

Carry over Penalty An athlete/extracurricular activity participant must complete the entire season/activity periods in which there is a penalty assessed in order to complete his or her suspension. Example: A fall athlete gets caught for drinking in January. The athlete decides to go out for a spring sport to serve the 33% penalty. After 5 contests the athlete quits the team. It would not count for completion of the penalty.

Penalty Assessment The method used to determine the number of games for a suspension will be varsity total games allowed for a sport. Varsity scrimmages will be counted. Penalty will use scheduled games whether played or canceled and any calculated suspension of .5 contests or more will be rounded up.

Practice/Travel While Suspended Individual coaches and sponsors will determine whether an athlete/participant is allowed to practice and travel (no overnight) with team/group during a suspension.

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

Self Reporting Athletes and extracurricular activity participants are encouraged to seek help and to self report. An athlete or participant can reduce the penalty for a first offense under the alcohol or tobacco provision by 75% if he/she reports the conduct to the Athletic Director, Head Coach, or Sponsor prior to the school's investigation of the conduct and 2) the student successfully completes a substance abuse program. Agencies and counseling resources are attainable from our liaison person in the high school guidance office. Any counseling or services will be at the expense of the parent or guardian. Reduction of penalty through self-reporting can only be implemented on a first offense.

Counseling An athlete/extracurricular activity participant who did not self-report and who is found to have violated the Code under the alcohol or tobacco provision for the first time will be offered the opportunity to reduce his/her penalty by 40% by the successful completion of a substance abuse program. Agencies and counseling resources are attainable from our liaison person in the high school guidance office. Any counseling or services will be at the expense of the parent or guardian. Reduction of penalty through counseling can only be implemented on a first offense.

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

I have read and understand the above requirements for participation in a Lake Central High School athletic and or extra-curricular activity and understand that these expectations and the consequences apply throughout my career as a participant at Lake Central. I authorize Lake Central High School to investigate and obtain information and records from law enforcement agencies, the probation department, or any other sources regarding any arrest, indictment, or other formal charges against the below athlete or participant for an act which Lake Central High School determines would be in violation of any of the rules and regulations stated in the Code of Expectations. This authorization includes but is not limited to factual circumstances surrounding any arrest, the nature of the charges, investigation related to charges and disposition of charges, if any. Pictures posted on the internet may be used as evidence provided an investigation can corroborate the date any photograph was taken.

Athlete/Participant Signature

Date

Parent/Guardian

**Attention parents and athletes:
All high school sports schedules can
be accessed at the following website:**

www.highschoolsports.net