



Lakeland Jr/Sr High School 2023-2024

Student-Parent Handbook
Lakeland Jr/Sr High School
0805 E 075 N LaGrange, IN 46761
260-499-2470

260-463-4058 Fax
www.lakelandlakers.org

Lakeland School Board Approved on 5/16/22

PRINCIPAL'S MESSAGE

Welcome to Lakeland Jr/Sr High School, Home of the Lakers!

I'm excited to welcome you to another year at Lakeland Jr/Sr High. Some of you are entering these halls for the first time as a 7th grader while others will be starting their last year of high school. All the steps along the way are exciting in their own right and I hope this year is one you will remember for the rest of your life. I've learned in life, you get out of it what you put in, so get involved! Make a choice to join a team or a club. Several studies show that students that are connected to something at school do better academically and socially. The choices you make here will lay the foundation of your future so choose wisely. If you are around me much you will hear me talk about the phrase "Row the Boat" which was popularized by football coach P.J. Fleck when he was at Western Michigan University. The premise is simple, you have to make the personal decision to use your oar and do the work to move your boat forward in life. This concept has resonated with me throughout my life. If you want to achieve your goals, you have to keep rowing....eventually you'll get there. Good luck this year, make good choices, treat each other right, and GO Lakers!



Mr. Jason Schackow, Principal
jschackow@lakelandlakers.net
Main Office: 260-499-2470



Mrs. Joanne Gillespie, Assistant Principal
jgillespie@lakelandlakers.net
Main Office: 260-499-2470
Grades 7-9/Testing



Ms. Rebecca L. Meyer, Assistant Principal
rmeyer@lakelandlakers.net
Main Office: 260-499-2470
Grades 9-12/Attendance

FOREWORD

This student-parent handbook was developed to answer many of the commonly asked questions that you and your 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 available for your and your parents' use. It can be a valuable reference during the school year and a means to avoid confusion and misunderstanding when questions arise. Should you have any questions that are not addressed in this handbook, contact any administrator. 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.

AVAILABLE FORMS

The following forms are available in the school office:

- Title VI, IX, 504 Grievances 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
- McKinney-Vento Identification Template
- Consent to Instruction (Human Sexuality

SECTION I – Students and Their School

LAKELAND JR/SR HIGH SCHOOL DIRECTORY

Jason Schackow, Principal	260-499-2470
Andrew Barrand, Assistant Principal	260-499-2470
Rebecca Meyer, Assistant Principal	260-499-2470
Ryan Yoder, Athletic Director	260-499-2474
Joanne Gillespie, 7-8 Guidance Counselor	260-499-2578
Rachel Stroop, 9-12 Guidance Counselor (last name M-Z)	260-499-2475
Adelina Delagrange, 9-12 Guidance Counselor (last name A-L)	260-499-2475
Melissa Troyer, Senior High Guidance Secretary/Enrollment	260-499-2475
Laura Hartman, School Treasurer	260-499-2473
Rachel Huppenthal, Office Manager	260-499-2470
Wanda Leu, Attendance Secretary	260-499-2470
Jennifer Miller, Athletics Secretary	260-499-2470
Carlos Olivares, School Resource Officer	

LAKELAND CORPORATE OFFICE DIRECTORY

Dr. Traci Blaize, Superintendent	260-499-2400
Jamesi Lemon, Business Manager	260-499-2400
Melanie Summers, Human Resources	260-499-2400
Aimee Shaw, Director of Staff and Student Success	260-499-2400
Jolene Rose, Transportation Director	260-499-2400
Samuel Lovelace, Director of Technology	260-499-2410

LAKELAND BOARD OF SCHOOL TRUSTEES

Brett Bateman, President	Sue Keenan	Derrick Sherck, Vice President
Jessica Holbrook	Kara Howard	Rob West

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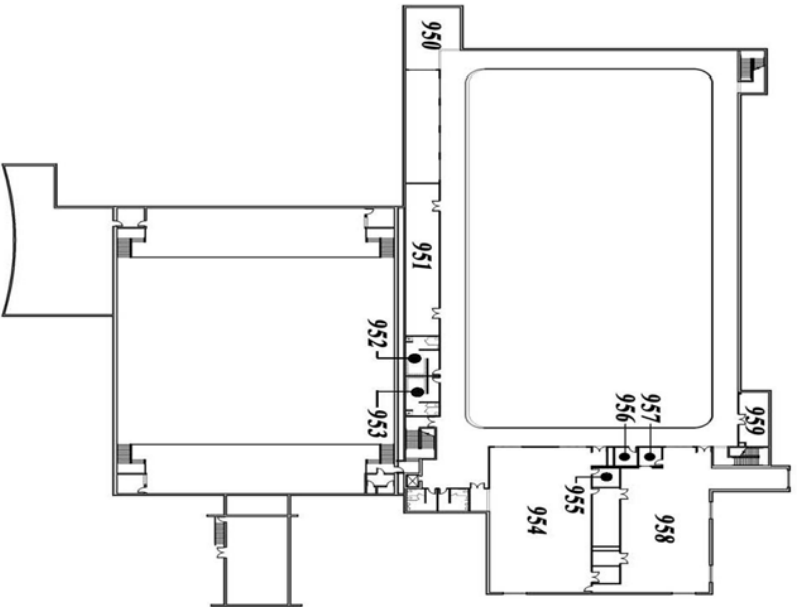
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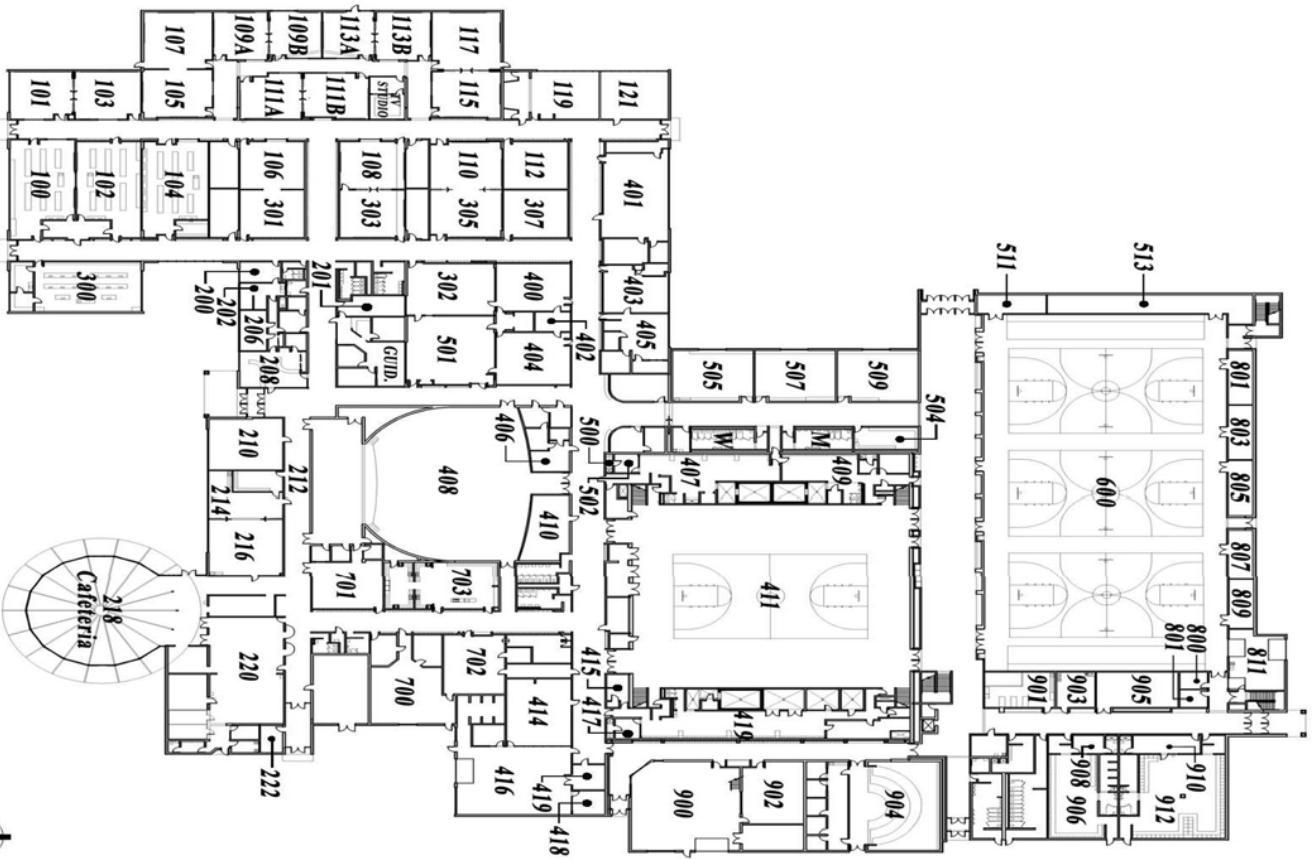
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Lakeland High School Second Floor Plan



Lakeland High School First Floor Plan



Lakeland Jr/Sr High School Mission
Statement

*Lakeland School Corporation is committed to developing the potential of
ALL students through a career-centered educational system*

STUDENT DAILY SCHEDULE

Lakeland Jr/Sr High Regular Bell Schedule	
Period 1 (55)	8:00-8:55
Period 2 (50)	9:00-9:50
Period 3 (50)	9:55-10:45
Period 4	10:50-12:15
Lunch A (55)	10:45-11:15 (Class - 11:20-12:15)
Lunch B (50)	11:15-11:45 (Class 10:50-11:15, 11:50-12:15)
Lunch C (55)	11:45-12:15 (Class 10:50-11:45)
Period 5 (50)	12:20-1:10
Period 6 (50)	1:15-2:05
Period 7 (55)	2:10-3:05

Lakeland Jr/Sr High Friday Collaboration Bell Schedule	
Period 1 (50)	8:30-9:20
Period 2 (40)	9:25-10:05
Period 3 (40)	10:10-10:50
HS Advisory (30) (Jr High Lunch)	10:55-11:25
Period 4 Jr High 4th Hour 11:30-12:10 (40) Jr High Advisory 12:15-12:45 (30)	11:30-12:45
Lunch A (45)	11:25-11:55 (<i>Class - 12:00-12:45</i>)
Lunch B (45)	12:15-12:45 (<i>Class 11:30-12:15</i>)
Period 5 (40)	12:50-1:30
Period 6 (40)	1:35-2:15
Period 7 (45)	2:20-3:05

Lakeland Jr/Sr High 2 Hour Delay Bell Schedule	
Period 1 (40)	10:00-10:40
Period 2 (40)	10:45-11:25
Period 3 (40)	11:30-12:10
Period 4	12:15-1:35
Lunch A (55)	12:10-12:35 (<i>Class - 12:40-1:35</i>)
Lunch B (50)	12:40-1:05 (<i>Class 12:15-12:40, 1:10-1:35</i>)
Lunch C (55)	1:10-1:35 (<i>Class 12:15-1:10</i>)
Period 6 (40)	1:40-2:20
Period 7 (40)	2:25-3:05

SECTION II – GENERAL INFORMATION

GENERAL INFORMATION

BUILDING HOURS

The building is open in the morning at 7:45 a.m. and closed at 7:00 p.m. Any student or student group remaining in the building after 3:30 p.m. must be under the supervision of a faculty member or other school personnel.

