



LAKE CENTRAL FRESHMEN CENTER STUDENT-PARENT GUIDE



ACADEMIC CREDITS

Students receive one academic credit for each class passed each semester. Credit is not given for SRT (Student Resource Time). Students are classified each year by credits earned, rather than by the years enrolled in high school. A total of 46 credits is required for graduation.

Students are expected to earn a grade of 70% or above in order to receive credit in core classes (*English, Algebra I, Geometry, Integrated Chemistry/Physics, Biology, US History*).

ACADEMIC SUCCESS PROGRAM

The Freshmen Center provides students with programs and services designed to improve academic performance. Our *Academic Success Program* includes: SRT tutoring, peer tutoring, learning success workshops, and after-school review sessions. Program information is provided to students and parents throughout the school year.

ATHLETICS

Lake Central students can participate in a wide variety of athletic activities throughout the school year. Information regarding team tryouts is provided to students through daily announcements. All Lake Central athletes are expected to maintain above average grades and all participants must be passing subjects totaling five credits. An IHSAA parent/physical form must be on file in the athletic office (**365-8551, ext. 241**).

ATTENDANCE

Students are expected to be in school each day, unless physically unable to attend. Students who have five or more absences per semester in any class will not receive credit for the class. Medical-related absences that are documented by an original receipt from the office of a doctor are exempt. In addition, school-related absences, family funerals, and court appearances (documented) are exempt absences. Exempt absences must be documented within three school days of the absence. It is important for students and parents to refer to the Lake Central Student Handbook for complete information on exempt absences and loss of credit.

When a student is not in attendance at the Lake Central Freshmen Center, a telephone call is required by the parent or guardian, on the day of the absence. Calls can be made to the attendance office (**365-2760, ext. 262**) between 6:45 AM and 2:45 PM. If a parent call is not received within three days of the absence, a truancy is recorded and credit is not given for class work missed.

Any student who will need to leave the building during the school day must have a parent notify our office prior to the absence. An *Off-Campus Permit*, indicating the release time, will be issued to the student. The student will need to present the *Off-Campus Permit* to the teacher at the designated time and meet the parent at the outside entrance.

CANCELLATIONS

When weather conditions make it necessary to cancel school or start school late, cancellation and delay information will be on local radio stations and at www.cancellations.com on the Internet. In addition, closing information is posted on the Lake Central School Corporation website (www.lakecentral.k12.in.us). When planning summer vacations, please remember that school days that are cancelled during the school year are made up at the end of the school year.

CLUBS

Student participation in extracurricular activities is encouraged. Lake Central provides numerous clubs and activities in academics, fine arts, athletics, and special interest areas. Club sponsors provide membership information to students at the start of the school year. Club periods are scheduled during the school day for monthly meetings.

CONFERENCES

Parents may call the Freshmen Center (**365-2760**) throughout the school year to speak with teachers. If a conference is requested, parents should make arrangements with the teacher or guidance counselor.

DETENTIONS/FRIDAY SCHOOL SESSIONS

After-school detentions may be issued by staff members for tardies or unacceptable conduct. Detentions are scheduled Monday through Thursday from 2:15 PM until 3:15 PM. Students are notified of the assigned date. A detention can only be rescheduled through a Freshmen Center administrator.

Failure to serve an assigned detention will result in a Friday School session. Students who are assigned to Friday School are to report to the Lake Central High School lobby at 2:20 PM with study materials. The students are dismissed at 5:20 PM. Friday School can only be rescheduled through a parent telephone call to the Freshmen Center Assistant Principal (**365-2760, ext. 263**), prior to the assigned date. Failure to serve an assigned Friday School session will result in a suspension from school.

EDLINE

Our teachers use *Edline* to post information regarding student academic performance. Parents can access student accounts electronically at www.edline.net and keep updated on student progress. The required *Edline* activation codes are issued to parents and students at the start of the year.

