



# **Lakeland Elementary School Handbook**

## **2023/2024**

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

## **FOREWORD**

This student handbook was developed to answer many of the commonly asked questions that students and parents may have during the school year. Because the handbook contains information about student rights and responsibilities, each student is responsible for knowing its contents. Please take time to become familiar with the following information and keep the handbook. It can be a valuable reference during the school year and a means to avoid confusion and misunderstanding when questions arise. Each year, the updated school handbook will be posted by the school corporation on the district website for student and parent use. Should you have any questions that are not addressed in this handbook, contact your principal.

This handbook is supplementary to Board policy. Should a provision of this handbook contradict Board policy, the Board policy prevails. This handbook supersedes all prior handbooks and other written material on the same subjects.

**Lakeland School Corporation**

**Adopted by the Board of School Trustees on May 17, 2023**

**Discipline Code adopted by the Board on January 11, 2021.**

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## **Welcome to the 2023-24 school year!**

We hope that all of our students are eager to return to school and are ready to begin another exciting year of learning. Our purpose in putting together this handbook is to provide parents and students with guidelines that will help create a safe and inviting school environment that will encourage all students to learn to their fullest potential.

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

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

### **Lakeland School Corporation Elementary Contacts:**

Lakeland School Corporation (260-499-2400): Dr. Traci Blaize, Superintendent  
Lakeland Primary School (260-499-2430): Mrs. Kim Kabrich, Principal  
Lakeland Intermediate School (260-499-2480): Mr. Brad Jones, Principal

### **Board of School Trustees 2023-2024**

Brett Bateman - President  
Derrick Sherck- Vice President  
Sue Keenan - Member  
Rob West- Member  
- Member  
Jessica Holbrook - Member

### **Our Mission**

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

### **Our Vision**

Lakeland School Corporation is passionately committed to developing the potential of ALL students through a career-centered educational system characterized by:

- A collaborative staff commitment to academic achievement;
- Pathways of learning opportunities designed to support student interests and potential;
- A commitment that no obstacle shall impede any student's success;
- A caring environment of integrity and encouragement;
- A comprehensive partnership comprised of parents, the community, and local businesses working collectively to ensure the success of each student.

## 2023/24 Lakeland School Corporation

August 2023						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

14 & 15- Work Day  
16- 1<sup>st</sup> Day of School

September 2023						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

4-Labor Day-No School

October 2023						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

5-8 & 9-Fall Break  
23-End 1<sup>st</sup> Qtr.  
10 & 12 Jr/Sr Parent Conferences

November 2023						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

6 & 8 LPS Parent Conferences  
7 & 9 LIS Parent Conferences  
22-24 Thanksgiving Break

December 2023						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

12/25-1/5 Christmas Break

January 2024						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

11-Semester Ends  
12-Teacher Work Day  
15-MLK Day-No School

February 2024						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

16 & 19- Mid Winter Break  
27 & 29 Jr/Sr Parent Conferences

March 2024						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

20-End of 3<sup>rd</sup> Qtr.  
21 & 26 LPS Parent Conferences  
25 & 27 LIS Parent Conferences  
29-Good Friday-No School

April 2024						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

1-5- Spring Break

May 2024						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	22

27-Memorial Day-No School  
31-Last Day of School

June 2024						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

3- Teacher Work Day  
4-7 Make Up Days

	Staff Only
	No School
	End of grading period
	Potential make up days

**SCHOOL DAY SCHEDULES FOR THE ELEMENTARY SCHOOLS**

**REGULAR SCHOOL DAY - LAKELAND PRIMARY**

<b>REGULAR SCHOOL DAY SCHEDULE (Monday-Thursday)</b>	<b>Lakeland Primary School</b>	<b>REGULAR SCHOOL DAY SCHEDULE (Friday)</b>	<b>Lakeland Primary School</b>
<b>DOORS OPEN FOR ALL STUDENTS</b>	<b>7:45 a.m.</b>	<b>DOORS OPEN FOR ALL STUDENTS</b>	<b>8:15 a.m.</b>
<b>CLASSES BEGIN</b>	<b>8:10 a.m.</b>	<b>CLASSES BEGIN</b>	<b>8:40 a.m.</b>
<b>SCHOOL DISMISSES FOR THE DAY</b>	<b>2:50 p.m.</b>	<b>SCHOOL DISMISSES FOR THE DAY</b>	<b>2:50 p.m.</b>

**REGULAR SCHOOL DAY-LAKELAND INTERMEDIATE**

<b>REGULAR SCHOOL DAY SCHEDULE (Monday-Thursday)</b>	<b>Lakeland Intermediate School</b>	<b>REGULAR SCHOOL DAY SCHEDULE (Friday)</b>	<b>Lakeland Intermediate School</b>
<b>DOORS OPEN FOR ALL STUDENTS</b>	<b>7:45 a.m.</b>	<b>DOORS OPEN FOR ALL STUDENTS</b>	<b>8:15a.m.</b>
<b>CLASSES BEGIN</b>	<b>8:05 a.m.</b>	<b>CLASSES BEGIN</b>	<b>8:35 a.m.</b>
<b>SCHOOL DISMISSES FOR THE DAY</b>	<b>2:55 p.m.</b>	<b>SCHOOL DISMISSES FOR THE DAY</b>	<b>2:55p.m.</b>

**TWO HOUR DELAY SCHEDULE**

<b>2-HOUR DELAY SCHOOL DAY SCHEDULE (Monday - Friday)</b>	<b>Lakeland Primary School</b>	<b>Lakeland Intermediate School</b>
<b>DOORS OPEN FOR ALL STUDENTS</b>	<b>9:45 a.m.</b>	<b>9:45 a.m.</b>
<b>CLASSES BEGIN</b>	<b>10:10 a.m.</b>	<b>10:05 a.m.</b>
<b>SCHOOL DISMISSES FOR THE DAY</b>	<b>2:50 p.m.</b>	<b>2:55 p.m.</b>

**THREE HOUR DELAY SCHEDULE**

<b>3-HOUR DELAY SCHOOL DAY SCHEDULE (Monday - Friday)</b>	<b>Lakeland Primary</b>	<b>Lakeland Intermediate</b>
<b>DOORS OPEN FOR ALL STUDENTS</b>	<b>10:45 a.m.</b>	<b>10:45 a.m.</b>
<b>CLASSES BEGIN</b>	<b>11:10 a.m.</b>	<b>11:05 a.m.</b>
<b>SCHOOL DISMISSES FOR THE DAY</b>	<b>3:50 p.m.</b>	<b>2:55 p.m.</b>

## EMERGENCY CLOSINGS AND DELAYS

If the School must be closed or the opening delayed because of inclement weather or other conditions, the Lakeland School Corporation will announce any school closings over the following radio and television stations:

**WTHD—105.5FM**

**WMEE—97.3 FM**

**WSJV—TV 28**

**WMSH—1230 AM or 99.3 FM**

**WBTU—93.3 FM WANE—TV 15**

**WBCL – 90.3**

**WNDU—TV 16**

**WSBT—TV 22**

**ABC 57 – South Bend TV**

**WPTA – TV 21**

Delay/closing information is also available through the Lakeland School Corporation web site, [www.lakelandlakers.org](http://www.lakelandlakers.org), or through the district's weather hotline, 260-499-2499. Please do not call the corporation office. With the number of students requiring this information, the telephone lines are tied up when more important information needs to be transmitted.

Parents and students are responsible for knowing about emergency closings and delays.

**\*All closings will be eLearning days unless otherwise notified due to exceeding the number of eLearning days in a row or during a semester.**

Parents/guardians are encouraged to have a prearranged plan in the instance of delays and early dismissals.

## EMERGENCY DRILLS

Our school complies with all fire safety laws. We will have monthly fire drills. Twice a year we will practice tornado drills. We will conduct other various safety drills including man made drills.

## IMPORTANT MESSAGE TO PARENTS IN CASE OF AN EMERGENCY

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

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

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

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

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



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

## **VISITORS AT SCHOOL**

Unless school or corporation visitation restrictions are in place, parents are always welcome to visit their children's classroom. However, parents should call and make arrangements with the teacher before coming to the school for a small portion of the school day in order to prevent any inconvenience. Parents or visitors are welcome to purchase a school lunch and eat in the cafeteria with their child; however, for the safety and security of our students, parents may not go out to recess with students. **Parents are expected to report to the office upon entering the school and receive a visitor's badge before going to the classrooms.**

**Any visitor to the school must report to the school office. Persons who do not report to the office may be asked by school personnel to leave the building. This guideline is for the safety of all persons in the building. School-age friends and/or relatives will not be allowed to attend school.**

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

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

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

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

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

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

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

### **FOOD SERVICES ELEMENTARY BREAKFAST/LUNCH PURCHASING/PROCEDURES/GUIDELINES**

It is the mission of Lakeland School Corporation's Nutrition Department to offer healthy choices and quality food at reasonable prices, while keeping excellent customer service. School menus are planned to provide students an opportunity to select nutritious food that they will enjoy eating and contribute to good health. Lakeland participates in the National School Breakfast Program, the National School Lunch Program. Both of these programs must meet requirements from USDA based on the Dietary Guidelines for key nutrients and calories for growing children.

A breakfast consists of four items: two grains or a grain and a protein as well as a fruit and milk. Students may elect to decline one of these components, but they must choose the fruit juice or half cup of fruit.

A lunch consists of five components: meat/meat alternate, grain, fruit, vegetable and milk. Students can take all five components, or decline up to two. At least one half cup of fruit or vegetables must be taken.

Students may bring their own well balanced lunch to school to be eaten in the school's cafeteria. Please keep in mind that the school does not allow soda pop to be brought into the cafeteria. Students on meal assistance that choose to bring their own lunch may purchase a beverage if they have cash on hand or on account.

Students are requested to bring all breakfast, lunch and milk money to school on Monday or the first day of the school week. Students should plan ahead for meal/milk purchases. All accounts are computerized. Money can be deposited in lump sums or by the week or month. The computer will keep track of the money used and the balance on the account. Money remaining at the end of the school year will roll over to the following school year. Limited extra items will be sold and can be purchased with the child's account. Cash or checks will be accepted. All money will be collected, counted and recorded through the cafeteria, not the school office. Money can also be deposited into your child's account online at [www.myschoolbucks.com](http://www.myschoolbucks.com), There is a link to the MYSCHOOLBUCKS website and instructions for usage on the Lakeland website at [www.lakelandlakers.org](http://www.lakelandlakers.org) under the Department Tab, then Food Services.

Insufficient fund checks may have applicable fees. Acceptance of further checks will be dependent on the amount and number of ISF checks.

Parents are encouraged to apply for free or reduced priced meals. Applications can be filled out after July 1<sup>st</sup> online on the Lakeland website at [www.lakelandlakers.org](http://www.lakelandlakers.org) under the Department Tab, then Food Services. Look for NutriApps on line assistance form. Paper applications are available at your child's school office or at Lakeland School Corporation. Completing applications prior to the start of school will enable the application process to be complete before the first day of school.

**CHARGE LIMITS:** Students are allowed to charge the cost of 2 meals.

Extra items may not be charged. **The last two weeks of school**, sufficient funds must be in your students account to receive a meal.

Charge notices will be sent home when the account gets below 1 cent. Lunch balances can be found on the MySchoolBucks website.

All students can use MySchoolBucks, a pre-paid meal payment system at <http://www.myschoolbucks.com> to load funds with a credit or debit card. Once an account is established, meal and purchase history can be viewed and account controls can be set to send reminders of low balances and automatically add funds. Payments made online are imported to our system every half hour.

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found on line at: <http://www.ascr.usda.gov/complaintfilingcust.html> and at any USDA office, or write a letter addressed to USDA and provide in the letter all the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- (1) Mail: U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410
- (2) Fax: (202) 690-7442; or
- (3) Email: [program.intake@usda.gov](mailto:program.intake@usda.gov)

## **MEAL SERVICE**

All students are encouraged to pay for their weekly breakfasts/lunches on the first day of the school week (usually Monday) or ahead of time using the My School Bucks website at <https://www.myschoolbucks.com>. Student accounts will only be charged for meals purchased.

**Breakfast** is served in the cafeteria before school begins. Students are to enter the cafeteria as soon as they are allowed and eat quickly and quietly. Students must be back to their classrooms by the time the last bell rings. Students arriving to class after the bell will be counted tardy.

**Lunch** is served to all students. Students have a choice of items along with the main entree. Milk may be purchased separately for students who bring their lunch. **Please note that soda pop and/or junk food is not allowed in the café.**

Certain portions of the lunch may be purchased separately, but the cost of these separate items makes the purchase of a total lunch a bargain. No student shall be allowed to leave school premises during the lunch period without specific written permission granted by the principal. The Lakeland School Corporation follows the guidelines set by the state and federal government in regard to pricing and the types of foods served. **Please note that because of these guidelines, parents may not bring in fast food lunches to share with their student in the cafeteria.** If there is a question about any policy concerning the cafeteria, please contact the principal.

**Applications** for free and reduced price meals are available at the school office. Guidelines for eligibility set by the Federal Government are available upon request. Parents will need to complete the application and return it to the office of the Superintendent, 0825 E 075 N, LaGrange, Indiana 46761. The School Corporation must approve the application before students may receive free or reduced price meals. Applications are also available online at <https://www.schoollunchapp.com/>.

Due to regulations, we may not allow students to charge the cost of meals. However, it is recognized that there are exceptions that must be addressed to accommodate unusual circumstances. A student may request a charge. If no monies are received by the next business day a letter will be sent to the parents indicating the need to deposit additional funds in the student's account.

### **IDENTIFICATION IN THE CAFETERIA**

Elementary schools have implemented a finger scanning identification program in an effort to provide security for your child's cafeteria account and provide students an easy way to identify themselves when using the cafeteria.

### **LOST AND FOUND**

There is a lost and found area in each of the elementary buildings. Students who have lost items should check there and may retrieve their items if they give a proper description. Unclaimed items will be given to charity at the end of each month. Putting student identification on personal belongings will ensure return to the rightful owner.

### **USE OF PHONES**

Office phones are not to be used for personal calls. Except in an emergency, students will not be called to the office to receive a telephone call.

Students are not to use phones to make calls. Office personnel will initiate all calls on behalf of a student. Student absences cannot be counted as excused if students are contacting parents to be picked up without going through the office/nurse.

While students may possess cellular phones on school property, students are prohibited from turning on their phones or allowing them to be visible during the school day. This applies to any other electronic device used for communication.

### **DELIVERIES**

Flowers, balloons, candy, stuffed animals, etc, delivered to school will be held in the office. Attempts will be made to deliver items at the end of the day, but deliveries are not guaranteed. For safety reasons, balloons and glass items are NOT to be taken on the bus. If visitor and delivery restrictions are in place, no deliveries will be accepted at the office.

## **ADVERTISING OUTSIDE ACTIVITIES**

No announcements or posting of outside activities will be permitted without the approval of the principal. A minimum of one school day's notice is required to ensure that the principal has the opportunity to review the announcement or posting.

## **USE OF ANIMALS IN THE CLASSROOM AND ON SCHOOL PREMISES**

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

- A. Students, teachers, parents and community members are instructed not to bring personal pets to school at any time without the approval of the principal.
- B. It is permissible for the class to have fish as classroom pets under the following conditions:
  - a. the animal is not venomous or vicious;
  - b. arrangements have been made for housing the animal safely, comfortably, cleanly, and in a manner that does not disrupt the classroom activity;
  - c. arrangements have been made for the proper care of the animal when school is not in session;
  - d. rules have been established and understood regarding when and how the animal is to be treated by the students;
  - e. the principal has approved a written plan of care.
- C. When animals are to be brought into the school or classroom or on school property on an ad hoc basis as part of a lesson or series of lessons, all of the conditions stated above apply, and in addition, the teacher is to ensure the proper pick-up and return of the animal, students are not allergic to the particular animal, and proper immunizations have been done by a qualified veterinarian.
- D. Because of the potential of a health hazard and a safety issue, animals are not allowed on school property during school and extracurricular events.

## **SECTION II – STUDENTS AND THEIR SCHOOL**

### **EQUAL EDUCATION OPPORTUNITY**

It is the policy of this Corporation to provide an equal education opportunity for all students.

Any person who believes that the School or any staff person has discriminated against a student on the basis of race, color, creed, age, disability, religion, gender, ancestry, national origin, place of residence within the boundaries of the Corporation, or social or economic background has the right to file a complaint. A formal complaint may be made in writing to the School Corporation's Compliance Officer listed below:

Director of Human Resources [humanresources@lakelandlakers.net](mailto:humanresources@lakelandlakers.net)

## **STUDENT CONCERNS, SUGGESTIONS, AND GRIEVANCES**

The school is here to educate and benefit the students. The staff is here to assist a student in becoming a responsible adult. If a student has suggestions that could improve the school, the student should feel free to offer them. Written suggestions may be presented directly to the principal or to the student government.

When concerns or grievances arise, the best way to resolve the issue is through communication. No student will be harassed by any staff member or need fear reprisal for the proper expression of a legitimate concern. As with suggestions, concerns and grievances may be directed to the principal or to the student government.

If the student believes s/he has been improperly denied participation in a school activity or has been subjected to an illegal rule or standard, the student may file a grievance with building principal. That grievance will be promptly investigated and findings will be shared with the student. A student may not use the grievance procedure to change a grade.