At 8:00 a.m. each school day all entrances/exit doors to the high school will be secured. Students who arrive after this time must enter through the south main doors, Exit #1 and sign in at the front desk/Attendance Office.

DELIVERIES

Flowers, balloons, candy, stuffed animals, etc., delivered to school will be held in the office. The office will attempt to make delivery at the end of the school day. Delivery cannot be guaranteed. For safety reasons, balloons, and glass items are NOT permitted on any school bus.

Lakeland School Corporation follows the guidelines set by the state & federal government in regards to pricing & types of foods served. ***Please note that because of these guidelines fast food lunches cannot be brought into the cafeteria. This includes soda & energy drinks are not allowed in the cafeteria.***

SCHOOL VISITORS

Please refer to Lakeland School Board Bylaws and Policies 9150. Access this information via the school district's website.

PETS/ANIMALS ON SCHOOL PREMISES

Students, parents and community members are instructed not to bring pets to school at any time without the approval of the principal.

BREAKFAST/LUNCH FREE OR REDUCED

Parents are encouraged to apply for free or reduced priced meals. Applications can be filled out after July 1st online by going to the Lakeland web page under Department Tab, then select Food Services. Paper applications are available at Lakeland School Corporation. Completing applications prior to the start of school will enable the application process to be completed the first day of school.

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 and 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 meal 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 meal 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 vegetable must be taken. Ala Carte items will also be available for purchase if your child has sufficient funds in their account. Lunch money can be paid daily or can be deposited into each child's account in larger sums to be used until the balance has been depleted. Money can be deposited into your child's account at www.myschoolbucks.com. There is a link to the My School Bucks website and instructions for usage on the Lakeland website at: www.lakelandlakers.net under the Departments Tab, then select Food Services. Each student will be responsible for listening to their balance when purchasing lunch. Account balances can be found on the My School Bucks website. Each student is assigned a PIN number that he/she must use when purchasing food from the cafeteria line. Use of this prepaid system enables faster and more efficient service in the cafeteria. Insufficient fund checks may have applicable fees applied. Acceptance of future checks will be dependent on the amount and number of ISF checks.

CHARGING LIMITS

Charging is discouraged in the cafeteria. (Two full meals may be charged and there is NO charging of Ala Carte items.) If charging is abused or not paid in a timely manner, the student will no longer be allowed to charge. A supplemental meal up to three times will consist of a cold sandwich and milk will be offered. There will be no charging allowed during the last two weeks of the school year. Lunch balances can be found on the MySchool Bucks website.

STUDENTS WHO WITHDRAW or GRADUATE

Students who withdraw or graduate from the corporation and have \$5.00 or more left in their food service account will be given the option of money to be transferred to a sibling (if applicable) or money to be refunded by mail.

SPECIAL DIETARY NEEDS

If your child has a special dietary need requiring accommodations from the cafeteria, it is the parent's responsibility to contact your child's school nurse for instructions. Please note that the cafeteria CANNOT accommodate any special needs requests without a diet prescription signed by a health care provider.

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 relationship 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 online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office or write a letter addressed to USDA and provide in the letter all of 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. E-mail: program.intake@usda.gov

SECTION II – SCHOOL INFORMATION

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:

Melanie Summers
Lakeland School Corporation
0825 East 075 North
LaGrange, IN 46761
Phone: 260-499-2400
Fax: 260-463-4800

The complaint will be investigated and a response, in writing, will be given to the concerned person. The compliance officer may provide additional information concerning access to equal education opportunity. Under no circumstances will the corporation threaten or retaliate against anyone who raises or files a complaint.

ENROLLING IN 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 or similar document
- Court papers allocating parental rights and responsibilities, or custody (if appropriate)
- Proof of residency, (no homeless child will be denied enrollment based on a lack of proof of residency)
- Proof of immunizations

In some cases, a 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. The guidance staff will assist in obtaining the transcript, if not presented at the time of enrollment.

Adult students (18 years of age or older) may enroll themselves, but if residing with their parents, are encouraged to include them in the process. Adult students do carry the responsibilities of both the student and parent.

EMERGENCY CLOSINGS AND DELAYS

During periods of inclement weather when buses may have difficulty traveling or schools may be closed or delayed, student and parents/guardians are encouraged to listen to Radio Station WTHD-105.5, WBCL 90.3, WOWO – 107.5, and WLKI-100.3 for such an announcement. Televised delays will be on WSJV-28, WPTA-21, WANE-15, WNDU-16, WPTA-21, ABC-57, and WSBT-22. The Lakeland School Corporation weather number is 499-2499. PLEASE DO NOT CALL THE SCHOOL. Parents/guardians are encouraged to have a prearranged plan for student care in the event of delays, closings, or early school dismissal. **All weather related closings will be E-learning days unless otherwise noted.**

EMERGENCY PLANNING

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:

1. **Do not telephone the school.** Telephone lines may be needed for emergency communication.
2. 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.
3. If students are kept at school, radio stations will be notified. School social media will be utilized as the primary form of communication for stakeholders.
4. Impress upon your 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.

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

FIRE, TORNADO and LOCKDOWN DRILLS

The school complies with all fire safety laws and will conduct fire drills in accordance with state law. Specific instructions on how to proceed will be provided to students by their teachers who will be responsible for safe, prompt, and orderly evacuation of the building.

Tornado drills will be conducted in accordance with state law, using the procedures prescribed by the state.

Lockdown drills will also be conducted in accordance with state law, using the procedures prescribed by the state.

GUEST PASS POLICY- DANCES

An individual who is not a student of Lakeland Jr/Sr High School may attend certain events (e.g. dances) only as a guest of any Lakeland Jr/Sr High School student and only after completing a guest form. Guests must be under 20 years of age.

Students of Lakeland who desire to have as their guest someone who is not a Lakeland Jr/Sr High School student must secure a guest form from the administration office in advance of the event. By signing the guest form, the Lakeland student agrees to be responsible for the actions of his or her guest. Junior High students are not permitted to attend any Sr High dances & vice versa.

Students are not permitted to leave a dance and return. Suspended, expelled, and those students on a waiver of due process are not allowed to attend dances.

IMMUNIZATION

Refer to Lakeland School Board Bylaws and Policies 5320. Access this information via the school district's website.

Suspicious Drug Use Testing Policy

The School Board believes that drug and/or alcohol use by students in the Corporation is a threat to the health and safety of the Corporation's students, faculty and staff. In particular, drug and/or alcohol use by students in the Corporation jeopardizes the efficiency and the quality of the Corporation's educational programs. The School Board intends this policy to help provide a drug and alcohol-free learning environment for all students, faculty and staff of the Corporation.

For purposes of this policy, the term "drug" means:

- A. All controlled substances as defined by Indiana law, including any synthetic drug or derivative (see I.C. 35-48-1-9);
- B. All chemicals which release toxic vapors;
- C. All alcoholic beverages;
- D. Tobacco and tobacco products;
- E. Any prescription drug or patent drug except those which are permitted to be used in the Corporation's schools in accordance with School Board policy;
- F. Anabolic steroids;
- G. Any "look-alike" substances (*see* I.C. 35-48-4-4.6 *et seq.*); and
- H. Any other illegal substance prohibited by law.

The Corporation may require a student to submit to a drug test if the student exhibits behaviors which lead school officials to have a reasonable suspicion that the student is under the influence of a drug. If the Corporation has reasonable suspicion, it may also test items in a student's possession to determine if those items contain a drug. Any student found to be under the influence of a drug or in possession of a drug while on school grounds; at a Corporation activity, function, or event; or when traveling to or from a Corporation activity, function, or event. will be disciplined in accordance with the student discipline policy. Any refusal to submit to a drug test based upon reasonable suspicion will be considered willful disobedience and will result in disciplinary action, up to and including, expulsion from the schools of this Corporation.

Reasonable suspicion may arise from the following:

- A. a student's behavior, in conjunction with physical appearance, actions, and/or odor, indicating the possibility that the student has used or is in possession of a drug;
- B. the student possesses a drug or drug paraphernalia;

- C. an Administrator of the Corporation receives information from an employee of the Corporation, parent, law enforcement personnel, other adult, or a student of the Corporation indicating a student is using, possessing, or under the influence of a drug. Any such report will be investigated by the Corporation Administration and will be substantiated by other physical indicators or physical appearance, if deemed necessary.
- D. A tip given to staff

The Superintendent, or the Superintendent's designee, will develop drug testing procedures to implement this policy.

If a drug test indicates a student has used a drug, disciplinary action will be taken with respect to that student. Disciplinary action may include: participation in the Corporation's student assistance program(s), drug and alcohol prevention activities, suspension, or recommendation for expulsion. If a drug test indicates a student has used a drug and such student participates in privileges granted by the Corporation, such as extra-curricular activities, then such student may have those privileges restricted or revoked as recommended by the Corporation's Administration and/or as outlined by any additional rules and regulations established by the Corporation.

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 I.C. 20-33-8-16.
- Student possession, consumption, or transportation of alcohol and/or controlled substances I.C. 20-33-9-5.
- School employee receives threats or is the victim of battery, intimidation, or harassment I.C. 20-33-9 - sections 10-16.
- Suspected child abuse or neglect – Serious endangerment to a minor, student's mental or physical health due to injury caused by act or omission I.C. 31-24-1-2.
- Suspicion that a minor student is the victim of a sexual offense I.C. 31-34-1-30.

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 the Main Office or administrator any suspicious behavior or situation that makes them uncomfortable.
- Outside doors are locked during the school day and a student violation includes propping open locked doors or allowing peers inside.

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 of their safekeeping and will not be liable for loss or damage to personal valuables. This includes gym/PE locker rooms.

STUDENT RECORDS

Refer to Lakeland School Board Bylaws and Policies 8330. Access this information via the school district's website.

STUDENT PRIVACY AND PARENTAL ACCESS TO INFORMATION

Refer to Lakeland School Board Bylaws and Policies 2416. Access this information via the school district's website.

TRANSFER OUT OF THE CORPORATION

If a student plans to transfer from Lakeland Jr/Sr High School, the parent must notify the principal and the Sr HS Guidance Secretary. School records shall be transferred within fourteen (14) days to the new school corporation. Parents are encouraged to contact the Sr HS Guidance Office for specific details

WITHDRAWAL FROM SCHOOL

No student under the age of eighteen (18) will be allowed to withdraw from school without an exit interview with the principal and superintendent who must agree to the withdrawal. Indiana IC 20-33-2-9 does not permit a student under the age of 18 years to withdraw unless the specific criteria have been established. The student also may not be able to obtain an employment certificate needed to obtain a job.