GUIDANCE COUNSELORS

Two guidance counselors are assigned to the Freshmen Center. Our counselors provide assistance with academic, career, or personal concerns. Mrs. May serves students whose last names begin with A-L. Mrs. Serynek serves students whose last names begin with M-Z. Students may fill out a *Request To See A Counselor* form in our guidance office. Parents can call the guidance office (**365-2760, ext. 267**) to speak to a counselor or to make an appointment.

HOMEWORK

Homework is intended to supplement teacher instruction and provide students with an opportunity for independent practice. Students are expected to complete all homework and submit assignments when due. Block schedule requires that students utilize effective organizational and time management skills. As a general rule - *practice homework* should be completed on the day assigned, and *preparation homework* should be completed on the day prior to class. All freshmen receive a two-pocket homework folder at the start of the school year.

IDENTIFICATION CARDS

Lake Central students are issued a school identification card at the start of the school year. Students need to keep the identification card with them at all times. Lost identification cards must be replaced at a cost of \$3.

LOCKERS

All students are assigned a hallway locker with a combination lock. Students are expected to keep the lockers clean and in good order. In order to maintain effective security, we do not permit students to share lockers during the school year. Locker problems should be reported to the Freshmen Center office.

LOST AND FOUND

The Freshmen Center lost and found is located in the Freshmen Center office. Students should report to the office to check for lost school materials or personal items.

LUNCH PERIODS

Lake Central High School has four lunch periods scheduled from 10:21 AM until 12:33 PM. Freshmen may be assigned to any of the four lunch periods. A wide variety of menu items are available for purchase each day. The debit card payment system is available in the high school cafeteria.

MAKE-UP WORK

Students are expected to complete all work missed as the result of an absence. Since classes do not meet on a daily basis, students need to obtain missed assignments from all teachers on the first day back to school. Students do not receive credit for work missed due to a truancy.

MEDICATION

For the safety and security of all students, the Lake Central School Corporation maintains a strict student medication policy. Students who are in violation of the medication policy may be subject to expulsion procedures. In the event that a student requires medication, it must be stored in the nurse's office in accordance with the policy requirements. Refer to the Lake Central Student Handbook for a detailed explanation of the medication policy and contact the school nurse (**365-2760, ext. 266**) for any health-related questions.

MESSAGES

Every effort is made to minimize classroom interruptions during the school day. However, if it is necessary for a parent to have a message forwarded to a son/daughter, the parent should contact the secretary in the Freshmen Center office (**365-2760**). Student use of cellphones (sending and receiving calls/messages) is strictly prohibited during the school day.

NEWSLETTER

The Freshmen Center News is the parent newsletter of the Lake Central Freshmen Center. The newsletter is mailed home to the parents of freshmen several times throughout the year. Parents are also encouraged to visit the Lake Central School Corporation website at www.lakecentral.k12.in.us.

PARENT-TEACHER ORGANIZATION

The Freshmen Center maintains a parent organization that is intended to provide support for our students and staff. The Freshmen Center PTO meets throughout the year. PTO meetings are held at 3:00 PM, and meeting dates are published in The Freshmen Center News.

PHYSICAL EDUCATION

All high school students are required to take two semesters of physical education. Typically, PE requirements are completed during the freshmen year. Our PE program includes a variety of individual and team activities. PE uniforms are required and may be purchased during registration. For the safety of all students, no jewelry (including pierced earrings) may be worn during PE class.

The *Lake Central Physical Education Policies and Participation Requirements* are distributed to all students during the first week of class. As stated in the policy, students are expected to dress for each PE class. Failure to dress will result in disciplinary action and possible loss of PE credit. In addition, a student who has ten days of non-participation (including absences) in a semester, cannot receive PE credit for the semester.

REPORT CARDS

Frequent academic reports are provided to parents during the school year. *Interim Reports* are issued every 4½ weeks and *Report Cards* are issued every 9 weeks. A calendar listing all parent report dates is provided at the start of the school year. In addition to *Edline*, a *Weekly Progress Report* is available to parents. Students can obtain the *Weekly Progress Report* in the guidance office every Thursday morning.

RESOURCE CENTER

The Lake Central Student Resource Center/Library is located in the high school and is open for students daily at 7:00 AM. Books and materials may be checked-out with a valid student identification card.

