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PREFACE TO PARENTS

Each school is a part of the Lafayette School Corporation and operates under rules, regulations, and policies as established by the Board of School Trustees and by directives from the office of the Superintendent of Schools. Each school, however, may have some variations in general administrative procedures to provide for differences that exist in various parts of the corporation. (See Administration Policy in the Appendix for further detail.) Knowledge and understanding of school policies is important in helping each student make a satisfactory adjustment to the school community. This handbook is designed to acquaint intermediate school parents and students with practices, procedures, policies, and the organization of the intermediate school. Please read it carefully and refer to it when needed. If you do not find your answers, please call the school and you will be directed to someone who will assist you.

WELCOME TO STUDENTS

Welcome to Lafayette Sunnyside Intermediate School - the home of the Bronchos, where spirit, pride, and excellence are the bywords of a school in which the entire community takes pride! Along with increasing your knowledge and developing your skills, your major responsibility at Lafayette Sunnyside will be to respect yourself, your fellow students, teachers, and staff members.

This handbook has been prepared to help you get acquainted with the Lafayette Sunnyside tradition. We also hope you will get acquainted with the facilities, rules, schedules, teams, and organizations and will make every effort to get to know your teachers and make new friends.

By taking part in all Lafayette Sunnyside has to offer, you will have a great school year! Not only are you a part of the Lafayette Sunnyside tradition but, more importantly, you are taking a big step in the direction of becoming a success.

LAFAYETTE SCHOOL CORPORATION MISSION STATEMENT

To nurture, inspire, and empower students and staff.

STUDENTS RIGHTS, RESPONSIBILITIES, POLICY AND PROCEDURES

CORPORATION POLICY RELATED TO STUDENT BEHAVIOR

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

Any rules and regulations governing the conduct of individuals in the Lafayette School Corporation shall be interpreted so as to conform to and promote the policy herein. This is called a statement of responsibilities in addition to rights because it is only through mutual acceptance of responsibilities that these rights can exist. A right exists only to the extent that there is responsibility on the part of others to respect that right. It is part of the educational process in the Lafayette School Corporation to seek to prepare young people for society with (1) knowledge of the rights that are accorded them as individuals, and (2) the responsibility to conduct themselves so that their actions do not interfere with the right of others.

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

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

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

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

RIGHTS, RESPONSIBILITIES AND PROCEDURES

ATTENDANCE

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

SAFE SCHOOL HELPLINE

The Safe School Helpline is available 24 hours a day, 7 days a week. Most calls are taken in the evening, when students have privacy and access to a phone. Staff, administrators and parents are additionally welcome to use The Safe School Helpline, anonymously if you choose, as a first line of defense against drugs, violence, and weapons in our community. The toll-free phone number is (877) 572-4543 or (877) LSC-4KID.

WETIP HOTLINE

Another reporting avenue is the WETIP hotline provided by Tippecanoe County Prosecutor's Office. It is available to report any criminal activity you become aware of in the county. **The phone number is 1-800-782-7463**

THINGS YOU NEED TO KNOW

This purpose of this section of the handbook is to help you become familiar with many of the policies and procedures you may encounter at Lafayette Sunnyside. We hope that most of your questions can be answered here!

APPOINTMENTS

If you arrive at school from an appointment after 9:05 a.m., report to the Main Office for a pass. If you need to leave the building during the school day for any reason, you must be released from the Main Office to the custody of parents or legal guardian unless the parent or legal guardian identifies a designee **in writing**. Upon returning to school after the appointment, you should report to the Main Office to obtain an absence admit slip to class.

ARRIVING TO SCHOOL

Students should arrive at school as close to 8:50 a.m. as possible unless you ride the school bus. Upon arrival, students are to **report to their homeroom go to their assigned location**. ~~Staff members will notify students when they are permitted to move and prepare for classes.~~ Parents that bring students to Sunnyside should use the Cason Street driveway.

BICYCLES, SKATEBOARDS, MOPEDS, WHEELIES

Students are permitted to ride bicycles to school if the student uses the common regulations regarding their use. The expectation is to walk your bicycle once you are on Sunnyside's campus. Each student is strongly encouraged to lock his/her bicycle with a heavy-duty chain and padlock. The school assumes no responsibility for bicycles ridden to school **but will make an effort to safeguard them**. Each bicycle should be registered

with the police department. SKATEBOARDS, IN-LINE SKATES, WHEELIES, MOPEDS, AND MOTORCYCLES ARE NOT PERMITTED.

CITY BUS

Children whose parents allow City Bus transportation must use crosswalks and sidewalks. The school assumes no responsibility for the students who ride City Bus until they are on school property.

CAFETERIA

- The cafeteria has multiple serving lines offering a variety of healthy food items. ~~There are 4 entrée choices, including a chef salad daily.~~ Protein, vegetables, fruits, grains and milk are included with this lunch. Many a la carte foods are also available that are paid for individually.
- A nutritional breakfast ~~free of charge~~ will be provided ~~for pickup upon arrival and eaten~~ in the classroom ~~free of charge~~. Breakfast will NOT be served on 2-hour delay days.
- Any cafeteria purchase can be paid for from the student's cafeteria account or with cash. By recommendation of the State Board of Accounts, no charging is allowed in the cafeteria. Students will ~~use fingerprint identification be issued a keypad number (PIN), which will be used~~ to purchase lunch or a la carte using their cafeteria account at Lafayette Sunnyside. Your parents may send money to school with you or make payments online at the LSC website under the parent tab using the PIN. Before school is the best time to add money to your account. A la Carte items are not available under the free/reduced program. Applications for free or reduced priced lunches are available in the school office and may be submitted any time during the school year.
- You are responsible for cleaning up after you eat. Trash and food not eaten should be placed in trash cans. Trays, dishes, and silverware should be returned to the washing window. No food may be taken out of the cafeteria by students.

CD, RADIO, MP3, AND ELECTRONIC DEVICES

Electronic listening devices must be shut off and placed in a secure area that is out of sight of both teachers and other students from 8:55 a.m.- 4:05 p.m. Please be aware that the school will not be responsible for lost or stolen electronic equipment. Failure to comply with this procedure will result in the item being confiscated and returned only to the parent or guardian.

CELL PHONES

Cell phones must be shut off and placed in a secure area that is out of sight of both teachers and other students from 8:40 a.m.- 4:10 p.m. During this time, it should not be audible. Failure to comply with this policy will result in the cell phone being confiscated and returned only to the parent or guardian. Please note that Sunnyside Intermediate School will not be responsible for lost or stolen cell phones.

In addition, please note the following regarding cell phone content and display:

- The Child Abuse/Neglect Law requires school personnel to report to law enforcement or child protective services whenever there is reason to believe that any person/student is involved with “child exploitation” or “child pornography” as defined by Indiana Criminal Statutes.
- Child Exploitation: It is a Class D 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. Sexual conduct is defined at I.C. 35-42-4-4(a).
- Child Pornography: It is a Class D felony under I.C. 35-42-4-4(c), for any person/student to possess a photograph, motion picture, digitalized image, or any pictorial representation that depicts or describes “sexual conduct” by a child who the person knows is less than 16 years of age or who appears less than age 16. Sexual conduct is defined at I.C. 35-42-4-4(a).
- The Indiana Sex Offender Registration Statute at I.C. 11-8-8-7 and the Sex Offender Registry Statute at I.C. 35-42-4-11, as of May 2009, require persons convicted of or adjudicated as a juvenile delinquent for violating the Child Exploitation Statute at I.C. 35-42-4-4(b) to register as a sex offender.
- Because student cell phones have been found in a number of Indiana school districts to have contained evidence of “sexual conduct” as defined above, it is important for parents and students to be aware of the legal consequences should this occur in our school system.

CHANGE OF ADDRESS OR PHONE

If you move, change phone numbers, or have a parent who changes jobs, please report this information to the Guidance Office.

COMMUNICATION DEVICES/RECORDING DEVICES/VIDEO OR PHOTO DEVICES

A Parent(s)/Guardian(s) allowing students to carry electronic devices to school implies permission to the school to have access to any and all information on the device if confiscated for disciplinary or investigative purposes.

CONTACTING THE SCHOOL

Telephone Number: 765-771-6100; FAX Number 765-771-6113; Web Site Address: <http://sis.lsc.k12.in.us>. The complete list of teachers' emails can be found at the school website.

E-MAIL ADDRESSES

If you need to contact Lafayette School Corporation staff members, you can find the e-mail addresses on your school website. All staff members' email addresses are shown at that site. During the school day, staff members are not always able to check their emails, so please allow time for a response.

SAFETY DRILLS

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

FIRE DRILL

The state of Indiana requires that each school conduct at least one (1) fire drill per month. The following rules should be observed during a drill:

1. In the classroom:
 - a. Students leave all books and working materials where they are.
 - b. Perfect order is to be observed.
 - c. The first student passes through the door and holds it open.
 - d. The last student closes the classroom door.
2. In the corridors and stairways:
 - a. Pass in single file unless otherwise instructed.
 - b. The first person through the corridor doors is to hold the doors open until all students are through the doors.
 - c. The first person through the outside doors is to hold doors open until all students are through the doors.
 - d. Follow the assigned route, keep silent, quick step, no running!
3. Outside the building:
 - a. All groups are to pass to points beyond the danger of falling walls.
 - b. KEEP PERFECT ORDER, and silence while teacher takes attendance.
 - c. Sections to enter in reverse order - on signal - keeping silent!

Each teacher will explain the route to take from his/her class during the first week of school.

SEVERE STORM

The State of Indiana requires that each school conduct one severe storm drills each semester. Students should remain silent at all times in order to hear instructions. Students should remain in single file during the drill when reporting to the first floor. Each teacher will explain the route to take from his/her class during the first week of school.

HOMEWORK REQUESTS

For extended illness of two or more days, homework may be requested by calling the school receptionist at 771-6100 by 10:00 a.m. Homework will be made available by 3:45 p.m. the day of the call. It is the expectation that homework requests are picked up and should be completed in a timely manner.

- a. Students are given one day for each day of absence to complete the homework and return it to the teacher.
- b. Students are responsible for getting their homework if they have only missed one day of school.
- c. In the event that assignments are not picked up as scheduled, a student returns to school before assignments are picked up, or assignments are not completed and returned to the teacher, this service will not be available for future absences.

ILLNESS OR INJURY AND UNEXPECTED SEVERE ALLERGIC REACTION

If you become ill or are injured, report to class and ask permission to see the nurse in the Health Clinic. If the nurse is not on duty, report to the Guidance Office. (Refer to the Health Service Policy in the Appendix).