RE-ADMISSION OF STUDENTS AFTER VOLUNTARY WITHDRAWAL

It shall be the policy of the Lakeland Board of School Trustees that students who voluntarily withdraw or “quit” Lakeland Jr/Sr High School and remain out of school for five (5) or more days shall not be permitted to re-enter school beyond fifteen (15) school days of the start of any semester.

SECTION III – ATTENDANCE

GENERAL ATTENDANCE STATEMENT

Lakeland Jr/Sr High School 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. Therefore, Lakeland Jr/Sr High School will take steps in informing parents and students about attendance concerns.

ABSENCE PROCEDURES

It is requested that parents call the school before 9:30 a.m. when a child is absent. All assignments or homework may be accessed in the student’s Schoology course. 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.** Students are allowed ten excused absences. After 10 absences, days are unexcused. Students and families run the risk of being sent to probation for excessive absences/truancy.

PARENT NOTIFICATION

The first student absence without notice, a phone call will be made to the parent/guardian. A letter will be mailed upon the student’s fifth (5th) absence from school.

After 10 *Excused* Absences:

- A letter of medical incapacitation may be required on file and can be picked up in the main office or mailed upon request.
- Students 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.

At 5 *unexcused* & 10 *unexcused* Absences:

- Letter(s) will be mailed

- Probation and/or DCS will be notified
- Student and parent may also be involved in a meeting with LJSHS administration, the Department of Family and Children Services (DCS), Teen Court, and/or Department of Probation to discuss school attendance.
- Student will be deemed Habitual Truant

After 10+ *unexcused* absences, a letter will be sent to parents and the Department of Probation will be notified for the filing of Truancy Charges/Educational Neglect.

****Note: A student's official attendance record is as recorded/reported by the Attendance Office. It is the student and parents responsibility to check the attendance record and to contact the Attendance Office for any applicable corrections.**

****Note: Returning students to Lakeland Jr/Sr HS that have received 10+ unexcused absences at the end of the school year, will return to the following fall school year on an "Attendance Probation" list. This means the students and families will be on a list that will be reviewed weekly during the subsequent school year. Immediate action/referral to Probation and authorities will be implemented for students with repeated attendance issues.**

ATTENDANCE POLICY

There are four types of absences from Lakeland Jr/Sr High School:

1. **Exempted Absence-** Indiana statute (20-33-2) 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, Lakeland Jr/Sr High School considers attending a school-sponsored field trip an exempted absence.
2. **Documented Absence-** The parent/guardian documents the absence within twenty-four hours of the absence or last day/period of absence. (We prefer a call to 260-499-2470 by 9:30 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 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 such as Saturday School or suspension.
 - 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.
5. **Habitual Truant** - IC 20-18-2-6.5 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 20-18-2-6.5** 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 in one of the following circumstances:

1. Three days in any period of ten days.
2. Four days in a semester.

3. Seven days in two semesters.

4. Ten days in a school year or any period of two semesters.

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.

6. **Suspended-** legally separated from the school for up to ten days. 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) days of a course may be subject to administrative action including but not limited to:

- Requirement of parent to present a *Certificate of Incapacity* under Indiana Code 20-33-2-18 to verify a student's medical reason for missing school.
- Attendance Contract
- Referral to an outside agency for counseling (at parent expense)
- Forfeiture of class credit
- Modified schedule
- Expulsion through due process if credit is denied in at least half of the classes
- Saturday School or supervised study
- Assigned to school bus for transportation

EXCUSED ABSENCES

(UP TO 10 PER SCHOOL YEAR)

1. Personal illness and injury.
2. Doctor and dental 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.

COLLEGE VISITATION

Juniors and seniors may schedule two (2) days per school year for college, university or technical school visitation. Arrangements must be made through the guidance office. Written permission of the parent to make the visitations is due in the guidance office twenty-four (24) hours before the expected visit. After being approved by the guidance office, the student will take the written permission to each classroom teacher for signature and assignments. Students will make the appointment with the college admissions office, complete the visitation form and have the college admission representative sign the form. Upon the return to school, the signed visitation form will be used as a written excuse for the student's absence. These guidelines apply for visits to universities and technical schools also. Failure to meet these guidelines will result in an unexcused absence. Additional days may be arranged to be provided to the attendance office for administer review. The same guidelines will apply to military visitations for seniors.

LEAVING SCHOOL GROUNDS

Any time a student needs to leave the school grounds, he/she must first report to the main office and request permission to leave. Permission must be obtained through the office and granted only with parent verification. Any student leaving the grounds without permission will be considered truant. Students having dental or medical appointments should have parent/guardian document the absence with the office within twenty-four (24) hours of the absence. **Students who leave without permission will be subject to disciplinary action and the absence will not be excused.**

PREARRANGED PLANNED ABSENCES

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

These will be included in the 10-day limit. Emergencies 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. College visit (see "College Visitation" above).
4. Work for family (family and business in an emergency). Two (2) days per year excused.
5. 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, senior pictures, prom dress.
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.

TARDY TO SCHOOL

Almost all tardiness is avoidable. Habits of punctuality and promptness are important elements in character and personality. Students who are tardy to class are subject to penalty by the teacher. Students are expected to be in their first period class, when school begins per the yearly bell schedule. Those students tardy to school or class must report to the main office for a pass to class.

PASSES TO AND FROM CLASS

Once school has begun a student must arrive at each class on time. If a student arrives to class after the designated start time, the student will be required to go to the office to obtain a tardy pass. Staff will not allow a student to enter their classroom without a tardy pass from the office or from another teacher. Students will use the e-Hall pass system when leaving the classroom.

SECTION IV – TRANSPORTATION

STUDENT DRIVING

If you drive to school, you must apply for a driver's permit from the front office. After your driver's permit has been filled out, signed, and returned to the administrator, you will then be eligible to receive a parking sticker. This sticker will entitle you to park in a designated student parking area. The driving sticker will be placed in the lower left of the windshield. Vehicles will be left at school until the school day is over. School parking permits may be canceled at any time because of lack of cooperation. SRO completes sporadic student driver checks. Vehicles without appropriate signage will be towed at the owner's expense.

BUS PASSENGER GUIDELINES

The bus schedule and route is available by contacting the transportation department 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, except as approved by the principal and Transportation Director. A change in a student's regular assigned bus stop may be granted for a special need. Please contact Transportation Director directly for more information.

School bus drivers have control of all students conveyed between the pick-up point and the school and the return trip. The driver shall keep order, maintain discipline among students while in the bus, treat all students in a civil manner, see that no student is imposed upon or mistreated by others while on the bus and shall assure that the following regulations are observed by all passengers. All students are reminded that riding a bus is a privilege and not a right.

Rules for riding a bus include:

1. Each student shall be seated immediately upon entering the bus. If the driver has assigned seats, the student shall occupy his/her assigned seat while on the bus.
2. Loud, boisterous, or profane language or indecent conduct shall not be tolerated.
3. Students shall not be allowed to tease, scuffle, trip, hold, hit, or use their hands, feet, or body in any other objectionable manner.
4. Students will not be allowed to litter bus with paper, food, or other debris.
5. Damage to school corporation property will not be tolerated.
6. Windows or doors will not be opened or closed except by permission of the bus driver.
7. Students shall not leave their seat until the bus has come to a complete stop.
8. Each student should be waiting at his/her boarding station when the school bus arrives.
9. The school bus driver shall be responsible for discipline on the school bus, just as teachers are in the classroom. Refusal to transport students or any other punishment shall be determined in cooperation with the school authority and the driver.
10. If a student loses bus-riding privileges, he/she may not ride any bus for any reason (i.e.: am or pm shuttles, extra-curricular, etc.)
11. Food or drink is not allowed on the bus.
12. Only students assigned to a route may ride the bus, unless prior approval has been obtained through the building administrator and the driver.
13. Use of electronic devices may be permitted by the driver, but only with the use of headphones. The material must be school appropriate. Students choosing to bring the devices on the bus do so at their own risk. Violations will be reported to the appropriate building administrator.

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

A student who becomes a behavior problem on the bus shall be disciplined in accordance with the LSC Progressive Discipline Handbook which can be found on the corporation website, and may result in revoking of bus riding privileges.

SECTION V – ACADEMICS

STUDENT SCHEDULES

At the beginning of each semester, schedules are based on class space and student need. Any changes in a student's schedule should be handled through the Guidance Department. It is important to note that some student requests to take a specific course may be denied as some courses are on a rotational offering basis. Students are expected to follow their schedules. Any variation should be approved with a pass or schedule change. The Guidance Department sets the dates to be followed each semester over when student schedule changes will not be honored. Changes will not be made after the set date.

EARLY GRADUATION/FORGOING SENIOR YEAR

The school board acknowledges that some students are pursuing educational goals, which include graduation from high school at an earlier date than their designated class.

Application for early graduation shall be in accordance with state regulations. The principal may honor this request if all conditions for graduation are met and the student has extenuating circumstances.

The student may participate in the graduation ceremonies with his/her designated class. Guidance Department should be the students first step if these aspirations occur.

HIGH ABILITY

Lakeland School Corporation High Ability Philosophy: We believe students with outstanding abilities are derived from all cultural groups, across all economic strata, and in all academic areas. We are committed to meeting the diverse needs of all children through specific, intentional learning opportunities. These have been designed to maximize student opportunities to develop and show high ability achievement. We encourage continuous staff development and collaboration among teachers, parents, administrators, and community members to better meet the needs of high ability students.

A 25 page High Ability handbook for the Lakeland School Corporation may be obtained from the website: https://core-docs.s3.amazonaws.com/documents/asset/uploaded_file/3018/LSC/2402755/High_Ability_Handbook.pdf. You may also access this by going to the school's main website <http://lakelandlakers.org> and typing in "High Ability" in the search bar.

ACADEMIC HONESTY/PLAGIARISM

Part of building character and responsibility in students is an expectation of honesty concerning student work. Students at Lakeland Jr/Sr High School are expected to turn in work and respond on tests, quizzes, projects and assignments in a manner that reflects the individual student's knowledge and understanding of a particular subject area. Cheating or copying from the internet is not acceptable through the direct act of looking at and copying another's work or plagiarizing is not acceptable. This includes the use of AI Technology. The first violation of this expectation will result in a grade of zero on the assignment or test as well as a referral to guidance and administration. Subsequent offenses will result in further action by the administration including but not limited to: removal from class, change of schedule, losing credit for the class, suspension, and/or expulsion.

Alternative Supervised Physical Education

Course Description: Alternative Supervised Physical Education is an alternative program for students to earn Physical Education credit by participating in an IHSA sport, cheerleading, or summer marching band. Students may earn a maximum of two (2) credits for ASPE (PE I and PE II). The same activity may not count for PE I and PE II.

Academic Objectives: At the completion of the season, the "physically literate" ASPE student will be able to:

1. Demonstrate competency in a variety of motor skills and movement patterns.
2. Apply knowledge of concepts, principles, strategies and tactics related to movement and performance.
3. Demonstrate knowledge and skills to achieve and maintain a health-enhancing level of physical activity and fitness.
4. Exhibit responsible personal and social behavior that respects self and others.
5. Recognize the value of physical activity for health, enjoyment, challenge, self-expression, and/or social interaction.

