

Lakeland School Corporation

2010-2011
Elementary
Student and Parent
Handbook



**Lima-Brighton Elementary
Parkside Elementary
and
Wolcott Mills Elementary**

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Welcome to the 2010 – 2011 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

2010-2011 School Calendar



Aug 2010						
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- August 2010**
- 18 & 19 Registration
 - 24 1st Staff Day (Certified & Classified)
 - 25 Staff In-Service
 - 26 1st Student Day

- September 2010**
- 6 Labor Day

- October 2010**
- 8 Fall Break—No School
 - 13 Middle School & High School P/T Conference
 - 29 End of 1st Nine Weeks

- November 2010**
- 19 End of Trimester 1
 - 4 & 9 Elementary P/T Conference
 - 24–26 Thanksgiving Break

- December 2010**
- 22 Christmas Break

- January 2011**
- 3 School Resumes From Break
 - 17 End of Semester
 - 26 Middle School & High School P/T Conference

- February 2011**
- 2 Professional Development Day
 - 14 Winter Break—No School

- March 2011**
- 2 End of Trimester 2
 - 23 End of 3rd Nine Weeks
 - 29 & 31 Elementary P/T Conference

- April 2011**
- 4–8 Spring Break
 - 11 School Resumes From Break
 - 22 Good Friday—No School
 - 28 Middle & High School P/T Conference

- May 2011**
- 9 Make-up Snow Day (if needed)
 - 23 & 26 Middle School 5th Grade Transition Conference
 - 30 Memorial Day

- June 2011**
- 6 Last Student Day
 - 7 Last Teacher Day

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

This calendar is subject to change.

ADOPTED 4/19/10

Lakeland School Corporation

Elementary Handbook

2010-2011

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 five (5) days during the school year, a note from a physician is required for each day of absence beyond the fifth.
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

The state of Indiana recently approved a definition of a “habitual truant.” This law is effective July 1, 2005. It states, “... 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.” (IC 20-33-2-11)

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 five (5) but not more than nine (9) 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 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.**

RESIDENCE

Students who live in the Lakeland School Corporation shall attend the school located within the school attendance area in which they reside except by permission from the superintendent and the principals of the schools involved. A "Transfer Form" may be completed by the parent at the home school. This paper will be given to the principal of the school where the student's parents have requested their child to attend. If the principals of the two schools and the superintendent give their approval, the student may change schools within the district. Any change of residence **must** be reported to the school principal. All students attending Lakeland schools must live within Lakeland School Corporation boundaries or meet legal requirements for enrollment.

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 parent. Notes may not be for more than three days. Long-term excuses will require a physician's statement.

LOST AND FOUND

Every year there are many items left unclaimed because there is no way to identify the owner. Please place your child's name in all personal belongings; i.e. coats, hats, gloves, and boots. Items that have not been claimed are brought to the school office. Unclaimed items are then donated to the Lagrange County Food and Clothes Basket.

ITEMS BROUGHT FROM HOME

Students must obtain the permission of their teacher before bringing toys to school. Electronic or expensive items (including: radios, cell phones, cassette players, collectable trading cards, etc.) are not allowed to be used at school. If a student brings such an item to school, they do so at their own risk. The item may be confiscated and kept until the end of the school year by either a teacher or administrator. The chance that these items will be broken or stolen is too great, and the school will not accept responsibility for broken/stolen items.

Animals may be brought to school for demonstrations **if** the classroom teacher has given permission to have the animal in the classroom. All animals must be in a cage or supervised by an adult while in the school building. Permission to bring an animal to school **must** be obtained before the animal comes to school, or the parents will be asked to come and take the animal home.

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. Misuse of the Internet system by students may result in the following system of consequences:

- 1st Offense – The students will receive a warning and must write a letter to his/her parents explaining the situation.
- 2nd Offense – The student will be denied access to the Internet for 9 weeks, and a parent conference will be scheduled.
- 3rd Offense – The above two consequences will be implemented, plus student will lose Internet privileges for the remainder of the school year.

*Violations of the Internet acceptable use policy will be communicated to parents via phone calls and/or parent conferences.