Anaphylaxis is a life-threatening medical emergency. Anaphylaxis is a severe response resulting in cardiovascular collapse (shock) after ingestion or exposure to an antigen. If this occurs, immediate intervention with epinephrine injection and a 911 call is necessary. Each school Health Clinic is equipped with an EpiPen to be used to treat an unexpected anaphylactic reaction. The school nurse or trained first responder will administer the EpiPen if a student is assessed to have severe allergic reaction symptoms that are life-threatening. If an EpiPen is administered, a 911 call will be made. (The School's EpiPen is to be used for life-threatening emergencies only and does not replace a child's own prescribed medication. Students with known allergy should have an individual healthcare plan and keep prescribed medication at school. If your student has a known severe allergy, please inform your student's school nurse.)

LEAVING SCHOOL

When ~~students are dismissed school dismisses at 4:05 p.m.~~, they ~~students~~ are expected to leave promptly. Busses will leave at ~~4:10 p.m. 4:15 p.m.~~ Only students under the direct supervision of a teacher should remain after ~~4:10 p.m. 4:15 p.m.~~ If you are waiting for a parent or waiting to use the phone, please stay in the front entrance area of the building and remain orderly. School must be notified by 3:30 p.m. of any changes to a student's dismissal procedure.

LIBRARY

The Sunnyside Library is an active, busy place. The library supports the school's curriculum and strives to foster the love of reading.

~~The Library expectations are:~~

~~Be respectful: respect others and yourself.~~

~~Be responsible: be responsible for the books and materials.~~

~~Be ready: bring your library pass which is your check-out card and return library materials on time.~~

Students are responsible for each book they check out. Books are checked out for a two-week period and may be renewed for an additional two weeks. The replacement cost will be charged for any lost or damaged books.

The staff of the library is waiting to help you find answers, choose a great book and show you how to become lifelong readers.

LOCKERS

Locker problems should be reported to the Guidance Office.

Students are not allowed to put stickers or decals on the inside or outside of their lockers. Students may only use Scotch tape to post appropriate pictures, cards, or notes.

Equipment, such as lockers and desks, belong to the school district and are used by students as a convenience. The lockers and desks 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, federal law, or school rules. Students should realize that they have no expectation of privacy from school authorities as to the desks and lockers that the student uses. Such equipment may be inspected or searched by school authorities when the school authorities deem it appropriate.

DO NOT GIVE YOUR LOCKER COMBINATION TO ANY OTHER STUDENT! DO NOT ALLOW OTHER STUDENTS TO KEEP THEIR BOOKS IN YOUR LOCKER AND DO NOT PUT YOUR BOOKS IN ANOTHER STUDENT'S LOCKER!

BOOK BAGS, BACKPACKS, AND PURSES

Book bags, backpacks, and purses are to be properly stored in lockers upon entering the school building. **Book bags, backpacks, and purses should not be carried in the classroom and/or carried around the building.** Rolling backpacks or luggage bags are not allowed due to safety concerns. Exceptions will only be made with administration's permission due to medically documented limitations.

LOCKER SEARCHES

Searches or inspection of personal belongings or an area assigned to a student shall be made in the presence of a witness and, when reasonably possible, in the presence of the student. Tools to aid searches may include technology and/or sniff canines. See APPENDIX for specific policy regarding searches.

MEDICATION TAKEN AT SCHOOL

If you need to take medicine during school hours, you must first report to the nurse's office with a note from your parents. For the full Lafayette Sunnyside Intermediate School and Lafayette School Corporation policy, refer to the medication section of the Health Service Policy in the Appendix. Indiana State Law and LSC policy requires proper permissions signed from the doctor and parent for you to take medications at school.

MOVING TO ANOTHER SCHOOL

If you move to another school district during the school year, go the Guidance Office to notify the school as soon as you know you are moving.

NURSE

The nurse's office (Health Clinic) is on the 1st floor next to the Guidance Office. The nurse's office is open from **8:40 a.m. 9:00 a.m.** to 4:15 p.m. every day. When the nurse is not in the building, please report to the Guidance Office.

RELEASING STUDENT RECORDS AND INFORMATION

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

SCHOOL SAFETY

Safe School Help Line: Please call toll free (888) 435-6572 or (888) HELP-LSC, to report anonymously suspicious incidents involving drugs, violence, and weapons in our school community.

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

TELEPHONE

Calls may be made during the day only from a school phone with permission from a staff member.

TRANSPORTATION (LSC BUSES)

There will be no transfers for students that want to go home with friends or an alternate location. In the event of an emergency, a transfer can be approved in writing, signed and dated by a school principal or the head of LSC Transportation. The emergency must be in the interest of the safety of the student and limited to a time period considered "necessary".

VACATIONS

School vacations will be observed on the following dates:

| | |
|------------------|---|
| September 1 | Labor Day |
| October 20 - 24 | Fall Break |
| November 26-28 | Thanksgiving Break |
| Dec. 22 – Jan. 2 | Winter Break |
| January 19 | Martin Luther King Jr. Day |
| February 16 | President's Day |
| Mar. 23 - 27 | Spring Break |
| May 21 | Last Day of School (Make-Up Day added at end if needed) |

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

VIDEO CAMERAS

In order to promote school safety and security, elementary/intermediate schools in Lafayette may operate and maintain numerous surveillance video cameras throughout the school in hallways and exterior locations. There may also be surveillance video cameras on some buses. These cameras are used to record video images 24 hours a day, 7 days a week. Recorded images are reviewed in cases of risks to safety or security and may be used in investigations resulting in disciplinary action. Video data are to be used exclusively by the LSC staff. Certain circumstances may warrant parents administrative permission to view video surveillance. These images are typically saved up to ten (10) days after an incident, unless the incident involves police.

VISITORS

Parents and adults who have business at the school are required to register in the ~~General~~ Main Office when entering Lafayette Sunnyside. No school age children are permitted to visit at any time unless pre-approved by the principal. (See Visitors to Schools Policy in Appendix).

CURRICULUM

The intermediate school provides a comprehensive curriculum for students. It emphasizes instruction in essential skills and knowledge, as well as an opportunity for exploratory experiences that meet the varied needs and interests of early adolescents.

| GRADE 5 | GRADE 6 |
|---|---|
| Math | Math |
| Language Arts | Language Arts |
| Social Studies/Science | Social Studies/Science |
| Physical Education | Physical Education |
| Health | Health |
| Computer Science/Technology/Engineering | Computer Science/Technology/Engineering |
| Visual Arts | Visual Arts |
| Exploratory Music | Band, Choir, Orchestra - Electives |

Academic Support

In addition to the regular curriculum, the intermediate school provides a program for students with special educational needs. For additional information see the Special Education for Special Children Policy in the Appendix.

The intermediate school also provides a curriculum for gifted and talented students. For additional information see the EXCEL or Challenge Program Statement in the Appendix.

GENERAL EXPECTATIONS

WHAT A STUDENT CAN EXPECT FROM LAFAYETTE SUNNYSIDE INTERMEDIATE SCHOOL

1. Highly qualified teachers, concerned about students, willing and able to teach and to provide opportunities for
 - a. Intellectual, emotional, social, cultural, and moral growth:
 - b. Experiencing self-worth.
2. Guidance counselors and advisors interested in helping students to make choices that will enable them to develop their potential.
3. A comprehensive educational program designed to develop skills and interests, to broaden viewpoints, and to challenge students to achieve.
4. Equal opportunity to pursue academic and/or vocational goals and to be involved in a comprehensive extracurricular program regardless of race, sex, creed, color, or national origin.
5. Clearly defined rules and regulations whose purpose is to ensure both a safe and a welcoming atmosphere for learning.
6. A well-equipped, adequately maintained, modern facility.

WHAT LAFAYETTE SUNNYSIDE INTERMEDIATE SCHOOL EXPECTS FROM ITS STUDENT BODY

1. Students who accept personal responsibility for their education (good attendance, being prepared for class, punctuality, study, doing their own school and homework, participation in class, and cooperation with staff).
2. Students who attempt to achieve growth in honesty, tolerance, open-mindedness, sportsmanship, friendliness and loyalty.
3. Students who exhibit socially acceptable behavior and language (courtesy, respect for others, proper language and dress).
4. Students who are good citizens; students who exhibit respect for authority, school rules, city, state, and national laws; students who exhibit respect for fellow students, staff, and faculty members regardless of race, religion, sex, color, or national origin.
5. Students whose pride in the program and facility are evident by their involvement in school life and by the care they take of school property in helping to keep it neat and attractive.

SPECIFIC CLASSROOM EXPECTATIONS

Academic achievement is important. Students should understand that homework is expected. Students are to do independent work. Students are to participate in both class activities and discussion. Care of classroom equipment is important. Each classroom teacher will communicate their specific classroom expectations. Class disruptions will not be tolerated.

GUM

Gum is not permitted at Lafayette Sunnyside Intermediate School.

GRADES

GRADING PERIOD: Report cards will be issued four times during the ~~2024-2025~~ school year according to the following schedule:

Nine Week Periods
August 6 – October 10
October 13 – December 19
January 5 – March 6
March 9 – May 21

Report Card Distribution
October 16 via e-mail
January 8 via e-mail
March 12 via e-mail
May 28 via e-mail

GRADING SYSTEM: Each teacher will evaluate you and assign a grade of either A, B, C, D, or F on report cards. You will be notified ~~in writing~~ of the evaluation system used by each teacher at the beginning of each course.

HOMEWORK GUIDELINES

The Board supports teachers and administrators who are continually concerned that the purposes of homework lessons assigned for completion by students be carefully explained. Homework can be a meaningful and positive activity with purposes related to anyone or more of four major categories:

1. Enrichment
2. Reinforcement
3. Preparatory
4. Skill Development

Enrichment assignments are normally those lessons in which all students may realistically enhance their personal growth and development. Students are usually given great latitude regarding the topic and the scope of their reading and research. Except for general teacher guidelines, the student's efforts may result in an original and creative lesson for that student.

Reinforcement lessons are not generally assigned to all class members since individual students have a varying need for this type of homework. In contrast to enrichment assignments, reinforcement lessons are generally on a daily basis and are also on a one-to-one basis with the teacher.

Preparatory homework is normally intended to familiarize the student with a content or topic and to serve as a basis for subsequent activity.

Skill development lessons are usually assigned to all students and are closely related to the regular current classwork. Analysis of weaknesses and strengths is noted regularly by the teachers and is used to assist the student through supervision by the teacher of the initial practice by student before independent work is assigned.