Course Requirements: Students must submit an application for ASPE by the specified deadline. The application must be completed and signed by the student, parent, coach/instructor, and counselor.

To receive one (1) credit, the student must:

- Be an active player on the team, not a manager.
- Participate and receive a minimum of sixty (60) hours of direct instruction from his/her coach outside of the regular school day.
- The student must participate in the weekly online classroom requirement for ASPE until dismissed by the Physical Education teacher. Students will log their practice and game activities for a minimum of sixty (60) hours, or until the completion of the season, whichever comes first. Points will be deducted for late or incomplete logs.
- The student must be in good standing with the athletic team or band program at the end of the season. One who quits or is dismissed from the team/band prior to the date upon which the season ends and credit is earned/awarded is not considered to be in good standing.

Grading: Grades will be issued by a licensed Physical Education teacher. Grades will be based on attendance at practices and games, effort to improve and contribute to the team/band, and completion of the required online classroom assignments. The final grade and credit will be granted at the completion of the sport or the end of the academic grading period.

DROPPING OF CLASSES

No schedule changes will be made after the first three days of each semester. After this point, dropping a class will result in a withdrawal, failure, and no credit, unless waived by administrative approval. Students must have written permission from a parent and principal to drop a class. Withdrawals will not be accepted after the 7th week of a semester. A provision will remain that a student can transfer to a general English course from an AP at the 7th week. This option may be available for other AP courses on a case-by-case basis. **A “WF” will have a negative effect on the student’s GPA.**

LEARNING EXPERIENCES/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. Students must follow the proper requirements laid out by the school to participate in learning trips. If a student isn’t eligible for a learning trip they will have activities to do at the school. Jr HS students will fulfill teachers’ requirements in order to attend a learning experience.

GRADE REPORTS

Grade reports are issued following the close of each grading period. To improve future performance any student receiving failing or near failing grades at this time should see his/her guidance counselor or teacher for suggestions to improve.

Grades at Lakeland are awarded on a percentage scale. A passing credit will be given for any grade of “D” or above. “I” means incomplete and indicates assignments may yet be turned in. **Students will have two (2) weeks following the end of the grading period to complete any work.** Work not completed at the end of a semester according to the guidelines above or with special arrangements with the teacher will be averaged as a “0” for the purpose of obtaining a final grade.

Only with the cooperation of the school and the home, can we be of most service to the student. semester grades are determined from day one through day 90 of the semester. The semester final will count no more than 10% of the final grade. Individual teachers with principal approval may waive semester exams.

Lakeland Jr/Sr High School will have two honor rolls: High Honor Roll and Honor Roll. All grades recorded in any particular marking period will count toward the Honor Roll.

1. High Honor Roll will be students with an A- average or above with no grade lower than B and no incomplete grades at the end of the grading period.
2. Honor Roll will be students with a B+ average or above with no grade lower than a C+ and no incomplete grades at the end of the grading period.

The valedictorian will be determined at the completion of the third quarter of the students’ senior year. Lakeland Jr/Sr High School may have more than one student that qualifies for this distinction. The student with the top cumulative GPA will receive this award as well as any student that is within .1 (one tenth) of the top cumulative GPA. The determination of the valedictorian for the class of 2027 and beyond will be determined in the near future. The graduation cohorts that have already started will continue with the above system. Unless the board feels the need to change the policy with the current cohorts.

To be eligible all grades must be on file in the guidance office at the end of the third quarter in the second semester. To be considered for academic distinction and honors, including valedictorian, a student must be enrolled at Lakeland Jr/Sr High School for two semesters of their senior year. All work completed at other accredited institutions must be on file in the guidance department by March 1st. Students choosing to study in a foreign country for a portion of their high school career may transfer credits earned during the time abroad toward Lakeland graduation requirements.

Students studying abroad will not, however, be considered eligible for valedictorian. These students will be considered for any and all other academic honors and memberships.

GRADE SCALE

1. High Honor Roll will be students with an A- average (3.75) or above with no grade lower than B (3.00) and no incomplete grades at the end of the grading period.
2. Honor Roll will be students with a B+ average (3.50) with no grade lower than a C+ (2.50) and no incomplete grades at the end of the grading period.

<u>Score</u>	<u>New GPA</u>	<u>Grade</u>		<u>Score</u>	<u>New Weighted</u>	<u>Weighted-Grade</u>
100	4.00	A		100	5.00	A+
99	4.00	A		99	5.00	A+
98	4.00	A		98	5.00	A+
97	4.00	A		97	5.00	A+
96	4.00	A		96	5.00	A+
95	4.00	A		95	5.00	A+
94	3.75	A-		94	4.75	A+
93	3.75	A-		93	4.75	A+
92	3.75	A-		92	4.75	A+
91	3.75	A-		91	4.75	A+
90	3.75	A-		90	4.75	A+
89	3.50	B+		89	4.50	A
88	3.50	B+		88	4.50	A
87	3.50	B+		87	4.50	A
86	3.50	B+		86	4.50	A
85	3.50	B+		85	4.50	A
84	3.00	B		84	4.00	A
83	3.00	B		83	4.00	A
82	3.00	B		82	4.00	A
81	3.00	B		81	4.00	A
80	3.00	B		80	4.00	A
79	2.50	C+		79	3.50	B+
78	2.50	C+		78	3.50	B+
77	2.50	C+		77	3.50	B+
76	2.50	C+		76	3.50	B+
75	2.50	C+		75	3.50	B+
74	2.00	C		74	3.00	B
73	2.00	C		73	3.00	B
72	2.00	C		72	3.00	B
71	2.00	C		71	3.00	B
70	2.00	C		70	3.00	B
69	1.00	D		69	2.00	C
68	1.00	D		68	2.00	C
67	1.00	D		67	2.00	C
66	1.00	D		66	2.00	C
65	1.00	D		65	2.00	C
64	1.00	D		64	2.00	C
63	1.00	D		63	2.00	C
62	1.00	D		62	2.00	C
61	1.00	D		61	2.00	C
60	1.00	D		60	2.00	C
59		F		59		F

HOMEWORK POLICY

The Lakeland Jr/Sr High School staff is committed to an educational program of the highest quality, and recognizes that an essential ingredient in positive student progress is the appropriate use of homework. Homework will be considered as any assignment that contributes to the total educational process. It is not necessarily limited to paper and pencil activities, but may be a continuation of an assignment actually started at school. The type, frequency, and quality of homework should be best determined by the teacher, but generally will increase from grade to grade. Homework can be a very important and effective vehicle for communication between school and home, but in order to optimize the effect, it must be two-way.

Homework should fulfill the following:

1. Enhance and enrich, not merely increase the time students spend in learning.
2. Review, reinforce, and extend classroom learning.
3. Reflect individual ages, needs, and abilities of the students.
4. Never be assigned as a punitive measure.

Each teacher has the responsibility to:

1. Establish homework procedure and share it with students at the beginning of the school year or semester.
2. Make assignments that reinforce educational goals.
3. Make certain that students understand what is expected of them and how to perform assigned tasks.
4. Help students develop effective tasks.
5. Evaluate homework and share the evaluation with students.
6. Guard against large amounts of homework on an irregular basis. Lesser amounts on a regular basis are probably more effective.
7. Notify parents if student consistently fails to complete assignments.

Each student has the responsibility to:

1. Clarify with the teacher before leaving class any questions about the assignment.
2. Complete all assignments on time and in a manner requested.
3. Make up all work missed due to an EXCUSED absence. Refer to Schoology for review.
4. With help from parents:
 - a. Set aside a special place for study that is free from excessive noise or other distractions.
 - b. Organize time so that the assignment can be completed in a reasonable length of time.
 - c. Check all work carefully.

Each parent has the responsibility to:

1. Help the child find a reasonably quiet and well-lighted place to study.
2. Help establish a study routine: that is, time and place.
3. Try to understand the value of different types of assignments.
4. Communicate with teachers whenever the student has consistent difficulty with assignments.
5. Encourage and support the efforts of the child, but do not do the assignments for the student.
6. Avoid undue comparisons with other students and siblings.
7. Notify the school of any problems, physical or emotional that might affect performance.

HOMEWORK (TIMELINESS OF ASSIGNMENT COMPLETION)

Lakeland Jr/Sr High School will only accept late assignments up to five school days after the original due date. Ten percent (10%) will be deducted from the final grade for each day the assignment is late. A minimum grade of fifty percent (50%) will be issued for (**completed**) assignments received within 1-5 days of the original due date providing the initial grade is 100%. Any assignment received on or after the sixth day will be issued a zero (0).

HOMEWORK/MAKE-UP WORK

The responsibility for missed work rests with the absent student. Each student should make arrangements with the classroom teacher for missed assignments. For excused, pre-arranged, and suspensions, the student shall have one day plus the number of days missed to make up the work. Suspended students shall make every effort to secure work prior to serving the suspension. For any unexcused absence, make-up work is not for credit. All weather related closings will be E-learning days unless otherwise noted. Students will have two days after returning to school to turn in homework.

MANDATORY CURRICULUM

Please refer to Lakeland School Board Bylaws and Policies 2221. Access this information via the school district's website.

SCHOLARSHIPS

Awarding agencies or clubs send information on their scholarships to the guidance office. Applications can be picked up in the guidance office. The guidance office is a scholarship-clearing center that students need to check with regularly. The senior Schoology group is a vital resource seniors should use regularly. Information is also sent out through ThrillShare in the weekly school newsletters. Scholarships will be announced in daily school announcements and printed in monthly senior newsletters, which will be delivered to the classrooms and also made available on the guidance department website. It is the student's responsibility to check with the guidance office concerning scholarships. Students should also check with institutions that they plan to attend to see if they offer any additional scholarships.

SECTION 504 - AMERICANS WITH DISABILITIES ACT

The Americans with Disabilities Act (A.D.A.) and Section 504 of the Rehabilitation Act requires the School to ensure that no individual 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 principal at 260-499-2470.

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 guidance office at 260-499-2475.

STUDENT ASSESSMENT

To measure student progress, students will be tested in accordance with State standards and Corporation policy.

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.

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 the specific objectives. Vocational and interest surveys may be given to identify particular areas of student interest or talent. These are often given by the guidance department. If necessary, intelligence tests, speech and language evaluations, individually administered achievement tests, and other special testing services are available to students needing these services. College entrance testing information can be obtained from the guidance department.

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

STUDENT PRIVACY AND PARENTAL ACCESS TO INFORMATION

Refer to Lakeland School Board Bylaws and Policies 2416. Access this information via the school district's website.

SUMMER SCHOOL

It shall be the policy of the Lakeland Board of School Trustees to offer summer classes, based on interest and need, to all resident attendees of the Lakeland School Corporation.



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

CONSENT TO INSTRUCTION (HUMAN SEXUALITY)

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.

Parental Consent

I consent ☐ or I decline ☐ instruction, for my student or myself, related to human sexuality.