*The student will start with a "clean slate" at the beginning of each school year.

A copy of the Student Network and Internet Acceptable Use and Safety Agreement (Form 7540.03 F1) is available in the school office.

PLAGIARISM POLICY

The Lakeland School Board recognizes the unlawful use of another person's words and ideas as plagiarism. The Lakeland Elementary Schools will adhere to the LSC plagiarism policy. The complete written policy is available to parents at each building. Plagiarism will be discussed with classes and students will be made aware of the consequences for violation of this policy.

COPYRIGHT POLICY

The Lakeland Board of School Trustees recognizes that unlawful copying and use of copyrighted materials contribute to higher costs for materials and is disrespectful of the law, which is in conflict with the goals of this school corporation. Unlawful copying of any material is forbidden. The complete written policy is available in the office of all Lakeland Schools.

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-heeled 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.

STUDENT RECORDS

In order to provide appropriate educational services and programming, the School Board must collect, retain, and use information about individual students. Simultaneously, the Board recognizes the need to safeguard student's privacy and restrict access to student's personally identifiable information.

A social security number of a student contained in the records of the school corporation may not be disclosed or released by the school corporation unless the record is specifically required by a State or a Federal Statute or is ordered by a court under the rules of discovery.

The School Board is responsible for maintaining records of all students attending schools in this Corporation. In addition to records mandated by the Federal Government, the State of Indiana requires that the School Corporation record or include in the official high school transcript for each high school student the following information:

- A. attendance records;
- B. the students' latest ISTEP/GQE test results;
- C. any secondary level and postsecondary level certificates of achievement earned by the student;
- D. immunization information from the student's immunization record.

In all cases, permitted, narrative information in student records shall be objectively-based on the personal observation or knowledge of the originator.

Student records shall be available only to students and their parents, eligible students, designated school officials and designated school personnel, who have a legitimate educational interest in the information, or to other individuals or organizations as permitted by law. The term "parents" includes legal guardians or other persons standing in loco parentis (such as a grandparent or stepparent with whom the child lives, or a person who is legally responsible for the welfare of the child). The term "eligible student" includes any student who is eighteen (18) years of age or older, or who is enrolled in a postsecondary institution regardless of his/her age.

In situations in which a student has both a custodial and a noncustodial parent, both shall have access to the student's educational records unless stated otherwise by court order. In the case of an eligible student, that is a student who is (eighteen (18) years of age or older), parents will be allowed access to the records without the student's consent, provided the student is considered a dependent under Section 152 of the Internal Revenue Code.

"Legitimate educational interest" shall be defined as a "direct or delegated responsibility for helping the student achieve one (1) or more of the educational goals of the Corporation" or if the record is necessary in order for the school official to perform an administrative, supervisory or

instructional task or to perform a service or benefit for the student or the student's family as defined in Corporation administrative guidelines.

The Board authorizes the administration to:

- A. forward student records including any suspension and expulsion action against the student, on request to a school or school corporation in which a student of this Corporation seeks or intends to enroll upon condition that the student's parents be notified of the transfer, receive a copy of the record if desired, and have an opportunity for a hearing to challenge the content of the record;
- B. provide "personally-identifiable" information to appropriate parties in connection with an emergency if such knowledge is necessary to protect the health and safety of the student or other individuals;
- C. request each person or party requesting access to a student's record to abide by the Federal regulations concerning the disclosure of information to a third party;
- D. disclose or report educational records to a State or local juvenile agency when the disclosure or reporting relates to the ability of the juvenile justice system to serve, before adjudication, the student whose records are being released; and the juvenile justice agency receiving the information certifies, in writing, that the agency or individual receiving the information has agreed not to disclose it to a third party, other than another juvenile justice agency, without the consent of the child's parent, guardian, or custodian.

A disclosure or reporting of educational records concerning a child who has been adjudicated as a delinquent child shall be treated as related to the ability of the juvenile justice system to serve the child before adjudication if the agency provides documentation to the School Corporation that the agency seeks the information in order to identify and intervene with the child as a juvenile at risk of delinquency rather than to obtain information solely related to the supervision of the child as an adjudicated delinquent child.