The Board expects that great care must continually be exercised by the teacher to permit students adequate personal time and time for physical and cultural development. A lengthy day of serious study followed by demands and pressures of excessive outside assignments may cause negative student attitudes to develop. Therefore, homework assignments should be approached from a positive viewpoint so that they will enhance student success in school. The age, capability, normal growth pattern of children and other demands on student time should be taken into consideration when assignments are administered.

Since the homework policies are included in the student handbooks, the Board of School Trustees will review and approve the corresponding homework policy at the time student handbooks are reviewed and approved each year. Legal Reference: IC 20-31-4-10; 511 IAC 6.1-5-9

GETTING HELP

If you are having problems, Lafayette Sunnyside offers you places where you can get help. Young people your age can have problems with grades, teachers, friends, parents, brothers and sisters, and many other things. The following people are here to help you:

- **TEACHERS:** If you are having problems in class, the first person you should ask to help is your teacher. They will be willing to spend extra time with you. You will be able to ask for help from your language arts, math, science, and social studies teachers during your enrichment period. Teachers may also help you with other problems; and if you feel comfortable talking to a teacher about a problem, please do so because part of the intermediate school program involves teachers serving as advisors.
- **COUNSELORS:** Counselors are specially trained to help students. Counselors can help you with problems related to schoolwork, classmates, or issues at home. You should also see them if you have problems with your schedule or locker. They will spend more time working with you directly as part of the intermediate school, so do not hesitate to come in and talk to them.
- **NURSE:** Our nurse can help and advise you about things that relate to your health. If you have health problems or questions, please come and see her.
- **ADMINISTRATIVE ASSISTANTS:** Some of the most helpful people at Lafayette Sunnyside are our Administrative Assistants. They can answer many of your questions about how things work at Sunnyside and can direct your question to the proper person if they aren't sure how to help provide you an appropriate answer.
- **ADMINISTRATORS:** Although the Principal and Assistant Principals oversee student discipline at Lafayette Sunnyside, they would rather help you with a potential problem before the issue becomes a discipline problem instead of after

it becomes a discipline problem. So again, please see one of them if you have a need.

As you can see, one of the most important jobs of people who work at Lafayette Sunnyside is to help you! Learn their names and get to know them.

ELECTRONIC INFORMATION SOURCE AGREEMENT

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

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

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

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

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

Electronic information is provided through a complex association of governmental agencies, regional and state networks. The operation of the network relies on the proper conduct of the user, who must adhere to strict guidelines. The guidelines are provided here so students and parents are aware of the responsibilities assumed. This means using the network resources efficiently, legally, and ethically. If a Lafayette School Corporation student user violates any of these provisions, he/she may face disciplinary consequences determined by building level administration. If a Lafayette

School Corporation staff user violates any of these provisions a consequence ranging from verbal reprimand to dismissal may result.

Electronic Information Source Agreement is to be completed annually during registration. Acceptance of this document is legally binding and indicates the party who accepted has read the terms and conditions carefully and understands its significance.

Terms and Conditions

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

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

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

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

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

IV. The Lafayette School Corporation makes no warranties of any kind, whether expressed or implied, for the service it is providing.

- A. The Lafayette School Corporation will not be responsible for any damages suffered by the user. This includes loss of data resulting from delays, nondeliveries, misdeliveries, or service interruptions regardless of cause, or user errors or omissions.
- B. Use of any information obtained via these resources is at the user's risk. The Lafayette School Corporation specifically denies any responsibility for the accuracy or the quality of information obtained through its service.

V. Security - Security is very important, especially when many users are involved. The Lafayette School Corporation takes security issues very seriously.

- A. If an electronic information or data management systems security problem has been identified, a network administrator must be notified. Problems must not be demonstrated to other users.
- B. Another person's account, including usernames and passwords shall not be used
- C. Attempts to logon to any system as a network administrator will result in cancellation of user privileges.

- D. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to electronic information sources and data management systems.

VI. Vandalism - Vandalism will result in cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy the information of another user or any of the agencies or networks connected to the Internet. This includes, but is not limited to, the uploading or sending of computer viruses.

VII. It should be understood that a student who violates the agreement and has access denied to electronic information and data management systems may put themselves at risk of not earning the type of diploma they desire. Many courses are constructed with great reliance on electronic information use and/or data management systems use. A student who has lost these privileges may be denied enrollment into certain courses.

LSC PHILOSOPHY OF STUDENT DISCIPLINE

LSC believes in the worth of all students and staff. Respectful relationships and behaviors in our schools and classrooms are essential for safe and orderly learning environments necessary for the delivery of high-quality instruction that enables each student to realize their full potential as contributing members of our K-12 school community.

STUDENT DISCIPLINE

Recognizing that the behavior of some students may be so disruptive that it interferes with school purposes or educational functions of the school corporation, school officials may find it necessary to discipline a student. In this event and in accordance with the provisions of I.C. 20-33-8-14 "Grounds for suspension or expulsion", Section 14, (a) (1) Student misconduct and Section 14, (a) (2) Substantial disobedience administrators and staff members may take the following actions:

1. REMOVAL FROM CLASS OR ACTIVITY - TEACHER

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

2. SUSPENSION FROM SCHOOL - PRINCIPAL

A school principal (or designee) may deny a student the right to attend school or take part in any school function for a period of up to ten (10) school days.

3. EXPULSION

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

POSSESSION OF TOBACCO/VAPE

Indiana Law prohibits people under the age of 21 to possess or purchase tobacco/vape products. If a student is found using, distributing, or possessing tobacco or tobacco products the following may occur:

- First Offense: 1 day suspension (in-school or out of school) and parent meeting to sign learning agreement and accept literature on dangers of tobacco/vape use
- Second Offense: 3 days Out of School Suspension
- Third Offense: Student is suspended from school pending expulsion

OFF SCHOOL GROUNDS

The school has responsibility for students while they are going to school, attending school and returning home. During these times students who violate school rules or otherwise commit misdemeanor/felony offenses will be referred to the appropriate administrator and/or police for appropriate action. Indiana law states that a student may be expelled or suspended for engaging in unlawful activity on or off school grounds, if

the unlawful activity may reasonably be considered to be an interference with school purposes, or an educational function.

TEACHER DETENTIONS

Teacher detentions are issued for classroom incidents that do not rise to the level of a minor violation. Students are to be given 24-hour notice in order to make arrangements for transportation. Teacher detentions are held in the issuing teacher's' classroom and will last no later than 5:00 p.m. Failure to serve teacher detentions may be considered a minor violation.

OFFICE DETENTIONS

An office detention is issued for a minor violation. A detention may be assigned when a student violates rules, but do not rise to the level of a major violation. Students are to be given 24-hour notice in order to make arrangements for transportation. Failure to serve office detentions will result in the student serving the detention the next day. If a student fails to serve a detention two (2) times, an in-school suspension will result. Office detentions are held from 4:10-5:00 p.m. at Lafayette Sunnyside Intermediate School.

The following expectations apply for detentions:

- Student will report to designated room by 4:10 p.m.
- Student brings materials to work on homework assignments, AR book to read, etc.
- Student is expected to be quiet and working for duration of detention.
- Disruptions or distractions may result in an extra detention assigned or a Major (suspension).

SATURDAY SCHOOL

Saturday School is issued for major violations or accumulations of minor violations. The purpose of Saturday School is to provide a consequence for certain actions that still allow the student to participate in regular classroom activities. Students assigned to Saturday School will be expected to arrive at Sunnyside by 8:30 a.m. and work until 11:30 a.m. Disruptions, distractions, or repeated failure to attend Saturday School may be treated as an additional Major Violation and result in either In- or Out of School Suspension.

SCHOOL COURT

Sunnyside School Court is a program designed to serve as an immediate sanction with the goal being to divert students from more punitive sanctions including in school and out of school suspension as well as expulsion. All students participating in School Court are required to have parental consent and must admit guilt to the behavior incident. By diverting a student's behavior, they will be able to remain in the classroom so their learning experience is cohesive; additionally, they will have the opportunity to identify how their behavior impact others and how they can repair any damaged relationships while being supported by their teachers, school counselors, school administrators, and other adults. The ultimate goal is to empower youth to rebuild relationships and connect with their school by integrating the *40 Developmental Assets* into activities in lieu of more traditional consequences.

IN-SCHOOL SUSPENSION

In-school suspension (ISS) is issued for a major violation. Students assigned to in-school suspension spend the entire day in the ISS room. They are under the supervision of a licensed staff member and complete their regularly scheduled class work. The following expectations apply for ISS:

- Student will report to ISS room by 9:05 a.m. and will bring all necessary materials (all books, paper, pencil, pen, etc.)
- Student will work quietly as directed for the duration of the suspension.
- Failure to complete assigned work may result in additional day(s) assigned to ISS.
- Disruptions or distractions in the ISS room may result in an Out of School Suspension.

OUT-OF-SCHOOL SUSPENSION

Out-of-School suspension may be issued for a major violation if the situation requires a removal from the school environment. Students that are suspended out-of-school are responsible for completing any class work that is missed during the suspension.

QUEST

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

BUS PROCEDURES

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

- a. First Violation – minimum verbal warning from the bus driver - probation.
- b. Second Violation – will result in a 1-week (5 days) suspension from the school bus.
- c. Third Violation – will result in a nine (9) week suspension from the school bus.
- d. Fourth Violation –will result in a suspension from the bus for the remainder of the year.
- e. If any violation occurs during the last month of school, the suspension may carry over through the end of the first semester of the following year.
- f. If the incident is judged by the administrator to be of an especially serious nature, the student may be immediately suspended from riding the bus for a period of time.

GROUND FORS SUSPENSION OR EXPULSION

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

- a. On school grounds immediately before, during, and immediately after school hours and at any other time when the school is being used by a school group;
- b. Off school grounds at a school activity, function, or event;
- c. Traveling to or from school or a school activity, function, or event; or
- d. During summer school.
- e. Using property or equipment provided by or belonging to the school.
- f. eLearning or virtual learning
- g. Using or possessing of tobacco/vape on school property may result in suspension from school and repeat violations may result in expulsion.

