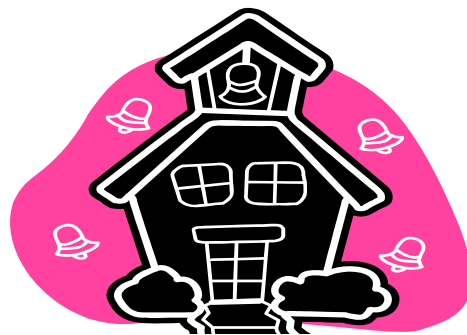


"Lakeland School Corporation will educate and prepare ALL students for career and life success."

Lakeland School Corporation

2011-2012
Elementary
Student and Parent
Handbook



[Lima-Brighton Elementary](#)
[Parkside Elementary](#)
[Wolcott Mills Elementary](#)

A copy of this handbook may be requested at the office.

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Welcome to the 2011 – 2012 school year

We hope that all of our students are eager to return to school and are ready to begin another exciting year of learning. Our purpose in putting together this handbook is to provide parents with guidelines that will allow their children to learn to their fullest potential. As you read through this handbook, you will find ways to make this an enjoyable year for your child. We are asking you to help us provide a warm, safe, and caring environment that will provide consistent expectations for all children.

We want all children to have a positive school experience. The key to keeping a positive relationship between the home and school is communication. Please try to keep us informed about changes that can affect the way your child is learning and we will try to keep you informed of changes we observe. We encourage you to talk with your child's teachers. This shared communication will benefit the entire school family.

We wish to thank the parents and staff members who reviewed and provided input and/or suggestions for this revised handbook.

Lakeland School Corporation Elementary Principals

Lakeland School Corporation

2011-2012 School Calendar



August 2011

- 23 1st Staff Day (Certified & Classified)
- 24 1st Student Day

September 2011

- 5 Labor Day
- 26 Professional Development Day – NO SCHOOL

October 2011

- 7 Fall Break – No School
- 12 Middle School & High School P/T Conferences
- 28 End of 1st Nine Weeks

November 2011

- 3 & 8 Elementary P/T Conferences
- 18 End of Trimester 1
- 23-25 Thanksgiving Break

December 2011

- 22 Christmas Break

January 2012

- 3 School Resumes From Break
- 16 End of Semester
- 18 Middle School & High School P/T Conferences

February 2012

- 1 Professional Development Day – NO SCHOOL
- 13 Winter Break – No School
- 29 End of Trimester 2

March 2012

- 21 End of 3rd Nine Weeks
- 27 & 29 Elementary P/T Conferences & Middle School 5th Grade Transition Conferences

April 2012

- 2-6 Spring Break
- 9 School Resumes From Break
- 18 Middle & High School P/T Conferences

May 2012

- 7 Make-up Snow Day (if needed)
- 28 Memorial Day

June 2012

- 1 Last Student Day
- 4 Last Teacher Day

Aug 2011						
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Sep 2011						
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Jul 2012						
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29	30	31				

EVERY FRIDAY ALL STUDENTS WILL COME TO SCHOOL 1/2 HOUR LATER.

This calendar is subject to change.

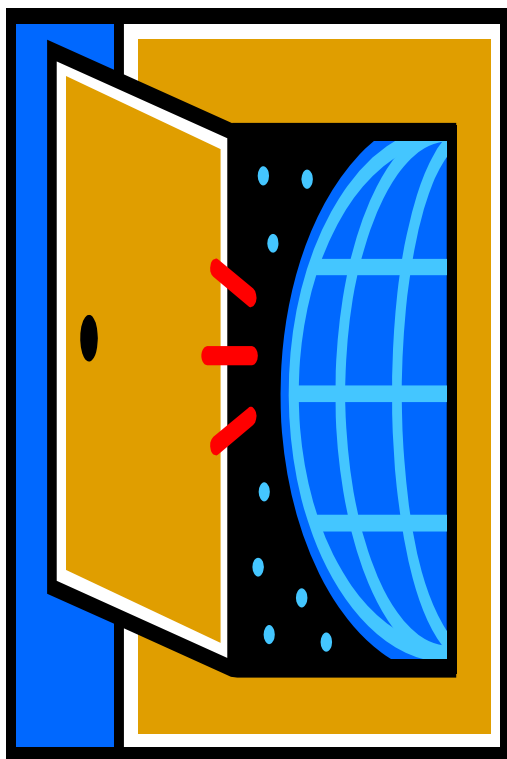
ADOPTED 1/24/11

School start times:

Monday through Thursday	Parkside Lima-Brighton Wolcott Mills	Lakeland Middle School	Lakeland High School
Doors open for students eating breakfast	8:00 a.m.	7:50 a.m.	7:45 a.m.
Doors open for remaining students	8:10 a.m.	7:55 a.m.	7:45 a.m.
Classes Begin	8:20 a.m.	8:05 a.m.	8:00 a.m.
Classes Dismiss	3:00 p.m.	3:15 p.m.	3:05 p.m.



