

**LYNHURST 7<sup>TH</sup> & 8<sup>TH</sup> GRADE CENTER**  
***EXPECT EXCELLENCE***  
**2805 South Lynhurst Drive**  
**Indianapolis, Indiana 46241**  
**317-988-8100**  
**[www.wayne.k12.in.us](http://www.wayne.k12.in.us)**

## **Student Handbook**

### **2018-2019**

The Student Handbook is designed to provide students and parents with information regarding the operation of the school. It contains information concerning school activities, rules, and general knowledge about the school.

Please read all the material carefully. **YOU ARE RESPONSIBLE FOR KNOWING THE INFORMATION CONTAINED IN THIS HANDBOOK.** If you have a question your counselor, a teacher, or an administrator for help in interpreting the information contained in the handbook. You can also reference this document off the Lynhurst Website and the Google document shared with you.

The faculty and staff wish you a successful school year. We encourage you to become involved in as many activities as possible. In addition, we challenge you to apply yourself to make the most of the ability you have. Your success in school will be directly proportional to your efforts. May this be your best school year ever!

#### **MISSION STATEMENT**

In partnership with our parents and community, we are committed to educating all students to mastery of essential skills and standards while promoting a respectful, nurturing, and positive learning environment.

**SCHOOL MOTTO**  
"Expect Excellence"

**SCHOOL COLORS**  
Purple and White

**SCHOOL MASCOT**  
Giants

#### **EQUAL EDUCATION OPPORTUNITY**

The Metropolitan School District of Wayne Township does not discriminate, deny benefits to, nor exclude anyone from participation on the basis of sex, race, national origin, religion, or handicap.

## STUDENT SERVICES

Students are welcome to consult with a counselor in the Student Services Office. Counselors will assist with academics, behavioral, career, personal, and social needs. **Students should request to see their counselor by completing the online form, which can be found on the school website at the following link: Counselor Request Form**

## HEALTH SERVICES

The school nurse is on duty in the clinic during the school day. If you should become ill during school, you should ask your teacher for a written pass to the clinic. **No student will be permitted in the clinic without a pass from a teacher unless it is an emergency.** If there is a necessity to go home, the nurse will inform your parents, and you will be released from school with your parent or guardian. Students are not to leave the building because of illness without receiving proper permission.

**ALL MEDICINE, including Tylenol or ibuprofen, must be brought to the clinic immediately upon arrival at school.** A medicine pass will be issued for the correct time to come to the clinic to take the medication. Prescription medicine must come in the original bottle and inhalers should have the pharmacy label on the box or inhaler. Over-the-counter (OTC) medicine should come in the original bottle and a parent permission note must accompany it. Prescription medicine not brought in the original bottle or OTC medicine without a permission note will not be given.

## ATTENDANCE

Students are expected to attend and to be on time for all classes.

Absences: We ask parents to call to report absences to the attendance secretary between 8:00 A.M. and 10:30 A.M. on the day of the absence. The school phone number is 988-8100. If the student has no phone, he is to bring a written excuse from the parent upon returning to school. If a student receives treatment from a doctor or dentist on a school day, he should receive a note from the doctor's office to present to the school as an excuse. Excessive absences may result in referral to the truancy diversion program.

Make-Up Work: Students are expected to make up any missed assignments. It is the responsibility of the student to contact his teachers and request the make-up work.

Tardy: Our doors open to students at 9:00 A.M., and the IMPACT Period begins at 9:20 A.M. Students who come to school late must sign in at the attendance office as soon as they arrive. Students who are tardy 5 times in a semester will be assigned to Friday Evening School and could lose entrance to a school dance or other privilege.

Early Dismissal: Early dismissal will be granted when necessary. A parent must request dismissal by a written note or phone call to the attendance office. Early dismissal should be arranged before classes begin on the morning of dismissal. A student shall leave school grounds only after a parent or guardian has signed him out at the attendance office.