## **STUDENT RIGHTS AND RESPONSIBILITIES**

The rules and procedures of the school are designed to allow each student to obtain a safe, orderly and appropriate education. Students can expect their rights will be protected and that they will be treated with fairness and respect. Likewise, students will be expected to respect the rights of their fellow students and the staff. Students will be expected to follow staff members' directions and obey all school rules. Disciplinary procedures are designed to ensure due process before a student is disciplined because of his/her behavior.

Parents have the right to know how their child is succeeding in school and will be provided information on a regular basis and as needed, when concerns arise. Many times it will be the responsibility of the student to deliver that information. If necessary, the U.S. Mail or hand delivery may be used to ensure contact. Parents are encouraged to establish constructive communication channels with their child's teachers and to inform the staff of suggestions or concerns that may help their child better accomplish his/her educational goals.

The staff expects students to arrive at school prepared to learn. It is the student and parents' responsibility for the student to arrive on time and be prepared to participate in the educational program. If, for some reason, this is not possible, the student should seek help from the guidance counselor or principal.

## **STUDENT RIGHTS OF EXPRESSION**

The school recognizes the right of students to express themselves. With the right of expression comes the responsibility to do it appropriately. Students may distribute or display, at appropriate times, non-sponsored, noncommercial written material, buttons, badges or other insignia; and the like. All items must meet school guidelines.

A material cannot be displayed or distributed if it:

1. is obscene to minors, libelous, indecent or vulgar;
2. advertises any product or service not permitted to minors by law;
3. intends to be insulting or harassing;
4. intends to incite fighting; or
5. presents a clear and present likelihood that, either because of its content or manner of distribution or display, it will cause or is likely to cause a material and substantial disruption of school or school activities, a violation of school regulations or the commission of an unlawful act.

Students who are unsure whether or not materials they wish to display meet school guidelines may present them to the school principal twenty-four (24) hours prior to display.

Materials may not be displayed or distributed during passing times between classes. Permission may be granted for display or distribution during lunch periods and/or before or after school in designated locations, as long as exits are not blocked and there is proper access and egress to the building.

## **STUDENT SAFETY AND WELL-BEING**

Student safety is a responsibility of the students and the staff. All staff members are familiar with emergency procedures such as fire and tornado drills and accident reporting procedures. Should a student be aware of any dangerous situation or accident, s/he must notify any staff person immediately.

Students with specific health care needs should submit those needs, in writing and with proper documentation by a physician, to the school office. Students with serious health issues should have an individual health plan on file with the school nurse.

## **ENROLLING IN THE SCHOOL**

Students are expected to enroll in the attendance corporation in which they have legal settlement, unless other arrangements have been approved. Students that are new to the school are required to enroll with their parents or legal guardian. **When enrolling, the parents will need to bring:**

- a birth certificate and proof of immunizations;
- court papers proving parental rights & responsibilities, or custody (if appropriate);
- proof of residency, (no homeless child will be denied enrollment based on a lack of proof or residency).

In some cases, temporary enrollment may be permitted. If that is done, the parents will be told what records are needed to make the enrollment complete.

Students enrolling from another accredited school must have an official transcript from the sending school in order to receive credit from that school. Office staff can assist in obtaining the transcript, if not presented at the time of enrollment.

## **IMMUNIZATION REQUIREMENTS**

The School Board requires that all students be properly immunized against pertussis (whooping cough), poliomyelitis, measles, diphtheria, rubella (German measles), tetanus, mumps, hepatitis B, hepatitis A, meningitis, and varicella (chicken pox).

The following immunizations are required for each grade level:

**PreK-Kindergarten:** 3 Hep B, 4 DtaP (Diphtheria, Tetanus, and Pertussis), 3 Polio, 1 Varicella, 1 MMR (mumps, measles, and rubella) and 2 Hep A (recommend annual influenza)

**K-5th grade:** 3 Hep B, 5 DtaP, 4 Polio, 2 Varicella, 2 MMR, 2 Hep A (recommend annual influenza)

**6th-11th grade:** 3 Hep B, 5 Dtap, 4 Polio, 2 Varicella, 2 MMR, 2 Hep A, 2 MCV4 and 1 Tdap (Tetanus, Diphtheria, and Pertussis) (recommend annual influenza and 2/3 HPV human papillomavirus)

**12th grade:** 3 Hep B, 5 Dtap, 4 Polio, 2 Varicella, 2 MMR, 2 Hep A, 1 MCV4 (Meningococcal) and 1 Tdap (recommend annual influenza, 2/3 HPV, 2 Men B (meningococcal))

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

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

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

The parent of each female student who is entering grade six (6) shall be provided with information prescribed by the State Department of Health concerning cervical cancer and the human papillomavirus (HPV) infection and that an immunization against the HPV infections is available. Within twenty (20) days after the first day of school, the parent shall provide a written statement as prescribed by the State Department of Health regarding the HPV information. IC 20-34-3-2, 20-34-4-2 thru 6

### **HOMELESS STUDENTS**

Homeless students will be provided with a free and appropriate public education in the same manner as other students served by the corporation. Homeless students are eligible to receive transportation services, participate in education programs for students with disabilities or limited English proficiency, participate in high ability programs, and receive meals under school nutrition programs. Homeless students will not be denied enrollment based on lack or proof of residency. For additional information contact the school office.

### **STUDENT SUPERVISION**

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



## **PLAYGROUND ACTIVITIES**

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

## **BOOK RENTAL AND FINES**

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

Parents who are unable to pay textbook costs may fill out an application for textbook rental assistance. Complete the application online at <https://www.schoolunchapp.com/>. An application may also be picked up in the school office and at the Lakeland School Corporation Office at 0825 E 075 N, LaGrange, Indiana.

## **STUDENT FEES AND CHARGES**

Lakeland School Corporation charges specific fees for activities and courses. Such fees or charges are determined by the cost of materials, freight/handling fees, and add-on fees for loss or damage to school property. The school and staff do not make a profit.

Students using school property and equipment can be charged for excessive wear and abuse of the property and equipment. The charge will be used to pay for the damage, not to make a profit. Late fees can be avoided when students return borrowed materials promptly. Their use may be needed by others.

Failure to pay fees, or charges may result in being sent to collections.

## **SCHEDULING AND CLASS ASSIGNMENT**

The principal will assign each student to the appropriate classroom and the program in which the student will participate. Any questions or concerns about the assignment should be discussed with the principal.

## **STUDENT DESKS AND/OR LOCKERS**

All student desks and lockers are school property and are assigned to students for their individual use. The school has jurisdiction over all desks and lockers. Students are encouraged to keep their desks neat and clean. Completed assignments that have been graded should be taken home. Students may be allowed to bring a snack each day to eat in the classroom. Extra food and/or candy is not allowed in the lockers or desk. School personnel in accordance with school board policy may periodically inspect desks and lockers.

**STUDENT RECORDS**  
*Notification of Rights under FERPA*

*The Family Educational Rights and Privacy Act (“FERPA”) affords parents and students who are 18 years of age or older (“eligible students”) certain rights with respect to the student’s education records. These rights are:*

1. The right to inspect and review the student’s education records within 45 days after the day the Lakeland Primary or Lakeland Intermediate (“School”) receives a request for access.

Parents or eligible students should submit to the school principal a written request that identifies the records they wish to inspect. The school principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student’s education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student’s privacy rights under FERPA.

Parents or eligible students who wish to ask the School to amend a record should write to the school principal, clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to provide written consent before the school discloses personally identifiable information (PII) from the student’s education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may include a person or company with whom the School has outsourced services or functions it would otherwise use its own employees to perform (such as an attorney, auditor, medical consultant, information technology provider, or therapist); a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student’s enrollment or transfer.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202

FERPA permits the disclosure of PII from students' education records, without consent of the parent or eligible student, if the disclosure meets certain conditions found in §99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the parent or eligible student, §99.32 of the FERPA regulations requires the school to record the disclosure. Parents and eligible students have a right to inspect and review the record of disclosures.

FERPA does not ordinarily require the School to make copies of records and, if the School does make copies, it may ordinarily charge for them. Finally, for the avoidance of doubt, records kept in the sole possession of the maker, used as a personal memory aid and not revealed to others are not education records.

### **Notice for Directory Information**

As noted above, FERPA requires that the School, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, the School may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the School to include this type of information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the *Elementary and Secondary Education Act of 1965* (ESEA) to provide military recruiters, upon request, with the following information – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.<sup>1</sup>

If you do not want the School to disclose directory information from your child's education records without your prior written consent, you must notify the School within thirty (30) days of the start of the school year or enrollment. This notice will remain in effect for the rest of the school year. A new notice must be completed each subsequent school year. A form notice can be found in the student handbook that can be used to notify the School of a request to withhold directory information.

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<sup>1</sup> These laws are: Section 9528 of the Elementary and Secondary Education Act (20 USC §7908) and 10 USC §503(c).

The School has designated the following information as directory information:

- Student's name
- Parent's name
- Address of student and parent
- Telephone listing
- Electronic mail address
- Gender
- Photographic, video, audio, or electronic recording or images of students taken or maintained by the school
- Date and place of birth
- Field of study
- Dates of attendance
- Grade level
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Diplomas, honors, and awards received
- The most recent educational agency or institution attended
- Student ID number, user ID, or other unique personal identifier used to communicate in electronic systems that cannot be used to access education records without a PIN, password, etc. (A student's SSN, in whole or in part, cannot be used for this purpose.)

Many student records are kept by the teachers, counselors, and administrative staff. There are two (2) basic kinds of records -- directory information and confidential records.

Directory information can be given to any person or organization for nonprofit purposes, when requested, unless the parents of the student restrict the information, in writing, to the principal.

Confidential records contain educational and behavioral information that has restricted access based on the Family Education Rights and Privacy Act (FERPA). This information can only be released with the written consent of the parents, the adult student, or a surrogate. The only exception to this is to comply with State and Federal laws that may require release without consent.

Included in the confidential records may be test scores, psychological reports, behavioral data, disciplinary actions and communications with the family and outside service providers. The school must have the parents' written consent to obtain records from an outside professional or agency. Confidential information that is in a student's record that originates from an outside professional or agency may be released to the parent through the originator and parents should keep copies of such records for their home file. Parents may also choose to provide the school with copies of records made by nonschool professional agencies or individuals.

Students and parents have the right to review all educational records generated by the School Corporation, request amendment to these records, insert addendum to records, and obtain copies of such records. Copying costs may be charged to the requestor. If a review of records is wanted, please contact your building principal, in writing, stating the records desired. The records will be collected and an appointment will be made with the appropriate persons present to answer any questions.

The School is required to give recruiting representatives of the U.S. Armed Services and the Indiana Air, Army, National Guard and the service academies of the armed forces of the United States or an institution of higher education access to the high school campus and student directory information (student's name, address, and listed or published telephone number) when requested to do so. A secondary school student or parent of the student may request that the student's name, address and telephone listing not be released without prior consent of the parent(s)/eligible student.

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

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

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

The Family Policy Compliance Office in the U.S. Department of Education administers both FERPA and PPRA. Parents and/or eligible students who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW 20202-4605  
Washington, D.C.  
[www.ed.gov/offices/OM/fpc](http://www.ed.gov/offices/OM/fpc)

*Informal inquiries may be sent to the Family Policy Compliance Office via the following email addresses: (a) [FERPA@ED.Gov](mailto:FERPA@ED.Gov); OR (b) [PPRA@ED.Gov](mailto:PPRA@ED.Gov).*

## **TRANSFERRING OUT OF THE SCHOOL OR CORPORATION**

If a student plans to transfer from a Lakeland Elementary School, the parent must notify the principal. School records shall be transferred within fourteen (14) days to the new school corporation upon request of the new school. Parents are encouraged to contact the school office for specific details. Students shall be enrolled in their next school and absences will accrue through Lakeland until the student is officially enrolled.

## **CARE OF PROPERTY**

Students are responsible for the care of their own personal property. The school will not be responsible for personal property. Valuables such as jewelry or irreplaceable items should not be brought to school. The school may confiscate such items and return them to the student's parents.

Damage to or loss of school equipment and facilities wastes taxpayers' money and undermines the school program. Therefore, if a student does damage to or loses school property, the student or his/her parents will be required to pay for the replacement or damage. If the damage or loss was intentional, the student will also be subject to discipline according to the Lakeland School Corporation K-12 Progressive Discipline Handbook.

## **STUDENT VALUABLES**

Students are encouraged not to bring items of value to school. Items such as jewelry, expensive clothing, electronic equipment, and the like, are tempting targets for theft and extortion. **The school cannot be responsible for their safe-keeping and will not be liable for loss or damage to personal valuables.**

## SECTION III – STUDENTS AND THEIR ATTENDANCE

### GENERAL ATTENDANCE STATEMENT

Lakeland School Corporation places an emphasis on attendance. We believe that good attendance in school is a major factor in academic success and build lifelong habits of responsibility and productivity. Further, the state of Indiana places an importance on attendance and has adopted compulsory Indiana Attendance Laws that govern school attendance policy.

### ABSENCE PROCEDURES

It is requested that parents call the school before 9:00 a.m. when a child is absent. You may request assignments or homework at that time and they will be ready to be picked up at 3:00 p.m. After ten absences a parent's call or note will not suffice unless a chronic illness form signed by a physician is on file with the school office. A chronic illness form must be filed each school year.

### PARENT NOTIFICATION OF ATTENDANCE CONCERNS

- Upon the first student absence without notice, a phone call will be made to the parent or guardian.
- A letter will be mailed upon the student's fifth absence from school.
- After the tenth absence, a medical incapacitation form may be required to be on file in the office. The form is available in the school office and can be mailed upon request. Parents will be required to provide written documentation/verification from doctors, court, or memorial pamphlets for any further absences. A parent's call or note will NOT suffice unless proper forms are on file. Students and parents may also be involved in a meeting with administration, Department of Children Services, or Department of Probation.
- Upon the tenth unexcused absence from school, the Department of Family and Children Services or Department of Probation will be contacted to discuss school attendance. The student will be deemed habitually truant.
- At 15 unexcused absences a letter will be sent to parents and the Department of Probation will be notified for the filing of truancy/educational neglect charges.

### ATTENDANCE POLICY

There are four types of absences from school:

1. **Exempted Absence-** Indiana statute (20-8.1-3-18) allows for student absences for serving as a page, serving on a precinct election board, active duty in the Indiana National Guard, and responding to a court subpoena. Additionally, attendance at a school-sponsored field trip is an exempted absence.
2. **Documented Absence-** The guardian documents the absence within twenty-four hours of the absence or last day/period of absence. (We prefer a call to the school office by 9:00 AM each day of the absence).
3. **Habitual Absence** -Under IC 20-33-2-25, the "Superintendent or an attendance officer having jurisdiction shall report a child who is habitually absent from school in violation of this chapter to an intake officer of the juvenile court or the department of child services. The intake officer or the department of child services shall proceed in accord with IC 31-30- through IC 31-40."
4. **Truant-** The absence has not been documented by the parent/caregiver **within twenty-four hours** from the time of the absence. The documentation must be in the form of a phone call, fax, or note signed by the parent/caregiver. In the event of truancy the school will initiate the following policy:

- A. FIRST CONFIRMED TRUANCY: The school informs the student’s parent(s) about the attendance problem with a phone call or letter. This contact will invite the parent to confer with administrators and counselors. The student may also receive a disciplinary action.
- B. SECOND CONFIRMED TRUANCY: The school informs the parent(s) with a second phone call or notification letter. Parents will be asked to return the child to school within 24 hours of the notice and meet with school administrators. Further disciplinary action may also be required.
- C. THIRD AND SUBSEQUENT TRUANCIES: The school informs the parent(s) with a third notification. This will be a letter sent certified mail. The nature of the letter will be to inform the parent that the matter is being referred to the LaGrange County Prosecutor’s Office for further action.
- D. **Habitual Truant** - IC 20-33-2-11 states that a school corporation must define Habitual Truant, which must, at a minimum, define the term as a student who is chronically absent, by having unexcused absences from school for more than ten (10) days in one (1) school year. Habitual Truancy, according to state minimum standard, is a student who has been absent ten (10) days or more from school within a school year without being excused or without being absent under a parental request that has been filed with the school. Lakeland School Corporation define Habitual Truancy as: **HABITUAL TRUANCY: Indiana Code 20-33-2-11** provides that any person who is determined to be a habitual truant as defined by school board policy, cannot be issued an operator’s license or learner’s permit until the age of 18. The term “habitual truant” is defined by school board policy as a student who willfully refuses to attend school in defiance of parental authority or is unexcused by a parent for 10 or more absences.

**Please note:** For the purpose of defining habitual truancy, an absence of one hour or more in a day constitutes one day’s absence. Repeated truancy from school or class is considered a very serious violation of school rules and may lead to additional disciplinary action including suspension and expulsion.

- 5. **Suspended-** legally separated from the school for up to ten days. When a student has missed at least ten (10) percent of a class period (usually at the midpoint and end of each grading period) parents will be notified. The purpose of the notification is to make parents aware of the concern regarding attendance and to consider any interventions if appropriate. Students usually have a difficult time meeting course objectives and passing grades with a high level of absenteeism. Attendance is counted by individual periods.