FRIDAY SCHEDULE



<u>FRIDAYS ONLY</u>	Parkside Lima-Brighton Wolcott Mills	Lakeland Middle School	Lakeland High School
Doors open for students eating breakfast	8:30 a.m.	8:20 a.m.	8:15 a.m.
Doors open for remaining students	8:40 a.m.	8:25 a.m.	8:15 a.m.
Classes Begin	8:50 a.m.	8:35 a.m.	8:30 a.m.
Classes Dismiss	3:00 p.m.	3:15 p.m.	3:05 p.m.



DELAY SCHEDULE	Parkside Lima-Brighton Wolcott Mills	Lakeland Middle School	Lakeland High School
Doors open for students	10:10 a.m.	9:55 a.m.	9:45 a.m.
Classes Begin	10:20 a.m.	10:05 a.m.	10:00 a.m.
Classes Dismiss	3:00 p.m.	3:15 p.m.	3:05 p.m.

**This is for any delay Monday through Friday.
On a delay, breakfast will not be served at any building.**

Lakeland School Corporation
Elementary Handbook
2011-2012

ATTENDANCE

The majority of our students have excellent attendance. The Lakeland School Corporation has an attendance rate of about 96% for the school year. This policy is intended for students who have shown a poor attendance record with few or no excuses for their absences. For this reason, guidelines have been established to deal with students who have continuing attendance problems.

Every child between seven and seventeen years of age IC 20-33-2-6, (formerly IC 20-8.1-3-17b) is required to attend school unless there is a physician's statement on file with the school corporation that states that the child is physically or mentally unable to profit by the services offered by the school.

Regular attendance is considered to be the first essential in successful school life. Therefore, parents who enroll their children in the Lakeland School Corporation have the responsibility to see that their children are present every day unless their children are ill or there is a death in the family. (IC 20-33-2-27, formerly IC 20-8.1-3-33)

Parents must call the school by 9:00 a.m. the day a student is absent and send a written excuse signed by the parent stating the date and the reason for the absence.

Student absences will be recorded as excused or unexcused throughout the school year. In order for any absence to be considered excused, parents **must** notify the school of the absence according to the above guidelines. **If a student is absent during the second half of a school day, they will not be allowed to attend any evening activities.**

Excused Absences

1. Personal illness: If parents notify the school according to the above guidelines, an absence for personal illness **may** be considered excused. **If a student misses school for personal illness more than eight (8) days during the school year, a note from a physician is required for each day of absence beyond the eighth.** Any days after the eighth day during the school year will be unexcused unless there is a doctor's note.
2. Death in the family
3. Out-of-school suspension. (A student who is suspended is absent but counted as an excused absence for reporting purposes).
4. The building principal may excuse an absence in an emergency situation.
5. Treatment of head lice (first day only)

Unexcused Absences

1. The lack of proper immunizations
2. Treatment of head lice (after first day)
3. Absence due to loss of bus privilege
4. Vacations during school time are unexcused. Parents/Guardians are advised to plan family activities when school is not in session
5. A student that is not at school without an approved excuse

A child who is designated a habitual truant is defined as “a student who is chronically absent, by having unexcused absences from school for more than ten (10) days of school in one (1) school year.”

When a student begins to accumulate absences, the following procedures will be followed:

1. If the parent has not contacted the school by 9 a.m., the school will make a reasonable effort to telephone the parent of each student who has not attended school and does not have an excused absence for that day.
2. A form letter will be sent after eight (8) but not more than ten (10) days of excused or unexcused absences.
3. Should the problem continue, and 10 absences are incurred, a second attendance letter will be sent with a chronic illness form. If this form is not completed and returned by the family physician, an individual doctor’s excuse will continue to be required with each additional day of absence.
4. A conference would be scheduled to discuss the absences.
5. If the problem of absences continues, a referral will be made to the Office of Family and Children or the Probation Department when ten (10) unexcused absences have occurred for further action. Parents will receive a copy of this notification.

Any student who arrives late to school must be signed into the office by a parent/guardian.

Parents are encouraged to arrange vacation time during the breaks in the school calendar. Parents must realize that any absence is harmful to the student’s schoolwork. Requests for vacations will not be approved during school time.

It is the responsibility of the student and his/her parents to see that all missed assignments are made up promptly.

When a student is required to leave school during the school day, the parents **must** come to the office and sign the student out.

TARDIES

A student is considered tardy if he or she is not in the classroom when the tardy bell rings. When a student has accumulated excessive tardiness, a letter will be sent to the parent to apprise them of the situation and enlist their assistance in getting the child to school/class on time. **Any student arriving late to school must be brought into the office and signed in by a parent/guardian.**

MAKE UP WORK

Students who are absent will be provided the opportunity to receive assignments during the absence and, if possible, to make up work upon their return. **The student/parent is responsible for requesting makeup work.** Students who had absences will be permitted to make up work. The time frame for completing makeup work shall be the total number of days absent, plus one. Extended illness shall be handled on an individual basis.