## TRUANCY

**Being absent from school or class without permission is an unexcused absence and an act of truancy.** There is no legitimate reason for cutting or skipping, and it will result in at least one of the following: loss of academic points, Friday Evening School, ability to attend a school dance, referral to Truancy Court, suspension, or expulsion. The severity of the discipline will depend on the record of the student and the frequency of the offense. **Excessive unexcused absences could lead to suspension of driving privileges and the ability to obtain a driver's license until age 18.**

## **WITHDRAWAL FROM SCHOOL**

To withdraw from school a student and parent must see his counselor so that records and transcripts can be completed for his next school. All school materials and books must be returned and all fees paid before records will be forwarded.

## **CHROMEBOOKS**

All students attending Lynhurst will receive a Chromebook for use at school and home. Chromebooks are considered a textbook. They are to remain in working order. If an issue occurs, students are asked to report it to their homeroom for the creation of a work order. If damaged, it is the responsibility of the student/parent to cover the cost. Chromebooks are expected to come to school daily, charged, in its proper case with power cord, strap, and id. Students are expected to follow the Wayne Township's Technology Acceptable Use Policy. Violations may result in consequences. A Chromebook is considered to be a required educational tool, the same as a textbook. Insurance, if offered, is provided by a 3<sup>rd</sup> party, **NOT** by MSD Wayne Township. It is usually inexpensive and is highly recommended.

## **GRADES**

Grades are an evaluation of what has been learned. They become a part of the permanent school record. Grades are issued each nine weeks and are mailed to your home address. Mid-term progress reports are issued at 4 ½ weeks and are e-mailed home. Please keep us informed on your current e-mail address. Grades can also be accessed on a daily basis from any computer with Internet access. They are updated weekly and available through the new Skyward on-line parent information portal. Please contact your student's team leader or grade level counselor.

## **BUS TRANSPORTATION**

Transportation by school bus to and from school is a privilege. Students eligible to ride on the bus are under the authority of the driver. **If you fail to conduct yourself in an appropriate manner, you can be denied transportation services for a period of time.** Questions about the bus should be directed to the transportation office by calling 988-6375. Also, you may locate your bus stop and other important information by using the link on LHC web page. Just click on the yellow bus.

## **LUNCH PROGRAM**

Every student is issued a Student personal identification number (PIN) for use in the cafeteria and media center. All Lynhurst students receive a free breakfast and free lunch. Money is only necessary for the purchase of extras, and can be added to your student's account.

### **Lunchroom Rules**

1. Students will talk in a normal level to the students at their table.
2. Students will remain in their assigned seat unless directed otherwise.
3. Trays and trash will be returned to the appropriate area.
4. Any boisterous, loud, or otherwise inappropriate behavior may result in removal from the cafeteria, as well as other appropriate consequences.
5. No food or drink is to be taken from the cafeteria.
6. Students are not to bring bags of any kind to lunch.
7. Students without the proper lanyard, lunch card or student ID will stand on the wall and will line up last to eat.

## **LOCKERS**

Individual lockers are issued to students by their homeroom teacher. Lockers and combinations are NOT to be shared with anyone. All lockers may be opened for inspection at the discretion of the school authorities. Students are expected to keep their lockers neat and clean and report any malfunctions to their counselor. Students are responsible for what is in their lockers. Cell phones should be locked in the locker during the school day.

## **LOST AND FOUND**

All lost and found items are placed outside the school bookstore. Any item that is not picked up within a reasonable length of time is given to charity.

## **THE SCHOOL BOOKSTORE**

All fees, book rental charges, and extracurricular payments are made in the bookstore. Pencils, pens, paper, and other school supplies are for sale every day at the opening of school and during the lunch periods.

## **MEDIA CENTER**

The media center will be open throughout the school day. You are encouraged to use the media center as much as possible. It may be necessary for a student to visit the library during class time to do research. In such cases, the student must get permission from the teacher and then, upon entering the library, ask the librarian for assistance. A quiet study atmosphere is necessary for all students to research and study.

## **TELEPHONE**

Students are not to use the office phones or classroom phones for personal calls except in an emergency and with staff permission. Again, cell phones should remain locked in lockers during the school day. Calling and texting from a cell phone during school hours is not allowed. If a parent needs to get a message to a child, please call the office and the message will be delivered as soon as possible, at an appropriate time. Cell phones may be confiscated if used without permission during the school day, or if causing a disruption.

