Lake Station Community Schools

District Handbook

2026-2027

Grades K-12

Dear Lake Station Parents/Guardians and Students,

Our mission at Lake Station Community School Corporation is to provide a positive learning environment for all students with the collaboration of families and the community so all students will grow academically and become respectful, productive citizens.

The purpose of the Parent/Student handbook agenda is to answer questions that are commonly asked. Please use this book to help you and your child understand general policies and as a guide to answer questions. Good communication is important in helping us educate your child. The better informed we are, the better the possibility is that we all can agree on the direction of your child's education. If you have any questions regarding school policies or events, please feel free to contact the school principal. Together, we can create an educational journey that supports student success.

Respectfully,

Ms. Christine Pepa, Superintendent

Mr. Eric Kurtz, Assistant Superintendent

Ms. Erin Nolan-Higgins, Bailey Elementary Principal

Ms. Jennifer Havens-Rodriguez, Hamilton Elementary Principal

Mrs. Diana Flanagan, Edison Jr. Sr. High School Principal

Si no puede leer el texto anterior llame o nuestra oficina y se le proporcionara un interprète.

Board of School Trustees

Mr. David Wright, President

Mr. Greg Tenorio, Vice President

Mr. Kevin Music, Secretary

Mr. Michael Poweska, Board Member

Mr. Jordan Billups, Board Member

Administration Office 219-962-1159

Ms. Christine Pepa, Superintendent

Mr. Eric Kurtz, Assistant Superintendent

NONDISCRIMINATION POLICY

It is the policy of the Lake Station School Corporation not to discriminate on the basis of race, color, religion, sex, national origin, age or handicap in its educational programs or employment policies as required by the Indiana Civil Rights Act, (I.C.22-9-1), I.C.20-8.1-2, Titles VI and VII of the Civil Rights Act of 1964, the Equal Pay Act of 1973, Title IX (1972 Educational Amendments), and Section 504 of the Rehabilitation Act of 1973.

Inquiries regarding compliance with Title IX, ADA, and Section 504 should be directed to the Pupil Personnel Director of the Lake Station Community School Corporation, 2500 Pike Street, Lake Station, Indiana 46405 or the Office for Civil Rights, U. S. Department of Education, Washington D.C.

PANDEMIC STATEMENT

Lake Station Community Schools are dedicated to the safety of students, staff, and visitors on our campuses. As new guidelines develop from either local, state or federal agencies regarding COVID-19 (or any other public health emergency), our policies and expectations may also need to be adjusted. If this occurs, we will be sure to inform the parents and students. Please make sure your contact information remains current in our Skyward student management system so you receive important information from the school corporation. **Parents are asked to contact their child's school immediately within 24 hours if your child is positive for COVID-19.**

MISSION STATEMENT

The mission of the Lake Station Community School Corporation, in cooperation with parents and the community, is to provide quality learning opportunities enabling all students to reach their potential. We are dedicated to providing a safe, nurturing environment which fosters the development of students who will make sound decisions in an ever-changing world. Beliefs:

- We are life-long learners.
- People are responsible and accountable for their own behaviors.
- People learn in various ways and at different rates.
- We encourage everyone to strive for excellence.
- Diversity is a source of strength.
- A democratic society prospers with educated citizens.
- We respect the value and worth of every human being.

AGENDA REQUIREMENT

In an effort to address homework assignments school wide and to enforce the opportunity for students to plan their day-to-day activities, students are required to bring their student agenda with them to every class. Failure to bring the student agenda to class may result in disciplinary measures taken against them.

Parent/Guardian Responsibilities

The administration, staff and faculty of Lake Station Community School Corporation view the following as home issues and challenge parents and guardians to support their students and the school by:

- Checking the agenda book daily to ensure the student is recording assignments
- Being diligent in ensuring their student's attendance in school
- Reflecting appropriate support for positive academic practices
- Informing the school in a timely manner of any personal, medical or legal changes that could affect the safety of the student while in school and/or the ability of the school to reach you should an emergency arise
- Getting to know the staff, faculty and administrators and the school's policies
- Sharing in the responsibility of creating a school environment that is safe and respectful of others

BAILEY SCHOOL DIRECTORY

2100 Union Street
Phone: 219-962-1302
Fax: 219-962-5222

Principal	Ms. Erin Nolan-Higgins
Secretary	Mrs. Brianna Alderson
Library Aide	Ms. Chris Barnes
Health Assistant	Mrs. Desirae Pusateri
Custodian	Mr. Epi Cruz

HAMILTON SCHOOL DIRECTORY

2900 Lake Street
Phone: 219-962-1824
Fax: 219-962-4559

Principal	Ms. Jennifer Havens-Rodriguez
Secretary	Mrs. Beatriz Ochoa
Library Aide	Ms. Jill Kapitan
Health Assistant	Ms. Katherine Beehn
Custodian	Mr. Joe Wisniewski

EDISON SCHOOL DIRECTORY

3304 Parkside Avenue
Phone: 219-962-8531
Fax: 219-962-2064

Principal	Mrs. Diana Flanagan
Dean of Students	Mr. Erik Riise
Dean of Students	
Athletic Director	Mr. Jeff Bean
Director of College and Careers	Mrs. Raquel Evacko
Guidance Counselor	Ms. Heather Ganske
Athletic Secretary	Ms. Kari Sykes
Attendance Secretary	Mrs. Maria Padilla
Guidance Secretary	Mrs. Amaris Guerra
Librarian	Mrs. Heidi Meyer
District Food Service	Mrs. Mellody Forsythe
Custodians and Maintenance	Mr. Rich Pennington; Mr. Sal Guel

EAGLE HELPLINE 219-962-5566

The Safe School Helpline is available 24/7. Calls are taken 24 hours a day, 7 days a week. Staff administrators and parents are additionally welcomed to use the Eagle Helpline, anonymously, as a first line of defense against drugs, violence, and weapons in our community. Call 219-962-5566

Let us know - ANONYMOUSLY - when you witness any illegal activity that threatens our school.

Make the call and make a difference!

EDISON SCHOOL SONG

E-D-I-S-O-N
We know that you're out to win
Here our cheers are meant for you
We'll be behind you, whatever you do
Show us the spirit Edison High
Play fair, be square, do or die
T-E-A-M fight, fight, fight
We're onward to victory

VISITORS

Edison

School policy is to accept only those visitors who have legitimate business to attend to at the school. Younger brothers and sisters or small children are not to be brought to school unless bringing them is related to classwork and the approval of the teacher and principal is obtained.

Visitors and guests must register and leave a valid, photo, state issued driver's license or ID. Parents are always welcome to visit. We do ask, however, that all parents register in the Attendance Office when they enter (door D). It is recommended to call ahead for an appointment with the administrator, teacher or counselor with whom you want to meet.

Bailey and Hamilton

School policy is to accept only those visitors who have legitimate business to attend to at the school. Visitors and guests must register and leave a valid, photo, state issued driver's license or ID. It is recommended to call ahead for an appointment with the administrator, teacher, or counselor with whom you want to meet.

SCHOOL DATES AND TIMES

2026-2027 SCHOOL YEAR

August 12..... School Begins

September 7 ..... No School -Labor Day

September 17 ……Student ½ Day In-Person AM – Teacher PD PM

October 14 ……Student ½ Day In-Person AM – Teacher PD PM

October 20 .....Elementary Parent / Teacher Conferences/**Elementary Only ½ Day In-Person AM-Asynchronous E-Learning PM**

October 21 .....Edison Parent / Teacher Conferences/ **Edison Only ½ Day In-Person AM-Asynchronous E-Learning PM**

October 23 & 26 .....No School -Fall Break

November 12……Student ½ Day In-Person AM – Teacher PD PM

November 23-27..... No School -Thanksgiving Break

December 21-January 4..... No School - Christmas Break

January 5 .....Classes resume – 2nd Semester

January 18 .....No School - Martin Luther King Day

February 2 ……..……Student ½ Day In-Person AM – Teacher PD PM

February 12 & 15.....No School – President's Break

February 23 ..... Elementary Parent / Teacher Conferences/**Elementary Only ½ Day In-Person AM-Asynchronous E-Learning PM**

February 24 ..... Edison Parent / Teacher Conferences/ **Edison Only ½ Day In-Person AM-Asynchronous E-Learning PM**

March 11 ……Student ½ Day In-Person AM – Teacher PD PM

March 22-March 29 .....No School - Spring Break

April 16 ……..……Student ½ Day In-Person AM – Teacher PD PM

May 26 ..... Graduation

May 26 .....No School – Memorial Day

May 28.....Last Day of School (Early Release)

June 7 ..... Summer School begins

June 25 ..... Summer School ends

SCHOOL TIME SCHEDULE

Edison

At the beginning of the day**, car rider students** may enter the building through **Door A ONLY. Bus riders enter Door D. S**tudents are expected to pick up breakfast from the cafeteria and report to their first period to eat. The tardy bell will ring at 7:40 a.m. Students are considered to be absent from 1st period if they come to class after 7:50 a.m. Students who arrive five or more minutes late to any other period will be considered absent from that period.

Bailey Arrival and Dismissal

At the beginning of the day (8:10am), Car Rider students may enter through **Door I ONLY**. Parents must utilize the drop off lane on the SOUTH side of the building, entering from E. 21st Avenue. For safety purposes, Parents/Guardians **MAY NOT** park and walk their child(ren) into the building. After 8:30am, all students must enter through the main office (Door A). After 8:40am, parents/guardians need to sign their child(ren) in.

At the end of the day, Car Riders must utilize the parent pick up lane on the SOUTH side of the building. Your car rider number must be displayed in the window until your child has entered your car.

Please avoid signing your child out of the office during dismissal, unless it's an emergency. Our goal during this time is to ensure that all students exit the building safely to their mode of transportation home.

Hamilton Arrival and Dismissal

At the beginning of the day (8:10am), Car Rider students may enter through **Door J ONLY**. Parents must utilize the Drop Off Lane in the front of the building. For safety purposes, Parents **MAY NOT** park and walk their child(ren) into the building. After 8:30am, all students must enter through the main office (Door A). After 8:40am, parents/guardians need to sign their child(ren) in.

At the end of the day, Car Riders must utilize the parent pick up lane. Your car rider number must be displayed in the window until your child has entered your car.

Please refrain from signing your child out of the office during dismissal, unless it's an emergency. Our goal during this time is to ensure that all students exit the building safely to their mode of transportation home.

STUDENT DELIVERIES

Schools do not accept deliveries for students; this includes flowers, balloons and food delivery such as Door Dash. **A reminder, any food from restaurants is not to be dropped off during the school day as this violates Federal Guidelines for our food service program**.

At the elementary level, we understand that it is often easier to have your child's teacher deliver birthday invitations in class. We are happy to assist with this, but invitations must be given to every student in the class. If there are not enough invitations to meet these requirements, they will be returned home with your child.

EXPECTATIONS OF CIVILITY

CIVILITY POLICY

The staff, faculty and administrators of this school operate under the umbrella of a civility policy in the Lake Station School Corporation. There is an expectation of common civility in all interactions with members of the community. If that civility is breached, the employee is authorized to inform the violator that the interaction must be terminated for the time being. This includes, but is not limited to, phone calls, appointments, drop-ins, chance meetings, etc. The interaction may be initiated again once the violator has calmed down. **The superintendent or administrator has the authority to prohibit the entry of any person to a school of this corporation or to expel any person when there is reason to believe the presence of such person would be detrimental to the good order of the school**. If the individual refuses to leave the school grounds or creates a disturbance, the administrator is authorized to request removal by the local law enforcement agency.

THREATS TO EMPLOYEES OF A SCHOOL CORPORATION

It is a class D felony to threaten a public-school employee. The Lake Station Police Department will be notified with all threats or intimidation presented towards staff; criminal charges will be presented to the Lake County Prosecutor's office for criminal charges.

EMERGENCY PROCEDURES

STANDARD RESPONSE PROTOCOL

INFORMATION FOR PARENTS AND GUARDIANS

Our school has adopted The "I Love U Guys" Foundation's Standard Response Protocol (SRP). Students and staff will be training, practicing, and drilling the protocol.

COMMON LANGUAGE

The Standard Response Protocol (SRP) is based on an all-hazards approach as opposed to individual scenarios. Like the Incident Command System (ICS), SRP utilizes clear common language while allowing for flexibility in protocol.

The premise is simple - there are five specific actions that can be performed during an incident. When communicating these, the action is labeled with a "Term of Art" and is then followed by a "Directive." Execution of the action is performed by active participants, including students, staff, teachers and first responders. The SRP is based on the following actions: Hold, Secure, Lockdown, Evacuate, and Shelter.

HOLD

"In Your Classroom or Area"

Students are trained to:
- Clear the hallways and remain in their area or room until the "All Clear" is announced
- Do business as usual

Adults and staff are trained to:
- Close and lock the door
- Account for students and adults
- Do business as usual

SECURE

"Get Inside. Lock outside doors"

Students are trained to:
- Return to inside of building
- Do business as usual

Adults and staff are trained to:
- Bring everyone indoors
- Lock the outside doors
- Increase situational awareness
- Account for students and adults
- Do business as usual

LOCKDOWN

"Locks, Lights, Out of Sight"

Students are trained to:
- Move away from sight
- Maintain silence
- Do not open the door

Adults and staff are trained to:
- Recover students from hallway if possible
- Lock the classroom door
- Turn out the lights
- Move away from sight
- Maintain silence
- Do not open the door
- Prepare to evade or defend

EVACUATE

"To a Location"

Students are trained to:
- Leave stuff behind if required to
- If possible, bring their phone
- Follow instructions

Adults and staff are trained to:
- Bring roll sheet and Go Bag (unless instructed not to bring anything with them, dependent on reason for evacuation.)
- Lead students to Evacuation location
- Account for students and adults
- Report injuries or problems using Red Card/Green Card method.

SHELTER

"State Hazard and Safety Strategy"

Hazards might include:
- Tornado
- Hazmat
- Earthquake
- Tsunami

Safety Strategies might include:
- Evacuate to shelter area
- Seal the room
- Drop, cover and hold
- Get to high ground

Students are trained in:
- Appropriate Hazards and Safety Strategies

Adults and staff are trained in:
- Appropriate Hazards and Safety Strategies
- Accounting for students and adults
- Report injuries or problems using Red Card/Green Card method.

STANDARD RESPONSE PROTOCOL

PARENT GUIDANCE

In the event of a live incident, parents may have questions about their role.

SECURE

"Get Inside. Lock outside doors"

Secure is called when there is something dangerous outside of the building. Students and staff are brought into the building and the outside doors will be locked. The school might display the Building is Secured poster on entry doors or nearby windows. Inside, it will be business as usual.

SHOULD PARENTS COME TO THE SCHOOL DURING A SECURE EVENT?

Probably not. Every effort is made to conduct classes as normal during a secure event. Additionally, parents may be asked to stay outside during a Secure event.

WHAT IF PARENTS NEED TO PICK UP THEIR STUDENT?

Depending on the situation, it may not be safe to release the student. As the situation evolves, Secure might change to a Monitored Entry and/or Controlled Release.

WILL PARENTS BE NOTIFIED WHEN A SCHOOL GOES INTO SECURE?

When a secure event is brief or the hazard is non-violent, like a wild animal on the playground, there may not be a need to notify parents while the Secure is in place.

With longer or more dangerous events, the school should notify parents that the school has increased their security.

LOCKDOWN

"Locks, Lights, Out of Sight"

A Lockdown is called when there is something dangerous inside of the building. Students and staff are trained to enter or remain in a room that can be locked, and maintain silence.

A Lockdown is only initiated when there is an active threat inside or very close to the building.

SHOULD PARENTS COME TO THE SCHOOL DURING A LOCKDOWN?

The natural inclination for parents is to go to the school during a Lockdown. Understandable, but perhaps problematic. If there is a threat inside the building, law enforcement will be responding. It is unlikely that parents will be granted access to the building or even the campus. If parents are already in the school, they will be instructed to Lockdown as well.

SHOULD PARENTS TEXT THEIR STUDENTS?

The school recognizes the importance of communication between parents and students during a Lockdown event. Parents should be aware though, during the initial period of a Lockdown, it may not be safe for students to text their parents. As the situation resolves, students may be asked to update their parents on a regular basis.

In some cases, students may be evacuated and transported off-site for a student-parent reunification.

WHAT ABOUT UNANNOUNCED DRILLS?

The school may conduct unscheduled drills, however it is highly discouraged to conduct one without announcing that it as a drill. That's called an unannounced drill and can cause undue concern and stress.

Parents should recognize that the school will always inform students that it is a drill during the initial announcement.

It's important to differentiate between a **drill** and an exercise. A drill is used to create the "Muscle Memory" associated with a practiced action. There is no simulation of an event; this is simply performing the action. An exercise simulates an actual event to test the capacity of personnel and equipment.

CAN PARENTS OBSERVE OR PARTICIPATE IN THE DRILLS?

The school welcomes parents who wish to observe or participate in drills.

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K12 2021 STANDARD RESPONSE PROTOCOL

SCHOOL CANCELLATION

If school is going to be closed because of an emergency, you will be notified by a One-Call and an announcement on the following radio stations: WAKE - 1500 AM, WJOB - 1230 AM, WONU- 89.7 FM or the TV station WYIN PBS Channel 56. You may also find information about closing of schools at www.lakes.k12.in.us and click on the provided links. Please stay tuned to one of these stations from 6:30 A.M. in inclement weather.

WINTER STORM PROCEDURES

Closing of School Prior to Opening

The Superintendent of Schools makes the decision to close schools because of winter storms. Once the decision is made, the superintendent sends a one-call to the families and staff. Local radio and cable TV stations are notified of the closing.

Closing of Schools When School is in Session

The superintendent of schools makes the decision to close schools because of winter storms once schools are in session. Transportation personnel, cafeteria personnel, and local and state police agencies are consulted before a decision is made. The closing is then announced to local radio and cable TV stations. Students are informed of the closing, busses arrive, and students are dismissed.

Athletic Events

In the event school is closed prior to opening or after it has started, all home athletic events are postponed. The decision to send busses with athletic teams to away events will be made by the superintendent of schools.

LEAVING SCHOOL GROUNDS

No student may leave the school building and grounds once dropped off at school by either the bus or car or during the school day without following the sign-out procedure. STUDENTS WILL BE CONSIDERED TRUANT IF THEY LEAVE SCHOOL BUILDING OR GROUNDS WITHOUT PERMISSION.

EDISON SIGN OUT PROCEDURES

On all sign outs a parent or legal guardian must come in. FAILURE TO FOLLOW THE SIGN OUT PROCEDURE RESULTS IN TRUANCY AND APPROPRIATE DISCIPLINARY ACTION WILL BE TAKEN.

EDISON SIGN IN PROCEDURE

Students arriving/returning to school while classes are in session are to enter through Door D (main visitor entrance) and sign in at the Attendance Office. Failure to follow the sign in procedure may result in disciplinary action taken against the student.

