

Lafayette School Corporation Elementary School Handbook 2013-14

Inspiring and Empowering All Children

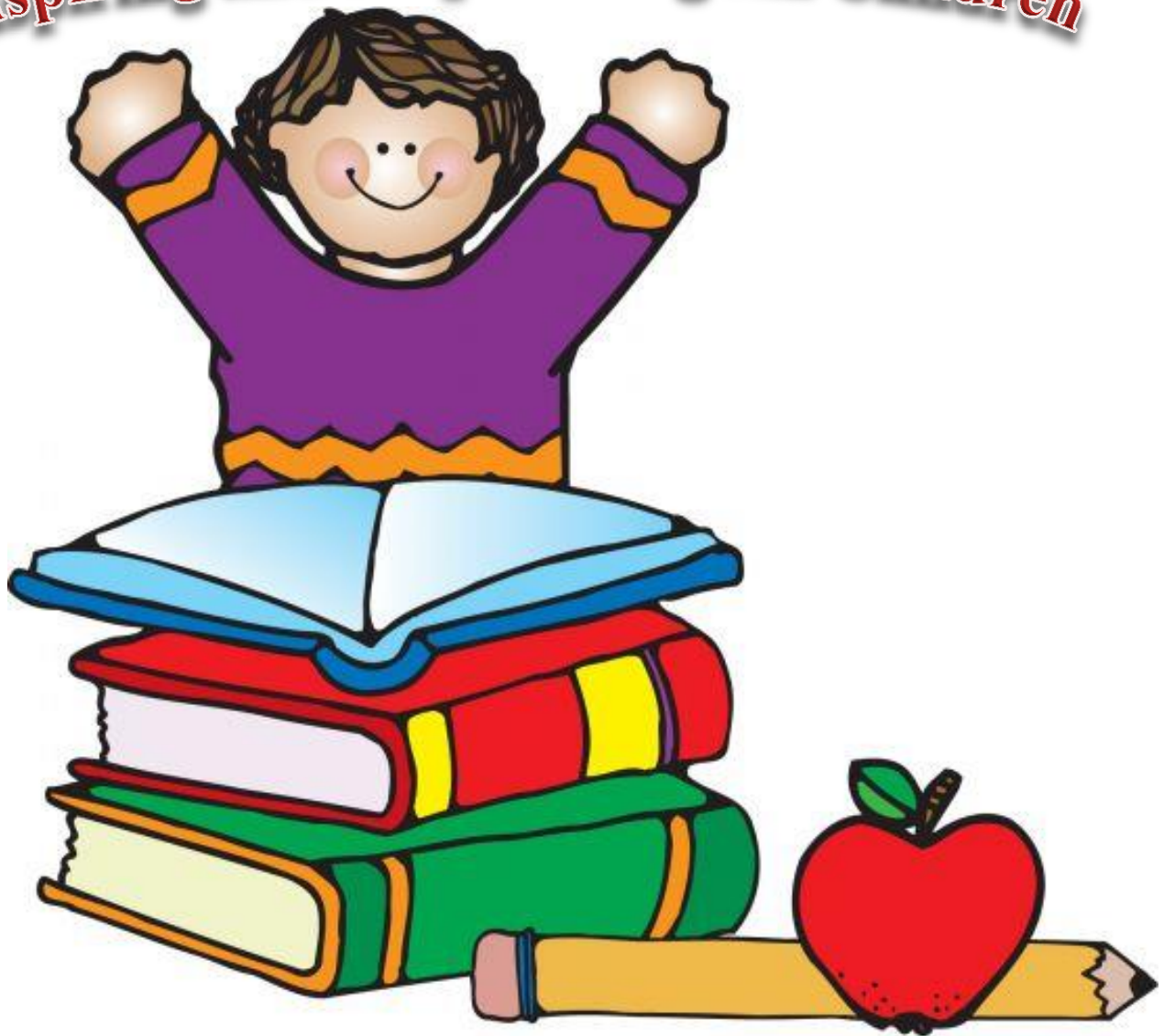


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LAFAYETTE SCHOOL CORPORATION
2300 CASON STREET, LAFAYETTE, IN 47904
HIATT ADMINISTRATION CENTER
PHONE: (765) 771-6000

SCHOOL BOARD

President	Mrs. Kay Walton
Vice-President	Mr. Brian Wagner
Secretary	Mr. Stephen Bultinck
Member	Mrs. Rebecca Sprague
Member	Mr. David Moulton
Member	Dr. Robert Stwalley, III
Member	Mr. Greg Eller

ADMINISTRATION

Superintendent	Mr. Les Huddle
Chief Financial Officer	Mr. Eric Rody
Assistant Superintendent	Dr. John Layton
Director of K-8 Education	Mrs. Karen Combs

ELEMENTARY SCHOOLS

SCHOOL	ADDRESS	PHONE
Earhart	3280 S. 9 th Street	772-4740
Edgelea	2910 S. 18 th Street	772-4780
Glen Acres	3767 Kimberly	771-6150
Miami	2401 Beck Lane	772-4800
Miller	700 S. 4 th Street	476-2930
Murdock	2100 Cason Street	771-6120
Vinton	3101 Elmwood	771-6140

August 2013

M	T	W	Th	F
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September 2013

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Lafayette School Corporation

August 2013/July 2014

Key

- H/M or M Student Holiday
- [First student day
-] Last student day
- August 12 First teacher day
- August 13 First student day
- September 2 Labor Day
- Oct. 24 & 25 Fall Break
- Nov. 28 & 29 Thanksgiving Break
- Dec. 23-Jan.3 Winter Break
- Jan. 18th End of 1st Semester
- Jan. 20 M.L.King Jr. Day
- Feb. 17 Presidents' Day
- March 24-28 Spring Break
- May 21 Last day of school (Provided no make up days are needed)

Make up days: May 22-23

- Q1 - Progress Report - September 13
- Q2 - Progress Report - November 15
- Q3 - Progress Report - February 7
- Q4 - Progress Report - April 18
- Q1 - Report Card - October 18
- Q2 - Report Card - January 10
- Q3 - Report Card - March 14
- Q4 - Report Card - May 30

February 2014

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March 2014

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April 2014

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June 2014

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July 2014

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INTRODUCTION

PREFACE TO PARENTS

Each school is a part of the Lafayette School Corporation and operates under rules, regulations, and policies as established by the Board of School Trustees and by directives from the office of the Superintendent of Schools. Each school, however, may have some variations in general administrative procedures to provide for differences that exist in various parts of the corporation. Knowledge and understanding of school policies are important in helping each student make a satisfactory adjustment to the school community.

This handbook is designed to acquaint elementary parents and students with practices, procedures, policies, and the organization of the elementary school. Please read it carefully and refer to it when needed. If you do not find your answers, please call the school and you will be directed to someone who will assist you.

LAFAYETTE SCHOOL CORPORATION MISSION STATEMENT

To **inspire** and **empower** all children to learn, hope, dream, appreciate, create, innovate, integrate, excel and contribute.

ADMINISTRATION

The school system is governed by the Board of School Trustees consisting of seven members. The Board of School Trustees, working with the Superintendent, sets forth rules, regulations, and policies for the efficient operation of the schools. The Superintendent is the chief executive officer of the Board and administrative head of the schools. He, in turn, with the aid of the assistant superintendents and program directors, delegates responsibility for the operation of various departments, but is responsible for the results produced.

The Principal is responsible for the overall operation of the school. Subject to the rules and regulations of the board and to the instructions issued by the Superintendent of Schools, Chief Financial Officer, Assistant Superintendent, and various Department Directors, the Principal has full control and complete responsibility for the buildings and grounds, all supplies and equipment, all activities, and all students, teachers, custodians, and others occupied in or about the buildings and grounds. He/she supervises the school curriculum, works with the staff and students to establish school policies, schedules, classes, assigns special duties, coordinates the calendar of school events, and works with the staff and special supervisors in curriculum improvement.

STUDENTS RIGHTS, RESPONSIBILITIES, POLICY AND PROCEDURES

CORPORATION POLICY RELATED TO STUDENT BEHAVIOR

In the United States, government is based upon the rule of law which in turn is founded upon respect for the dignity of the individual. This statement of rights and responsibilities exists in order to promote better understanding by all members of the school community, including, but not limited to students, faculty, administrators and parents; to specify the mutual responsibility of these members of the school community; and to explain school corporation policy and procedures. The rights, responsibilities, and procedures stated in this policy are not all-inclusive but rather focus on those rights, responsibilities, and procedures concerning common occurrences of student behavior. Any rules and regulations governing the conduct of individuals in the Lafayette School Corporation shall be interpreted so as to conform to and promote the policy herein.

This is called a statement of responsibilities in addition to rights because it is only through mutual acceptance of responsibilities that these rights can exist. A right exists only to the extent that there is responsibility on the part of others to respect that right. It is part of the

educational process in the Lafayette School Corporation to seek to prepare young people for society with (1) knowledge of the rights that are accorded them as individuals, and (2) the responsibility to conduct themselves so that their actions do not interfere with the right of others.

All members of the school community shall treat each other with respect. Humiliation, personal affront, or other indignities are inconsistent with appropriate human relations. Verbal harassment, disparaging names, sarcasm, and racial slurs will not be tolerated. The relationship between individuals of the school community should be one of cooperation, understanding, and mutual respect.

Since students will spend their lives in contact with others, they must learn to be self-disciplined and responsible citizens. The Lafayette School Corporation expects reasonable and self-disciplined behavior from each student.

Self-discipline cannot be dictated to or imposed upon a student. It must develop within the individual as she/he interacts with others. It can develop best when the student has freedom of choice and action, exercising responsibility for meeting the expectations of behavior within the restraints of that freedom, and achieving rewards for doing and accepting the consequences of his/her own failure to do so.

The Lafayette School Corporation seeks to develop the talents of every individual and to teach the importance of self-control. The corporation may impose restraints when necessary. The student must know what his /her responsibilities are and must experience the consequences if he/she does not fulfill those responsibilities.

RIGHTS, RESPONSIBILITIES AND PROCEDURES

ATTENDANCE

Students have the responsibility to attend school and classes each day unless legitimately excused.

THE SCHOOL DAY

The elementary school day:	8:25 – 2:45
Students may enter classrooms:	8:15
Tardy bell rings:	8:25

For your child's safety, you need to inform the school before 9:00 a.m. on the day of the absence, and this will be recorded as an exempt absence if it complies with numbers 1-8 in the next section. An absence for which no information is received will be considered truancy.

CLARIFICATION OF ATTENDANCE RESPONSIBILITY

“Exempt” absences will be granted for:

1. Personal illnesses requiring a doctor's care. Documentation from a currently licensed medical or dental doctor is required.
2. Death and funeral of members of the household and family. Documentation from funeral home is required.
3. Religious observances, with documentation presented to the office.
4. Work rendered at election polls on Election Day. Documentation from election board or political candidate is required.
5. Appointments to appear in court. Documentation from the court clerk, judge, or designee is required.
6. Medical or dental appointments that must be scheduled during the school hours. Documentation from a currently licensed medical doctor or doctor of dentistry is required. Such documentation must be presented to the school office within three school

days of the students return to school. “Exemption” is given for doctor, dental, plus a reasonable amount of time for travel.

7. Out of school suspensions.
8. Serving as a legislative page. Documentation from the legislator for whom the student paged is required.
9. School-sponsored activities requiring an absence (i.e. field trips, performances).
10. Absences not covered in 1 – 8 above will be marked on the record as “absent”. Absences that are not confirmed with the appropriate documentation will be marked on the record as “absent” instead of “exempt”.
11. Students will not be permitted to leave school during the day without permission from the building principal or his/her designee. A student who leaves the building without the school’s knowledge is considered truant. On a normal school day, school starts at 8:25, if a student arrives at school after 8:45, the student will be marked tardy-truant. Students will be marked as tardy from 8:25-8:45. Students will not be released during the school day except to the custody of parents or legal guardian unless the parent or legal guardian identifies a designee in writing.
12. A unique educational opportunity approved by the principal.

PROCEDURES FOR NON-ATTENDANCE

1. Anytime a student has an exempt absence, the documentation must be brought to the school to be filed within three school days of the students return.
2. After a student has reached 6 absences, the parents will receive an attendance letter from the principal notifying the parent of attendance concerns. “Exempt” absences identified in 1-11 above in this section do not count toward this total of 6 absences.
3. After the student has reached 9 absences, the principal will send notification to the Office of Elementary Education. Parents will be notified of the state attendance law and further actions that may be taken if attendance problems continue. Parents are expected to contact the school principal to set up a conference regarding their student’s attendance. The principal may report the student’s absences to Truancy Mediation for further action. “Exempt” Absences identified in 1-12 above in this section do not count toward this total of 9 absences.
4. Habitual absences, 12 or greater, will be reported to the Truancy Mediation Officer (Truancy Mediation – Tippecanoe County Superior Court #3) for the consideration of the juvenile court. It may also be filed with Child Protective Services as possible educational neglect.

