

WELCOME TO LA PORTE MIDDLE SCHOOL



Persons interested in information concerning accessibility, or who may need assistance attending school events or communicating with La Porte Middle School personnel should contact the principal's office at 219-324-1370. The La Porte Middle School Student Handbook contains important information and regulations that apply to all students at La Porte Middle School. It is the policy of this corporation that no person shall be excluded from participation in the educational programs, activities, instruction, and facilities of the La Porte Community School Corporation or denied the benefits of or otherwise subjected to unlawful discrimination on the basis of age, race, color, religion, sex, national origin, or handicapping condition including limited English proficiency.

All references to the Indiana Code, publications, and/or La Porte Community School Corporation Policy are provided for the guidance or assistance of the parents, students and/or users of this handbook with the understanding that said references may change by action of the Indiana Legislature, school administration or the Board of School Trustees for the La Porte Community School Corporation.

LA PORTE MIDDLE SCHOOL AT A GLANCE

La Porte Middle School is located at 304 E. 18th St. (Near the corner of 18th and "A" Streets) in the southern portion of La Porte. It is the 7th and 8th grade middle school for the La Porte Community School Corporation. La Porte Middle School is a new addition to the Kesling campus in 2019 and is comprised of 53 classrooms as well as rooms for innovation labs, art, industrial technology, foods and nutrition, business technology, instrumental, and vocal music. Additional shared facilities with Kesling Intermediate School include a cafeteria, three large, and one small gymnasium, complete with locker facilities for both boys' and girls' athletic teams and a library/media center. Additional facilities within the building include a large auditorium and stage.

Facilities surrounding the school site include multiple well-lit parking lot, soccer fields, football field with bleachers, a quarter-mile track and practice track. To improve the aesthetic value of the Kesling Campus, students and staff have been active in outdoor education projects. Kesling Park, located to the west of the school, has facilities which include a mile-long jogging trail, tobogganing hill, baseball and soccer fields, and tennis and racquetball courts.

LA PORTE MIDDLE SCHOOL MISSION STATEMENT

The purpose of La Porte Middle School is to provide a sound foundation for all students' achievement, by utilizing varied learning experiences that emphasize core knowledge, strong basic skills, and exploratory opportunities. La Porte Middle School fosters a climate which supports responsible behavior, a sense of community and parental involvement. The mission statement at La Porte Middle School is "Learn Today to Excel Tomorrow."

General Information

CALENDAR INFORMATION (SCHOOL YEAR AND EVENTS)

Please visit the La Porte Community School Corporation website for the most current calendar information.

SCHOOL DAY

The student day begins at 7:35 a.m. and concludes at 2:35 p.m.

Morning/After School

When students arrive to school in the morning, they are to leave the bus and go to their classroom. Students entering the building can receive a breakfast and go to their classroom to finish breakfast. Students being dropped off by parents need to be dropped off at the front of the building in the circle drive area of the school. These students are to choose going to their classroom or get a breakfast then go to their classroom. If a student is going to do work with a teacher, they must have a pass from that teacher.

Students staying after school must be participating or attending an extra-curricular activity, monitored by a teacher, or attending a detention. All other students need to exit the building and leave school grounds. Students being picked up by parents/guardians need to be picked up by 2:35 p.m. at the front of the building.

CLASS SCHEDULE

LaPorte Middle School Bell Schedule 25-26					
Daily Bell Schedule					
Academic Schedule					
7th Grade Bell Schedule			8th Grade Bell Schedule		
HR/TA	HR/TA	7:35 - 7:50	Period	HR/TA	7:35 - 7:59
Elective 1	Period 1	7:53-8:33	Academic 1	Period 1	8:02-8:59
Elective 2	Period 2	8:36-9:16	Academic 2	Period 2	9:02-9:59
Elective 3	Period 3	9:19-9:59	Elective 1	Period 3	10:02-10:42
Academic 1	Period 4	10:02-10:59	Elective 2	Period 4	10:45-11:25
Academic 2	Period 5	11:02-11:59	Lunch	Lunch	11:27-11:57
Lunch	Lunch	12:02-12:32	Academic 3	Period 5	11:59-12:54
Academic 3	Period 6	12:32-1:35	Elective 3	Period 6	12:57-1:37
Academic 4	Period 7	1:35-2:35	Academic 4	Period 7	1:40-2:35

SCHOOL CLOSINGS & DELAYS

A message will be sent via an automated system once a decision has been made. Please do not call the school for closing or delay information. You can check our school website (www.lpcsc.k12.in.us) for updates as well as listening to FM 96.7 or AM 1540.

OPPORTUNITIES FOR PARENTS/VOLUNTEERS

Kesling Intermediate School and La Porte Middle School have an active PTSO that meets monthly. Parents are welcome and encouraged to attend the meetings. Parents do not need to belong to PTSO to volunteer at school.

PTSO participates in the following programs: open house, honor roll ice cream celebrations, parent/teacher conferences, staff recognition, community engagement events and more.

VISITORS

Visitors are always welcome at La Porte Middle School. Upon arrival visitors must report to the Main Office and follow the sign in procedures in the office which may include providing a license to office personnel. Due to seating restrictions in the cafeteria, parents wishing to have lunch with their child will need to contact the school in advance and have lunch with their student in another area. Parent/Visitor must have a background check on file.

CIVILITY

Civility does not deprive any person of his/her right to freedom of expression, but serves only to maintain, to the extent possible and reasonable, a safe, harassment-free workplace for students and staff. La Porte Community Schools encourages positive communication, but will not tolerate volatile or hostile actions and /or abusive language by any student, parent, or guardian. Any person who disrupts or threatens to disrupt normal school and/or office operations; threatens the health and safety of anyone through harassment; willfully causes property damage; uses offensive language; acts in a rude or disrespectful manner; or who otherwise establishes a continued pattern of unauthorized entry on school property, will be dealt with either according to student disciplinary procedures, or if an adult, will be asked to cease such behavior or be directed to leave school property. If any person uses obscenities or speaks in an abusive manner, the administrator or employee to whom the remarks are directed will politely request that person to communicate in a courteous manner. If the person does not take corrective action, the employee will verbally notify him/her that the meeting, conference or telephone conversation is terminated and will refer the person to the building principal or designee. For students, appropriate disciplinary action will be taken according to the school handbook. For persons other than corporation students, the Superintendent or designee will inform the person that he/she will not be allowed on school property for an amount of time determined by the administration.