A. MISCONDUCT AND/OR DISOBEDIENCE

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

1. Using violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or other conduct constituting an interference with school purposes, or urging other students to engage in such conduct. The following enumeration is only illustrative and not limited to the type of conduct prohibited by this rule:
 - a. Occupying any school building, school grounds, or part thereof with intent to deprive others of its use.
 - b. Blocking the entrance or exits of any school building or corridor or room therein with the intent to deprive others of lawful access to or from, or use of the building, corridor, or room.
 - c. Setting fire to or damaging any school building or property.
 - d. Prevention of or attempting to prevent by physical act the convening or continued functioning of any school or education function, or of any meeting or assembly on school property.
 - e. Intentionally making noise or acting in any manner so as to interfere with the ability of any teacher, or any other person, to conduct or participate in an education function.
2. Causing or attempting to cause damage to school property, stealing or attempting to steal school property.
3. Causing or attempting to cause damage to private property, stealing or attempting to steal private property.
4. Causing or attempting to cause physical injury or behaving in such a way as could reasonably cause physical injury to any person. Self-defense or reasonable action undertaken on the reasonable belief that it was necessary to protect some other person does not constitute a violation of this rule.
5. Any student who overtly or covertly participates in repeated acts or gestures, including verbal or written communications transmitted; physical act committed; or any other behaviors committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the other student. This includes bullying and/or racial and/or sexual harassment.

6. Failing to report the actions or plans of another person to a teacher or administrator where those actions or plans, if carried out, could result in harm to another person or persons or damage property when the student has information about such actions or plans.
7. Possessing, handling, or transmitting a knife or any object that can reasonably be considered a weapon, is represented to be a weapon, or looks like a weapon.
8. Possessing, using, transmitting, or being under the influence of any controlled substance, prescription drug, narcotic drug, hallucinogenic drug, amphetamine, barbiturate, THC, marijuana, alcoholic beverage, intoxicant or depressant of any kind, or any paraphernalia used in connection with the listed substances. Also prohibited is the consumption of any of the stated substances before attending school or a school function or event.
Exception to Rule 8: a student with a chronic disease or medical condition may possess and self-administer prescribed medication consistent with the provisions outlined in Lafayette School Corporation policy J700.
9. Possessing, using, transmitting any substance which is represented to be or looks like a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, stimulant, depressant, or intoxicant of any kind.
10. Possessing, using, transmitting, or being affected by caffeine-based substances, substances containing phenylpropanolamine (PPA), or stimulants of any kind, be they available with or without a prescription.
11. Engaging in the selling of a controlled substance or engaging in a criminal law violation that constitutes a danger to other students or constitutes an interference with school purposes or an educational function.
12. Failing in a number of instances to comply with directions of teachers or other school personnel during any period of time when the student is properly under their supervision, where the failure constitutes an interference with school purposes or an educational function.
13. Falsely accusing any person of sexual harassment or violating a school rule and/or state or federal law.
14. Engaging in any activity forbidden by the laws of Indiana that constitutes an interference with school purposes or an educational function.
15. Aiding, assisting, or conspiring with another person to violate these student conduct rules and/or state or federal law.
16. Violating any rules that are reasonably necessary in carrying out school purposes or an educational function, including but not limited to:
 - a. engaging in sexual behavior on school property;
 - b. disobedience of administrative authority;
 - c. willful absence or tardiness of students;
 - d. engaging in speech, conduct, or behavior, including clothing, jewelry or hairstyle, which is profane, indecent, lewd, vulgar, offensive, disruptive to school purposes, or interferes with the educational environment. This includes racial and/or sexual harassment.
17. Using on school grounds during school hours an electronic paging device or a cell phone in a situation not related to a school purpose or education function.

18. Exhibiting or participating in any behavior related to a gang criminal organization membership or affiliation, recruiting or furthering the interest of a criminal organization, or possessing, using, distributing, displaying, wearing, or selling anything deemed to be evidence of a gang criminal organization membership or affiliation.
19. Possessing, using, transmitting, or selling tobacco.

B. POSSESSING A FIREARM OR A DESTRUCTIVE DEVICE

1. No student shall possess, handle or transmit any firearm or a destructive device on school property.
2. The following devices are considered to be a firearm under this rule:
 - a. any weapon which will or is designed to or may readily be converted to expel a projectile by the action of an explosive
 - b. the frame or receiver of any weapon described above
 - c. any firearm muffler or firearm silencer
 - d. any destructive device which is an explosive, incendiary, or poison gas bomb, grenade, rocket having a propellant charge of more than four ounces, missile having explosive or incendiary charge of more than one-quarter ounce, mine, or any similar device
 - e. any weapon that will, or that may readily be converted to, expel a projectile by the action of an explosive or other propellant, and that has any barrel with a bore of more than one-half inch in diameter
 - f. any combination of parts either designed or intended for use in converting any device into any destructive device in the two immediately preceding examples, and from which a destructive device may be readily assembled
 - g. an antique firearm
 - h. a rifle or shotgun which the owner intends to use solely for sporting, recreational, or cultural purposes
3. For the purposes of this rule, a destructive device is
 - a. an explosive, incendiary, or overpressure device that is configured as a bomb, a grenade, a rocket with a propellant charge of more than four ounces, a missile having an explosive or incendiary charge of more than one-quarter ounce, a mine, a Molotov cocktail or a device that is substantially similar to an item described above,
 - b. a type of weapon that may be readily converted to expel a projectile by the action of an explosive or other propellant through a barrel that has a bore diameter of more than one-half inch, or
 - c. a combination of parts designed or intended for use in the conversion of a device into a destructive device. A destructive device is NOT a device that although originally designed for use as a weapon, is redesigned for use as a signaling, pyrotechnic, a line throwing, safety, or similar device.
4. The penalty for possession of a firearm or destructive device: suspension for up to ten (10) days and expulsion from school for at least one calendar year with the return of the student to be at the beginning of the first semester after the one-year period.

The length of the expulsion may be reduced by the superintendent if the circumstances warrant such reduction.

5. The superintendent shall notify the county prosecuting attorney's office when a student is expelled under this rule.

C. POSSESSING A DEADLY WEAPON

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

D. UNLAWFUL ACTIVITY

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

E. LEGAL SETTLEMENT

A student may be expelled if it is determined that the student's legal settlement is not in the attendance area of the school where the student is enrolled.

SUSPENSION PROCEDURES

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

1. A meeting will be held prior to the suspension of any student. At this meeting the student will be entitled to:
 - a. a written or oral statement of the charges;
 - b. if the student denies the charges, a summary of the evidence against the student will be presented; and,
 - c. an opportunity to explain his or her conduct.
2. The meeting shall precede suspension of the student except where the nature of the misconduct requires immediate removal. In such situations, the meeting will follow the suspension as soon as reasonably possible following the date of the suspension.
3. Following the suspension, the parent or guardian of a suspended student will be notified via letter, email, or phone call. The notification will include the dates of the

suspension; describe the student's misconduct, and the action taken by the principal (or designee.)

4. During the suspension, the student is required to complete all school work assigned during the suspension. The principal or designee will ensure the student receives notice of all assignments due during the suspension and will provide teacher contact information to the student so the student may contact the teacher if the student has any questions about the assignments. For any assignments and/or school work completed by the student during the student's suspension period, credit will be given to the student to the same extent and in the same manner as student who are not suspended.

EXPULSION PROCEDURES

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

1. The superintendent (or designee) may conduct an expulsion meeting, or may appoint one of the following persons to conduct the expulsion meeting:
 - a. legal counsel
 - b. a member of the administrative staff who did not expel the student and was not involved in the events giving rise to the expulsion.
2. An expulsion will not take place until the student and the student's parent or guardian are asked to appear at an expulsion meeting conducted by the superintendent or the person designated above. Failure by a student or a student's parent or guardian to appear at this meeting will be deemed a waiver of rights administratively to contest the expulsion or to appeal it to the school board.
3. The request to appear at the expulsion meeting will be in writing, delivered by certified mail or by personal delivery, and contain the reasons for the expulsion and the date, time, place, and purpose of the meeting.
4. At 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.

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

- A. The student has not been expelled or required to attend an alternative school.
- B. The expulsion officer has found the student has engaged in prohibited conduct of the type enumerated below, unless a.) the student has denied commission of the

misconduct for which the expulsion has been ordered and b.) significant new evidence favorable to the student and not available at the time of the expulsion meeting has been discovered, and is specifically described in the request for appeal:

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

The Board may also make exceptions to these criteria if the Board deems it necessary out of fairness considerations or an extraordinary circumstance. Legal Reference: 20 U.S.C. 8001, 20 U.S. C. 8002, I.C. 20-8.1-5.1-1 ET Esq., I.C. 35-47.5-2-4, I.C. 35-41-1-8, I.C. 35-47-1-5, SEA 285; I.C. 20-33-8-18; I.C. 20-33-8-19

DISCIPLINE FOR STUDENTS WITH DISABILITIES

Students with disabilities are subject to the discipline rules adopted by the board of school trustees and, therefore, may be suspended or expelled for any violation(s) of such rules for which nondisabled peers could also be suspended or expelled. In accordance with I.C. 20-33-8 and 511 IAC 7-15, administrators may take the following discipline actions:

REMOVAL UP TO TEN (10) CONSECUTIVE INSTRUCTIONAL DAYS

A student with a disability may be removed from school for up to ten (10) consecutive instructional days for a violation of school rules. Removal for any part of an instructional day constitutes a day of removal. A removal constitutes a suspension as defined at IC 20-33-8-7 and the student with a disability must be afforded the same suspension due process procedures as are provided to nondisabled students.

A short-term removal of a student pursuant to the student's individualized education program (IEP) is not a removal. An in-school suspension is not considered a removal as long as the student has the opportunity to progress appropriately in the general education curriculum, receives the special education services specified in the student's IEP, and participates with nondisabled students as the student would have in the student's current placement. If bus transportation is part of the student's IEP, a suspension from the bus is considered a removal unless the school provides transportation in an alternative manner.

Educational services do not have to be provided to the student with a disability during the first ten (10) cumulative days of removal if educational services are not provided to nondisabled students who have been similarly suspended.

SERIES OF REMOVALS

Additional removals of up to ten (10) consecutive instructional days for each separate act of misconduct are permissible in the same school year as long as the removals do not constitute a pattern of removals that results in a change of placement. If a student with a disability is removed for more than ten (10) cumulative instructional days in a school year, school officials must determine if a change of placement has occurred. A change of placement may occur if the series of removals exceeds ten (10) cumulative instructional days, the student's behavior is substantially similar to the student's behavior in the previous incidents that resulted in removals, and the proximity of the removals are close in time. If the student's parent disagrees with the school's decision as to whether there is a change of placement, the parent may request mediation and/or an expedited due process hearing.