Students Name

SECTION VI – TECHNOLOGY

LAKELAND SCHOOL CORPORATION ACCESS TO ELECTRONIC INFORMATION, SERVICE, AND NETWORKS/ACCEPTABLE USE POLICY

EDUCATIONAL PURPOSES

- A. The Lakeland School Corporation Internet system has been established for educational purposes.
- B. The Lakeland School Corporation Internet system has not been established as a public access service or a public forum.
- C. You may not use the Lakeland School Corporation Internet system for commercial purposes.
- D. You may not use the Lakeland School Corporation Internet for political lobbying.

STUDENT INTERNET ACCESS

- A. All students will have access to Internet World Wide Web information resources through their 1:1 devices.
- B. Secondary students will obtain an individual email account with the approval of their parents.
- C. Lakeland School Corporation students and their parents must sign an account agreement to be granted an Internet account.
- D. After completing Corporation approved training, Lakeland School Corporation employees and students will have access to Internet/World Wide Web information through their devices. A school web filter is used for student safety.
- E. Students utilizing school-provided technology and/or Internet access are responsible for professional use on-line just as they are in a classroom or other areas of the school. The same general rules for behavior and communication apply.

UNACCEPTABLE USES

5. Personal Safety

- (a) You will not post personal contact information about yourself or other people.
- (b) You will not agree to meet with someone you have met online without your parent's approval.
- (c) You will promptly disclose to your teacher or other school employee any message you receive that is inappropriate or makes you feel uncomfortable.
- (d) **Students are not permitted to take video or post images of adults and or students without their consent.**

6. Illegal Activity

- (a) You will not attempt to gain unauthorized access to the Internet or to any other computer system through the Lakeland School Corporation Internet to or go beyond your authorized access. **This includes attempting to log in through another person's account or access another person's files and visiting proxy sites.**
- (b) You will not make deliberate attempts to disrupt the computer system or destroy data by spreading computer viruses or by any other means.
- (c) Students are not permitted to violate any local, state, or federal statute. This policy and all its provisions are subordinate to local, state and federal statutes.

7. System Security

- (a) You are responsible for your individual account and should take all reasonable precautions to prevent others from being able to use your account.
- (b) You will immediately notify a teacher or the system administrator if you have identified a possible security problem.
- (c) You will avoid the inadvertent spread of computer viruses.

8. Inappropriate Language

- (a) Restrictions against inappropriate language apply to public messages, private messages, and material posted on Web pages.
- (b) You will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language.
- (c) You will not post information that could cause damage or disrupt the educational process.
- (d) You will not engage in personal attacks, including prejudicial or discriminatory attacks.
- (e) You will not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person. If you are told by a person to stop sending messages to him you must stop!
- (f) You will not knowingly or recklessly post false or defamatory information about a person or organization.

9. Respect for Privacy

- (a) You will not repost a message that was sent to you privately without permission of the person who sent you the message.
- (b) You will not post private information about another person.

10. Respecting Resource Limits

- 1. Users will use the system only for educational and professional or career development activities (no time limit), and limited, high quality, self-discovery activities.
- (b) Users will not download unnecessary large files without permission from one's instructor.
- (c) Users will not post chain letters or engage in "spamming". Spamming is sending annoying or unnecessary messages to a large number of people.
- (d) Users shall check their email frequently to remain on top of school news and delete unwanted messages promptly.
- (e) Students are not permitted access to chat rooms unless monitored by a teacher and used as a curricular tool.

11. Plagiarism and Copyright Infringement

- 1. Users will not plagiarize works found on the Internet.
- 2. Users will respect the rights of copyright owners.

12. Inappropriate Access to Material

- (a) You will not use the Internet to access material that is profane or obscene (pornography) that advocates illegal acts, or that advocates violence or discrimination towards other people (hate literature).
- (b) If you mistakenly access inappropriate information, you should immediately tell your teacher so your computer history file may be purged.
- (c) Your parents should instruct you if there is additional material they think is inappropriate for you to access.
- (d) Students will not be permitted to download games, music CDs, audio files, or audio players without permission from an instructor. Some of these applications may be needed for the completion of projects. Students are to avoid any and all copyright infringement. Any violations are subject to disciplinary consequences consistent with the LSC Progressive Disciplinary Handbook.

YOUR RIGHTS

1. Free Speech

Your right to free speech applies also to your communication on the Internet. The Internet is considered a limited forum, similar to a school newspaper, and therefore the Lakeland School Corporation may restrict your speech for valid educational reasons.

2. Search and Seizure

- (a) You should expect only limited privacy in the contents of your personal files on the Lakeland School Corporation Internet system.
- (b) Routine maintenance and monitoring of the Lakeland School Corporation Internet may lead to discovery that you have violated the disciplinary code.
- (c) An individual search will be conducted if there is reasonable suspicion that you have violated this policy, the disciplinary code or the law.
- (d) Your parents and school personnel have the right at any time to request to see the contents of your e-mail files.

3. Due Process

- (e) The Lakeland School Corporation will cooperate fully with local, state, or federal officials in any investigation related to any illegal activities conducted through the Lakeland School Corporation Internet.
- (f) In the event there is a claim that you have violated this policy or disciplinary code in your use of the Lakeland School Corporation Internet, you will be provided with a written notice of the suspected violation and an opportunity to present an explanation before a neutral administrator.
- (g) The consequences of any violation may include expulsion from Lakeland High School.

LIMITATION OF LIABILITY

The Lakeland School Corporation makes no guarantee the functions or the services provided by or through the school system will be error-free or without defect.

PERSONAL RESPONSIBILITY

When you are using the Lakeland School Corporation Internet, it may feel like you can easily break a rule and not get caught. This is not true. Whenever you do something on a network, you leave “electronic footprints”.

DISPLAY OF STUDENT INFORMATION/WORK ON THE WORLD WIDE WEB

Parents and students may have access to a student’s grades, attendance, schedules, teacher notes, school activities, and other information as offered by the corporation’s student management/grade book software. Access to student records will be granted to all legal/custodial parents/guardians and students. Access for non-custodial family members must be requested in writing by the custodial parent/guardian to the administration. Termination of access for a non-custodial family member must be made in writing to the building administration by the same custodial parent/guardian that made the original request.

When posting student work on corporation servers, web pages, or other allowed sites that will permit viewing information over the World Wide Web:

- Student’s name will be the only personal information used.
- Pertinent/additional information about the project may also be posted as long as it does not disclose other student information. An email link to the teacher may be included.
- By signing the student handbook form parents give LSC permission/consent to allow student pictures to be used for news media and social media coverage for academic and athletic purposes.

Unless notified in writing by the parent/guardian, student information, work, and/or pictures may be posted as stated/allowed/outlined above.

Access to Electronic Information, Services and Networks/Internet Acceptable Use Policy

Lakeland School Corporation (LSC) technology and Internet access has not been established as a public access service or a public forum. It may not be used for commercial purposes or political lobbying.

LSC expects that faculty will provide guidance and instruction to students in its use. As much as possible, access from school to Internet resources will be structured in ways, which point students to those sites, which have been evaluated. Students shall be provided with guidelines and lists of resources particularly suited to learning objectives.

LSC takes precautions to filter/restrict access to materials that are not of educational value; however, it is impossible to limit access to all such materials. In the course of filtering inappropriate materials, it is possible that some appropriate materials will be filtered also.

Employees, students and parents must sign an account agreement to be granted an Internet account. When provided or approved by LSC and their parents, students may obtain an individual e-mail account. The same general rules for behavior and communication apply on-line just as they do in a classroom. Each person is responsible for his/her individual account and should take reasonable precautions to prevent others from accessing that account. Students should notify a teacher or the system administrator immediately if a possible security problem has been identified.

Users should expect only limited privacy in the contents of personal files on the LSC computer network. Routine maintenance and monitoring may lead to discovery that a person violated the disciplinary code. An individual search will be conducted if there is reasonable suspicion that a user has violated this policy, the disciplinary code or the law. Parents and school personnel have the right at any time to request to see the contents of a student's network and e-mail files.

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. This includes PE classes, locker room, etc. 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 LSC Progressive Discipline Handbook. If a student damages another students' device, financial reparations are up to the school administrator.

DEVICE USE EXPECTATIONS

1. Appropriate Device Use
 - a. At School
 - i. Educational uses only
 - ii. Stay focused on your current class
 - b. At Home
 - i. Devices only go home for teacher assigned homework or school work
 - ii. Devices must continually be used with the cases on.
2. Device Care
 - a. No food or drink near the device.
 - b. Keep the device in the case.
 - c. Take care of all of your equipment (Device, Charger, & Case)
 - d. Keep the device with you when it is not in your locker
 - i. I am responsible for my device at all times.
 - ii. I am responsible for any repair(s) and/or replacement costs
 - e. Digital Citizenship is my responsibility.
 - i. Digital Citizenship is the ability to navigate our digital environments in a way that's safe and responsible and to actively and respectfully engage in these spaces
 - ii. Appropriate internet usage is expected at all times.
 - iii. Failure to adhere will result in the loss of internet privileges.
 - f. Devices must be in the provided case and secured while traveling from room to room, or when leaving the building.
 - g. It is my responsibility to ensure that my device is in working condition, not the teacher's responsibility. If there is a problem with my device:
 - i. I will notify the teacher who's room I am currently in so a work order can be created with a complete description of the issue.
 - ii. I will promptly turn in the device to the appropriate location in the media center so it can be repaired.
 - iii. It is my responsibility to pick up my device when it is repaired.
 - h. Excessive device mis-use or breakage could result in disciplinary action.

LAKELAND JR/SR HIGH SCHOOL
DEVICE CONTRACT

I, _____ (student) understand the privilege granted to me by Lakeland Jr/Sr High School (LJSHS) for the use of this device, a piece of equipment that I will be allowed to use to enhance my learning experience while attending LJSHS.

I understand I am responsible for taking care of this learning tool as if it were my own. I understand that this same device will be for my use only while I am a Lakeland Jr/Sr High School Student. If I leave Lakeland School Corporation, this device is to be returned to LJSHS. The device will be housed at LJSHS over the summer. Below are the Lakeland Jr/Sr High School cultural expectations. Failure to follow the guidelines will result in the loss of computer privileges or other consequences.

ACCOUNTABILITY

- I understand that I am responsible for my device at all times.
- If I do not take care of my device, or use it for non-educational purposes, I will lose privileges

RESPECT

- I will close the device cover gently when requested by the teacher, or any other times the device is not in use
- I will not allow anyone to eat or drink around the device
- I will be accountable and secure my device while traveling from place to place
- I understand that while this device is for my use during my enrollment at LJSHS, it remains the property of LJSHS

RESPONSIBILITY

- I will keep my student label visible and in tact. If a device that is not assigned to me is found without supervision, I will turn into the Main Office.
- If I break or lose my device, then I am responsible for repair and/or replacement expenses
- If I am not using my device, then I will sign out, power down, and place it in a secure location.
- If I there is a problem with my device, then I will tell my Advisory teacher immediately

Signatures below indicate understanding of the items above and on the Technology Policies outlined in the student/parent handbook:

_____ Student Signature	_____ Printed Name	_____ Date
_____ Parent Signature	_____ Printed Name	_____ Date

I give permission for my student to take the device home – ☐ ☐
YES NO

You may contact the school at any time to revoke this permission.