SKYWARD PARENT/STUDENT ACCESS

The Skyward Parent/Student Access program enables parents/guardians to access their student's academic progress online. From any Internet connected device, parents are able to activate a secure personalized account which will give them access to their child's assignments, grades, attendance, discipline, standardized test scores, progress reports, and emergency information. This program is designed to help communicate information to parents about what is happening with their child at school. Parent/guardian needing to establish an account should contact La Porte Middle School guidance department for the activation form request.

GRADING SCALE

A+ 98% -100%	A 92% - 97%	A- 90% - 91%	
B+ 88% - 89%	B 82% - 87%	B- 80% - 81%	
C+ 78% - 79%	C 72% - 77%	C- 70% - 71%	
D+ 68% - 69%	D 62% - 67%	D- 60% - 61%	F 0% - 59%

HONOR ROLL

La Porte Middle School has two honor rolls. Honor rolls are determined each nine-week grading period. These two honor rolls are as follows:

PRINCIPAL'S HONOR ROLL	All A's
HONOR ROLL	3.0 GPA

ACTIVITIES, CLUBS AND ATHLETICS

Everyone is encouraged to participate in one or more of the activities, clubs and athletics which are offered for La Porte Middle School students in good academic standing. Specific information including meeting dates and times will be distributed to students, and available on our website.

GIRLS ATHLETICS: Basketball, Cross Country, Soccer, Tennis, Track, Volleyball, Swimming, Wrestling and Pom's
Lacrosse will be offered as a club with no sport affiliation

BOYS ATHLETICS: Basketball, Cross Country, Football, Soccer, Tennis, Track, Swimming and Wrestling
Lacrosse will be offered as a club with no sport affiliation

SAFETY AND SECURITY

- A. All visitors scan their State ID or State Driver's License in the main office when they arrive at school and must make an appointment to speak with a teacher or administrator.
- B. All visitors are given and required to wear a building pass while they are in the building.
- C. Staff is expected to question people in the building whom they do not recognize and who are not wearing a building pass, and to question people who are "hanging around" the building after hours.
- D. Students are expected to immediately report to a teacher or administrator any suspicious behavior or situation that makes them uncomfortable.
- E. All outside doors are locked during the school day; please utilize the buzzer system to gain entry to the school.
- F. Portions of the building that will not be needed after the regular school days are closed off.
- G. If a person wishes to confer with a member of the staff s/he should call for an appointment prior to coming to the school.
- H. All Corporation employees and students are required to wear photo-identification badges while in Corporation schools and offices or on Corporation property.
- I. Students and staff are required to wear badges and lanyards for safety and identification purposes during the school day.

TEXTBOOKS/CHROMEBOOKS

Textbooks and chromebooks are loaned to students. The books and chromebooks are recorded by a serial number and the same device must be returned. If a student loses, damages, or defaces a book or device, charges will be assessed for repair and/or replacement cost. Information in detail is available on the following link for chromebooks:
<https://lpcsc.k12.in.us/one-to-world/maintenance.asp>

STUDENT EMERGENCY INFORMATION

Parents can update student emergency information online via Skyward Parent/Student Access. Parents should review phone numbers, address, and emergency contacts via Parent Access to make sure they are current. If parents do not yet have a Parent Access account, please contact LPMS school office to request the paperwork that is needed to set up a Parent Access account.

INTERNET GUIDELINES/COMPUTER USAGE

An Internet usage form must be completed prior to using the Internet. Inappropriate use of internet or computer equipment may result in loss of privileges for a determined amount of time, loss of grade/classroom credit, restitution, and disciplinary consequences. This form is located on Skyward.

ACCIDENT & INJURY REPORT/SCHOOL INSURANCE

All injuries should be reported to the principal's office immediately and the injured person should report to the nurse's office, if possible. An accident insurance policy is available for students who wish to purchase the coverage. Coverage is provided for accidents occurring at school, to and from school, and at all school-sponsored activities. Students who are participating in athletics must have insurance. The insurance becomes effective when the premium is paid and remains in effect throughout the school year. Full time coverage is available for a higher premium

EMERGENCY DRILLS

The school will regularly hold emergency drills in order to prepare for extreme possibilities. Students must listen to and follow all directives during drills. There will be no tolerance for misbehavior during drills due to the importance of school safety.

FUNDRAISING/AUTHORIZED SALES

All sales of goods on school grounds must be approved by the principal.

BOOK BAGS/CINCH PACKS

Book bags, cinch packs, and other large bags are to be used to transport books and materials to and from school. Students can use these bags to transport materials between each class during the school day. These items are expected to be kept in lockers throughout the day.

LOCKERS

All lockers available for student use on the school premises are the property of the school corporation. These lockers are made available for student use in storing school supplies and personal items necessary for use at school. Lockers are not to be used to store items which cause, or can reasonably be foreseen to cause, an interference with school purposes or an educational function, or which are forbidden by state law or school rules. Students are not to share lockers with other students. It is the students' responsibility for the security of their lockers, which includes PE lockers. Disciplinary action may occur if students are not following these guidelines.

CONTROL OF CASUAL-CONTACT COMMUNICABLE DISEASES AND PESTS

Because a school has a high concentration of people, it is necessary to take specific measures when the health or safety of the group is at risk. The school's professional staff has the authority to remove or isolate a student who has been ill or has been exposed to a communicable disease or highly-transient pest. Specific diseases include; diphtheria, scarlet fever, strep infections, whooping cough, mumps, measles, rubella, and other conditions indicated by the local and state health departments. Any removal will be limited to the contagious period as specified in the school's administrative guidelines.

DISTRIBUTION AND/OR DISPLAY OF MATERIAL

Distribution and/or display of any materials, including signs and posters must have the approval of the building principal prior to distribution and/or display.