REPORTING ABSENCES, SPECIAL ABSENCES AND REQUESTING HOMEWORK

1. To report absences, the parent or legal guardian must call the school on the day of the absence after 7:30 a.m. and before 9:00 a.m. giving the reason for the absence. If a phone is not available, please send an explanatory note when your child returns to school. Upon returning to school, students who bring a note stating the reason for the absence must report to the office. Those students whose parents have called reporting the absence need not report to the office but should report directly to class. A student returning to school during the day should report to the general office.
2. Appointments: Because your child will miss valuable learning opportunities, please schedule all medical or dental appointments outside the school day, if possible. Should your child be late or absent for medical or dental reasons, please send a note prior to the appointment or call the school office.
3. Students do not need to have completed and submitted assignments or tests the day they return following an exempt absence. Parents of students are responsible for contacting the teacher to schedule make-up work.

4. If assignments are not picked up as scheduled, if a student returns to school before assignments are picked up, or if assignments are not completed and returned to the teacher, this service will not be available to the student during future absences.
5. If a student is suspended out-of-school, his/her parents may pick-up assignments in the office per directions of the school administrator. The student must complete the assignments by the time he/she returns to school. If work is not completed, further disciplinary action may result.

TARDY AND TARDY-TRUANCY PROCEDURES

1. A student is tardy to school if he/she is not in the classroom by 8:25 a.m. (The recommended time to be at school is 8:15 a.m.) If the student arrives after 8:25 a.m., he/she must bring a note or phone call from the parent or guardian with the reason for the tardy to the office to get a tardy admit. Detentions may be assigned for unexcused tardies (overslept, missed bus, etc.). All tardies are unexcused unless the parent provides approved documentation, i.e. doctor note, dental note, etc.
2. **If the student arrives after 8:45 without an exemption, he/she is considered to be tardy-truant. Each tardy-truant will be considered as a half day absence and will be subject to the attendance procedures above and the accompanying truancy mediation procedures.**
3. After the sixth tardy, a letter will be sent home notifying parents of the number of tardies. After the ninth tardy and for each succeeding tardy, a detention will be assigned.

APPEARANCE

Public school education is considered formal education, and students should dress appropriately. It is our desire in LSC to see students “dress for success.” Appearance, including make-up, dress, and hairstyles, within the prevailing rules of modesty, decency, safety, and health, are the responsibility of the student and his/her parent.

Student appearance, including dress, make-up, and hairstyles, must conform to the requirements of law and must be conducive to the educational process. The administrator will make the final determination regarding appropriateness of clothing.

It is expected that students will wear clothing that is neat and clean while attending classes and school functions. Appearance, including dress, make-up, and hairstyles, may be regulated by the school when the health or safety of a student is endangered; the appearance is disruptive, and thus, distracting to the educational process; or there is an existing ordinance or law. Teachers, administrators, coaches, and activities sponsors may take disciplinary action against students whose appearance is not consistent with expectations of school officials.

Below is clarification of clothing, jewelry, or hairstyles, but is not limited to the following:

1. Shoes must be worn at all times. Special purpose shoes that may pose a safety hazard, such as “Wheelys”, “Heelys”, flip flops and high-heeled shoes are not permitted at school.
2. Jackets, coats, hats and other headgear are not to be worn in school by male or female students without prior administrative approval.
3. Shorts and skirts should extend to finger-tip length (finger-tip length is determined by having the student stand with their arms fully extended downward at their sides).
4. Shirts should be long enough and pants should be high enough that one’s stomach does not show. Spaghetti straps, halter tops, bare shoulders, bare backs, low neck lines, etc. are not appropriate for school. Pants should be worn at or above the hip bone and covering all underwear. Clothing should be free from holes. Shirts that cover leggings must be fingertip length. No pajamas will be permitted.

5. Clothing or accessories which draw negative attention to the individual are not permitted. Students should not wear items of clothing which advertise or promote actions or products which are illegal or against school rules. This includes, but is not limited to, the mention of alcohol, tobacco, and other controlled substances, obscenities, and cartoons or captions of a sexual nature. Symbols or slogans which may be considered racist or ethnically derogatory are not to be worn to school or school events.
6. Earrings are the only body rings permitted. Rings or spikes placed anywhere such as through the nose and tongue are prohibited.
7. Appearance, including dress, make-up, and hairstyles, deemed disruptive to the educational process will not be permitted. Hair color must be a natural color for hair (blonde, black, brown and natural red).
8. It is expected that while at school or at school functions or activities, students will not wear, possess, use, distribute, display, or sell any clothing, jewelry, emblems, badges, symbols, signs, graffiti, or other items deemed to be evidence of membership or affiliation with a gang.

* **NOTE FOR MILLER, MURDOCK, AND EARHART STUDENTS: In addition to the above mentioned guidelines, the dress code for Miller, Murdock, and Earhart dress code is listed at the end of this handbook. In instances where the school dress codes are not in agreement, students are expected to follow the dress code in the back of the handbook.**

STUDENT DISCIPLINE

Recognizing that the behavior of some students may be so disruptive that it interferes with school purposes or educational functions of the school corporation, school officials may find it necessary to discipline a student. In this event and in accordance with the provisions of I.C. 20-8.1-5.1, administrators and staff members may take the following actions:

1. **REMOVAL FROM CLASS OR ACTIVITY - TEACHER:**

A teacher may remove a student from his/her class or activity for a period of up to one (1) school day if the student is assigned regular or additional work to be completed in another school setting.

2. **SUSPENSION FROM SCHOOL - PRINCIPAL:**

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 ten (10) school days.

a. **IN-SCHOOL SUSPENSION:**

In-school suspension is an alternative to out-of-school suspension. Students may be assigned in-school suspension for up to ten (10) days for violations of student expectations. If students do not conduct themselves appropriately while in in-school suspension, the time will be served as out-of-school suspension. The principal shall review the disciplinary status of any student re-enrolling in a Lafayette School Corporation school who withdrew from a LSC school while awaiting a pending disciplinary action or serving a disciplinary action. The principal shall make a determination as to what steps must be taken to permit the reentry of the student.

b. **OUT-OF-SCHOOL SUSPENSION:**

Students may be suspended out-of-school for up to ten days or may be referred to an alternative suspension program. Those suspended students who are referred to an alternative program will be provided restrictive educational services through the program. Students will report to a designated place where they will be supervised by trained staff, complete academic lessons, and perform community service. Failure to comply with the provisions of the alternative program may result in further school discipline.

3. EXPULSION:

A student may be expelled for a period no longer than the remainder of the current semester plus the following semester, with the exception of possession of a firearm, destructive device, or a deadly weapon listed under the Grounds for Suspension or Expulsion, which may result in an expulsion period of at least one calendar year.

GROUND FORSUSPENSION OR EXPULSION

The grounds for suspension or expulsion listed in the section below apply when a student is:

1. On school grounds immediately before, during, and immediately after school hours and at any other time when the school is being used by a school group;
2. Off school grounds at a school activity, function, or event;
3. Traveling to or from school or a school activity, function, or event; or
4. During summer school.
5. Using property or equipment provided by or belonging to the school.

After an elementary student has been through progressive discipline and suspended twice, they may be assigned to “Chance.” Chance is a LSC Elementary behavior modification program that will be housed at Linwood School. If Chance is assigned by an administrator, attendance is required. Students will complete at least a 10 day behavior redirection curriculum in addition to regular curriculum during the ten (or more) days in order to successfully complete the program and be placed back in their home school.

MISCONDUCT AND/OR DISOBEDIENCE

Examples of student misconduct and/or disobedience for which a student may be suspended or expelled include, but are not limited to:

1. Using violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or other conduct constituting an interference with school purposes, or urging other students to engage in such conduct. The following enumeration is only illustrative and not limited to the type of conduct prohibited by this rule:
 - a. Occupying any school building, school grounds, or part thereof with intent to deprive others of its use.
 - b. Blocking the entrance or exits of any school building or corridor or room therein with the intent to deprive others of lawful access to or from, or use of the building, corridor, or room
 - c. Setting fire to or damaging any school building or property.
 - d. Prevention of or attempting to prevent by physical act the convening or continued functioning of any school or education function, or of any meeting or assembly on school property.
 - e. Intentionally making noise or acting in any manner so as to interfere with the ability of any teacher or any other person to conduct or participate in an education function.
2. Causing or attempting to cause damage to school property, stealing or attempting to steal school property.
3. Causing or attempting to cause damage to private property, stealing or attempting to steal private property.
4. Causing or attempting to cause physical injury or behaving in such a way as could reasonably cause physical injury to any person. Self-defense or reasonable action undertaken on the reasonable belief that it was necessary to protect some other person does not constitute a violation of this rule.

5. Any student who overtly or covertly participates in repeated acts or gestures, including verbal or written communications transmitted; physical act committed; or any other behaviors committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the other student. This includes bullying and/or racial and/or sexual harassment. Bullying includes cyber bullying which takes place on or immediately adjacent to school grounds, at any school sponsored activity, or on school-provided transportation or at any official school bus stop, through the use of the district's Internet system while on or off campus, through the personal use of a digital device on campus, or off campus activities that cause or threaten to cause a substantial disruption at school.
6. Failing to report the actions or plans of another person to a teacher or administrator where those actions or plans, if carried out, could result in harm to another person or persons or damage property when the student has information about such actions or plans.
7. Possessing, handling, or transmitting a knife or any object that can reasonably be considered a weapon, is represented to be a weapon, or looks like a weapon.
8. Possessing, using, transmitting, or being under the influence of any controlled substance, prescription drug, narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, intoxicant or depressant of any kind, or any paraphernalia used in connection with the listed substances. Also prohibited is the consumption of any of the stated substances before attending school or a school function or event.

Exception to Rule 8: a student with a chronic disease or medical condition may possess and self-administer prescribed medication consistent with the provisions outlined in Lafayette School Corporation policy J700.

9. Possessing, using, transmitting any substance which is represented to be or looks like a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, stimulant, depressant, or intoxicant of any kind.
10. Possessing, using, transmitting, or being affected by caffeine-based substances, substances containing phenylpropanolamine (PPA), or stimulants of any kind, be they available with or without a prescription.
11. Engaging in the selling of a controlled substance or engaging in a criminal law violation that constitutes a danger to other students or constitutes an interference with school purposes or an educational function.
12. Failing in a number of instances to comply with directions of teachers or other school personnel during any period of time when the student is properly under their supervision, where the failure constitutes an interference with school purposes or an educational function.
13. Falsely accusing any person of sexual harassment or violating a school rule and/or state or federal law.
14. Engaging in any activity forbidden by the laws of Indiana that constitutes an interference with school purposes or an educational function.
15. Aiding, assisting, or conspiring with another person to violate these student conduct rules and/or state or federal law.
16. Violating any rules that are reasonably necessary in carrying out school purposes or an educational function, including but not limited to:
 - a. Engaging in sexual behavior on school property;
 - b. Disobedience of administrative authority;
 - c. Willful absence or tardiness of students;
 - d. Engaging in speech, conduct, or behavior, including clothing, jewelry or hair style, which is profane, indecent, lewd, vulgar, offensive, disruptive to school purposes, or

interferes with the educational environment? This includes racial and/or sexual harassment.

17. Using on school grounds during school hours an electronic paging device or a hand held portable telephone in a situation not related to a school purpose or education function. A Parent(s)/Guardian(s) allowing students to carry electronic devices to school imply permission to the school to have access to any and all information on the device if confiscated for disciplinary or investigative purposes.
18. Exhibiting or participating in any behavior related to gang membership or affiliation, recruiting or furthering the interest of gangs, or possessing, using, distributing, displaying, wearing, or selling anything deemed to be evidence of gang membership or affiliation.
19. Engaging in academic dishonesty; the student submits academic work as their own when that work was copied from or completed by another person/student or taken from outside sources that were not properly acknowledged.