The juvenile court may grant a school access to all or a portion of the juvenile court records of a child who is a student at the school if the Superintendent submits a written request establishing that the juvenile court records are necessary for the school to serve the educational needs of the child whose records are requested or to protect the safety or health of a student, an employee, or a volunteer at the school.

The school shall keep the records confidential. However, the confidentiality order does not prohibit the school from forwarding the juvenile records to another school or a person if a parent, guardian, or custodian of the child consents to the release of the juvenile court records to the person.

The Corporation will comply with a legitimate request for access to a student's records within a reasonable period of time but not more than forty-five (45) days after receiving the request. Upon the request of the viewer, a record shall be reproduced, unless said record is copyrighted, and the viewer may be charged a fee equivalent to the cost of handling and reproduction. Based upon reasonable requests, viewers of educational records will receive explanation and interpretation of the records.

The Corporation shall maintain a record of those persons to whom information about a student has been disclosed. Such disclosure records will indicate the student, person viewing the record, information disclosed, date of disclosure, and date parental/eligible student consent was obtained.

Only "directory information" regarding a student shall be released to any person or party, other than the student or his/her parent, without the written consent of the parent; or, if the student is an eligible student, the written consent of the student, except those persons or parties stipulated by the Corporation's policy and administrative guidelines and/or those specified in the law.

PERSONALLY IDENTIFIABLE INFORMATION

Personally identifiable information concerning students shall be protected against theft, unauthorized access, alteration, disclosure, misuse, or invasion of privacy. Unless specifically authorized by the Superintendent or produced pursuant to a request under the Indiana Access to Public Records Act, personally identifiable information concerning students shall not be left unprotected, shared or transferred from School Corporation records to any place not within the control of the School Corporation. This includes any laptop computer or portable storage medium.

DIRECTORY INFORMATION

Each year the Superintendent shall provide public notice to students and their parents of its intent to make available, upon request, certain information known as "directory information". The Board designates as student "directory information": a student's name; address; telephone number; photograph; date and place of birth; major field of study; participation in officially recognized activities and sports; height and weight, if a member of an athletic team; dates of attendance; date of graduation; awards received; listing on an honor roll; or scholarships.

Directory information shall not be provided to any organization for profit-making purposes. The Superintendent may allow access to a school campus or give students' directory information to organizations that make students aware of educational or occupational options.

In accordance with Federal and State law, the Board shall release the names, addresses, and telephone listings of secondary students to a recruiting officer for any branch of the United States Armed Forces or an institution of higher education who requests such information. A secondary school student or parent of the student may request that the student's name, address, and telephone listing not be released without prior consent of the parent(s)/eligible student. The recruiting officer is to sign a form indicating that "any information received by the recruiting officer shall be used solely for the purpose of informing students about military service and shall not be released to any person other than individuals within the recruiting services of the Armed Forces". The Superintendent is authorized to charge mailing fees for providing this information to a recruiting officer.

The School Corporation is required to notify the parent and student that either one may request that the information not be released by the School Corporation to the military recruiting representatives. The notification is to include the process necessary to complete this requirement.

The parent or student must make the request in writing at the end of the student's sophomore year in high school. This is a one-time opt-out opportunity. If the student opts-out in his/her sophomore year and later changes his/her mind a revocation may be made.

Parents and eligible students may refuse to allow the Corporation to disclose any or all of such "directory information" upon written notification to the Corporation within thirty (30) days after receipt of the Superintendent's annual public notice.

Whenever consent of the parent(s)/eligible student is required for the inspection and/or release of a student's health or educational records or for the release of directory information, either parent may provide such consent unless specifically stated otherwise by court order.

The Corporation may disclose "directory information" on former students without consent of the parent(s)/eligible student.