LA PORTE MIDDLE SCHOOL FUN NIGHTS

The proceeds from Fun Nights are used as fundraisers for various clubs and activities for students. These are open ONLY to students in good standing at La Porte Middle School. The eligibility criteria for attendance at Fun Nights will be given to students at the beginning of the year and may change as the year progresses. The Fun Nights are held after school from 2:45 p.m. to 4:00 p.m. For early dismissal from Fun Night, we ask parents to come in and sign out students prior to the general dismissal time. Proper school attire and behavior are expected. Students may purchase refreshments and/or pay extra for certain games and events.

PLEASE NOTE: The school encourages students to participate in activities and athletics, but they are not allowed to wait around the school in unsupervised fashion prior to an activity. While students participate at an after-school event all school rules apply and the code of conduct will be enforced. Parents are asked to be prompt in picking up students from meetings, games, and Fun Nights. We ask that all students are picked up within fifteen minutes after the completion of an event. Furthermore, students may be asked not to attend events as a consequence resulting from a disciplinary action taken by the school.

CAMERAS

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

E-LEARNING

E-learning is a way for teachers to continue to provide education for the students in an electronic form while at school and when students are not in the building. It is an extension of the learning process for students and therefore it is a requirement for students to participate. While students are participating in the e-learning process, school rules and expectations are still in effect. Students are to follow the corporation AUP policy and correct etiquette is expected. Not meeting the school expectations for correct behavior can result in disciplinary action.

STUDENT SERVICES

LIBRARY AND MEDIA CENTER

The Media Center is open from 7:15 a.m. to 2:35 p.m. on most school days. Students using the library are expected to have a pass to enter the library during regular school hours.

Media Center Guidelines

1. An internet usage form must be completed and returned prior to using the internet. Students failing to follow the established rules and guidelines on the usage form may face disciplinary action. This may include Corrective Measures and Interventions or loss of computer usage.
2. Bring needed supplies with you to the library.
3. Return borrowed materials on time.
4. Treat books with proper care.
5. Follow directions and work quietly.
6. NO FOOD, GUM, or BEVERAGES are allowed.

GUIDANCE SERVICES/EDUCATIONAL AND CAREER SERVICES

There are counselors at La Porte Middle School. La Porte Middle School provides a comprehensive developmental counseling and guidance program which offers a variety of services for students and parents. These services include:

Personal Counseling: Counselors provide help for personal problems including the following: Home / Family / Grades / Class work/teachers / Emotions / Feelings / Getting along with others / Lack of self-confidence / Adjustment to La Porte Middle School / Involvement with drugs / Alcohol / Anything a student needs to talk about with someone.

Conflict Mediation: Students are given opportunities to resolve conflicts through a mediation process with counselors. The purpose of this program is to prevent violence and teach students the skills needed to resolve conflicts peacefully.

Tutoring: Help is provided for students who would like assistance with their school work. Tutoring services can be requested by students or parents by contacting a counselor.

Support Groups: These involve a small number of students with a common concern meeting on a regular basis with trained personnel. Students may be referred by self, school, staff, peers, parents or community sources. Meetings are held during the school day and participation is voluntary. A variety of groups are offered throughout the school year and may include divorce, loss, grief, general life stresses, self-esteem, relaxation or chemical use. Other groups may develop as needs arise.

High School Scheduling: Eighth grade students will start planning their high school schedules in February. Students and parents are given the opportunity to attend a presentation given by the high school Guidance Director. This presentation includes information on graduation requirements, appropriate course selections, etc. At a later date, each student will meet with a counselor to plan his / her freshman schedule.

Interpretation of Test Results: This aids the student and parent in evaluating at what level the student is functioning academically.

Providing Career Information: This helps the student set goals and gain direction for their life.

LOST & FOUND

Lost & Found is located outside the guidance office. Students who find lost articles are asked to bring the lost article to the lost & found. Students should check frequently for articles of clothing or books.

BREAKFAST AND LUNCH PROGRAMS

Breakfast is served daily starting at 7:15, unless there is a school delay. Breakfast is not served on delay days. Students will use an ID number or student ID badge when getting their breakfast or lunch. Parents or students will be able to put money into an account to purchase additional meals or items. All students are provided one breakfast and one lunch free of charge each day, due to a grant received through the Food Services Department. Students should enter the cafeteria in an orderly manner and remain seated, unless dismissed by a supervisor, students must have a pass to leave the cafeteria.

STUDENT HEALTH SERVICES

Any student needing to see the nurse may come to the nurse's office only after obtaining a pass. If a student becomes ill or is injured at school, the teacher should be informed and the student should go to the office. If a student becomes ill enough to be sent home, a school official will make every effort to contact the proper person. For this reason, it is EXTREMELY IMPORTANT that the nurse has up-to-date medical information on the student's Emergency Form.. Students cannot be sent home unless someone can be contacted to pick them up. ALL MEDICATIONS MUST BE KEPT AND DISPENSED AT SCHOOL WITH PROPER PERMISSION FORMS. Please contact the counselors' office in regards to medications and the district policy. Not following district guidelines could result in disciplinary action.

ACCIDENTS AND INSURANCE

The school is responsible only for immediate first aid. The Board of Education does not pay any medical or hospital bill incurred as a result of an accident to the pupil at school. The parent or guardian is responsible for the payment of such bills.

We urge you to avail yourself of the protection afforded through school accident insurance which covers the student during school activities to and from school.

STUDENT ILLNESS

If your child complains of illness or is ill at home before school starts, please check for fever, rash, or valid problems and do not send him/her to school. Sending sick children to school exposes other children and school employees to their illness. This could cause others to become ill and miss school days. It could also possibly start or perpetuate an epidemic such as in the instance of flu or any contagious diseases.

When in school, the criteria used to send an ill student home is: (one or more of the following)

1. Vomiting.
2. Temperature is abnormal: below 97°F or above 100.4°F. If your student has an abnormal temperature, he/she must remain at home until fever free, without fever reducing medications, for 24 hours. .
3. An undiagnosed rash or skin eruption.
4. Very enlarged tonsils, sore throat.

5. Enlarged glands in neck, under arms, or groin.
6. Normal temperature but skin color is pale, skin is cool and moist, dizziness, nausea, chills. (one or combination of several.)
7. An injury. (Needs attention of a physician, causes pain with movement or weight bearing, or treatment the school is unable to administer.)