If the removals exceed ten (10) cumulative instructional days, but do not constitute a change of placement, educational services must be provided to the student, beginning on the eleventh (11th) cumulative instructional day of removal. School personnel, in consultation with at least one (1) of the student's teachers, determine the extent to

which services are needed to enable the student to continue to participate in the general education curriculum and progress toward meeting the goals of the student's IEP.

If a pattern of removals constitutes a change of placement, the student must be afforded the due process procedures below.

REMOVALS THAT RESULT IN A CHANGE OF PLACEMENT

A change of placement occurs when a student with a disability has been removed from school for more than ten (10) consecutive instructional days or a series of removals exceeds ten (10) cumulative instructional days and constitutes a pattern that results in a change of placement. When a decision is made to make a removal that constitutes a change of placement, the principal must notify the parent of the student of the decision on the date that the decision is made. The parent must also be provided with the notice of procedural safeguards described in 511 IAC 7-37-1.

Within ten (10) instructional days of the decision to remove the student, the case conference committee must meet to conduct a manifestation determination. If the case conference committee determines that the student's conduct was a manifestation of the student's disability, the student may not be disciplined, and the student must return to the placement from which the student was removed unless the parent and school agree to a change in the student's placement. The case conference committee must also either conduct a functional behavioral assessment and develop a behavioral intervention plan for the student or if a behavioral intervention plan is already in place, the case conference committee must review the plan and modify it, if necessary, to address the student's behavior.

If the case conference committee determines the conduct of the student was not a manifestation of the student's disability, the student may be disciplined consistent with the due process procedures for nondisabled students. The parent of the student may request mediation and/or an expedited due process hearing to challenge the manifestation determination of the case conference committee.

If the student has been removed from school pending the due process proceedings, the student must return to the placement from which the student was removed after ten (10) consecutive instructional days unless the parent of the student and school agree otherwise or an expulsion examiner orders a continuation of the removal in accordance with IC 20-33-8-23.

If a change of placement is ordered, the student must be provided educational services during the period of the removal. The case conference committee must determine the appropriate services that will be provided that will enable the student to continue to participate in the general education curriculum, although in another setting, progress toward meeting the goals of the student's IEP, and receive, as appropriate, a functional behavioral assessment and behavioral intervention services and modifications that are designed to address the student's behavior.

REMOVAL FOR WEAPONS, ILLEGAL DRUGS, OR SERIOUS BODILY INJURY

If a student with a disability carries a weapon (including a firearm) to school or a school function, knowingly possesses or uses illegal drugs or sells or solicits the sale of a controlled substance while at school or a school function, or inflicts serious bodily injury on another person while at school or a school function, the principal may remove the student to in an interim alternative educational setting for up to forty-five (45) instructional days without regard to whether the student's behavior is a manifestation of the student's disability. The student's parent must be notified of the removal on that day and be provided a notice of procedural safeguards.

A case conference committee must determine the interim alternative educational setting and the appropriate services the student will receive in the alternative educational setting. The services must enable the student to continue participating in the general education curriculum, although in another setting, progress toward meeting the goals of the student's IEP, and include, as appropriate, a functional behavioral assessment and behavioral intervention services and modifications that are designed to address the student's behavior. The parent of the student may request mediation and/or an expedited due process hearing to challenge the interim alternative educational setting, but during any such appeal, the student remains in the interim alternative educational setting.

Within ten (10) instructional days of the decision to remove the student, the case conference committee must meet to conduct a manifestation determination. If the case conference committee determines that the student's conduct was a manifestation of the student's disability, the student remains in the interim alternative educational setting. The case conference committee must also either conduct a functional behavioral assessment and develop a behavioral intervention plan for the student or if a behavioral intervention plan is already in place, the case conference committee must review the plan and modify it, if necessary, to address the student's behavior.

If the case conference committee determines the conduct of the student was not a manifestation of the student's disability, the student may be disciplined consistent with the due process procedures for nondisabled students. The parent of the student may request mediation and/or an expedited due process hearing to challenge the manifestation determination of the case conference committee. During any such appeal, the student remains in the interim alternative educational setting.

If a change of placement is ordered, the student must be provided educational services during the period of the removal. The case conference committee must determine the appropriate services that will be provided that will enable the student to continue to participate in the general education curriculum, although in another setting, progress toward meeting the goals of the student's IEP, and receive, as appropriate, a functional behavioral assessment and behavioral intervention services and modifications that are designed to address the student's behavior.

SUBSTANTIAL LIKELIHOOD OF INJURY TO STUDENT OR OTHERS

If a student with a disability has been removed from school and the school believes returning the student to the educational placement the student was in prior to the removal is substantially likely to result in injury to the student or others, the school may request an expedited due process hearing to determine an appropriate placement for the student. An independent hearing officer may order a change of placement to an interim alternative educational setting for up to forty-five (45) instructional days if the hearing officer determines that maintaining the student's current placement is substantially likely to result in injury to the student or to others.

School officials may also seek injunctive relief from a court to remove a student with disabilities from school or to change a student's educational placement if the school believes that maintaining the student in the student's current placement is substantially likely to result in injury to the student or others.

PROTECTIONS FOR STUDENTS WHO ARE BELIEVED TO BE STUDENTS WITH A DISABILITY

If school officials have knowledge that a student, not yet identified as a student with a disability, is a student with a disability, the student is entitled to the protections above.

A school is deemed to have knowledge that a student is a student with a disability if, before the behavior that precipitated the disciplinary action, one of the following has occurred: (1) the parent of the student has expressed concern in writing to licensed personnel that the student is in need of special education and related services; (2) the parent or school official has requested an evaluation; or (3) school personnel have expressed specific concern about of pattern of behavior directly to supervisory school personnel. A school is deemed to not have knowledge that a student is a student with a disability if one of the following has occurred: (1) the parent has not allowed an evaluation of the student; (2) the parent has refused special education services; (3) the school conducted an evaluation and determined that the student is not a student with a disability; and (4) the parent has revoked consent for special education services.

If school officials do not have knowledge that a student is a student with a disability, the student may be disciplined. If a referral is made for an evaluation of the student during the disciplinary period, the evaluation must be conducted in an expedited manner. The student remains in the educational placement determined by school officials, which may include suspension or expulsion without educational services. If the student is determined to be a student with a disability, the school shall provide special education and related services to the student in accordance with Article 7.

Legal Reference: 20 U.S.C. §1415

I.C. 20-33-8-1 et. seq.

34 C.F.R. 300.530 – 300.537

511 IAC 7-44-1 et seq.

Board Adopted: November 13, 1995

Board Revised: April 10, 2023

ATTENDANCE

ABSENCES & TARDIES

Your parent or guardian should call the school before 10:00 AM each day you are absent. If a parent is unable to call, the student will bring a note (with the reason for the absence) to the Main Office before school starts on the day you return. An alarm not going off, missing the bus, oversleeping, running late, and baby-sitting are examples of unexcused absences or tardies. An alternate way of getting to school (such as the free City Bus) is important in case the above happens.

Any time a student goes to the doctor/dentist/therapist/court/probation/funeral, etc., a note for the appointment must be brought to school to be filed.

1. A student is tardy (T) to school if he/she is not in the classroom by 9:05 a.m. (The recommended time to be at school is 9:00 a.m.) If the student arrives after 9:05 a.m., students will be considered tardy (overslept, missed bus, etc.). All tardies (T) are unexcused unless the parent provides approved documentation, i.e. doctor note, dental note, etc.
2. A student is considered excessively tardy (T) if he/she accumulates 10 or more tardies during an academic year.
3. If the student arrives between 9:25 a.m. and 12:35 p.m. without approved documentation, he/she is considered to be absent for half a day (A-A).
4. Any student leaving school after 12:35 and before the end of the school day without an exemption will be considered absent for a half day (A-P) and will be subject to the attendance procedures above and the accompanying truancy mediation procedures.

CLARIFICATION OF ATTENDANCE RESPONSIBILITY

Students will not be permitted to leave school during the day without permission from the building principal or his/her designee. A student who leaves the building without the school's knowledge is considered truant. On a normal school day, school starts at 9:05. Students will be marked as tardy from 9:06-9:25. If a student arrives in this window of time with a note from a licensed medical or dental doctor of care for the same morning, the student's tardy will be exempt. If a student arrives at school after 9:25, the student will be marked tardy-truant. All tardy-truants equal 0.5 day absence. On a two-hour delay day, school starts at 11:05. Students will be marked as tardy from 11:06-10:25. After 11:25, students will be marked tardy truant. Students will not be released during the school day except to the custody of parents or legal guardian unless the parent or legal guardian identifies a designee in writing.

PROCEDURES FOR NON-ATTENDANCE

Our goal is to work together with families to help improve attendance. Please help your child have the opportunity to become academically successful by having them at school on time each and every day. It's one of the most important things you can do for your child! It is the policy (Board Policy J310) of the Board that each student enrolled in the Lafayette School Corporation shall attend school on all days scheduled, and that good attendance by students is necessary in order to ensure that a student receives the maximum benefits to be realized from his/her education. The Board believes that

parents or guardians are ultimately responsible for attendance of their children in school. While correction of absenteeism and/or tardiness problems is the responsibility of the parents or legal guardian, the school shall assist in the solution of these problems by taking steps as set forth in the student handbook. Promptness and dependability are important values in our society and it is appropriate that they be stressed in school. All students are expected to attend school regularly and to be on time for classes in order to receive maximum benefit from the instructional program and to develop habits of punctuality, self-discipline, and responsibility.

Some Truths about School Attendance

1. Regular school attendance is a valuable characteristic.
2. There are legitimate reasons for students to miss school.
3. When a student is not in attendance, school does go on.
4. It is legitimate and proper for the school to set time limits of controllable absences from school beyond which students and their parents will be referred to an Attendance Review Committee.

Attendance Limits:

If a student accumulates ten unexcused absences from school during a semester, the student and a parent will be referred to the Attendance Officer or designee for appropriate action. Absences due to a disciplinary suspension will **not** count toward the ten-day limit.

Absences are classified into two classes: Excused and Unexcused. *2024-2025 Lafayette School Corporation Elementary School Handbook 10*

Excused Absences:

The following absences are excused and do not count toward the ten-day limit:

1. Service as a page in the Indiana Legislature
2. Serving as a poll worker on election day or helper to a political party or candidate
3. Active duty with the Indiana National Guard, the United States Armed Forces, or their reserve components
4. Civil Air Patrol participation
5. Exhibiting at or participating in the Indiana State Fair or member of the student's household (up to five days and if the student is in good academic standing)
6. Court appearances with a subpoena
7. Personal illness with a note from a doctor
8. Death in the immediate family (with documentation)
9. Absences due to a medical or dental appointment (with doctor's office documentation)
10. School-sponsored field trips (student will be considered in attendance at school)
11. College visits (no more than 2 per school year)
12. School nurse sent home.