BAILEY AND HAMITON SIGN OUT PROCEDURES

When picking up a child early from school for an appointment, parents must send a note indicating the time they will be picking up their child. When the adult arrives at school, and shows their ID, we will call the child down to the office. This allows for maximum learning to take place. Please plan accordingly.

BAILEY AND HAMILTON SIGN IN PROCEDURES

Students arriving/returning to school need to come in the main office with their parent/guardian, as they need to be signed in.

ILLNESSES/MEDICINES/APPOINTMENTS

ILLNESS

Students who become ill before or during the school day are to report their condition to a teacher and then go to the nurse's office. At the office they are to report to the nurse or office secretary. A restroom is available in the nurse's office for anyone who is ill. If a student is too ill to remain in school, the parent or guardian must be notified for permission to leave and plans made for transportation home. Under no circumstances is the student sent home unless a parent or guardian has been notified. Even if a student is 18 years old, parent approval must be given to go home unless the student is legally emancipated. If injured at school, a student should report the incident to a teacher immediately in order that proper first aid measures may be administered.

At the district level, students who have an injury that results in the use of a cast and/or have stiches will not be allowed to participate in physical education and/or recess. The student must remain indoors with an alternative activity until the student is released by a physician to participate in contact physical activities.

PICKING UP STUDENTS FROM THE NURSE'S OFFICE

It is the parent's responsibility to have updated information listed in Skyward in the event that your child is sent home from school with a sickness or injury. If the child becomes sick at school, the expectation is that the child is picked up within the hour. Students should not be left at school sick. If you are not able to pick up your child within an hour, please have a back-up plan.

MEDICATIONS

Should a student need to take ***an over-the-counter or prescription*** medication during school hours the following procedure is to be followed:

1. ALL medications, over-the-counter and prescription MUST be dropped off and picked up by a parent/guardian, regardless of the student's age. ***All medications must be picked up by a parent no later than the last day of school. After that day, the school nurse will dispose of any medications still in her holding area.***
2. ALL medications MUST come in the original container with the label attached.
3. Arrive without a pass, leave without a pass. *This means if you come between classes, you assume the risk of being late or truant to your next class.*
4. Any special needs during the school day, i.e. wheel chair use, etc. MUST be submitted, in writing and signed by a health care provider with a beginning and end date, to the school nurse.
5. If you are taking routine medications at school, it is your responsibility to arrive ON TIME. If you are late, you will not get a pass to class.
6. A student with an acute or chronic disease or medical condition may possess and self-administer medication that must be administered on an emergency basis while the student is on school grounds or off school grounds at a school activity, function or event if the student's parents file an annual authorization that includes a written statement from the student's physician for the student to self-administer the medication.

The nurse does not issue aspirin

DOCTOR/DENTAL APPOINTMENTS

1. When possible, schedule appointments so they do not interfere with the school day.
2. Parent/Legal Guardian must come in to sign the student out for the appointment.
3. Ask for the Sign Out book and <u>be sure to sign out.</u> Failure to do so results in a TRUANCY.
4. When you return to school bring a note from the doctor or dentist verifying treatment for an EXCUSED ABSENCE. If you forget, you must at least bring a note from a parent/guardian or must have them call the school.
5. A doctor's excuse must be presented to the attendance secretary within three (3) days of the student returning to school. Failure to do so will result in a UNEXCUSED ABSENCE.

MARRIED/PREGNANT STUDENTS

MARRIED STUDENTS

In recognition of the responsibility, which the schools have to all school age youth, the Board of School Trustees will permit married students to complete their formal education under the following circumstances:

1. They must meet satisfactory standards of attendance, academic performance, and conduct;
2. They will not be denied any educational achievements;
3. They will be allowed to participate in extracurricular activities; and
4. They will be expected at all times to conduct themselves as adults.

It is understood that these policies and procedures will not provide for all situations. Those situations not specified will always be administered in terms of which is best for the child, the school, and the community.

PREGNANT STUDENTS

In order to keep our regulations up to date in accordance with changes in the law as promulgated by the courts, girls who become pregnant may continue to attend school under the following circumstances:

1. They must meet satisfactory standards of attendance, academic performance, and conduct.
2. They will not be denied any educational achievements.
3. They will be allowed to participate in extra-curricular activities unless restricted by a physician.
4. They will be expected at all times to conduct themselves in an appropriate manner.

Upon learning of a pregnancy, students shall inform a guidance counselor and the nurse, who shall then require that the pregnant girl has consulted a physician and is receiving proper medical maternity care. Proper medical care can include nutritional advice, receiving adequate and proper diet, and medical instructions to the school regarding the pregnant girl's physical activity. The girl will not be allowed to participate in any physical activity unless approved in writing by a physician. The girl shall also cooperate in obtaining proper outside counseling service regarding emotional and other advice she may require.

GENERAL SCHOOL INFORMATION

ACTIVITIES

The school sponsors many clubs and activities, and you will benefit by voluntary participation in one or more of these clubs and activities. One or more members of the faculty, selected by the principal, sponsor every club, organization and class. One or more sponsors shall be present at all meetings or activities.

Supervision will end 15 minutes following a school related function or activity. Parents are asked to pick their children up during the fifteen-minute time period. Students are to avoid loitering in the school building or in the front and rear of the school building following school functions or activities. We ask that parents be prompt in picking up their children following school related activities. Your cooperation is greatly appreciated.

The following are examples of activities that students at Edison may join:

Student Council	A cappella Choir
Spanish Club	Fishing Club
French Club	Aquatic Robotics
Cheerleading	Jazz Band Interscholastic
Athletics	National Honor Society
DECA	Fine Arts Club

NATIONAL HONOR SOCIETY/NATIONAL JUNIOR HONOR SOCIETY

One of the highest honors in which a student can receive is election to a National Honor Society. The object of these societies is to create enthusiasm for scholarship, stimulate a desire to render service, to promote worthy leadership and to develop character in the students at Edison Junior Senior High School. Election to the society shall be a committee consisting of the principal, Guidance personnel and all members of the faculty. Candidates shall have a 3.00 or higher-grade point average and must have passed the ISTEP+ and ECA.

CONVOCATIONS

Students should be quiet and orderly at all meetings, convocations, class plays, etc.

As soon as the individual in charge of the program stands, the student body should become quiet and give full attention. Different kinds of performances will naturally call for different kinds of approval, such as laughter or clapping of hands. Vocal applause, whistling, calling out, etc., is very ill-mannered and has no place in an auditorium.

No hats are to be worn in the auditorium. No gum, food, beverages, pens, or pencils are allowed in the auditorium.

Misbehavior during an assembly may result in exclusion from future assemblies and/or disciplinary consequences.

LEAVING CLASS

No student is permitted to leave class without a pass issued by an adult. All students going to the library must have a pass from a teacher entitling them to use the library. In other words, any time a student is in the hall during class time, he/she must have a pass. Only in exceptional cases should permission be granted to leave a class to go to the restroom once a student has used up his/her agenda book classroom passes. Students must carry their agenda books so passes may be written in them. All agenda passes are issued solely at the discretion of the classroom teacher. Emergency situations, illness, and non-student generated requests will not result in the use of the agenda book pass. Students who lose their agenda book, may purchase another, but will automatically lose one classroom pass for that quarter.

LOCKERS

All lockers made available for student use on the school premises, including, but not limited to, lockers located in hallways, physical education and athletic dressing rooms, and the arts classrooms are the property of the school corporation.

The student's use of the locker does not affect the school corporation's continued ownership or control of the locker. The school corporation retains the right to inspect the locker and its contents to ensure that the locker is being used for its intended purpose, to eliminate fire or other hazards, to maintain sanitary conditions, to attempt to locate lost or stolen material, and to prevent use of the locker to store prohibited or dangerous materials of any nature or kind including, but not limited to, weapons, illegal drugs or alcohol. In order to implement the school corporation's policy concerning student lockers, the school board adopts the following rules and regulations:

1. **Locks**: The school corporation shall retain access to student lockers by keeping a master list of combinations and a master key. It is highly recommended that lockers be kept locked and combinations not shared with others. Students shall not use their own locks to prevent access to lockers by school officials and any unauthorized locks may be removed without notice and destroyed.

2 **Use of Lockers**: The school makes an effort to maintain the lockers, however, students use lockers at their own risk. Lockers are to be used to store school supplies and personal items necessary for use at school. Lockers shall not be used to store items which cause, or can reasonably be foreseen to cause, an interference with an educational function or school purpose, or which are forbidden by state law or school rules, including but not limited to drug paraphernalia, beverages containing alcohol, weapons, any flammable substance, bombs or explosive devices, any pungent acid or nauseous chemical, any library book not properly checked out or overdue, unreturned gym or athletic equipment, any stolen items, any obscene material, cigarettes or tobacco products.

Students will be expected to keep their lockers in a clean and orderly manner. Students opening any locker to which they are not assigned and without authorization may receive a day of Community Outreach. Students committing the second offense of theft or attempted theft may receive up to a five-day suspension and a recommendation for expulsion. Students are to use only the assigned lockers. STUDENTS ARE NOT TO SHARE LOCKERS WITH OTHER STUDENTS**.** **If a student causes damage to his/her locker, a $5.00 fee will be charged to repair the locker.**

3. **Authority to Inspect**: The school corporation retains the right to inspect lockers to ensure that they are being maintained in accordance with the conditions of Rule #2. All inspections of student lockers shall be conducted by the principal or a member of the administrative staff designated in writing by the principal. The principal may give the following staff members authority to inspect lockers: Assistant Principal, Director of School Security, Guidance Counselor, Physical Education Instructor, etc.

4. **Inspection of Individual Students Lockers**: The inspection of a particular student's locker will not be conducted unless the principal or principal designee has a reasonable suspicion to believe that the locker to be inspected contains items which cause, or can reasonably be foreseen to cause, an interference of an educational function or school purpose, or which are forbidden by state law or school rules. **"Reasonable Suspicion"** as used in these rules may be based on a number of factors including, but not limited to:

   A. Information received by the principal or principal designee from teachers or students, law enforcement officer, or detection devices, including trained dogs.

   B. The past records of the student whose locker is to be inspected.

   C. The seriousness of the problem to which the search is directed, such as violence or drug use in the school.

   D. The behavior of the student. For example, indications that the student is intoxicated.

   The principal or principal designee shall have present during the inspection a member of the administrative staff, when possible, or an adult employee of the school corporation. When circumstances require that the inspection be conducted without delay in order to protect the health and safety of others on the school premises, the inspection may be conducted without a witness.

5. **Inspection of All Lockers**: An inspection of all lockers in the school, or all lockers in a particular area of the school, may be conducted if the principal, district director of school safety, school resource officer, superintendent, or assistant superintendent reasonably believes that such an inspection is necessary to prevent, impede, or substantially reduce the risk of:

   A. An interference with an educational function or school purpose.

   B. A physical injury or illness to any person.

   C. Damage to personal or school property.

   D. A violation of state law or school rules

      (1). Examples of circumstances justifying a general inspection of a number of lockers shall include, but not be limited to the following:

         a. Receipt by the school corporation of a bomb threat.

         b. Evidence of student drug or alcohol use creates a reasonable belief of an unusually high level of student use.

         c. At mid-term, end of grading period, and before school holidays, to check for missing books or lab chemicals or school equipment.

         d. Student violence or threats of violence creates a reasonable belief that weapons are stored in the lockers.

   E. If a general inspection of a number of lockers is necessary, then all lockers in the defined inspection area will be examined. Students will not necessarily be given the opportunity to be present while a general inspection is being conducted.

   F. Under the direction and guidance of administrators, district director of school safety, superintendent, assistant superintendent, or designated staff, a law enforcement K-9 search of

school lockers and grounds may be administered.

6. **Student Material**: When conducting an inspection pursuant to these rules, the inspector shall take care to avoid unduly disrupting the contents of the locker or intruding unnecessarily into any student's written material located in the locker. In addition, as to written material, the inspection will be kept to the minimum level necessary to determine that such material is not in itself contraband or being used to conceal contraband.
7. **Disposal of Confiscated Contraband**: All contraband confiscated from lockers may be disposed of by the principal or his designee as they deem appropriate, including, but not limited to:
   A. Return to the proper owner or place.
   B. Use as evidence in a student discipline proceeding, if possession of the contraband constitutes a ground for suspension or expulsion under I.C. 20-8.1-5-4 as amended from time to time.
   C. Delivery to the appropriate law enforcement officials for prosecution purposes if possession of the contraband constitutes evidence of a crime.
   D. Destruction.
   E. Turn over to the appropriate law enforcement officials to be held in custody by them.
8. **Involvement of Law Enforcement Officials**: If the principal, superintendent, or assistant superintendent has a reasonable suspicion that a locker or lockers contain illegal drugs, illegal drug paraphernalia, weapons, a bomb, explosive chemicals or stolen property, he may request law enforcement assistance in making an inspection of a locker or lockers.
   A. If a law enforcement official requests to inspect a student's locker or its contents, the principal shall require the production of a search warrant before allowing such official to inspect.
   B. If a law enforcement official requests the principal to make an inspection of a locker or its contents on behalf or in the place of such official, the request shall be denied.

   The principal or principal designee may cause a locker inspection to be performed for school purposes if information supplied by law enforcement officials gives rise to a reasonable suspicion that a locker or lockers contains contraband.
9. **Locker Cleaning:** Nothing in these rules shall affect members of the custodial staff who, at the direction of the principal, clean out:
   A. Lockers from time to time in accordance with a general housekeeping schedule.
   B. The locker of a student no longer enrolled in school.
   C. Further, the custodial staff may open a student's locker during any vacation period if they have reason to believe such locker contains rotting, spoiling, mildewing items such as food, wet clothes, etc.
   D. **Locker Repair:** Nothing in these rules shall affect members of the maintenance staff who repair lockers:
      a. At the request of the student.
      b. At the request of the principal.
      c. As a part of the regular locker maintenance schedule.
      d. A $5.00 fee will be charged for any repair that is needed, if the student causes the damages.

THE SCHOOL IS <u>NOT</u> RESPONSIBLE FOR LOST OR STOLEN ITEMS.

STUDENT DELIVERIES

The school does not accept deliveries for students; this includes flowers, balloons and food delivery such as Door Dash. **A reminder, <u>any food from restaurants is not to be dropped off during the school day</u> as this violates Federal Guidelines for our food service program**.

STUDY HALL RULES AND REGULATIONS

The study hall provides an excellent opportunity for the students to prepare their assignments in the related subject matters. In order to achieve the full efficiency of the allocated time, students will abide by these regulations:

1. Students are required to be in their assigned seats when the bell announces the beginning of the period.
2. While in study hall students must be engaged in their assignments (textbooks, library books, projects, or written exercises).
3. Conversation among students will not be tolerated.
4. Only in case of emergency will a student be allowed to leave a study hall. (There must be written permission from the teacher.)
5. Students are to remain in their seats until they are dismissed by the teacher.
6. Violation of the above-mentioned rules will lead to a disciplinary reprimand.
7. No food or games are allowed.

USE OF THE LIBRARY

The library welcomes everyone and is open for use during school hours. Library expectations are in addition to agenda book policies. Students may obtain passes from teachers to visit the library. Students without passes, as well as those who come during passing periods or from a class with a substitute teacher, will not be admitted. The librarian does not write passes. Upon arrival, students must sign in and leave their passes at the circulation desk. A student must have a legitimate purpose for visiting the library (work, read, research, etc.). Students must leave at the bell, get a pass signed if leaving before the bell, and must sign out upon leaving. Students are not allowed in the library during their lunch periods.

A student may check out one library book at a time. Library books circulate for two-week periods and may be renewed as often as needed as long as there is no request for the book. The card placed in the back book pocket indicates the date it is due. Please treat books with care. Students who habitually return books late or damaged may have borrowing privileges limited or revoked. If a book is overdue for five or more weeks, it will be considered lost. If a book is lost or damaged beyond repair, the book borrower's name will be placed on the obligation list, and the student must pay the cost of the book. Until the book has been paid for, general borrowing privileges for that student are revoked, though there is a designated section of books always available to everyone. Reference materials and periodicals are for use in the library only. One book from the Children's Book section may be checked out in addition to another library book; these books are intended to be read to young children in your household. Computers are for academic purposes only (no social media, games, videos), and any printing must be approved and for school. No food, drink, gum, or phones in the library.

The library is a refuge and a place for ideas and discovery. Please be respectful of all library users and materials. The librarian is happy and eager to help you; please don't hesitate to ask for assistance with library materials, computers, or research!

USE OF THE TELEPHONE

The office telephone is for the transaction of school business. Only in cases of dire emergency will students be given permission to use the office telephone. STUDENTS ARE NOT TO USE THE PHONE DURING CLASS TIME.

USE OF LAKE STATION SCHOOL CORPORATION-PROVIDED COMPUTERS

POLICY ON SCHOOL CORPORATION-PROVIDED ACCESS TO ELECTRONIC INFORMATION, SERVICES, AND NETWORKS (INTERNET ACCEPTABLE USE)

Freedom of expression is an inalienable human right and the foundation for self-government. Freedom of expression encompasses the right to freedom of speech and the corollary right to receive information. Such rights extend to minors as well as adults. Schools facilitate the exercise of these rights by providing access to information regardless of format or technology. In a free and democratic society, access to information is a fundamental right of citizenship.

In making decisions regarding student access to the Internet, Lake Station Community School Corporation considers its own stated educational mission, goals, and objectives. Electronic information research skills are now fundamental to preparation of citizens and future employees. Access to the Internet enables students to explore thousands of libraries, databases, bulletin boards, and other resources while exchanging messages with people around the world. The school corporation expects that faculty will blend thoughtful use of the Internet throughout the curriculum and will provide guidance and instruction to students in its use. As much as possible, access from school to Internet resources should be structured in ways which point s students to those which have been evaluated prior to use. While students will be able to move beyond those resources to others that have not been previewed by staff, they will be provided with guidelines and lists of resources particularly suited to learning objectives.

Outside of school, families bear responsibility for the same guidance of Internet use as they exercise with information sources such as television, telephones, radio, movies, and other possibly offensive media.

Students utilizing school corporation-provided Internet access must first have the permission of and must be supervised by Lake Station Community School Corporation' professional staff. Students utilizing school-provided Internet access are responsible for good behavior on-line just as they are in a classroom or other area of the school. The same general rules for behavior and communications apply.

The purpose of school corporation-provided Internet access is to facilitate communications in support of research and education. To remain eligible as users, student's use must be in support of and consistent with the educational objectives of Lake Station Community School Corporation. Access is a privilege, not a right. Access entails responsibility.

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

The following uses of school-provided Internet access are not permitted:

a. to access, upload, download, or distribute pornographic, obscene, or sexually explicit material;

b. to transmit obscene, abusive, or sexually explicit language;

c. to violate any local, state, or federal statute;

d. to vandalize, damage, or disable the property of another individual or organization;

e. to access another individual's materials, information, or files without permission; and,

f. to violate copyright or otherwise use the intellectual property of another individual or organization without permission.