The school staff asks for your cooperation. Good health and happiness generate a good school atmosphere and promote school success. When students feel ill, they are required to follow the procedures for determining illness. Students are not to notify parents/guardians to pick them up from school.

NOTE: *If a student is excluded during the school day by a school official for health reasons, the remainder of the day will be considered an excused absence.*

MEDICATION

State law and School Board policy requires that medications must be accompanied by a prescription from the child's physician and parental authorization. In the case of nonprescription drugs, preparations or remedies, a written parental authorization must be on file prior to administration. Students found to be in possession of medication(s) while at school or while involved in school activities will be considered to be in violation of controlled substance rules and regulations. School consequences will be enforced.

STUDENT HALLWAY PASSES

Students in the hallway during class time must be in possession of a classroom pass or their School Planner and have the student pass signed by a teacher. Students cannot use another student's planner in order to have access to hallway passes.

TRESPASS

Any student or adult on school property without permission or justifiable reason is prohibited. Students are expected to observe and respect the rights of property owners while traveling to and from school.

VALUABLES

It is strongly suggested that students do not bring large amounts of money or valuables to school. Students should not leave money, electronic devices, rings, purses, or articles of value in their lockers or classrooms. Students are strongly advised to refrain from borrowing or lending any personal items. **The school will not become involved in disputes related to borrowing or lending incidents and is not responsible for lost or stolen items.**

STUDENT ATTENDANCE

STUDENT ABSENCES:

Middle school students are being prepared to be successful not only for their current grade levels but also for a successful transition into high school. Therefore, student attendance rules are created to increase student accountability and secure parental supervision and support.

INDIANA STUDENT ATTENDANCE DEFINITIONS

Satisfactory student attendance per the Indiana Department of Education is defined as 9 or less school absences for any reason for the school year. This equates to a 95% student attendance rate.

Chronic absenteeism is defined as missing 10% or more of the school year.

Habitual truancy is defined as 10 or more unexcused absences for the school year.

STUDENT ATTENDANCE CLASSIFICATIONS

Student Absences are documented in one (1) of three (3) classifications:

1) Excused Student Absences:

- Verified student illness by the parent or guardian of an entire school day or part of the school day.
- Verified student miscellaneous absence by student's parent/guardian.
- Attendance at funeral services for an immediate family member (immediate family includes: mother/father, grandmother/grandfather, sister, brother, or any relative living in the student's immediate household).
 - o Student absence due to attendance at a funeral may be considered excused for a non-family member at the discretion of building administration.
- Participation in a school co-curricular activity in which the student is representing the school or school district.
- Observation of a holiday of the student's religion; advanced notification to building administration prior to student's absence is required.
- A building administration approved school sponsored activity.
- Approval by building administration of written parent explanation with supporting documentation of a family emergency.

2) Unexcused Student Absences:

- An unexcused absence occurs when a student misses an entire school day or part of the school day without an excused or warranted reason.
- An unexcused absence occurs when a parent does not call into the school on the day of the student's absence or provide the school a written note explaining the reason for their child's absence upon the student's return to school. Parents whose work schedule prohibits a timely call to the school of a child's absence may call and leave a telephone message by 4 p.m. of the next school day.
- Absences for which prior administrative approval has not been granted.
- An unexcused absence occurs when there is an unverified illness or unverified miscellaneous absence by the parent within 24 hours of the absence or proper documentation has not been submitted within at least three (3) days of the student's return to school verifying the reason for student's absence.

3) Truancy

A student will be considered truant whenever he/she is absent from school (class or assigned activity), without the permission and/or knowledge of the parent(s)/guardian(s) and/or school officials. A student's truancy is listed as an unexcused absence. All lost time as a result of truancy will be made up at the discretion of the school official's direction.

A habitual truant is defined by IN Code (20-33-2-11) and LPCSC School Board Policy as:

- A student at least thirteen years of age but less than fifteen years of age;
- A student who is chronically absent by having unexcused absences from school for more than 10 days of school in one school year;

4) Exemptions are defined by Indiana state statutes and are applied to the entire school day or any part of the school day.

Exemptions are not recorded as a school absence. Examples include:

- Serving as a page in the General Assembly
- Participation in an election or a volunteer of an election day polling site (prior written request to school administration and approval with documentation of student's participation upon his return to school)
- Subpoena to testify in a court proceeding
- An out-of-school suspension

STUDENT TARDIES

Tardies to school are disruptive to the educational setting not only for the tardy student, but also those students in the classroom in which a tardy student enters. Please note the below:

- School begins at 7:35 a.m. each day. Any student arriving after 7:35 a.m. will be considered tardy.
- Students who arrive at school after classes are in session must report to the office and sign in.

- After a student has been tardy to school on four (4) occasions, the student's parent(s)/guardian(s) will be notified. When a student reaches 5 tardies before school, a detention will be assigned. Every tardy after this will be a 7:00 a.m. detention, per semester.
- Parents will be notified should the student's pattern of tardies to school become excessive. Building administration may choose to:
 - o Call a parent conference
 - o Assign student disciplinary consequence
 - o Place student on a contract

Tardies to Class are disruptive to the educational setting not only for the tardy student, but also those students in the classroom in which a tardy student enters. Please note the below:

- Students should be in possession of a pass and/or their planners at all times to avoid questions of truancy or tardiness.
- Student's class to class tardiness will be addressed in the following manner:
 - o The teacher will mark the student tardy in skyward.
 - o The 4th tardy to class, parent is contacted.
 - o The 5th tardy is a teacher detention with the teacher.
 - o The 6th tardy to class is an EASD. These are assigned per semester by an administrator.

***SCHOOL ADMINISTRATION RESERVE THE RIGHT TO DETERMINE
THE STATUS OF A STUDENT'S ABSENCE OR TARDY.**

REPORTING OF SCHOOL ABSENCES:

It is the parent/guardian's responsibility to notify the school **every day** your child is absent from school.