_____ Signature	_____ Printed Name	_____ Date
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CELLPHONES, HEADPHONES & EARBUDS

Cell phone/headphone disruption based on school policies will result in the consequences listed in the chart below. Failure to comply may result in confiscation of the cell phone and further consequences consistent with the LSC Progressive Discipline Handbook. Students, who bring cell phones to school for after-school use, do so at their own risk. It is against the law to record other students. After 5+ offenses administrators use appropriate discretion.

Violation	Cellphone/Headphones disruption during the school day.
1 st Offense	Cellphone/headphones confiscated and sent to the office. Student can pick up after school.
2 nd Offense	Confiscation of cellphone/headphones to be kept by asst. principal until the end of the school day. Guardian must pick up phone.
3 rd Offense	Confiscation of cellphone/headphones to be kept by asst. principal until the end of the school day. Guardian must pick up phone. After school detention.
4 th Offense	Confiscation of cellphone/headphones to be kept by asst. principal until the end of the school day. Guardian must pick up phone. Saturday School.

IMPORTANT NOTICE TO STUDENTS AND PARENTS REGARDING CELL PHONE CONTENT AND DISPLAY

1. 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.
2. It is “child exploitation,” a Class C felony under I.C. 35-42-4-4(b), for any person/student (1) to exhibit, photograph or create a digitalized image of any incident that includes “sexual conduct” by a child under the age of 18; or (2) to disseminate, exhibit to another person, or offer to so disseminate or exhibit, matter that depicts or describes “sexual conduct” by a child under the age of 18.
3. It is “child pornography,” a Class D felony under I.C. 35-42-4-4(c), for any person/student to possess a photograph, motion picture, digitalized image, or any pictorial representation that depicts or describes “sexual conduct” by a child who the person knows is less than 16 years of age or who appears less than age 16.
4. “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.
5. 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 2021, 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.
6. Because student cell phones have been found in a number of Indiana school districts to contain 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. Parents may contact the building SRP for any clarifications.

SECTION VII – HEALTH

CONTROL OF BLOOD-BOURNE PATHOGENS

Please refer to Lakeland School Board Bylaws and Policies 8453.01. Access this information via the school district’s website.

CONTROL OF CASUAL-CONTACT COMMUNICABLE DISEASES AND PESTS

Because a school has a high concentration of people, it is necessary to take specific measures when the health or safety of the group is at risk. The school's professional staff has the authority to request a family to decide to keep the student home who has been ill or has been exposed to a communicable disease or highly transient pest, such as lice.

Specific diseases include; diphtheria, scarlet fever, strep infections, whooping cough, mumps, measles, rubella, and other conditions indicated by the Local and State Health Departments.

Any removal will follow IN statute for the contagious period as specified in the school's administrative guidelines.

CONTROL OF NONCASUAL-CONTACT COMMUNICABLE DISEASES

In the case of non-casual-contact, communicable diseases, the school still has the obligation to protect the safety of the staff and students. In these cases, the person in question will have his/her status reviewed by a panel of resource people, including the County Health Department, to ensure that the rights of the person affected and those in contact with that person are respected. The school will seek to keep students and staff persons in school unless there is definitive evidence to warrant exclusion.

Non-casual contact communicable diseases include sexually transmitted diseases, AIDS (Acquired Immune Deficiency Syndrome), ARC-AIDS (Related Complex), HIV (Human-immunodeficiency), Hepatitis B, and other disease that may be specified by the State Board of Health.

As required by federal law, parents will be requested to have their child's blood checked for HIV and HBV when the child has bled at school and students or staff members have been exposed to the blood. Any testing is subject to laws protecting confidentiality.

HEALTH SERVICES

If you become ill during the school day, you should obtain a pass from a faculty member and go directly to the office. No student will be admitted here without a pass except in cases of emergency. The school nurse, or office secretary, will admit you to the health center. No student will be permitted to leave the building without prior consent of a parent or guardian.

HEARING SCREENING

All 10th grade students and students new to Lakeland Jr/Sr High School will be screened for hearing impairments. Lakeland healthcare personnel will direct this screening.

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 of proof of residency. For additional information, contact the guidance department or front office.

INDOOR AIR QUALITY COORDINATOR (IAQ)

Any concerns, discussions, or reports about the indoor air quality at Lakeland Jr/Sr High School should be directed to Jamesi Lemon, the Indoor Air Quality (IAQ) coordinator at the corporation office. The corporation phone number is 260-499-2400.

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 the student should remain in school or go home. No student will be released from the school without proper parental permission.

MEDICATION POLICY

It is preferred that medication not be administered at school. However, if it is absolutely necessary, school policy as well as Indiana State Board of Education standards requires that medication cannot be dispensed at school unless the medicine is sent to school in its original container labeled with the student's name, name of the medicine, and the correct dosage. Most pharmacies will provide a container, free of charge, for school purposes. A signed note must accompany the medicine. The note must contain the student's name, the name of the medicine, reason for taking the medicine, time the medicine is to be taken, and the amount to be taken. Students are to keep medication in the office where it can be taken under the direction of staff. Students may transport medication home only with written permission from the parent or guardian.

Any student who distributes a medication of any kind, including over-the-counter medication, 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 may be disciplined in accordance with the drug use section of the discipline handbook. This procedure is meant to protect both the students and the school.

THIS MEANS THAT NO STUDENT MAY CARRY ANY MEDICATION OR PILLS. ALL MEDICATION (INCLUDING ASPIRIN) MUST BE BROUGHT TO THE OFFICE AND DISPENSED FROM THERE.

PEST CONTROL POLICY

Please refer to Lakeland School Board Bylaws and Policies 8432. Access this information via the school district's website.

WELLNESS

As required by law, the Board of Education establishes the following wellness policy for the Lakeland School Corporation.

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.

The Board, however, believes this effort to support the students' development of healthy behaviors and habits with regard to eating and exercise cannot be accomplished by the schools alone. 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 regards to nutrition education, the Corporation shall promote nutrition education by offering a curriculum that teaches, encourages, and supports healthy eating by students. Schools should provide nutrition education and engage in nutrition promotion that is sequential, comprehensive, and standards based.

B. With regard to physical activity, the Corporation shall integrate physical activity into the classroom by evaluating the practicality of daily physical activity as suggested by national guidelines. Classroom health education will complement physical activity.

C. With regard to fundraising, snacks, rewards, celebration, and other school-sponsored activities the Corporation shall be responsible for providing the recommended nutritional guidelines of foods sold and served. The community, parents, and staff will be encouraged to follow the nutritional guidelines. Furthermore, with the objectives of enhancing student health and well being, and reducing childhood obesity, the following guideline has been established: All meals and food sold as part of the breakfast and lunch programs shall meet all USDA guidelines.

The Board designates the Superintendent as the individual charged with operational responsibility for measuring and evaluating the Corporation's implementation and progress under this policy. The Superintendent shall develop administrative guidelines necessary to implement this policy.

The Superintendent shall report on the Corporation's compliance with this policy and the progress toward achieving the goals set forth herein when requested to do so by the Board.

Review of this policy shall occur every three (3) years, by a committee appointed by the Board, consisting of a representative of the Board, the administration, the food service department, the parents, the students, and the public. The committee shall provide the Board with any recommended changes to this policy.

SECTION VIII - ATHLETICS / CLUBS

CO-CURRICULAR AND EXTRACURRICULAR ACTIVITIES

Lakeland Jr/Sr High School promotes co-curricular and extracurricular activities as integral to an education, providing opportunities for all students that support and extend academic learning. Co-curricular and extracurricular activities develop a sense of responsibility and provide students with the opportunity to develop character, critical thinking, sociability, and specific skills.

The school provides students the opportunity to broaden their learning through curricular-related activities. A curricular-related activity may be for credit, required for a particular course, and/or contain school subject matter. 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, choir, band, etc. All students are permitted to participate in the activities of their choosing, as long as they meet the eligibility requirements and are expected to comply with all policies of the coach/student-athlete athletic handbook. Students are also to follow all expectations set forth by extracurricular sponsors.

ACADEMIC HONORS SHIRTS

Students who are on the high honor roll for two consecutive semesters will receive an academic honors shirt from

Lakeland Jr/Sr High School recognizing this accomplishment. Specifically, these semesters will be – the second

semester of the student's previous year, the first semester of the student's current year. These awards will be given during the second semester of each school year.

ACADEMIC LETTERS or PINS

Students who are on the high honor roll for two consecutive semesters within the same school year will earn an academic letter or an academic pin. A letter will be given the first time a student achieves this goal and a pin each time after that. Awards will be given the year following this accomplishment.

ATHLETICS

Lakeland Jr./Sr. High School supports a variety of sports that include different teams (Varsity & Jr. High) to student-athletes in grades 6-12. Student-athletes are coached by men and women and participate in over athletic contests throughout the school year. The school provides a variety of athletic activities in which students may participate providing they meet any eligibility requirements that may apply. For further information, contact the Athletic Director, at 499-2493.

I.H.S.A.A. RULE 8 – CONDUCT AND CHARACTER

The Board may declare contestants whose habits, conduct or character in or out of school during the school year or during the summer are such as to reflect discredit upon their school or the Association, ineligible. Additionally, any student ejected from an athletic event will be suspended for the next event in accordance with IHSA rules.

NOTE: Principals may exclude contestants from representing their school.

CONFLICT POLICY

Lakeland Jr/Sr High School believes that it is important that students participate in a wide range of school-sponsored activities. Expanding extra-curricular and co-curricular programs has allowed the opportunity for scheduling conflicts to occur.

By providing clearly defined guidelines, staff members, students, and parents will be able to communicate with each other in an atmosphere of fairness and consistency. The purpose of the following guidelines is to bring about this atmosphere. The following basic guidelines will be used in determining appropriate resolutions to conflicting performance schedules:

1. Scheduled State Athletic Association Tournaments and State Association Division of Student Activities Contests, including travel time, shall have preference. If a conflict exists between two of these types of activities, the student shall make the choice without penalty.
2. Regularly scheduled games and major performances beyond item #1 shall be second priority. If a conflict exists between two of these activities, the student shall make the choice without penalty.
3. The importance of the student's participation in the success of the total group's performance is the third priority. The sponsor and the Athletic Director shall determine this.
4. A previously scheduled event on the office school calendar will take precedence over practices.
5. Regularly scheduled games, performances and activities will take precedence over practices.

No penalty will be assessed to the student participant if he or she properly communicates the decision to all parties. Any student penalty assessed must be done with the approval of the principal. All decisions will be adhered to, however, if unusual circumstances do occur at a later date, the student may request a change by filing his or her request in writing to the sponsor and Athletic Director prior to the activities and or athletic event.

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 non-school persons do not

play a regular role in the event. School rules will still apply regarding behavior and equal opportunity to participate.

SCHOLASTIC ELIGIBILITY- ATHLETICS

See guidelines in the student-athlete handbook. Refer to the corporate website..