Any violation of school corporation policy and rules may result in loss of school corporation-provided access to the Internet. Additional disciplinary action may be determined at the building level in keeping with existing procedures and practices regarding inappropriate language or behavior. When and where applicable, law enforcement agencies may be involved.

Lake Station Community School Corporation makes no warranties of any kind, neither expressed nor implied, for the Internet access it is providing. The school corporation will not be responsible for any damages users suffer, including, but not limited to, loss of data resulting from delays or interruptions in service. The school corporation will not be responsible for the accuracy, nature, or quality of information stored on school corporation diskettes, hard drives, or servers; nor for the accuracy, nature, or quality of information gathered through school corporation-provided Internet access. The school corporation will not be responsible for personal property used to access school corporation computers or networks or for school corporation-provided Internet access. The school corporation will not be responsible for unauthorized financial obligations resulting from school corporation-provided access to the Internet.

Parents of students in Lake Station Community School Corporation shall be provided with the following information:

Lake Station Community School Corporation is pleased to offer its students access to the Internet. The Internet is an electronic highway connecting hundreds of thousands of computers and millions of individual users all over the world. This computer technology will help propel our schools through the communication age by allowing students and staff to access and use resources from distant computers, communicate and collaborate with other individuals and groups around the world, and significantly expand their available information base. The Internet is a tool for life-long learning.

Families should be aware that some material accessible via the Internet may contain items that are illegal, defamatory, inaccurate, or potentially offensive to some people. In addition, it is possible to purchase certain goods and services via the Internet which could result in unwanted financial obligations for which a student's parent or guardian would be liable.

While the school corporation's intent is to make Internet access available in order to further educational goals and objectives, students may find ways to access other materials as well. Should the school corporation institute technical methods or systems to regulate students' Internet access, those methods would not guarantee compliance with the school corporation's acceptable use policy. That notwithstanding, the school corporation believes that the benefits to students of access to the Internet exceed any disadvantages. Ultimately, however, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. Toward that end, the Lake Station Community School Corporation makes the school corporation complete Internet policy and procedures available on request for review by all parents, guardians, and other members of the community; and provides parents and guardians the option of requesting for their minor children alternative activities not requiring Internet use.

Parents wishing to exclude their child from technology access must sign and return the Exclusion from Technology Use Form which is available in the main office.

NOTICE: This policy and all its provisions are subordinate to local, state, and federal statutes.

SCHOOL RULES AND CODE OF ETHICS REGARDING COMPUTER USAGE

As a computer user, I agree to follow the rules and code of ethics in all of my work with computers while attending Lake Station Community School Corporation.

I. I recognize that all computer users have the same right to use the equipment; therefore, I will not play games or use the computer resources for other non-academic activities when others require the system for academic purposes. I will not waste nor take supplies; and when I am in a computer lab, I will talk softly and work in ways that will not disturb other users.

II. I recognize that software is protected by copyright laws; therefore, I will not make unauthorized copies of software found on school computers; and I will not give, lend, or sell copies of software to others unless I have the written permission of the copyright owner or the original software is clearly identified as shareware or in the public domain.

III. I recognize also that the work of all users is valuable; therefore, I will protect the privacy of others' areas by not trying to learn their passwords; I will not copy, change, read, or use files in

another user's area, without that user's prior permission; I will not attempt to gain unauthorized access to system programs or computer equipment; I will not use computer systems to disturb or harass other computer users by sending unwanted mail or by other means; and I will not download information onto the hard drives of any Lake Station Community School Corporation computer for permanent storage.

IV. Violations of the rules and codes of ethics described above will be dealt with seriously. Violators will lose computer privileges and possibly face more serious discipline measures.

LSCS DEVICE ISSUANCE AND USAGE POLICY

WHY DOES LAKE STATION COMMUNITY SCHOOLS BELIEVE 1:1 IS IMPORTANT?

Our educators work daily to meet the needs of a diverse group of learners and to improve the academic excellence of each learner by integrating blended learning practices into our classroom instruction. Blended learning allows students to learn partly through online instruction and partly through traditional (offline) instruction. This blended learning helps aid in differentiated instruction. Differentiated instruction is standards-based instruction based on the needs of individual learners. Providing 1:1 devices to our students helps to meet the needs of our teachers and students as they work to achieve mastery of Indiana Academic Standards through these best practices. Providing a school owned device to each student provides equity and allows the LSCS technology department to best manage and maintain the device students are using for daily learning to ensure the device is up to date, working properly and maintains student safety.

RECEIVING YOUR CHROMEBOOK

Students will receive their LSCS Chromebook during the school day. During the 2020-2021 school year, initial sign off occurs when parents complete the Device Issuance and Request Policy in Skyward. In subsequent years, parents will sign and agree to the student handbook upon school registration in Skyward each year, which outlines this LSCS Device Issuance and Usage Policy. Students will sign the student handbook yearly, also agreeing to this LSCS Device Issuance and Usage Policy.

RETURNING YOUR CHROMEBOOK

1. End of school year: Students will keep their Chromebook over the summer break.
2. Upon Withdrawal from LSCS: students will turn in their Chromebooks, cases and any accessories that belong to LSCS (i.e. chargers) to the school's main office.
3. Failure to turn in a Chromebook will result in the student being charged the full replacement cost. (See device/parts cost table) *The District may also file a report of stolen property with the local law enforcement agency.*

LOGGING INTO A CHROMEBOOK

1. Use your Lake Station Community Schools email address and school password.

   If you don't remember that information, your parent/guardian can log into Skyward as themselves and look it up on the Report/Card Portfolio tab.
2. Students should <u>never</u> share their account passwords with others.

USING THE DEVICE

At School: Students are expected to bring a fully charged LSCS Chromebook every day to school and bring their LSCS Chromebook to all classes. Repeat violations of this policy will result in referral to administration and potential disciplinary action. Students are to use LSCS Chromebooks at school to complete their school work, and should not bring their own device.

At Home: Students are encouraged to use their Chromebook at home and other locations outside of school. A Wi-Fi Internet connection will be required for some of the Chromebook functionality. Students may choose to connect the Chromebook to their home WIFI. When taking the LSCS Chromebook home at night, it is expected that students return the Chromebook fully charged. While at home, student internet

activity on the school owned Chromebook will be subject to filtering by LSCS, in accordance with the Child Internet Protection Act (CIPA). Students are bound by this LSCS Device Issuance and Usage Policy, Administrative Procedures, Chromebook guidelines, and all other guidelines in this document wherever they use their Chromebook.

STUDENT TECHNICAL SUPPORT

1. Student Tech Support Webpage can be found on the district website in the popular links section.
2. Power Washing your Chromebook: This operation is a factory reset and erases all the information on your Chromebook's hard drive, including your settings, apps, and files. This process often corrects minor performance issues you may experience on your Chromebook.
   a. Sign out of your Chromebook.
   b. Press and hold Ctrl + Alt + Shift + r.
   c. In the box that appears, select Power wash > Continue.
   d. Follow the steps that appear and then sign in with your LSCS Google Account.
3. Chromebook needs repaired: submit a student support ticket for support while in the media center/library of your school. (Link to the student support ticket can be found on the Student Tech Support Webpage.)

TAKING CARE OF YOUR LSCS CHROMEBOOK

Students are responsible for the general care of the Chromebook they have been issued by the school.

1. Chromebooks that are broken or fail to work properly must be taken to the Media Center.
2. Chromebooks should <u>never</u> be taken to an outside computer service for repairs or maintenance.
3. Students should never leave their Chromebooks unattended. Unattended Chromebooks will be confiscated by staff and taken to the office. Disciplinary action may be taken for leaving the LSCS Chromebook unattended.
4. Edison Physical Education (PE): Chromebooks must be stored and locked in your PE locker.
5. Classroom Use: Chromebooks should be shut down and not used unless directed to do so by the teacher.
6. Students are responsible for securely storing their LSCS Chromebook during extra-curricular events.

GENERAL PRECAUTIONS

1. No food or drink should be next to Chromebooks.

   (When at lunch, Chromebook should be monitored and away from food and drink.)
2. Cords, cables, and removable storage devices must be inserted carefully into Chromebooks.
3. Chromebooks should not be used or stored near pets.
4. Care should be taken with the power cord so as not to cause a tripping hazard.
5. Chromebooks must remain free of writing, drawing, stickers, paint, tape or labels.
6. Vents on Chromebooks **MUST NOT** be covered.
7. Chromebooks should never be left in a car or any unsupervised area.
8. Chromebooks should not be left in extreme temperatures.
9. Heavy objects should never be placed on top of Chromebooks.
10. Never throw, slide or toss the Chromebook.

SCREEN CARE

The Chromebook screen can be damaged if subjected to heavy objects, rough treatment, some

cleaning solvents, and other liquids. The screens are particularly sensitive to damage from excessive pressure.

1. Do not put pressure on the top of a Chromebook when it is closed.
2. Do not store a Chromebook with the screen open.
3. Make sure there is nothing on the keyboard before closing the lid (e.g. pens, pencils, or disks).
4. Only clean the screen with a soft, dry, anti-static microfiber cloth or anti-static cloth.

CASES

Each Chromebook will come with a case installed. Do not remove the case as this may lead to damaging the Chromebook. Although the cases are reinforced to help protect the Chromebooks, they are not guaranteed to prevent damage. It remains the student's responsibility to care for and protect his/her Chromebook.

PERSONALIZATION

Chromebooks must remain free of writing, drawing, stickers, paint, tape or labels that are not the property of LSCS. Spot checks for compliance can be done by LSCS staff at any time.

BACKGROUNDS/THEMES

Inappropriate media may not be used as Chromebook backgrounds or themes. The presence of inappropriate media will result in disciplinary action.

SOUND

Sound must be muted at all times unless permission is obtained from a teacher. Headphones may be used at the discretion of the teachers. Students are responsible for obtaining a personal set of headphones for sanitary reasons.

CARRYING CHROMEBOOKS

1. Never lift Chromebooks by the screen.
2. Never carry Chromebooks with the screen open.
3. While the Chromebook is in a backpack, do not place anything in the case or backpack that may cause damage to the Chromebook.
4. Take care while your Chromebook is in your backpack so as to not allow the device to be crushed by books or other items.

ASSET TAGS/RECORDS

All Chromebooks will be labeled with a Lake Station Community Schools asset tag.

1. Asset tags may not be modified or tampered with in any way.
2. Students may be charged up to the full replacement cost of a Chromebook for tampering with a LSCS asset tag or turning in a Chromebook without a LSCS asset tag.
3. The district will maintain a log of all Chromebooks that includes the Chromebook serial number, asset tag code, and name and ID number of the student assigned to the Chromebook.

PRINTING

1. Students will be encouraged to digitally publish and share their work with their teachers and peers when appropriate.
2. If a student must print, they can use a student desktop workstation.
3. Students may choose to connect their LSCS Chromebook to their home printers. LSCS is not responsible for assisting with home printer setup.

MANAGING AND SAVING YOUR DIGITAL WORK WITH A CHROMEBOOK

1. Most student work will be stored in Internet/cloud-based applications and can be accessed from any computer with an Internet connection and most mobile Internet devices.
2. Some files may be stored on the Chromebook's hard drive.

3. Students should save frequently when working on digital media that doesn't autosave.
4. Lake Station Community Schools will not be responsible for the loss of any student work.
5. Students are encouraged to maintain a copy of all work in Google Drive.
6. Files stored on the Chromebook may be lost if there is a technical issue with the device requiring service orrepair.

OPERATING SYSTEM AND SECURITY

Students may not use or install any operating system on their Chromebook other than the current version of Chrome OS that is supported and managed by the district.

1. Updates: The Chromebook operating system, Chrome OS, updates itself automatically. Students do not need to manually update their Chromebooks.
2. Virus Protection: Chromebooks use the principle of "defense in depth" to provide multiple layers of protection against viruses and malware, including data encryption and verified boot. There is no need for additional virus protection.

CONTENT FILTER

The district utilizes an Internet content filter that is in compliance with the federally mandated Children's Internet Protection Act (CIPA) and filters all internet activity while utilizing the LSCS Chromebook.

SOFTWARE

1. Software, apps, extensions that are needed to complete school work will be preloaded on the Chromebook by the technology department.
2. Students may not install any other software, apps, orextensions.

NO EXPECTATION OF PRIVACY

Students have no expectation of confidentiality or privacy with respect to any usage of a Chromebook, regardless of whether that use is for district-related or personal purposes, other than as specifically provided by law. The LSCS District may, without prior notice or consent, log, supervise, access, view, monitor, and record use of student Chromebooks at any time for any reason related to the operation of the District. By using a Chromebook, students agree to such access, monitoring, and recording of their use.

CHROMEBOOK REPAIRS/REPLACEMENT

1. Student LSCS Chromebooks in need of repair must be brought to the media center/library of their school as soon as possible. The student will fill out a student tech support ticket at that time.
2. Loaner Chromebooks may be issued to students when they leave their school-issued Chromebook for repair. A student receiving a loaner Chromebook will be responsible for any damage to or loss of the loaned Chromebook. Students must follow this Device Agreement for loaner Chromebooks as well. Chromebooks on loan to students having their Chromebooks repaired may be taken home. Repeat offenders will not be issued a loaner until meeting with administration.
3. The Technology Department will analyze and fix the problems they can and escalate the issues to off site repair when necessary
4. The Media Center/Library will contact students when Chromebooks are repaired and available to be picked up.
5. Warranty: Chromebooks include a limited hardware warranty.
   a. The limited warranty covers the Chromebook from defects in materials and workmanship.
   b. The limited warranty covers normal use, mechanical breakdown, and faulty construction. The vendor will provide normal replacement parts necessary to repair the Chromebook or, if required, a Chromebook replacement.

c. The limited warranty does not cover damage caused by misuse, abuse, or accidents.

6. Repair/Replacement Costs for Damages: If the Chromebook must be replaced/repaired due to **loss or intentional damage or neglect**, the following charges will apply. In addition, the district will require a police report be submitted in cases of theft. Fraudulent reporting of theft will be turned over to the police for prosecution. A student making a false report will also be subject to disciplinary action.

TABLE OF ESTIMATED REPAIR PRICING

Repair or replacement due to Loss, Damage or Neglect* price varies based on Chromebook model and damage occurred.

Cleaning Fee**	$20
Lost Chromebook	$410
Lost/Damaged Power Adapter + Cord	$50
Lost/Damaged Chromebook Case	$30

**Liquid damage could be a total loss **when extraordinary cleaning methods are required*

Exact costs are subject to change based on current market value and/or parts cost.

STUDENT DIGITAL CITIZENSHIP PLEDGE

School-issued Chromebooks should be used for educational purposes and students are to adhere to the rules outlined in the student handbook and all of its corresponding administrative procedures at all times. While working in a digital and collaborative environment, students should always conduct themselves as good digital citizens by adhering to the following:

Respect Yourself. I will show respect for myself through my actions. I will select online names that are appropriate. I will use caution with the information, images, and other media that I post online. I will carefully consider what personal information about my life, experiences, or relationships I post. I will not be obscene. I will act with integrity.

Protect Yourself. I will ensure that the information, images, and materials I post online will not put me at risk. I will not publish my personal details, contact details, or a schedule of my activities. I will report any attacks or inappropriate behavior directed at me while online. I will protect passwords, accounts, and resources.

Respect Others. I will show respect to others. I will not use electronic mediums to antagonize, bully, harass, or stalk people. I will show respect for other people in my choice of websites: I will not visit sites that are degrading to others, pornographic, racist, or inappropriate. I will not enter other people's private spaces or areas.

Protect Others. I will protect others by reporting abuse and not forwarding inappropriate materials or communications. I will avoid unacceptable materials and conversations.

Respect Intellectual Property. I will request permission to use copyrighted or otherwise protected materials. I will suitably cite all use of websites, books, media, etc. I will acknowledge all primary sources. I will validate information. I will use and abide by the fair use rules.

Protect Intellectual Property. I will request to use the software and media others produce. I will purchase, license, and register all software or use available free and open source alternatives rather than pirating software. I will purchase my music and media and refrain from distributing these in a manner that violates their licenses.

PARENT/STUDENT LSCS CHROMEBOOK PLEDGE

- I will take good care of my LSCS Chromebook and know that I will be issued the same LSCS

Chromebook each year.

- I will never leave my LSCS Chromebook unattended in an unsecured or unsupervised location.
- I will never loan out my LSCS Chromebook to other individuals.
- I will know where my LSCS Chromebook is at all times.
- I will charge my LSCS Chromebook's battery to full capacity every night while I have it at home.
- I will keep food, beverages, and pets away from my LSCS Chromebook, as they may cause damage to it.
- I will not disassemble any part of my LSCS Chromebook or attempt any repairs.
- I will not willingly attempt to bypass LSCS restrictions and/or security while using my Chromebook.
- I will protect my LSCS Chromebook by always carrying it in a secure manner to avoid damage.
- I will use my LSCS Chromebook in ways that are appropriate for education.
- I will not place decorations (stickers, drawings, paint, markers, writing, etc.) on the LSCS Chromebook.
- I understand that the LSCS Chromebook I am issued is subject to inspection at any time without notice and remains the property of LSCS.
- I will follow the policies outlined in the LSCS Student Handbook while using my LSCS Chromebook.
- I will file a police report in case of theft.
- I will be responsible for all damage or loss caused by neglect or abuse.
- I agree to pay the full replacement cost of my LSCS Chromebook, power cord, case and charger in the event that any of these items are lost or damaged, per policies outlined in the LSCS student handbook.
- I agree to return the LSCS Chromebook, power cord/charger in good working condition if I withdraw from Lake Station Community Schools.

LAKE STATION COMMUNITY SCHOOL CORPORATION
COMPUTER LAB USE AGREEMENT

1. Absolutely no food or drink will be allowed anywhere in the Lake Station Community School Corporation computer labs.
2. Your teacher will assign your station (seat). You must sit at that station and are not allowed to change stations without direction from your instructor. You are responsible for this station. Should there be any problem with your computer, you will incur the cost for repairs and may be asked to withdraw from the class with a failing grade. If you become aware of a problem with your station, report it immediately to your teacher. Upon entering the computer lab and going to your assigned station, please do the following:
   a. Check to make sure there is no writing, damage, etc. on your assigned computer station including the computer. keyboard, mouse, mouse pad, monitor, etc.
   b. If you do not report any damage, you are held responsible and will be required to pay for any destruction of property, equipment theft, or the cost of consulting fees to restore your station to its original configuration.
3. You are not allowed to bring any software (shareware or not) into the labs and run or install them on district computers. Bringing software and loading it on district computers is illegal.
4. You are not allowed to download or install any software through the Internet for any purpose.

Students who attempt to install software on the school network may expect immediate expulsion from the labs with a grade of "F" for the course.