Students missing at least ten (10) percent of a course may be subject to administrative action including but not limited to:

- Requirement of a parent to present a *Certificate of Incapacity* under Indiana Code 20-8.1-3-20 to verify a student’s medical reason for missing school.
- Attendance Contract
- Referral to an outside agency for counseling (at parent expense)
- Modify schedule
- Assigned to school bus for transportation

### **EXCUSED ABSENCES**

- 1. Personal illness and injury.
- 2. Student health related appointments (attempts should be made to schedule after school).
- 3. Death or serious injury in the immediate family.
- 4. Court appearance.
- 5. Approved service as a page or poll worker.

6. Recruitment tests for armed service (arrangements should be made in advance).
7. Suspensions from school.
8. Military Leave.
9. Others deemed appropriate and approved by the administration.

### **UNEXCUSED ABSENCES**

All absences that do not fall in the previous categories will be classified as unexcused and include, but is not limited to the following:

1. Truancy (skipping or cutting classes).
2. Automobile repair, out of gas, flat tire, missing a ride.
3. Babysitting, errands, shopping, haircuts.
4. Oversleeping, missing the bus.
5. Staying home to do work or complete homework.
6. Absence for any reason if a student attends a school activity or works outside the school without approval of the administration.
7. Other reasons not deemed acceptable by the administration.

### **PREARRANGED PLANNED ABSENCES**

(Made 24 hours in advance with a note signed by teachers.)

These will be included in the 10-day limit. Emergency situations will be dealt with on an individual basis.

Please fill out a student leave form.

1. Religious observance.
2. Exhibiting at the State Fair.
3. Others deemed appropriate and approved by the administration.

Virtual assignments may be provided to students who are out for prearranged absences. Students who are regularly scheduled to attend in school learning, but are absent for short term prearranged absences will still be counted as absent even if work is completed.

In cases of longer term prearranged absence, a student may be switched to full time virtual learning. As long as work is completed and class meetings are attended, the full time virtual learning student would be counted as present.

Days a student is absent due to quarantine will not be counted as part of the 10 days as long as work has been completed on those days. If work is not completed during a quarantine period, those days will be counted as unexcused absences.

### **LATE ARRIVALS (TARDINESS) AND EARLY DISMISSAL**

A student who is not in his/her assigned location by the opening bell, shall be considered tardy. Any student arriving late to school is to report to the school office before going to class. Tardies as a result of a medical appointment will be counted as excused as long as the appropriate verification is turned into the office. Repeated unexcused tardies may result in disciplinary consequences; including after school detentions to make up for lost instructional time and/or a home visit by the principal or school resource officer. Students arriving more than one hour after the first bell will be counted as absent for the first half of the day. Students leaving



more than one hour early will be counted absent for the second half of the day. In order for the absence to be counted as excused, the proper verification should be turned into the office.

No student will be allowed to leave school prior to dismissal time without either a written request signed by the parent, a person whose signature is on file in the school office, or the parent coming to the school office to personally request the release. No student will be released to a person other than a custodial parent(s) without a permission note signed by the custodial parent(s) or other legal authorization.

For the safety and security of the students, no student may enter or leave the building outside of the normal arrival and dismissal times without being signed in or out (as appropriate) by a parent/guardian/designated responsible adult.

### **NOTIFICATION OF ABSENCE**

**If a student is going to be absent, the parents must contact the school (Lakeland Primary 260-499-2430 or Lakeland Intermediate 260-499-2480) by 9:00 a.m. and provide an explanation.** If prior contact is not possible, the parents should provide a written excuse as soon as possible. Documentation for excusal is due within two school days. When no excuse is provided, the absence will be unexcused and the student will be considered truant. If the absence of a student appears to be questionable or excessive, the school staff will work with the parents to improve their child's attendance.

An excused absence allows the student to make-up all possible work. It is the responsibility of the student to obtain missed assignments. It is possible that certain kinds of school work such as labs or skill-practice sessions cannot be made up, and, as a result, may negatively impact a student's grade.

If the absence is unexcused or unauthorized by the Principal, a student may not be allowed to make up the work. The skipping of classes may result in disciplinary action.

### **MAKE-UP OF TESTS AND OTHER SCHOOL WORK**

Students who have an excused absence from school or who have been suspended shall be given the opportunity to make-up work that was missed. The student should contact the teacher as soon as possible to obtain assignments.

## **SECTION IV – STUDENTS AND THEIR TRANSPORTATION**

### **STUDENT PICK UP AND DROP OFF BY VEHICLE (“Car Riders”)**

Lakeland School Corporation offers transportation to some students by bus. However, some parents have various reasons for dropping off and/or picking up their students. For the safety of all children, please follow the guidelines developed by each school. Procedures are available in the school offices.

### **BEFORE AND AFTER SCHOOL**

The Lakeland Elementary Schools have the Latch Key Program. It is housed at Lakeland Primary School. Families must register for Latch Key each year in order to participate. Fees must be paid in a timely manner for continued participation.

Any Lakeland Primary student dropped off before 7:45 am Monday- Thursday or 8:15 am on Friday will be sent to Latch Key for supervision. Any Lakeland Primary car riders who are not picked up by 3:30 pm will be sent to Latch Key for supervision. Parents will be responsible for payment.

### **STUDENTS WHO WALK TO SCHOOL**

Lakeland School Corporation offers transportation to some students by bus. However, some students live nearby the school and must either be transported in their parents' personal vehicle or walk home from school. For the safety of all children, the following guidelines regulate arrival and departure (see individual school offices for additional details):

- Students will remain in the designated area upon arrival at school until the doors open in the morning.
- The students will wait in a designated area until the adult responsible for escorting them off of the school property is ready and comes to lead them.
- The students should be aware that travel to and from school is still considered as school conduct for discipline reasons. If their conduct is poor, they will be subject to the student discipline code, just as when they are on school grounds.

### **RIDING BICYCLES TO AND FROM SCHOOL**

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

### **BUS TRANSPORTATION TO SCHOOL**

Lakeland School Corporation does transport some students by bus; depending on the location of the student's house or child care provider. For more information, call the school office or the Transportation Director at the corporation office at 499-2400.

Students will ride only assigned school buses and will board and depart from the bus at assigned bus stops. Students will not be permitted to ride unassigned buses for any reason other than an emergency; as approved by the school office.

A change in a student's regular assigned bus stop may be granted for a special need if a note from a parent is submitted to the Transportation Director stating the reason for the request and the duration of the change and the Transportation Director approves.

### **STUDENT CONDUCT ON THE BUS**

Students who are riding to and from school on transportation provided by the School are required to follow some basic safety rules. This applies to school-owned buses as well as any contracted transportation that may be provided.

The driver is responsible for student safety and may assign seating or direct the students in any reasonable manner to maintain that safety.

#### **Prior to loading (on the road and at school) each student shall:**

- be on time at the designated loading zone (10 minutes prior to scheduled stop);

- stay off the road at all times while walking to and waiting for the bus;
- line up single file off the roadway to enter;
- wait until the bus is completely stopped before moving forward to enter;
- refrain from crossing a highway until the bus driver signals it is safe;
- go immediately to a seat and be seated.

It is the parents' responsibility to inform the bus driver when their child will not be boarding the bus. The bus will not wait.

**During the trip, each student shall:**

- remain seated while the bus is in motion;
- sit facing forward in the seat, keeping all parts of the body out of the aisle;
- keep head, hands, arms and legs inside the bus at all times;
- not litter in the bus or throw anything from the bus;
- keep books, packages, coats, and all other objects out of the aisle;
- be courteous to the driver and to other bus riders;
- not eat, drink or play games, cards, etc.;
- not tamper with the bus or any of its equipment.

**Leaving the bus, each student shall:**

- remain seated until the bus has stopped;
- cross the road, when necessary, at least ten (10) feet in front of the bus, but only after the driver signals that it is safe;
- be alert to a possible danger signal from the driver.

The driver will not discharge students at places other than their regular stop at home or at school unless the student has proper authorization from school officials.

The School Board has authorized the installation of video cameras on school buses for purposes of monitoring student behavior.

If a student is reported to have misbehaved on a bus and his/her actions were recorded on a videotape, the tape will be submitted to the principal and may be used as evidence of the misbehavior. Since these tapes are considered part of a student's record, they can be viewed only in accordance with Federal law.

A student who becomes a behavior problem on the bus shall be disciplined in accordance with the Lakeland School Corporation Progressive Discipline Handbook, and may be deprived of the privilege of riding on the bus.

## **SECTION V – STUDENTS AND THEIR ACADEMICS**

### **CURRICULUM AND STANDARDS**

Lakeland School Corporation is dedicated to providing a quality curriculum based on the Indiana Academic Standards. The Indiana Academic Standards can be found at <http://www.doe.in.gov/standards>.

## STUDENT ASSESSMENT

To measure student progress, students will be tested in accordance with State standards and Corporation policy. Unless exempted, each student in grades 3-6 will be expected to take the ILEARN Test. Additionally, all students in grade 3 will be expected to take the IREAD 3 test. Make-up dates are scheduled, but unnecessary absences should be avoided. Additional group tests are given to students to monitor progress and determine educational mastery levels. These tests are used to help the staff determine instructional needs.

Students in grades K-2 are required to be screened for risk of Dyslexia annually. Information regarding this requirement will be shared by Lakeland Primary School.

Classroom tests will be used to assess student progress and assign grades. These are selected or prepared by teachers to assess how well the students have achieved specific objectives.

Depending on the type of testing, specific information and/or parent consent may need to be obtained. Lakeland School Corporation will not violate the rights of consent and privacy of a student participating in any form of evaluation.

## PHYSICAL EDUCATION EXCUSES

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

## HOMEWORK

The assignment of homework can be expected. Student grades will reflect the completion of all work, including outside assignments. Homework is also part of the student's preparation for the assessment tests. Generally homework will not be used for disciplinary reasons but only to enhance the student's learning.

## MAKE-UP OF SCHOOL WORK

Students who have an excused absence from school or who have been suspended shall be given the opportunity to make-up work that was missed. The student should contact the teacher as soon as possible to obtain assignments.

Make-up work due to suspension must be completed. The time frame for completing makeup work shall be the total number of days absent. Students will be given the number of days of excused absence plus one day within which to make-up work.

If a student misses a teacher's test due to an excused absence, she or he may make arrangements with the teacher to take the test. If she or he misses the ILEARN test or other standardized test, the student should consult with the building principal to arrange for taking the test. There are no make ups for ILEARN or NWEA after the testing window closes.

**\*\*All work from Flex days and E-learning days must be completed in 2 school days for students to be counted present.**

## **GRADES AND PROMOTION, PLACEMENT, AND RETENTION**

In general, students are assigned grades based upon assessment results, homework, projects and classroom participation. Each teacher may place a different emphasis on these areas in determining a grade and will inform the students at the beginning of the course work. If a student is not sure how his/her grade will be determined, s/he should ask the teacher.

Students shall receive a report card at the end of each grading period indicating their grades for each course of study for that academic term.

Promotion to the next grade (or level) is based on the following criteria:

1. Current level of achievement that may include standardized tests.
2. Potential for success at the next level
3. Emotional, physical, and/or social maturity

## **LEARNING TRIPS**

Learning trips are academic activities that are held off school grounds. There are also other trips that are part of the school's co-curricular and extracurricular program. No student may participate in any school-sponsored trip without parental consent.

- Attendance rules apply to all learning trips.
- While the corporation encourages the student's participation in learning trips, alternative assignments will be provided for any student whose parent does not give permission for the student to attend.
- Students who violate school rules may lose the privilege to go on field trips.

## **AMERICANS WITH DISABILITIES ACT - SECTION 504**

The Americans' with Disabilities Act (A.D.A.) and Section 504 of the Rehabilitation Act requires the school to ensure that no individual shall be discriminated against on the basis of a disability. This protection applies not just to the student, but all individuals who have access to the Corporation's programs and facilities.

Students with disabilities who do not qualify for IDEA may be served within the regular education program with an accommodation plan developed through an interactive dialogue between the school, the student and the student's parent(s). Parents who believe their child may have a disability that interferes substantially with the child's ability to function properly in school, should contact the building Principal.

## **SPECIAL EDUCATION**

The school provides a variety of special education programs for students identified as having a disability as defined by the Individuals with Disabilities Education Act (IDEA).

A student can access special education services only through the proper evaluation and placement procedure. Parent involvement in this procedure is required. More importantly, the school encourages the parent to be an active participant. To inquire about the procedure, a parent should contact the building principal.

**SECTION VI – STUDENTS AND THEIR TITLE I SUPPORT**  
**TITLE I SCHOOL-PARENT COMPACT FOR LAKELAND SCHOOL CORPORATION**  
**ELEMENTARY SCHOOLS**

Families and schools must work together to help students achieve high academic standards. Through a process that included teachers, families, students and community representatives, the following are agreed upon roles and responsibilities that we as partners will carry out to support student success in school and in life. This school-parent compact is in effect during the 2023-2024 school year.

**Staff Commitment and Responsibilities**

Lakeland School Corporation’s Primary and Intermediate School staff agree to carry out the following responsibilities to the best of our ability:

- Provide a safe and supportive learning environment
- Teach classes with interesting and challenging curriculum that promotes student achievement.
- Motivate students to learn
- Set high expectations and help ALL students be successful in meeting the Indiana standards through a variety of interventions and supports
- Communicate frequently and meet annually with families about student progress and the school-parent compact
- Provide opportunities for parents to volunteer, participate, and observe in the classroom
- Participate in professional development opportunities that improve teaching and learning and support the formation of partnerships with families and the community
- Actively participate in collaborative decision making with other staff and parents to make our school accessible and welcoming for families
- Respect the school, staff members, students, and community

**Student Commitment and Responsibilities**

I agree to carry out the following responsibilities to the best of my ability:

- Come to school ready to learn and work hard
- Bring necessary materials, completed assignments and homework
- Know and follow school and class rules
- Communicate regularly with my parents and teachers about my school experience so that they can help me be successful
- Limit my TV watching, video game playing, and internet usage
- Study or read every day after school
- Respect the school, classmates, staff and families

**Family/Parent Commitment and Responsibilities**

I agree to carry out the following responsibilities to the best of my ability

- Provide a quiet time and place for homework and monitor TV viewing
- Read to my child or encourage my child to read every day (20 minutes K-3, and 30 minutes for grades 4-6)
- Ensure that my child attends school every day and gets adequate sleep, regular medical attention and proper nutrition
- Regularly monitor my child’s progress in school
- Participate, as appropriate, in decisions about my child’s education
- Attend parent-teacher conferences
- Communicate the importance of education and learning to my child
- Respect the school, staff, students, and families

## **Title I School Parent Involvement School Policy Lakeland School Corporation Elementary Schools**

Lakeland School Corporation intends to follow the parent policy guidelines in accordance with the Every Student Succeeds Act (ESSA) signed in 2015. Lakeland School Corporation will distribute this policy to parents of students participating in the Title I program.

### **Policy Guidelines**

- Involve parents in jointly developing our corporation's local plan
- Provide the coordination, technical assistance, and other support necessary to assist Title I, Part A schools in planning and implementing effective parental involvement activities to improve student academic achievement, growth, and school performance
- Build the schools' and parents' capacity for strong parental involvement by providing parents with –
  - A description and explanation of curriculum and resources to be used
  - Forms of academic assessment used to measure student progress
  - Proficiency levels that students are expected to meet
  - Opportunities for decision-making related to the education of their children
  - Materials and training on how parents can improve their child's achievement
  - Educating school staff on how to build ties between home and school
  - Coordinating and integrating, as appropriate, parent involvement with Head Start and preschool programs
  - Ensuring, to the extent possible, that information sent home is in a language and form parents can understand
  - Other reasonable support for parental involvement activities as parents may request
- Coordinate and integrate parental involvement strategies under Title I, Part A parental involvement strategies under other programs, such as Head Start, local preschool programs, and Title III language instructional programs
- Conduct, with the involvement of parents, an annual evaluation of the content and effectiveness of the parental involvement policy in improving the academic quality of the schools served with Title I, Part A funds, including –
  - Identifying barriers to greater participation by parents in parental involvement activities, with particular attention to the parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background
  - Using the findings of the evaluation to design strategies for more effective parental involvement;
  - Revising, if necessary, the parental involvement policies
- Involve parents in the activities of schools served under Title I, Part A

### **Expectations for Parent Involvement**

Lakeland School Corporation intends that parents of participating students be provided with frequent and convenient opportunities for full and ongoing participation in the Title I program. This shall include opportunities to jointly develop the Title I program plan and suggest modifications in the process for school review and improvement.

The Title I program must be designed to assist students to acquire the competencies and achieve the goals established by law, as well as the goals and standards established by the Lakeland School Board. These goals and standards must be shared with parents in a manner that will enable them to (1) participate in decisions concerning their child's education and (2) monitor and improve the educational achievement of their child.

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

If you have any questions regarding these guidelines, please contact your building principal or the corporation Title I coordinator, Dr. Traci Blaize, Lakeland Superintendent.