CLUBS AND ORGANIZATIONS

Students involved in co-curricular and extra-curricular activities which involve competition, must follow the same guidelines for athletes. These guidelines would include grades and behavior, which are included in the requirements of athletes under the topics, ‘Policy on Athletic Training’ and ‘Athletic Scholastic Eligibility’.

STUDENT CLUBS, ACTIVITIES, AND CO-CURRICULAR ORGANIZATIONS

Lakeland Jr HS	Lakeland Sr HS
Student Council	FFA
SOS (Sources of Strength)	Art Club
3 on 3 Boy’s BB	Student Council
Jr HS Band	SOS (Sources of Strength)
Art Club	Prom Committee
Celebrate Diversity	Spirit Club
	Juntos
	Show Choir
	DECA
	Educators Rising
	Ski Club
	Academic Teams- History, Fine Arts, & Science
	Tabletop Gaming

SECTION IX - CONDUCT

GUIDELINES FOR STUDENT BEHAVIOR

A goal of Lakeland Jr/Sr High School's educational program is to encourage independence and responsibility, which are characteristics of the mature person. 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.

BULLYING

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 a) accessed through any computer b) any computer system c) any computer network d) social media on/off site that negatively impacts the school learning environment 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.

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 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 student's parent.
- 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. There is also an anonymous Quick Tips reporting link posted on the corporation website.

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 - Anti-Harassment.

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.

BOOK BAGS

Book Bags are intended for educational purposes only. The intended purpose for book bags will be transportation of school items to and from home. **Book Bags may be searched in conjunction with board policy on search and seizure.** Purses, all bags and backpacks are included under this policy. Book bags in the classroom will be based on teacher discretion and can be changed during the school year as situations change. Laptop bags are permitted to carry laptops.

DRESS CODE

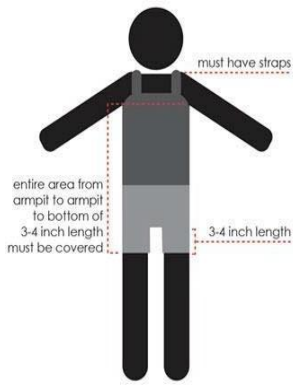
While fashion changes, the reason for being in school does not. Students are in school to learn. Any fashion (dress, accessory, or hairstyle) that disrupts the educational process or presents a safety risk will not be permitted. Personal expression is permitted within these general guidelines.

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?
- 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.

Minimum Requirements:



1. Clothing must cover areas from one armpit across to the other armpit, down to approximately 3 to 4 inches in length on the upper thighs (see images). Tops must have shoulder straps. Rips or tears in clothing should be lower than the 3 to 4 inches in length.
2. Shoes must be worn at all times and should be safe for the school environment (pajamas, bedroom shoes or slippers shall not be worn, except for school activities approved by the principal).
3. See-through or mesh garments must not be worn without appropriate coverage underneath that meet the minimum requirements of the dress code.
4. Headgear including hats, hoodies, and caps are not allowed unless permitted for religious, medical, or other reason by school administration.
5. Specialized courses may require specialized attire, such as sports uniforms or safety gear.

Additional Requirements:

1. Clothing may not depict, imply, advertise, or advocate illegal, violent, or lewd conduct, weapons, or the use of alcohol, tobacco, marijuana or other controlled substances.
2. Clothing may not depict or imply pornography, nudity, or sexual acts.
3. Clothing may not display or imply vulgar, discriminatory, or obscene language or images.
4. Clothing may not state, imply, or depict hate speech/imagery targeting groups based on race, ethnicity, gender, sexual orientation, gender identity, religious affiliation, or any other protected classification.
5. Sunglasses may not be worn inside the building.
6. Clothing and accessories that endanger student or staff safety may not be worn.
7. Apparel, jewelry, accessories, tattoos, or manner of grooming that, by virtue of its color, arrangement, trademark or any other attribute, denotes membership in a gang that advocates illegal or disruptive behavior is prohibited.

The administration at each school reserves the right to determine what constitutes appropriate dress. Students who do not adhere to these guidelines will not be allowed to attend class. Parents will be called if appropriate clothing is not available or the student refuses dress-code appropriate clothing.

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. Any student in violation of the dress policy may be offered alternative clothing and be subject to disciplinary consequences consistent with the LSC Progressive Discipline Handbook.

DRUGS AND ALCOHOL

The Lakeland Jr/Sr High School Student Handbook forbids the possession of or being under the influence of any substance which is or contains alcohol, a narcotic drug, hallucinogenic drug, fentanyl, amphetamine, barbiturate, marijuana, stimulant, depressant, intoxicant of any kind, or being under the influence of caffeine-based substances other than beverages, substances containing phenylpropanolamine (PPA), or stimulants of any kind, be they available with or without a prescription. The use or transmission of any substance, which is represented to be or looks like the any of the above-mentioned items, will have the same penalty as outlined below. The minimum prescribed penalty for a violation of this rule is expulsion for a semester. Be advised that first time offenders of this rule will face expulsion proceedings. Be advised further that possession of drug related paraphernalia will result in its confiscation and enforcement of the same consequences outlined above. Be advised also that look-alike materials presented as a drug will be subject to the same penalty as above. As a proactive measure, Lakeland Jr/Sr High School reserves the right to prohibit all carry in drinks, bottles, cans and cups. In addition, these items will not be permitted in the classroom or other school related facilities.

TOBACCO/VAPE-FREE SCHOOL CAMPUS POLICY

The use of tobacco and vaping products is a health, safety, and environmental hazard for students, employees, visitors, and school facilities. The Board believes that the use of tobacco products on school grounds, in school

buildings facilities, on school property or at school-related or school-sponsored events is detrimental to the health and safety of students, staff and visitors. The Board acknowledges that adult employees and visitors serve as role models for students. The Board recognizes that it has an obligation to promote positive role models in schools and to promote a healthy learning and working environment, free from unwanted smoke and tobacco/vape use for the students, employees, and visitors on the school campus.

Tobacco/Vaping Use Prohibited

No student, staff member or school visitor is permitted to use any tobacco or vaping product at any time, including non- school hours (24/7):

- in any building, facility, or vehicle owned, leased, rented or chartered by Lakeland School Corp;
- on any school grounds and property – including athletic fields and parking lots – owned leased, rented or chartered by Lakeland School Corp; or
- at any school-sponsored or school-related event on-campus or off-campus. In addition, school corporation employees, school volunteers, contractors or other persons performing services on behalf of LSC also are prohibited from using tobacco/vape products at any time while on duty and in the presence of students, either on or off school grounds.
- No student shall be permitted to possess a tobacco/vape product while in any school building; while on school grounds or property; or at any school-sponsored or school–related event, or at any other time that students are under the authority of school personnel.
- Tobacco/Vape products may be included in instructional or research activities in public school buildings, if the activity is conducted or supervised by the faculty member overseeing the instruction or research project, and the activity does not include smoking, chewing, or otherwise ingesting/inhaling the tobacco/vape product.

Definitions For the purposes of this policy.

The following definitions have the following meanings:

- 1) “Electronic Smoking Device” means any electronic device, the use of which may resemble smoking, which can be used to deliver an inhaled dose of nicotine or other substances to the user. “Electronic Smoking Device” includes any such electronic smoking device, whether manufactured, distributed, marketed, or sold as an electronic cigarette, electronic cigar, electronic cigarillo, electronic pipe, electronic hookah, vape pen or any other product name or descriptor.
- 2) “Smoke or Smoking” means inhaling, exhaling, burning, or carrying any lighted or heated cigar, cigarette, or pipe, or any other lighted or heated tobacco or plant product intended for inhalation, including hookahs and marijuana, whether natural or synthetic, in any manner or in any form. “Smoking” also includes the use of an electronic smoking device which creates an aerosol or vapor, in any manner or in any form.
- 3) “Tobacco Product” means:
 - (a) Any product containing, made, or derived from tobacco or nicotine that is intended for human consumption, whether smoked, heated, chewed, absorbed, dissolved, inhaled, snorted, sniffed, or ingested by any other means, including, but not limited to cigarettes, cigars, little cigars, chewing tobacco, pipe tobacco, snuff;
 - (b) Any electronic smoking device that delivers nicotine or other substances to the person inhaling from the device, including, but not limited to an electronic cigarette, cigar, pipe, or hookah;
 - (c) “tobacco product” includes any component, part, or accessory of a tobacco product.
- 4) “Tobacco use” means smoking, chewing, dipping, or any other use of tobacco products, including electronic smoking devices.

Students who violate the LSC tobacco use will be subject to the actions listed in the LSC Progressive Discipline Handbook. Parents/guardians will be notified of all violations and actions taken by the school. Enforcement for Staff and Visitors Consequences for employees who violate the tobacco use policy will be in accordance with personnel policies and may include verbal warning, written reprimand, or termination. Visitors using tobacco products will be asked to refrain while on school property or leave the premises. Law enforcement officers may be contacted to escort the person off the premises or cite the person for trespassing if the person refuses to leave the school property. Forfeiture of any fee charged for admission will be enforced for visitors violating this policy.

DRUG PREVENTION

Refer to Lakeland School Board Bylaws and Policies 5530. Access this information via the school district’s website.

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. 20-33-8-14, 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 Progressive Discipline Handbook.
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 Progressive Discipline Handbook.

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.

RIGHT TO APPEAL

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's 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.

GANG -RELATED ACTIVITIES

Lakeland Jr/Sr High School makes every effort to provide a safe and secure environment, while helping to foster an attitude of respect for the rights of others. Lakeland Jr/Sr High School feels the presence of any gang and/or gang activities can cause substantial disruption of the educational process. Therefore, this policy prohibits not only gang membership but also any gang-related involvement and activities at school, during school-related functions, or on any school district property.

Lakeland Jr/Sr High School has identified gang activity and/or involvement as:

1. Wearing, possessing, using, distributing, displaying, or selling any clothing, jewelry, emblems, badges, symbols, signs, graffiti, or other items that are evidence of membership or affiliation with a gang.
2. Committing any act or using any communication, either verbal or non-verbal (gestures, handshakes, etc.) showing membership in or affiliating with a gang.
3. Using any speech or committing any act to further the interest of any gang or gang activity, including

but not limited to:

- a. Soliciting and/or initiating others for membership in any gang.
- b. Requesting any person to pay for protection or otherwise intimidating or threatening any person.
- c. Committing any illegal act or violation of school district policies.
- d. Inciting other students to act with physical violence upon another person.
- e. Engaging in concert with others in intimidating, fighting, assaulting, or threatening to assault others.

Any violation of the above guidelines shall result in a suspension or expulsion request for the student(s) involved.

GROUND FOR SUSPENSION OR EXPULSION

Students and parents may access the LSC Progressive Discipline Handbook on the Lakeland Jr/Sr High School website at www.lakelandlakers.org. The LSC Progressive Discipline Handbook can be located through the “Virtual Backpack” icon on the high school’s website.