5. Students are not allowed to use flash drives on district computers for any reason. Class projects must be created, updated, and completed solely on the school network and saved to the student's network home directory. Projects started at home must be transferred to the school network using their Gaggle account. Those in need of more time to complete their project should consult their instructor. Flash drives will be confiscated and disciplinary action imposed.
6. No students are allowed in the labs unattended.
7. Any type of computer piracy activity is absolutely forbidden. This includes copying programs from district computers, accessing system operator files, and accessing teacher files. Most, if not all, are password protected. If you attempt to gain access to these areas, it will be considered premeditated piracy.
8. Students are **NOT** to alter their workstation **IN ANY WAY**. This includes configuration files. Students are to use the programs assigned by the instructor and nothing else. Any violation of this policy could result in suspension or expulsion from the labs and/or school. Students will be required to pay the consulting fees ($100 per hour) necessary for restoring their station to its original format.
9. Your user name and password will be set up ahead of time. They will be the same for whatever station you log in on at Lake Station Community School Corporation. The same log on credentials will be used to for logging onto a school computer, accessing Skyward and accessing Gaggle. If you do not know your password or have not used one before, please see your instructor. If you try your password 3 times and are unsuccessful, the computer will not let you log on for ten minutes. Your user name will consist of your year of graduation (14, 15, etc), first initial first name, and your last name. Your password will be created for you and will be a combination of letters and numbers. Students cannot change their passwords. If your login does not work, inform your instructor. Keep your password safe from prying eyes. Elementary schools logins consist of the school name.
10. Students are reminded to read the Internet Acceptable Use policy in the student handbook. All students will be held accountable for a violation of this policy. An Internet policy reminder is also included in our login procedure. Make sure you read this policy. Please also note the following:
    a. Students are not to enter chat rooms of any kind or utilize any social media.
    b. E-mail is to be used for educational purposes and only under faculty direction.

Failure to adhere to these rules and guidelines may result in the following depending on the severity of the violation and the discretion of the Administration, Director of Technology, Technology Resource Teacher, and Classroom Instructor.

1. Suspension from computer lab use
2. Detention or Community Outreach.
3. Withdrawal "F" for the course
4. Expulsion from school for the remainder of the year.

LAKE STATION COMMUNITY SCHOOLS POLICIES

ATTENDANCE POLICY

Regular attendance is essential to the success of students in their education. There is a strong correlation between attendance and academic performance. The responsibility for assuring regular attendance rests cooperatively with the student, parent, and the school. The following guidelines insure that the school fully discharges its share of the responsibility and provides ample support for both student and parent in discharging theirs.

Parents are to call to report absences before 8:00 a.m. for Edison and 8:30 a.m. for Bailey and Hamilton. Edison Attendance Office is open at 7:00 a.m. to receive these calls; Baily and Hamilton are open at 8:00 a.m. If a call is not received, the school will attempt to call the student's house to find out why he/she is not in school. If a student reports himself or herself off, the office will call the parent for verification. A student will be considered absent when arriving more than 5 minutes late to class.

ATTENDANCE REGULATIONS

Since the state does not recognize excused or unexcused classifications when determining a school's yearly attendance rate, neither does the Lake Station School Board. Any absence from a Lake Station Community School will be considered either excused, unexcused, or exempt. Exempt absences will not count against the student when determining chronic absenteeism. Excused and unexcused absences will count toward the 4 day, 5-day and 8-day thresholds. Any absences requiring written documentation as listed below require that documentation must be received within 3 school days of returning to school.

A. **EXCUSED ABSENCES ACCORDING TO BOARD POLICY**:

1. Illness verified by a note from the parent.
2. Illness verified by a note from the physician
3. Recovery from accident verified by a note from the physician or documented by medical records
4. Required court attendance by subpoena or court order
5. Professional appointments-Parents are encouraged to schedule medical, dental, legal, and other necessary appointments other than during school hours. When appointments are necessary during the school day, the student shall report back to school immediately after the appointment with a signed statement from the doctor, dentist, lawyer, counselor, etc., as applicable.
6. Death in the immediate family or of a relative
7. Observation or celebration of a bona fide religious holiday verified by a note from the parent
8. Military-connected families' absences related to deployments and return
9. Such other good cause as may be acceptable to the Superintendent or permitted by law

Regarding Medical/Dental appointments:

a. When possible, schedule appointments so they do not interfere with the school day.
b. Parent/Legal Guardian must come in to sign the student out for the appointment.
c. Parent/Legal Guardian needs to sign the student out digitally. Failure to do so results in a TRUANCY.

d. A doctor's excuse must be presented to the attendance secretary within three (3) days of the student returning to school. Failure to do so will have the absence remain an UNEXCUSED ABSENCE.

***We want children to remain healthy; please have your child visit the NorthShore Clinic available at Edison if he/she is not feeling well. If your child is too ill for school, the NorthShore Clinic can provide proper documentation to avoid an unexcused absence.

B. **UNEXCUSED ABSENCES:** defined by any of the following situations:

1. Student's absence is not verified by written notification.
2. Student absence is determined as 'unexcused' by administration under other sections of this policy.

The state of Indiana identifies a student that has unexcused absences from school for more than ten (10) days in one (1) school year as a habitual truant. (IC 20-33-2-11)

When a student accumulates (5) or more UNEXCUSED absences, the student may be referred to Truancy Court, parents will be notified of legal notice, charges may be filed for Educational Neglect, and students' driver's license or permit will be invalidated. A letter will be sent to the parent informing them of the referral and license/permit invalidation.

C. **EXEMPT ABSENCES ACCORDING TO BOARD POLICY AND STATE LAW**: Make-up permitted

A. Service as a page or honoree of the general assembly (I.C. 20-33-2-14);

B. Service on a precinct election board or helper to a political candidate or a political party on the date of an election (I.C. 20-33-2-15);

C. Subpoena to appear in court as a witness in a judicial proceeding (I.C. 20- 33-2-16);

D. Service in active duty with the National Guard for not more than ten (10) days (I.C. 20-33-2-16);

E. participating as a member of the Indiana wing of the Civil Air Patrol for not more than five (5) days (I.C. 20-33-2-17.2);

F. Exhibiting or participating in the Indiana State Fair for educational purposes by a student or member of the student's household for not more than five (5) school days provided that the student is in good academic standing as determined by the Corporation, the student's parent has requested the absence in writing, and the school principal has provided written approval for the absence (I.C. 20-33-2-17.7);

G. Participating in an educationally related non-classroom activity that is consistent with and promotes the educational philosophy and goals of the Corporation and the State Board of Education, facilitates the attainment of specific educational objectives, is part of the goals and objectives of an approved course or curriculum, represents a unique educational opportunity, cannot reasonably occur without interrupting the school day, and is approved in writing by the school principal (I.C. 20-33-2-17.5).

H. Service on an election board (Documentation Necessary)

I. Service as legislative page (Documentation Necessary)

J. Court Appearance/Jury Duty (Documentation Necessary)

K. College Visits (Juniors, Seniors only; Limited to 4 visits per year; Documentation Necessary)

L. Administratively exempted absences that have been coordinated prior to the absence. (i.e. Hospitalization, Institutional Placement, etc.)

* The excused portion of a medical/dental appointment only applies to reasonable travel time to and from the appointment, plus the length of the appointment.

** A medical excuse consists of an original (no copies will be accepted) written verification from a licensed health care provider stating that the student was unable to attend school because of health-related reasons. Doctor's notes must be submitted within (3) days of the student returning to school. Medical excuses are for a specific period of time, i.e., "may return on …"

The administration further retains the right to determine absences not specifically stated above

as exempt or non-exempt.

Pre-Arranged Absences

Lake Station Community School Corporation recognizes that vacations and out-of-town trips do not always coincide with school vacations. Parents desiring to have their child(ren) absent from school for family trips must follow these procedures:

1. The parent/guardian should arrange with the principal at least three days in advance for the student to be out of school.
2. The student will be counted absent, and the absence will be marked **unexcused.**
3. The parent(s) must tell the child's teacher of the planned absence. The student is responsible for work missed during the absence. At the discretion of the teacher, homework may be provided in advance if appropriate assignments are available. The amount of time allowed for make-up work shall be one day for each day absent.

EXTRA-CURRICULAR ACTIVITIES ON DAY OF ABSENCE

A. If a student is unable to attend school for any reason, he/she cannot attend extra-curricular activities later the same day.
B. Students must be in attendance for 75% of the day to be eligible for participation in the extra-curricular events. Exceptions- dentist appointments, doctor appointments, attendance at a funeral, field trips, and school visitations – must be excused by the school administration (documentation required).
C. A student who is habitually truant may not be permitted to participate in extracurricular activities.

MAKE-UP WORK

- For an excused absence, a student will be allowed a reasonable period of time to be determined by the teacher, with one day make up for each day absent. It is the student's responsibility to make arrangements to get make-up work and complete it within the assigned time.

MAKE-UP WORK FOR SUSPENSION

- Per Senate Enrolled Act 29, students will be provided the assignments and assessments that are missed due to a suspension, but credit for these is at the teacher's discretion. 511 IAC Article 7 will be followed.

HANDLING CHRONIC ABSENTEEISM

When a student accumulates **(5) or more UNEXCUSED absences** When a student accumulates five (5) or more **unexcused absences** during a semester, including one or more class periods at Edison, the student will participate in the Attendance Conference Process outlined below.

Upon accumulating ten (10) total absences (excused and unexcused), the parent/guardian and student may be referred to City Court, the Lake County Truancy Prevention Program, or the Prosecutor's Office for Educational Neglect, as appropriate.

Per Indiana Code, a student who is absent from school for five (5) days within a ten (10) week period without being: excused; or absent in conformity with a note on file from the student's doctor, therapist, or other professional requesting frequent absences will be deemed a student in need of truancy prevention.

A school shall immediately provide written notification to the parent/guardian of any absent student who meets the qualifications listed above. The notification shall include the following information:

- **The student has been identified as an absent student based on the student's school attendance.**
- **The parent is responsible for monitoring the student's school attendance and ensuring the student attends school, in accordance with compulsory**

attendance laws.

- **The school will be initiating truancy prevention measures for the students.**
- **The parents are required to attend an attendance conference* regarding the truancy prevention measures that the school will be implementing for the student.**
- **If the student meets the definition of a habitual truant:**
    - **i. The Superintendent of Corporation attendance officer is required to report the student to an intake officer of the juvenile court of DCS in accordance with I.C. 20-33-2-25**
    - **ii. The juvenile court may determine that the student is committing delinquent act as provided under I.C. 31-37-2-3; and**
    - **iii. The student's parents may be subject to prosecution under I.C. 35-46-1-4.**

***ATTENDANCE CONFERENCE PROCESS**

The purpose of this meeting is to discuss the reasons for the student's absences and collaboratively design a plan to support regular attendance moving forward. The attendance conference shall be held not more than five (5) instructional days after the student's fifth absence in a ten (10) week period regardless of whether the parent of the parent's chosen representative is able to attend the conference. The school shall make all reasonable efforts to hold the attendance conferences on a date and at a time that works with the schedule of the student's parents.

Participants in the Attendance Conference:

- A representative of the school
- One of the student's teachers
- The student's parent or guardian
- If requested by the parent, a representative chosen by the parent who can provide additional insight into the student's absenteeism. To include this person, the parent must notify the school of their identity at least forty-eight (48) hours in advance.

Development of the Attendance Plan:

During the conference, all participants will contribute to creating a comprehensive attendance plan for the student. This plan may include the following elements:

- Identification and provision of any wraparound services (such as counseling or mentoring) to address the underlying causes of absenteeism and support the student's regular attendance.
- Clear description of the specific behaviors the student is required to demonstrate, or refrain from, to improve attendance.
- A defined period for the plan's implementation, which cannot exceed forty-five (45) instructional days from the date the plan is established.
- Outline of any additional disciplinary actions that may be taken if the student does not comply with the plan.
- Referrals to additional support services for the student, as appropriate.

- If needed, a determination of whether the parent is expected to attend counseling, mentoring, or other services alongside the student.

At the conclusion of the conference, the school representative will ask the student's parent or guardian to sign the attendance plan, indicating their understanding and agreement to support its terms.

This process ensures a collaborative, supportive approach to improving student attendance, involving all relevant parties and clearly outlining expectations and available resources.

REASONABLE SUSPICION AND RANDOM STUDENT DRUG TESTING POLICY

Lake Station Community School Corporation (LSCSC) has a responsibility to ensure the safety, health, and well-being of students, faculty, and staff. LSCSC believes that drug and alcohol abuse in the school presents a substantive threat to safety, health and well-being, as well as jeopardizes the quality and the efficiency of our educational programs. LSCSC will implement a Random Student Drug Testing Policy along with Reasonable Suspicion guidelines with the goal of providing a healthy, safe, and secure drug-free learning environment for all students, faculty, and staff.

REASONABLE SUSPICION

LSCSC is authorized to require any student to submit to a chemical test of the student's breath, saliva or urine if the administration has "reasonable suspicion" (as defined below) that the student is using or is under the influence of alcohol, marijuana, or any other illegal substance or look alike drug (as defined by Indiana law) while:

- On school grounds immediately before, during, and immediately after school hours and at any other time when a school group is using the school.
- Off school grounds at a school activity, function or event; or
- Traveling to or from school or a school activity, function or event.

Reasonable suspicion may be established by the following:

- A student's behavior, in conjunction with physical appearance and/or odor, indicates the possible use of alcohol, marijuana or any controlled substance.
- The student possesses drug paraphernalia, alcohol, marijuana or any controlled substance.
- Information communicated to an administrator by a teacher, parent, law enforcement personnel, other adult, or a student indicating a student is using, possessing, or under the influence of alcohol, marijuana, or any other illegal substance. Any such report will be investigated by the administration and will be substantiated by other indicators including social media (Facebook, Twitter, texting, etc.), if deemed necessary.

A student's refusal to submit to the chemical test will result in the administration proceeding with a 10-day suspension pending expulsion. If a parent or guardian refuses to allow the test to be administered to his/her child, the student will be suspended 10 days pending expulsion.

TESTING RESULTS

If a student is tested for 'reasonable suspicion' and tests positive for any substance for which the test is designed to screen, that student will be considered to be in violation of the LSCS rules and Board Policy against illegal drug use. The student will be disciplined in accordance with the guidelines established in the LSCSC Discipline Code and Board Policy.

STATEMENT OF PURPOSE OF RANDOM STUDENT DRUG TESTING

The primary purpose of the Random Student Drug Testing Policy is to educate our students, and is not intended to be disciplinary or punitive in nature. This testing program is intended as an integral

component of the overall LSCSC education process in an effort to direct students away from drug and alcohol abuse and toward a healthy, safe, and drug free life. Its purpose is intended as a diagnostic aid in discovering possible drug and alcohol related problems and as an extension of our education programs. A student who has consumed alcohol or drugs is considered to present a REAL and SUBSTANTIAL THREAT to his/her own health and safety, and to the safety of others, especially within the educational environment of our schools and school activities.

The Goals of the Random Student Drug Testing Policy are to:

- identify a student with alcohol or drugs present in his/her body
- provide notification to the custodial parent/guardian
- educate, assist, and direct students away from drug and alcohol use and toward healt hy, safe and drug-free participation in activities leading toward a healthy lifestyle

OBLIGATION TO GOVERN THE MEDICAL CONDITION OF STUDENTS

Indiana Code 20-8.1-7 sets health measures to be governed by school officials. Most specifically, Indiana Code 20-8.1-7-2 establishes the responsibility of schools to assist children found to be ill or in need of treatment.

PARTICIPANTS

Every student in grades 6-12 intending to take part in any extra-curricular/co-curricular activity or driving to school must sign and submit the LSCSC consent form to participate in the Random Student Drug Testing Policy. The extra-curricular/co-curricular activity programs are an integral part of the LSCSC student experience. It is a ***privilege*** offered to students and necessitates that students meet the high standards set by the LSCSC. Driving to school is also a ***privilege*** granted to students under conditions that include operating the vehicle in a safe and legal manner. If selected, students shall submit to the LSCSC testing process or privileges will be revoked.

Who does the policy include?

- Students who drive to school
- Student athletes
- Students who participate in extracurricular/co-curricular activities
- Any other student whose parents wish to enroll them in the program

Each year students will be provided with an educational program to prepare them for participating in the Random Student Drug Testing Policy when they enter the 6th grade at Edison Jr-Sr High School.

ENROLLMENT

- Enrollment for the drug testing pool must be completed within the first five days of the current school year.
- Once enrolled in the LSCSC Random Student Drug Testing Policy, students will remain enrolled for the duration of their time at LSCSC.
- Current or future student drivers must be enrolled in the pool before they receive a parking permit.

  EXAMPLE: A student who receives his/her driving license in the spring must enroll in the Lake Station Community School Corporation Drug and Alcohol Random Testing Program during the initial enrollment period. He/She must be in the testing pool for the entire school year.
- All forms for new students at LSCSC will be signed during the enrollment procedure. New students must decide to enroll in the program within five school days of registration.
- Enrollment in the pool after the deadline will be allowed with a negative test furnished at the parent/student expense. Testing is performed by North Shore Health Clinic, located at Edison Jr. Sr. High School. The expense is approximately $35 dollars.

  EXAMPLE: A student who is not enrolled but wishes to join an activity after the initial enrollment period must furnish a negative test at parent/student expense. The student will

remain enrolled in the LSCSC Random Student Drug Testing Program.

Self-Reporting. Any student who self-reports for use/abuse in violation of applicable school drug/alcohol policies will be referred to an alcohol and drug abuse program at the expense of the parent. Documentation of enrollment and/or ongoing treatment in a certified counseling program and successful completion must be presented to the building principal. Refusal to follow the above procedure will be treated as a first offense/positive test. The next offense or positive test will count as a second offense/positive test.

Refusals. A refusal to provide a specimen is a violation of the Random Student Drug Testing Policy and will result in the same consequence as a second positive test. A decision of the testing staff as to whether the student is unable or is refusing to provide a specimen may be appealed to the building principal and that decision may be appealed to the LSCSC Superintendent. The decision of the LSCSC Superintendent shall be final.

Drugs that may be included, but not limited to, in the screening process are:

Amphetamines, Barbiturates, Benzodiazepines, Cocaine, Opiates, Phencyclidine (PCP), Cannabinoids, Ethanol (Alcohol), Cotinine (Nicotine Metabolite), LSD, Anabolic Steroids, K2 Spice and/or Synthetic Cannabinoids

In addition to testing for drugs, LSCSC will also test each sample for Creatinine. Creatinine is a chemical that is in everyone's body. LSCSC reserves the right to retest an individual who produces a specimen with a Creatinine level of less than 0.2. (mg/ml).

TEST RESULTS

A record of all testing will be kept in a file separate from each students' school records. This file will be destroyed after graduation.

The LSCSC administration will contact the parent/ guardian with results if or when their child is tested.