POSSESSING A FIREARM OR A DESTRUCTIVE DEVICE

1. No student shall possess, handle or transmit any firearm or a destructive device on school property.
2. The following devices are considered to be a firearm under this rule:
 - a. any weapon which will or is designed to or may readily be converted to expel a projectile by the action of an explosive
 - b. the frame or receiver of any weapon described above
 - c. any firearm muffler or firearm silencer
 - d. any destructive device which is an explosive, incendiary, or poison gas bomb, grenade, rocket having a propellant charge of more than four ounces, missile having explosive or incendiary charge of more than one-quarter ounce, mine, or any similar device
 - e. any weapon that will, or that may readily be converted to, expel a projectile by the action of an explosive or other propellant, and that has any barrel with a bore of more than one-half inch in diameter
 - f. any combination of parts either designed or intended for use in converting any device into any destructive device in the two immediately preceding examples, and from which a destructive device may be readily assembled
 - g. an antique firearm
 - h. a rifle or shotgun which the owner intends to use solely for sporting, recreational, or cultural purposes
3. For the purposes of this rule, a destructive device is:
 - a. an explosive, incendiary, or over pressure device that is configured as a bomb, a grenade, a rocket with a propellant charge of more than four ounces, a missile having an explosive or incendiary charge of more than one-quarter ounce, a mine, a Molotov cocktail or a device that is substantially similar to an item described above,
 - b. a type of weapon that may be readily converted to expel a projectile by the action of an explosive or other propellant through a barrel that has a bore diameter of more than one-half inch, or
 - c. a combination of parts designed or intended for use in the conversion of a device into a destructive device. A destructive device is NOT a device that although originally designed for use as a weapon, is redesigned for use as a signaling, pyrotechnic, a line throwing, safety, or similar device.

4. The penalty for possession of a firearm or destructive device: suspension for up to ten (10) days and expulsion from school for at least one calendar year with the return of the student to be at the beginning of the first semester after the one year period. The length of the expulsion may be reduced by the superintendent if the circumstances warrant such reduction.
5. The superintendent shall notify the county prosecuting attorney's office when a student is expelled under this rule.

POSSESSING A DEADLY WEAPON

1. No student shall possess, handle or transmit any deadly weapon on school grounds.
2. The following devices are considered to be deadly weapons as defined in I.C. 35-41-1-8:
 - a. a weapon, taser, or electronic stun weapon, equipment, chemical substance, or other material that in the manner it is used, or could ordinarily be used, or is intended to be used, is readily capable of causing serious bodily injury
 - b. an animal readily capable of causing serious bodily injury and used in the commission or attempted commission of a crime.
3. The penalty for possession of a deadly weapon: up to ten (10) days suspension and expulsion from school for a period of not more than one calendar year.
4. The superintendent shall notify the county prosecuting attorney's office when a student is expelled under this rule.

POSSESSION OF TOBACCO

Indiana Law prohibits people under the age of eighteen to possess or purchase tobacco products. If a student is found using, distributing, or possessing tobacco or tobacco products the following two things may occur:

In-school suspension or out-of-school suspension.

Police may be notified and a ticket issued for possession of tobacco by a minor.

UNLAWFUL ACTIVITY

A student may be suspended or expelled for engaging in unlawful activity on or off school grounds if the unlawful activity may reasonably be considered to be an interference with school purposes or an educational function, or the student's removal is necessary to restore order or protect persons on school property. This includes any unlawful activity meeting the above criteria which takes place during the weekend, holidays, other school breaks, and the summer period when a student may not be attending classes or other school functions.

LEGAL SETTLEMENT

If the attendance area of the school where the student attends is not the student's legal settlement, he/she may be expelled.

SUSPENSION PROCEDURES

When a principal (or designee) determines that a student should be suspended, the following procedures will be followed:

1. A meeting will be held prior to the suspension of any student. At this meeting the student will be entitled to:

- a. a written or oral statement of the charges;
 - b. if the student denies the charges, a summary of the evidence against the student will be presented; and,
 - c. an opportunity to explain his or her conduct.
2. The meeting shall precede suspension of the student except where the nature of the misconduct requires immediate removal. In such situations, the meeting will follow the suspension as soon as reasonably possible following the date of the suspension.
3. Following the suspension, the parent or guardian of a suspended student will be notified in writing. The notification will include the dates of the suspension; describe the student's misconduct, and the action taken by the principal.

EXPULSION PROCEDURES

When a principal (or designee) recommends to the superintendent (or designee) that a student be expelled from school, the following procedures will be followed:

1. The superintendent (or designee) may conduct an expulsion meeting, or may appoint one of the following persons to conduct the expulsion meeting:
 - a. legal counsel
 - b. a member of the administrative staff who did not expel the student and was not involved in the events giving rise to the expulsion.
2. An expulsion will not take place until the student and the student's parent or guardian are asked to appear at an expulsion meeting conducted by the superintendent or the person designated above. Failure by a student or a student's parent or guardian to appear at this meeting will be deemed a waiver of rights administratively to contest the expulsion or to appeal it to the school board.
3. The request to appear at the expulsion meeting will be in writing, delivered by certified mail or by personal delivery, and contain the reasons for the expulsion and the date, time, place, and purpose of the meeting.
4. At an expulsion meeting, the principal (or designee), will present evidence to support the charges against the student. The student or parent/guardian will have the opportunity to answer the charges against the student, and to present evidence to support the student's position.
5. If an expulsion meeting is held, the person conducting the expulsion meeting will make a written summary of the evidence heard at the meeting, take any action found to be appropriate, and give notice of the action taken to the student and the student's parent.

The student or parent/guardian has the right to appeal the decision of the person conducting the expulsion meeting to the school board within ten (10) days of the receipt of notice of the action taken. The student or parent/guardian appeal to the school board must be in writing. If an appeal is properly made, the board must consider the appeal unless the board votes not to hear the appeal. If the board hears the appeal, it will consider the written summary of the expulsion meeting and the arguments of the school administration and the student and/or the student's parent or legal guardian. The board will then take any action deemed appropriate. The board will not hear the appeal if the appeal meets the following criteria:

1. The student has not been expelled or required to attend an alternative school.
2. The expulsion officer has found the student has engaged in prohibited conduct of the type enumerated below, unless a.) The student has denied commission of the misconduct for which the expulsion has been ordered and b.) significant new evidence favorable to the student and not available at the time of the expulsion meeting has been discovered, and is specifically described in the request for appeal:
 - a. Occupying any school building, school grounds, or part thereof with intent to deprive others of its use.

- b. Blocking the entrance or exits of any school building or corridor or room therein with intent to deprive others of lawful access to and from, or use of the building, corridor, or room.
 - c. Setting fire to or substantially damaging any school building or property.
 - d. Possessing, firing, displaying, or threatening use of firearms, explosives, or other weapons on school premises.
 - e. Prevention of or attempting to prevent by physical act the convening or continued functioning of any school or educational function, or any lawful meeting or assembly on school property.
 - f. Causing or attempting to cause substantial damage to school property, stealing or attempting to steal school property of substantial value, or repeatedly damaging or stealing school property of small value.
 - g. Intentionally behaving in such a way as to endanger the safety of any person, except where self-defense or reasonable action undertaken on the reasonable belief that it was necessary to protect some other person has been raised at the expulsion meeting as a defense to finding of a violation of this provision.
 - h. Threatening or intimidating any student or school employee for the purpose of, or with the intent of, obtaining money or anything of value from the student.
 - i. Except for approved school purposes, knowingly possessing, handling, or transmitting a knife or any other object that can reasonably be considered a weapon, or looks like a weapon.
 - j. Knowingly possessing, using, transmitting, or being under the influence of any controlled substance, prescription drug, narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, intoxicant or depressant of any kind, or any paraphernalia used in connection with the listed substances. Proper medical use of a prescription or non-prescription drug is not a violation of this subdivision.
 - k. Engaging in the lawful selling of a controlled substance or engaging in a criminal law violation that constitutes a danger to other students or constitutes an interference with school purposes or an education function.
3. The student has admitted the rule violation for which expulsion has been ordered, unless the appeal is limited to a challenge to the imposition of expulsion or the length of the expulsion imposed.
 4. The length of the expulsion imposed is less than one semester or is the remainder of the current semester.

The Board may also make exceptions to these criteria if the Board deems it necessary out of fairness considerations or an extraordinary circumstance. Legal Reference: 20 U.S.C. 8001, 20 U.S. C. 8002, I.C. 20-8.1-5.1-1 ET Esq., I.C. 35-47.5-2-4, I.C. 35-41-1-8, I.C. 35-47-1-5, SEA 285

QUEST

In accordance with the S.A.F.E. P.O.L.I.C.Y. and SHOCAP, information related to attendance, discipline, and grades will be entered into the QUEST database for students who are on court-ordered probation and truancy mediation. In addition, the principal may enter information into the QUEST database for students suspended or expelled from school or students arrested for actions related to school incidents. The QUEST database allows people permitted by the Judge of the Juvenile Court to share information intended to coordinate services for a particular individual or family. People currently designated to share information contained in the QUEST database include people representing schools, probation, Superior Court 3, the Lafayette Police Department, the Prosecutor's Office, Juvenile Alternatives, and Child Protective Services.

GENERAL INFORMATION

KINDERGARTEN ENTRY AGE

A child who is 5 years old on or before August 1 of a school year may be enrolled in the kindergarten program.

Parents of children who turn 5 years old between August 1 and before September 1 may request early kindergarten entry for their child in accordance with board policy. After the September 1st birthdate deadline, a student must qualify for high ability kindergarten to be admitted as an early entry student. If you have questions, please call Diana Cavanaugh at Edgelea Elementary at 772-4780 for more information.

Approval of early kindergarten entry will be based on a determination as to whether the child is highly likely to succeed in kindergarten and is very unlikely to be adversely affected because of early entry. Whether or not there is space available in the kindergarten program at the school which the child would attend may also be a consideration.

Parents requesting early kindergarten entry may contact their school's principal for information about the process.

ASSIGNMENT OF STUDENTS TO SCHOOLS

Each student shall be assigned to the elementary school in the attendance area in which the student resides. For the purposes of school attendance, the residence of a student shall be considered to be the voting residence of the student's parents or legal guardian. Upon enrollment, parents will be asked to provide proof of residency in Lafayette School Corporation. The documentation will be verified by the school principal or his/her designee. Those students who do not live in Lafayette School Corporation will be unable to enroll without an approved tuition transfer from another district. Elementary students who have been approved to attend a school other than the school in their home attendance district must successfully comply with all LSC elementary student handbook policies and procedures.

Failure to do so may result in the student being assigned back to their home school.

The elementary student who moves out of the LSC may complete the semester before being required to transfer.

a. Moving to another school

If a student plans to move to another school attendance area within the Lafayette School Corporation the parents should call the office during the school year as soon as they know the move will take place.

b. Transfer Request

For information regarding requested transfers to another LSC school please check Board Policy J220. Transfer forms may be obtained at a student's home school office.

ARRIVAL AND DISMISSAL

The school assumes responsibility for supervision of students who are on the school premises during the hours of the normal school day. The school also assumes responsibility for supervision of students involved in school sponsored activities. Examples include activities such as school patrols, school approved field trips, assigned after-school detentions and riding the school bus to and from school. The school does not assume responsibility for supervision of students when the students arrive before or leave after the above stated times except when the students are in a school sponsored activity. Students that walk to and from school should follow standard pedestrian safety practices.

At the beginning of the year, parents will be asked to tell the school what the typical dismissal plan will be for their child. If there is a change in dismissal plans, parents will either need to

send a note with their child or call the school office before 2:00 p.m. Except for emergencies, there will be no changes to dismissal procedures after 2:00 p.m.

The school does not assume responsibility for the supervision of students when the students are participating in an activity which is not school sponsored, such as scouts.

At all times other than the above stated times, the parents assume all risks involved in having their children on the school premises.

Parents should contact the school regarding crossing guard locations and times.

VACATIONS

School vacations will be observed on the following dates:

September 2	Labor Day
Oct. 24 & 25	Fall Break
November 28 & 29	Thanksgiving Break
Dec. 23-January 3	Winter Break
January 20	Martin Luther King, Jr. Day
February 17	President's Day
Mar. 24-28	Spring Break
May 21	Last Day of School
May 22 & 23	Make up Days (if needed)

Because of the Indiana Law requiring 180 days of student attendance, make-up days are potential school days. Make up days are May 22 and 23. If bad weather or other emergencies necessitate the closing of school, the school may be in session one or more of these make-up days.

EMERGENCY SCHOOL CLOSINGS AND POWER ANNOUNCEMENT

Emergency school closings will be announced by the local radio and TV stations. Information about emergency school closings is put on the air as soon as it is available. Please do not call the schools or the radio or TV stations to inquire if schools will be closed.

In addition, an automated service will call or text emergency school closings, delays, or other announcements. This system uses the current phone numbers parents have given the school. **Please let the school know if your contact information changes, or if you do not receive messages from this system.**

Parents are ultimately responsible for the health and safety of their children. On days of severely inclement weather when school is in session, if the parent reports to the school that their child was kept home because they felt going to school would endanger the child's health or safety, the absence will be counted the same as an excused absence. The absence will be counted, but the student will not be considered truant.

BREAKFAST/LUNCH PROGRAM

School breakfast and lunch are planned to provide foods children will eat so they will gain the full nutritional benefit of the meal while following government standards to contribute to the daily nutrient needs of children. Monthly menus are made available for students to bring home. In addition, they are posted in the school and available on the LSC website. Menus are subject to change if circumstances warrant it.