The Superintendent shall prepare procedures to ensure that students and parents are adequately informed each year regarding their rights to:

- A. inspect and review the student's educational records;
- B. request amendments if the record is inaccurate, misleading, or otherwise in violation of the student's privacy rights;
- C. consent to disclosures of personally-identifiable information contained in the student's educational records, except disclosures allowed without parental consent;
- D. challenge Board noncompliance with a parent's request to amend the records through a hearing;
- E. file a complaint of Corporation noncompliance with the Department of Education;
- F. obtain a copy of the Corporation's policy and administrative guidelines on student records.

The Superintendent shall also develop procedural guidelines for the proper storage and retention of records including a list of the type and location of record, and informing Corporation employees of the Federal and State laws concerning student records.

The Board authorizes the use of the microfilm process or electromagnetic processes of reproduction for the recording, filing, maintaining, and preserving of records.

No liability shall attach to any member, officer, or employee of this Corporation specifically as a consequence of permitting access or furnishing students' records in accordance with this policy and administrative guidelines. (Bylaws and Policy of the School Board 8330) Revised 6/2/08

The Notification to Parents Regarding Student Records (Form 8330 F9) is available to parents and may be obtained within the school office.

PEST CONTROL ADVISORY

Lakeland School Corporation has adopted Board Policy 8432, Pest Control Policy. The Policy states that Lakeland School Corporation will not apply, or allow to be applied, chemicals that are harmful to humans during hours when students and staff are present or in locations where staff and students are present. Lakeland School Corporation engages in a contract annually for Pest Control with an outside professional agency that complies with this policy.

Policy 8432, gives the staff and students the opportunity to request to be notified prior to any applications of pest control substances. If you so desire, please notify the office of the building your students(s) attend and you will be provided with a list of dates when the pest control service provides those to the school.

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 2010-11.

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 will be provided to ensure the success of all students.
 - Lakeland has adopted a balanced literacy program designed to support literacy instruction in the reading workshop, writing workshop and through word study. This allows for differentiated instruction at each student's level.
 - Staff members work collaboratively to identify students' strengths and challenges and provide remediation or enrichment to enhance student learning.
- Hold parent-teacher conferences during which this compact will be discussed as it relates to the individual child's achievement. Lakeland holds Parent-Teacher conferences twice during the school year.
- Provide parents with frequent reports on their child's progress during parent-teacher conferences and informal communication as needed.
- Provide parents reasonable access to staff as needed. Parents are welcome to contact staff to discuss their student's learning.
- 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.
- Attending parent-teacher conferences
- Reading with my child on a consistent basis

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. Lakeland School Corporation will distribute this policy to parents of students participating in the Title I program and will update this document periodically.

Policy Guidelines

Lakeland School Corporation's elementary schools will:

- Convene an annual meeting to inform parents of Title I services and provide materials or training for parents – each elementary will schedule a Fall Title Parent Information Night (Sept.-Oct.)
- Explain the services offered, requirements and the rights of the parents to be involved at the fall meeting and as students begin participation in the program
- Offer a flexible schedule of meetings for parents to gain information on Title I
- Involve parents annually at local PTO meetings and Title I Parent Information Nights to plan, review, and improve programs, such as Parental Involvement Policy, School-Parent Compact Checklist, ect.
- Provide the parent(s) of participating students with –
 - Timely information on entrance/exit of Title I services, progress, and changes of services
 - Description and explanation of curriculum and programming to be used with child
 - The forms of academic assessment used to measure student progress and identify needs
 - Assistance in understanding the State's academic content standards, student academic achievement standards, and how to monitor their child's progress and work with educators to improve the achievement of their child
 - Opportunities for decision-making related to the education of their children
 - Materials and training on how parents can improve their child's achievement (literacy training, technology access, books and materials for practice at home, ect.) through the Title I intervention teacher or classroom teacher
- Educate educators with the assistance of parents, in the value and utility of contributions of parents and in how to reach out to, communicate with, and work with parents as equal partners, implement and coordinate parent programs, and build ties between parents and the school
- Coordinate and integrate, as appropriate, parent involvement with other public preschool programs and Headstart. Promote parent involvement through Kindergarten Round-up and Screening
- Provide information about Title I programs in English and Spanish as needed. (Additional home languages if possible)
- Develop community and business partnerships with Lakeland's elementary schools to provide additional support and mentorship for students
- Respond to any parent suggestions as soon as practicably possible
- 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 activities at parent request (section 1118) Any comments indicating parents' dissatisfaction with the school Title I program must be collected and submitted along with the Title I Application 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 1, 2010