POSITIVE TEST RESULT PROCEDURE

No individual shall be expelled or suspended from school as a result of a positive test from the Random Student Drug Testing Policy. No policy enforcement shall occur until the administration has had a conference with the parents/guardians of the student.

FIRST POSITIVE TEST RESULT

- Exclusion from participation in extra-curricular/co-curricular activities, and driving privileges for **30 consecutive calendar days.** Involvement in activities over the summer will be at the discretion of the sponsor. Furthermore, any exclusion not completed prior to the end of the school year will carry over to the beginning of the next school year.
- Enter a school recommended drug treatment/counseling program at parent/student expense.
- Return to participation in extra-curricular/co-curricular activities and reinstatement of driving privileges upon completion of **all** the following requirements:
  - Successfully completing a drug treatment/counseling program and shown to be non-dependent.
  - Negative drug screening test at parent/student expense.
  - Time requirement is completed.
- Positive result from cotinine and nicotine metabolite will not result in loss of privileges for those 18 years of age or older. However, parents will be notified of positive test.

SECOND POSITIVE TEST RESULT

- Exclusion from participation in extra-curricular/co-curricular activities, and driving privileges for **365 calendar days**. Exclusion will be carried over from one school year to the next.
- The same process will be followed regarding drug treatment/ counseling, return to participation/ reinstatement of privileges, and positive nicotine results for students 18 years or older as described above under the *First Positive Test Result section*

THIRD POSITIVE TEST RESULT

- Exclusion from participation in extra-curricular/co-curricular activities and driving privileges for the remaining time they are a student in LSCSC
- Any student who is under the penalty for the third violation of the substance abuse policy may request a review after 2 years by a committee composed of administration and guidance counselors. The student will present just cause for reinstatement. The decision of the committee must be a majority vote for reinstatement to occur. Students who are reinstated will submit to testing for drugs, alcohol, and nicotine at their personal expense. If a positive test is obtained, the student will be banned from extra-curricular/co-curricular activities and driving for the remainder of their school career.
- Positive result from cotinine and nicotine metabolite will not result in loss of privileges for those 18 years of age or older. However, parents will be notified of positive test.

Students who transfer to another school district while under the exclusionary period and then return to LSCSC MUST fulfill any remaining requirements of that exclusionary period.

FINANCIAL RESPONSIBILITY

1. Under this policy, LSCSC will pay for all random drug tests. Any "follow-up" drug test due to a positive result will be paid for by the student or his/her parent/guardian.
2. On appeal of a "positive" urine specimen, further testing is the financial responsibility of the student or his/her parent/guardian.
3. Counseling and subsequent treatment by non-school agencies is the financial responsibility of the student or his/her parent/guardian.

CONFIDENTIALITY

Under this drug testing program, any staff, coach or sponsor of LSCSC who may have knowledge of the results of a drug test will not divulge to anyone the results of the test or the disposition of the student involved, other than in the case of a legal subpoena being made upon that person in the course of a legal investigation. This will underscore the LSCSC commitment to confidentiality with regards to the program.

The implementation of this program will not affect the policies, practices, or rights of the Lake Station Community School Corporation in dealing with drug and alcohol use where '<u>reasonable suspicion'</u> is obtained by means other than the random sampling provided within this program.

CRIMINAL GANGS AND CRIMINAL GANG ACTIVITY

The School Corporation adopts this policy pursuant to State law in order to address the detrimental effects of criminal gangs and criminal gang activity on its students, demonstrate its commitment to preventing and reducing criminal gang membership and eliminating criminal gang activity, educate Corporation students, employees, and parents about criminal gangs and criminal gang activity, and comply with State and Federal laws and regulations.

The Corporation prohibits criminal gang activity and similar destructive or illegal group behavior on Corporation property, on buses owned by the Corporation or used to transport Corporation students, and at school-sponsored functions. The Corporation prohibits reprisal or retaliation against individuals who report criminal gang activity and similar destructive or illegal group behavior or who are victims, witnesses, bystanders, or others with reliable information about an act of criminal gang activity and similar destructive or illegal group behavior.

DEFINITIONS

A. "Criminal gang," as used in this policy, means a group with at least three (3) members that specifically:
   1. either:

a. promotes, sponsors, or assists in, or

b. participates in, or

2. requires as a condition of membership or continued membership the commission of a felony or an act that would be a felony if committed by an adult or the offense of battery (I.C. 35-42-2-1).

B. "Criminal gang activity," as used in this policy, means to:

1. actively participate in a criminal gang;

2. knowingly or intentionally commit an act:

a. with the intent to benefit, promote, or further the interests of a criminal gang; or

b. for the purpose of increasing the person's own standing or position within a criminal gang;

3. knowingly or intentionally solicit, recruit, entice, or intimidate another person to join a criminal gang or remain in a criminal gang;

4. threaten another person because the other person:

a. refuses to join a criminal gang;

b. has withdrawn from a criminal gang; or

c. wishes to withdraw from a criminal gang; when engaged in by a student who attends a corporation school.

PROCEDURES FOR REPORTING AND INVESTIGATING SUSPECTED CRIMINAL GANG ACTIVITY

All Corporation employees shall report any incidence of suspected criminal gang activity to the principal and the school safety specialist. As well, students and parents, who choose to do so, may report an incident of criminal gang activity to the principal. The principal and the school safety specialist may take appropriate action to maintain a safe and secure school environment, including providing appropriate intervention services.

A Corporation employee who in good faith reports an incident of suspected criminal gang activity in compliance with the procedures of this policy and any Corporation employee, parent, or student who in good faith participates in any judicial or other proceeding resulting from the report or relating to the subject matter of the report is immune from any civil or criminal liability for damages arising from his/her actions.

Each school principal or designee shall conduct a thorough and complete investigation of each report of suspected criminal gang activity and each report of reprisal or retaliation. The principal or designee shall initiate the investigation promptly but no later than 2 instructional day(s) of the report of the alleged incident. The principal may appoint additional staff and the principal or designee may request the assistance of law enforcement to assist in the investigation for the safety of the administration, Corporation staff, or students. The investigation shall be completed and written findings prepared by the principal or designee as soon as possible but no later than 5 instructional days from the date of the report of the alleged incident.

The principal or designee shall submit the report to the Superintendent within ten (10) instructional days of completing the investigation. The Superintendent shall report the results of each investigation to the school board on a regular basis during its scheduled executive board meetings.

The Superintendent is authorized to issue guidelines to define the range of ways in which Corporation staff and the principal or designee shall respond once an incident of criminal gang activity is confirmed, according to the parameters described in the Corporation's code of student conduct. The Board recognizes that some acts of criminal gang activity may be isolated incidents requiring that the school officials respond appropriately to the individuals committing the acts while other acts may be so serious or involve individuals outside the school that they require a response by local law enforcement officials.

Appropriate consequences and remedial action will be imposed when students are found to have engaged in criminal gang activity, criminal gang intimidation, or criminal gang recruitment on

Corporation property, while riding on Corporation buses or buses used to transport Corporation students, and at school-sponsored events or when they are found to have engaged in retaliatory conduct towards a Corporation employee or student who reported an incident of criminal gang activity, according to the severity of the offense and considering both the developmental age of the student offender and the student's history of inappropriate behavior, per the code of student conduct. Consequences and appropriate remedial action for a student who engages in criminal gang activity may range from positive behavioral interventions up to and including suspension or expulsion. Incidents that result in the expulsion of a student(s) or alternative school placement of a student(s) will be referred to the local law enforcement officials for further investigation. The principal shall proceed in accordance with the code of student conduct, as appropriate, based on the investigation findings and the Superintendent's guidelines. As appropriate, the principal may provide intervention and/or relevant support services (i.e., refer to counseling, establish training programs to reduce criminal gang activity and enhance school climate, enlist parent cooperation and involvement or take other appropriate action). The principal shall inform the parents of all students involved in alleged incidents as provided below, and, as appropriate, may discuss the availability of counseling and other intervention services.

The principal shall provide the parents of the students who are parties to any investigation with information about the investigation, in accordance with Federal and State laws and regulations. This information includes the nature of the investigation, whether the Corporation found evidence of criminal gang activity, and whether consequences were imposed or services provided to address the activity. This information is to be provided immediately upon completion of the investigation and issuance of written findings by the principal or designee.

ANNUAL REPORTING OF INVESTIGATIONS TO THE STATE

Each school principal or designee shall record the number of investigations of criminal gang activity disposed of internally and the number of cases referred to local law enforcement (disaggregated by race, ethnicity, age, and gender) and report this information to the Superintendent before May 15 each year.

The Superintendent shall submit a written report to the Indiana Department of Education, on forms developed by the Department, before June 2 of each year outlining the activities undertaken as part of the Corporation's compliance with I.C. 20-26-18. This report shall include the number of investigations of criminal gang activity disposed of internally and the number of cases referred to local law enforcement for the entire Corporation in the past year, disaggregated by race, ethnicity, age, and gender.

ESTABLISHMENT OF EDUCATION PROGRAMS

In its efforts to address criminal gang activity, the Board establishes the following educational programs:

1. Provide training for staff and teachers on criminal gang prevention and intervention resources on a periodic basis.
2. Create collaborative plans between local school administration and community-based prevention and intervention providers.
3. Coordinate resources and funding opportunities to support gang prevention and intervention activities.
4. Consider integrating the Gang Resistance Education and Training (G.R.E.A.T.) Program.

Information about the Types of Services, Including Family Support Services, for a Student Suspected of Participating in Criminal Gang Activity

The Superintendent shall provide information about the supports and services available for students who are "at risk" for and/or suspected of participating in criminal gang activity and their families, including:

- gang awareness education for students, parents, faculty/personnel, law enforcement, and community stakeholders that, at a minimum, shows potential for effectiveness based on research, revised and updated regularly to reflect current trends in gang and gang-like activity;

- culturally and/or linguistically appropriate services/supports for parents and families;
- counseling coupled with mentoring for students and their families;
- referral to community and faith-based organizations and civic groups that offer related programs or counseling;

Recommendations Concerning Criminal Gang Prevention and Intervention Services and Programs for Students that Maximize Community Participation and the Use of Federal Funding

The Superintendent may seek Federal funding to implement criminal gang prevention and intervention services and programs, including the following:

- Dissemination of criminal gang awareness information to students and parents. The gang awareness information should be revised and updated regularly to reflect current trends in gang activity.
- Training for staff and teachers on criminal gang prevention and intervention resources.
- Creation of formal collaboration plans between Corporation administration and community-based prevention and intervention providers to address criminal gang prevention and intervention.
- Coordination of resources and funding opportunities to support gang prevention/intervention activities.
- Integration of available School Resource Officer Programs.
- Consider incorporation of the Gang Resistance Education and Training (G.R.E.A.T.) Program into the curriculum.

Publication of the Policy

The Superintendent shall ensure that this policy is posted on the Corporation's internet website and annually disseminate this policy to all parents who have children enrolled in a school within the Corporation. This may be done through distribution of student handbooks. The Superintendent shall ensure that notice of the Corporation's policy appears in the student handbooks and all other Corporation publications that set forth the comprehensive rules, procedures, and standards for schools within the Corporation.

The Superintendent shall appoint members of the advisory committee.

The advisory committee will collaborate to recommend an appropriate program for students, subject to Board approval.

Policy 5630.01 Use of Seclusion and Restraint

A student will not be subject to seclusion or restraint unless the student's behavior poses an imminent risk of injury to the student or others. However, significant violations of the law, including assaults on students and staff, will be reported to the police. As soon as possible after any use of seclusion or restraint, the student's parent or guardian will be informed and provided with a detailed account of the incident, including the circumstances that led to the use of seclusion or restraint.

Policy 8330 Student Records

Parent or legal guardians of a student or a student how is 18 years old can inspect the student's education records, request amendments if the record is inaccurate, misleading, or otherwise in violation of the student's privacy rights, consent to disclosures of personally-identifiable information contained in the student's education records, except disclosures allowed without parental consent; challenge Board noncompliance with parent's request to amend the records through a hearing; file a complaint of Corporation noncompliance with the United States Department of Education; and obtain a copy of the Corporation's policy and administrative guidelines on student records.

Policy 2416 Student Privacy and Parental Access to Information

The School Board respects the privacy rights of parents and their children. No student shall be required as a part of the school program or the Corporation's curriculum, without prior written consent of the student (if an adult or an emancipated minor) or, if an unemancipated minor, his/her

parents, to submit to or participate in any survey, analysis, or evaluation. Parents have the right to inspect, upon request made to the principal, a survey or evaluation created by a third party before it is given to students. Parents also have the right to inspect, upon request made to the principal, any instructional material used as part of the educational curriculum of the students.

Policy 5611 Due Process Rights

Students will be afforded the basic rights of due process. That is, in any suspension or expulsion proceeding the charges against the student will be stated, a summary of the evidence against the student will be provided and an opportunity for the student to explain his/her conduct will be granted.

See also AG 5840A and AG 5840B.

I.C. 20-18-2-2.8

I.C. 20-19-3-12

I.C. 20-26-18-1 et seq.

I.C. 20-33-9-10.5

I.C. 20-33-9-14

I.C. 35-31.5-2-27.4

I.C. 35-31.5-2-74

I.C. 35-31.5-2-264.5

I.C. 35-45-9-1

I.C. 35-45-9-3

I.C. 35-45-9-4

I.C. 35-45-9-5

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INDIANA LAW REGARDING SUSPENSION AND/OR EXPULSION

Indiana Code 20-33-8, as well as local school board policy, provides all school personnel with the authority to carry out this duty. Any disciplinary problems that arise which are not specifically cited herein will be handled by Edison Junior/Senior High School Administrators.

The following excerpts are quoted from **Indiana Code 20-33-8**.

I.C. 20- 33-8.1-5.1-8 GROUNDS FOR SUSPENSION OR EXPULSION

(a) The following are the grounds for student suspension or expulsion, subject to the procedural requirements of this chapter and as stated by school corporation rules

  (1) student misconduct.

  (2) substantial disobedience.

(b) The grounds for suspension or expulsion listed in subsection (a) apply when a student is:

  (1) on school grounds immediately before or during school hours, or immediately after school hours, or at any other time when the school is being used by a school group;

  (2) off school grounds at a school activity, function, or event; or

  (3) traveling to or from school or school activity, function, or event.

I.C. 20-33-8-15 UNLAWFUL CONDUCT

In addition to the grounds specified in **I.C. 20-33-8-14**, a student may be suspended or expelled for engaging in unlawful activity on or off school grounds if:

(a) The unlawful activity may reasonably be considered to be an interference with school purposes or an education function; or

(b) The student's removal is necessary to restore order to 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.

I.C. 20-33-8-16 WEAPONS

(a) a student who is:

(1) identified as bringing a firearm to school or on school property; or

(2) in possession of a firearm on school property; **must** be expelled for a period of at least one (1) calendar year, with the return of the student to be at the beginning of the first semester after the end of the one (1) year period.

I.C. 20-33-18 DUE PROCESS

Students will be afforded the basic rights of due process. That is, in any suspension or expulsion proceeding the charges against the student will be stated, a summary of the evidence against the student will be provided and an opportunity for the student to explain his/her conduct will be granted.

SAFETY CONSIDERATION

Items and practices that promote an unsafe environment are not allowed at school. Examples of such items or practices include, but are not limited to, are laser pointers, any item commonly considered a weapon, hair dye in spray cans, the praying of cologne/perfume on unwilling victims, etc. Students in possession of such items or engaging in such practices will receive consequences.

ADMINISTRATIVE DISCRETION

The administrators and all school personnel at Lake Station Community School Corporation strive to provide equal opportunities for all students to learn. The teaching process will proceed in an orderly manner with the following behavior policy enforced.

The following rules and standards apply to conduct on school grounds, on school buses, or at school functions, and school sponsored activities. In addition to the stated grounds for suspension and/or expulsions, 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 purpose or an educational function. **Realize that not all acts of misconduct can be included in the handbook; administration has the discretion to discipline any act he/she believes is disruptive to any Lake Station School Corporation environment.** We ask students to use common sense about their behavior. The Lake Station Schools do not tolerate gangs, drugs, alcohol, or violence. **Students and parents are responsible for the information in this handbook, keeping in mind that ignorance is no excuse for misbehavior.** Students who are expelled will not receive a book rental refund. If you break the rules at a Lake Station Community School you can expect to be punished. A punishment may/may not include referral to juvenile court.

GROUNDS FOR DISCIPLINARY ACTION

An environment that provides equal opportunity for all and permits the teaching-learning process to proceed in an orderly manner is the object of all school personnel. It is hoped that the student body shares this same objective. The following rules and standards apply to conduct on school grounds, on school buses, or at school functions, and school sponsored activities. In addition to the stated grounds for suspension and/or expulsions, 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 purpose or an educational function. Realize that not all acts of misconduct can be included in the handbook. We ask students to use common sense in their behavior. Students are responsible for information in this handbook, keeping in mind that ignorance is no excuse for misbehavior.

Edison

If rules are not followed at Edison, the possible consequences are listed after each disciplinary infraction that is listed in this discipline section. **Also included as a possible consequence is Behavior Support Intervention (BSI).** For BSI, students remain on campus for the day while during their work in an assigned room and receiving any services per the student's Individualized Education Plan. Also, while in BSI, a student will be given a session with our guidance counselor to help with behavioral support and interventions.

Bailey and Hamilton

If rules are not followed at any elementary school, you can expect to be punished. Punishment may take any of the following forms by your teachers and/or administrators. You could:

A. Be spoken to

B. Be sent to the office

C. Be removed from class

D. Receive written punishment

E. Be assigned detention

F. Be suspended from school

G. Be expelled from school

If a student is repeatedly committing "minor" violations, he/she will be referred to an administrator for a disciplinary response. These responses could range from a conference (teacher, parent, student, administrator), to detention, out of school suspension, and/or an expulsion.

ABSENCES (UNEXCUSED)

Lake Station Community School Corporation is responsible for students developing a sense of self-management. Demanding good attendance is directed toward this goal. Exhibiting good attendance is a good character habit that should be established by all students. Students are therefore expected to be "in attendance" to all classes and scheduled activities during the school day. A student is considered absent when he/she is not in the classroom within the first five minutes of class.

Absences are counted class by class, per SEMESTER.

Administrative discretion will be used to assign discipline which may include one of the following consequences:

3rd Absence:	**5th Absence:**	**6th Absence:**
1 hour detention	3-hour Detention	Student and Parent may be summoned to Truancy Court

ALCOHOL/DRUGS/CONTROLLED SUBSTANCES

Students may not possess, use, or be under the influence of/or provide to any other person, drug paraphernalia and/or any substance, which is or contains alcohol, amphetamine, barbiturate, marijuana, a stimulant, a depressant, or a hallucinogen whether prescription or sold over the counter (without a prescription) or any substance that closely resembles any of the listed substances. Students may not provide to any other person drug paraphernalia and/or any substance as listed above nor any substance represented to be any of the above:

- on the way to or from school or school activity
- on school grounds at any time or
- during any school sponsored activity at any location including the school bus or other

school-sponsored transportation.