## PARENTS' RIGHT TO KNOW



**Lakeland School Corporation**



0825 East 075 North

LaGrange, IN 46761

Phone: 260-499-2400 Fax: 260-463-4800

August 16, 2023

Dear Parents and Guardians,

Lakeland School Corporation would like to notify those within the district that, in accordance with the Elementary and Secondary Education Act, Section 111 I(h)(6): *Parents' Right to Know*, every parent and/or guardian of a student in a Title I school has the right to request and receive information regarding the professional qualifications of their students' classroom teachers. Additionally, Lakeland School Corporation is required to provide the requested information in a timely manner. Requests, involving the following information will be granted:

- Whether or not the teacher has met the state qualification and licensure requirements for the grade level and/or subject area(s) taught
- Whether or not the teacher is teaching under an emergency license or temporary status in which Indiana's qualifications and licensing requirements were waived
- The teacher's baccalaureate degree major, graduate certification, and field of discipline
- Whether or not the student is provided services by paraprofessionals, and if so, their qualifications

If you have any questions or concerns, please feel free to contact your students' building principal(s): Mrs. Kimberly Kabrich at Lakeland Primary School, Mr. Bradley Jones at Lakeland Intermediate School, or Mr. Jason Schackow at the Jr/Sr high. You may also feel free to contact the Lakeland School Corporation office with questions and/or concerns on this topic.

Sincerely,

Mrs. Aimee Shaw

Director of Staff & Student Success



## **Senate Enrolled ACT 65**

Per Senate Enrolled Act 65, as of July 1, 2018, parents and emancipated minors must consent to instruction on human sexuality. Schools are mandated to cover “Instruction on human sexuality or sexually transmitted diseases” by Indiana Code 20-30-5-13. This mandates schools to:

- (1) require a teacher to teach abstinence from sexual activity outside of marriage as the expected standard for all school age children;
- (2) include in the instruction that abstinence from sexual activity is the only certain way to avoid out-of-wedlock pregnancy, sexually transmitted diseases, and other associated health problems; and
- (3) include in the instruction that the best way to avoid sexually transmitted diseases and other associated health problems is to establish a mutually faithful monogamous relationship in the context of marriage.

These mandates are infused into instruction guided by Health and Wellness Standards (2017) for grades K-12 which state that:

Students will:

Standard 1: comprehend concepts related to health promotion and disease prevention to enhance health.

Standard 2: analyze the influence of family, peers, culture, media, technology, and other factors on health behaviors.

Standard 3: demonstrate the ability to access valid information, products, and services to enhance health.

Standard 4: demonstrate the ability to use interpersonal communication skills to enhance health and avoid or reduce health risks.

Standard 5: demonstrate the ability to use decision-making skills to enhance health.

Standard 6: demonstrate the ability to use goal-setting skills to enhance health.

Standard 7: demonstrate the ability to practice strategies and skills to enhance personal health and reduce health risks.

Standard 8: demonstrate the ability to advocate for personal, family, and community health.

Parents and emancipated minors have the right to review and inspect all materials related to the instruction on human sexuality. Please contact your school’s principal to do so.

Consent for instruction must be given on an annual basis. This sign off will be included in sign-offs for student handbooks and photographic images within annual consents.

## **SECTION VII – STUDENTS AND TECHNOLOGY**

### **COMPUTER TECHNOLOGY AND NETWORKS**

Lakeland School Corporation provides filtered access to the Internet for all students. Students will have access to Internet information resources through their classroom, media center, and/or school computer lab. This system has been established for educational purposes. Parents will receive information on the acceptable use policy and will sign to give their permission for student use during the registration process. Failure to abide by all of the terms of the agreement may lead to termination of the student's computer account and possible disciplinary action up to and including suspension from School or referral to law enforcement authorities. Online testing for state and district testing is exempt from this policy.

## **DISPLAY OF STUDENT INFORMATION AND/OR STUDENT WORK ON THE WORLD WIDE WEB**

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

## **IPAD ACCEPTABLE USE POLICY, PROCEDURES, AND INFORMATION**

The focus of the 1:1 iPad program in Lakeland School Corporation is to provide necessary tools and resources for a technology rich classroom environment that facilitates opportunities for flexibility, collaboration, communication, creativity and relevant learning.

At Lakeland, technology will be integrated into student learning through authentic projects and instructional activities on a daily basis. This access to technology empowers students and teachers to use technology like adults do in the real world, accessing and using purposeful technology-based tools anytime a task calls for them.

Learning in classrooms K-12 at Lakeland is a continuous dynamic interaction among students, educators, parents, and the extended community. Implementation of this iPad initiative is designed to eventually enable anywhere, anytime learning that is no longer limited by the four walls of the classroom or building. Purposeful technology integration liberates teachers from being deliverers of content and, instead, allows them to be facilitators of deep, individualized learning for all students.

## **PARENT AND STUDENT TECHNOLOGY HANDBOOK**

### **General Information**

The policies, procedures and information within this document apply to all student iPads used in Lakeland School Corporation, including any other device considered by the Administration to come under this policy. Teachers may set additional requirements for use in their classrooms.

### **Access to your iPad**

Parents and students must sign and return the iPad Acceptable Use and Student Pledge document before an iPad can be assigned to their child.

### **Care of the iPad**

The iPad is the legal property of Lakeland School Corporation. All users will follow Lakeland School Corporation's acceptable use policy for this technology. Students are responsible for the general care of the iPad they have been issued by the school. iPads that are broken or fail to work properly must be taken as soon as possible to the Technology Help Desk for an evaluation of the equipment.

### **General Care**

- Students will be held responsible for maintaining their individual iPads and keeping them in good working order.
- Only use a clean, soft cloth to clean the screen; no cleansers of any type.
- Cords and cables must be inserted carefully into the iPad to prevent damage.
- iPads must remain free of any writing, drawing, stickers, or labels that are not the property of Lakeland School Corporation.

- iPads must never be left in any unsupervised area.
- Students are responsible for making sure their iPad's battery gets charged for school each day.
- District issued cases should not be removed by the students.

### **Screen Care**

The iPad screens can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen.

- Do not lean on the top of the iPad when it is closed.
- Do not place anything near the iPad that could put pressure on the screen.
- Be careful not to bump or drop the iPad as this could break the screen.

### **iPad Repair**

- iPads that malfunction or are damaged must be reported to the Technology Specialist by the supervising teacher. Students should report all issues to their teacher. Lakeland will be responsible for repairing iPads that malfunction. iPads that have been damaged from student misuse, neglect or are accidentally damaged will be repaired with cost being borne by the student's family. Students will be responsible for the entire cost of repairs to iPads that are damaged intentionally.

### **Use of iPads**

iPads are intended for use at school each day. Students understand that they are responsible for the iPad device they are assigned to use. Teachers will provide procedures to facilitate sharing of the iPad within the classroom.

- Student iPads will be labeled in the manner specified by the school. Each iPad will have a label noting the school, teacher and a number. Students will be assigned specific numbers associated with iPads in the room.
- Loaner iPads may be issued to students when their iPad is being repaired. There may be a delay in getting an iPad should the school not have enough to loan.
- If it has been determined that there was intentional damage to an iPad, then the student's parents are responsible for full payment of the intentional damage or the replacement cost of the iPad.
- Inappropriate media may not be used as a screensaver or background photo. Inappropriate media includes but is not limited to the presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, gang related symbols or pictures and will result in disciplinary actions. School-issued iPads must remain Passcode Lock free. Passcode Locks interfere with syncing.
- Sound should be muted unless permission is obtained from the teacher for instructional purposes. All software/apps must be district provided.

### **Managing files, saving work, and software**

Students are responsible for managing and saving their work on the iPad as directed by their teacher.

- Students may save work directly on the iPad. It is recommended students use Drive for saving documents for themselves and/or their teacher.
- Corporation issued iPads are only to be synced with designated school computers.
- The software/apps originally installed by Lakeland must remain on the iPad in usable condition and be easily accessible at all times. From time to time the corporation may add software applications to the iPads as needed.
- If technical difficulties occur, illegal software, or non-Lakeland installed apps are discovered, the iPad will be restored from back-up. The school does not accept responsibility for the loss of any software or documents deleted due to a reformat and/or re-image.

- Upgrade versions of licensed software/apps are available from time to time. Students may be required to check in their iPads for periodic updates and syncing.

## **Acceptable Use**

### **Statement of Responsibility**

The use of the network is a privilege. The user is responsible for what he/she says and does on the network. Communication with thousands of others is quick and easy. Therefore it is important for the user to stop and think before communicating and to show respect for other people and for their ideas. It is beneficial for all users to keep the network running efficiently.

Network administrators will make reasonable efforts to maintain reliable service. They cannot, however, absolutely guarantee that the system will always be available or operating correctly. Student users should assume that none of their data is private or confidential. Any communication or data may be subject to review by network or school administration.

### **Parent/Guardian Responsibilities**

Talk to your children about values and the standards that your children should follow on the use of the Internet just as you would on the use of all media information sources such as television, telephones, movies, and radio.

### **School Responsibilities**

Lakeland School Corporation reserves the right to review, monitor, and restrict information stored on or transmitted via Lakeland owned equipment and to investigate inappropriate use of resources.

- Provide Internet access to its resources.
- Provide Internet blocking of inappropriate materials as able.
- Provide network data storage areas.
- Provide staff guidance to aid students in doing research and help assure student compliance of the acceptable use policy.

### **Student Responsibilities**

- Use computers/devices in a responsible and ethical manner
- Obeying general school rules concerning behavior and communication that apply to network use and according to *Lakeland School Corporation's Access to Electronic Information, Service, and Networks/Acceptable Use Policy – Computer Network Policy for Students*. This policy is available online in the student handbooks. The policy must be signed by students and their parents each year as part of the student handbook.
- Using all technology resources in an appropriate manner so as to not damage school equipment. This “damage” includes, but is not limited to, the loss of data resulting from delays, non-deliveries, mis-deliveries or service interruptions caused by the student’s own negligence, errors or omissions. Use of any information obtained by Lakeland’s designated Internet system is at your own risk. Lakeland School Corporation specifically denies any responsibility for the accuracy or quality of information obtained through its services.
- All users are expected to follow existing copyright laws.
- Helping Lakeland School Corporation protect our computer system/device by contacting an administrator about any security problems they may encounter.
- Monitoring all activity on their account(s)
- Students should not eat or drink around the iPad. Liquids, food and other debris can cause damage to the device.

- Students should avoid leaving their iPad in extreme temperatures or direct sunlight for extended periods of time.
- Lakeland School Corporation is providing a content filtering system that will protect students from inappropriate content. If a student accidentally accesses inappropriate content, they must inform a teacher immediately.
- The iPad is equipped with a digital camera. Students may not use the camera (1) to reproduce images of tests, (2) to take or distribute illicit photographs; or (3) to record or distribute photos or video without prior authorization from a teacher or administrator.

**Consequences of Inappropriate/Unacceptable Use**

Students who inappropriately utilize their iPads will be referred to the administrative team for disciplinary action. If inappropriate usage continues, it may result in the loss of usage for an extended time period deemed appropriate by administration.

The administrative team reserves the right to determine the length of time that a student will lose their privileges to utilize the iPad

**LAKELAND SCHOOL CORPORATION  
IPAD CONTRACT 2023-24**

Charges for damage (accidental or malicious) will be as follows:

- iPad Screen (basic) \$50.00
- Keyboard missing keys \$50.00
- iPad case destroyed \$100.00
- iPad destroyed \$393.00 \*\*Second or subsequent events will be evaluated at the time.\*\*
- iPad charging cord (Stolen or lost) \$12.00
- iPad charging brick \$15.00

	<b>Be Respectful</b>	<b>Be Responsible</b>	<b>Be Ready to Learn</b>	<b>Build Positive Relationships</b>
<b>Home</b>	Use it for school related assignments	<ul style="list-style-type: none"> <li>● Keep in a safe place</li> <li>● Only you should be using it</li> <li>● Keep food and drink away from iPad</li> </ul>	Bring your iPad back to school the next school day	Follow school policies when using iPad
<b>Classroom</b>	Use and have open only when instructed	<ul style="list-style-type: none"> <li>● Hold iPad correctly, or have flat on desk when in use</li> <li>● Store iPad in safe place when not in use</li> <li>● Use your own iPad only</li> </ul>	iPads are a learning tool; not a toy.	Use audio, video, camera, etc. features appropriately

<b>Hallway</b>	iPad closed and secure when walking from class to class	iPad should be in your classroom when not in use	Keep your iPad in your possession	Return unattended iPads to the office or teacher
<b>Outdoor Area</b>	Be aware of outdoor conditions and keep iPad secure and undamaged	iPad should be inside backpack or secured properly when not in use	iPad should only be outside when working on school related assignments	Only take outside when directed by a staff member
<b>Bus</b>	<ul style="list-style-type: none"> <li>• Store in backpack</li> <li>• Keep and protect your backpack</li> </ul>	Store in backpack until you are at a safe place to use the iPad	Keep your iPad with you	Return unattended iPads to the bus driver or another staff member

### **Lakeland School Corporation Elementary Student Pledge for iPad Use**

1. I will take good care of my iPad.
2. I will never leave the iPad unattended.
3. I will never loan out my iPad to other individuals.
4. I will know where my iPad is at all times
5. I will keep food and beverages away from my iPad. They may cause damage to the device.
6. I will not disassemble any part of my iPad or attempt any repairs.
7. I will protect my iPad by only carrying it while in the case provided.
8. I will use my iPad in ways that are appropriate, meet expectations, and are educational.
9. I will not place decorations (such as stickers, markers, etc.) on the iPad. I will not deface the serial number iPad sticker on any iPad.
10. I understand that my iPad is subject to inspection at any time without notice and remains the property of the Lakeland School Corporation.
11. I will follow the policies outlined in the *iPad Handbook* and the *Use of Technology Resources Policy* while at school, as well as outside the school day.
12. I will inform the teacher of any theft, vandalism, or damage to my iPad.
13. I will be responsible for all damage or loss caused by my neglect or abuse.
14. I agree to return the iPad with its case to the classroom teacher daily in good working condition.

**I agree to the stipulations set forth in the above documents including the iPad Policy, Procedures, and Information; the Acceptable Use Policy; iPad Protection Plan and the Student Pledge for iPad Use.**

**Individual school iPad computers and accessories must be returned to the classroom teacher at the end of each class period. Students may not check-out or use the iPad for extended use outside the direction of the teacher assigned to monitor the assigned devices.**

## **SECTION VIII – STUDENTS AND THEIR HEALTH**

### **VISION AND HEARING SCREENING**

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

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

### **INJURY AND ILLNESS**

All injuries must be reported to a teacher or the office. If minor, the student will be treated and may return to class. If medical attention is required, the office will follow the school's emergency procedures and attempt to make contact with the student's parents.

A student who becomes ill during the school day should request permission from the teacher to go to the office. The office will determine whether or not the student should remain in school or go home. No student will be released from school without proper parental permission.

### **SCHOOL MEDICATION POLICY**

The Lakeland School Corporation Board Policy states that “the School Board shall not be responsible for the diagnosis and treatment of student illness. The administration of prescribed medication and/or medically-prescribed treatments to a student during school hours will be permitted only when failure to do so would jeopardize the health of the student, the student would not be able to attend school if the medication or treatment were not made available during school hours, or the child is disabled and requires medication to benefit from his/her educational program.

For purposes of this policy, "medication" shall include all medicines including those prescribed by a physician and any non-prescribed (over-the-counter) drugs, preparations, and/or remedies. "Treatment" refers both to the manner in which a medication is administered and to health-care procedures which require special training, such as catheterization or intravenous or intramuscular injection.

Before any prescribed medication or treatment may be administered to any student during school hours, the Board shall require the written prescription from the child's physician accompanied by the written authorization of the parent. This document shall be kept on file in the office, and made available to the persons authorized to administer medication or treatment. The prescription must be in its original container, labeled with the student's name and the exact dosage. At no time is the school to administer a dosage other than that authorized by the physician's prescription.

Before any non-prescribed medication or treatment may be administered, the Board shall require the prior written consent of the parent. Except in the case of authorized self-medication, all forms of medication shall be administered by the Corporation in accordance with the Superintendent's guidelines. No student is allowed to provide or sell any type of over-the-counter medication to another student.

- No medication should be sent to school unless it is absolutely necessary.

- All prescription medication must have the current prescription label on the container and the parent/guardian must have a signed permission form on file.
- All non-prescription medication given at school must be in the original labeled container and have a written note from the physician stating what it is to be given for. If the physician does not write a specific dose to be given, the manufacturer's dosage recommendations will be followed. The written physician note is good for one year. Again, signed permission from the parent/guardian is required.
- Medication ordered three times a day (including antibiotics) or less should be given before school and after school and/or at bedtime. Prescription medication with a specific time listed that is during school hours will be given as directed.
- Students with medication prescribed 4 times a day will receive one dose at school.
- No medication (prescription or non-prescription) may be sent home with a student in grades kindergarten through 8. Medication must be picked up in the school office and will be released only to a parent/guardian or an individual who is at least 18 years old with written permission from the parent. Medication may be sent home with a student in grades 9 through 12 with written permission from the parent.
- Medication cannot be left at school to be taken the following year. Any medication left at school after the last day of school will be thrown away.
- No herbal medications/supplements or medication not approved by the FDA will be given at school.
- Any student who is in possession of medication without following protocol will have medication confiscated and parents notified.

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

### **SELF ADMINISTERED MEDICATIONS**

A student may possess and self-administer medication for chronic diseases or medical conditions provided the student's parent files a written authorization with the principal. The written authorization must be filed annually. A physician's written statement must be included with the parent's authorization.

The physician's statement must be filed annually and include the following information:

- A. An acute or chronic disease or medical condition exists for which the medication is prescribed.
- B. The student has been given instruction as to how to self-administer the medication.
- C. The nature of the disease or medical condition requires emergency administration of the medication.