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,

Risa J. Herber
Superintendent
Lakeland School Corporation

STUDENT CONDUCT

Behavior and discipline are essential to the success of the education process. Each student is expected to practice self-discipline, good judgment, and good citizenship. If a student fails to meet the behavior requirements, a discipline referral may be issued. If a staff member issues a referral, a copy of the referral will be sent home. The following is a summary of Indiana Law concerning student conduct.

1. Using any type of violence, fear, force, coercion, noise, intimidation, (bullying) threat, or other act to interfere with regular school classes. Such acts could include: (a) sit-ins; (b) blocking room or doorway entrances; (c) causing fires or explosions; (d) having any firearms, explosives, knives, or other weapons on school grounds; and (e) disrupting any school class or program with noise, disorder, or physical interference.
2. Stealing or damaging school property of substantial value or repeated theft or damage to school property of small value.
3. Stealing or damaging private property of students, teachers, or other adults.
4. Intentionally causing or attempting to cause physical injury (bullying) to any student or adult.
5. Intimidating (bullying) any student through either individual or group threats of violence.
6. Knowingly possessing, handling, or transmitting any object that could be considered a weapon, including but not limited to: firearms, explosives (including firecrackers), knives, clubs.
7. Knowingly possessing, using, transmitting or being under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, stimulant, depressant, or intoxicant of any kind. Use of a prescription from a registered physician is accepted.
8. Knowingly possessing, using, transmitting, or being under the influence of caffeine-based substances, substances containing phenylpropanolamine (PPA), or stimulants of any kind, available with or without a prescription.
9. Selling or giving away any of the items listed in number 7 and 8 or any substance, which the receiver is led to believe, contains one of the listed substances.
10. Failing in a substantial number of instances to comply with directions of teachers and other school officials.
11. Engaging in any activity forbidden by the laws of the State of Indiana.
12. Fighting, throwing objects, tampering with fire alarms or extinguishers, using vulgar or obscene language.
13. Possessing and/or using any tobacco products including cigarettes, snuff, cigars, lighters, and matches.
14. Leaving the school grounds or any assigned classroom without written consent from the classroom teacher or the office.

Note: These rules are in force during any of the following times: (a) anytime the student is on school property; (b) on the way to and from school; (c) at any school sponsored event; (d) at any school where a Lakeland Corporation school is participating.

ANY STUDENT WHO VIOLATES THE STUDENT CONDUCT CODE IS SUBJECT TO THE DISCIPLINE PROCESS WHICH INVOLVES ONE OR MORE OF THE CONSEQUENCES LISTED BELOW. IT IS INTENDED THAT DISCIPLINE BE PROGRESSIVE IN NATURE AND MOVE TO A MORE SERIOUS CONSEQUENCE WITH EACH VIOLATION. IN THE CASE OF MORE SERIOUS OFFENSES, THE CONSEQUENCES MAY NOT BE PROGRESSIVE DUE TO THE SERIOUSNESS OF THE SITUATION.

1. **STUDENT CONFERENCE-** A conference between a student violating school rules and a school staff member.
2. **PARENTAL CONTACT-** A school staff member will contact a parent/guardian by telephone, in person, or by letter to notify/discuss the behavior of the student.
3. **FORMAL CONFERENCE-** A formal conference is held with the student, his/her parent or guardian and one or more members of the school staff.
4. **CLASS REMOVAL-** A student who seriously disrupts a class may be temporarily removed from a class.
5. **RESTITUTION-** A student will be required to make restitution for loss or damage to school property, private property, etc. (i.e. glasses, clothing, books, etc.)
6. **LOSS OF PRIVILEGES-** examples include: suspension from bus transportation, removal from extracurricular activities, social activities, field trips, etc.
7. **DETENTION-** An administrator or his/her designee may assign a student, for a more serious or repetitive infraction to detention from 3:10 to 4:00 p.m.
8. **REFERRAL TO OUTSIDE AGENCIES-** A student engaging in serious misbehavior may be subject to referral to the LaGrange County Police, LaGrange County Division of Family and Children, or other outside agencies.
9. **SUSPENSION-** A student is removed from his/her classes by an administrator because of the seriousness or repeated nature of inappropriate behavior. Suspension may be either in-school or out-of-school. Out-of-school suspensions will not exceed ten consecutive days.
10. **EXPULSION-** The student is removed from the school for a period exceeding 10 days, and/or the balance of the current semester or school year. This may be extended under certain circumstances, (e.g., the violation happens within two weeks of the end of the current semester). This penalty may be imposed only by the Superintendent of Schools.