Use of medication by a student prescribed by a medical doctor, a dentist, or other health care provider authorized by law to prescribe medication for that student does not violate this rule. However, all medications (prescription or over-the-counter) must be approved, dispensed, and kept by the nurse. No student, under any circumstance, is to provide medication (prescription or over-the-counter) to any other student.

Students may not possess/use/provide to any person anything used or designed to be used primarily for, but not limited to, the storage, processing, delivery or consumption of amphetamine, barbiturate, marijuana, stimulants, intoxicants, narcotics, depressants or hallucinogens

- on school premises at any time or
- during any school sponsored activity at any location including the school bus.

Use, purchase, or possession of drugs, inhalants, alcohol or look-a-like substance as well as drug paraphernalia (pipes/rolling papers, needles) at school or any school-sponsored activity

Administrative discretion will be used to assign discipline which may include one of the following consequences:

1st Infraction:
10 days Out of School Suspension with recommendation for Expulsion

Attending class or any school-sponsored activity under the influence of any drug or alcohol (per LSCSC Drug Policy).

Administrative discretion will be used to assign discipline which may include one of the following consequences:

1st Infraction:	2nd Infraction:
5 days Out of School Suspension.	10 days Out of School Suspension with recommendation for expulsion.

BULLYING/HAZING/RACISM

I.C. 35-42-2-2, SEC. 2 – HAZING

I.C. 20-22-8-0.2 – BULLYING

Bullying, hazing, and/or use of racism will not be tolerated in the Lake Station Community School Corporation.

Bullying is defined as any repeated aggressive behavior displaying physical, verbal, written, abusive treatment to negatively affect others. Bullying, hazing, and/or use of racism include but are not limited to the following behaviors:

- repeated name calling including but not limited to jokes, slurs, rumors, pranks, gestures
- written bullying may include but is not limited to threats, slander, name calling, cartoons, pictures, innuendos, and/or demeaning comments
- social media sites (Facebook, X, Snapchat, etc.) texting via telephone or internet bullying which directly involves school related time, threats to take place at school, made from school, referencing school

- any communication, including but not limited to verbal, written, or drawn material that represents or promotes racism, cults, etc.

The following outline issues of bullying which become a legal matter and require immediate notification of the Lake Station Police department:

- credible threats of repeated violence made in any way, shape, or form verbally, written or via social media

Expanded Legal definition: Although school administrators and teachers from the very first school day in the state of Indiana have counseled and disciplined students who were bullies, the first student to become a "legal" bully did not occur until the start of the 2005 – 2006 school year when the 2005 Indiana General Assembly amended the Student Discipline Code, IC 20-33-8, to place certain expectations on school boards, administrators, teachers, and other employees who supervise students with regard to "bullying." It can be clearly seen in the following SECTION 5 of House Enrolled Act 1423 how the 2013 Legislature significantly altered and enhanced the Indiana Code definition of "bullying" at IC 20-33-8-0.2(a).

The law requires the existence of an "intent" to commit the various stated acts that constitute bullying. This does not mean that a teacher, for example, has to hear the student say to another student, "I intended to harass and ridicule you and create a hostile school environment." Intent is nearly always deducted from the entirety of the facts surrounding the incident. Hence, the teacher would describe everything that he/she heard and saw regarding the student's conduct toward another student so that it could be reasonably concluded from all the facts that the student consciously meant to take those actions towards the targeted student.

Due to the amendment of subsection (b) of IC 20-33-8-13.5, the anti-bullying discipline rules are no longer limited to the bullying conduct occurring at school, a school function, traveling to and from school, or on school equipment. This referenced limitation language was stricken and in its place, language was inserted stating:

1. *the* ***anti-bullying rules "may be applied regardless of the physical location in which the bullying behavior occurred"*** *as long as the alleged bully and the targeted student(s) of the same school district; and*
2. ***"Disciplinary action is reasonably necessary to avoid substantial interference with school discipline or prevent an unreasonable threat to the rights of others to a safe and peaceful learning environment."***

The rationale for this expansion of prior law is to deter bullying conduct off school property and independent of school events by making it subject to school discipline, provided there is evidence of either (1) substantial interference with discipline at school or (2) an unreasonable threat to students at school of their right to a "safe and peaceful learning environment." This provision creates a clear exception to present school law that the "outside of school" conduct had to be "unlawful." Because a great part of the harmful effect of student bullying resulted from conduct that was lawful (harassment, ridicule, and humiliation, especially through Internet social media outlets), schools could not until the 2013 amendment deter and discipline this behavior that caused substantial harm to the targeted student's ability to have a positive learning environment at school.

The Lake Station School Corporation shall provide training to the employees and volunteers who have direct, ongoing contact with students concerning the school's bullying prevention and reporting policy adopted underIC 20-33-8-13.5.

Hazing *(obtained from* www.doe.in.gov/sites/default/files/safety/hazing-08-17-2016.pdf*)*

Policy 5516 Student Hazing- Hazing is defined as performing any act of coercing another, including the victim, to perform any act of initiation into any class, group, or organization that causes or creates a risk of causing mental, emotional, or physical harm. Permission, consent, or assumption of risk by an individual subjected to hazing shall not lessen the prohibitions contained in this policy.

The purpose of this policy is to maintain a safe learning environment that is free from hazing for

students and staff members. Hazing activities of any type are inconsistent with the educational goals of the school district and are prohibited at all times.

General Statement of Policy:

No student, teacher, administrator, or other school district employee, contractor or volunteer shall plan, direct, encourage, aid or engage in hazing.

No student, teacher, administrator, or other school district employee, contractor or volunteer shall permit, condone or tolerate hazing.

Apparent permission or consent by a person being hazed does not lessen the prohibitions contained in this policy.

A person who engages in an act that violates school policy or law in order to be initiated into or affiliated with a student organization shall be subject to discipline for that act.

This policy applies to hazing behavior that occurs on or off school property and during and after school hours.

The school district will act to investigate all complaints of hazing and will discipline or take appropriate action against any student, teacher, administrator or other school district employee, contractor or volunteer who is found to have violated this policy.

Students committing these acts are also subject for IMMEDIATE suspension and notification of the authorities.

Administrative discretion will be used to assign discipline which may include one of the following consequences:		
3-hour Detention	Out of School Suspension	10-day Suspension with recommendation for Expulsion

BUS MISCONDUCT

While riding on a school bus students must adhere to the following rules:

- take a seat immediately and remain seated until instructed by the driver to leave the bus
- keep doors and windows closed unless given permission to open them
- keep head, arms and hands inside the bus at all times
- do not litter the bus
- do not do damage to the school bus
- cooperate with the bus driver and follow the rules of the school (IC 20-9.1-5-19)

Administrative discretion will be used to assign discipline which may include one of the following consequences:

1st Infraction:	2nd Infraction:
5-45 Days Removal from Bus	Removal from Bus for the remainder of the school year.

Fighting on the bus is immediate removal from the bus for the remainder of the school year.

CAFETERIA BEHAVIOR

Breakfast and lunch time should be an enjoyable and relaxing time for students. Lunches are served in the cafeteria, including regular lunches as well as a la carte items. Students may bring their own lunch from home. However, **food from restaurants is not to be dropped off during the**

school day as this violates Federal Guidelines for our food service program. Students must consume their food and drink in the cafeteria. EACH STUDENT WILL RETURN HIS/HER OWN TRAY, AND PUT SILVERWARE IN THE RECEPTACLE AND/OR PAPER PRODUCTS IN THE APPROPRIATE RECEPTACLE.

During the breakfast and lunch periods students must remain in the cafeteria unless given permission to go elsewhere. Schools have a closed campus during lunch hours; no students are allowed to leave the building.

All students are responsible for their environment in the cafeteria and must adhere to the following rules:

- food and non-food items on their table or on the floor surrounding their table must be cleaned up prior to dismissal
- cutting in line is not allowed
- students who do not clean up their breakfast and/or lunch area will be given lunch detention
- students are expected to maintain order in the cafeteria or they will be assigned to lunch detention

To maintain a clean environment, no food or drinks (other than water) are allowed in the classrooms or hallways.

Administrative discretion will be used to assign discipline which may include one of the following consequences:	
Detention for 1-3 days	Detention for remainder of the grading period or semester, or suspension

CHEATING/PLAGARISM

Violating rules of honesty such as copying another student's test, assignment, etc. is unacceptable as well as using the work of others or published work and/or violating copyright provisions without permission. Allowing other students to copy is also considered cheating.

Cheating occurs when students submit work for academic evaluation that is not their own, when they copy answers from another student during an examination, when they use prepared notes or materials prohibited during an examination, or other acts of misrepresentation of academic achievement that is submitted for evaluation or grade. We encourage healthy collaboration among students. Sometimes students will be asked to work together in teams for certain projects. Sometimes students will seek the assistance of another student to help them understand a course concept or assignment. This is not cheating. Cheating occurs when students copy another student's work and submit it under the pretext that they have independently done the work themselves.

Plagiarism occurs when you include someone else's writing, information, or idea in a paper and fail to acknowledge what you took by indicating whose work it was. Plagiarism involves the misuse of the intellectual property of another. It occurs when a writer fails to document a source so that the words and ideas of someone else are presented as the writer's own work. When a student copies verbatim or closely paraphrases a chart, illustration, or material from any book, article, or web site without clearly identifying the source from which it was obtained, plagiarism has occurred.

As a general rule for assignments, quoted or paraphrased material with cited references should not exceed 25% of an assignment. In other words, 75% of an assignment should consist of your own words, thoughts, or ideas. Students are expected to give credit when borrowing, quoting, or paraphrasing, using appropriate in text citations and a reference list.

Administrative/Teacher discretion will be used to assign discipline which may include one

of the following consequences:

1st Infraction:	2nd Infraction:
Zero on assignment.	Zero on assignment and out of school suspension.

3rd Infraction results in failing the class for the quarter term.

CLASSROOM NON-COMPLIANCE

Each classroom has specific rules developed by the teacher. Failure to comply with classroom rules will be disciplined accordingly.

Administrative discretion will be used to assign discipline which may include one of the following consequences:

1st Infraction:	2nd Infraction:	3rd Infraction:	4th Infraction:	5th Infraction:
1 hour detention	3-hour Detention	In School Suspension	Out of School Suspension	10-day Suspension with recommendation for Expulsion

DISRESPECT

Behaving in a **disrespectful manner towards staff**, **an adult in authority, or peers** is inappropriate and is subject to disciplinary action, including expulsion.

Disrespect defined: to regard or treat without respect; regard or treat with contempt or rudeness. Rude conduct is usually considered to indicate a lack of respect.

Any action that disrupts or interferes with educational activities or the school environment or has the potential for such disruption will not be tolerated. Examples of disruptive behavior include, but are not limited to:

- chronic talking in the classroom or other school events wherein students have been directed to remain quiet
- continuously and intentionally making noise or acting in any manner so as to interfere seriously with the ability of any teacher or any of the other school personnel to conduct the educational function under his/her supervision.

Administrative discretion will be used to assign discipline which may include one of the following consequences:

1st Infraction:	2rd Infraction:
Out of School Suspension	Suspension which may include recommendation for Expulsion

DISRUPTIVE BEHAVIOR

Any action that disrupts or interferes with educational activities or the school environment or has the potential for such disruption will not be tolerated. Examples of disruptive behavior include, but are not limited to:

- chronic talking in the classroom or other school events wherein students have been directed to remain quiet
- continuously and intentionally making noise or acting in any manner so as to interfere seriously with the ability of any teacher or any of the other school personnel to conduct the educational function under his/her supervision.

Administrative discretion will be used to assign discipline which may include one of the following consequences:

1st Infraction:	2nd Infraction:	3rd Infraction:	4th Infraction:	5th Infraction:
1 hour detention	3-hour Detention	In School Suspension	Out of School Suspension	10-day Suspension with recommendation for Expulsion

DISPLAY OF AFFECTION

Overt displays of affection are not appropriate school behavior in the building, on school grounds, or at any school-related activity and will not be condoned. Any display of affection beyond holding hands is considered inappropriate. 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 to expulsion. Engaging in sexual behavior on school property or at any function related to a Lake Station Community School, or a school function where a student is representing Lake Station Community Schools may result in suspension and/or a recommendation for expulsion.

Administrative discretion will be used to assign discipline which may include one of the following consequences:

1st Infraction:	2nd Infraction:	3rd Infraction:	4th Infraction:	5th Infraction:
1 hour detention	3-hour Detention	I School Suspension	Out of School Suspension	10-day Suspension with recommendation for Expulsion

DRESS CODE POLICY

It is the objective of the Board of School Trustees to maintain a positive school cli mate in which all students have an equal opportunity to learn. Lake Station Community School students can earn the respect of all by exhibiting good manners, a wholesome appearance, and a business-like attitude toward scholastic achievement. Students' dress and grooming must be appropriate to the educational atmosphere. It must not disrupt the educational process, interfere with the maintenance of a positive teaching/learning climate or compromise reasonable standards of health, safety and decency. Any student whose appearance diminishes or detracts from the educational atmosphere within the school will be denied access to class until such time as appropriate changes have been made. Students who dress inappropriately will not be allowed to participate in or attend school sponsored activities. Realizing that dress, appearance, and grooming styles change continually, the principal and assistant principal reserve the right to determine the appropriateness of any form of attire. The determination will be based on whether a student's dress, appearance,

and grooming may create health problems, sanitation problems, threats to the safety of others, or if the student's dress causes a disruption of a part of the student population, thereby affecting the educational function of the school. Students at Lake Station Community Schools are expected to present themselves as representatives of the school when in attendance at any school function as a spectator; students who are inappropriately dressed will be required to leave the activity.

A. Dress Policy:

Students should not wear anything that implicitly or explicitly sends a message with respect to sex, nudity, drugs, alcohol, tobacco, vulgarities, profanity, guns, weapons, violence, criminal activity, negative social or negative educational statements. Tattoos or body art that violate this provision must be covered up while the student is present on school grounds, or at school activities or functions. Dress guidelines are subject to change/revision as the administration deems necessary.

1. SHIRTS/UNDERSHIRTS/SWEATSHIRTS/FLEECE JACKETS *** Apparel must cover back, chest, midriff and undergarments at all times. Hoods must be down when entering and remaining inside the building.**
2. PANTS/SLACKS/SHORTS –*** No spandex allowed. Leggings are permitted <u>only if one's rear end is completely covered by the top</u>. No skin can be visible under shredding or holes in jeans above the knee. No pajama bottoms. No sagging allowed. Shorts must be no shorter than three inches above the knee at all times without adjusting.**
3. SKIRTS/DRESSES – * **Must be no shorter than three inches above the knee at all times without adjusting.**
4. SHOES - *** No slippers of any kind.**
5. NO PURSES/BACKPACKS - *** Small drawstring bags may be carried to class only at Edison.**

Please remember the following test to determine if the clothing you are purchasing for school meets dress code standards. If your clothing fails to pass any of the test statements listed below, then don't wear it—select clothing that is appropriate.

- **pinch an inch of fabric without stretching the material to be sure that your clothing is not too tight**
- **bend over to be sure that no cleavage shows and one cannot see down your shirt or dress**
- **raise your arms over your head to be sure that no skin shows in/on your midriff**
- **sit in a chair and lean forward to be sure that no skin shows on your backside**
- **look at yourself in the mirror and be sure that you cannot see through your clothing or see the impression of your undergarments (the color or shape of your undergarments must not be seen)**
- **if there is any question about an item being inappropriate, do not wear it.**

B. EDISON STUDENTS: Lake Station Edison Spirit wear – SHIRTS/SWEATSHIRTS/FLEECE JACKETS may be worn every day as long as clothing meets General Dress guidelines.

C. General Dress Guidelines:

1. All clothing must be in good condition. No articles of clothing with holes or tears are allowed.
2. All clothing must fit properly. Extremes in tightness of dresses, shirts, pants, shorts, or tops are not allowed. **<u>No sagging is allowed</u>**. Sagging defined: no student's skin, underwear, gym shorts, or any other garment worn under his or her pants or shorts should be exposed due to the sagging of pants or shorts, even if a student is bending over or sitting.
3. Outer coats and jackets are not allowed to be worn in the classroom, and should be stored

in the student's locker.

4. No inside-out clothing of any kind will be allowed.
5. Students may not wear any apparel that could cause danger to students or damage to any school property, including, but not limited to, clothing with rivets, accessories such as chains, ropes and spiked jewelry, shoes/boots with heel/toe plates, etc. Accessories such as hats, sweat bands, combs/picks, bandanas, sunglasses, scarves, pins and heavy chains will not be permitted. No chains, chained wallets or chained belts, studded bracelets or collars are allowed. Any insignia, ornament, jewelry, etc., that promotes gangs or identifies an organization dedicated to the mistreatment of a minority, religious or racial group will be confiscated.
6. A student's hair must not interfere with the educational process; hair should be odor-free and clean. The school administrators deem the right to have any student with extreme hair color/ style correct the issue before returning to school, at the cost of the parent.
7. All dress code guidelines will apply to summer school.

Administrative discretion will be used to assign discipline which may include one of the following consequences:

1st Infraction:	2nd Infraction:	3rd Infraction:	4th Infraction:	5th Infraction:
1 hour detention	3-hour Detention	In School Suspension	Out School Suspension	10-day Suspension with recommendation for Expulsion

ELECTRONIC DEVICES (PER SENATE BILL 78)

The following electronic devices must be turned off and out of sight and may not be utilized during class throughout the day: radios, televisions, iPod, cellular telephones, pagers, electronic games, laser, audio/video recording devices, smart watches, meta glasses, or other comparable electronic equipment. In addition, students bring these items to school at their own risk and the district will not be responsible for loss, damage or theft of any electronic device brought to school**. For students, this means not on your body or apparel during the school day from tardy bell until the release bell at the end of the day.**

Failure to follow school procedures regarding electronic devices will result in appropriate disciplinary action by the school administration, which can include, but is not limited to the confiscation of the device(s) in its entirety and which will have to be retrieved by a parent/guardian. If a violation of this rule occurs, and a student refuses to give his/her electronic device to an adult, then the student is suspended from school for gross insubordination.

Administrative discretion will be used to assign discipline which may include one of the following consequences:

1st Infraction:	2nd Infraction:	3rd Infraction:	4th Infraction:
Item confiscated until the end of the school day.	Item confiscated and a 1-hour detention; parent or guardian must retrieve the	Item confiscated and a 3-hour detention; parent must retrieve the device.	Item confiscated and an out of school suspension; parent must retrieve the

	device.		device.

FALSE REPORTING/FORGERY

Students must not provide false information (written or oral).

Examples include, but are not limited to: knowingly filing false charges against an employee or a student in an attempt to demean, harass, abuse, or embarrass that individual; tampering with report cards, official passes and notes; changing grades or forging names to excuses or on official school communications; creating/falsifying a doctor's note; reporting false alarms of any nature including pulling of a fire alarm without good cause. Forgery of legal documents may warrant notification of the Lake Station Police Department.