TELEPHONE PRIVILEGES

Students may use the school telephone in case of an emergency. Students may use the telephone for school related purposes only. **The student must have the permission of the principal or classroom teacher to use the telephone.**

WITHDRAWAL FROM SCHOOL

When a student withdraws from school, the parent must inform the school of the date of the student's withdrawal. The receiving school will request records from the former school. Upon receipt of the request, the former school will transfer the records. If the move is out of the district and a book rental refund is due, it will be paid from the corporation office.

DELIVERIES

Flowers, balloons, candy, stuffed animals, etc., delivered to school will be held in the office. The student will be called to the office at the end of the school day for his/her delivery. For safety reasons, balloons and glass items are NOT to be taken on the bus.

RULES FOR BUS SAFETY

School bus drivers are in charge of all school children transported between the pickup point and the school and the return trip. The driver shall keep order, maintain discipline among the students while in the bus, treat all students in a civil manner, see that no student is imposed upon or mistreated by others while on the bus and shall use every care to insure the safety of the students under his/her charge. School bus drivers shall assure that all passengers observe the following regulations.

1. Each student should be waiting at his/her boarding station when the school bus arrives.
2. Stay back from the road edge.
3. Make sure the stop arm is out and the bus has come to a full stop before boarding.
4. Always check traffic in both directions before boarding.
5. Never run to or from the bus.
6. Always walk in front of the bus when boarding or getting off. Stay at least 10 feet in front of the bus so the driver can see you.
7. Board the bus and sit in your assigned seat.
8. Stay in your seat until the bus has come to a complete stop.
9. Don't yell or shout and always keep your hands to yourself.
10. Always obey the bus driver.
11. The bus driver is responsible for discipline on the bus. Disciplining students will be done in cooperation with the appropriate building administrator.
12. Only students assigned to a route may ride the bus, unless prior approval has been obtained through the Building Administrator and the driver.
13. No food or drink is allowed on the bus.
14. Use of electronic devices may be permitted by the driver, but only with the use of headphones. The material must be school appropriate. Students choosing to bring the devices on the bus do so at their own risk. Violations will be reported to the appropriate Building Administrator.

Failure to follow the bus and school rules while riding the bus will result in consequences which could include the loss of the privilege to ride the bus.

All students are reminded that riding a school bus is a privilege not a right.

All Lakeland school buses are equipped with security cameras for the safety of the students and the drivers.

MEDICAL INFORMATION

Student Medication At School

“It is the policy of the Lakeland School Corporation that all students’ medication be administered by a parent at home. Only under exceptional circumstances, wherein a child’s health may be in jeopardy without it, medications may be administered by school personnel. When medication is administered at school it may be done only with directions and/or instructions from the physician and signed permission given by the parent or guardian.” (Lakeland School Board Policy JHCD. Revised February 19, 1996)

The school shall not be responsible for the diagnosis and treatment of student illness. The administration of FDA approved medications or treatments will only be permitted when failure to do so would jeopardize the health of the student or when the student would not be able to attend school if the medication or treatment were not made available during school hours.

- No medication should be sent to school unless it is absolutely necessary.
- All prescription medication must have the current prescription label on the container and the parent/guardian must have a signed permission form on file.
- All non-prescription medication given at school must be in the original labeled container and have a written note from the physician stating what it is to be given for. The written physician note is good for one year. Again, signed permission from the parent/guardian is required.
- Medication ordered three times a day (including antibiotics) or less should be given before school and after school and/or at bedtime. Prescription medication with a specific time listed that is during school hours will be given as directed.
- Students with medication prescribed 4 times a day will receive one dose at school.
- As directed per law IC 20-8.1-7-22, No medication (prescription or non-prescription) may be sent home with a student in grades kindergarten through 8. Medication must be picked up in the school office and will be released only to a parent/guardian or an individual who is at least 18 years old with written permission from the parent. Medication may be sent home with a student in grades 9 through 12 with written permission from a parent/guardian.
- Medication cannot be left at school to be taken the following year. Any medication left at school after the last day of school will be thrown away.

The following forms are available within the school office: Authorization for Prescribed Medication or Treatment (Form 5330 F1), Authorization for Non-Prescribed Medication or Treatment (Form 5330 F1b), and Authorization for the Possession and Use of Asthma Inhalers (Form 5330 F1c).

Immunizations

The School Board requires that all students be properly immunized against whooping cough, poliomyelitis, measles, diphtheria, rubella (German measles), tetanus, and mumps. Every child who enters kindergarten or grade 1 shall be immunized against hepatitis B, and chicken pox. Every child who enters grades 9 and 12 shall be immunized against hepatitis B. From time to time other communicable diseases may be designated by the State Board of Health.

The Superintendent shall require parents to furnish to their child's school, no later than the first day of school after enrollment, a written statement of the child's immunization accompanied by a physician's certificate or other documentation. Students whose parents do not provide the required documentation by the opening day of school may be admitted to school provided the documentation is received within twenty (20) days and is in accord with the Superintendent's administrative guidelines on immunization. If the student remains unimmunized at the close of the twenty (20) day period, the Superintendent shall commence expulsion proceedings, unless the parents have filed a religious objection or submitted a physician's statement that the needed immunizations are contra-indicated.