It is recognized that the violations of certain rules and the resulting consequences for students in the primary grades may be different from the consequences for the older students. The Administration may choose to utilize the lower range of age appropriate consequences for younger students, whenever appropriate.

DRUG PREVENTION

The School Board recognizes that the misuse of drugs is a serious problem with legal, physical, and social implications for the entire school community.

For purposes of this policy, "drugs" shall mean:

- A. all dangerous controlled substances as so designated and prohibited by Indiana statute;
- B. all chemicals which release toxic vapors;
- C. all alcoholic beverages;

- D. tobacco and tobacco products;
- E. any prescription or patent drug, except those for which permission to use in school has been granted pursuant to Board policy;
- F. anabolic steroids;
- G. any "look-alike" substances;
- H. any other illegal substance so designated and prohibited by law.

The Board prohibits the use, possession, concealment, or distribution of any drug and any drug-related paraphernalia at any time on Corporation property or at any school-related event. It further establishes a drug-free zone within 1000 feet of any facility used by the Corporation for educational purposes.

The Superintendent shall prepare guidelines for the identification, amelioration, and regulation of drug use in the schools. (Bylaws and Policies of the School Board 5530)

MEMORANDUM TO PARENTS REGARDING SCHOOL BOARD POLICY ON DRUG-FREE SCHOOLS

In accordance with Federal Law, the School Board prohibits the use, possession, concealment, or distribution of drugs by students on school grounds, in school or school-approved vehicles, or at any school-related event. Drugs include any alcoholic beverage, anabolic steroid, dangerous controlled substances as defined by State statute, or substances that could be considered a "look-a-like" controlled substance. Compliance with this policy is mandatory for all students. Any student who violates this policy will be subject to disciplinary action, in accordance with due process and as specified in the student handbooks, up to and including expulsion from school. When required by State law, the Corporation will also notify law enforcement officials.

The Corporation is concerned about any student who is a victim of alcohol or drug abuse and will facilitate the process by which s/he receives help through programs and services available in the community. Students and their parents should contact the school principal or counseling office whenever such help is needed. (Bylaws and Policies of the School Board 5530 F2)

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.

NONDISCRIMINATION AND ACCESS TO EQUAL EDUCATIONAL OPPORTUNITY

The School Board does not discriminate on the basis of religion, race, color, national origin, sex, disability or age in its programs, activities or employment.

Further, it is the policy of this Corporation to provide an equal opportunity for all students, regardless of race, color, creed, disability, religion, gender, ancestry, age, national origin, place of residence within the boundaries of the Corporation, or social or economic background, to learn through the curriculum offered in this Corporation.

In order to achieve the aforesaid goal, the Board directs the Superintendent to:

A. Curriculum Content

review current and proposed courses of study and textbooks to detect any bias based upon race, color, gender, disability, religion, national origin, ancestry, or culture; ascertaining whether or not supplemental materials, singly or taken as a whole, fairly depict the contribution of both genders, various races, ethnic groups, etc. toward the development of human society;

B. Staff Training

develop an ongoing program of in-service training for school personnel designed to identify and solve problems of color/racial, gender, religious, national, cultural, or other bias in all aspects of the program;

C. Student Access

review current and proposed programs, activities, facilities, and practices to ensure that all students have equal access thereto and are not segregated on the basis of race, color, creed, gender, disability, or national origin in any duty, work, play, classroom, or school practice, except as may be permitted under State regulations;

D. Corporation Support

ensure that like aspects of the Corporation program receive like support as to staff size and compensation, purchase and maintenance of facilities and equipment, access to such facilities and equipment, and related matters;

E. Student Evaluation

ensure that tests, procedures, or guidance and counseling materials, which are designed to evaluate student progress, rate aptitudes, analyze personality, or in any manner establish or tend to establish a category by which a student may be judged, are not differentiated or stereotyped on the basis of race, color, creed, gender, or national origin.