Unexcused Absences:

All absences not designated as Excused shall be considered as Unexcused absences.

All Unexcused absences will count toward the ten-day limit.

Tuant:

- A student will be considered truant when the absence from school is without the knowledge and approval of a school official or parent.
- Administration will define what is considered truant in each school handbook.

Excused Absences and Written Verification

Written verification must be presented for all excused absences. The written excuses must be turned into the main office upon the student's return to school. In the case of an absence due to a doctor's appointment or illness, for which the student is under the care of a physician, the student must present a signed and dated note from the physician's office to verify this absence.

Make-up Work

Students must make up all work missed due to an absence. It is the student's responsibility to arrange for making up the work. As a rule, the student will have the same number of days to make up the work missed as the length of the absence. In the case of a planned absence, the arrangements to determine when the work will be due should be made before the absence.

Vacations and other Planned Absences

All absences of this nature count toward the ten-day limit. The parent or guardian should contact the school personally to arrange for such absences. Contact must be made prior to absence.

Intervention Procedure

When a student has accumulated five (5) absences, the Attendance Officer or designee will send a letter to the parent or guardian. When the student has accumulated seven (7) absences, a parent conference will be requested. After a student has reached the ten-day limit, a violation will occur upon the next unexcused absence. This violation will result in a mandatory meeting of the parent and student with the Attendance Officer or designee. The Attendance Officer or designee may recommend the following:

1. Expulsion for the remainder of the semester.
2. Written contract as an individual intervention plan.

The recommendation of the Attendance Officer or designee will be presented to the principal for final determination.

Truancy Prevention Procedures:

The following procedures apply to students enrolled in Kindergarten through Sixth Grades who have five (5) unexcused absences in a 10-week period:

1. The school shall upon the student's fifth unexcused absence in the 10-week period immediately provide a written notice to the parents. Such written notice shall include:
 - A) the student is an absent student based upon having five unexcused absences within a 10-week period;

B) the parent is responsible for monitoring the school attendance of the student and ensuring the student attends school;

C) the school will be initiating truancy prevention measures in regards to the absent student;

D) the parent is required to attend an attendance conference concerning the truancy measures the school will be implementing and such conference will be held not more than five instructional days after the fifth unexcused absence occurred; and

E) the Superintendent or the Attendance Officer are required to report if the student is a habitual truant to juvenile court or the department of child services, wherein the juvenile court may determine the student is committing a delinquent act under state law and the parent may be prosecuted for educational neglect.

2. The school shall hold an attendance conference to discuss the student's absences and establish an attendance plan. The conference will be with the following people:

A) Principal or designee

B) A teacher of the student

C) The parent of the student

D) Parent's Representative if parent gives 48 hours' notice of the representative's attendance and the name of the representative

3. The school shall establish an attendance plan that includes

A) Wraparound services to ensure school attendance for the student.

B) A description of the behavior required and/or prohibited for the student.

C) The effective time period for the plan, but not to exceed 45 instructional days. *2024-2025 Lafayette School Corporation Elementary School Handbook 12*

D) Disciplinary actions the school will take if the student does not comply with the plan.

E) A referral to counseling, mentoring or other services for the student as appropriate.

F) Whether the parent is required or expected to attend the services assigned to the student.

G) The signature of the student and the parent agreeing to the plan.

REPORTING ABSENCES, SPECIAL ABSENCES AND REQUESTING HOMEWORK

1. To report absences, the parent or legal guardian must call the school on the day of the absence after 8:30 a.m. and before 10:00 a.m. giving the reason for the absence. Parents may be asked what symptoms their child is having if reported as being sick. If a phone is not available, please send an explanatory note when your child returns to school. A student returning to school during the day should report to the office.

2. Appointments: Because your child will miss valuable learning opportunities, please schedule all medical or dental appointments outside the school day, if possible. Should your child be late or absent for medical or dental reasons, please send a note prior to the appointment or call the school office.

Appointments must be made before/after school during state assessments, as students will NOT be released during testing.

3. Students do not need to have completed and submitted assignments or tests the day they return following an exempt absence. Parents of students are responsible for contacting the teacher to schedule make-up work.
4. When homework is requested from the school and not picked up as scheduled, or if assignments are not completed and returned to the teacher, this service will not be available to the student during future absences.
5. If a student is suspended out-of-school, his/her parents may pick-up assignments in the office per directions of the school administrator. The student must complete the assignments by the time he/she returns to school. If work is not completed, further disciplinary action may result.

RELIGIOUS INSTRUCTION RELEASE TIME

Students will be excused from school for religious instruction not to exceed two hours in any school week upon the written notice of the parent to attend religious instruction and said notice is valid only during the school year it is received. Upon receipt of the written notice of the parent, the principal of the student's school and the entity providing the religious instruction shall work collaboratively to determine the periods the student will receive instruction, not to exceed two hours in a week, and to ensure the periods during which the student receives religious instruction are the least disruptive to the student's required instructional time. The entity providing religious instruction shall keep attendance records on the public school student and such records shall be available for inspection by the public school attendance officer or designee. A student who is released for religious instruction under this policy shall receive the same amount of attendance credit that the student would receive for attending the public school for instruction. A secondary school student may not receive academic credits for the religious instruction the student receives under this policy (Board Policy J611).

APPEARANCE

Lafayette Sunnyside Intermediate School officials recognize that the right to be an individual is an important right to each person. School officials are also aware that it is extremely important for students to be able to express their individuality, so long as it doesn't interfere with anyone else's right to an education, for which we are here.

The clothes students wear can be a form of self-expression and are viewed as a symbol of their character. The school recognizes and appreciates the students' right to express their individuality through school attire.

Student dress should reflect the prevailing expectations of the Lafayette School Corporation where health and safety, common decency, and proper maintenance of the school facility are major considerations.

Health and Safety: Students should not wear clothing or hairstyles that can be hazardous to them in school activities such as MakerLab, physical education, and art. Grooming and dress which prevents students from doing their best work because of blocked vision or restricted movement will not be allowed. Furthermore, dress styles that create a disruption of teaching and classroom order will not be permitted.

Common Decency: Clothing with wording or pictures that, in the opinion of school personnel, tend to undermine the educational atmosphere and purpose is in violation of this guideline. Clothing with wording that is in bad taste; clothing with wording that lists negative ethnic, political, or sexual comments, or clothing with wording that promotes alcoholic establishments or tobacco products will not be worn. It is expected that students will wear clothing that is neat and clean while attending classes and school functions.

Appearance, including dress, make-up, and hairstyles, may be regulated by the school when the health or safety of a student is endangered; the appearance is disruptive, and thus, distracting to the educational process; or there is an existing ordinance or law. The administrator will make the final determination regarding appropriateness of clothing. Teachers, administrators, coaches, and activities sponsors may take disciplinary action against students whose appearance is not consistent with the expectations of school officials.

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

- a. Shoes must be worn at all times.
- b. Hat and other headgear need to be placed in a student backpack and/or locker upon entering the building. (Exceptions are single piece headbands and hairbands that do not cover the entire head and do not require being tied together).
- c. Body piercing jewelry or ornamentation that causes a disruption interferes with the learning environment, or in the judgment of the principal constitutes a health or safety hazard will not be allowed.
- d. Appearance, including dress, make-up, and hairstyles, deemed disruptive to the educational process will not be permitted.

e. It is expected that while at school or at school functions or activities, students will not wear, possess, use, distribute, display, or sell any clothing, jewelry, emblems, badges, symbols, signs, graffiti, or other items deemed to be evidence of membership or affiliation with a criminal organization. Bandanas are not allowed.

f. Clothing must be appropriately sized. Clothes (both tops and pants) cannot be skintight. No jeggings, skinny leg, spandex, or skin-tight pants.

g. All shirts must cover cleavage and be at or below the waistline. All pants must remain at or above the waistline. Undergarments should not be visible.

h. Rips or tears in clothing must not expose shoulders, cleavage, stomach, or skin above the mid-thigh even if there is clothing underneath the tears.

| | SHIRTS | SWEATSHIRTS& SWEATERS | PANTS- SHORTS- SKIRTS | DRESSES | SHOES | HEADGEAR |
|--|---|---|---|---|--|--|
| A C C E P T E D | Shoulders, stomach, and cleavage must be covered Any color/design | Shoulders, stomach, and cleavage must be covered Any color/design | Khaki or jean material Joggers of jeans or khaki material Sweatpants Athletic shorts Must be at least mid-thigh Any color/design Longer than mid- thigh | Any color/design Shoulders, stomach, and cleavage must be covered Must be at least mid-thigh in length | Any color | Single piece headbands Single piece hairbands Religious head covering (such as a hijab) would be allowed |
| R E S T R I C T E D | Does not cover shoulders, stomach, or cleavage | Does not cover shoulders, stomach, or cleavage | Pajama bottoms Unfastened snaps, buttons, etc. Pants/shorts worn below the waist Spandex leggings Shorter than mid- thigh Skintight bottoms Rips or tears above mid-thigh | Unfastened snaps, buttons, etc. Does not cover shoulders, stomach, or cleavage Shorter than mid-thigh Skintight | Flip- flops/sliders Slippers Wheels inside the sole or heel | Headbands that tie Bandanas that tie Headgear that covers the entire head |

SPORTS, CLUBS, ORGANIZATIONS

Lafayette Sunnyside Intermediate School provides a variety of extra-curricular activities. We believe that young people your age need an opportunity to work in a group, practice leadership skills, develop school spirit, and explore in more detail activities you really enjoy.

Get involved at Lafayette Sunnyside by joining a club, participating in a sport, or being a member of one of our organizations.

INTRAMURAL SPORTS: An intramural sports program is provided for all fifth and sixth graders.

SPORTS: An interscholastic sports program may be provided for certain sports at Lafayette Tecumseh Junior High School, such as wrestling, cross country, swimming, and golf. Sixth graders are eligible to participate in all sports listed. 5th grade eligibility is determined by Tecumseh coaches.

CLUBS, ORGANIZATIONS, ACTIVITIES: You have an opportunity to be members of numerous clubs, organizations, and activities at Lafayette Sunnyside. Please listen to announcements to learn about when these opportunities arise.