Information concerning meningococcal disease (meningitis) and its vaccine shall be provided to students and parents at the beginning of the school year by the Superintendent. The information must include information concerning the causes, symptoms and spread of meningococcal diseases and places where parents may obtain additional information and vaccinations for their children. The Superintendent shall consult with the State Department of Education and the State Board of Health to develop necessary information and needed materials.

Exemptions to the immunization requirements shall be granted, in accordance with State law, only for medical, religious, or other reasons allowed by the State.

The parent of each female student who is entering grade six (6) shall be provided with information prescribed by the State Department of Health concerning cervical cancer and the human papillomavirus (HPV) infection and that an immunization against the HPV infections is available. Within twenty (20) days after the first day of school, the parent shall provide a written statement as prescribed by the State Department of Health regarding the HPV information.

(Bylaws and Policy of the School Board 5320, I.C. 20-30-5-17, 20-34-3-2, 20-34-4-2 thru 7)

Revised 6/2/2008

Vision Screening

Vision screening will be done for: Kindergarten, first, and third grade students, and students suspected of having vision problems.

Hearing Screening

Hearing Screening will be done for: Kindergarten, first, and fourth grade students, students new to LSC, and students suspected of having hearing problems.

Physical Education Excuses

All students are required to attend and participate in physical education classes. A one-day excuse may be granted upon written request of the parent for emergency illness or injury. The statement must be signed by the parent and given to the physical education teacher. A physician's statement is required for extended illness or injury.

PLAYGROUND ACTIVITIES

Outside playtime is an important part of the total school program. **All students are expected to be outside during recess when weather and health permit.** Students should wear proper attire for the existing weather conditions. Students are expected to go outside unless they are ill and have a note signed by the child's physician. Notes may not be for more than three days. Long-term excuses will require a physician's statement.

BICYCLES

Bicycles are to be parked immediately at the designated area when a student arrives on school property. Students are expected to obey all bicycle safety rules. Students are not allowed near bicycles during the school day. Students who repeatedly violate guidelines will lose the privilege to ride their bicycles to school.

STUDENT DESKS / LOCKERS

All student desks and lockers are school property and are assigned to students for their individual use. The school has jurisdiction over all desks and lockers.

Students are encouraged to keep their desks neat and clean. Completed assignments that have been graded should be taken home. Food and candy should not be placed in the desk or locker. School personnel in accordance with school board policy may periodically inspect desks and lockers.

STUDENT SUPERVISION

Students are subject to all the laws, rules, and regulations of school personnel while traveling to and from school or while participating in a school related activity. This also applies to all activities during the school day. Students should not arrive more than ten minutes before the beginning bell, and all students are expected to go home immediately after school. **No student is to be in the building either before or after school unless supervised by adults.**

SAFE SCHOOLS INFORMATION

EMERGENCY DRILLS

All schools in Indiana are required to have monthly fire drills. Emergency exits are posted in each classroom along with designated safe areas inside and outside the school building. **Students are expected to leave the building quickly, quietly, and in an orderly fashion.**

Four tornado and two lock-down drills will be held periodically during the school year. These drills are designed to help students know where and how to be safe during times of emergency. Remaining calm and quiet are requirements of all students.

Students are also informed of the possibility of an earthquake. Directions will be given on how to react if an earthquake occurs. **Again, remaining calm, quiet, and following adult directions** are the most important guidelines.

In the case of a real disaster, students shall remain with the classroom teacher until the situation is resolved or the student is dismissed to leave with their parents.

WEATHER EMERGENCIES

During periods of inclement weather when buses may have difficulty traveling or school may be closed or delayed by the inclement weather, parents are asked to listen to their radio or television announcements and updates about school closings and delays. The Lakeland School Corporation will announce any school closings over the following radio and television stations:

WTHD—105.5FM

WMEE—97.3 FM

WNDU—TV 16

WMSH—1230 AM or 99.3 FM

WSJV—TV 28

WSBT—TV 22

WBTU—93.3 FM

WANE—TV 15

WPTA – TV 21

Delay/closing information is also available through the Lakeland School Corporation web site, www.lakeland.k12.in.us, or through the district's weather hotline, 260-499-2499. Please do not call the school. With the number of students requiring this information, the telephone lines are tied up when more important information needs to be transmitted.

Dear Parents,

We want you to be aware that we have made preparations to respond effectively should an emergency or disaster situation ever arise in our area while school is in session.

Your cooperation is necessary in any emergency. Please follow these guidelines:

- Do not telephone the school. Telephone lines may be needed for emergency communication.
- In the event of a serious emergency, students will be kept at school until picked up by an adult you listed on the school registration form.
- Turn to the local radio station for emergency announcements. If students are kept at school, radio stations will be notified.
- Impress upon your child/ren that they must follow the directions of school staff in times of an emergency.

Parents/guardians should be patient and understanding with the student release process. In serious situations, law enforcement agencies will determine when and how children are to be released from the school building. The decision to keep students at school will be based upon whether:

- Streets in the area are open.
- The school is under lockdown procedures.
- Law enforcement agencies have determined if it is safe to release students from school.