SECURITY

The Lake Central School Corporation is committed to the safety and security of our students, staff, and visitors. Our Freshmen Center security includes in-house security personnel, building-wide surveillance cameras, and secured entrances. Our students also participate in monthly security awareness drills. Parents and students are urged to contact the administration to discuss any security concerns. In addition, the *Safe School Helpline* is available throughout the Lake Central School Corporation. By calling **1-800-418-6423, ext. 359**, information regarding potential security threats can be reported anonymously and forwarded to school district officials.

SPECIAL NEEDS

The Lake Central School Corporation is part of the West Lake Special Education Cooperative (**865-1171**). West Lake offers comprehensive programs for our students in need of special services. A request for a referral to West Lake may be made by a parent, teacher, or principal. Each student identified for special education placement receives services in accordance with an *individual education plan*. Parents should contact the guidance counselors or building administrators to discuss special needs concerns.

STUDENT HANDBOOK

At the beginning of the school year, all Lake Central students receive a copy of the Lake Central Student Handbook/Indian Guide. This handbook contains a complete explanation of school policies and procedures. It is important for all students and parents to become familiar with the information contained in the handbook.

STUDENT RESOURCE TIME - SRT

Each Lake Central student is assigned to a ninety-minute SRT - Student Resource Time. The SRT period is scheduled from 8:51 AM to 10:21 AM on the *White Day* schedule. SRT is to be utilized for academic assistance and class preparation. Students who are requesting academic assistance must obtain an SRT pass, prior to the start of the period.

STUDENT SCHEDULE

Student class schedules are issued during August registration days. Any schedule errors should be reported to the guidance department. Teacher changes and lunch period changes cannot be made on student schedules. Our school day begins at 7:15 AM and ends at 2:09 PM. The daily schedule consists of four 90-minute classes and a 30-minute lunch. Periods 1-2-3-4 meet on *Blue Days*, and Periods 5-6-7-8 meet on *White Days*.

SUMMER SCHOOL

Summer school classes are scheduled for a six-week period. Classes begin approximately one week after the conclusion of the regular school year. Students can obtain a maximum of two credits during the summer sessions. Summer course information is provided to students in mid-April. Students are encouraged to make-up credit deficiencies during the summer session.

SUSPENSIONS

As a result of a violation of the *Student Rules of Conduct*, a student may be suspended from school for a period of one to ten days. Repeated or severe violations of any of the *Student Rules of Conduct* may result in a request for expulsion.

TARDIES

All students are expected to be in their assigned classrooms when the bell sounds at the start of the class. The six-minute passing provides adequate time for students to change classes between periods. When it is necessary to travel a longer distance between two classes, students should avoid stopping at their lockers. Repeated tardies will result in detention, Friday School, or suspension.

TEXTBOOKS

Textbooks are issued to our students on a rental-basis. Textbook rental bills are issued to parents at registration. Students are charged for any lost or damaged textbooks.

TRANSPORTATION

Bus transportation is available for all Lake Central students. *Student Bus Regulations* are contained in the Lake Central Student Handbook. Bus-related questions should be directed to the Lake Central Transportation Department (**365-3141**).

TUTORING

The Freshmen Center provides a wide range of academic tutoring for students. Support services include SRT academic tutoring with teachers, after-school tutorial sessions in language arts and mathematics, and peer tutoring programs.

VACATIONS

Every effort should be made to avoid student vacations during the school year. In accordance with school policy, vacation days are non-exempt absences and do count as regular semester absences.

WEARING APPAREL

All students are expected to dress appropriately while in attendance at the Freshmen Center. The complete school policy on wearing apparel is contained in the Lake Central Student Handbook. We do not permit students to wear hats/headwear, chains, short shorts/skirts, tank tops, cut-off shirts, or any apparel items which are considered inappropriate, offensive, or disruptive to the learning environment.