ANTI-BULLYING PREVENTION, POLICY, and PROCEDURES

Bullying committed by students toward other students is strictly prohibited. Engaging in bullying conduct described in this rule by use of data or computer software that is accessed through any computer, computer system, computer network, or cellular telephone or other wireless or cellular communication device, is also prohibited.

For purposes of this rule, bullying is defined as overt, unwanted, repeated acts or gestures, including verbal or written communications or images transmitted in any manner including electronically or digitally, physical acts committed, aggression, or any other similar 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:

- places the targeted student in reasonable fear of harm to the targeted student's person or property;
- has a substantially detrimental effect on the targeted student's physical or mental health;
- has the effect of substantially interfering with the targeted student's academic performance; or
- 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 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 an unreasonable threat to the rights of other students to a safe and peaceful learning environment.

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 school administrator 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 school administrator. This report may be made anonymously.

The school administrator 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 alleged perpetrator and the targeted student(s) shall be notified of the reported bullying incidents within five business days of the report of such incidents and on a regular, periodic basis of the progress and the findings of the investigation and of any remedial action that has been taken. During the investigation, the school's priority will be the safety of the victim. *The investigation may include a determination of the severity of the bullying incident(s) and whether the*

transfer of the alleged perpetrator or victim to another school within the school corporation is warranted.

The school administrator 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 school administrator 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.

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.

A violation of this rule prohibiting bullying may result in any appropriate disciplinary action or sanction, including suspension and/or expulsion.

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.

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.

Educational outreach and training will be provided to school personnel, parents, and students concerning the identification, prevention, and intervention in bullying. Parents will be allowed to review any or all materials used in the school corporation's bullying and/or suicide prevention programs.

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 in each school.

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.

LEGAL REFERENCE: I.C. 20-33-8-0.2
I.C. 20-33-8-13.5

SUICIDE AWARENESS AND PREVENTION

The purpose of this policy is to protect the health and well-being of all students by having procedures in place to prevent, assess the risk of, intervene in, and respond to suicide. The corporation recognizes that physical, behavioral, and emotional health is an integral component of a student's educational outcomes, and that suicide is a leading cause of death among young people. The corporation has a responsibility to take a proactive approach in preventing deaths by suicide and acknowledges the school's role in providing an environment which is sensitive to the factors that place youth at greater risk for suicide and helps to foster positive youth development.

This policy covers actions that take place in the school, on school property, at school-sponsored functions and activities, on school buses or vehicles, at bus stops, and at school-sponsored out-of-school events where school employees are present. This policy applies to the entire school community, including teachers, administrators, corporation staff, students, parents/guardians, and volunteers.

Prevention

Policy Implementation

A corporation suicide prevention coordinator shall be designated by the Superintendent. The corporation suicide prevention coordinator will be responsible for planning and coordinating implementation of this policy for the school corporation.

Each school principal shall designate a school suicide prevention coordinator to act as a point of contact in each school for issues relating to suicide prevention and policy implementation. All staff members shall report students they believe to be at elevated risk for suicide to the school suicide prevention coordinator.

Professional Development

All administrators, teachers, and employees will receive annual training on risk factors, warning signs, response procedures, referrals, postvention, and resources regarding youth suicide prevention. The training programs used will be research-based that are demonstrated to be an effective or promising program and recommended by the Indiana Suicide Prevention Network Advisory Council.

The training will include additional information regarding groups of students at elevated risk for suicide, including those living with mental and/or substance use disorders, those who engage in self-harm or have attempted suicide, those in out-of-home settings, those experiencing homelessness, American Indian students, LGBTQ (lesbian, gay, bisexual, transgender, and questioning) students, students bereaved by suicide, and those with medical conditions or certain types of disabilities.

Additional training in risk assessment and crisis intervention will be provided to school-employed mental health professionals and school nurses.

Suicide Prevention Programming

Developmentally-appropriate, student-centered education materials will be integrated into the curriculum of all K-12 health classes. The content of these age-appropriate materials will include: 1) the importance of safe and healthy choices and coping strategies, 2) how to recognize risk factors and warning signs of mental disorders and

suicide in oneself and others, 3) help-seeking strategies for oneself or others, including how to engage school resources and community-based suicide prevention services. In addition, schools may provide supplemental small group suicide prevention programming for students.

The school corporation will work in cooperation with community-based suicide prevention services to provide educational and referral information about crisis intervention to at-risk students, their parents, and school employees. Referral information and the availability of suicide prevention services in the local community will be made available by the school corporation through its employee training and student education programs to its employees, its students, and their parents.

Assessment and Referral

When a student is identified by a staff person as potentially suicidal or a student self-refers, the student will be seen by a mental health professional within the same school day to assess risk and facilitate referral. If there is no mental health professional available, a school nurse or administrator will fill this role until a mental health professional can be brought in. The parent or guardian may be contacted at this point. For students at risk:

1. School staff will continuously supervise the student to ensure their safety.
2. The principal and school suicide prevention coordinator will be made aware of the situation as soon as reasonably possible.
3. The mental health professional or principal will contact the student's parent or guardian and will assist the family with an urgent referral. When appropriate, this may include calling emergency services or bringing the student to the local Emergency Department, but in most cases will involve setting up an outpatient mental health or primary care appointment and communicating the reason for referral to the healthcare provider.
4. Staff will ask the student's parent or guardian for written permission to discuss the student's health with outside care, if appropriate.

Crisis Team The superintendent or designee will appoint a crisis team, which will be a multidisciplinary team consisting of primarily administrative, mental health, and safety professionals, and support staff whose primary focus is to address crisis preparedness, intervention/response and recovery. Members of the crisis team should be professionals who have been specifically trained in crisis preparedness through recovery. The crisis team will take the leadership role in developing crisis plans, ensuring school staff can effectively execute various crisis protocols, and may provide mental health services for effective crisis interventions and recovery supports.

Publication and Distribution of Policy

This policy and its regulations will be distributed annually to all corporation employees and included in all student handbooks and on the school website. Legal reference I.C. 20-26-5-34.4.

APPENDIX

ADMINISTRATION

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

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

ARRIVAL AND LEAVING TIMES

The school assumes responsibility for supervision of students who are on the school premises during the hours of the normal school day including the ten minutes before the tardy bell and six minutes after the dismissal bell. The school also assumes responsibility for supervision of students involved in school sponsored activities.

Examples include activities such as extra-curricular athletics, school patrols, school approved field-trips, assigned after-school detentions and riding the school bus to and from school. The school does not assume responsibility for supervision of students when the students arrive before or leave after the above stated times except when the students are in a school sponsored activity. The school does not assume responsibility for the supervision of students when the students are participating in an activity which is not school sponsored such as scouts.

SPECIAL EDUCATION

Individuals with Disabilities Education Act of 2004 (IDEA) is a federal law which guarantees all students with disabilities from birth through age twenty-one the right to a free appropriate education designed to meet their individual needs. Indiana is governed by Article 7 (May 2019) which provides the legislative and department of education guidelines for implementing special education programs. Article 7 regulates special education programs and related services provided by the public schools as well as the state operated and state supported programs.

All licensed personnel and support staff within the student's school of legal settlement work together to provide or supervise the provision of specially designed instruction to

meet the unique needs of students with disabilities; and knowledgeable about the general education curriculum (IAC 7-42-3).

Either a parent of a student or a public agency (school representative) may initiate a request for an educational evaluation to determine if a student is eligible for special education services under Article 7. If a parent would like to have his/her child evaluated under this Article 7 they would inform appropriate building personnel in the child's school (principal, assistant principal, counselor). The designated person in the child's school will submit the request to school's psychologist. The school psychologist will then contact the parent to discuss the appropriateness of the evaluation as well as the next steps.

If you have any questions or concerns about the evaluation process, please contact your child's educational administrator.

Students who are eligible to receive special education services must be evaluated by a multidisciplinary evaluation team **to determine if the student meets criteria for one or more eligibility categories as defined by Article 7 listed below:** ~~and at a case conference, must be determined eligible based on one of the following eligibility categories:~~

| | |
|---------------------------------------|--|
| Autism Spectrum Disorder | Cognitive Intellectual Disability |
| Language or Speech Impairment | Multiple Disabilities |
| Emotional Disability | Orthopedic Impairment |
| Deaf or Hard of Hearing | Other Health Impairment |
| Specific Learning Disability | Traumatic Brain Injury |
| Developmental Delay until 8 years old | Blind or Low vision |
| Deaf-blind | |

The case conference committee, which includes the student's parents, **must then determine if the student requires specialized instruction as a result of the identified disability. If so, then the committee** ~~will then~~ develop an individualized education program (IEP). The IEP will be designed to meet the student's unique needs that could include related services **to enable the students equitable access** ~~as needed to assist a student to gain the greatest access~~ to the general education curriculum. Each student with a disability is educated in his/her least restrictive environment. Through evaluation, the case conference committee determines the service and the placement of the student.

For information related to discipline for students with disabilities please see board policy J 301 <https://www.lsc.k12.in.us/common/pages/DisplayFile.aspx?itemId=8299062>.

MULTILINGUAL LEARNERS (MLs)

It is the mission of Lafayette School Corporation to provide Multilingual Learners (MLs) and Immigrant students with high quality programming which is designed to assist students in learning English while simultaneously meeting challenging state academic content standards.

Students who are identified as Multilingual Learners have varying levels of English proficiency, but all have prior knowledge of their home language. English Language Development (ELD) services are designed to help students leverage their existing language skills to increase their English fluency. Multilingual Learners in LSC have 30-45 minutes of English Language Development daily at all elementary schools. Students are provided with the greatest possible access to the core curriculum while also affording access to appropriate English language instruction that will ensure consistent progress from “emergent bilingual” to “fluent English proficient” status.

EXCEL/CHALLENGE PROGRAM

The ultimate test of any educational program is its success in encouraging and enabling each individual to achieve his fullest potential.

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

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

The Lafayette School Corporation's program for gifted and talented students is based on a consideration of the characteristics and needs of gifted youth. It addresses the concerns of students, parents, educators, and the community in its attempt to meet the needs of students gifted in general intellectual ability, specific academic aptitude, leadership, creativity, and the visual and performing arts. The K-12 program provides for the sequential development of higher-level thinking skills, study at an appropriate pace and level, appropriate materials, opportunities for independent study and research, and appropriate activities within the school and in the community.

Individual building programs vary because of the number and needs of gifted students. Secondary programs may include EXCEL/Challenge (Honors) classes, Mentorships, and Individual Challenge Plans (I.C.P.).

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

For more information about the program contact your child's guidance counselor at Lafayette Sunnyside.