The School or School Board is not liable for civil damages as a result of a student's self-administration of medication for an acute or chronic disease or medical condition except for an act or omission amounting to gross negligence or willful and wanton misconduct.

***Any student who distributes a medication of any kind to another student or is found to possess a medication other than the one authorized is in violation of the School's Code of Conduct and will be disciplined in accordance with the drug-use provisions of the Code.***



## **CONTROL OF CASUAL-CONTACT COMMUNICABLE DISEASES**

The School Board recognizes that control of the spread of communicable disease spread through normal school contact is essential to the well-being of the school community and to the efficient Corporation operation.

For purposes of this policy, "casual-contact, communicable disease" shall include those designated by the Indiana Department of Public Health.

In order to protect the health and safety of the students, Corporation personnel, and the community at large, the Board shall follow all State statutes and Health Department regulations which pertain to immunization and other means for controlling casual-contact communicable disease spread through normal interaction in the school setting.

If a student exhibits symptoms of a casual-contact communicable disease, the principal will isolate the student in the building and contact the parents or guardians. Protocols established by the County Health Department shall be followed.

The Superintendent shall develop administrative guidelines for the control of communicable disease.

## **CONTROL OF NON CASUAL-CONTACT COMMUNICABLE DISEASES**

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

- A. AIDS - Acquired Immune Deficiency Syndrome;
- B. ARC - AIDS Related Complex;
- C. HIV - Human Immunodeficiency Virus
- D. Hepatitis B
- E. Other diseases that may be specified by the State Board of Health

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

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

If the evidence is not sufficient to justify exclusion, the person shall remain in his/her current school environment. If the County Health Officer determines the evidence indicates the person should be excluded from the school environment, the person shall be temporarily excluded.

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

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

Further, it is the Board's policy that all students and staff members should maintain normal contact with an affected student or staff member whose continued presence in the school setting has been determined by this process. 20 U.S.C. 1232(g), I.C. 20-34-3-17, 16-41-9, 20-34-3-9

### **INDOOR AIR QUALITY**

Because of Indoor Air Quality requirements, certain items may not be allowed at school. For questions or concerns about the Indoor Air Quality guidelines contact the Lakeland School Corporation office.

### **PEST CONTROL POLICY - Policy 8432**

The School Corporation is committed to providing a safe environment for students. It seeks to prevent children from being exposed to pests and pesticides. While pesticides protect children from pests that may be found in the school and its surrounding grounds, under some circumstances they may pose a hazard to children. Therefore, pest control practices may involve a variety of chemical and non-chemical methods that are designed to control pests effectively while minimizing potential pesticide exposure.

The Corporation will:

- A. annually inform parents and staff members of the Corporation's pest control policy at the time of student registration by a separate memorandum or as a provision in the staff and/or student handbook;
- B. provide the name and phone number of the person to contact for information regarding pest control;
- C. establish a registry of parents and staff members who want to receive advance notice of all pesticide use and provide such notice;
- D. provide notice of planned pesticide applications to parents and employees who have requested advance notice;
- E. maintain written record for ninety (90) days of any pesticide applications.

The Corporation will provide notice to those in the registry at least two (2) school days prior to the date and time the pesticide application is to occur unless an emergency is declared. The notice will include the date and time of the pesticide application, the general area where the pesticide is to be applied and the telephone number to contact for more information.

In case of emergency pesticide applications, because of immediate threat to the public health, the school shall give written notice as soon as possible.

The Corporation may provide for training of school employees to become certified pest control applicators. Financial support for such training may be provided by the Corporation subject to budgetary constraints of the Corporation. The Superintendent shall prepare administrative guidelines for the implementation of this policy.

## WELLNESS - Policy 8510

As required by law, the School Board establishes the following wellness policy for the School Corporation as a part of a comprehensive wellness initiative.

The Board recognizes that good nutrition and regular physical activity affect the health and well-being of the Corporation's students. Furthermore, research suggests that there is a positive correlation between a student's health and well-being and his/her ability to learn. Moreover, schools can play an important role in the developmental process by which students establish their health and nutrition habits by providing nutritious meals and snacks through the schools' meal programs, by supporting the development of good eating habits, and by promoting increased physical activity both in and out of school.

Schools alone, however, cannot develop in students healthy behaviors and habits with regard to eating and exercise. It will be necessary for not only the staff but also parents and the public at large to be involved in a community-wide effort to promote, support, and model such healthy behaviors and habits.

The Board sets the following goals in an effort to enable students to establish good health and nutrition habits:

- A. With regard to nutrition education: Nutrition education shall be included in the health curriculum at all grade levels so that instruction is sequential and standards-based and provides students with the knowledge, attitudes, and skills necessary to lead healthy lives.
- B. With regard to physical activity:
  1. **Physical Education** A sequential, comprehensive physical education program shall be provided for students in K-12 in accordance with the physical education academic content standards and benchmarks adopted by the State.
  2. **Physical Activity** Physical activity and movement shall be integrated, when possible, across the curricula and throughout the school day (e.g., classroom physical activity breaks).
- C. With regard to other school-based activities:
  1. Free drinking water shall be available to students during designated meal times and may be available throughout the school day.
  2. The schools shall schedule mealtimes so there is minimum disruption by bus schedules, recess, and other special programs or events.
  3. The school shall provide attractive, clean environments in which the students eat.
  4. Activities, such as tutoring or club meetings, shall not be scheduled during mealtimes, unless students may eat during those meetings.
  5. Students, parents, and other community members shall have access to, and be encouraged to use, the school's outdoor physical activity facilities outside the normal school day.
  6. An organized wellness program shall be available to all staff.
  7. The schools may use environmentally friendly practices, such as the use of locally grown foods and non-disposable tableware and dishes.
  8. The schools may provide opportunities for staff, parents, and other community members to model healthy eating habits by dining with students in the school dining areas.
  9. The schools may demonstrate support for the health of all students by hosting health clinics and screenings and encouraging parents to enroll their eligible children in Medicaid or in other children's health insurance programs for which they may qualify.
  10. Schools in our system utilize electronic identification and payment systems, therefore, eliminating any stigma or identification of students eligible to receive free and/or reduced meals.

11. Students are discouraged from sharing their foods or beverages with one another during meal times, given concerns about allergies and other restrictions on some students' diets.

D. With regard to nutrition promotion, any foods and beverages marketed or promoted to students on the school campus, during the school day, will meet or exceed the USDA Smart Snacks in School nutrition standards. This includes marketing on school property, on educational materials, where food is purchased, in school publications and school media, and through fundraisers.

Additionally, the Corporation shall:

1. encourage students to increase their consumption of healthful foods during the school day;
2. create an environment that reinforces the development of healthy eating habits, including offering the following healthy foods:
  - a. a variety of fresh produce to include those prepared without added fats, sugars, refined sugars, and sodium
  - b. a variety of vegetables daily to include specific subgroups as defined by dark green, red/orange, legumes, and starchy
  - c. whole grain products - half of all grains need to be whole grain-rich upon initial implementation and all grains must be whole grain-rich within two (2) years of implementation
  - d. fluid milk that is fat-free (unflavored and flavored) and low-fat (unflavored)
  - e. meals designed to meet specific calorie ranges for age/grade groups
3. eliminate trans-fat from school meals;
4. require that all foods and beverages sold as fundraisers on the school campus during the school day shall meet the USDA Competitive Food regulations;
5. discourage rewarding children in the classroom with candy and other foods that can undermine children's diets and health and reinforce unhealthy eating habits. A wide variety of alternative rewards can be used to provide positive reinforcement for children's behavior and academic performance.

Furthermore, with the objectives of enhancing student health and well-being, and reducing childhood obesity, the following guidelines are established:

- A. In accordance with Policy 8500, entitled Food Service, the food service program shall comply with Federal and State regulations pertaining to the selection, preparation, consumption, and disposal of food and beverages as well as to the fiscal management of the program.
- B. The sale of foods of minimal nutritional value in the food service area during the lunch period is prohibited.
- C. As set forth in Policy 8531, entitled Free and Reduced Price Meals, the guidelines for reimbursable school meals are not less restrictive than the guidelines issued by the U.S. Department of Agriculture (USDA).
- D. The sale to students of foods and beverages that do not meet the USDA Dietary Guidelines for Americans and the USDA Smart Snacks in School nutrition standards to be consumed on the school campus during the school day is prohibited. Competitive foods available for purchase by students à la carte in the dining area, foods or beverages sold from vending machines, and foods and beverages provided by the school or school staff for classroom parties or holiday celebrations are subject to this prohibition.
- E. All foods that are provided, not sold, on the school campus during the school day, including foods and beverages provided for classroom parties or holiday celebrations shall comply with the current USDA

Dietary Guidelines for Americans and the USDA Smart Snacks in School nutrition standards.

- F. All food items and beverages available for sale to students for consumption on campus between midnight and thirty (30) after the close of the regular school day shall comply with the current USDA Dietary Guidelines for Americans, including, but not limited to, competitive foods that are available to students à la carte in the dining area, as well as food items and beverages from vending machines, school stores, or fundraisers by student clubs and organizations, parent groups, or boosters clubs.
- G. The school food service program may involve students, staff, and/or school officials in the selection of competitive food items to be sold in the schools.
- H. Any food items sold for consumption on campus from thirty (30) minutes after the end of the last lunch period until thirty (30) minutes after the school day ends in a fundraiser by approved student clubs and organizations and Corporation support organizations shall meet the current USDA Dietary Guidelines for Americans.

The Board designates the Superintendent as the individual(s) charged with operational responsibility for measuring and evaluating the Corporation's implementation and progress under this policy.

The Superintendent shall appoint a Corporation wellness committee that includes meets at least four (4) times per year and may include parents, students, representatives of the school food authority, nutritionists or certified dietitians, educational staff (including health and physical education teachers), mental health and social services staff, school health professionals, the School Board, school administrators, and members of the public to oversee the development, implementation, evaluation, and periodic update, if necessary, of the wellness policy. School-level health advisory teams may assist in the planning and implementation of these Wellness initiatives.

The Superintendent shall be an ex officio member of the committee.

The wellness committee shall be an ad hoc committee of the Board with members recruited and appointed annually.

The wellness committee shall:

- A. assess the current environment in each of the Corporation's schools;
- B. measure the implementation of the Corporation's wellness policy in each of the Corporation's schools;
- C. review the Corporation's current wellness policy;
- D. recommend revision of the policy, as appropriate; and
- E. present the wellness policy, with any recommended revisions, to the Board for approval or re-adoption if revisions are recommended.

Before the end of each school year, the wellness committee shall submit to the Superintendent and Board their report in which they describe the environment in each of the Corporation's schools and the implementation of the wellness policy in each school, and identify any revisions to the policy the committee deems necessary. In its review, the Wellness Committee shall consider evidence-based strategies in determining its recommendations.

The Superintendent shall report annually to the Board on the work of the wellness committee, including their assessment of the environment in the Corporation, their evaluation of wellness policy implementation Corporation-wide, and the areas for improvement, if any, that the committee identified. The committee also shall report on the status of compliance by individual schools and progress made in attaining goals established in the policy.

The Superintendent also shall be responsible for informing the public, including parents, students and community members, on the content and implementation of this policy. In order to inform the public, the

Superintendent shall post the wellness policy on the Corporation's website, including the assessment of the implementation of the policy prepared by the Corporation.

The Corporation shall assess the Wellness Policy at least once every three (3) years on the extent to which schools in the Corporation are in compliance with the Corporation policy, the extent to which the Corporation policy compares to model wellness policies, and the progress made in attaining the goals of the Corporation Wellness Policy. To ensure continuing progress, the Corporation will evaluate implementation efforts and their impact on students and staff using the following tool: <https://www.cdc.gov/healthyschools/shi/index.htm>.

The assessment shall be made available to the public on the School Corporation's website.

Food and beverage marketing that allow marketing and advertising on only those foods and beverages that meet the Smart Snacks in School nutrition standards.

## **SECTION IX – STUDENTS AND THEIR CLUBS AND ACTIVITIES**

### **SCHOOL-SPONSORED CLUBS AND ACTIVITIES**

Lakeland School Corporation provides students the opportunity to broaden their learning through curricular-related activities. A curricular-related activity may be for credit, required for a class or course, and/or contain that subject's topics.

The school has many student groups that are authorized by the school. It is the Corporation's policy that only authorized groups are those approved by the Board of School Trustees and sponsored by a staff member.

Extra-curricular activities do not reflect the School curriculum, but are made available to students to allow them to pursue additional worthwhile activities such as recreational sports, drama, and the like. All students are permitted to participate in the activities of their choosing, as long as they meet the eligibility requirements.

### **NON SCHOOL-SPONSORED CLUBS AND ACTIVITIES**

Non school-sponsored student groups organized for religious, political, or philosophical reasons may meet during non-instructional hours. The application for permission can be obtained from the principal. The application must verify that the activity is being initiated by students, attendance is voluntary, that no school staff person is actively involved in the event, that the event will not interfere with school activities and that nonschool persons do not play a regular role in the event. School rules will still apply regarding behavior and equal opportunity to participate.

Membership in any fraternity, sorority, or any other secret society is not permitted. All groups must comply with school rules and must provide equal opportunity to participate.

No non-corporation sponsored organization may use the name of the school or school mascot.

### **STUDENT FUND-RAISING**

Students participating in school-sponsored groups and activities will be allowed to solicit funds from other students, staff members, and members of the community in accordance with school guidelines. The following general rules apply to all fundraisers:

1. Students involved in the fundraiser are not to interfere with students participating in other activities in order to solicit funds.
2. A student will not be allowed to participate in a fundraising activity for a group in which she or he is not a member without the approval of the student's principal.
3. No student may participate in fundraising activities off school property without the consent of his/her parents.
4. No house-to-house canvassing is allowed by any student for any fundraising activity.
5. Any fundraisers that require students to exert themselves physically beyond their normal pattern of activity, such as "runs for .....", will be monitored by a staff member in order to prevent a student from overextending himself/herself to the point of potential harm.
6. No student may participate in a fundraising activity conducted by a parent group, booster club, or community organization on school property without the approval of the Principal.

## **STUDENT ATTENDANCE AT SCHOOL EVENTS**

The school encourages students to attend as many school events held after school as possible, without interfering with their school work and home activities. Enthusiastic spectators help to build school spirit and encourage those students who are participating in the event.

However, in order to ensure that students attending evening events as nonparticipants are properly safe-guarded, it is strongly advised that students be accompanied by a parent or adult chaperone when they attend the event. The school will not be able to supervise unaccompanied students nor will it be responsible for students who arrive without an adult chaperone.

The school will continue to provide adequate supervision for all students who are participants in a school activity.

**It should also be noted that a student that is not in attendance during the school day due to illness should also not be in attendance at other school events that day.**

## **SECTION X – STUDENTS AND THEIR CONDUCT**

### **STUDENT BEHAVIOR STANDARDS**

A major component of the educational program is to prepare students to become responsible workers and citizens by learning how to conduct themselves properly and in accordance with established standards. These expectations apply to all students; whether in person or virtual learners.

**Expected Behaviors:** Each student shall be expected to:

1. abide by Federal, State, and local laws as well as the rules of the school;
2. respect the rights of others;
3. act courteously toward adults and fellow students;
4. be prompt to school and attentive in class;
5. work cooperatively with others when involved in accomplishing a common goal regardless of the other's ability, gender, race, or ethnic background;
6. complete assigned tasks on time and as directed;
7. help maintain a school environment that is safe, friendly, and productive.

## **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 digitized image of any incident that includes “sexual conduct” by a child under the age of 18; or (2) to disseminate, exhibit to another person or offer to so disseminate or exhibit, matter that depicts or describes “sexual conduct” by a child under the age of 18.

It is “child pornography,” a Class D felony under I.C. 35-42-4-4(c), for any person/student to *possess* a photograph, motion picture, digitized 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.

### **DRESS AND GROOMING**

While fashion changes, the reason for being in school does not. Students are in school to learn. Any fashion (dress, accessory, or hairstyle) that disrupts the educational process or presents a safety risk will not be permitted. Personal expression is permitted within these general guidelines.

Students should consider the following questions when dressing for school:

- ✓ Does my clothing expose too much?
- ✓ Does my clothing advertise something that is prohibited to minors?
- ✓ Am I dressed appropriately for the weather?
- ✓ Do I feel comfortable with my appearance?
- ✓ Are there obscene, profane, drug-related, gang-related, or inflammatory messages on my clothing?

If a student has selected a manner of appearance that disrupts the educational process or presents risk to themselves or others, they may be removed from the educational setting and asked to change clothes and not wear inappropriate items to school.

The following styles or manners of dress are prohibited:



- ❑ Students are expected to wear clothing that is appropriate for the occasion. Hats, hoods, and/or bandanas may not be worn in the building unless a special occasion has been designated or for medical or religious purposes. Bandanas may be used to hold hair back as a headband.
- ❑ Items of clothing that depict or refer to gangs, alcohol, drugs, excessive violence, sexual connotations, or foul language will not be allowed.
- ❑ Clothing that is too short is inappropriate school dress.
- ❑ Sagging pants, torn clothing, bare midriff, halter, tube tops, garments with spaghetti straps, see thru tops, and other improperly revealing clothing is unacceptable.

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

Students who are representing Lakeland School Corporation at an official function or public event may be required to follow specific dress requirements. Usually, this applies to athletic teams, cheerleaders, bands, and other such groups.