The Superintendent shall appoint and publicize the name of the compliance officer (Crystal Leu, 200 S Cherry St, LaGrange, IN, 46723) whose responsibility it will be to ensure that Federal and State regulations are complied with and that any inquiries or complaints regarding discrimination or equal access are dealt with promptly in accordance with law. S/He shall also ensure that proper notice of nondiscrimination for Title II, Title VI, and VII of the Civil Rights Act of 1964, Title IX of the Education Amendment Act of 1972, Section 504 of the Rehabilitation Act of 1973, and the Age Act is provided to students, their parents, staff members, and the general public.

The Superintendent shall attempt annually to identify children with disabilities, ages 3-22, who reside in the Corporation but do not receive public education. In addition, s/he shall establish procedures to identify students who are Limited English Proficient (LEP), including immigrant children and youth, to assess their ability to participate in Corporation programs, and develop and administer a program that meets the English language and academic needs of these students. This program shall include procedures for student placement, services, evaluation and exit guidelines and shall be designed to provide students with effective instruction that leads to academic achievement and timely acquisition of proficiency in English. As a part of this program, the Corporation will evaluate the progress of students in achieving English language proficiency in the areas of listening, speaking, reading and writing, on an annual basis.

The Superintendent shall prepare administrative guidelines as needed in furtherance of the proper implementation of this policy. (Bylaws and Policies of the School Board 2260 F8)

The Notice of Nondiscrimination and Grievance Procedures for Title II, Title VI, Title VII, Title IX, Section 504, and ADA (Form 2260 F8) and Title VI, IX, 504 Grievance Forms (Form 2260 F2) are available within the school office. Grievances may be made in writing (Form 2260 F2) to the District's Compliance Officer (Crystal Leu, 200 S Cherry St, LaGrange, IN, 46723).

STUDENT PRIVACY AND PARENTAL ACCESS TO INFORMATION

The School Board respects the privacy rights of parents and their children. No student shall be required as a part of the school program or the Corporation's curriculum, without prior written consent of the student (if an adult, or an emancipated minor) or, if an unemancipated minor, his/her parents, to submit to or participate in any survey, analysis, or evaluation that reveals information concerning:

- A. political affiliations or beliefs of the student or his/her parents;
- B. mental or psychological problems of the student or his/her family;
- C. sex behavior or attitudes;
- D. illegal, anti-social, self-incriminating, or demeaning behavior;
- E. critical appraisals of other individuals with whom respondents have close family relationships;
- F. legally recognized privileged and analogous relationships, such as those of lawyers, physicians, and ministers;
- G. religious practices, affiliations, or beliefs of the student or his/her parents; or
- H. income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program).

The Superintendent shall establish procedures whereby parents may inspect any materials used in conjunction with any such survey, analysis, or evaluation.

Further, parents have the right to inspect, upon request, a survey or evaluation created by a third party before the survey/evaluation is administered or distributed by the school to the student. The parent will have access to the survey/evaluation within a reasonable period of time after the request is received by the building principal.

Additionally, parents have the right to inspect, upon request, any instructional material used as part of the educational curriculum of the student. The parent will have access to the instructional material within a reasonable period of time after the request is received by the building principal. The term instructional material means instructional content that is provided to a student, regardless of its format, including printed and representational materials, audio-visual materials, and materials in electronic or digital formats (such as materials accessible through the Internet). The term does not include academic tests or assessments.

The Board will not allow the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information (or otherwise providing that information to others for that purpose).