LOCKERS

It is the policy of the Lakeland Board of School Trustees that all lockers and storage areas made available for student’s use on the school premises, including, but not limited to lockers located in hallways, physical education and athletic dressing rooms, industrial and agricultural education classrooms and art classrooms, are the property of the school corporation. These lockers and storage areas are made available for student use in storing school supplies and personal items necessary for use at school, but they are not to be used to store items which cause, or can reasonably be foreseen to cause, an interference with school purposes or an educational function, or which are forbidden by state law or school rules.

The student’s use of storage areas does not diminish the school corporation’s ownership or control of the area. The school corporation retains the right to inspect them and their contents to insure they are being used in accordance with their intended purposes, and to eliminate fire or other hazards, maintain sanitary conditions, attempt to locate lost or stolen materials and to prevent use of them to store prohibited or dangerous materials such as weapons, illegal drugs, or alcohol. The school is not responsible for stolen items.

Locker Rules

In order to implement the school corporation’s policy concerning student storage areas, the school board adopts the following rules and regulations:

1. **LOCKS.** The school corporation will retain access to student lockers by keeping a master list of combinations, and retaining a master key. Students may not use their own locks to prevent access to lockers by school officials and any unauthorized locks may be removed without notice and destroyed.
2. **USE OF LOCKERS.** Lockers are to be used to store school supplies and personal items necessary for use at school. Lockers shall not be used to store “contraband” which are items that cause, or can reasonably be foreseen to cause, an interference with school purposes or an educational function, or which are forbidden by state law or school rules, such as drugs, drug paraphernalia, beverage containing alcohol, weapon, any

volatile substance, bomb or explosive device, any acid or pungent or nauseous chemical, any library book not properly checked out or overdue, unreturned gym or athletic equipment, any wet or mildewing articles or any stolen items. Students are expected to keep their lockers in a clean and orderly manner.

3. **AUTHORITY TO INSPECT.** The school corporation retains the right to inspect lockers and storage areas to insure they are being maintained in accordance with the conditions of RULE 2. The principal or a member of the administrative staff designated in writing (hereinafter referred to, as “designee” by the principal shall conduct all inspections of student lockers. (The principal may give the following staff authority to inspect lockers: central office administrators, assistant principals, guidance counselors, and athletic directors).
4. **INSPECTION OF INDIVIDUAL STUDENT’S LOCKERS.”** The inspection of a particular student’s locker will not be conducted unless the principal (or designee) has a reasonable suspicion to believe that locker to be inspected contains contraband described in Rule 2.
 - a. Before a particular student’s locker is inspected, the student, (or students if more than one have been assigned to a locker) if present on the school premises, shall, where possible, be contacted and given the opportunity to be present during the conduct of the inspection unless circumstances require that the inspection be conducted without delay in order to protect the health and safety of others present on school premises. Whenever an individual student’s locker has been inspected under this rule without the student’s presence, the principal (or designee) shall notify the student of such inspection as soon as practicable thereafter.
5. **INSPECTION OF ALL LOCKERS.**
 - a. An inspection of all lockers in the school, – I.C. 20-33-8-32, or all lockers in a particular area of the school, may be conducted if the principal, superintendent or assistant principal, reasonably believes that such an inspection is necessary to prevent, impede or substantially reduce the risk of
 - (1) an interference with school purposes or an educational function; (2) a physical injury or illness to any person; (3) damage to personal or school property; or (4) a violation of state law or school rules. Examples of circumstances justifying a general inspection of a number of lockers are: (a) when the school corporation receives a bomb threat; (b) when evidence of student drug or alcohol use creates a reasonable belief of a high level of student use; (c) at end of a grading period, and before or during school holidays to check for missing library books, or lab chemicals or school equipment; (d) when student violence or threats of violence create a reasonable belief that weapons are stored in the lockers.
 - b. If a general inspection of a number of lockers is necessary, then ALL lockers in the defined area will be examined. Students will not necessarily be given the opportunity to be present while a general inspection is being conducted.
6. **INVOLVEMENT OF LAW ENFORCEMENT OFFICIALS.** The principal, superintendent or assistant superintendent may request the assistance of law enforcement officials to assist the school administrators in inspecting lockers or their contents for purposes of enforcing school policies only if such assistance is required: (1) to identify substances which may be found in the lockers; or (2) to protect the health and safety of persons or property such as to aid in the discovery and disarming of bombs which may be located in the lockers.
7. **LOCKER MAINTENANCE.** Nothing in these rules shall affect members of the custodial or other staff who repair defective lockers or clean out or supervise the cleaning out of (a) lockers from time to time in accordance with a posted general housekeeping schedule; (b) the locker of a student no longer enrolled in the school; or (c) a locker during any vacation period which is reasonably believed to contain rotting items such as food, wet clothes, etc.
8. **MOTOR VEHICLES.** The privilege of bringing a student-operated motor vehicle onto school premises is hereby conditioned on written consent by the student driver, the owner of the motor vehicle and the parent or guardian of the student to allow search of that motor vehicle when there is reasonable cause for a search of that vehicle. Refusal by a student, parent or guardian, or the motor vehicle owner to provide or allow

access to motor vehicle on school premises at the time of a request to search the motor vehicle, shall be cause for termination without further hearing of the privilege of bringing a motor vehicle onto school premises.

9. The principal or a member of the administrative staff designated in writing by the principal may request a law enforcement officer to search a motor vehicle on school premises. Anything found in the course of a search conducted in accordance with this section which is evidence of a violation of the student conduct standards contained in the student handbook or state law may be: (1) seized and admitted as evidence in any suspension or expulsion proceeding if it is tagged for identification at the time it is seized and kept in a secure place by the principal or the principal's designee until it is presented at the hearing; (2) returned to the parent or guardian of the student from whom it was seized; (3) destroyed if it has no significant value; or (4) turned over to any law enforcement officer.

PUBLIC DISPLAY OF AFFECTION

Students may not participate in public display of affection. This includes, but is not limited to inappropriate touching and kissing. Participating in such activities will incur a consequence.

SATURDAY SCHOOL

The Saturday class is an alternative to suspension. It is provided so that it will not interfere with your classes by missing school. Failure on your part to attend Saturday class will result in suspension and/or expulsion. The choice is yours. Please make the right decision.

Rules and Procedures of Operation of the Saturday School- No phone use allowed for any reason!

1. Students assigned to the class will be in the Cafeteria and may also move around the building depending on the amount of students. Tardiness will not be permitted.
2. Students may not leave the room. Students may not sleep during "Saturday class."
3. Students will not be permitted to speak to any person other than the supervisor during the course of the class unless the person in charge gives permission.
4. Students must bring all necessary materials (only school materials to study during the assigned time) or work will be provided. Have all materials with you when you enter the building- you will not be permitted to go to your locker.
5. Students must stay on task.
6. Students who exhibit inappropriate and/or uncooperative behavior while in the class will be asked to leave and may not return to school without a parent conference. Removal from Saturday School will result in community service, suspension, or expulsion.
7. All electronics are to be turned off and put away unless permission is granted for educational reasons.

****If there is no school on the Friday before your scheduled Saturday School due to weather conditions, Saturday School is also canceled. Saturday School will be rescheduled for the following Saturday.**

****Saturday school will run when there are two or more students in attendance.**

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 a 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 searched at any time if there is reasonable suspicion that a student has violated school rules or poses a threat to one's self or others. 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 to the police. The school reserves the right not to return items that have been confiscated.

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.

SEXUAL HARASSMENT

Students and/or school personnel who engage in sexual harassment on school premises or off school premises at a school sponsored activity shall be subject to appropriate discipline, including suspension or expulsion/dismissal. Such activity, at any time, which affects school purposes, shall be grounds for similar discipline. Sexual harassment is any activity of a sexual nature that is unwanted or unwelcome, including but not limited to, unwanted touching, pinching, patting, verbal comments of a sexual nature, sexual name-calling, pressure to engage in sexual activity, repeated propositions, and unwanted body contact. The school's normal disciplinary procedures shall be followed in determining the appropriate consequences for sexual harassment. In the event the administration recommends suspension or expulsion as a result of the conduct, due process shall be afforded to the student in accordance with the school corporation's suspension/expulsion procedures. In order to effectively enforce this policy and take prompt corrective measures, it is essential that any and all incidents of sexual harassment be reported to the principal, assistant principal or a guidance counselor.

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.

Definitions

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 individuals.
- 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 extra-curricular 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”.

Melanie Summers
(Name)

Human Resources Director
(School Corporation Title)

260-499-2400
(Telephone Number)

0825 East 075 North, LaGrange, IN
(Office Address)

Jamesi Lemon
(Name)

Business Manager
(School Corporation Title)

260-499-2400
(Telephone Number)

0825 East 075 North, LaGrange, IN
(Office Address)

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's 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 an 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 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. In addition, 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 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.

I.C. 35-42-4-3, 35-42-4-8, 35-42-4-9

20 U.S.C. 1400 et seq., the Individuals with Disabilities Education Improvement Act of 2004 (IDEIA)

20 U.S.C. 1681 et seq., Title IX of the Education Amendments Act of 1972

29 U.S.C. 621 et seq., Age Discrimination in Employment Act of 1967

29 U.S.C. 794, Rehabilitation Act of 1973, as amended

29 U.S.C. 794, Rehabilitation Act of 1973, as amended

29 U.S.C. 6101, The Age Discrimination Act of 1975

42 U.S.C. 12101 et seq., Americans with Disabilities Act of 1990, as amended

42 U.S.C. 2000d et seq., Titles VI and VII of the Civil Rights Act of 1964

42 U.S.C. 2000e et seq.

42 U.S.C. 2000ff et seq., The Genetic Information Nondiscrimination Act

42 U.S.C. 1983

29 C.F.R. Part 1635

National School Boards Association Inquiry and Analysis - May 2008

Approved by the LSC School Board on May 4, 2015

SUSPENSION OF DRIVING PRIVILEGES

I.C. 9-24-2-1 et.seq.

A driver's license or a learner's permit may not be issued to an individual less than 18 years of age who meets any of the following conditions:

1. Is under at least a second suspension from school for the school year.
2. Is under an expulsion from school.
3. In an effort to circumvent the sanctions listed under this subsection withdraws from school before graduating. If a person is less than 18 years of age and is under a suspension or an expulsion or has withdrawn from school, the bureau shall upon notification by the person's principal, invalidate the person's license or permit until the earliest of the following:
 - a. The person becomes 18 years of age.
 - b. One hundred twenty days after the person is suspended.
 - c. One hundred eighty days after the person is expelled.
 - d. The suspension or expulsion is reversed after the person has had a hearing.
 - e. The student is in good standing and has re-enrolled in school.

Further explanation or a copy of this law may be obtained in the office. Students and parents, in the event a student is suspended, expelled or withdrawn, this will serve as your official notice that your license may be suspended until 18 years of age or are re-enrolled in good standing in school.

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:

- Is obscene to minors, libelous, indecent, or vulgar,
- Advertises any product or service not permitted to minors by law,
- Intends to be insulting or harassing,
- Intends to incite fighting; or
- 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 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.

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 currently 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 control.

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.

SOURCE: Superintendents' Council, February 14, 2013

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.