## **VISITORS**

Parents are always welcome to visit school. Parents may call the counselor's office or team leader to arrange a visit whenever it is desired. **All visitors are expected to report to the office upon entering the building to obtain a visitor's badge.** Please be prepared to show a valid driver's license or state issued ID. A limited background check will be performed before entry is granted. Students may not bring other visitors to school without prior approval from the administration. Please see the receptionist for a handout which describes visitation guidelines and expectations.

## **CARE OF CHROMEBOOKS, BOOKS AND SUPPLIES**

Your Chromebook is considered essential, and should be brought to school charged and in good working order, every day. If lost, damaged, or destroyed, an appropriate fee will be charged. Textbooks need to last for 6 years due to the state adoption schedules. We realize there will be normal amount of wear, but we expect students to take responsibility to care for them. Excessive abuse to textbooks will result in a fine for the student to pay when the book is returned. There is a cost to rebinding or replacing textbooks.

## **FUNDRAISERS**

Fundraisers that are not school related need administrator's permission before any selling of goods can occur.

## **HOMEWORK POLICY & PROCEDURES**

1. Homework is assigned in most classes. It is used to practice skills for the standards covered within the classroom. The homework also allows students to get reinforcement of the day's lessons. In-class assignments that are not completed will be assigned as homework.
2. Students will be asked to use a planner or a Google application for daily communication for assignments. Students will copy the course agenda board for each class daily. Homeroom teachers will check the planner/Google app daily. This will be part of the homeroom participation grade. Classroom teachers will also check the planner/Google app periodically.
3. Homework assignments help students become more proficient in all subject areas. Students are expected to complete all assigned homework. Students should expect 1 to ½ hours of homework and/or reading and studying each evening.
4. Homework may count for up to 20% of the student's overall grade.
5. Make up work will be counted for full credit as long as it is turned in within the required amount of time set forth by the teacher.
6. Late work is accepted for partial credit. Assignments may be accepted, at the teacher's discretion, prior to the end of the grading period.

## **EMERGENCY PROCEDURES**

**Fire Drills:** When the alarm is sounded, students are to exit the building quietly and in an orderly manner, following the directions of the teachers, and as posted on the classroom sign. Once outside, students should move to the designated area where the teacher will check attendance and give further instructions.

**Storm warnings and other emergencies:** In the event of severe weather conditions or other emergencies, students are to proceed with their teachers to the nearest safe area as shown on the posted signs. Students are to follow teachers' instructions when they arrive in the designated area. Students will be instructed on correct safety position.

## **CHOOSE TO BE INVOLVED**

We believe that students who participate in school related activities increase their chance for success in school. The following are a few of the many activities: Academic Pursuit, National Junior Honor Society, Brothers of Another Color, Student Ambassadors, Chess Club, Drama Club, and World Languages Club. School athletic sports teams include: Cheerleading, Football, Volleyball, Cross Country, Tennis, Soccer, Swimming, Basketball, Wrestling, Softball, Baseball, Track and Field, and Golf.

Students participating in sports teams must have a physical examination and parent permission slips completed before their first practice. We recommend that boys and girls who participate in the athletic program carry insurance. Insurance is available through a school district approved plan or it may be purchased individually through any other insurance company.

## **ELIGIBILITY**

In order to be an active participant in athletics, students must not be failing more than one subject at the 9-weeks grade report. 4 1/2 week progress reports will be used to determine reinstatement of eligibility. A student may be placed on probation until grades are acceptable for reinstatement. A student must be in attendance at least two of the four class periods on the day of events in order to participate. Students leaving during the day due to illness or discipline will not be permitted to attend events held that evening.

## **CONDUCT AT SCHOOL ACTIVITIES**

The school, the PTO and/or Student Ambassadors will sponsor occasional after school events or social activities to which some members of the student body will be invited. Those students who have office referrals, Friday Schools, or suspensions, may not be allowed to come to the dances or events. Identification and a valid ticket will be checked. Students may not leave the activity location until its end, unless a parent signs them out with the activity sponsors. All school rules apply to dances and other after school activities.

Student behavior at athletic events, music department events, drama events, or other school activities should be courteous, appreciative, and sportsman-like. All school rules apply at these events.