When it is necessary for a student to be absent from school, a parent/guardian or a responsible adult caretaker must call the school prior to 10:00 a.m. on the day of the student's absence. If a parent/guardian is unable to phone the school on the day of the student's absence, a parent phone call at any time within twenty-four (24) hours of student's absence or a written parent note explaining the reason for the child's absence must accompany the student upon his/her return to school. Failure to notify the school through phone call or note will result in the absences being documented as unverified. Parents must provide the following information either by phone or written form:

- Name of parent/guardian or responsible adult caretaker calling school
- Name of student
- Grade level of student
- Reason(s) for student's absence
- Date(s) of Student's absence(s)

Supporting documentation will be accepted up to three (3) school days after the student's return to school.

All student absences (verified/excused or unverified/unexcused) are reported to Indiana Department of Education per state guidelines.

LEAVING SCHOOL PRIOR TO SCHOOL DISMISSAL

Students who leave school prior to the established school dismissal time shall be recorded as absent from class. This will include students who:

- Leave for part of the day and return; time will denote class periods missed
- Students who leave at the end of the day *but before* the established dismissal time, unless acceptable documentation is provided per school attendance policy.

MEDICAL APPOINTMENTS

Parents are strongly encouraged to make health care appointments outside of regular school hours. In the case that medical appointments cannot be made after or before school hours, parents are asked to make either early morning or late day appointments for their child. Students who have appointments during the day are expected to attend classes during

those periods they are not traveling to and from the appointment. **It is expected that a student will return to school within two (2) hours** of leaving school for a medical appointment, unless:

- 1) The location of the medical appointment is outside of La Porte County
- 2) Occurs in the last two hours of the school day
- 3) Medical documentation denotes extended medical care/testing was rendered

A medical appointment resulting in missing a full day of school should be an **exception**.

In preparation of or return from a medical appointment, the parent/guardian is expected to:

- Call or provide a parent note to the school office prior to 7:40 a.m. on the day of the appointment stating the date, time and place of the appointment.
- Student will be issued a school pass to present to his/her teacher at the beginning of the class period
- Come to the principal's office and pick up their child.
- Provide appointment documentation including the place/date/time and signature of healthcare provider of the appointment is required.
- Return their child to the principal's office, in turn the child will be issued a pass to return to class.

Students who are unable to participate in the regular activity may be requested to complete another reasonable alternative educational assignment or make-up the missed activity at the teacher's discretion.

PARENT NOTIFICATION OF STUDENT ABSENCES

It is the responsibility of all parents/guardians to keep the school updated with any changes in:

- Home address
- Mailing address
- Phone numbers
- Email address
- Emergency contact information.

Parents are reminded to

- Set up their phone mailboxes to allow for school notifications
- Monitor their phones capability to receive messages

If the school is unable to reach the parent or guardian by any of the above means, the school is not held accountable if parent notification of child's accumulating absences or tardiness is unsuccessful. However, parents are still responsible for their child's school attendance. Parents may also keep abreast of their child's school attendance (grades, behavior, etc.) through accessing your child's school's website and follow the "family access" link or by contacting their child's teacher.

Student Attendance Interventions:

The second part of the system is a series of consequences designed to rectify a student's poor school attendance. Student's absence(s) will be addressed by, but not limited to, any of the below means:

- phone call
- note sent home to parent through the student
- regular mail
- email
- a school request for a parent meeting
- certified mail
- building principal
- District Attendance Officer
- Project Attend

- referral to Teen Court
- referral to La Porte County Juvenile Probation Services
- referral to Child Protective Services

School administration reserves the right, at any time, to request a parent provide medical documentation regarding their child's school absences. However, all medical appointments require a physician note stating the physician's name, address, phone number; the child's name and the date and time of appointment. Failure of parent to provide the school with a medical note within three (3) days after an appointment will result in the absence being documented as unverified.

Certificate of Incapacity:

Should a child have a significant or chronic medical condition that would result in the student missing 10% of the school year, by law the school may request proof of student's incapacity to attend school (IC 20-33-2-18). Medical documentation and signature of a student's status requires the child's physician to complete the Certificate of Incapacity to Attend School within 6 days of request to the District Attendance Officer.

Family Activities/Vacations:

It is recognized that ultimately it is the student's parent/guardian who determines whether or not their child will miss school due to a family vacation or other non-related school trips. However, such trips outside of scheduled school breaks or holidays are **strongly discouraged** as it interrupts the student's learning. If a student will miss three (3) consecutive school days or the student has had prior family activity/vacation absences during the school year, the parent must complete and submit to the building principal **at least 2 weeks in advance** the Request for Extended Student Absence Form. The building principal will review parent's request and if approved the student's absences will be documented as verified/excused. If the building principal does not approve the parent request, the absences will be documented as unverified/unexcused. The building principal will take into consideration if the student has had repeated family vacations outside of scheduled school breaks, the length of the trip, the student's attendance, the student's academic status. Parents/Guardians are to be reminded all school absences accumulate toward the definition set by Indiana student attendance laws and expectations set forth by the Indiana Department of Education. In addition, federal law includes student attendance as part of the calculation for determining a school's annual grade.

MAKE-UP WORK...ASSIGNMENTS AND HOMEWORK

Absences:

Provisions to complete all school work missed due to an absence will be made for absences which have been excused through the procedures or reasons discussed above. The amount of time necessary to complete all make-up work will be left to the discretion of the individual teacher. If make-up work for an excused absence is not complete in subscribed time, the potential for the lowering of the grade may be possible by determination of the teacher and/or building administrator. Provisions for make-up work will **not** be provided for absences which have been determined to be unexcused or occur due to truancy. A student's excessive absences can negatively impact his/her academic performance and therefore their classroom grade.

ASSIGNMENTS AND HOMEWORK:

Students and parents must visit the La Porte Middle School teacher web pages for all assignments and homework. Please contact the counselor's office if you are having troubles accessing such information.

SUSPENSION/STUDENT ATTENDANCE:

Provisions can be made for all school work missed due to a suspension from school to be made-up by the student. All homework information is available from the teacher canvas page accessed through the school web site. All work must be turned in when the student comes back to school or otherwise specified by the teacher. Furthermore, the student must bring their books home with them at the time of the suspension.