### **CODE OF CONDUCT**

The Board of School Trustees has adopted the following Code of Conduct. This Code of Conduct is applicable to students:

1. on school property at any time;
2. during and immediately before and after any school activity at any location;
3. traveling to and from school or to and from a School activity.
4. Participating in virtual learning at an off campus location.

***Violations of the Code of Conduct may be punishable by suspension or expulsion. See the Lakeland School Corporation K-12 Progressive Discipline Handbook for additional details regarding school rules and consequences.***

Rules of conduct are essential to the successful operation of any school. In all matters relating to the discipline and conduct of students, school personnel stand in the relation of parents and guardians to the students of the school corporation. Therefore, school personnel have the right, subject to Indiana Code 20-33-8 et seq., to take any action necessary to promote student conduct that conforms to an orderly and effective educational system. Violation of these rules can result in discipline.

### **BULLYING - Policy 5517.01**

The school board has determined that a safe and civil environment in school is necessary for students to learn and achieve high academic standards. Bullying, like other disruptive or violent behaviors, is conduct that disrupts both a student's ability to learn and a school's ability to educate its students in a safe and disciplined environment. Bullying committed by students toward other students is strictly prohibited. Engaging in bullying conduct described in this rule by use of data or computer software that is accessed through any computer, any computer system, or any computer network is also prohibited.

#### **1. Definition**

- a. As defined by the school corporation, bullying means aggressive behaviors that involve unwanted negative actions that are repeated over time and involve an imbalance of power.

- b. As defined by IC 20-33-8-0.2(a), bullying means overt, unwanted, repeated acts or gestures, including verbal or written communications or images transmitted in any manner (including digitally or electronically), physical acts committed, aggression, or any other behaviors, that are committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the targeted student and create for the targeted student an objectively hostile school environment that:
    - i. Places the targeted student in reasonable fear of harm to the targeted student's person or property;
    - ii. Has substantially detrimental effect on the targeted student's physical or mental health;
    - iii. Has the effect of substantially interfering with the targeted student's academic performance; or
    - iv. Has the effect of substantially interfering with the targeted student's ability to participate in or benefit from the services, activities, and privileges provided by the school.
  - c. This term may not be interpreted to impose any burden or sanction on, or include the definition of the term, those circumstances outlined and defined in IC 20-33-8-0.2(b).
2. This rule may be applied regardless of the physical location of the bullying behavior when a student committing bullying behavior and the targeted student attend a school within the school corporation and disciplinary action is reasonably necessary to avoid substantial interference with school discipline or prevent and unreasonable threat to the rights of other students to a safe and peaceful learning environment.
  3. This rule may be applied to bullying behavior that takes place through a computer, on the internet, or through other electronic communications.
  4. Any student or parent who has knowledge of conduct in violation of this rule or any student who feels he/she has been bullied in violation of this rule should immediately report the conduct to the principal who has responsibility for all investigations of student misconduct including bullying. A student or parent may also report the conduct to a teacher or counselor who will be responsible for notifying the building principal. This report may be made anonymously.
  5. The building principal shall investigate immediately all reports of bullying made pursuant to the provisions of this rule. Such investigation must include any action or appropriate responses that may be taken immediately to address the bullying conduct wherever it takes place. The parents of the bully and the targeted student(s) shall be notified on a regular, periodic basis of the progress and the findings of the investigation and of any remedial action that has been taken.
  6. The building principal will be responsible for working with the school counselors and other community resources to provide information and/or follow-up services to support the targeted student and to educate the student engaging in bullying behavior on the effects of bullying and the prevention of bullying. In addition, the building principal and school counselors will be responsible for determining if the bullying behavior is a violation of law required to be reported to law enforcement under Indiana law based upon their reasonable belief. Such determination should be made as soon as possible and once this determination is made, the report should be made immediately to law enforcement.
  7. False reporting of bullying conduct as defined in this rule by a student shall be considered a violation of this rule and will result in any appropriate disciplinary action or sanctions if the investigation of the report finds it to be false.
  8. A violation of this rule prohibiting bullying may result in any appropriate disciplinary action or sanction, including suspension and/or expulsion.
  9. Failure by a school employee who has a responsibility to report bullying or investigate bullying or any other duty under this rule to carry out such responsibility or duty will be subject to appropriate disciplinary action, up to and including dismissal from employment with the school corporation.

10. Counseling, corrective discipline, and/or referral to law enforcement will be used to change the behavior of the perpetrator. This includes appropriate intervention(s), restoration of a positive climate, and support for victims and others impacted by the bullying.
11. Educational outreach and training will be provided to school personnel, parents, and students concerning the identification, prevention, and intervention in bullying.
12. All schools in the corporation are encouraged to engage students, staff and parents in meaningful discussions about the negative aspects of bullying. The parent involvement may be through parent organizations already in place at each school.
13. The superintendent or designee will be responsible for developing detailed administrative procedures consistent with the Indiana Department of Education guidelines for the implementation of the provisions of this rule.

## **LAKELAND SCHOOL BOARD BULLYING POLICY**

The School Board is committed to providing a safe, positive, productive, and nurturing educational environment for all of its students. The Board encourages the promotion of positive interpersonal relations between members of the school community. Bullying behavior toward a student, whether by other students, staff, or third parties, is strictly prohibited and will not be tolerated. This prohibition includes physical, verbal, and psychological abuse as provided herein. The Board will not tolerate any gestures, comments, threats, or actions which cause or threaten to cause bodily harm or personal degradation. Engaging in bullying behavior through the use of data or computer software that is accessed through a computer, computer system or computer network also is prohibited. This policy applies when a student is on school grounds immediately before or during school hours, immediately after school hours, or at any other time when the school is being used by a school group; off school grounds at a school activity, function, or event; traveling to or from school or a school activity, function, or event; or, using property or equipment provided by the school. Additionally, this policy applies regardless of the physical location when:

- A. the individual committing the bullying behavior and any of the intended targets of the bullying behavior are students attending a school within the Corporation; and
- B. the bullying behavior results in a substantial interference with school discipline or an unreasonable threat to the rights of others to a safe and peaceful learning environment.

Bullying as defined in State law means overt, unwanted, repeated acts or gestures, including verbal or written communications or images transmitted in any manner (including digitally or electronically), physical acts committed, aggression, 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 and create for the targeted student an objectively hostile school environment that:

- A. places the targeted student in reasonable fear of harm to the targeted student's person or property;
- B. has a substantially detrimental effect on the targeted student's physical or mental health;
- C. has the effect of substantially interfering with the targeted student's academic performance; or
- D. has the effect of substantially interfering with the targeted student's ability to participate in or benefit from the services, activities, and privileges provided by the school.

This type of behavior is a form of harassment, although it need not be based on any of the legally protected characteristics, such as sex, race, color, national origin, marital status, or disability. It includes, but is not limited to, such behaviors as stalking, intimidation, menacing behavior, coercion, name-calling, taunting, making threats, and hazing. It also includes the use of digital or electronic communications to engage in such behaviors.

However, Indiana law exempts the following from the definition of "bullying":

- A. Participating in a religious event.
- B. Acting in an emergency involving the protection of a person or property from an imminent threat of serious bodily injury or substantial danger.
- C. Participating in an activity consisting of the exercise of a student's rights protected under the First Amendment to the United States Constitution or Article I, Section 31 of the Constitution of the State of Indiana, or both.
- D. Participating in an activity conducted by a nonprofit or governmental entity that provides recreation, education, training, or other care under the supervision of one or more adults.
- E. Participating in an activity undertaken at the prior written direction of the students parents.
- F. Engaging in interstate or international travel from a location outside Indiana to another location outside Indiana.

Any student who believes s/he has been or is currently the victim of bullying should immediately report the situation to the building principal or assistant principal or the Superintendent. The student also may report concerns to a teacher or counselor who will be responsible for notifying the appropriate administrator or Board official. This report may be made anonymously. Complaints against the building principal should be filed with the Superintendent. Complaints against the Superintendent should be filed with the Board President. A parent may file a complaint on behalf of a student in the same manner.

Every student is encouraged, and every staff member is required to report any situation that they believe to be bullying behavior directed toward a student. Reports may be made to those identified above. Staff members who fail to report bullying or who fail to conduct an investigation when assigned that duty are subject to disciplinary action, up to and including discharge.

All complaints about bullying behavior that may violate this policy shall be promptly investigated according to the timeline established by the Superintendent's administrative guidelines.

If, during an investigation of reported acts of bullying and/or harassment, the investigator believes that the reported misconduct may have created a hostile learning environment and may have constituted unlawful discriminatory harassment based on sex, race, color, national origin, religion, or disability, the investigator will report the act of bullying and/or harassment to one (1) of the Compliance Officers so that it may be investigated in accordance with the procedures set forth in Policy 5517 AntiHarassment.

If the investigator finds an instance of bullying behavior has occurred, prompt and appropriate action or responses shall be taken to address the bullying behavior wherever it occurs including, as appropriate, disciplinary action, up to and including expulsion for students, discharge for employees, exclusion for parents, guests, volunteers, and contractors, and removal from any official position and/or a request to resign for Board members. Bullying acts shall be reported to law enforcement officials immediately upon determining that a report to law enforcement is necessary.

The parents of the targeted student and the reported bully shall be notified of the alleged bullying incident at the beginning of the investigation, the findings of the investigation at the conclusion of the investigation, and, as appropriate, any remedial action that has been or will be taken to the extent disclosure is permitted by law. In addition to discipline, remedial action may include support services for the targeted student and bullying education for the bully, among other actions.

Retaliation against any person who reports, is thought to have reported, files a complaint, or otherwise participates in an investigation or inquiry concerning allegations of bullying is prohibited and will not be

tolerated. Such retaliation shall be considered a serious violation of Board policy and independent of whether a complaint is substantiated. Suspected retaliation should be reported in the same manner as bullying. Making intentionally false reports about bullying for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Retaliation and making intentionally false reports may result in disciplinary action as indicated above.

For a definition of and instances that could possibly be construed as hazing, consult Policy 5516.

### **Confidentiality**

To the extent appropriate and/or legally permitted, confidentiality will be maintained during the investigation process. However, a proper investigation will, in some circumstances, require the disclosure of names and allegations.

### **Safe School Committee**

In accordance with State law, there shall be a *Safe School Committee* in each school within this Corporation (see Policy 8400 - School Safety).

The Superintendent is directed to develop administrative guidelines to implement this policy. Guidelines shall include reporting and investigative procedures, as needed. The complaint procedure established by the Superintendent shall be followed.

### **Anti-Harassment - General Policy Statement**

It is the policy of the Board of School Trustees to maintain an education and work environment that is free from all forms of unlawful harassment, including sexual harassment. This commitment applies to all School Corporation operations, programs, and activities. All students, administrators, teachers, staff, and all other school personnel share responsibility for avoiding, discouraging, and reporting any form of unlawful harassment. This policy applies to unlawful conduct occurring on school property, or at another location if such conduct occurs during an activity sponsored by the Board.

The Board will vigorously enforce its prohibition against harassment based on sex (including sexual orientation and/or transgender identity), race, color, national origin, religion, disability, or genetic information that are protected by Federal civil rights laws (hereinafter referred to as unlawful harassment) and encourages those within the School Corporation community as well as third parties who feel aggrieved to seek assistance to rectify such problems. All Corporation employees, including administrators, professional staff and support staff, shall report any incident of alleged harassment that the employee observes or which is reported to the employee. The Board will investigate all allegations of harassment and in those cases where unlawful harassment is substantiated, the Board will take immediate steps to end the harassment, prevent its recurrence, and remedy its effects. Individuals who are found to have engaged in unlawful harassment will be subject to appropriate disciplinary action, up to and including termination of employment or expulsion from school. Corporation employees who fail to report any incident of alleged harassment that the employee observes or which is reported to the employee also are subject to appropriate disciplinary action, up to and including termination of employment.

For purposes of this policy, "School Corporation community" means students, administrators, teachers, and staff, as well as Board members, agents, volunteers, contractors, or other persons subject to the control and supervision of the Board.

For purposes of this policy, "third parties" include, but are not limited to, guests and/or visitors on School Corporation property (e.g., visiting speakers, participants on opposing athletic teams, parents), vendors doing business with, or seeking to do business with, the Board, and other individuals who come in contact with members of the School Corporation community at school-related events/activities (whether on or off School Corporation property).

### **Other Violations of the Anti-Harassment Policy**

The Board will also take immediate steps to impose disciplinary action on individuals engaging in any of the following prohibited acts:

- A. Retaliating against a person who has made a report or filed a complaint alleging unlawful harassment, or who has participated as a witness in a harassment investigation.
- B. Filing a malicious or knowingly false report or complaint of unlawful harassment.
- C. Disregarding, failing to investigate adequately, or delaying investigation of allegations of harassment, when responsibility for reporting and/or investigating unlawful harassment charges comprises part of one's supervisory duties.

### **Bullying**

Bullying rises to the level of unlawful harassment when one (1) or more persons systematically and chronically inflict physical hurt or psychological distress on one (1) or more students with the intent to harass, ridicule, humiliate, intimidate or harm that/those student(s), and that bullying is based upon sex, race, color, national origin, religion, or disability, that is, characteristics that are protected by Federal civil rights laws. It is defined as any unwanted and repeated written, verbal, or physical behavior, including any threatening, insulting, or dehumanizing gesture, by an adult or student, that is severe or pervasive enough to create an intimidating, hostile, or offensive educational environment; cause discomfort or humiliation; or unreasonably interfere with the individual's school performance or participation; and may involve:

- A. teasing;
- B. threats;
- C. intimidation;
- D. stalking;
- E. cyberstalking;
- F. cyberbullying;
- G. physical violence;
- H. theft;
- I. sexual, religious, or racial harassment;
- J. public humiliation; or
- K. destruction of property.

In the bullying context, "harassment" means any threatening, insulting, or dehumanizing gesture, use of data or computer software, or written, verbal or physical conduct directed against a student that:

- A. places a student or school employee in reasonable fear of harm to his/her person or damage to his/her property;
- B. has the effect of substantially interfering with a student's educational performance, opportunities, or benefits; or
- C. has the effect of substantially disrupting the orderly operation of a school.

## Sexual Harassment

Pursuant to Title VII of the Civil Rights Act of 1964 and Title IX of the Education Amendments of 1972, "sexual harassment" is defined as:

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, when:

- A. Submission to such conduct is made either implicitly or explicitly a term or condition of an individual's status in a class, educational program, or activity.
- B. Submission or rejection of such conduct by an individual is used as the basis for educational decisions affecting such individual.
- C. Such conduct has the purpose or effect of interfering with the individual's educational performance; of creating an intimidating, hostile, or offensive learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity.

Sexual harassment may involve the behavior of a person of either gender against a person of the same or opposite gender.

Prohibited acts that constitute sexual harassment may take a variety of forms. Examples of the kinds of conduct that may constitute sexual harassment include, but are not limited to:

- A. unwelcome sexual propositions, invitations, solicitations, and flirtations;
- B. physical and/or sexual assault;
- C. threats or insinuations that a person's academic grade, promotion, classroom work or assignments, academic status, participation in athletics or extra-curricular programs or events, or other conditions of education may be adversely affected by not submitting to sexual advances;
- D. unwelcome verbal expressions of a sexual nature, including graphic sexual commentaries about a person's body, dress, appearance, or sexual activities; the unwelcome use of sexually degrading language, jokes or innuendoes; unwelcome suggestive or insulting sounds or whistles; obscene telephone calls;
- E. sexually suggestive objects, pictures, videotapes, audio recordings or literature, placed in the educational environment, which may embarrass or offend individuals;
- F. unwelcome and inappropriate touching, patting, or pinching; obscene gestures;
- G. a pattern of conduct, which can be subtle in nature, that has sexual overtones and is intended to create or has the effect of creating discomfort and/or humiliation to another;
- H. remarks speculating about a person's sexual activities or sexual history, or remarks about one's own sexual activities or sexual history;
- I. inappropriate boundary invasions by a Corporation employee or other adult member of the School Corporation community into a student's personal space and personal life;
- J. verbal, nonverbal or physical aggression, intimidation, or hostility based on sex or sex-stereotyping that does not involve conduct of a sexual nature;
- K. In the context of employees, consensual sexual relationships where such relationship leads to favoritism of a subordinate employee with whom the superior is sexually involved and where such favoritism adversely affects other employees or otherwise creates a hostile work environment

Not all behavior with sexual connotations constitutes unlawful sexual harassment. Sex-based or gender-based conduct must be sufficiently severe, pervasive, and persistent such that it adversely affects, limits, or denies an individual's employment or education, or such that it creates a hostile or abusive employment or educational environment.

**NOTE:** Sexual conduct/relationships with students by a Corporation employee or any other adult member of the School Corporation community is prohibited, and any teacher, administrator, coach or other school authority, or staff member who engages in certain sexual conduct with a student may be disciplined up to and including termination and may also be guilty of the criminal charge of "sexual battery" as set forth in Indiana Code 35-42-4-8. In the case of a child under fourteen (14) years of age, the person may also be guilty of "child molesting" under Indiana Code 35-42-4-3. In the case of a child between the ages of fourteen (14) and sixteen (16), the person may also be guilty of "sexual misconduct with a minor" under Indiana Code 35-42-4-9. The issue of consent is irrelevant in regard to the latter two (2) criminal charges. Any employee accused of sexual relations with a student may be placed on leave until school administrative proceedings are completed. Proven sexual relationships with a student regardless of the age of the student will initiate the termination process for the employee.