## **STUDENT CODE OF CONDUCT**

It is the purpose of all Wayne Township Schools to provide a safe and orderly learning environment. In order to fulfill this purpose, it is essential to establish certain standards for student conduct. All students are subject to these standards and are subject to the responsible direction and correction from all adults (certified and non-certified) on the school staff.

Misconduct involving school policies may result in one or a combination of the following: re-direction, counseling, verbal reprimand, extra work assignments, loss of privileges, required parent conference, suspension from extra-curricular activities, suspension from bus privileges, detention, Friday Evening School, In-School Suspension, Out-of-School Suspension, expulsion, assignment to alternative school, or other appropriate consequence.

## **LEADERSHIP, HONOR, COURAGE**

Students are expected to obey all school rules and demonstrate good character by showing leadership, honor, and courage (LHC). Failure to obey the rules will lead to disciplinary action. Examples of student misconduct and substantial disobedience include but **ARE NOT LIMITED TO** the following offenses:

1. Students are expected to show respect for all staff members. Students are expected to show respect for other students by refraining from inappropriate language, gestures, or touching. The use of abusive, vulgar, or threatening language, and/or gestures indicates a lack of respect and is unacceptable.
2. Students should put large book bags and coats in their lockers during the day.
3. Students are not to chew gum or have candy or drink containers at school. Food and drink purchased in the cafeteria are to be disposed of there and not taken to the hallways. When teachers reward students with food or drink, it is to be consumed and disposed of before leaving the classroom.
4. Students are expected to walk, not run, and remain quiet in the hallways.
5. A student shall have in his possession a planner pass, a corridor pass, or an office request pass when going through the hall during a class period.
6. Students are to refrain from the use, possession, or distribution of tobacco, alcoholic beverages, drugs, fireworks, weapons, or explosives.
7. Students shall take care of school property and the property of other students.
8. Students are to be only in supervised areas throughout the school day.
9. Students are to obey all laws of the State of Indiana.
10. Students are to comply with any directive from an adult.
11. Students are not to disrupt the learning environment.
12. Students are to refrain from rude, inconsiderate, and disrespectful behavior.
13. Students are to be seated in their classrooms prior to the tardy bell.
14. Students are to bring books and supplies to class.

15. Students are not to use technology inappropriately, including texting, messaging, or use of social media during school time.
16. Students are not to put their hands on another student, either in anger or in play.
17. Students are not to engage in kissing or other public displays of affection inappropriate to the school environment.
18. Students are to follow all classroom rules as provided by the teacher.

### **PROTECT YOUR PROPERTY**

Students should keep their locker combination a secret. Your name is to be printed in all books, materials, and gym clothes. **Do not bring valuables or large sums of money to school.** Valuable and personal belongings that are not necessary for classroom work are to be left at home. Water bottles, beverages, and electronic devices are not permitted in the hallways or classrooms. Other devices include but are not limited to laser pens, c.d. and mp3 players, IPODS, tablets, electronic games, other toys, or cell phones. **If a student chooses to bring devices to school and they are lost or stolen, the school IS NOT responsible nor financially liable. The school is also not responsible or financially liable for personal items damaged in accidents.**

### **SCHOOL DISCIPLINARY ACTION**

**DETENTION** – Detention is a disciplinary tool that staff may assign. Detentions will be assigned on a Disciplinary Report form. It will be served after school. Detentions will take precedence over other school activities for students. Students are required to bring work to do from their classes.

**FRIDAY EVENING SCHOOL** – Friday Evening School is a discipline tool used by staff to provide appropriate deterrents and consequences to certain undesirable behaviors. The following behaviors may result in a student being assigned to Friday Evening School: failure to serve a detention, cutting class, cafeteria misconduct, or other inappropriate behaviors per the discretion of the school staff.

**IN-SCHOOL SUSPENSION** – The ISS program is utilized as an alternative to the out-of-school suspension. Assignment to this program will be at the discretion of the staff. Students are assigned to a separate learning area on the school grounds.

**REMOVAL FROM CLASS** - If a teacher finds it necessary to remove a student from class due to disruption on the part of the student, in order to regain control of the class, the teacher may remove the student to the ISS room and assign a Friday Evening School to the student.