EXPULSION/STUDENT ATTENDANCE:

When an expulsion occurs, the expelled students will not be provided an opportunity to complete any missed school work. The resulting grades for the given semester and/or school year will be determined as failures if the expulsion is upheld by the hearing officer.

SCHOOL ADMINISTRATION RESERVE THE RIGHT TO DETERMINE THE STATUS, CONSEQUENCES, AND NEED FOR DOCUMENTATION OF A STUDENT'S ABSENCES OR TARDIES.**Student Withdrawal from School**

A student's parent/guardian are required to complete student withdrawal paperwork whenever a student is transferring to another school district. Per Indiana Department of Education, failure to complete student withdraw paperwork will result in the student still being considered as enrolled in his/her last school of attendance. Non-attendance at school without completion of withdrawal paperwork will result in:

- Student's absences to be considered unverified
- Accumulation of (ten) 10 unverified absences meets the definition of habitual truancy per Indiana law.
- A referral to Child Protective Services will occur once the student has accumulated ten (10) unverified absences.
- Per Indiana law a student referral to the Indiana Missing Children's Bureau may also occur should a child not be in attendance at school and a request for student's education record has not been received from forwarding school within ten (10) school days.

ASSIGNMENT AND HOMEWORK POLICY

Students will be required to maintain assignments. Each teacher will have their own guidelines/consequences that will be communicated. Some examples include but are not limited to: coming before school, having a lunch redirection with the teacher, staying with one teacher to get caught up, or staying after school. All of this will be communicated with parents as this is a team effort between the school and home.

STUDENT'S ROLE

To complete homework assignments satisfactorily, the student must possess appropriate work-study skills. The following guidelines will enable the student to complete homework assignments successfully:

1. Accept responsibility for knowing and recording in the Planner each class assignment.
2. Clarify concerns about the assignments before leaving class.
3. Take home the materials needed to complete the assignment. Find a suitable location in which to study or work and budget the necessary time to complete the assignment.
4. Check each assignment for accuracy.
5. Make-up assignments due to an absence.

PARENTS' ROLE

Cooperation by parents is a necessary and important factor in meaningful homework experiences. Parents can encourage their children to succeed in school by sharing interests and exhibiting helpful, cooperative and understanding attitudes and assistance toward homework. This can be accomplished by a commitment to the following:

1. Provide a quiet, well-lighted location free from excessive noise and distractions where a student can work.
2. Establish a regular homework time.
3. Communicate with the teacher whenever the child has consistent difficulty with homework assignments.
4. Encourage and support the child's effort to complete the assignment.
5. Encourage the child to seek help and ask questions of the teacher when in doubt about the assignment.

6. Provide adequate materials and resources such as a dictionary, pen, pencil, paper, and opportunities for transportation to locations such as the library.

Note: Students are required to bring supplies to class including paper, pencils, pens, Chromebook, etc.

GENERAL BEHAVIORAL EXPECTATIONS

The primary disciplinarian of the student is the teacher. Teachers interact on the most consistent basis with the student during the day. The building principal will make the final decision regarding major violations and the use of suspension, expulsion or extreme disciplinary measures after the circumstances of the incident are investigated. The principal's discipline decision is final. Students who violate the student behavior code subject themselves to various disciplinary actions up to/including expulsion from attending school in the LaPorte Community School Corporation for a period of time.

HALLWAY CONDUCT

Passing in the hallways should be pleasant if students remember to be courteous and cooperate with fellow students. Students will no doubt bump into someone during the course of the school day. Consequently, remember to be apologetic and considerate of everyone.

It is the duty of each student to maintain cleanliness in the hall. Each student should not only refrain from dropping things, but should feel enough pride and responsibility in his / her school to pick up and dispose of any debris he / she might find littering the hallway. For the safety of staff and students, follow the procedures as outlined below at all times during the school day.

1. Go directly from one class to another. Avoid loitering.
2. Walk on the RIGHT SIDE of the hallways. Running poses a safety risk.
3. Avoid gathering in the hallways in a manner that blocks traffic.
4. Students must carry a pass signed by a teacher when in the hallway during class time.
5. Inappropriate physical contact and loud noises are prohibited. The school will take the appropriate disciplinary action for students that fail to follow the above guidelines.

SECURITY THREAT

Making threats of violence - whether spoken, written, nonverbal, emailed, or posted online - is a criminal offense with serious consequences both within the school system and with law enforcement. Even if a threat is deemed non-credible, it can have a traumatic impact on the school community. Regardless of a student's age, such threats increase fear, which may lead to poor academic performance, higher absenteeism, and added stress for both students and staff. Therefore, it is essential for school administrators to respond to any threatening behavior with appropriate, serious consequences.

Considering the significant potential for threats to disrupt the school environment, and in accordance with IC 20-33-8-10, which grants school administrators broad authority to take any action necessary to prevent interference with educational functions, the following guidelines will be utilized when a threat is confirmed and a behavioral threat assessment is conducted. In all cases, administrators will utilize their legal discretion when determining the ultimate consequence.

Consequence Guidelines* for Threats of Violence (** Administrative discretion will be applied based on the specifics of each situation.*)

Broad or Vague Threats

- A broad threat refers to a statement that suggests harm, pain, danger, or hostile action to another person but lacks specific details.
- A vague threat is unclear or ambiguous and may not identify a specific target, plan, or motivation.

1st Offense:

- 4–10 days out-of-school suspension with a potential request for expulsion
- Return on a probationary contract
- Notification to law enforcement

2nd Offense:

- 10 days out-of-school suspension with a potential request for expulsion
- Law enforcement involvement

Specific Threats

- A **specific threat** refers to a suggestion that significant violence against another person is likely to occur, often involving a particular object, situation, timeframe or behavior that indicates a rising level of danger.

Consequence:

- 10 days out-of-school suspension with a request for expulsion
- Law enforcement involvement.

CHEATING

Cheating is a form of stealing and is considered an unacceptable form of student behavior. A student's work should reflect his/her own abilities. Cheating occurs when a student submits an assignment, text, project, etc. that does not represent original work done by the student. Also, cheating includes allowing another student to copy. When cheating occurs, the teacher may assign a grade of zero for the given assignment and parental contact may be made. Additional consequences will follow any repeated offenses.