In the event that a natural disaster takes place during the time that students are being transported, students will be kept on the bus and the driver will ask for assistance through radio contact with the school and the Superintendent's office. Any child who is home waiting for the bus will not be picked up (if roads are impassable) and remains the responsibility of the parent or guardian. In the event a natural disaster occurs in the afternoon, the driver will be in contact with the school and the Superintendent's office. When possible, the driver will make every attempt to continue delivering children to their home. Should road conditions prevent the driver from delivering students to their home or to school in the morning, the students will be delivered to the nearest school site and that school will communicate with the home school to inform them of the students' whereabouts.

Please discuss these matters with your immediate family. Planning ahead will help alleviate concern during emergencies.

Thank You,

Lakeland School Corporation

REPORTING TO PARENTS

All students from grades K-5 will receive a report card at the end of each nine-week grading period.

Parent/Teacher conferences will be held at the end of the first and the third grading period. Report cards will be given out at these conferences. If parents do not attend the conferences, the report cards may be sent home with students after parent/teacher conferences have been held.

Teachers will notify parents of a student who is experiencing difficulty with the work or when that student fails to complete the assigned work. Parents should notify the teacher whenever there are problems that may cause the student to produce poor work or cause the student to act inappropriately. Good communication between the parent and teacher can help solve problems. Parents are encouraged to write a note, call the school to make an appointment, or talk with the teacher.

Parents may access their child's grades on a daily basis on PowerSchool. Parents needing assistance should contact their child's school.

RELEASING STUDENTS FROM SCHOOL

Students are expected to walk directly home or ride a bus home. If a student is to be picked up by someone other than the parent, a note signed by the parent must be given to the teacher, or the parent must call the school office and give permission for the student to leave with someone else. If the school doubts the authenticity of the note or the telephone caller, the parents will be contacted.

In the case of separated or divorced parents, the school will follow any court instructed guidelines concerning the custody of students. Where no court order exists to stop a student from leaving with either parent, school personnel cannot be responsible for stopping a student from leaving with a parent. Parents are expected to talk with their children about the dangers of leaving school with someone other than those persons the parents have designated.

A student is not allowed to go home with another student unless the parents have given written permission or called the school to give approval. This particularly applies to students riding home on the bus. Unless the school knows about such arrangements, the student will not be allowed to leave or ride the bus home with another student.

VISITORS

Parents are always welcome to visit their children's classroom. However, parents should call and make arrangements with the teacher before coming to the school. **Parents are expected to report to the office upon entering the school and receive a visitor's badge before going to the classrooms.**

Any visitor to the school must report to the school office. Persons who do not report to the office may be asked by school personnel to leave the building. This guideline is for the safety of all persons in the building.

School-age friends and/or relatives will not be allowed to attend school.

The School Board welcomes and encourages visits to school by parents, other adult residents of the community, and interested educators. But in order for the educational program to continue undisturbed when visitors are present and to prevent the intrusion of disruptive persons into the schools, it is necessary to invoke visitor controls.

The Superintendent or principal has the authority to prohibit the entry of any person to a school of this Corporation or to expel any person when there is reason to believe the presence of such person would be detrimental to the good order of the school. If such an individual refuses to leave the school grounds or creates a disturbance, the principal is authorized to request from the local law enforcement agency whatever assistance is required to remove the individual.

The Superintendent shall promulgate such administrative guidelines as are necessary for the protection of students and employees of the Corporation from disruption to the educational program or the efficient conduct of their assigned tasks.

Rules regarding entry of persons other than students, staff, and faculty upon school grounds or premises shall be posted conspicuously at or near the entrance to such grounds or premises if there are no formal entrances, and at the main entrance to each school building.

Individual Board members who are interested in visiting schools or classrooms on an unofficial basis shall make the appropriate arrangements with the principal. In keeping with Board bylaws, such Board member visits shall not be considered to be official unless designated as such by the Board.

The Board member shall be visiting as an interested individual in a similar capacity of any parent or citizen of the community. These visits should not be considered to be inspections nor as supervisory in nature.

If, during a visit to a school or program, a Board member observes a situation or condition which causes concern, s/he should discuss the situation first with the Superintendent as soon as convenient or appropriate. Such a report or discussion shall not be considered an official one from the Board. (Bylaws and Policies of the School Board 9150)

CAFETERIA

All students are encouraged to pay for their weekly breakfasts/lunches on the first day of the school week (usually Monday). If a student is absent from school, a credit will be given for the lunch. This credit will apply to the next week's lunch schedule.

Breakfast is served in the cafeteria before school begins. Students who receive free lunch may also receive a free breakfast. There is a charge for all other students wanting to eat breakfast. Students are to enter the cafeteria as soon as they are allowed and eat quickly and quietly. Students must be back to their classrooms by the time the last bell rings.