Parents may send money to school with the student in a clearly marked envelope or may make payments online at the LSC website under the Parents tab. Payments taken to school are to be given to the food hostess where it will be credited to the student's lunch account. Before school

is the best time to add money to the student's meal account. The cafeteria account balance will carry over from school year to school year. The account balance will transfer automatically if a student moves to another school in the Lafayette School Corporation.

Regular school lunches will be \$1.90 PER DAY, and breakfast will be \$1.10 PER DAY. No food may be taken out of the cafeteria. Applications for free and reduced priced meals are available in the school office, and may be submitted any time during the school year.

Policy on Charging School Lunches:

The Federal Guidelines for the Child and Nutrition Program require that notice be given to you about how the charging of school lunches must be handled. This policy applies to all elementary children purchasing a school meal.

The guidelines for the Lafayette School Corporation require that when a child has requested a school meal without funds to pay for it, payment is expected the following day. A maximum of three (3) unpaid lunches are allowed before students are given the option of receiving a peanut butter and jelly sandwich, juice, and milk (which will be charged to the parent) or calling home to request money or a lunch brought from home. One school breakfast charge will be allowed before the student will not be permitted to have breakfast.

Please help your child by not charging school lunches. Should you have questions about this procedure, contact the Director of Food Services for the Lafayette School Corporation at (765) 771-6145.

VOLUNTEERS

Each school year parents and interested community members will be offered the opportunity to volunteer in our elementary schools. The names of potential school volunteers will be screened through the Indiana Sexual and Violent Offenders Directory, Indiana Offenders Database, Tippecanoe County Court View, and for addresses outside of Indiana the Sex Offenders Registry for each state and if available, each city prior to being approved to volunteer at school. Approved volunteers may be asked to participate in one-to-one, small group, classroom and school-wide activities as designated by a teacher or administrator. Volunteers will work under the direction of a certified teacher or school administrator. Volunteer opportunities are available on the LSC website at www.lsc.k12.in.us. At the LSC website, under the "Community and Alumni" tab, click on the "Help LSC-Volunteer and Donate" tab and fill out the information needed for a volunteer background check.

STUDY TRIP CHAPERONES

Each school year parents may be offered the opportunity to chaperone class and/or school study trips. It is our preference that a chaperone be a student's parent or legal guardian. Chaperones must be of legal age (21). Chaperones are expected to abide by all school policies including, but not limited to, refraining from smoking, consuming alcohol or using illegal substances while supervising students. Chaperones may not bring along additional siblings, family members or friends. The names of potential study trip chaperones will be screened through on the Indiana Sexual and Violent Offenders Directory, Indiana Offenders Database, Tippecanoe County Court View, and for addresses outside of Indiana the Sex Offenders Registry for each state and if available, each city prior to approval. The principal will approve the number and type of chaperones needed for each study trip, as recommended by the teacher(s). In the event there are more interested chaperones than available places, the principal or his/her designee will select the chaperones.

STUDY TRIPS

Prior to all study trips, personnel of the school will attempt to provide students with specific information about the trip. This would include the itinerary, dates, times, and cost. If, for any reason, you do not want your child to participate in an event, please notify your child's teacher

or principal in writing. If the school is not notified of any objections, the staff will understand the student has your consent to participate in the event, if you agreed on the enrollment paperwork. Please check with your child about any planned events. Every student must have a medical information and authorization form completed and turned into the office. This form gives school personnel and/or adult chaperones permission to obtain medical care and/or hospitalization should any illness or accident occur. Parents are responsible for payment of any medical expenses.

AFTER SCHOOL CHILDCARE

Each school corporation in Indiana is required to make available after school latch key childcare services to students in grades K-4. In the Lafayette School Corporation that service is available at Earhart, Edgelea, Glen Acres, Miller, and Murdock elementary schools. Any LSC student in grades K through 4 is eligible to enroll in the program.

Tippecanoe Child Care operates the program at Earhart and Miller. The programs at Edgelea and Glen Acres are operated by the YMCA. There is a fee charged for the service. Parents may enroll their children in a latch key program by contacting the organization providing the service.

In addition to the latch key child care services provided at the above named school sites, other organizations in the community provide latch key services at non-school locations. Parents may call their respective principal's office for information about services available in a particular neighborhood.

**Lafayette School Corporation Daycare Options
2013-2014**

School	Before On-Site	After On-Site	Nearby/Pickup
Earhart	N	Y (TCC) (Cool School)	Tippecanoe County Childcare (after) Pickup: YMCA, KinderCare, Burgett's, LUM, Second Baptist, Learning Universe, Hanna Center, First Assembly Childcare, TLCC
Edgelea	-Y (Y Care)	Y (YMCA)	Nearby: Jack & Jill, Boys & Girls Club, Second Baptist Pickup: LUM, KinderCare, Burgett's
Glen Acres	N	N	Pickup: KinderCare, Hanna Center, LUM, YMCA
Miami	N	N	Nearby: Boys & Girls Club Pickup: YMCA, LUM, KinderCare, Second Baptist, TLCC Daycare
Miller	N	Y (TCC) Cool School	Tippecanoe County Childcare (after) Nearby: Bauer Community Center Pickup: KinderCare, Hanna Center, LUM, YMCA
Murdock	N	FOCUS	Pickup: KinderCare and LUM, YMCA, Hanna Center, Boys & Girls Club
Vinton	N	N	Pickup: YMCA, Boys & Girls Club, LUM, Hanna Center

LUM--Lafayette Urban Ministry

TCC--Tippecanoe Childcare

YMCA--Young Men's Christian Assoc.

TLCC--Tender Loving Childcare

BICYCLES, SKATEBOARDS, MOPEDS

It is recommended that parents consider age and maturity in allowing students to bike to school. Generally, K-2 students are not developmentally ready for this responsibility.

Bicycles may be ridden to school if the student uses the common regulations regarding their use. Each student is *strongly* encouraged to lock his/her vehicle with a heavy-duty chain and padlock. The school assumes no responsibility for bicycles ridden to school but will make an effort to safeguard them. Each bicycle should be registered with the police department. SKATEBOARDS, IN-LINE SKATES, AND MOPEDS, ARE NOT PERMITTED.

WALKING TO SCHOOL

It is recommended that parents consider age and maturity in allowing students to walk to school alone. Generally K-2 students are not developmentally ready for this responsibility. Should a student have difficulty with the behavior during their walk to or from school, or if school personnel deem walking to school unsafe, a parent or guardian may be required to chaperone the walk to school. Parents are encouraged to ensure their child has a safe route to walk to school, understands what to do in an emergency, and understands proper walking behaviors.

CHANGE OF ADDRESS OR PHONE:

If you move, change phone numbers, or have a parent who changes jobs, please report this information to the office as soon as possible. It is important to have up to date contact information on every student.

E-MAIL ADDRESSES

The proper convention for the e-mail addresses for Lafayette School Corporation staff members is the first letter of the staff member's name followed by the staff member's last name followed by @lsc.k12.in.us For example, Joe Smith's email address would be: *jsmith@lsc.k12.in.us*

SAFETY DRILLS

The state of Indiana requires that each school conduct fire, severe storm, and safety drills. Each teacher will explain all necessary safety procedures to his/her class during the first week of school. Lockdowns drills are also conducted at each elementary school.

CAMERAS

In order to promote school safety and security, some elementary schools in Lafayette may operate and maintain numerous surveillance video cameras throughout the school in hallways and exterior locations. There may also be surveillance video cameras on some buses. These cameras are used to record video images 24 hours a day, 7 days a week. Recorded images are reviewed in cases of risks to safety or security and may be used in investigations resulting in disciplinary action. Video data are to be used exclusively by the LSC staff. Because of privacy concerns, parents cannot view these videos. These images are typically saved up to ten (10) days after an incident, unless the incident involves police.

CD, RADIO, MP3 AND OTHER MUSIC/GAME DEVICES

Students are not to bring portable electronic devices, iPods, DVD players, recording devices, or other similar devices including handheld electronic games, such as Nintendo DS, to school without the specific written prior approval of the classroom teacher or principal. The first breach of such expectation will result in the item being taken and returned only to the parent or guardian. Any subsequent breach shall result in the principal confiscating the item and arranging a conference with the parent or guardian to discuss the return of the item and the consequences of future violations. In the event a teacher or principal grants written

permission to bring an item to school, such permission shall state explicitly when such an item may be used. Failure to follow the specific instructions regarding when the item may be used shall result in the item being confiscated as set forth above. The school cannot and will not ensure the safe keeping of any personal electronic equipment.

ELECTRONIC COMMUNICATION DEVICES

Electronic communication devices (cell phones and other communication devices) are to be turned off and placed out of sight between 8:25 AM and 2:45 PM and when school is in session, unless approved by the teacher for an educational purpose. Failure to comply with this policy may result in disciplinary penalty and the item being confiscated and returned only to the parent or guardian. Information contained on devices is subject to inspection.

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 or 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.

SEARCHES

The search or inspection of school property assigned to a specific student and the seizure of any illegal items found therein must comply with the following procedures:

1. A search or inspection may be conducted under the authorization of the principal or his designee. Searches, based on reasonable suspicion, may be conducted at random or be selective in nature.

2. Searches or inspection of personal belongings or an area assigned to a student shall be made in the presence of a witness and, when reasonably possible, in the presence of the student. Tools to aid searches may include technology.
3. Illegal items as defined by federal, state, or local law or a provision of this policy which may be reasonably determined to be a threat to health, safety or security of others may be seized by school authorities and turned over to the police department.
4. Items which are used to disrupt or interfere with the educational process may be removed from a student's possession and may be returned to the parent/guardian.

SCHOOL SAFETY

Safe School Help Line: Please call toll free (888) 435-7572 or (888) HELP-LSC, to report anonymously suspicious incidents involving drugs, violence, and weapons in our school community.

Another reporting avenue is the WeTip hotline provided by Tippecanoe County. It is available to report any criminal activity you become aware of in the county. The number is 1-800-78-CRIME or 1-800-782-7463.

GRADING PERIODS

Semester

1st Semester	August 13-December 20	90 days
2nd Semester	January 6-May 22	90 days

Quarter/Report Cards

Quarter 1	August 13-October 11	43 days	Sent Home October 18
Quarter 2	October 14-December 20	46 days	Sent Home January 10
Quarter 3	January 6-March 7	43 days	Sent Home March 14
Quarter 4	March 10-May 21	48 days	Sent Home May 23

Progress Reports

1st Progress Report	August 12-September 11	Sent Home September 13
2nd Progress Report	October 14-November 13	Sent Home November 15
3rd Progress Report	January 6-February 5	Sent Home February 7
4th Progress Report	March 10-April 16	Sent Home April 18

GRADING SYSTEM

The letter grade assigned for performance will fall within the regular five point grading system of A, B, C, D, and F, with the following interpretation:

A	90-100	(Very Good)	E - 90-100	(Excellent)
B	80-89	(Above Average)	S - 75-89	(Satisfactory)
C	70-79	(Average)	N - 60-74	(Needs Improvement)

D	60-69	(Below Average)	U - Below 60	(Unsatisfactory)
F	below 60	(Below Passing)		

Plus (+) and minus (-) may be used conservatively with grades of A, B, C, and D.

At the middle of each nine-week grading period, an academic progress report for grades 1-4 will be provided to the parents or guardians of the student.

Standards based report cards for kindergarten students provide information, as required by PL221, about your child's progress on the state math and language arts standards.

All promotional policies are based upon providing the best possible opportunity for each student. Both the school and the parents are interested in the common goal of providing an educational program that will be in the best interest of each child--both for the present and in the future.

A student who fails to accomplish the minimum requirements for a particular grade may be retained in that grade for another year, if such seems to be in the best interest of the student. In all cases of a student being retained, conferences between parent and teacher are essential. Each retention is treated as an individual case. Foremost to be considered is whether the retention is good for the student.

IREAD-3

IREAD-3 is a test that is required by state law. This test measures reading skill of third grade students. Students who do not pass IREAD-3 in the spring will have an opportunity for remediation and are able to retest after the end of school. Students who do not pass the spring and summer administrations of IREAD-3 will continue to receive instruction in Grade 3 reading, will officially be reported as a third grader, and will fully participate in the Grade 3 ISTEP+ assessment. There are some exemptions to this law. If you would like to know more about IREAD-3, please visit the Indiana Department of Education website:

<http://www.doe.in.gov/achievement/assessment/iread>

HOMEWORK POLICY

INTRODUCTION

The State of Indiana has mandated that every school corporation develop a homework policy. Realizing that a rigid, corporation-wide policy could not serve the needs of students of various ages and abilities in all its schools, the Lafayette School Corporation has instructed each school level to develop its own homework policy.