The Superintendent is directed to provide notice directly to parents of students enrolled in the Corporation of the substantive content of this policy at least annually at the beginning of the school year, and within a reasonable period of time after any substantive change in this policy. In addition, the Superintendent is directed to notify parents of students in the Corporation, at least annually at the beginning of the school year, of the specific or approximate dates during the school year when the administration of any survey by a third party that contains one or more of the items described in A through H above are scheduled or expected to be scheduled.

For purposes of this policy, the term "parent" includes a legal guardian or other person standing in loco parentis (such as a grandparent or stepparent with whom the child lives, or a person who is legally responsible for the welfare of the child). (Bylaws and Policies of the School Board 2416)

CONTROL OF NONCASUAL-CONTACT COMMUNICABLE DISEASES

The School Board seeks to provide a safe educational environment for both students and staff. It is the Board's intent to ensure that any student or member of the staff who contracts a communicable disease that is not communicated through casual contact will have his/her status in the Corporation examined by appropriately licensed medical personnel and that the rights of both the affected individual and those of other staff members and students will be acknowledged and respected.

For purposes of this policy, "noncasual-contact communicable disease" shall include:

- A. AIDS - Acquired Immune Deficiency Syndrome;
- B. ARC - AIDS Related Complex;
- C. persons infected with HIV (human immunodeficiency);
- D. Hepatitis B;
- E. other like diseases that may be specified by the State Board of Health.

In its effort to assist in the prevention and control of communicable diseases of any kind, the Board has established policies on Immunization, Hygienic Management, and Control of Casual-Contact Communicable Diseases. The purpose of this policy is to protect the health and safety of the students, Corporation personnel, and the community at large, from the spread of the above-mentioned diseases.

The Board seeks to keep students and staff members in school unless there is definitive evidence to warrant exclusion. When the Superintendent learns that a student or Corporation employee may be infected with a noncasual-contact communicable disease, the Superintendent shall consult with the infected person's physician and/or the LaGrange County Health Department to determine if the initial evidence warrants exclusion.

If the evidence is not sufficient to justify exclusion, the person shall remain in his/her current school environment.

If the County Health Officer determines the evidence indicates the person should be excluded from the school environment, the person shall be temporarily excluded.

When the Superintendent learns that an affected student is eligible for services under the IDEA and the student's physician or the County Health Department Officer believes the student must be removed from school, the Superintendent will direct the Students' Case Conference Committee to design an appropriate out of school program for the student.

The rights of any affected student, as well as those of any affected staff member, shall be protected in accordance with Federal and State laws on privacy, and confidentiality. In addition, the exclusion of any staff member from the Corporation by the County Health Officer's decision will be done in accord with relevant sections of Indiana Statutes concerning sick leave.

Further, it is the Board's policy that all students and staff members should maintain normal contact with an affected student or staff member whose continued presence in the school setting has been determined by this process. (Bylaws and Policies of the School Board 8453)

A copy of the Notification to Parents on Blood-Bourne Pathogens (Form 8453.01 F5) is available within the school office.

NOTIFICATION ON REPRODUCTIVE HEALTH AND FAMILY PLANNING PROGRAMS

The School Board has adopted a comprehensive Health Education Program which includes education on human sexuality and venereal and other non casual-contact communicable diseases such as AIDS. It is designed to provide an appropriate means for students to acquire the knowledge, skills, and attitudes necessary to maintain good health.

In keeping with the Board's desire to maintain effective communication with parents and the community, it has made arrangements for the programs and instructional materials to be available for review by any parent or interested member of the community. If you wish to review any or all of the programs, please contact the principal of your child's school. After reviewing the programs, if you wish to discuss them, please contact the principal or the school office.

Your child is required to participate in these courses, but the law allows you the right to have your child excused from participating in classes based on religious grounds. The Board's policy

is to honor parents' written requests that their child be excused from certain classes in any course. We encourage you to personally review the program lessons and materials. If you choose to exempt your child from participating in this program, you must submit a written request to the school's principal. Your child will then be given alternative activities to complete while the other students participate in the program. (Bylaws and Policies of the School Board 2414, Form 2414 F1)

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 May 17, 2010 at a regularly scheduled meeting.