**OUT-OF-SCHOOL SUSPENSION** – In cases where the student is not learning to change the behavior causing the problem, or if the nature of the problem is serious, the student may be suspended from attendance at school. Parents will be notified of the suspension. **Indiana State Law provides for drivers license invalidation after 6 out-of-school suspension days. This will be automatic, and will result in a student being unable to obtain his or her license until the age of 18 years old.**

**STUDENT RESPONSIBILITY** – The way a student dresses, talks, and acts reflects upon oneself, one's family, the school, and the community. We expect each student to realize that he/she has a responsibility to maintain a high standard of excellence. The student is responsible to the school for his/her behavior from the time he/she leaves home in the morning, until he/she returns home after school. The bus driver has the responsibility to report any cases of misbehavior to the assistant principal's office.

**PARTICIPATION** – Students on In-School Suspension, Out-of-School Suspension, or expelled from school may NOT participate in any school related activity during the period of their suspensions or expulsion. They may not attend class, engage in any athletic practice or performance, or attend after school activities such as parties, dances or ball games. Students expelled from school may not be on the school grounds without permission.

## **DUE PROCESS**

The school will afford due process rights to each student when disciplinary action against the student is contemplated.

Due process is guaranteed individuals by the Fourteenth Amendment to the Constitution. Due process in education implies that rules and regulations of schools are published and distributed; that students know and understand these rules and regulations; that when a student is believed to have violated a rule or regulation, he or she is confronted with this belief and given the opportunity to respond to the accusation; that when rules or regulations are violated, certain consequences may occur; and that if expulsion from school is a recommended consequence and if the student or his or her parent wishes, a meeting must be held. Appeals to the School Board, and to the civil courts may follow in sequence.

## **HARASSMENT**

Harassment, including through electronics or social media, will not be tolerated in any Wayne Township School. It is the objective of the MSD of Wayne Township to provide members of its school community with an atmosphere conducive to the achievement of their objectives in work and learning in the activities within its jurisdiction. Harassment of any member of the school community is inconsistent with this objective and will be prevented where possible and sanctioned as necessary to prevent reoccurrence. "Harassment" as used in the MSD of Wayne Township Policy means (1) unwelcome words or actions directed to another person, which interferes with the victim's ability to work, learn, or successfully participate in a school activity; or (2) an offer of a benefit or an opportunity to avoid a sanction if the victim accommodates or does not reject the harasser's words or actions. The term specifically includes but is not limited to behavior motivated in whole or part by the victim's gender, race, disability, religion, national origin or ancestry, protected conduct expression protected by the First Amendment, or association with others for a lawful purpose.

## **DRUG TESTING**

The use of illegal drugs, alcohol, and tobacco is prohibited and requires interventions. Students may be tested through voluntary testing which requires parental/guardian permission or required testing based on individualized, reasonable suspicion. Voluntary testing may be requested when a student violates certain school rules or if the student is having significant trouble with grades or attendance. "Individualized, reasonable suspicion" means circumstances which, when considered together in the context of which each occurred, give rise to a reasonable belief that, at the time the test would be administered, the test would show that the student had used a drug, alcohol, or tobacco in violation of Indiana or Federal Law or MSD of Wayne Township Student Conduct Rules.

Substances for which students may be tested include illegal drugs, legal drugs, alcohol, tobacco, and substances that mask the presence of or block the detection of another substance. The use of a "blocking agent" is an expellable offense. The refusal to provide a specimen is a violation and will have the same consequences as a positive test. The results of voluntary testing will be reported to the district testing coordinator who will notify the parent/guardian of the results. If the test results are positive, the testing coordinator will work with the parent or guardian to find appropriate assistance for the student. The consequences of a confirmed, positive, required test shall be consistent with the Student Code of Conduct.

## **STUDENT DRESS CODE**

We expect all students to come to school clean and dressed in a manner which will promote their learning and the learning of others. Students are to be groomed and attired to reflect credit to themselves, their families, their school, and their community. Clothing and attire are to be clean, neat, safe, appropriate, and must not create a distraction to the learning environment. In particular, we establish the following:

No article of clothing, tattoo or accessory may contain language or graphic representations depicting or promoting the use of drugs, alcohol, tobacco, showing gang affiliation or encouraging gang activity, violence, or sexual activity. These guidelines are provided to assist students and their families in recognizing what is acceptable in the Wayne Township schools. Please contact your student's principal for further clarification and requests for special circumstance exemptions.