The following policy has been developed for the Lafayette Elementary Schools and is intended to be a general guideline that will benefit students, teachers and parents in the Lafayette Elementary Schools.

PURPOSE OF HOMEWORK

Homework may be assigned for the purpose of preparing students for activities that will occur in a future classroom setting; reinforcing learning that has previously been taught; extending to a higher order of thinking; or promoting creativity by having students combine concepts and skills in new and different ways.

ROLE OF TEACHER, STUDENT, PARENT

Teachers should develop a homework policy and discuss it with students and parents at the start of the school year, be specific in making individual homework assignments, and notify parents of students who fail consistently to complete homework. Students should write down

all homework assignments, take home all necessary material and information needed to complete assignments, and turn in all assignments when they are due. Parents should provide a quiet study area and specific study time for homework to be done, check with children and on homework assignments each day, and communicate with teachers when homework difficulties arise.

HOMEWORK GUIDELINES

1. Homework should be conducive to facilitating student learning and therefore used for diagnostic as well as evaluative purposes.
2. Whenever possible, students should be provided with a period of directed study during which they may begin their assignments and receive assistance from the teacher.
3. The amount and frequency of homework should vary based on grade level, subject matter, and ability level of each student. As a general guide, homework may average between 15 minutes and 1 hour daily and could include supervised study in class and/or time spent at home.
4. Major assignments and tests should, whenever possible, be coordinated so that overloading does not occur.
5. If a student or parent believes that these guidelines are not being followed, they should first communicate with the teacher involved. If a problem still persists, the principal should be contacted.
6. If homework is given by the school and/or teacher, it is nonnegotiable. The student must complete the homework or face grade and/or disciplinary consequences.

VISITORS TO SCHOOLS POLICY

The board invites parents and/or citizens of the school corporation to visit schools. Because schools are a place of learning, the following stipulations are established concerning these visits:

1. A visitor is defined as anyone who is not a regular staff member or student of a particular school.
2. All visitors shall report to the school's general office, sign in and receive a guest badge.
3. Parents or citizens who desire to observe a particular classroom while school is in session shall obtain approval for such visits in advance from the principal, assistant principal, or central office administrator. In the event the principal is not available, the principal shall designate an assistant principal to determine the approval for such visits. Before approving any visit the principal or the designated assistant principal shall confer with the teacher whose class is to be visited not less than 24 hours before the requested visit, to determine whether and when a visit may be appropriate, the length of the visit and any other issues or concerns the teacher may have. Time limitations may be established so that class disruptions and distractions may be kept to a minimum.
4. Teachers who arrange visitors to their own classrooms or school shall inform the principal's office of such visitations.
5. Teachers shall not take instructional time to discuss class events, procedures or individual matters with visitors. It is recommended that a separate time be arranged with the teacher to discuss the visitor's classroom observations.

6. Building principals are authorized to refuse entry to schools to persons who do not have legitimate business at the school and to request any unauthorized person or person engaging in unacceptable conduct to leave the school grounds. Furthermore, building principals or designees are authorized to request assistance of law enforcement officers in cases of emergency and to seek prosecution to the full extent of the law when persons violate the provisions of the district policy including but not limited to trespassing on school grounds, damage to school property, loitering, and disruptive activity.

Board Adopted: August 8, 1994

Revised: November 11, 2002

TELEPHONE

A telephone is in the school and is available to students in case of emergency. Ordinarily, students will not be called to the telephone but messages can be delivered to the student. The information will be communicated at a time that does not disrupt instruction, except in an emergency. After school plans (childcare, transportation, and activities) should be discussed with your child before s/he leaves home in the morning. If you call during the school day, the secretary may be unable to relay a message to your student in a timely manner. Except for emergencies, all messages should be received before 2:00 p.m.

GYM SUPPLIES

Gym shoes are required of all students for physical education activities. It is strongly recommended that his/her set of gym shoes be left at school and used only during physical education and recreation activities.

SCHOOL SUPPLIES

Supplies are to be secured at the beginning of the school year by the parent and are to be replaced as needed. A supply list is provided at the beginning of the year and is available at our website www.lsc.k12.in.us. Your child must have proper supplies with which to do school work. Please make certain that materials secured are those designated on the supply list and that they are properly marked, when possible, with the child's name.

RECORDS AND TRANSCRIPTS

A permanent record of the courses taken by each student, the grades received, his/her attendance record, and scores on special tests is kept in the office. This record will use the student's legal name and his/her Indiana Student Test Number. Upon written request by the parent, in compliance with the Federal Privacy Law, the office will provide copies of this record. If a student transfers from one LSC school to another LSC school, this permanent record is sent to the requesting school. A record release form signed by the parent must be on file in the office before the permanent records can be forwarded to a school other than an LSC school.

RELEASING STUDENT RECORDS AND INFORMATION

The Student Records Policy of the Lafayette School Corporation complies with the provisions of the Family Educational Rights and Privacy Act of 1974, Public Law 93-380. (For complete details refer to Rights and Privacy Act in Appendix).

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1984

PUBLIC LAW 93-380 PUBLIC LAW 93-380

The Student Records Policy of the Lafayette School Corporation complies with the provisions of the Family Educational Rights and Privacy Act of 1974, Public Law 93-380.

In broad outline, this policy provides for the following:

- a. The Act concerns the student records of both elementary and secondary schools.
- b. The parents' right under this Act extends until the student is 18 years of age, or is enrolled in a post-high school institution; hereafter, only the student may exercise the rights.
- c. Parents have a right to examine their children's records at reasonable times and, in certain circumstances, in accordance with school policy to purchase a copy of such records.
- d. The parent has a right to have a record corrected if it is inaccurate, misleading, or is otherwise in violation of the privacy or other rights of students.
- e. If, as a result of a hearing, the school decides that the information in the record is not inaccurate, misleading, or otherwise in violation of the privacy or other rights of the student parents have the right to place in the education records of their child a statement commenting upon the information in the education records and/or setting forth any reasons for disagreeing with the decision of the school to leave the contested information in the student's record.
- f. A record must be kept with each student record showing who examined it, the date on which it was examined, and the purpose of the examination. School officials of this district who have a legitimate education interest in the student are exempted from this requirement by the Act.
- g. Certain persons may examine student records without parental consent. These include school officials, including teachers who have legitimate education interest; officials of other schools or school systems where a transfer is made; and certain representatives of the state and federal government with various limitations.
- h. Any person may receive the records, if the parents execute a written consent specifying the records to be released, the reasons for such release, and the person to whom they are to be released. A copy will be sent to the parents in such case if requested. The parent may also request and receive a copy of any student record forwarded to another school or school system with a transfer.
- i. A copy may also be furnished pursuant to a court order or subpoena, but only if the parents are given advance notice.
- j. Certain directory information including the student's name, address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, weight, and height of members of athletic teams, dates of attendance, awards received, and other similar information may be released without parental consent unless the parent notifies the school district in accordance with the Students Records Policy that they do not want certain designated directory information released without prior consent.

The Board of School Trustees has adopted a policy implementing the provisions of this Act. A copy of this policy and the Act are on file and available for inspection at the office of each school principal and at the office of the superintendent of schools.

BOOK RENTAL

Book rental is due at the end of the second week of school. If a parent or guardian needs assistance in paying book rental, they may contact the school treasurer in the school office. The Lafayette Board of School Trustees authorizes a rental and fee program for providing textbooks and related materials. Fees will be assessed at the beginning of each school year and the administration will be empowered to collect all fees by methods that may include a collection agency or legal action in court.

SCHOOL BUS CONDUCT RULES FOR STUDENTS

School bus drivers are to have control of all school children conveyed between the homes of the children and the school, and return. The driver shall keep order, maintain discipline among the children while on the bus or along the route, treat all children in a civil manner, and see that no child is imposed upon or mistreated while in his/her charge.

Student medications transported to school must be in the original prescription container with the student's name and school written on it. The container will be given by the parent or the student to the bus driver or bus paraprofessional upon entering the bus. The bus driver or paraprofessional will give the container to the teacher, the school paraprofessional, or the student upon arrival at school.

Objects that are too large to fit on the student's lap or on the floor between the student's legs will not be transported. Other non-transportable objects include live animals, glass objects, firearms, ammunition, explosives, or dangerous materials, and items that could be determined to be a safety hazard. Many school projects may not be transportable. CALL THE TRANSPORTATION OFFICE AT 771-6059 FOR CLARIFICATION.

There will be no transfers for students that want to go home with friends or to an alternate location. In the event of an emergency, a transfer can be approved in writing, signed and dated, by a school principal or the head of LSC Transportation. The emergency must be in the interest of the safety of the student and limited to a time period considered "necessary." Parents of students needing permanent bus transportation to an alternate address, such as to a babysitter, must present a letter of request to the transportation department for their child to ride a bus to the alternate location. Bus transportation to an alternate address is not the responsibility of the school corporation. Bus routes are established for students living in a specific area. Approval will depend upon seating availability. A request letter will be processed for possible transportation. A written reply will be sent from the transportation office before transportation is to begin.

BUS PROCEDURES

Riding the school bus is a privilege not a right. Behavior on the bus that potentially is dangerous to the physical safety of others may be dealt with in the following manner:

1. Driver will verbally warn the student
2. Driver will call the Parent
3. 1st Conduct Report to school—Verbal Warning—Probation
4. 2nd Conduct Report to school—1 week (5 days) Suspension from bus
5. 3rd Conduct Report to school—Nine (9) weeks Suspension from bus
6. 4th Conduct Report to school—Suspension for rest of school year from bus
7. At any given time if the offense is severe enough, the Principal or the Head of Transportation can skip any of the above steps in the process. Discipline is at the discretion of the administrator, based on the offense and the student's age, to modify steps as well.

OUTDOOR RECESS

Outdoor recess periods, may be observed each day except in inclement or severe weather. All children will be expected to go out with the class unless excused for health reasons by a note from home each day. (Health reasons may be confirmed by the building nurse). Teachers may require a student to stay in to complete work. Any exceptions to this rule must be accompanied by a physician's statement in order for the child to stay in for long periods of time and without a daily note. Students are expected to behave and follow school rules and procedures during this time. Not following school rules could result in the loss of this privilege for your child.

STUDENT SERVICES

HIGH ABILITY PROGRAM

The ultimate test of any educational program is its success in encouraging and enabling each individual to achieve his fullest potential. Although the regular school curriculum meets the needs of most students, it does not serve adequately the needs of those highly able students who require special challenges to develop the many different kinds and degrees of ability or talent they possess. An educational program specifically designed to enable highly capable students to achieve at their own pace and at an appropriate level is an essential part of the total educational commitment. Such a program meets the needs of the individual, offers K-12 continuity, provides for peer interaction, and develops responsibility for learning.

The Lafayette School Corporation is committed to the implementation of a program for high ability students which will develop skills and attitudes that lead to a life of learning, self-development, and service to society.

The Lafayette School Corporation's High Ability Program is based on a consideration of the characteristics and needs of high ability youth. It addresses the concerns of students, parents, educators, and the community in its attempt to meet the needs of high ability students in general intellectual ability, specific academic aptitude, leadership, creativity, and the visual and performing arts. The K-12 program provides for the sequential development of higher level thinking skills, study at an appropriate pace and level, appropriate materials, opportunities for independent study and research, and appropriate activities within the school and in the community. The elementary program K-4 is held at Edgelea School. The EXCEL and Challenge Programs for grade 5-6 are held at Sunnyside and for grades 7-8 at Tecumseh. The high school program consists of honors and AP classes at Jefferson High School.

Eligibility for placement in the High Ability Program is determined by consideration of achievement test scores, academic records, teacher recommendations, parent referral, student self-referral, and other relevant information. Parents who feel their children have need for High Ability Program services may refer their children for consideration for placement by contacting their building principal or

Dr. John Layton Challenge Program Coordinator
Hiatt Administration Center, 2300 Cason Street
Lafayette, IN 47904
Phone: (765) 771-6045

ELEMENTARY COUNSELING PROGRAM

The elementary counselor is a specialist trained in education, counseling techniques, child psychology and case study techniques. His/her goal is to help all students make the best possible adjustment in school. Counselors may work with all students in a class group helping them learn behaviors and skills that enhance school success. Also, they work with small groups and individual students assisting them with problems that may be interfering with school life. Counseling services for students may be initiated by parents, teachers, principals or students. Parents may contact the elementary counselor in person or by telephone to request services for their child.

GENERAL EDUCATION INTERVENTION AND LAFAYETTE SCHOOL CORPORATION'S RESPONSE TO INTERVENTION (RTI)

Response to Intervention (RTI) is a 3-tiered systematic process model that emphasizes and maps how well students respond to changes in instruction and classroom environment. Instruction is layered over time in response to students' increasing needs. These needs can become barriers to academic progress. They include 1) Academic Issues, 2) Attendance Problems, 3) Behavior Issues, 4) Health-Related Issues, 5) Nutrition-Related Issues, 6) Mobility/Transfer Issues.