### **Race/Color Harassment**

Prohibited racial harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's race or color and when the conduct has the purpose or effect of interfering with the individual's educational performance; of creating an intimidating, hostile, or offensive learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's race or color, such as racial slurs, nicknames implying stereotypes, epithets, and/or negative references relative to racial customs.

### **Religious (Creed) Harassment**

Prohibited religious harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's religion or creed and when the conduct has the purpose or effect of interfering with the individual's educational performance; of creating an intimidating, hostile, or offensive learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's religious tradition, clothing, or surnames, and/or involves religious slurs.

### **National Origin Harassment**

Prohibited national origin harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's national origin and when the conduct has the purpose or effect of interfering with the individual's educational performance; of creating an intimidating, hostile, or offensive learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's national origin, such as negative comments regarding customs, manner of speaking, language, surnames, or ethnic slurs.

### **Disability Harassment**

Prohibited disability harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's disability and when the conduct has the purpose or effect of interfering with the individual's educational performance; of creating an intimidating, hostile, or offensive learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's disabling condition, such as negative comments about speech patterns, movement, physical impairments or defects/appearances, or the like.



## **Reports and Complaints of Harassing Conduct**

Students, members of the School Corporation community and third parties are encouraged to promptly report incidents of harassing conduct to an administrator, supervisor or other School Corporation official so that the Board may address the conduct before it becomes severe, pervasive, or persistent. All Corporation employees, including administrators, professional staff and support staff, shall report any incident of alleged harassment that the employee observes or which is reported to the employee. Any administrator, supervisor, or other School Corporation official who receives such a complaint shall file it with the Corporation's Anti-Harassment Compliance Officer at his/her first convenience. Corporation employees who fail to comply with the reporting responsibility shall be subject to discipline, up to and including termination.

Members of the School Corporation community or third parties who believe they have been unlawfully harassed by another member of the School Corporation community or a third party are entitled to utilize the Board's complaint process set forth below. Initiating a complaint, whether formally or informally, will not adversely affect the complaining individual's participation in educational or extracurricular programs unless the complaining individual makes the complaint maliciously or with knowledge that it is false. Individuals should make every effort to file a complaint as soon as possible after the conduct occurs while the facts are known and potential witnesses are available.

If, during an investigation of a reported act of bullying and/or harassment in accordance with Policy 5517.01 – Bullying, the principal or his/her designee believes that the reported misconduct may have created a hostile work environment and may have constituted unlawful discriminatory harassment based on sex, race, color, national origin, religion, or disability, the principal or his/her designee will report the act of bullying and/or harassment to one (1) of the Compliance Officers who shall investigate the allegation in accordance with this policy.

### **Anti-Harassment Compliance Officers**

The following individuals serve as “Anti-Harassment Compliance Officers” for the Corporation. They are hereinafter referred to as the “Compliance Officers”.

Superintendent  
[superintendent@lakelandlakers.net](mailto:superintendent@lakelandlakers.net)

Director of Human Resources  
[humanresources@lakelandlakers.net](mailto:humanresources@lakelandlakers.net)

The names, titles, and contact information for the Compliance Officers will be published annually:

- A. in the parent and staff handbooks
- B. on the School Corporation website

The Compliance Officers will be available during regular school/work hours to discuss concerns related to unlawful harassment, to assist students, other members of the Corporation community and third parties who seek support or advice when informing another individual about "unwelcome" conduct, or to intercede informally on behalf of the student.

Any Corporation employee who directly observes unlawful harassment of a student is obligated, in accordance with this policy, to report such observations to one (1) of the Compliance Officers within two (2) business days. Thereafter, the Compliance Officer or designee must contact the student if age eighteen (18) or older, or the student's parents if under the age of eighteen (18) within two (2) business days to advise him/her/them of the Board's intent to investigate the alleged misconduct, including the obligation of the Compliance Officer or

designee to conduct an investigation following all the procedures outlined in this policy for a formal complaint. Additionally, if the alleged harasser is a student, the Compliance Officer or designee must contact the student, if age eighteen (18) or older, or the student's parents if under the age of eighteen (18), within two (2) business days to advise him/her/them of the Board's intent to investigate the alleged misconduct, including the obligation of the Compliance Officer or designee to conduct an investigation following all the procedures outlined for a formal complaint. However, all complaints of harassment involving a Corporation employee or any other adult member of the School Corporation community against a student will be formally investigated.

The Compliance Officers are assigned to accept complaints of unlawful harassment directly from any member of the School Corporation community or a visitor to the Corporation, or to receive complaints that are initially filed with a school building administrator. Upon receipt of a complaint either directly or through a school building administrator, a Compliance Officer will begin either an informal or formal process (depending on the request of the member of the School Corporation community alleging harassment or the nature of the alleged harassment), or the Compliance Officer will designate a specific individual to conduct such a process. In the case of a formal complaint, the Compliance Officer will prepare recommendations for the Superintendent or will oversee the preparation of such recommendations by a designee. All members of the School Corporation community must report incidents of harassment that are reported to them to the Compliance Officer within two (2) business days of learning of the incident.

### **Investigation and Complaint Procedure**

Any employee or other member of the School Corporation community or third party (e.g., visitor to the Corporation) who believes that s/he has been subjected to unlawful harassment may seek resolution of his/her complaint through either the informal or formal procedures as described below. Further, a process for investigating claims of harassment and a process for rendering a decision regarding whether the claim of legally prohibited harassment was substantiated are set forth below.

Due to the sensitivity surrounding complaints of unlawful harassment, time lines are flexible for initiating the complaint process; however, individuals should make every effort to file a complaint within thirty (30) calendar days after the conduct occurs while the facts are known and potential witnesses are available. Once the formal complaint process is begun, the investigation will be completed in a timely manner (ordinarily, within fifteen (15) business days of the complaint being received).

The informal and formal procedures set forth below are not intended to interfere with the rights of any individual to pursue a complaint of unlawful harassment with the United States Department of Education, Office for Civil Rights (OCR), the Indiana Civil Rights Commission (ICRC) or Equal Employment Opportunity Commission (EEOC).

### **Informal Complaint Procedure**

The goal of the informal complaint procedure is to stop inappropriate behavior and to investigate and facilitate resolution through informal means, if possible. The informal complaint procedure is provided as a less formal option for a student who believes s/he has been unlawfully harassed or retaliated against. This informal procedure is not required as a precursor to the filing of a formal complaint and will only be utilized where the parties (alleged target of harassment and alleged harasser(s)) agree to participate in such a process.

Employees, other members of the Corporation community, or third parties who believe that they have been unlawfully harassed or retaliated against may proceed immediately to the formal complaint process and

individuals who seek resolution through the information procedure may request that the informal process be terminated at any time to move to the formal complaint procedure.

However, all complaints of harassment involving a Corporation employee, any adult member of the School Corporation community, or a third party against a student will be formally investigated. Similarly, any allegations of sexual violence will be formally investigated.

As an initial course of action, if an individual feels that s/he is being unlawfully harassed and s/he is able and feels safe doing so, the individual should tell or otherwise inform the harasser that the conduct is unwelcome and must stop. Such direct communication should not be utilized in circumstances involving sexual violence. The complaining individual should address the allegedly harassing conduct as soon after it occurs as possible. The Compliance Officer(s) is/are available to support and counsel individuals when taking this initial step or to intervene on behalf of the individual if requested to do so. An individual who is uncomfortable or unwilling to inform the harasser of his/her complaint is not prohibited from otherwise filing an informal or a formal complaint. In addition, with regard to certain types of unlawful harassment, such as sexual harassment, the Compliance Officer may advise against the use of the informal complaint process.

An individual who believes s/he has been unlawfully harassed may make an informal complaint, either orally or in writing: 1) to a teacher, other employee, or building administrator; 2) directly to one (1) of the Compliance Officers; and/or 3) to the Superintendent or other Corporation-level employee.

All informal complaints must be reported to one (1) of the Compliance Officers who will either facilitate an information resolution as described below on his/her own, or appoint another individual to facilitate an informal resolution.

The Corporation's informal complaint procedure is designed to provide employees, other members of the School Corporation community or third parties who believe they are being unlawfully harassed with a range of options designed to bring about a resolution of their concerns. Depending upon the nature of the complaint and the wishes of the individual claiming unlawful harassment, informal resolution may involve, but not be limited to, one or more of the following:

- A. Advising the individual about how to communicate the unwelcome nature of the behavior to the alleged harasser.
- B. Distributing a copy of the anti-harassment policy as a reminder to the individuals in the school building or office where the individual whose behavior is being questioned works or attends.
- C. If both parties agree, the Compliance Officers may arrange and facilitate a meeting between the individual claiming harassment and the individual accused of harassment to work out a mutual resolution. Such a meeting is not appropriate in circumstances involving sexual violence.

While there are no set time limits within which an informal complaint must be resolved, one (1) of the Compliance Officers or a designee will exercise his/her authority to attempt to resolve all informal complaints within fifteen (15) business days of receiving the informal complaint. Parties who are dissatisfied with the results of the informal complaint process may proceed to file a formal complaint. And, as stated above, parties may request that the informal process be terminated at any time to move to the formal complaint process.

One of the Compliance Officers or a designee will retain all materials generated as part of the informal complaint process in accordance with the Board's records retention policy (see Policy 8310 Policy 8320 and Policy 8330).

## **Formal Complaint Procedure**

If a complaint is not resolved through the informal complaint process, if one (1) of the parties has requested that the informal complaint process be terminated to move to the formal complaint process, or if the individual elects to file a formal complaint initially, the formal complaint process as described below shall be implemented.

The formal complaint process is not intended to interfere with the rights of an employee, other member of the School Corporation community, or third party to pursue a complaint of unlawful harassment with the United States Department of Education, Office for Civil Rights (OCR).

An individual who believes s/he has been subjected to offensive conduct/harassment/retaliation hereinafter referred to as the "Complainant", may file a formal complaint, either orally or in writing with a teacher, principal, the Compliance Officer, Superintendent, or other Corporation employee. Due to the sensitivity surrounding complaints of unlawful harassment and retaliation, timelines are flexible for initiating the complaint process; however, individuals should make every effort to file a complaint within thirty (30) calendar days after the conduct occurs while the facts are known and potential witnesses are available. If a Complainant informs a teacher, principal, Superintendent, or other Corporation employee, either orally or in writing, about any complaint of harassment or retaliation, that employee must report such information to the Compliance Officer or designee within two (2) business days.

Throughout the course of the process as described herein, the Compliance Officer should keep the parties informed of the status of the investigation and the decision making process.

All formal complaints must include the following information to the extent it is available: the identity of the individual believed to have engaged in, or be engaging in, offensive conduct/harassment/retaliation; a detailed description of the facts upon which the complaint is based; a list of potential witnesses; and the resolution sought by the Complainant.

If the Complainant is unwilling or unable to provide a written statement including the information set forth above, the Compliance Officer shall ask for such details in an oral interview. Thereafter, the Compliance Officer will prepare a written summary of the oral interview and the Complainant will be asked to verify the accuracy of the reported charge by signing the document.

Upon receiving a formal complaint, the Compliance Officer will consider whether any action should be taken in the investigatory phase to protect the Complainant from further harassment or retaliation, including, but not limited to, a change of work assignment or schedule for the Complainant and/or the alleged harasser. In making such a determination, the Compliance Officer should consult the Complainant to assess his/her agreement to any action deemed appropriate. If the Complainant is unwilling to consent to any change that is deemed appropriate by the Compliance Officer, the Compliance Officer may still take whatever actions s/he deems appropriate in consultation with the Superintendent and/or Board Attorney.

Within two (2) business days of receiving the complaint, the Compliance Officer or a designee will initiate a formal investigation to determine whether the Complainant has been subjected to offensive conduct/harassment/retaliation.

Contemporaneously, one of the Compliance Officers or a designee will inform the individual alleged to have engaged in the harassing or retaliatory conduct, hereinafter referred to as the "Respondent", that a complaint has been received. The Respondent will be informed about the nature of the allegations and a copy of the Board's

anti-harassment policy shall be provided to the Respondent. The Respondent must also be informed of the opportunity to submit a written response to the complaint within five (5) business days.

Although certain cases may require additional time, one (1) of the Compliance Officers or a designee will attempt to complete an investigation into the allegations of harassment or retaliation within fifteen (15) business days of receiving the formal complaint. The investigation will include:

- A. interviews with the Complainant;
- B. interviews with the Respondent;
- C. interviews with any other witnesses who may reasonably be expected to have any information relevant to the allegations; and
- D. consideration of any documentation or other information, presented by the Complainant, Respondent, or any other witnesses that is reasonably believed to be relevant to the allegations.

At the conclusion of the investigation, the Compliance Officer or the designee shall prepare and deliver a written report to the Superintendent that summarizes the evidence gathered during the investigation and provides recommendations based on the evidence and the definition of unlawful harassment as provided in Board policy and State and Federal law as to whether the Complainant has been subject to unlawful harassment or retaliation. The Compliance Officer's recommendations must be based upon the totality of the circumstances, including the ages and maturity levels of those involved. In determining if discriminatory harassment or retaliation occurred, a preponderance of evidence standard will be used. ( ) The Compliance Officer may consult with the Board's legal counsel before finalizing the report to the Superintendent.

Absent extenuating circumstances, within five (5) business days of receiving the report of the Compliance Officer or the designee, the Superintendent must either issue a final decision regarding whether the complaint of harassment has been substantiated or request further investigation. A copy of the Superintendent's final decision will be delivered to both the Complainant and the Respondent.

If the Superintendent requests additional investigation, the Superintendent must specify the additional information that is to be gathered, and such additional investigation must be completed within five (5) business days. At the conclusion of the additional investigation, the Superintendent must issue a final written decision as described above.

A Complainant or respondent who is dissatisfied with the final decision of the Superintendent may appeal through a signed written statement to the Board of School Trustees within five (5) business days of his/her receipt of the Superintendent's final decision.

In an attempt to resolve the complaint, the Board shall meet with the concerned parties and their representatives within twenty (20) business days of the receipt of such an appeal. A copy of the Board's disposition of the appeal shall be sent to each concerned party within ten (10) business days of this meeting. The decision of the Board will be final.

If either the Complainant or the Respondent is not satisfied with the Board's decision, either party will have an additional sixty (60) days to appeal the decision to the United States Department of Education Office of Civil Rights (OCR) or the Indiana Civil Rights Commission (ICRC).

The Board reserves the right to investigate and resolve a complaint or report of unlawful harassment/retaliation regardless of whether the member of the School Corporation community or third party alleging the unlawful harassment/retaliation pursues the complaint. The Board also reserves the right to have the formal complaint

investigation conducted by an external person in accordance with this policy or in such other manner as deemed appropriate by the Board or its designee.

### **Privacy/Confidentiality**

The School Corporation will respect the privacy of the Complainant, the Respondent (that is the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the Board's legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations. Confidentiality, however, cannot be guaranteed. All Complainants proceeding through the formal investigation process should be advised that their identities may be disclosed to the Respondent.

During the course of a formal investigation, the Compliance Officer or his/her designee will instruct all members of the School Corporation community and third parties who are interviewed about the importance of maintaining confidentiality. Any individual who is interviewed as part of a harassment investigation is expected not to disclose any information that s/he learns or that s/he provides during the course of the investigation.

The Compliance Officer shall maintain all public records created as a part of an investigation of a complaint of harassment in accordance with the Board's records retention policy. Any records that are considered student records in accordance with the *Family Educational Rights and Privacy Act* will be maintained in a manner consistent with the provisions of Federal law.

### **Sanctions and Monitoring**

The Board shall vigorously enforce its prohibitions against unlawful harassment by taking appropriate action reasonably calculated to stop the harassment and prevent further such harassment. While observing the principles of due process, a violation of this policy may result in disciplinary action up to and including the discharge of an employee or the suspension/expulsion of a student. All disciplinary action will be taken in accordance with applicable State law and the terms of the relevant collective bargaining agreement(s). When imposing discipline, the Superintendent shall consider the totality of the circumstances involved in the matter, including the

ages and maturity levels of those involved. In those cases where unlawful harassment is not substantiated, the Board may consider whether the alleged conduct nevertheless warrants discipline in accordance with other Board policies, consistent with the terms of the relevant collective bargaining agreement(s).

Where the Board becomes aware that a prior sanction has been imposed against a member of the Corporation community, all subsequent sanctions imposed by the Board and/or Superintendent shall be reasonably calculated to end such conduct, prevent its recurrence, and remedy its effects.

### **Remediation**

In cases where the complaint investigation results in a finding that the allegation of harassment is substantiated, action must be taken by the Compliance Officer to remedy the past effects of such harassment. This may include but is not limited to providing a contact person to monitor the harassed student, providing tutoring to the student, allowing the student to retake tests or assignments, and counseling. Counseling shall be offered to all students who have been subjected to harassment.

## **Retaliation**

Any act of retaliation against a person who has made a report, filed a complaint alleging unlawful harassment, or participated as a witness in a harassment investigation is prohibited. Individuals found to have engaged in retaliation shall be subject to disciplinary action, up to and including termination of employment or expulsion from school.