Lunch is served to all students in grades 1-5 and Kindergarten students who participate in the full or extended day programs. Students have a choice of items along with the main entree. Milk may be purchased separately for students who bring their lunch. Certain portions of the lunch may be purchased separately, but the cost of these separate items makes the purchase of a total lunch a bargain. The Lakeland School Corporation follows the guidelines set by the state and federal government in regard to pricing and the types of foods served. If there is a question about any policy concerning the cafeteria, please contact the principal.

Applications for free and reduced price meals are available at each school's office. Guidelines for eligibility set by the Federal Government are available upon request. Parents will need to complete the application and return it to the office of the Superintendent, 200 South Cherry Street, LaGrange, Indiana 46761. The School Corporation must approve the application before students may receive free or reduced price meals.

Due to regulations, we may not allow students to charge the cost of meals. However, it is recognized that there are exceptions that must be addressed to accommodate unusual circumstances. In the elementary schools a student may request a charge, if no monies are received by the next business day a letter will be sent to the parents indicating the need to deposit additional funds in the student's account. If on the third day the student's account has not been brought current the student will receive a carton of milk and a peanut butter and jelly sandwich at no charge until the account is cleared.

INTERNET ACCEPTABLE USE POLICY

Lakeland School Corporation provides filtered access to the Internet for all students. Students will have access to Internet World-Wide-Web information resources through their classroom, media center, or school computer lab. This system has been established for educational purposes. Upon completion of training, students and parents must sign an account agreement to be granted an Internet account. A booklet entitled, "Preparing Students for Using the Internet," will be provided to students and parents upon completion of Internet training. For Internet access to be granted, the accompanying permission slip must be returned with signatures of the parent and student. Online testing for state and district testing is exempt from this policy.

DISPLAY OF STUDENT INFORMATION/STUDENT WORK ON THE WORLD WIDE WEB

Lakeland School Corporation has made access to the World Wide Web available to students. Display of student information and student work on the web will be strictly monitored. The complete policy is available at the office of each of the Lakeland schools. Lakeland School Corporation will not allow the unlawful posting or any illegal use of material associated with the use of the web. Strict privacy issues will be enforced.

HOMEWORK

All elementary students will be assigned homework. The amount and degree of difficulty will depend upon the child's grade level. The purpose of any homework is to help the student develop study habits and the ability to complete a task.

Parents are asked to provide their children with a place and a time to complete any homework. Unless otherwise specified, homework should be completed and returned the next day. Please contact the teacher if your child has difficulty with a homework assignment or is spending too much time to complete the homework, so that the teacher is aware of the problem. Adjustments can be made for children who are experiencing problems. In some cases, the student may not be using school time wisely, and it is beneficial for the parent to find out why the student is experiencing difficulty.

STUDENT DRESS

Students are expected to wear clothing that is appropriate for the occasion. Hats, bandanas, and/or scarves may not be worn in the building unless a special occasion has been designated or for medical or religious purposes.

Items of dress are acceptable unless the clothing will cause a disruption in school. Items of clothing that depict or refer to gangs, alcohol, drugs, excessive violence, sexual connotations, or foul language will not be allowed. Skin tight clothing (such as bicycle/exercise pants) and clothing that is too short (such as short shorts and mini skirts) is inappropriate school dress. Sagging pants, torn clothing, bare midriff, halter, tube tops, garments with spaghetti straps, see thru tops, and other improperly revealing clothing is unacceptable. Students will be asked to change clothes and not wear inappropriate items to school.

Shorts may be worn to school in August, September, April, May, and June, or other days designated at the discretion of the principal. The acceptable length of shorts should be determined by extending arms/hands downward and measured by fingertip length. Shorts should be no shorter than fingertip length. It is recommended that for safety purposes students wear closed-toe and closed-heel footwear to school. Shoe skates with wheels in them may not be worn to school or at school events. Coats, hats, gloves, and boots should be worn during inclement weather.

ADVERTISING AND SOLICITATION

The sale of tickets or merchandise in the schools for any activities or services other than those sponsored by the schools shall not be permitted. Exceptions may be made for activities of educational value when approved by the superintendent and/or his designee.

CONTRIBUTIONS AND GIFTS

Students or any class may make no contributions or gifts without permission from the administration.

BOOK RENTAL AND FINES

The Lakeland School Corporation maintains a textbook rental system. This system is designed to keep textbook costs at a minimum. **Textbook rental should be paid at the beginning of the school year.** Arrangements can be made for making installment payments by contacting the principal. Since textbook rental fees cover only the cost of the textbooks for the school year, fines will be assessed for any unusual damage to textbooks done by the student. These fines help cover replacement and repair costs to textbooks.

Parents who are unable to pay textbook costs should make application for textbook rental assistance. An application may be picked up at the Lakeland School Corporation Office at 200 South Cherry St., LaGrange, Indiana.

SPECIAL EDUCATION

Special education programs are provided to qualified students in the Lakeland School Corporation. Students who are experiencing difficulty with their schoolwork may be eligible for Special Education Services. State and federal law govern placement in a special education program. A parent, teacher, principal, or physician may request that a student be tested to determine if the student qualifies for a special education program. **No student will be placed in a special education program unless the parent has given permission for the placement.**

Communication Disorder, Mildly Mentally Disabled, Learning Disabled, and Emotionally Disabled are some of the programs offered through Special Education services. All of these programs are designed to help students improve their skills. If a student has a disability, the Special Education program helps the student learn to deal with the disability and helps the student develop alternative ways to learn.