RTI has been designed to prevent academic failure through early intervention, frequent progress, measurement and monitoring, and research-based instructional interventions for students who continue to experience difficulty.

Essential Components of RTI include:

- High quality research-based instruction and behavioral support in general education.
- Universal (school-wide, district-wide or state-wide) screening of academics and behavior in order to determine which students need closer monitoring or additional interventions.
- Multiple tiers of intense scientific, research-based interventions that are matched to student needs.
- Use of a collaborative, problem-solving approach by school staff for development, implementation, and monitoring of the intervention process.
- Use of continuous monitoring of student progress during interventions, using objective information (data collection) to determine if students are meeting goals.
- Documentation of parent involvement throughout the process.

The 3-Tiered Process of Response to Intervention, along with Positive Behavioral Supports is grounded in DIFFERENTIATED Instruction. Monitoring of progress is done through goals that are observable and measurable.

- **Tier I (Universal Level):** Interventions provided by general education classroom teacher, at the Core Curriculum General Education level to provide support that can actually benefit the entire class.
- **Tier II (Targeted Level):** Interventions add supplemental (additional) support specific to small groups of students within a class.
- **Tier III (Individual Level):** Referrals provide a close monitoring process; a gateway for referrals to Section 504 or Special Education.

SECTION 504 OF THE REHABILITATION ACT OF 1973
LAFAYETTE SCHOOL CORPORATION

COMPLIANCE PLAN
FOR
SECTION 504 OF THE REHABILITATION ACT OF 1973

The **Compliance Plan** serves students, parents, employees, and applicants for employment, patrons, and programs within the LAFAYETTE SCHOOL CORPORATION, hereinafter referred to as LSC.

1. LSC assures students, parents, employees, applicants for employment, and patrons that it will not discriminate against any individual.
2. The Section 504 Compliance Coordinator is as follows: Patricia Miller, Assistant Principal/Section 504 Coordinator.
3. Parents are provided procedural safeguards, which are included in the "Notice of Disabled or Who Are Believed To Be Disabled."
4. An impartial due process hearing and review (appeal) are provided upon request. Procedures are detailed in the "Notice of Parent/Student Rights In Identification, Evaluation, and Placement of Individuals Who Are Disabled or Who Are Believed To Be Disabled."
5. Notice to students, parents, employees, and general public of non-discrimination assurances and parent/student rights in identification, evaluation, and placement will be disseminated annually in the following manner:
 - a) Public service announcement in local newspapers;
 - b) Announcement in local school systems; and,
 - c) Posted notice in each public school building.

Additionally, the notice will be included in the professional handbook and disseminated to each principal for inclusion in each student/parent handbook.

6. LSC has established the following local grievance procedure to resolve complaints of discrimination (*These procedures parallel those outlined in The Family Educational Rights and Privacy Act [FERPA].*):
 - a) An alleged grievance under Section 504 must be filed in writing fully setting out the circumstances giving rise to such grievance.
 - b) Such claims must be made in writing and filed with the following individual:
Patricia Miller, Assistant Principal/Section 504 Coordinator, Sunnyside Middle School, 530 N. 26th Street, Lafayette, IN 47094.
 - c) A hearing will be conducted according to the procedures outlined in the regulations implementing the Family Educational Rights and Privacy Act (FERPA).
 - d) The Section 504 Coordinator will appoint a hearing officer who will conduct the hearing within a reasonable time after the request was received.

- e) The Section 504 Coordinator shall give the parent, student, employee, applicant, or patron reasonable advance notice of the date, time, and place of the hearing.
 - f) The hearing may be conducted by any individual, including an official of the local school district, who does not have a direct interest in the outcome of the hearing.
 - g) The local school district shall give the parent, student, employee, applicant, or patron full and fair opportunity to present evidence relevant to the issues raised. The grievant may, at their own expense, be assisted or represented by individuals of his or her choice, including an attorney.
 - h) The local school district shall make its decision in writing within fifteen (15) days after the hearing.
 - i) The decision must be based solely on the evidence presented at the hearing and shall include a summary of the evidence and reasons for the decision.
7. LSC will conduct an extensive annual "Child Find" campaign with the goal to locate and identify all Section 504 qualified individuals with disabilities (ages 0 to 21) who reside within the participating school districts.
 8. LSC will inform all individuals with disabilities and their parents or guardians of the district's responsibilities and procedural safeguards under Section 504, as well as those under Indiana Article 7-- Special Education Regulations and the Individuals with Disabilities Education Act (IDEA) of 1997.
 9. LSC will seek to identify individuals with disabilities in our community that wish to receive access to our facilities, activities, programs, and services.
 10. LSC will notify the community of our responsibilities according to the Americans with Disabilities Act (ADA) with regard to recruitment, advertisement, application, and employment.

**SECTION 504 OF THE REHABILITATION ACT OF 1973
AND THE AMERICANS WITH DISABILITIES ACT**

NOTICE TO OUR SCHOOL COMMUNITY

Lafayette School Corporation is committed to complying with the requirements in Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act. We are seeking information from adults with disabilities in our community relative to the following:

1. Do you have a physical or mental disability, and do you have a child enrolled in our school? (Are you deaf, have a physical disability, or serious medical condition(s), etc.)?
YES _____ NO _____

We are responsible for providing you access to parent-teacher conferences and other programs and activities including graduation.
2. Are you or do you know of an individual with a disability that may attend a function in our building (i.e., graduation ceremony)? We would like to be aware of this in case there are physical barriers in accessing our building. YES _____ NO _____

Please provide the following information so that we can provide you access to our facility, programs, and activities. All responses will be kept confidential.

NAME

PHONE NUMBER

ADDRESS

Thank you.

Sincerely,

Building Principal

SPECIAL EDUCATION

Individuals with Disabilities Education Act of 2004 (IDEA) is a federal law which guarantees all students with disabilities from birth through age twenty-one the right to a free appropriate education designed to meet their individual needs. In Indiana, Article 7, effective August 13, 2008, applies to all special education programs. Public school corporations, charter schools, and other public agencies shall provide a free appropriate public education to students who are at least three years of age through the school year in which students become twenty-two years of age. Children with special educational needs in our school corporation are served by Greater Lafayette Area Special Services (GLASS). GLASS is a cooperative program with the Lafayette School Corporation, Tippecanoe School Corporation, and West Lafayette School Corporation.

General educators and special educators work together to implement the responsibilities of public schools defined in Article 7. Parents are also involved in every step of planning educational services of a student with a disability.

A child having academic and/or behavioral challenges in school may be referred to GLASS for an educational evaluation. Parent or the public agency may request this evaluation. Parental permission must be obtained before an evaluation specifically related to determining eligibility for special services may be done. An educational evaluation conducted by a multidisciplinary team of professionals is completed and shared with parents at a case conference. If the case conference committee determines that the child is eligible for special education services, the parents and education professionals work together in developing an Individual Education Plan (IEP) for that individual child. The IEP will be designed to meet the student's unique needs and will include related and other supportive services, as needed, in order to assist a student with a disability to benefit from special education. A case conference committee will determine eligibility for special education services based on definitions of the following categories specified in Article 7:

Autism Spectrum Disorder

Language or Speech Impairment

Emotional Disability

Deaf or Hard of Hearing

Cognitive Disability

Multiple Disabilities

Orthopedic Impairment

Other Health Impairment

Specific Learning Disability
Developmental Delay
Deaf-blind

Traumatic Brain Injury
Blind or Low vision

As the parent of a child who has or may have a disability, the federal and state laws give you certain rights. These are called procedural safeguards.

If you feel that your child's educational needs are not being met in his/her current classroom setting and you would like to refer your child for an educational evaluation, please contact the building principal for the proper procedures to follow.

INTERVENTION

TITLE I

Lafayette School Corporation receives funding through Title I of the Elementary and Secondary Education Act (ESEA) which may include various programs such as: Migrant Education, Neglected and Delinquent Youth, and Comprehensive School Reform. Title I is the largest federal education program for elementary and secondary schools and targets schools with higher percentage of poverty as indicated on the free and reduced lunch count. About 90% of all U.S. School districts and 50% of all public schools receive Title I funding. Students at private nonprofit schools, including religious schools, also receive a proportional share of services and funding. In Lafayette, Title I funding directly impacts students in each of the 7 elementary schools, 5 non-public schools, and neglected institutions. Services are provided by highly qualified staff and have been systematically designed to serve the needs of students in the areas of Language Arts and Math through methods proven through research.

ELL

Lafayette School Corporation provides intervention services for those English Language Learners who are identified as needing additional support.

EARLY LEARNING/STRUGGLING STUDENTS

Lafayette School Corporation provides class size reduction in kindergarten through the Title I grant as well as remediation for students who are struggling with reading and/or math.

The main focus will be in the following areas: Phonemic Awareness, Phonics, Vocabulary, Word Fluency, Reading Comprehension and Writing Development and Acculturation. Math problem solving, computation, and measurement are some of the areas math instruction focuses on. Instruction is provided under the direction of a certified teacher using scientifically based materials to assist with student learning.

HEALTH SERVICES

The Health Services program follows the State Department of Health laws and recommendations and is under the direction of the school administration, school physician, and school nurses.

MEDICATION/MEDICAL PROCEDURE POLICY

Parents are encouraged to administer medications and/or medical procedures during non-school hours. If a student's physician determines that a medication or medical procedure must be administered by school personnel during school hours, the school must have written doctor's instructions, a completed school parent permission form, and medication in the original pharmacy container. The following is the full Policy (J700):

ADMINISTRATION OF MEDICATION AT SCHOOL

No medication shall be administered to a student without the written and dated consent of the student's parent or guardian. An exception would be administration of Benadryl and/or Epinephrine in the event of an unexpected severe allergic reaction per standing order from our school physician. This will only be administered by nurse or trained responder. The consent of the parent or guardian shall be valid only for the period specified on the consent form and in no case longer than the current school or program year. All non-prescription medicine to be administered to a student must be accompanied by a statement describing the medicine, the dosage, and the time for it to be administered to the student. All prescription medicine, including injectable medicine, and for all blood glucose tests by finger prick to be administered to a student must be accompanied by a physician's prescription and a copy of the original prescription and pharmacy label. If the medication is to be terminated prior to the date on the prescription, the written and dated consent or withdrawal of consent of the parent or guardian is required. The written consent of the parent or guardian and the written order of the physician shall be kept on file. All prescription and non-prescription medications to be administered at school or school functions must be FDA approved.

Medication shall be administered in accordance with the parent's or guardian's statement (in the case of non-prescription medicine) or the physician's order (in the case of prescription medicine) only by a school nurse or other employee(s) designated in writing by the school principal unless the medical condition requires the student to self-administer the medication. All administration of medicine shall be documented in writing. Any designated employee who is responsible for administering injectable insulin or a blood glucose test by finger prick shall receive proper training and such training shall be documented in writing.

Students may possess and self-administer medication if the following conditions are met:

1. The student's parent or guardian has filed an authorization with the student's principal for the student to possess and self-administer the medication. The authorization must include the statement described in part (2) below.
2. A physician states in writing that:
 - a. the student has an acute or chronic disease or medical condition for which the physician has prescribed medication.
 - b. the student has been instructed in how to self-administer the medication; and
 - c. the nature of the disease or medical condition requires emergency administration of the medication.

The authorization and statement described in parts (1) and (2) above must be filed with the student's principal annually.

Medication that is possessed by a school for administration during school hours or at school functions for a student may be released to:

1. The student's parent or guardian; or
2. An individual who is:
 - a. at least eighteen (18) years of age; and
 - b. designated in writing by the student's parent or guardian to receive the medication.

Medication possessed by the school for administration during school hours or at school functions may be sent home with a student in grades 9 through 12 if the student's parent or guardian provides written permission for the student to receive the medication. Legal Reference: I.C. 20-1-1-6, I.C. 20-1-6-2.1, I.C. 34-4-1-16.5-3.5, 511 IAC 7-6-7, I.C. 20-8.1-5.1-7.5, I.C. 20-8.1-7-22

UNEXPECTED SEVERE ALLERGIC REACTION

Anaphylaxis is a life-threatening medical emergency. Anaphylaxis is a severe response resulting in cardiovascular collapse (shock) after ingestion or exposure to an antigen. If this

occurs, immediate intervention with epinephrine injection and a 911 call is necessary. Each school health office is equipped with an EpiPen to be used to treat an unexpected anaphylactic reaction. The school nurse or trained first responder will administer the EpiPen if a student is assessed to have severe allergic reaction symptoms that are life-threatening. If an EpiPen is administered, a 911 call will be made. (The School's EpiPen is to be used for life-threatening emergencies only and does not replace a child's own prescribed medication. Students with known allergy should have an individual health care plan and keep prescribed medication at school. If your student has a known severe allergy, please inform your student's school nurse.)