Administrative discretion will be used to assign discipline which may include one of the following consequences:		
3-hour Detention	Out of School Suspension	10-day Suspension with recommendation for Expulsion

FIGHTING

Fighting, posturing, or using verbal or physical violence in the school building, on school grounds, en-route to and from school and at school-sponsored activities are grounds for suspension and/or expulsion. **Students failing to comply with staff member's instructions to stop fighting or using physical/verbal violence will be subject to expulsion.**

Physical Altercation is defined as ANY physical contact or altercation including but not limited to punching, kicking, slapping, pulling of hair, flicking, pushing, or attacking.

Verbal Altercation is defined as ANY verbal or heated attack with words including but not limited to use of profanity, or vulgar comments.

Administrative discretion will be used to assign discipline which may include one of the following consequences:	
Out of School Suspension	10 day Out of School Suspension with recommendation for Expulsion

GANG* INVOLVEMENT

The following is prohibited:

- wearing, possessing, using, distributing, displaying or selling any clothing, jewelry, or other such items identified and associated with gang membership or affiliation
- using hand signals, graffiti, gestures or other written communications showing membership or affiliation in a gang
- using any speech or committing any act in the promotion of gang interests or activities including but not limited to: soliciting others for membership in any gang, threatening or intimidating others, inciting others to commit physical violence

Three or more gathered in a common interest is considered a gang.

Administrative discretion will be used to assign discipline which may include one of the following consequences:	
1-5 day Out of School Suspension Notify school resource officer and civil authorities	10 day Out of School Suspension pending Expulsion Notify school resource officer and civil authorities.

HALL MISCONDUCT

While in the hallways students must adhere to the following rules:

- do not litter
- cups, mugs or other beverage containers are not allowed
- do not engage in rude or boisterous behavior, congregate/loiter, run, push, shove or use vulgar language in any hallway or area of the building
- if passing through hallways during class periods, students must have a valid hall pass

Administrative discretion will be used to assign discipline which may include one of the following consequences:				
1 hour detention	3-hour Detention	In School Suspension	Out of School Suspension	10-day Suspension with recommendation for Expulsion

HARASSMENT/INSTIGATION/INTIMIDATION/THREATS

Instigating a physical/verbal altercation or use of harassment/intimidation/threat towards another person in the school building, on school grounds, en-route to and from school and at school-sponsored activities are grounds for disciplinary measures. Individuals who are spectators, promote, challenge others to fight, or instigate fights or any physical violence may be subject to the same corrective action(s) as the participants.

Harassment, instigation, intimidation, and/or threats include but are not limited to the following behaviors:

- name calling including but not limited to jokes, slurs, rumors, pranks, gestures
- instigation, intimidation, and/or threats may include but is not limited to slander, name calling, cartoons, pictures, innuendos, and/or demeaning comments
- social media sites (Facebook, Twitter, etc.) texting via telephone or internet harassment, instigation, intimidation, and/or threats which directly involves school related time, threats to take place at school, made from school, referencing school

Administrative discretion will be used to assign discipline which may include one of the following consequences:		
3-hour Detention	Out of School Suspension	10-day Suspension with recommendation for Expulsion

HORSEPLAY/ RECKLESS ENDANGERMENT

Horseplay is defined as any loud, boisterous, disruptive play that disrupts the learning environment or natural flow of activity in any school setting. This behavior includes, but is not limited to,

- hitting, punching, shoving, kicking, pinching, or any other bodily contact done in a playful, non-aggressive manner
- running through any part of the school
- playing roughly
- screaming, yelling, screeching, or any other generally annoying and disruptive sound effects
- inappropriate use of any and all classroom or school furniture or fixtures throwing anything, anywhere on school grounds

Reckless endangerment is defined as any action which creates substantial risk of serious bodily injury or death to oneself or others or the substantial risk of destruction of property. There is a blatant disregard for the safety of others and oneself. Actions that lead to reckless endangerment include, but are not limited to:

- horseplay that escalates to reckless endangerment
- using anything as a weapon
- driving vehicle without regard for laws
- false fire alarm pulling
- setting fire to school property causing personal injury to another person

Administrative discretion will be used to assign discipline which may include one of the following consequences:				
1 hour detention	3-hour Detention	In School Suspension	Out of School Suspension	10-day Suspension with recommendation for Expulsion

ILLEGAL ACTIONS

Behavior not covered by other rules listed in this section but that is prohibited by Indiana State Law will be subject to disciplinary action and reported to the school resource officer.

INAPPROPRIATE USE OF COMPUTERS

While in the computer lab students must adhere to the computer usage policy. Failure to comply with the computer usage policy may result in removal from the course and/or suspension from the computer lab.

Administrative discretion will be used to assign discipline which may include one of the following consequences:				
1 hour detention	3-hour Detention	In School Suspension	Out of School Suspension	10-day Suspension with recommendation for Expulsion

INSUBORDINATION

Failure to comply with directions of teachers or other school personnel during any period of time when students are under their supervision is grounds for suspension and/or expulsion. Examples of insubordination include, but are not limited to:

- refusal to report to the office as directed
- refusal or failure to identify oneself when requested by a staff member or adult in authority
- refusal to follow the direction of a teacher, administrator or other adult in a supervisory position.

Insubordinate: *(of a person) not willing to obey orders from people in authority, or (of actions and speech, etc.) showing that you are not willing to obey orders*

Insubordination: *refusing to obey orders from people in authority*

Administrative discretion will be used to assign discipline which may include one of the following consequences:				
1 hour detention	3-hour Detention	In School Suspension	Out of School Suspension	10-day Suspension with recommendation for Expulsion

MISSED DETENTION

Parents can reschedule a detention without penalty by contacting the teacher or the main office (219) 962-8531 prior to 2PM the day of the assigned detention; the adult that assigned the detention is the one to contact for rescheduling. **Failure to serve an assigned detention may result in out of school suspension.**

PROFANITY/PORNOGRAPHY/OBSCENITY

The following is not allowed:

- use of profanity, obscene gestures and/or possession of pornography or other inappropriate materials anywhere in school, on school grounds, at school sponsored activities or on school provided transportation
- making any sign that conveys an offensive, obscene, or sexually suggestive message
- using or writing derogatory written materials
- having any written material or pictures that convey an offensive, obscene, or sexually suggestive message

Administrative discretion will be used to assign discipline which may include one of the following consequences:		
3-hour Detention	Out of School Suspension	10 days Out of school Suspension with recommendation for Expulsion

SEXUAL HARASSMENT

Sexual harassment including but not limited to sexual innuendo, touching of breasts, buttocks or crotch, referencing or requesting sexual acts, unwanted and repeated sexual advances.

Administrative discretion will be used to assign discipline which may include one of the following consequences:		
3-hour Detention	Out of School Suspension	10-day Suspension with recommendation for Expulsion

SMOKING/ CIGARETTES /LIGHTERS/MATCHES /POSSESSION OF SMOKING MATERIALS/TOBACCO/VAPING MATERIALS

P.L. 125-1998, Ser.5

I.C. 35-46-1-10.5 I.C. 34-4-32-4 (c)

Each Lake Station Community Schools is a tobacco free campus. Students may not possess, use, or provide to any other person, smoking paraphernalia and/or any substance, which is or contains tobacco, or any substance that closely resembles any of the listed substances. Students may not provide to any other person smoking paraphernalia and/or any substance as listed above nor any substance represented to be any of the above:

a. on the way to or from school or school activity
b. on school grounds at any time or
c. at any school sponsored activity at any location including the school bus or other school-sponsored transportation.

Administrative discretion will be used to assign discipline which may include one of the following consequences:	
Out of school suspension	10 day Out of School Suspension with recommendation for Expulsion

TARDY POLICY

Lake Station Community School Corporation is responsible for students developing a sense of self-management. Demanding punctual attendance is directed toward this goal. Punctuality is a good character habit that should be established by all students. Students are therefore expected to be "on time" to all classes and scheduled activities during the school day. A student is considered tardy when he/she is not in the classroom when the tardy bell rings and/or when he/she is not in his/her seat as per teacher discretion. Individual teachers may further define "on time" in their respective classrooms.

Edison Tardy Policy – The tardy bell rings at 7:40a.m. Students are considered to be absent from 1st period if they come to class after 7:50a.m. Students who arrive five or more minutes late to any other period will be considered absent from that period.

Bailey and Hamilton Tardy Policy

It is extremely important for students to arrive at school on time. The tardy bell rings daily at 8:40am. **Students who are 2 hours or more late will be considered absent for a half day.** Late arrival or early departure hinders the child's ability to receive instruction at the beginning of the day and the end of the day with the rest of the classmates. Students who arrive after the school day begins or leaves just prior to the end of the day will be considered tardy. The following should be done upon the student's arrival to school:

Students are to report to class at 8:30a.m. The tardy bell is at 8:40a.m. When a student arrives after 8:40a.m. a parent/guardian must come to the main office to sign their child in.

Elementary Reverse Tardy Policy – Students who are signed out before **3:15pm** from school without a valid excuse will receive consequences mirroring the standard tardy policy. **Students who are signed out 2 or more hours early will receive a half day absence.**

Tardies are counted class by class, per SEMESTER. Failure to serve a tardy penalty will be dealt with accordingly.

Administrative discretion will be used to assign discipline which may include one of the following consequences:

3rd Tardy:	6th Tardy:	9th Tardy:	12th or more Tardies:
1 hour detention	3-hour Detention	In School Suspension	Out of School Suspension

THEFT/VANDALISM

Stealing, the possession of stolen property, or damaging the property of Lake Station Community School Corporation, the property of students or staff members, or the property of visitors to our school before, during, or after school hours will not be tolerated. Stealing or damaging property at any location that a Lake Station student is attending that is part of a school sponsored function will not be tolerated and will be subject to Lake Station Community School's disciplinary consequences.

Administrative discretion will be used to assign discipline which may include one of the following consequences:	
1-5 day Out of School Suspension Financial restitution Notify school resource officer and civil authorities.	10 day Out of School Suspension pending Expulsion Financial restitution Notify school resource officer and civil authorities.

TRUANCY

Students are truant if they are not where they belong during the scheduled school day.

Truancy is defined as being out of the classroom without a pass or as being somewhere in the building for which the pass is not written. If a student is in the building, but is more than 5 minutes late for his/her class, he/she is considered TRUANT (absent), not tardy.

Administrative discretion will be used to assign discipline which may include one of the following consequences:

1st Infraction:	2nd Infraction or more:
3-hour Detention	Out of School Suspension

WEAPONS/DANGEROUS ITEMS

Sections 921 of Title 18 of the United States Code

I.C. 35-47-5-2.5, Sec 2.5; I.C. 35-41-1-24.7 – possession of a knife on school property

I.C. 20-27-2-10; P.L. 72-2006, Sec. 9 – possession on a special purpose bus

Students may not possess, handle, transfer or provide to any other person: guns of any type (real or not), knives, razors/razor blades, box cutters, any martial arts related weapons, brass/metal knuckles, tools (such as saws, awls, hole punches, hammers, etc.), explosives devices or materials used in making such devices, and any other item that could reasonably be considered and used as a weapon will be grounds for suspension and/or expulsion.

Administrative discretion will be used to assign discipline which may include one of the following consequences:

1st Infraction:
10 days Out of School Suspension with recommendation for Expulsion

MAINTENANCE OF ORDERLY CONDUCT

SCHOOL PURPOSE

"School Purposes" refers to the purpose for which a school corporation operates, including:

1. To promote knowledge and learning generally
2. To maintain an orderly and efficient educational system;
3. To take any action under the school corporations and their governing bodies by Indiana Code 20-8. 1-5 et. sec. or by any other status.

DEFINITIONS

Suspension:

Suspension means disciplinary action whereby a student is suspended from school attendance for a period of no longer than ten (10) days. Does not apply to those students removed from athletic activities, non-credit school activities or school provided transportation.

Expulsion:

Expulsion means disciplinary action whereby a student is suspended from school attendance in excess of ten (10) days or for the balance of the then current semester or half of any school year or given other disciplinary action, which prevents his/her completing within the normal time his/her course of study in any school within the local school corporation.

It is the duty and obligation of the school corporation to maintain orderly conditions within each school and to control the conduct of its students so that maximum learning may occur with all students. Effective discipline is a necessity for quality education. Students are to comply with the regulations as promulgated herein by policies approved by the Board of Trustees and school authorities.

The superintendent, principal, administrative personnel, any teacher or any other adult person authorized to be in charge of a school function, including, but not limited to, bus drivers in the course of conveying students to and from school and school functions, are authorized to take such action as is reasonable, desirable, or necessary including restriction of extra-curricular activity.

STUDENT SEARCHES

As used in this agenda book, "reasonable suspicion" means circumstances which would cause a reasonable person to suspect that the search of a particular person, place or thing will lead to the discovery of:

1. Evidence of a violation of the student conduct standards contained in this student agenda;
2. Anything which, because of its presence, presents an immediate danger of physical harm or illness to any person.

Searches conducted under reasonable suspicion could be conducted based on a number of various factors. (4. See Inspection of Individual Lockers, A-D in the Lockers section of the agenda) The principal, other administrators, school corporation staff, as well as others who have been designated by the principal and acting at the direction of the principal, may search a student who is suspected of having contraband or a dangerous weapon in his/her possession. A search may be conducted during the school day or at any school-related activity if the principal or his designee has reasonable suspicion or the search. Refusal to cooperate will be considered insubordination and may result in suspension and a recommendation for expulsion.

USE OF SECLUSION AND RESTRAINT

A student will not be subject to seclusion or restraint unless the student's behavior poses an imminent risk of injury to the student or others. However, significant violations of the law, including assaults on students and staff, will be reported to the police. As soon as possible after any use of seclusion or restraint, the student's parent or guardian will be informed and provided with a detailed account of the incident, including the circumstances that led to the use of seclusion or restraint.

GROUNDS FOR SUSPENSION AND/OR EXPULSION

The Board of School Trustees of the Lake Station Community School Corporation declare as school board policy that the only two general grounds for a suspension or expulsion are student misconduct and substantial disobedience. Examples of student misconduct and substantial disobedience include, but are not limited to:

1. Use of violence, force, noise, coercion, threat, intimidation, fear, passive resistance or other comparable conduct, constituting an interference with school purposes or the operation of a school, or urging other student to engage in such conduct.
2. Occupy any school building or school grounds without permission of the school corporation; blocking the entrances or exits of any school building or property; firing, displaying, or threatening use of firearms, explosives, or other weapons on the school premises for any unlawful purpose; attempting to prevent the operation of any school or educational function; and continuously and intentionally making noise or acting in any manner so as to interfere seriously with any teacher's ability to conduct the educational function under his supervision.
3. Causing or attempting to cause substantial damage to school property, stealing or attempting to steal school property of substantial value, or repeated damage or theft involving school property of small value.
4. Intentionally causing or attempting to cause substantial damage to valuable private property or stealing or attempting to steal valuable private property.
5. Intentionally causing or attempting to cause physical injury or intentionally behaving in such a way as could reasonably cause physical injury to a school employee/student.
6. Intentionally doing serious bodily harm to any student.
7. Threatening or intimidating any student for the purpose of, or with the intent of, obtaining money or something of value from such student.
8. Knowingly possessing, handling or transmitting any object that can reasonably be considered a weapon.
9. Knowingly possessing, using or transmitting any substance which he/she represents to be a narcotic drug (look-alike drug), hallucinogenic drug, amphetamine, barbiturate, marijuana,

alcoholic beverage, stimulant, depressant, or intoxicant of any kind.

10. Engaging in the unlawful selling of narcotics or other violation of the criminal law, which constitutes and interference with school purposes.
11. No student may possess or use any substance which the student has reason to believe is or which has been represented to her/him as a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, stimulant, depressant, or intoxicant of any kind.
12. Students are prohibited from possessing, using, transmitting, or being under the influence of caffeine-based pills, substances containing phenylpropanolamine (PPA), or stimulants of any kind be they available with or without a prescription.
13. Any substance for which a student has a prescription or written permission from a parent allowing use must be brought to the school nurse or designee in the health clinic and administered or taken there.
14. Failing in a substantial number of instances to comply with direction of teachers, during any period of time when he/she is properly under their supervision, when such failure constitutes an interference with school purposes or an educational function.
15. Engaging in any activity forbidden by the laws of the State of Indiana which constitutes an interference with school purposes.
16. Failing to comply with the smoking restrictions for the school building as established in the Ordinances of the Lake Station Community School Corporation.
17. Willfully absent or truant from school without the knowledge or consent of the parent or school, or absent from school when there is an attempt to evade the School Attendance Law.
18. GANGS-Any display of gang paraphernalia or representation hereof may result in suspension and/or request for expulsion. This includes graffiti, drawings, etc.
19. Continuously and intentionally making noise or acting in any manner so as to interfere seriously with the ability of any teacher or any of the other school personnel to conduct the educational function under their supervision.
20. Students who fight at school will need to be removed from the premises by a parent/guardian. Parents of victims of battery are strongly encouraged to file charges. Teachers who are threatened will file, at a minimum, a police report.

    If any of the following circumstances are linked with an incident of fighting, the student(s) will be suspended and recommended for expulsion:

    - Evidence is uncovered that shows the fighting was premeditated.
    - The student(s) is/are non-responsive to an adult on the scene who is attempting to stop the fight.
    - An adult is injured by the fighting student(s)
    - A student makes unwelcome contact (battery) with an adult.

TRANSPORTATION

These rules and regulations are important guidelines for the operation of school buses in the Lake Station Community Schools. The privilege of having a school bus on which to ride to and from school is desired by many. Good behavior on the school bus is very important for the safety and well-being of all students on the bus.

RULES FOR STUDENTS

A. Each pupil shall seat himself/herself immediately upon entering the bus in the place assigned by the driver.

B. Pupils shall not stand or move from place to place during the trip.

C. Pupils shall not tease, scuffle, trip, hold, hit, or use their hands or feet or body in any objectionable manner.

D. Windows will not be opened or closed except by permission of the driver.

E. Pupils shall not enter or leave the bus until it has come to a full stop and the door has been opened by the driver.

F. The child should be waiting at the bus stop when the school bus arrives, preferably five (5) minutes prior to the normal pickup time. The driver is responsible for the maintenance of his/her schedule and cannot wait for tardy students.

G. For just cause and upon the recommendation of the bus driver, school authorities may deny the privilege of riding on the school bus to any pupil.

H. The student should observe classroom conduct (except for ordinary conversation) while getting on or off and while riding the bus. Loud, boisterous, or profane language or indecent conduct shall not be tolerated.

I. Students are to obey the driver cheerfully and to report promptly to the school official when instructed to do so by the driver.

J. Students should warn the driver of approaching danger, if there is reason to believe the driver is not aware of the danger.