LAKE CENTRAL FRESHMEN CENTER

8410 Wicker Avenue St. John, IN 46373
Telephone 219-365-2760 Fax 219-365-6640
Website www.lcsc.us

OFFICE STAFF - TELEPHONE EXTENSIONS

Dial 365-2760 - Press 1 - Enter The Extension Number

Principal - Mr. Miller	Ext. 264
Assistant Principal - Mr. Beck	Ext. 263
Office Secretary - Mrs. Cowan	Ext. 261
Office Aide - Mrs. Wade	Ext. 262
Counselor (A-L) - Mrs. May	Ext. 268
Counselor (M-Z) - Mrs. Serynek	Ext. 269
Guidance Secretary - Mrs. Talaber	Ext. 267
Nurse - Mrs. Ranich	Ext. 266

DAILY TIME SCHEDULE

Blue Day	White Day	Begin	End
1 ST	5 TH	7:15 AM	8:45 AM
2 ND	6 TH	8:51 AM	10:21 AM
3 RD /Lunch	7 TH /Lunch	10:27 AM	12:33 PM
4 TH	8 TH	12:39 PM	2:09 PM

Lunch A -	Lunch	10:27 AM - 10:54 AM	Class	11:00 AM - 12:33 PM		
Lunch B -	Class	10:27 AM - 10:54 AM	Lunch	10:54 AM - 11:27 AM	Class	11:33 AM - 12:33 PM
Lunch C -	Class	10:27 AM - 11:27 AM	Lunch	11:27 AM - 12:00 PM	Class	12:06 PM - 12:33 PM
Lunch D -	Class	10:27 AM - 12:00 PM	Lunch	12:00 PM - 12:33 PM		

FRESHMEN CENTER FACILITY INFORMATION

First Floor Classrooms

Language Arts	Rooms	9101 - 9106
Foreign Language	Rooms	9107 - 9112 & 9120
Art	Room	9113
Keyboarding	Rooms	9114 & 9115
Health	Rooms	9116 & 9117
Choir	Room	9123
Band	Room	9124
Speech	Room	9130

First Floor Lockers

Locker Numbers *9001- 9447*

Second Floor Classrooms

Social Studies/Electives	Rooms	9201 - 9206
Mathematics	Rooms	9207 - 9212
Science	Rooms	9213 - 9218
Computer Labs	Rooms	9221 - 9222

Second Floor Lockers

Locker Numbers *9501 - 9991*

FRESHMEN CENTER CORE TEAMS - VOICE MAIL

Dial 365-2760 - Press 1 - Enter The Extension Number

Language Arts

Ms. Chase	Ext. 524
Ms. Gorelick	Ext. 623
Ms. Holden	Ext. 556
Mr. Lawson	Ext. 552
Ms. Maman	Ext. 561
Ms. Melby	Ext. 515
Mr. Smith	Ext. 582
Ms. Wrona	Ext. 597

Science

Mr. Angel	Ext. 618
Ms. Hasan	Ext. 620
Mr. Lentz	Ext. 554
Ms. Moreno	Ext. 575
Ms. Ruiz	Ext. 608
Ms. Sewell	Ext. 609

Mathematics

Mr. Black	Ext. 548
Ms. Botha	Ext. 550
Mr. Bushong	Ext. 529
Ms. Downey	Ext. 520
Ms. Gardner	Ext. 596
Mr. Milausnic	Ext. 636
Ms. Probst	Ext. 641
Mr. Sherman	Ext. 527

Foreign Language

Ms. Bobowski	Ext. 667
Ms. Dailey	Ext. 666
Ms. Iwema	Ext. 607
Mr. Jackowski	Ext. 547
Ms. Martinez	Ext. 593
Ms. Schneider	Ext. 603

Business

Ms. Small	Ext. 613
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Social Studies

Mr. Hilyard	Ext. 616
Mr. Rossiano	Ext. 624
Ms. Roth	Ext. 626
Ms. Wilkins	Ext. 539

Physical Education

Ms. Freeman	Ext. 528
Mr. Kiernan	Ext. 562
Ms. Rush	Ext. 286
Mr. Tonkovich	Ext. 220

Staff e-mail addresses are at - www.lcsc.us