ILLNESS/INJURY

Students who are ill or seriously injured prior to the school day should be kept home until improved (fever free/vomiting free for 24 hours) or released by a physician. Please do not send ill or injured students to school to be diagnosed by school personnel. Parents are responsible for all follow-up care. Conditions usually requiring exclusion from school include:

- Temperature of 100 or more
- Severe sore throat
- Persistent cough
- Vomiting
- Diarrhea
- Severe headache
- Undiagnosed rash or skin infection
- Undiagnosed red and/or draining eye(s)
- Lice-untreated or severe
- Scabies-untreated or severe
- Injury making it hazardous to be in school
- Draining bodily fluids that cannot be contained

During the school day, if a student becomes too ill to remain in school or is seriously injured, reasonable effort will be made to contact the parents. Parents are responsible for both transportation and for follow-up care. If a sudden, possibly life-threatening condition should occur, immediate safety of the student is the school's first concern. Ambulance transportation to a hospital will be arranged. Parents will be contacted as soon as possible. **PLEASE BE CERTAIN THAT EMERGENCY INFORMATION IS AVAILABLE IN THE OFFICE.** If the student has had a major surgery, major injury or significant communicable disease the school nurse needs to have doctor's orders for precautions and activity orders upon returning to school.

ACCIDENT

All potentially serious school injuries must be reported to school personnel at the time of the injury. Any school personnel present at the time of the injury are to initiate an Accident Report and file it with the school nurse. The parent is responsible for cost or all medical care and other services associated with the accident. Recess, PE, and Nursing staff will be trained in recognition of concussion symptoms, and the LSC concussion protocol will be followed.

PHYSICAL EDUCATION EXEMPTION

Any health condition requiring an excuse from PE classes for more than a few days must be verified in writing by the student's physician. School personnel do not diagnose and cannot exempt students from PE classes on a routine basis.

CLEANLINESS

During the school year, the school nurse may speak to students regarding cleanliness and healthful hygiene habits. Students may be checked for pestilence and skin disorders. Students

are to be clean when sent to school and may be excluded under State Department of Health regulations if good hygiene is disregarded.

HEARING SCREENINGS

Hearing screenings are given according to state law to students in kindergarten, first, fourth, seventh, and tenth grades, new students, and those referred. Screenings will be conducted by the GLASS speech clinicians. Parents not wishing their child to have this hearing screening may notify the school principal in writing of their objection. Parents will be notified if problems are suspected.

VISION SCREENINGS

Vision screenings are given to kindergarten, first, third and fifth graders, new students, and those referred. The school nurse will inform parents if the screening test indicates need for medical referral. If a parent prefers his/her child not receive a screening test, the nurse must be notified in writing.

IMMUNIZATION REQUIREMENTS

Immunization records must be on file in the school's health office the first day the child attends school and must meet the requirements per state code for the child's grade level. Students may be excluded if up to date records are not on file at the school.

FOOD ALLERGY FREE CAFETERIA TABLES

Each cafeteria has one or two tables designated allergy free. If your student has need for this accommodation because of a severe food related allergy, please talk to your principal or school nurse.

MENINGOCOCCAL DISEASE

The following information is provided in compliance with IC 20-30-5-18:

Meningococcal disease is a dangerous disease that can strike children and youth. One type of meningitis is caused by a bacteria called *Neisseria meningitidis*. Infections caused by this bacteria are serious and may lead to death. Symptoms of this infection may include a high fever, headache, stiff neck, nausea, confusion, and a rash. This disease can become severe very quickly and often leads to deafness, mental retardation, loss of arms or legs and even death. It can be spread through the air or by direct contact with saliva from another person with the disease.

There is a vaccine (Menactra) that can prevent most cases of meningitis caused by this bacteria in people over age 2. Beginning with the 2010-2011 school year, one dose of Menactra will be required for students in grades 6-12. This is a new legal requirement.

HEAD LICE SCREENINGS AND TREATMENT

PEDICULOSIS

Parents are encouraged to inspect their children frequently for head lice. Some symptoms will be excessive itching and scratching of the head or small bite-appearing areas at the nape of the neck.

Head lice (Pediculosis), is a common condition among schoolchildren throughout the United States. Head lice are tiny insects that live in human hair. They hatch from small eggs, called nits, which are attached to individual hairs. Head lice are transmitted in several ways: by contact with another person who has lice, by using a comb and brush from a person who has

lice, by borrowing hats, ribbons, scarves and/or by sharing towels or pillows. Even a stray hair that has nits can transmit head lice.

The school nurse may periodically inspect students for head lice. If a child is found to have live bugs, a student may be sent home for treatment.. The school nurse instructs parents on the proper treatment. It is not enough to treat only the child. All members of the household should be treated, and should be checked for head lice for two weeks.

Students may return to school after proper treatment, and no live bugs are found. Parents are urged to treat the condition promptly. The building nurse or an approved staff member must approve the child before admitting the child back into class. A parent should accompany the child to school for this head check. Absences for head lice treatment should not exceed two days and will not be excused after two days per incident, for a maximum of ten days excused for head lice.

PHYSICAL EXAMINATIONS

It is encouraged that all kindergarten students have a physical examination for our records. A complete physical examination is required for student prior to participating in organized team sports for the school year. Boys and girls participating in athletics or recreational programs should have a check-up prior to participation in strenuous activities. In order to be excused from physical education classes, a written statement from the family physician must accompany the request.

1. **Illness or Injury:** If a student becomes ill or is injured, they should report to class and ask permission to see the nurse. If the nurse is not on duty, the student should report to the guidance office.
2. **Over the counter medication:** Non-prescription medicines must be in the original container and delivered to the health center. A signed school parent permission form must be on file in the health center before any medicine will be dispensed. (See LSC Policy J700 on the previous three pages.)
3. **Religious or other Objections to Testing:** If the student has a religious or other objection to testing, the nurse must be notified in writing. All exemptions must be renewed every year.
4. **Injury or illness occurring during school:** Students should report to their teacher and obtain a pass to the Health Center.
5. **Insurance:** The school does not provide health insurance for students. Information for obtaining health insurance for children is available from the Tippecanoe Community Health Clinic or Tippecanoe County Division of Family and Children.

HUMAN GROWTH AND DEVELOPMENT

Human growth and development will be discussed in grade 4, and parents will be notified before the unit is presented.

GETTING HELP

If a student is having problems, our elementary schools offer places where help can be obtained. Young people can have problems with grades, teachers, friends, parents, brothers and sisters, and many other things. The following people are here to help both the parent and the child.

- **TEACHERS:** If your student is having problems in class, the first person you should ask to help is the teacher. They will be willing to spend extra time with both parent and child.

- **COUNSELORS:** Counselors are specially trained to help students. Counselors can help students with problems related to school work, classmates, or issues at home.
- **NURSE:** The nurse can help and advise a student and/or parent about things that relate to your child's health. If your child has health problems or questions, please come and see the school nurse.
- **SECRETARIES:** Probably the most helpful people at the school are our secretaries. They can answer many of your questions about how things work at your child's school, and they can help students in many ways, from needing a safety pin, spilling food on their clothes during lunch, and many other situations students frequently face.
- **ADMINISTRATORS:** Although the principal oversees student discipline, they would rather help you and your child with a potential problem before the issue becomes a discipline problem. So again, please see one of them if you have a need.

STANDARD DRESS CODE FOR GRADE K-4 MALES AT EARHART, MILLER, AND MURDOCK ELEMENTARY SCHOOLS FOR 2013-14.

Shirts

Accepted:

- Solid Colors
 - Cotton, Polyester, Linen, Twill, Corduroy, Canvas
 - Straight, button-down collar
 - Turtleneck or mock turtleneck collar
 - Cowl neck collar
 - Long or short sleeves
 - May be polo-style
- Restrictions:
- No T-shirts
 - Must be tucked into pants or shorts at all times.
 - No logo larger than 1"x1 1/2" on the shirt other than approved school logo

Undershirts

Accepted:

- Solid colors
 - Long or short sleeves
- Restrictions:
- Must be tucked in at all times

Pants/Shorts

Accepted:

- Solid colors: Khaki (tan), Navy Blue, Brown, Olive, Gray, or Black
 - Pleated or Flat in the front
- Restrictions:
- No denim/blue/black jeans
 - No sweat pants
 - No pajama bottoms
 - Must be fastened at the waist
 - Must be worn with a belt
 - Must be set above the hip
 - Shorts should extend to finger-tip length (finger-tip length is determined by having the

student stand with their arms fully extended downward at their sides)

Belt

Accepted:

- Any color
 - May be made of cloth or leather
- Restrictions:
- Required with all clothing that includes belt loops
 - If pant/short waistband is elastic and does not have loops, no belt required.

Sweaters/Vests/Fleece Jackets

Accepted:

- Solid colors
 - V-Neck or Crew-Neck
 - Cardigan
- Restrictions:
- Must be worn over an approved collared or turtleneck shirt
 - No logo larger than 1" by 1/2" other than approved school logo
 - No hoods allowed

Sweatshirts

Accepted:

- Solid colors
- Restrictions:
- Must be worn over an approved collared or turtleneck shirt
 - Collar must extend over sweatshirt
 - No logo larger than 1" by 1/2" other than approved school logo
 - No hoods allowed

Shoes

Accepted:

- Any color

Restrictions:

- No flip-flops
- No slippers
- No “wheels” allowed in shoes
- Shoes must have backing/strap

Boots

Accepted:

- Any color
 - Any style
- Restrictions:
- No “wheels” allowed in boots.

STANDARD DRESS CODE FOR GRADE K-4 FEMALES AT EARHART, MILLER, AND MURDOCK ELEMENTARY SCHOOLS FOR 2013-14:

Shirts/Blouses

Accepted:

- Solid Colors
- Cotton, Polyester, Linen, Twill, Corduroy, Canvas
- Straight, button-down collar
- Turtleneck or mock turtleneck collar
- Cowl neck collar
- Long or short sleeves
- May be polo-style

Restrictions:

- No T-shirts
- Tucked in shirts are a building level decision
- No logo larger than 1”x1 1/2” on the shirt other than approved school logo
- Must provide complete coverage of cleavage

Undershirts

Accepted:

- Solid colors
- Long or short sleeves

Restrictions:

- No visible camisoles or other attire considered by the principal to be “underwear”
- Tucked in shirts are a building level decision

Pants/Shorts/Skirts/Skorts/Capris/Jumpers

Accepted:

- Solid colors: Khaki, Navy Blue, Olive, Gray, or Black
- Pleated or flat in the front

Restrictions:

- No denim/blue/black jeans
- No sweat pants
- No pajama bottoms
- Must be fastened at the waist
- May be worn with a belt – Required at Miller
- Must be set above the hip

- Shorts and skirts should extend to finger-tip length (finger-tip length is determined by having the student stand with their arms fully extended downward at their sides)

Tights/Leggings

Accepted:

- Solid colors
- Restrictions:
- Must be worn under appropriate skirts/shorts
 - No stripes, polka dots, or other designs

Sweaters/Vests/Fleece Jackets

Accepted:

- Solid colors
- V-Neck or Crew-Neck
- Cardigan

Restrictions:

- Must be worn over an approved collared or turtleneck shirt or blouse
- No logo larger than 1” by 1½” other than approved school logo
- No hoods allowed

Sweatshirts

Accepted:

- Solid colors

Restrictions:

- Must be worn over an approved collared or turtleneck shirt
- Collar must extend over sweatshirt
- No logo larger than 1” by 1½” other than approved school logo
- No hoods allowed

Shoes

Accepted:

- Any color

Restrictions:

- No flip-flops
- No slippers
- No “wheels” allowed in shoes
- Shoes must have a backing/strap

Boots

Accepted:

- Any color
- Any style

Restrictions:

- No “wheels” allowed in boots.

Belt

Accepted:

- Any color
- May be made of cloth or leather

Restrictions:

- Required for grades 2-8 with all clothing that includes belt loops.
- If pant/short waistband is elastic and does not have loops, no belt required.

Accessories:

- No clothing (such as shawls) to be worn over pants, skirts, shorts, skorts, capris, or jumpers.