Students who are in violation of the student dress code are subject to administrative action including the possibility of being sent home for the day.

**Shirts/Tops** – All shirts or tops must "cover" the underarm, chest, shoulders (no spaghetti straps), stomach, and back.\*

**Pants, Skirts, Shorts** – All articles of clothing on the lower torso must rest naturally at the top of the hip to ensure that undergarments are not visible in the standing or sitting position. Shorts and skirts must be mid-thigh/fingertip in length when a student's arms are comfortably at his/her side. Clothing which is primarily constructed of spandex, spandex type or other excessively tight material is not permitted as an outer garment, unless it is covered by acceptable clothing at the mid-thigh/fingertip length. Pajamas are not permitted. Any holes in the clothing above fingertip length must be covered with tape or other materials.\*

**Shoes** – Footwear must be worn in school at all times. House slippers are not permitted. Excessively loose shoes or shoes that pose a tripping hazard should be avoided.

**Jackets/Coats** – Jackets are permitted to be worn in the school during the instructional day. Heavy coats designed for frigid temperatures and/or excessively large coats are not permitted.

**Headwear and Glasses** – Sunglasses shall not be worn in the buildings. Head coverings will not be permitted during the school day. Students may appropriately use articles (barrettes, bandanas, headbands, scarves) designed to pull or hold hair.

**Hair/Facial Jewelry** – Student's hair, jewelry, or other accessories should not interfere with the educational environment of the school or safety of each student.

**Book bags/Backpacks** – Book bags and backpacks are permitted in school. Excessively large bags and bags with rollers may be restricted during the school day.

**Undergarments/See Through Materials** – Undergarments are not to be visible at any time. Outer garments are to be worn in a manner which will cover up all undergarments. See through materials do not constitute "cover."

**\*This list is not intended to be an exhaustive list of prohibited items. Clothing, accessories, and other items deemed disruptive, or contrary to the school's mission by the school administration may be prohibited.**

## WHO TO CONTACT

<b>TO GET HELP REGARDING</b>	<b>GO TO</b>	<b>CALL 988-8100</b>
Athletics	Athletic Office	988-8170
Attendance/Early Dismissal/Late Arrivals	Attendance Office	988-8100
Book Rental/ Lost and Found	Bookstore	988-8118
Bus Information	Operation Center	988-6375
Change of Address &/or Schools	Guidance Office	988-8146
Discipline	Assistant Principals	8 <sup>th</sup> - 988-8143 7 <sup>th</sup> - 988-8147
Illness/Medicine	Clinic	988-8149
Lockers	Asst. Prin. Secretary	988-8128
Rumor Control & Schedule Adjustment	Guidance Director Grade Level Counselors	988-8144 7 <sup>th</sup> - 988-8126 8 <sup>th</sup> - 988-8142

**SCHOOL CALENDAR  
2018-2019**

July 26, 2018.....	1 <sup>st</sup> Day for all students
September 3.....	Labor Day – NO SCHOOL
October 5 .....	End of 1 <sup>st</sup> Grading Period
8 - 12.....	Student Led Conferences
15 - 26.....	Fall Recess–NO SCHOOL
November 6.....	Staff Development Day – NO STUDENTS
21 - 23.....	Thanksgiving Recess – NO SCHOOL
December 21.....	End of Semester One
21 .....	Last day before Winter Recess
December 24– January 4, 2019.....	Winter Recess-NO SCHOOL
January 7, 2019.....	Staff returns from Winter Recess
8.....	Students return from Winter Recess
8.....	Second Semester Begins
21 .....	Dr. Martin Luther King Jr. Day–NO SCHOOL
February 18.....	Great Americans’ Day – NO SCHOOL
March 8.....	End of 3 <sup>rd</sup> Grading Period
25 - April 5.....	Spring Recess – NO SCHOOL
May 27.....	Memorial Day – NO SCHOOL
30.....	End of Semester Two
31 .....	Last Day of School – NO STUDENTS

**WE ARE WAYNE!**

**GREAT SCHOOLS  
GREAT  
COMMUNITY**