DANGEROUS SITUATIONS

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

DISRESPECT TOWARD OTHERS

All students are to show respect to teachers, administrators, support staff, fellow students, and visitors at all times. Profanity, threatening remarks, posturing, and obscene or offensive language or gestures by students directed toward a staff member are not allowed and are subject to disciplinary action.

DISRUPTIVE BEHAVIOR

Knowingly interfering with school purposes or inducing another student to do so will not be tolerated. Intentional making of noise or acting in any manner so as to interfere with any teacher's ability to conduct the educational function under his/her supervision will not be accepted.

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

DISRUPTIVE ITEMS

Possession or use of any items that could be considered disruptive to the educational process (including but not limited to: squirt guns, balloons, whistles, skateboards, laser-type devices, etc.) is prohibited.

EXCESSIVE DISPLAY OF AFFECTION

Students must not engage in displays of affection, which includes but is not limited to, the following: hand holding, hugging, and kissing.

EXTRACURRICULAR ACTIVITIES

Appropriate conduct in compliance with the established rules and regulations of all La Porte Community Schools shall apply to all extracurricular activities, both on and off school property. This rule applies to both participants and spectators.

FALSE REPORTING

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

INSUBORDINATION

Students are to follow all instructions and directions, written and verbal, given to them by teachers, administrators, and other staff members. Refusal to follow the instructions or directions of any staff member constitutes insubordination. Repeated violation of any rule constitutes insubordination. In the event that a student does not agree with instructions or directions given by a staff member, the student will carry out the instructions or directions to the best of his/her ability and request a review of the actions at a later time

CELL PHONES AND CAMERAS

Possessing and/or using a wireless electronic device which is portable and is capable of providing voice, messaging, or other data communications between two or more persons and includes cellular phones, tablet computers, laptop computers, digital cameras, and/or gaming devices in a manner which constitutes an interference with a school purpose or educational function, an invasion of privacy, or an act of academic dishonesty, or is profane, indecent, or obscene.

This rule is not violated when the student has a) been given permission from a teacher to use a wireless device for educational purposes during instructional time; b) to use a wireless device in an emergency or to manage the student's health care; c) to use a wireless device as part of the student's Individual Education Plan (IEP) or 504 Plan.

In addition to being disciplined, students who use a wireless electronic device in a manner which violates this rule may have the device confiscated by school administration. Such a device will be returned to the parent.

Therefore, in accordance with Senate Bill 185 cell phone usage at school is allowed by a student before school and after school. Cell phones are to be placed in lockers and remain in lockers during class and lunch time. The taking of pictures and making of videos on any platform is prohibited. Those found in violation of this policy can receive consequences for not following school policy. Cameras are not allowed to be used at any time during the school day or on school grounds. This policy includes cameras on cell phones, tablets, Chromebooks, or other electronic devices. See Telephone policy below for calls during the school day.

EARBUDS AND HEADPHONES

Earbuds and headphones are prohibited during school hours, unless they are a part of classroom learning or activities. They can be a safety hazard as students need to be able to hear directives in case of an emergency or otherwise. We also encourage our students to learn to socialize in a productive manner during school.

TELEPHONES

Telephones in the principal's office are to be used only in case of emergency or school-related business. Students may only use the phone in the office before school during lunch or after school, provided they have a pass from a staff member requesting that the student be allowed to use the telephone.

SOCIAL NETWORKING CONDUCT THAT DISRUPTS THE EDUCATIONAL PROCESS

La Porte Community Schools recognizes and supports student's rights of freedom of speech, expression and association, including the use of social networks. In this context, each student must remember that all electronic transmissions are traceable. Any online postings must be consistent with federal and state laws, as well as, school rules and regulations.

Students are responsible for information contained in written or electronic transmission and any information posted on public domain (i.e. Facebook, You Tube, etc.). Any student identified on a social networking site which depicts postings that are deemed to be threatening, constitute bullying against other students or school personnel, creates a substantial disruption of the educational environment or is a violation of federal or state laws may be subject to disciplinary action as outlined in the code of conduct.

LEWD, INDECENT, OFFENSIVE BEHAVIOR, PORNOGRAPHIC MATERIALS, or SEXTING

Any behavior offensive to common propriety or decency, including, but not limited to indecent exposure, offensive and or inappropriate touching, possession, distribution or display of obscene or "hate" material or similar behavior will result in disciplinary action. Possession of nude photos of underage individuals or any student, including but not limited to within electronic devices, will result in the incident being reported to Child Protective Services or local law enforcement and possible school discipline.

STUDENT BEHAVIOR CORRECTIVE ACTIONS/INTERVENTIONS

TIME OUT/ISD

Teachers may send a student to the time out room for the remainder of a class period when the student needs to be removed from the classroom for creating a disruption to the learning environment.

SECLUSION AND RESTRAINT

Every effort will be made to eliminate or minimize the need for the use of seclusion or restraint with a student, including the use of prevention, positive behavior intervention and support, and conflict de-escalation prior to the use of seclusion or restraint, except in the case of an emergency. Seclusion and restraint will be used only as a last resort safety procedure employed after another, less restrictive procedure has been implemented without success; and, when there is an imminent risk of injury to the student, other students, school employees, or visitors to the school. Parents or guardians have access to the plan on seclusion and restraint in the school's main office.

DETENTIONS

Detentions can be held before, during or after school. Parents will be given notice by the teacher when a detention is assigned before or after school.

EXTENDED AFTER SCHOOL DETENTION (EASD)

Extended-After-School-Detention is held after school until 4:30 p.m.. and is assigned by an administrator.

ALL DAY IN SCHOOL DETENTION (ISD)

All day ISD is assigned by the school administration. Students report to the ISD room and serve the day or multiple days of isolation from the student body while completing school work.

OUT OF SCHOOL SUSPENSION (OSS)

OSS is assigned by the school administration and can range from 1 to 10 days depending on the severity of the disruptions to the educational learning environment. Students, when serving an out of school suspension are not allowed to set foot on school property or any facility of the La Porte Community School Corporation.