If parents have questions about the eligibility of their child for one of these Special Education programs, they should contact the child's teacher or principal.

LAKELAND SCHOOL CORPORATION ELEMENTARY TITLE I SCHOOL-PARENT COMPACT

Parkside Elementary, Lima-Brighton Elementary, and Wolcott Mills Elementary schools and the parents of the students participating in activities, services, and programs funded by Title I, Part A for *No Child Left Behind Act of 2001*, agree that this compact outlines how the parents, the entire schools' staff, and the students will share the responsibility for improved student academic achievement and the means by which the schools and parents will build and develop a partnership that will help children achieve the State's high standards.

This school-parent compact is in effect during school year 2009-2010.

SCHOOLS' RESPONSIBILITIES

Lakeland School Corporation's elementary schools will:

- Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the participating children to meet the State's student academic achievement standards as follows:
 - A variety of interventions are being provided to ensure the success of all students.
- Hold parent-teacher conferences during which this compact will be discussed as it relates to the individual child's achievement. Parent-Teacher conferences will be scheduled at least twice during the school year.
- Provide parents with frequent reports on their child's progress during parent-teacher conferences.
- Provide parents reasonable access to staff as needed.
- Provide parents opportunities to volunteer and participate in their child's class, and to observe classroom activities.

PARENT RESPONSIBILITIES

We, as parents, will support our child's learning in the following ways:

- Monitoring attendance.
- Making sure that homework is completed.
- Monitoring amount of television my child watches.
- Volunteering in my child's classroom.
- Participating, as appropriate, in decisions relating to my child's education.
- Promoting positive use of my child's extracurricular time.

STUDENT RESPONSIBILITIES

We, as students, will share the responsibility to improve our academic achievement and achieve the State's high standards. I will:

- Do my homework everyday and ask for help when needed.
- Read at least 30 minutes everyday outside of school time.
- Give my parents, or the adult who is responsible for my welfare, all notices and information received by me from my school everyday.

LAKELAND SCHOOL CORPORATION ELEMENTARY TITLE I SCHOOL PARENT INVOLVEMENT SCHOOL POLICY

Parkside Elementary, Lima-Brighton Elementary, and Wolcott Mills Elementary schools intend to follow the parental policy guidelines in accordance with the *No Child Left Behind Act of 2001* as listed below. Indiana Schools will distribute this policy to parents of students participating in the Title I program and be updated periodically.

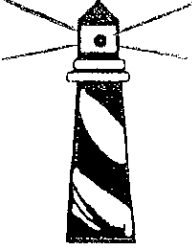
Policy Guidelines

Lakeland School Corporation's elementary schools will:

- Convene an annual meeting
- Explain the requirements and the rights of the parents to be involved
- Offer a flexible schedule of meetings (e.g. mornings and evenings)
- Involve parents in an organized, ongoing, and timely way to plan, review, and improve programs such as
 - Parental involvement policy
- Provide the parent of participating students with
 - Timely information
 - Description and explanation of curriculum to be used
 - The forms of academic assessment used to measure student progress
 - Proficiency levels that students are expected to meet
 - Opportunities for decision-making related to the education of their children
 - Materials and training on how parents can improve their child's achievement
- Educate school staff on how to build ties between home and school
- Coordinate and integrate, as appropriate, parent involvement with other public preschool programs
- Ensure, to the extent possible, that information sent home is in a language that parents can understand
- Develop appropriate roles for community-based organizations and businesses encouraging partnerships with elementary, middle and high schools
- Respond to any parent suggestions as soon as practicably possible
 - Include a School-Parent Compact*, which is a written agreement of what schools and parents are each supposed to do to help students achieve (*COPY attached)
- Provide each parent timely notice when their child has been assigned or has been taught for four (4) or more consecutive weeks by a teacher who is not highly qualified within the meaning of the term in section 200.56 of the Title I Final Regulations (67 Fed. Reg. 71710, December 2, 2002)
- Provide other reasonable support for parental involvement at parents' request

Any comments indicating parents' dissatisfaction with the school Title I program must be collected and submitted along with the Title I Application for Grant to the Division of Compensatory Education.

If you have questions regarding these guidelines, please contact your building principal.



Lakeland School Corporation

200 South Cherry Street • LaGrange, Indiana 46761 • Phone (260) 499-2400 • Fax (260) 463-4800

PARENTS' RIGHT-TO KNOW Parent Notification Letter

August 20, 2007

Dear Parents and Guardians:

In accordance with the Elementary and Secondary Education Act, Section 1111(h)(6) *PARENTS' RIGHT TO KNOW*, this is a notification from Lakeland School Corporation to every parent of a student in a Title I school that you have the right to request and receive information in a timely manner regarding the professional qualifications of your student's classroom teachers. This information regarding the professional qualifications of your student's classroom teachers shall include the following:

- If the teacher has met state qualification and licensing criteria for the grade level and subject areas taught;
- If the teacher is teaching under emergency or temporary status in which Indiana qualifications and licensing criteria are waived;
- The teachers baccalaureate degree major, graduate certification, and field of discipline; and
- Whether the student is provided services by paraprofessionals, and if so, their qualifications.