K. There is to be NO TALKING when the bus is near a railroad crossing.

L. Younger brothers and sisters who are not in school will not be allowed on the bus for transportation to school.

M. Livestock such as animals, insects, reptiles, and birds will not be transported in the school bus.
N. Students will be discharged in the P.M. from a bus only where they are picked up in the A.M.

O. Pupils shall not smoke on the school bus.

P. All student passengers are subject to the rules and regulations governing conduct in the Lake Station Community Schools.

STUDENT SAFETY

1. Stay off the traveled roadway at all times while waiting for a bus.
2. Wait until the bus comes to a stop before attempting to get on or off.
3. Enter or leave the bus only at the front door after the bus has come to a stop except in cases of emergency or a drill.
4. No eating or smoking on the bus to and from school.
5. Cross the traveled roadway, if necessary, after leaving the bus in the following manner.
   a. Make certain the bus is not moving.
   b. When crossing the street, go to the front of the bus at least 8 to 10 feet or within sight of the driver and wait for the proper signal for crossing.
   c. Upon signal from the driver, look both to the right and to the left and proceed across the street in front of the bus. (Never cross roadway in back of the bus.)
   d. Walk (do not run) in front of the bus when crossing the street.
6. Keep hands and head inside the bus at all times.
7. When possible, inform the driver when absence is expected from school.
8. Report to the driver at once any damage to the bus that is observed.
9. When known, report to the driver any lights that may be out.
10. Help keep the bus clean, sanitary, and orderly.

RESPONSIBILITY OF PARENTS

The responsibilities of parents whose children are transported are:

1. Have your children arrive at the bus stop 5 minutes prior to scheduled bus time in the morning.

2. Provide necessary protection for your children while going to and from bus stops. Drivers may require students to assemble for pickups at a point established by the driver.
3. Cooperate with school authorities for proper conduct of their children.
4. Make reasonable effort to understand and cooperate with those responsible for pupil transportation.

PROCEDURE REGARDING SUSPENSION AND/OR EXPULSION FROM SCHOOL

Suspension, Expulsion, and Exclusions

A. The principal (or designee) may suspend a student for a period of time not exceeding 10 days for conduct constituting grounds for expulsion or suspension. Such suspensions shall be made only after the principal or his/her designee has made an investigation and has held an informal hearing. The student shall hear the charges against him/her and be given an opportunity to explain his/her conduct. Following the suspension, the parents or guardians of the suspended students will be notified in writing. The notification will include the dates of the suspension, describe the student's misconduct, and the action taken by the principal. A student may be suspended from school before the principal recommends that a student be expelled or excluded from school. Hearing Officer may suspend until date of hearing in his/her judgment.

B. Expulsion procedures

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

1. The superintendent (or designee) may conduct an expulsion meeting, or may appoint one of the following persons to conduct the expulsion meeting:
   a. legal counsel
   b. a member of the administrative staff who did not expel the student and was not involved in the events giving rise to the expulsion.
2. An expulsion will not take place until the student and the student's parent are asked to appear at an expulsion meeting conducted by the superintendent or the person designated above. Failure by a student or a student's parent to appear at this meeting will be deemed a waiver of rights administratively to contest the expulsion or to appeal..
3. The request to appear at the expulsion meeting will be in writing, delivered by certified mail or by personal delivery, and contain the reasons for the expulsion and the date, time, place, and purpose of the meeting.
4. At the expulsion meeting, the principal (or designee), will present evidence to support the charges against the student. The student or parent will have the opportunity to answer the charges against the student, and to present evidence to support the student's position.
5. If an expulsion meeting is held, the person conducting the expulsion meeting will make a written summary of the evidence heard at the meeting, take any action found to be appropriate, and give notice of the action taken to the student and the student's parent. All appeals of expulsion should be filed with the County Court.

Full details of the rules, regulations, and due process procedure of the Lake Station Community School Corporation are available to any parent, guardian, or student in the office of each school in the corporation, and at the Lake Station Community School Corporation Administration Office, 2500 Pike Street, Lake Station, Indiana 46405.

ATHLETICS

The purpose of interscholastic athletics is to develop desirable attitudes and habits of sportsmanship, provide the participants with the opportunity to excel, and to create a focal point around which the student body and the community can rally for mutual satisfaction and interest. Every student, boy and girl, is urged to attempt to participate in a sport in which he/she has an interest.

ATHLETIC AND CLUB ACADEMIC ELIGIBILITY REQUIREMENTS

The purpose of this policy is to assure that all students entering Edison Jr. Sr. High School remains on track for graduation with their cohort. Historically, we have had students who have reached their junior and/or senior year behind in credits, so far behind that in some instances almost impossible to graduate on time with their cohort. These students, many times, dropout or withdraw and enter GED programs. This policy will assist us in identifying those students early and provide proactive intervention to keep these students on track for graduation. The benefit is three-fold; 1) students remain on track for graduation; 2) reduce our student dropout or withdrawal rate; and 3) increase our graduation rate. It is our responsibility to insure that all our students have opportunities provided to them to be successful.

Freshman – Must have passed all CORE 8th grade classes. Students must have successfully completed 6 credits at the end of the first semester to be eligible to continue participation in athletics and/or club affiliations for the remainder of the school year. Any student failing a class in the first semester will, if possible, be assigned to a Credit Recovery Study Hall or after school Credit Recovery second semester to regain the lost credit. Those students failing a class in the second semester will be required to attend summer school to regain the lost credit. If a student doesn't obtain 12 credits by the end of their freshman year they will be ineligible to participate in any extra-curricular or co-curricular activity until they have successfully accumulated the necessary 12 credits.

Sophomore – Must have successfully completed 12 credits at the end of their freshman year to be eligible to participate in athletics and clubs their sophomore year. Students must have completed 6 credits the first semester to remain eligible. Any student failing a class in the first semester will, if possible, be assigned to a Credit Recovery Study Hall or after school Credit Recovery second semester to regain the lost credit. Those students failing a class in the second semester will be required to attend summer school to regain the lost credit. If a student doesn't obtain 24 credits by the end of their sophomore year they will be ineligible to participate in any extra-curricular or co-curricular activity until they have successfully accumulated the necessary 24 credits.

Junior - Must have successfully completed 24 credits at the end of their sophomore year to be eligible to participate in athletics and clubs their sophomore year. Students must have completed 6 credits the first semester to remain eligible. Any student failing a class in the first semester will, if possible, be assigned to a Credit Recovery Study Hall or after school Credit Recovery second semester to regain the lost credit. Those students failing a class in the second semester will be required to attend summer school to regain the lost credit. If a student doesn't obtain 36 credits by the end of their sophomore year they will be ineligible to participate in any extra-curricular or co-curricular activity until they have successfully accumulated the necessary 36 credits.

Senior – Must have successfully completed 36 credits at the end of their junior year to be eligible to participate in athletics and clubs their sophomore year. Students must have completed 6 credits the first semester to remain eligible. Any student failing a class in the first semester will, if possible, be assigned to a Credit Recovery Study Hall or after school Credit Recovery second semester to regain the lost credit. Those students failing a class in the second semester will be required to attend summer school to regain the lost credit. If a student doesn't obtain 43 credits by the end of their senior year they will be required to attend Credit Recovery after school hours until completion of all necessary graduation credit requirements.

Students, no matter the grade level, must successfully earn 6 credits per semester to remain academically eligible for extra-curricular and co-curricular activities. Students earning less than 6 credits a semester are ineligible to participate and are required to attend Credit Recovery to regain the lost credits. Once they have regained the necessary credit for eligibility, they may participate in those activities that they had been excluded from.

Any student placed in a Credit Recovery class will be assessed a technology fee for the class.

The following sports are offered for inter-scholastic competition: Football, Basketball, Baseball, Softball, Track, Cross-Country, Golf, Wrestling, Tennis, and Volleyball.

INSURANCE

Student accident insurance is available for purchase by every student enrolled at Edison Junior Senior High School. This insurance is optional and coverage is for expenses incurred in an accident suffered while in school and while traveling to and from school. Full time insurance and interscholastic football insurance is available. Contact the Edison athletic office at 962-8535 for further details.

ATHLETIC EVENTS

ATHLETIC SEASON TICKETS

Athletic season tickets are good for all Lake Station home athletic events with the exception of tournaments and IHSAA events hosted by Lake Station. Season tickets are good for the entire school year.

High School Season Tickets		**Junior High Season Tickets**	
Student	$70.00	Student	$20.00
Adult	$100.00	Adult	$35.00
Family Pass (2 adults & 2 students)	$200.00	Family Pass (2 adults & 2 students)	$55.00

Individual Season Pass: Fall, Winter, Spring High School Only	
Family	$70.00 (2 adults and 2 children)
Adult	$40.00
Student	$30.00

GREATER SOUTH SHORE CONFERENCE TICKET PRICES:

Single Game Tickets

Athletic single game tickets prices are good for all Lake Station home athletic events with the exception of tournaments and IHSAA events hosted by Lake Station.	Students 9th – 12th	Adult	Students K – 8th	Senior Citizen
Varsity Level Football, Girls' and Boys' Basketball	$7.00 (at the door)	$7.00	$5.00	$5.00

Varsity/JV Level Volleyball, Baseball, Wrestling, Track, Softball	$7.00 (at the door)	$7.00	$5.00	$5.00
All Junior High Games	$5.00	$5.00	$5.00	$5.00

CHEERLEADERS

The function of the cheerleaders is to lead the student body in yells at school events. They are judged on the following qualifications: Pep and enthusiasm, ability to lead, physical coordination, appearance, personality, ability to cooperate, moral character, dependability and reputation in the school and community. Students are selected as Varsity, Junior Varsity and Freshman Cheerleaders in the spring of each year.

CONDUCT AT ATHLETIC EVENTS

Students are expected to exhibit proper behavior at both home and away games. This includes no fighting, no booing or heckling, no throwing or dropping of refuse and no loitering in the immediate area before or after a game. School policy prohibiting the use or possession of drugs and alcohol applies at all athletic events in which the school is involved, regardless of the site.

EDISON JUNIOR SENIOR HIGH SCHOOL ATHLETIC STANDARDS

1. **USE OF ALCOHOL:**

   First Offense: Penalty will be suspension from 40% of the scheduled games or a minimum of 3 weeks of the season. The time period will carry over from one sport to another if the offense occurs near or at the end of the season. (Not including pre-season practice time). If communication comes to the Athletic Director's attention about a student athlete with alcohol, the Athletic Director will communicate with the coach of that student athlete. The coach will conduct an investigation on the said matter; a recommendation of consequences within the Code of Conduct will then be made to the Athletic Director.

   The athlete is required to practice with the team during the suspension period

   Second Offense: Immediate suspension from athletics for the remainder of the school year.

2. **SMOKING**: Penalty - Same as for Use of Alcohol (both first and second offense)
3. **DRUG ABUSE**: The Athletic Standards will follow the school rules for drug abuse which is - Expulsion for the remainder of the semester. If expulsion takes place at the end of the semester, rules regarding alcohol and smoking will apply along with a conference to determine the eligibility of the athlete in the new semester.

   Should a coach elect to increase the stated penalties, his/her policies will be submitted and approved by the athletic director, and placed on file prior to the beginning of his season. The coach will advise players of any policy changes prior to the first practice.

CAREER CENTER ATTENDANCE AND DISCIPLINE

Students attending the Career Center must adhere to the guidelines for discipline and attendance found in the Edison Jr. Sr. High School student agenda book.

CAREER CENTER TRANSPORTATION

No career center students will be permitted to drive to the career center without administrative approval from Edison Jr. Sr. High School.

DRIVING TO SCHOOL

STUDENTS DRIVING CARS TO SCHOOL

All students must have the school driving permit in the designated place. The price of the permit is $10.00, if purchased before Labor Day; after this time, the cost will be $15.00. Students are not to go to their cars or be in the parking lot at any time during the school day. Reckless driving, unsafe stops and starts, speeding, or other careless acts will result in steps being taken that could result in loss of driving privileges. STUDENTS ARE REQUIRED TO PARK ONLY IN THE STUDENT LOT ON THE NORTH SIDE OF THE BUILDING.

DRIVING AND PARKING LOT REGULATIONS

1. Vehicle Registration- All vehicles which will be driven to school by students and parked in the school parking lot must be registered in the high school office. Parking lot vehicle permits must be purchased at a cost of $10.00 per vehicle, if purchased before Labor Day, and the permit must be clearly and properly displayed, hanging from the rearview mirror. Vehicles that are not properly registered, abandoned, deemed unsafe by school administrators, safety hazards, or left on property more than 48 hours are subject to tow at owner's expense, suspension of driving/parking lot privileges and/or school parking fines. Edison Junior Senior High School is not responsible for loss or damage to any vehicle parked on school property.
2. Driving 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.
3. 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 (7:40 A.M.-2:50 P.M.) without permission from an administrator.
4. 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.
5. Penalties For Driving/Parking Lot Violations - Any student driver who violates any of the driving/parking lot regulations will be subject to school driving/parking lot fines and/or the following penalties:

Administrative discretion will be used to assign one of the following consequences:

1st Offense	2nd Offense	3rd Offense
Suspension of driving/parking privileges for three weeks	Suspension of driving/parking privileges for remainder of the current semester	Suspension of driving/parking privileges for remainder of current school year

6. Do not leave valuables in view inside your car. Roll up all windows and lock your car securely. The school is not responsible for lost, stolen, or damaged items in the school parking lot.
7. Under the direction and guidance of administrators, district director of school safety, superintendent, assistant superintendent, or designated staff, a law enforcement K-9 search of school grounds, which includes vehicles on school grounds, may be administered.
8. All persons driving to school must have a valid permit or driver's license with vehicle insurance.
9. Lost or stolen parking permits must be reported to the main office immediately. The cost to replace the parking permit is $8.00.

Severe violations of driving/parking regulations could result in loss of driving privileges for the entire year on the first offense.

MOTOR VEHICLE LAW AND STUDENT DISCIPLINE AND ATTENDANCE

Section 1. IC 9-24-2-1.

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 under at least a second suspension from school for the school year under IC 20-8.1-5.1-8 or IC 20-8.1-5.1-9.
2. Is under an expulsion from school under IC 20-8.1-5.1-8, IC 20-8.1-5.1-9, or IC 20-8.1-5.1-10.
3. In an effort to circumvent the sanctions listed under this subsection as determined by the Superintendent of the School Corporation in which the student is enrolled, withdraws from school before graduating.

Section 2. IC 9-24-2-4.

A. If a person is less than eighteen (18) years of age and is under a suspension, an expulsion, or has withdrawn from school as described in section 1 of this chapter, the bureau shall, upon notification by the person's principal, invalidate the person's license or permit until the earliest of the following:
   1. The person becomes eighteen (18) years of age
   2. One hundred twenty (120) days after the person is suspended
   3. One hundred eighty (180) days after the person is expelled.
   4. The suspension, expulsion is reversed after the person has had a hearing under IC 20-8.1-5.1.
   5. If section 1(3) of this chapter applies, the student in good standing has re-enrolled in school

B. The bureau shall promptly mail a notice to the person's last known address that states the following:
   1. That the person's driving privileges will be invalidated for a specified period commencing five (5) days after the date of the notice.
   2. That the person has the right to appeal the invalidation of a license or permit.

GUIDANCE SERVICES

Our guidance department is concerned with helping the individual student adjust to school, planning for the future, and helping better understand their own strengths and weaknesses. Guidance therefore, offers a set of services available to each student on an individual basis.

These services include: four year course/career planning
career interest testing
individual counseling.

All students meet their counselor annually to schedule classes for the following year and update their four year career plan. Parents are invited and encouraged to attend these meetings.

The counselors have offices in the junior high foyer area. Every student is assigned to a counselor and he/she will have individual conferences with their counselor throughout the year. The counselors work closely with teachers, service personnel, and parents in helping the student reach a well-rounded education. The counselors are the contact between the home and the school.

TRANSFERS

Students who enter from another school system must present a transfer from the school they have attended. Students transferring away should apply for a transfer at least two days before the

intended withdrawal. Parental approval must be received before any transfer or withdrawal will be processed.

HIGH SCHOOL GRADUATION REQUIREMENTS

A total of 40 credits is required for graduation. All requirements must be met before a student can graduate. A student must have successfully completed their final semester of school and have at least 40 credits to participate in and attend graduation ceremonies. All obligations MUST be paid before a student is allowed to walk in graduation ceremonies or receive a diploma.

Seniors will be given individual information regarding graduation requirements at the beginning of the school year. **Starting with freshman in 2019, students will need to fulfill the Graduation Pathways in order to graduate. See the school website for details on the Graduation Pathways; please contact the Edison Guidance Office if you need additional assistance.**

HOMEWORK

Lake Station Community School Corporation believes that homework is an important part of a student's education. Homework, not only the subject itself, but the responsibility for completing assignments and the budgeting of time, helps students become independent learners. Therefore, you can expect to have homework assigned by any or all of your teachers any night of the week. It will become your responsibility to see that homework assignments be completed on time as they will be an integral part of your classwork.

PROGRESS REPORTS

Progress reports are generated automatically from the electronic gradebooks of the teachers. They will be distributed to students at mid-quarter. Copies are on file in the guidance office.

PHYSICAL EDUCATION UNIFORM REQUIREMENTS

1. For the following reasons all Physical Education students at all grade levels are required to wear a P.E. uniform.
   a. Decrease the amount of stealing since all students' names will be written with permanent marker on their shirts and shorts.
   b. Promotes an academic atmosphere and creates school spirit and team cohesiveness.
   c. The task of attendance taking (dressing out) is much easier to perform than when students were able to wear street clothes.
   d. Teaches student responsibility by requiring them to come prepared for class.
   e. Promotes hygiene and personal safety in the class.
2. Advanced Physical Education and Body Conditioning classes must purchase a reversible T-shirt to be worn with their P.E. shorts.
3. Students have one week to purchase their uniform once they are enrolled in the class. Failure to do so may result in removal and or failure of the class.

(Violation of any part of this policy will result in a ten day out of school suspension and a recommendation for expulsion).

REPEAT OFFENDER/NON-ACHIEVER

All reclassified students (including those who have been expelled, those who repeatedly withdraw from school and those who have not otherwise shown progress toward graduation) will be under probation for the following semester. Failure to progress in academics and/or behavior may result in possible due process proceedings for expulsion.

A student will not be permitted to enroll if progress toward graduation is not being accomplished. If a student is 17 years old or at least a junior in school, he/she she must have a minimum of 16 credits. If a student has less than 16 credits, he/she will be advised to enroll in an accredited adult

education program.

SAFETY CONSIDERATIONS

All visitors must sign into the building at entrance D with a valid, state issued, picture ID.

Items and practices that promote an unsafe environment are not allowed at school. Examples of such items or practices include, but are not limited to, laser pointers, any item commonly considered a weapon, hair dye in spray cans, the spraying of cologne/perfume on unwilling victims, etc. Students in possession of such items or engaging in such practices will receive disciplinary consequences.