MCKINNEY-VENTO HOMELESS STUDENT STATEMENT OF RIGHTS

As parents raising children while trying to manage the difficulties of homelessness, the last thing you want to worry about is your children's education. The McKinney-Vento Act was created to give your children some rights as you navigate your way to a permanent housing situation. Your children's rights include:

- **The right to enroll immediately, even if you don't have all the required paperwork.** Schools normally require parents to have birth certificates, proof of residency, school records, and medical records with them when they enroll their children. If you are experiencing one of the housing situations covered by the McKinney-Vento Act, then you can enroll your children without these documents, although you may need to get some of them later.
- **The right to school placement at the school in their best interest.** Your children may go to the school they attended when they were permanently housed, also called their school of origin, even if you are not staying in that district. Alternatively, your children may attend the school where you are temporarily staying. This right lasts the entire duration of your homelessness or until the end of the school year after you achieve permanent housing.
- **The right to transportation services.** Schools must provide your children with transportation to their school, if feasible, until you get permanent housing. Parents who need this service for their children should request it from the McKinney-Vento Liaison.
- **The right to other services.** The fees for breakfast and lunch provided by the school, as well as the fees for textbooks, should be waived for your children. They also are automatically eligible for Title I services which may include before- and after-school programs, tutoring programs, or other assistance such as graphing calculators required for math classes.
- **The right to appeal decisions regarding enrollment and services.** If the school district makes a decision about your child's school enrollment or the services that your child receives (such as transportation) that you disagree with, you have the right to appeal that decision. The school's McKinney-Vento Liaison should be contacted immediately to assist you with the appeal. While the dispute with the school district is being resolved, your child has the right to attend the school or receive the services in question.
- **The right to attend school and school activities without the fear of being singled out.** Children in unstable housing situations cannot be separated from their peers just because of their housing situation. They have the right to attend school and participate in extracurricular activities just like any other student.

Who can help?

All school corporations must have at least one McKinney-Vento Liaison. The liaison's role is to help families in homeless situations with school related issues. For example, the liaison can help with problems related to enrollment, request transportation on behalf of the children, help obtain immunizations or immunization records and birth certificates, and help mediate disputes with the school district. **Liaisons also help youth without parents or guardians.** To find out who serves as your school's McKinney-Vento Liaison, call your corporation's central administration office to ask for more information.

The Lafayette School Corporation McKinney-Vento Liaison is John Layton. He can be reached at jlayton@lsc.k12.in.us or by calling 765-771-6000

What if I'm not homeless, but I don't have a place of my own?

Many families are not living in homeless shelters, but do not have a home of their own. Families who are staying with family members or friends are referred to as "doubling-up." Not all families that are doubled-up are homeless, but families who stay with others because of a loss of housing or due to economic hardship are covered by the McKinney-Vento Act and are entitled to the rights it provides for students.

ELECTRONIC INFORMATION SOURCE AGREEMENT

Access to electronic information (the Internet) is now available to students and teachers in the Lafayette School Corporation. It is believed that electronic information sources are extensions of the school library, opening up vast, diverse, and unique resources to extend and enhance the learning process. The goal in providing this service is to continue to promote educational excellence through resource sharing and communication.

The Internet is made up of hundreds of thousands of computers throughout the world, and millions of individuals who publish, discuss, and collaborate on the full range of imaginable topics. Some of the multitude of resources available to students and teachers include:

1. Electronic mail (e-mail) - the ability to communicate with people around the world.
2. Libraries - access to many university library catalogs, the Library of Congress, and ERIC.
3. Software that has been approved by the district.
4. Data Management Systems – the ability to input grades by teachers, view grades and standardized test scores by students and parents, view schedules etc.

The District expects that teachers will blend thoughtful use of the Internet throughout the curriculum and will provide guidance and instruction to students in its use. As much as possible, access from school to Internet resources should be structured in ways that point students to resources evaluated prior to use.

With access to computers and people throughout the world comes the availability of material that may not be considered to be of educational value within the context of the school setting. On a network where people from around the globe are adding material continuously, it is impossible to ensure that a user will not encounter controversial material. Users bear the same responsibility with information on the Internet as they do with any other information source, such as television, telephones, radio, movies, and other possibly offensive media. The information and interaction available outweigh the potential that users may encounter material that is inconsistent with the educational goals of the Lafayette School Corporation. To this end security systems are in place to protect students and staff to the extent possible from accessing material that is not of educational value.

Electronic information is provided through a complex association of governmental agencies, regional and state networks. The operation of the network relies on the proper conduct of the user, who must adhere to strict guidelines. The guidelines are provided here so students and parents are aware of the responsibilities assumed. This means using the network resources efficiently, legally, and ethically. If a Lafayette School Corporation student user violates any of these provisions, his/her account will be terminated for a period not less than nine weeks and up to the length of their student career. A second infraction may result in the immediate termination of the students account for the length of the student's career. If a Lafayette School Corporation staff user violates any of these provisions a consequence ranging from verbal reprimand to dismissal may result.

The Use Agreement is to be completed upon initial enrollment in the school district, upon entry into 7th grade, and upon entry into 9th grade. The signature(s) at the end of this document is (are) legally binding and indicate(s) the party(ies) who signed has (have) read the terms and conditions carefully and understand(s) their significance.

Terms and Conditions

I. Acceptable Use - The purpose of Lafayette School Corporation providing Internet access is to support research and education by providing access to unique resources and opportunity for collaborative work. The use of the account MUST be in support of education and/or research and be consistent with the educational objectives of the Lafayette School Corporation. The following uses of school-provided Internet access are NOT permitted: (This list is not all inclusive).

- A. To access, upload, download, or distribute pornographic, obscene, or sexually explicit material;
- B. To transmit obscene, abusive, sexually explicit, or threatening language;
- C. To violate any local, state, or federal statute;
- D. To vandalize, damage, or disable the property of another individual or organization;
- E. To access another individual's materials, information, or files without permission; and,
- F. To violate copyright or otherwise use the intellectual property of another individual or organization without permission.
- G. To access sites protected from use by security systems including but not exclusive of social networking sites and pornography sites.
- H. To utilize proxy servers or web sites to circumvent security systems with the intent on reaching web sites deemed inappropriate to the educational environment including pornography sites and social networking sites.
- I. To gain access to data management systems when access is not granted via appropriate usernames and passwords.
- J. To utilize usernames and passwords issued to others.

II. Privileges - The use of electronic information and data management systems is a privilege, not a right. Access entails responsibility. Inappropriate use will result in cancellation of privileges. The network administrators may close an account at any time, and will deem what is inappropriate use. Their decision is subject only to review by the administrator or designated certified personnel of the Lafayette School Corporation. The administration, faculty, and staff of the Lafayette School Corporation may request the network administrator to deny, revoke, or suspend specific user accounts. Additional disciplinary action may be determined at the building level in keeping with existing procedures and practices regarding inappropriate language or behavior. When and where applicable, law enforcement agencies may be involved.

III. Network Etiquette - Users are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:

- A. Politeness. Do not threaten or become abusive in messages to others.
- B. Appropriate language. Do not swear, use vulgarities or any other inappropriate language.
- C. Personal addresses or telephone numbers should not be revealed, including one's own, friends, family, or colleagues.
- D. Usernames or passwords shall not be shared with others.
- E. E-mail is not guaranteed to be private. Electronic messages and files stored on school-based computers may be reviewed. Administrators and faculty may review files and messages to maintain system integrity and ensure that users are acting responsibly.
- F. Do not respond to unsolicited e-mail. If you receive offensive unsolicited e-mail, notify your network/building administrator or the Lafayette School Corporation K-12 Computer Coordinator immediately.
- G. When using social media, students should not post personal information on-line, engage in threatening behavior towards others or engage in any activities or behaviors that constitute cyberbullying.
- H. If a student believes they have been a victim of cyberbullying they should report the offensive content, threat or behavior to the school administration immediately and when possible provide supporting documentation of the cyberbullying that occurred.

- IV. The Lafayette School Corporation makes no warranties of any kind, whether expressed or implied, for the service it is providing.
- A. The Lafayette School Corporation will not be responsible for any damages suffered by the user. This includes loss of data resulting from delays, nondeliveries, misdeliveries, or service interruptions regardless of cause, or user errors or omissions.
 - B. Use of any information obtained via these resources is at the user's risk. The Lafayette School Corporation specifically denies any responsibility for the accuracy or the quality of information obtained through its service.
- V. Security - Security is very important, especially when many users are involved. The Lafayette School Corporation takes security issues very seriously.
- A. If an electronic information or data management systems security problem has been identified, a network administrator or the Lafayette School Corporation K-12 Computer Coordinator must be notified. Problems must not be demonstrated to other users.
 - B. Another person's account, including usernames and passwords shall not be used
 - C. Attempts to logon to any system as a network administrator will result in cancellation of user privileges.
 - D. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to electronic information sources and data management systems.
- VI. Vandalism - Vandalism will result in cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy the information of another user or any of the agencies or networks connected to the Internet. This includes, but is not limited to, the uploading or sending of computer viruses.
- VII. It should be understood that a student who violates the agreement and has access denied to electronic information and data management systems may put themselves at risk of earning the type of diploma they desire. Many courses are constructed with great reliance on electronic information use and/or data management systems use. A student who has lost these privileges may be denied enrollment into certain courses.

COMPLIANCE PLAN FOR SECTION 504

The **Compliance Plan** serves students, parents, employees, and applicants for employment, patrons, and programs within the LAFAYETTE SCHOOL CORPORATION, hereinafter referred to as LSC.

1. LSC assures students, parents, employees, applicants for employment, and patrons that it will not discriminate against any individual.
2. The Section 504 Compliance Coordinator is as follows: Patricia Miller, Assistant Principal/Section 504 Coordinator.
3. Parents are provided procedural safeguards, which are included in the "Notice of Disabled or Who Are Believed To Be Disabled."
4. An impartial due process hearing and review (appeal) are provided upon request. Procedures are detailed in the "Notice of Parent/Student Rights In Identification, Evaluation, and Placement of Individuals Who Are Disabled or Who Are Believed To Be Disabled."
5. Notice to students, parents, employees, and general public of non-discrimination assurances and parent/student rights in identification, evaluation, and placement will be disseminated annually in the following manner:
 - a) Public service announcement in local newspapers;
 - b) Announcement in local school systems; and,
 - c) Posted notice in each public school building.

Additionally, the notice will be included in the professional handbook and disseminated to each principal for inclusion in each student/parent handbook.

6. LSC has established the following local grievance procedure to resolve complaints of discrimination (*These procedures parallel those outlined in The Family Educational Rights and Privacy Act [FERPA].*):
 - a) An alleged grievance under Section 504 must be filed in writing fully setting out the circumstances giving rise to such grievance.
 - b) Such claims must be made in writing and filed with the following individual:

Patricia Miller, Assistant Principal/Section 504 Coordinator, Sunnyside Middle School, 530 N. 26th Street, Lafayette, IN 47094.

- c) A hearing will be conducted according to the procedures outlined in the regulations implementing the Family Educational Rights and Privacy Act (FERPA).
 - d) The Section 504 Coordinator will appoint a hearing officer who will conduct the hearing within a reasonable time after the request was received.
 - e) The Section 504 Coordinator shall give the parent, student, employee, applicant, or patron reasonable advance notice of the date, time, and place of the hearing.
 - f) The hearing may be conducted by any individual, including an official of the local school district, who does not have a direct interest in the outcome of the hearing.
 - g) The local school district shall give the parent, student, employee, applicant, or patron full and fair opportunity to present evidence relevant to the issues raised. The grievant may, at their own expense, be assisted or represented by individuals of his or her choice, including an attorney.
 - h) The local school district shall make its decision in writing within fifteen (15) days after the hearing.
 - i) The decision must be based solely on the evidence presented at the hearing and shall include a summary of the evidence and reasons for the decision.
7. LSC will conduct an extensive annual "Child Find" campaign with the goal to locate and identify all Section 504 qualified individuals with disabilities (ages 0 to 21) who reside within the participating school districts.
8. LSC will inform all individuals with disabilities and their parents or guardians of the district's responsibilities and procedural safeguards under Section 504, as well as those under Indiana Article 7-- Special Education Regulations and the Individuals with Disabilities Education Act (IDEA) of 1997.
9. LSC will seek to identify individuals with disabilities in our community that wish to receive access to our facilities, activities, programs, and services.
10. LSC will notify the community of our responsibilities according to the Americans with Disabilities Act (ADA) with regard to recruitment, advertisement, application, and employment.

Lafayette School Corporation

2012-13

ELEMENTARY STUDENT HANDBOOK RECEIPT AND BOOK RENTAL



By signing this receipt, I confirm that I have received the LSC elementary student handbook. I understand I need to read and explain this information to my child (ren).

I also understand that I am financially responsible for any book rental fees and charges the school may assess for but not limited to lost books, cafeteria fees, library books, extra-curricular activities, fund raising and tuition. I shall also be responsible for all reasonable costs of the collection of this account, which may include but not limited to late fees, client collection fees, collection agency fees, reasonable attorney fees, and court costs on any outstanding balance.

Student Name _____

Grade _____

Parent Name _____

Parent Signature _____