TEEN COURT

A student may be referred to Teen Court as an alternative to arrest or other outside disciplinary actions with the consent of the student and parent(s). In addition to Teen Court, the student is also dealt with by school administrators. The decision to refer a student to Teen Court will be made by a school official and/or by a law enforcement officer. A hearing is held and constructive sanctions are determined by a jury of the students' peers. Teen Court is a program of the Youth Service Bureau, Big Brothers Big Sisters of La Porte County. Failure to successfully complete sanctions imposed by Teen Court could result in additional consequences at school, an entry on the student's permanent record and/or arrest for the offense.

PROJECT EXTENDED DAY (ED)

Project ED is an alternative to out-of-school suspension for middle school students. Its goal is to modify student behavior. The program allows students to remain within their home school, but extends their daily schedules to include a before and after school component.

If a student is referred to Project ED because of discipline problems, the parents and student will be required to appear before a judge on a date and time to be specified. If the referral is granted, the judge will order the parent and student's participation in this program. Participation requires that the student be present at La Porte Middle School starting at 6:30

a.m. During this period, activities and organization for the day occur, including showers. After this early morning segment, the student will attend his/her regular school day.

Please bear in mind the participation in Project ED is a court-ordered sanction. Both student and parents are required to comply. Failure to do so may result in further consequences through the court system for both parents and students. Students who are referred to Project ED will receive complete instructions on the program.

DAY REPORTING PROGRAM

The Day Reporting Program is a final effort by the school to correct behavior problems of a student. As an alternative to expulsion from school, the school may recommend that a student be placed in the Day Reporting Program up to forty-five school days. The parents and student will be required to appear before a judge on a date and time to be specified. If the referral is granted, the judge will order the parent and student's participation in this program. The student will attend school at a portable classroom located on the grounds of the Juvenile Services Center. Once a student has successfully completed the requirements of the program, they will be allowed to attend school in the traditional setting on a strict behavior contract. Placement in the Day Reporting Program is a privilege extended to students who would be otherwise be expelled from school.

CAFETERIA RULES / GUIDELINES

Students are required to eat in the cafeteria. Students are to enter the cafeteria in an orderly manner and remain seated at all times unless dismissed by one of the cafeteria supervisors. Students bringing lunches may purchase drinks and other food. Lunchroom Supervisors reserve the right to assign students to different tables to promote positive behavior. The following guidelines will be followed by students when eating in the cafeteria:

1. Respect the cafeteria staff.
2. Talk quietly and refrain from making loud noises.
3. No cutting in line.
4. Take only needed silverware.
5. Clean your table after eating.
6. Do not throw anything.
7. Use good table manners.
8. Walk—do not run.
9. Use appropriate language.
10. Keep hands to self.
11. Follow established rules for dismissing.
12. No food is allowed outside the cafeteria.
13. No stealing.
14. Remain at assigned table.

BUS CONDUCT / PROCEDURES

The bus driver is in complete charge on their bus and must be obeyed. Appropriate student behavior must occur to avoid any interference which may cause injury or jeopardize the safety of anyone riding the bus. Such interference violates the driver's established rules of bus conduct and will be handled by drivers and school authorities cooperatively. **Riding the school bus is a privilege not a student's right –per Indiana law. Repeated behavior violations can result in a student's permanent removal from the bus.** Students who request to ride with students on other buses temporarily are expected to provide bus notes to the office, one from each parent respectively, for an authorized signature. The note will then be provided to the student to present to the bus driver.

GUM

Students may have gum at school; however, it is at the discretion of the teacher within the individual classroom.

STUDENT DRESS

A student dressing in a manner that is dangerous to the health or safety of students or in a way that interferes with one's own learning or the learning of other students is unacceptable. This would include the possession of any item which advertises or promotes drugs, alcohol, sex, profanity, obscenity, gangs, or racial, ethnic, and religious intolerance. The school reserves the right to alter student dress when the dress is determined to be unsafe, inappropriate, offensive or disruptive to the learning environment. Teachers assist in the implementation of the dress code policy.

Any form of clothing which is considered contrary to good hygiene, safety requirements, or is disruptive to the educational process will not be permitted. The school administration reserves the right to approve or disapprove any items not addressed in the dress code policy. Final decision is at the discretion of the principal or his/her designee.

Students who violate the dress code will be asked to wear alternative clothing and/or call parents to bring a change of clothes. Repeated offenses to the dress code will be considered as insubordination with additional, more severe consequences following.

DRESS GUIDELINES FOR PHYSICAL EDUCATION

Physical education classes require active participation. Clothing for these classes should consist of a school appropriate t-shirt and athletic shorts or pants. Boots, crocs, slides, jeans, or any other articles of clothing that might impede safe gameplay should not be worn

ADDITIONAL ITEMS

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

SCHOOL CORPORATION POLICIES

Policies adopted by the Board of School Trustees of the La Porte Community School Corporation are the framework for guidelines listed in this student handbook.

All Board policies can be accessed by clicking on this [link](#).

STUDENT CONDUCT (LPCSC Policy 5500)

STUDENT BEHAVIOR EXPECTATIONS (LPCSC Policy 5500.01)

DRESS AND GROOMING (LPCSC Policy 5511)

USE OF TOBACCO (LPCSC Policy 5512)

CARE OF SCHOOL PROPERTY (LPCSC Policy 5513)

STUDENT USE OF BICYCLES (LPCSC Policy 5514)

STUDENT USE OF MOTOR VEHICLES (LPCSC Policy 5514.01)

STUDENT ANTI-HAZING (LPCSC Policy 5516)

ANTI-HARASSMENT (LPCSC Policy 5517)

BULLYING (LPCSC Policy 5517.01)

DISORDERLY CONDUCT (LPCSC Policy 5520)

DRUG PREVENTION (LPCSC Policy 5530)

PERSONAL COMMUNICATION DEVICES (LPCSC Policy 5136)

SUSPENSION AND EXPULSION OF STUDENTS (LPCSC Policy 5610)

DEFINITION OF SCHOOL JURISDICTION (LPCSC Policy 5610...3RD Paragraph)

STUDENT DISCIPLINE (LPCSC Policy 5600)

IN-SCHOOL SUSPENSION (LPCSC Policy 5610)

SEARCH AND SEIZURE (LPCSC Policy 5771)