## **Allegations Constituting Criminal Conduct: Child Abuse/Sexual Misconduct**

State law requires any teacher or school employee who knows or suspects that a child under the age of eighteen (18) is a victim of child abuse or neglect to immediately report that knowledge or suspicion to the Department of Children and Family services. If, during the course of a harassment investigation, the Compliance Officer or a designee has reason to believe or suspect that the alleged conduct reasonably indicates abuse or neglect of the Complainant or the alleged victim, a report of such knowledge must be made in accordance with State law and Board Policy.

If the Compliance Officer or a designee has reason to believe that the Complainant has been the victim of criminal conduct as defined under State law, such knowledge should be reported to local law enforcement.

Any reports made to the local child protection service or to local law enforcement shall not terminate the Compliance Officer's or a designee's obligation and responsibility to continue to investigate a complaint of harassment. While the Compliance Officer or a designee may work cooperatively with outside agencies to conduct concurrent investigations, in no event shall the harassment investigation be inhibited by the involvement of outside agencies without good cause after consultation with the Superintendent.

## **Education and Training**

In support of this Anti-Harassment Policy, the Board promotes preventative educational measures to create greater awareness of unlawful discriminatory practices. The Superintendent or designee shall provide appropriate training to all members of the School Corporation community related to the implementation of this policy and its accompanying administrative guidelines. All training regarding the Board's policy and administrative guidelines and harassment in general will be age and content appropriate.

## **DUE PROCESS AND PUPIL DISCIPLINE**

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

1. **SUSPENSION FROM SCHOOL**—A school principal (or designee) may deny a student the right to attend school or take part in any school function for a period of up to 10 (ten) school days as outlined in the LSC Discipline Guide.
2. **EXPULSION**—In accordance with the due process procedures defined in this policy, a student may be expelled from school as outlined in the LSC Discipline Guide.

## **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; or
  - 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 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 to appear at this meeting will be deemed a waiver of rights administratively to contest the expulsion or to appeal 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 the expulsion meeting, the principal (or designee) will present evidence to support the charges against the student. The student or parent 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(s).

The student and/or parent has the right to appeal the decision of the person conducting the expulsion meeting to the school board within 10 days of the receipt of notice of the action taken. The student or parent 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 from the school administration and the student and/or the student's parent. The board will then take any action deemed appropriate.

### **GROUND FORS SUSPENSION OR EXPULSION**

Students and parents may access the LSC Discipline Guide on the Lakeland School Corporation website at [www.lakelandlakers.org](http://www.lakelandlakers.org). The LSC Discipline Guide will be located in the Parent or Student tab of the website in the handbook section.

### **RIGHT TO APPEAL**

The student or parent has the right to appeal an expulsion decision to the school board within 10 days of the receipt of notice of the action taken. The student or parent appeal to the school board must be in writing. If an appeal is properly made, the board will consider the appeal unless it 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 parents. The board will then take any action deemed appropriate.

### **SAFETY/SECURITY**

- All visitors must report to the office when they arrive at school.
- All visitors are given and required to wear a building pass while they are in the building.
- Staff are expected to question people in the building whom they do not recognize and who are not wearing a building pass, and to question people who are "hanging around" the building after hours.
- Students and staff are expected to immediately report to a teacher or administrator any suspicious behavior or situation that makes them uncomfortable.



- All outside doors as possible are locked during the school day.
- If a person wishes to confer with a member of the staff he/she should call for an appointment prior to coming to the school in order to prevent any inconvenience.

## **SEARCH AND SEIZURE**

Search of a student and his/her possessions, including vehicles, may be conducted at any time the student is under the jurisdiction of the Board of School Trustees, if there is a reasonable suspicion that the student is in violation of school rules. A search may also be conducted to protect the safety of others. All searches may be conducted with or without a student's consent by school authorities.

Students are provided lockers, desks and other equipment in which to store materials. It should be clearly understood that this equipment is the property of the school and may be subject to periodic general inspection or may be searched at any time if there is reasonable suspicion that a student has violated the law or School rules. Locks are to prevent theft, not to prevent searches. Anything that is found in the course of a search that may be evidence of a violation of school rules or the law may be taken and held or turned over to the police. The school reserves the right not to return items which have been confiscated. IC 20-33-8-32

### **Use of Dogs**

The Board authorizes the use of specially-trained dogs to detect the presence of drugs and devices such as bombs on school property.

The dog may be allowed to examine school property such as lockers or students and items in their possession, but any search of a student's person will be based upon individualized reasonable suspicion in addition to any information resulting from the dog's examination.

## **ENFORCEMENT OF BEHAVIOR STANDARDS AND CODE OF CONDUCT**

1. The standards and the Code of Conduct will be enforced by school administrators, teachers, teacher aides, bus drivers and any other adult authorized by the school to supervise students.
2. The objectives of the enforcement of these standards and the Code of Conduct are:
  - a. to protect the physical safety of all persons and prevent damage to property;
  - b. to maintain an environment in which the educational objectives of the school can be achieved;
  - c. to enforce and instill the core values of the Lakeland School Corporation and its school community.
3. The seriousness of the offense and nature and extent of any discipline utilized to enforce student behavior standards and Code of Conduct will be determined by:
  - a. the type and extent of any potential or actual injury, property damage or disruption;
  - b. the student's prior disciplinary history and the relative success of any prior corrective efforts;
  - c. the willingness and ability of the student and the student's parents to participate in any corrective action;
  - d. the interest of other students in the school in a school environment free from behavior that violates the School's Behavior Standards;
  - e. any other aggravating or mitigating factor or circumstance including but not limited to zero tolerance policies.

In compliance with State law, the Board may expel any student who possesses a deadly or dangerous weapon in a weapon-free school zone or commits either arson or rape in a Corporation building or on Corporation property, including school buses and other school transportation. It will make no difference whether or not the weapon belongs to someone else, unless the student can provide convincing evidence that the weapon was

placed in the student's possession without his/her knowledge. If it can be confirmed that a weapon belonged to a student other than the one who possessed the weapon, that student shall also be subject to the same disciplinary action.

A weapon includes conventional objects like guns, pellet guns, knives or club type implements. It may also include any toy that is presented as a real weapon or reacted to as a real weapon. Criminal charges may be filed for this violation. Possession of a weapon may subject a student to expulsion.

Disabled students under IDEA or Section 504 shall be expelled only in accordance with Board Policy 2461 and Federal due process rights appropriate to disabled students. Students who qualify for service under IDEA or Section 504 may be expelled only after a manifestation determination has been held.

A student who has been expelled may apply for reinstatement in accordance with guidelines which are available in the Principal's office.

## **DISCIPLINE**

It is important to remember that the school's rules apply going to and from school, at school, on school property, at school-sponsored events and on school transportation. School rules also apply to the virtual learning setting. In the cases of bullying, these rules also apply to electronic communications sent on or off of school grounds. In some cases, a student can be suspended from school transportation for infractions of school bus rules. The Board has also extended the authority for school administrators to impose discipline for unlawful activity by students that occurs on or off school property if the activity interferes with School purposes or the educational function of the school. This authority applies to unlawful activity that may occur on weekends, holidays and other school breaks including summer recess.

Ultimately, it is the principal's responsibility to keep things orderly. In all cases, the school shall attempt to make discipline prompt and equitable and to have the punishment match the severity of the incident.

Discipline consequences will follow the consequences outlined in the Lakeland School Corporation Progressive Discipline Handbook.

**Disclaimer: The severity of a student's offense may necessitate a consequence up to the maximum level.**

## **DETENTIONS**

A student may be detained after school or asked to come to school early by a teacher and/or an administrator, after giving the student and his/her parents one (1) day's notice. The student or his/her parents are responsible for transportation.

## **REMOVAL FROM CLASS**

The teacher may remove a student when she or he poses a threat to a safe, orderly and effective educational environment from a classroom or an activity. Except in extreme or emergency situations, the teacher will contact parents prior to the removal of the student.

## **IN-SCHOOL SUSPENSION**

Students may be assigned to In-School Suspension as a disciplinary consequence in accordance with the LSC Progressive Discipline Handbook. The In-School Suspension will take place during the normal school day in the regular school building.

Students assigned to a full day of in-school suspension will be permitted a minimum one 10 minute break in the morning and afternoon. The student will have 30 minutes for lunch. Each student will be provided with the class work for the day.

A student missing any portion of his/her assigned time in In-School Suspension may be given an additional time. Failure to timely serve In-School Suspension may lead to a suspension from School for a period not to exceed 2 days. Any such suspension shall be in accordance with Corporation guidelines on suspension and expulsion.

### **The following rules shall apply to In-School Suspension:**

- Students are required to have class assignments with them.
- Students are not to communicate with each other unless given special permission.
- Students are to remain in their designated seats at all times unless permission is granted.
- Students shall not be allowed to put their heads down or sleep.
- No radios, cards, magazines or other recreational articles shall be allowed in the room.
- No food or beverages shall be consumed, except breakfast or lunch if applicable.
- Students shall not be allowed to use the telephone.

## **OUT-OF-SCHOOL SUSPENSION**

The principal may deny a student the right to attend school and/or take part in any school function for up to a maximum of ten (10) consecutive school days.

When a student is being considered for a suspension, the administrator in charge will notify the student of the reason. If the student denies the charges, the administrator will provide a summary of the evidence. The student will then be given an opportunity to explain his/her side. After that informal hearing, the administrator in charge will make a decision whether or not to suspend. If a student is suspended, his/her parents will be notified, in writing, of the reason for and the length of the suspension.

### **Appealing A Suspension**

The suspension may be appealed after receipt of the suspension notice, to the Superintendent. The request for an appeal must be in writing and made within two (2) days after notification of the suspension.

During the suspension appeal process, the student is allowed to remain in school unless safety is a factor. If that is the case, the student shall not be allowed to remain in School.

## **SUSPENSION FROM SCHOOL AND MAKE-UP WORK**

Absence from school due to suspension shall be considered an authorized absence, neither excused nor unexcused.

A suspended student will be responsible for making up school work lost due to suspension within 5 days. It is recommended that a student complete missed assignments during the suspension and turn them in to the teacher

upon his/her return to School. Assignments may be obtained from the office beginning with the first day of a suspension. Make up of missed tests may be scheduled when the student returns to School.

The student will be given credit for properly-completed assignments and a grade on any made-up tests. Tests may be made-up and a grade given based on the results on the tests.

Any learning that cannot be made up such as labs, field trips, skill-practices and the like or any learning that the student chooses not to make-up may be reflected in the grades earned.

## **USE OF ISOLATED TIME OUTS AND RESTRAINTS**

Lakeland School Corporation believes that maintaining an orderly, safe environment is conducive to learning and is an appropriate expectation of all LSC employees. LSC recognizes that there are times when it becomes necessary for employees to use reasonable restraint and/or isolated time out to protect a student from causing harm to themselves or to others.

Isolated time out and physical restraint as defined in this policy shall be used only as means of maintaining a safe and orderly environment for learning and only to the extent necessary to preserve the safety of students and others. Use of isolated time out or physical restraint may also be a component of a behavioral intervention plan (BIP) and/or an Individualized Education Program (IEP). If such is the case, the terms of the BIP or the IEP will control the use of these measures.

Neither isolated time out nor physical restraint shall be used as a form of punishment or as a disciplinary measure.

Except in the case of an emergency, only LSC employees who are current in the corporation-designated training program may implement physical restraints or isolated time outs with a student. An individual who applies physical restraint shall use only techniques in which he or she has received such training within the preceding two years, as indicated by written evidence of participation.

In the case of an emergency, physical restraints and/or isolated time outs should be used only when a student's behavior poses an imminent threat of serious physical harm to the student or to other persons present or damage to school property.

### **Isolated Time Out**

“Isolated time out” means the confinement of a student in a time-out room or another enclosure, whether within or outside the classroom, from which the student's ability to leave the room or enclosure is restricted.

Any enclosure used for isolated time out shall be subject to the following requirements:

1. Have the same ceiling height as the surrounding room or rooms and be large enough to accommodate not only the student being isolated but also any other individual who is required to accompany that student;
2. Be constructed of materials or objects that cannot be used by students to harm themselves or others, and be designed so that students cannot climb up the walls;
3. Be designed to allow continuous visual monitoring of and communication with the student; and
4. Comply with all applicable health and safety requirements.

Any device that requires the use of a key or special code on any exit from the time out room or enclosure is prohibited. An adult must supervise the student while confined and must be able to see the student at all times.

A student shall not be kept in isolated time out for more than 30 minutes after he or she ceases presenting the specific behavior for which isolated time out was imposed or any other behavior for which the isolated time out was deemed an appropriate intervention.

If a student is placed in isolated time out pursuant to a BIP or IEP, any time limitations identified in the BIP or IEP will be controlled.

### **Physical Restraint**

“Physical restraint” means holding a student or otherwise restricting his or her movements.

Physical restraint should be employed only when:

1. The student poses a physical risk to himself, herself, or others;
2. There is no medical contradiction to its use; and
3. The employee using the restraint has been trained in its safe application.

Students shall not be subjected to physical restraint for using profanity or other verbal displays of disrespect for themselves or others.

A verbal threat shall not be considered as constituting a physical danger unless a student also demonstrates a means of or intent to carry out the threat.

Any application of physical restraint shall take into consideration the safety and security of the student. Further, physical restraint shall not rely upon pain as an intentional method of control.

In determining whether a student who is being physically restrained should be removed from the area where such restraint was initiated, the supervising employee shall consider the potential for injury to the student, the educational and emotional well-being of other students in the vicinity, and if applicable, any requirements pursuant to a BIP or an IEP.

If physical restraint is imposed upon a student whose primary mode of communication is sign language, the student shall be permitted to have his or her hands free of restraint for brief periods, unless the supervising employee determines that such freedom appears likely to result in harm to the student or to others.

A student shall be released from physical restraint immediately upon a determination by the supervising employee administering the restraint that the student is no longer in imminent danger of causing physical harm to themselves or to others.

### **Reporting and Reviewing of Incidents**

Any Lakeland School Corporation employee using restraint and/or isolated time out shall report such to the building principal, their supervisor, or other designated administrator. A written report of each incident shall be completed by the employee who used such techniques or by the designated administrator.

The parent or guardian must be notified of the use of the physical restraint and/or isolated time out with their student the same day.

An annual review of the use of physical restraint and isolated time out including a review of all individual corporation cases involving the use of physical restraint and isolated time outs shall be completed and documented to ensure compliance with the school’s policy and procedures.

## **Training Requirements**

Physical restraint should be applied only by individuals who have received systematic training through the corporation-designated program and who have obtained written evidence of successful participation in such training.

Training with respect to physical restraint should include but need not be limited to the following:

1. Appropriate procedures for preventing the need for physical restraint, including the de-escalation of problematic behavior, and the use of alternatives to restraint;
2. A description and identification of dangerous behaviors on the part of students that may indicate the need for physical restraint and methods for evaluating the risk of harm in individual situations in order to determine whether the use of restraint is warranted, including compliance with any BIP or IEP requirements;
3. The simulated experience of administering and receiving a variety of physical restraint techniques, ranging from minimal physical involvement to very controlling interventions;
4. Instruction regarding the effects of physical restraint on the person restrained, including instruction on monitoring physical signs of distress and obtaining medical assistance;
5. Instruction regarding documentation and reporting requirements and investigation of injuries and complaints; and
6. Demonstration by participants of proficiency in administering physical restraint.

Nothing in this policy should be construed to limit the rights and abilities of LSC employees to keep order and administer necessary discipline in their classrooms and on school grounds as set out in state law and school board policy.

## **REQUIRED REPORTS TO LAW ENFORCEMENT**

Some situations require school administrators to report to local law enforcement. These include:

- Student possession of a firearm or destructive device on school property (IC 20-33-8-16(g));
- Student possession, consumption, or transportation of alcohol and/or controlled substances (IC-20-33-9-5);
- School employee receives threats or is the victim of battery, intimidation, or harassment (IC-20-33-9, sections 10-13);
- Suspected child abuse or neglect - Serious endangerment to a minor student's mental or physical health due to injury caused by act or omission (IC-21-24-1-2);
- Suspicion that a minor student is the victim of a sexual offense (IC-31-34-1-30).

**IMPORTANT NOTICE: Be advised that the following forms must be available in the School Office as they are referenced in the Student/Parent Handbook.**

- Title VI, IX, 504 Grievance Form 2260 F2
- Notice of Nondiscrimination and Grievance Procedures for Title II, Title VI, Title VII, Title IX, Section 504 and ADA Form 2260 F8
- Memorandum to Parents Regarding School Board Policy on Drug-Free Schools Form 5530 F2
- Notification to Parents Regarding Student Records Form 8330 F9
- Notification to Parents on Blood-Borne Pathogens Form 8453.01 F5
- Parent/Student Acknowledgement of Student Handbook Form 5500 F1
- Authorization for Prescribed Medication or Treatment Form 5330 F1
- Authorization for Non Prescribed Medication or Treatment (Secondary Version) Form 5330 F1a
- Authorization for Non Prescribed Medication or Treatment (Elementary Version) Form 5330 F1b
- Authorization for the Possession and Use of Asthma Inhalers Form 5330 F1c
- Student Network and Internet Acceptable Use and Safety Agreement Form 7540.03 F1

\*\*\*DISCLAIMER School rules published in this handbook are subject to such changes as may be needed to insure continued compliance with federal, state, or local regulations are subject to such review and alteration as becomes necessary for the routine operation of the school. Not all rules of behavior can be written and inserted in a guidebook; however, we expect students to follow reasonable rules that do not violate the rights of others.