If at any time your student has been taught for 4 or more consecutive weeks by a teacher that is not highly qualified, you will be notified by the school of this information.

If you have questions or concerns, please feel free to contact the school principal at (260) 499-2400.

Sincerely,

A handwritten signature in cursive script that reads "Risa J. Herber".

Risa J. Herber
Superintendent
Lakeland School Corporation

Dean Domer, President
Bill Park, Vice President
Robert Murphy, Secretary

Risa J. Herber, Superintendent
Crystal A. Leu, Director of Curriculum
Cathy J. Phillip, Business Manager

Jay Smith, Member
Robert Bond, Member
Kathy Fuller, Member

DUE PROCESS AND STUDENT DISCIPLINE

Recognizing that the behavior of some students may be so disruptive that it interferes with school purposes or an educational function of the school corporation, school officials may find it necessary to remove a student from the school. In this event and in accordance with the provisions of IC 20-33-8-19 (formerly IC 20-8.1-5.1-1) et seq., the Board of School Trustees authorizes administrators to take the following actions:

1. **SUSPENSION FROM SCHOOL** - A school principal (or designee) may deny a student the right to attend school or take part in any school function for a period of up to 10 (ten) school days
2. **EXPULSION** - In accordance with the due process procedures defined in this policy, a student may be expelled from school for a period no longer than the remainder of the current semester plus the following semester with the exception of a violation of Rule 6 under the grounds for a suspension and/or expulsion in this policy.

USE OF ANIMALS IN THE CLASSROOM AND ON SCHOOL PREMISES

The School Board and administration support the idea that animals can provide a variety of productive learning experiences for students at almost every level. It is important, however, that the following guidelines be observed when instituting an activity or program involving the use of animals. Teachers are encouraged to contact such organizations as the State Veterinary Association, the National or State Wildlife Federation, etc. regarding resource materials and suggested learning activities that may be available to help students increase their understanding of the animal world.

- A. Students, parents and community members are instructed not to bring personal pets to school at any time without the approval of the principal.
- B. It is permissible for the class to have one (1) or more animals as classroom pets under the following conditions:
 - the animal is not venomous or vicious
 - none of the children is allergic to the particular animal
 - proper immunization has been done by a qualified veterinarian
 - arrangements have been made for housing the animal safely, comfortably, cleanly, and in a manner that does not disrupt the classroom activity
 - arrangements have been made for the proper care of the animal when school is not in session
 - rules have been established and understood regarding when and how the animal is to be treated by the students
 - the principal has approved a written plan of care
- C. When animals are to be brought into the school or classroom or on school property on an ad hoc basis as part of a lesson or series of lessons, all of the conditions stated above apply, and in addition, the teacher is to ensure the proper pick-up and return of the animal.
- D. Because of the potential of a health hazard and a safety issue, animals are not allowed on school property during school events.

Important Notice to Students and Parents Regarding Cell Phone Content and Display

The Child Abuse/Neglect Law requires school personnel to report to law enforcement or child protective services whenever there is reason to believe that any person/student is involved with “child exploitation” or “child pornography” as defined by Indiana Criminal Statutes.

It is “child exploitation,” a Class C felony under I.C. 35-42-4-4(b), for any person/student (1) to exhibit, photograph or create a digitalized image of any incident that includes “sexual conduct” by a child under the age of 18; or (2) to disseminate, exhibit to another person, or offer to so disseminate or exhibit, matter that depicts or describes “sexual conduct” by a child under the age of 18.

It is “child pornography,” a Class D felony under I.C. 35-42-4-4(c), for any person/student to *possess* a photograph, motion picture, digitalized image, or any pictorial representation that depicts or describes “sexual conduct” by a child who the person knows is less than 16 years of age or who appears less than age 16.

“Sexual conduct” is defined by I.C. 35-42-4-4(a) to include sexual intercourse, exhibition of the uncovered genitals intended to satisfy or arouse the sexual desires of any person, or any fondling or touching of a child by another person or of another person by a child intended to arouse or satisfy the sexual desires of the child or other person.

The Indiana Sex Offender Registration Statute at I.C. 11-8-8-7 and the Sex Offender Registry Offense Statute at I.C. 35-42-4-11, as of May 2009, require persons convicted of or adjudicated as a juvenile delinquent for violating the Child Exploitation Statute at I.C. 35-42-4-4(b) to register as a sex offender.

Because student cell phones have been found in a number of Indiana school districts to have contained evidence of “sexual conduct” as defined above, it is important for parents and students to be aware of the legal consequences should this occur in our school system.

The Lakeland Board of School Trustees adopted this Handbook on July 11, 2011 at a regularly scheduled meeting.