HEALTH SERVICES

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

Immunization Requirements: Indiana law requires that all students in 5th and 6th grade have 5 DT, 4 Polio, 2MMR, 3 Hepatitis, B, and 2 varicella. Additionally, all 6th graders must have a 1 Tdap and MCV4. It is the parent's responsibility to provide verified records of immunizations. Students may enroll but not attend school without documentation or required immunizations or verified medical or religious exemptions. All exemptions must be renewed every year.

Meningococcal Disease (meningitis): The following information is provided in compliance with IC 20-30-5-18:

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

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

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

ADMINISTRATION OF MEDICATION AT SCHOOL

With the exception of medications, which may be administered by a school nurse or trained first responder during a life-threatening emergency, no medication shall be administered to a student without the written and dated consent of the student's parent or guardian. The consent of the parent or guardian shall be valid only for the period specified on the consent form and in no case longer than the current school or program year. All nonprescription medicine to be administered to a student must be accompanied by a statement describing the medicine, the dosage, and the time for it to be administered to the student. All prescription medicine, including injectable medicine

and all blood glucose tests by finger prick to be administered to a student must be accompanied by a physician's prescription, a copy of the original prescription and the pharmacy label. If the medication is to be terminated prior to the date on the prescription, the written and dated consent or withdrawal of consent of the parent or guardian is required. The written consent of the parent or guardian and the written order of the physician shall be kept on file. All prescription and non-prescription medications to be administered at school or school functions must be FDA approved. Medication shall be administered in accordance with the parent's statement (in the case of nonprescription medicine) or the physician's order (in the case of prescription medicine) only by a school nurse or other employee(s) designated in writing by the school principal unless the medical condition requires the student to self-administer the medication. All administration of medicine shall be documented in writing. Any designated employee who is responsible for administering injectable insulin or a blood glucose test by finger prick shall receive proper training and such training shall be documented in writing.

Students may be administered non-FDA approved medications or treatments (such as CBD oils) under the following conditions:

1. Parent/Guardian will provide prescription from Health Care Provider(as stated above)
2. Parent/guardian or designated adult (not the School Nurse or LSC employee) must administer the prescribed dosage to the student.
3. Parent/Guardian or designated adult (not the School Nurse or LSC employee) must maintain possession of the medication. The medication will not be stored on school grounds.
4. Parent/Guardian or designated adult (not the School Nurse or LSC employee) will administer the prescribed non-FDA approved medication in the school health center.
5. Parents/Guardians may submit in writing a list of other adults that may come to the school to administer the dosage of the medication (This list should be specific with names, dates, dosage and time) including parental signature.

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

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

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

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

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

Medication possessed by the school for administration during school hours or at school functions, for students in grades K-8 functions may be released to the student's parent or to an individual who is eighteen (18) years of age or older and who has been designated, in writing, by the student's parent to receive the medication.

A school may send home medication that is possessed by the school for administration during school hours or at school functions with a student only if the student's parent provides written permission for the student to receive the medication.

Whenever practical and foreseeable, the administration shall work with the school physician and school nurse to develop an appropriate protocol(s) for the use of medication(s) in emergency situations.

Legal Reference: I.C. 20-19-2, I.C. 20-35-2-1, I.C. 34-4-1-16.5-3.5, 511 IASC 7-6-7, I.C. 20-33-8-13, I.C. 20-34-3-18

Administration of Naloxone by School Nurses

School nurses are permitted to administer Naloxone on school grounds in the event it is warranted. School nurses will be trained by the Tippecanoe County Health Department. The Tippecanoe County Health Department is a registered source; therefore, an annual registration is not required.

The school nurse shall reach out the Tippecanoe County Health Department for directions to make a report when Naloxone is administered.

Legal Reference: I.C. 20-19-2, I.C. 20-35-2-1, I.C. 34-4-1-16.5-3.5, 511 IASC 7-6-7, I.C. 20-33-8-13, I.C. 20-34-3-18, I.C. 20-34-3-22

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

- Temperature of 100 or more
- Severe sore throat
- Persistent cough
- Vomiting and/or diarrhea
- Severe headache
- Undiagnosed rash or skin infection
- Undiagnosed red and/or draining eye(s)
- Lice – Untreated

- Leakage of bodily fluids
- Scabies – Untreated
- Injury making it hazardous to be in school

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

Accident: All potentially serious school injuries must be reported to school personnel at the time of the injury. Any school personnel present at the time of the injury are to initiate an Accident Report and file it with the school nurse. The parent is responsible for cost, or all medical care, and other services associated with the accident.

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

Cleanliness: During the school year, the school nurse may speak to students regarding cleanliness and healthful hygiene habits. Students may be checked for pestilence and skin disorders. Students are to be clean when sent to school and may be excluded under State Department of Health regulations if good hygiene is disregarded.

Human Growth and Development: Human growth and development will be discussed in 5th and 6th grades.

Hearing Screenings: Hearing screenings are given to all seventh graders, new students, and those referred. Parents are notified of any problems by the speech and hearing clinician.

Vision Screenings: Vision screenings are given to 5th grade students, eighth graders, and new students and those referred. The school nurse informs parents if the screening test indicates need for medical follow-up. If a parent prefers his/her child not receive a screening test, the nurse must be notified in writing.

Illness or Injury: If a student becomes ill or is injured, they should report to class and ask permission to see the nurse. If the nurse is not on duty, the student should report to the guidance office.

Over the counter medication: Non-prescription medicines must be in the original container and delivered to the health center. A signed school parent permission form must be on file in the health center before any medicine will be dispensed. (See LSC Policy J700 on the previous three pages.)

Religious or other Objections to Testing: If the student has a religious or other objection to testing, the nurse must be notified in writing. All exemptions must be renewed every year.

Injury or illness occurring during school: Students should report to their teacher and obtain a pass to the Health Center.

Insurance: The school does not provide health insurance for students. Information for obtaining health insurance for children is available from the Tippecanoe Community Health Clinic or Tippecanoe County Division of Family and Children.

ACTION PLAN FOR A STUDENT/ATHLETE WITH A SUSPECTED CONCUSSION 4/2012

Below is the description of the action plan by athletic department coaches, club sponsors, intramural coaches, nurses, trainers, team doctors and administrators should any Sunnyside Intermediate School student/athlete be suspected of being concussed:

1. The student/athlete will be removed from the activity immediately if they are suspected of having a concussion.
2. The coach/sponsor will inform the athletic trainer or school nurse, in the case of a sponsor of a club or intramural sport, as soon as possible of the suspected concussion and will make contact with the student's/athlete's parent or guardian to explain the situation.
3. The student/athlete will be evaluated by a licensed athletic trainer or licensed school nurse that has a certification of completion from the Centers for Disease Control video "Heads up Concussion in Your Sport".
4. The athletic trainer or school nurse will contact the parent or guardian to confirm whether the student/athlete has been suspected of having a concussion. (The athletic trainer will inform the school nurse that the student/athlete is suspected of having a concussion. The school nurse will inform the athletic trainer that the student/athlete is suspected of having a concussion.)
5. If no licensed athletic trainer or licensed school nurse is available the coach/sponsor will contact the parent or guardian and inform them that it is suspected that the student/athlete could have a concussion.
6. Before returning to practices or contests the student/athlete must be seen by an Indiana licensed physician that has been trained in concussion diagnosis and treatment.
7. The student/athlete will only be allowed to return to practices and contests after they have presented the signed "Head Concussion Evaluation and Release to Play Form for License Health Care Providers" to the Sunnyside Intermediate School nurse. The form is available on the Indiana Department of Education Learning Connection web site under "IDOE Concussion and Head Injury in Student-Athletes".
8. All signed release forms will be kept on file in the nurse's office.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1984

PUBLIC LAW 93-380

The Student Records Policy of the Lafayette School Corporation complies with the provisions of the Family Educational Rights and Privacy Act of 1974, Public Law 93-380. In broad outline, this policy provides for the following:

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

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

LAFAYETTE SCHOOL CORPORATION COMPLIANCE PLAN FOR SECTION 504 OF THE REHABILITATION ACT OF 1973

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

1. LSC assures students, parents, employees, applicants for employment, and patrons that it will not discriminate against any individual.
 2. For questions pertaining to Section 504 compliance, please contact your student's building administrator.
 3. Parents are provided procedural safeguards, which are included in the "Notice of Disabled or Who Are Believed To Be Disabled."
 4. An impartial due process hearing and review (appeal) are provided upon request. Procedures are detailed in the "Notice of Parent/Student Rights in Identification, Evaluation, and Placement of Individuals Who Are Disabled or Who Are Believed To Be Disabled."
 5. Notice to students, parents, employees, and general public of non-discrimination assurances and parent/student rights in identification, evaluation, and placement will be disseminated annually in the following manner:
 - a) Public service announcement in local newspapers;
 - b) Announcement in local school systems; and,
 - c) Posted notice in each public school building.
- Additionally, the notice will be included in the professional handbook and disseminated to each principal for inclusion in each student/parent handbook.
6. LSC has established the following local grievance procedure to resolve complaints of discrimination (*These procedures parallel those outlined in The Family Educational Rights and Privacy Act [FERPA].*):
 - a) An alleged grievance under Section 504 must be filed in writing fully setting out the circumstances giving rise to such grievance.

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

MCKINNEY-VENTO HOMELESS STUDENT STATEMENT OF RIGHTS

The National Center for Homeless Education has broadened the definition of a homeless student to include any student lacking a fixed, regular and adequate nightly residence. The definition of homeless now includes those living in a shared residency situation, those living in shelters, those living in motels or hotels or campgrounds, and those unsheltered. It also includes students who are unaccompanied and are not living with their parents or a guardian.

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

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

The school corporation does have the right to verify all student addresses.

Who can help?

All school corporations must have at least one McKinney-Vento Liaison. The liaison's role is to help families in homeless situations with school related issues. For example, the liaison can help with problems related to enrollment, request transportation on behalf of the children, help obtain immunizations or immunization records and birth certificates, and help mediate disputes with the school district.

Liaisons also help youth without parents or guardians. To find out who serves as your school's McKinney-Vento Liaison, call your corporation's central administration office to ask for more information.

The Lafayette School Corporation McKinney-Vento Liaison is Mandy Fisher. She can be reached at mfisher@lsc.k12.in.us or by calling 765-771-6000.

VISITORS TO SCHOOLS POLICY

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

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

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

Board Adopted: August 8, 1994

Revised: November 11, 2002

STUDENT LOCKERS AND STUDENT PERSONAL POSSESSIONS

All lockers made available for student use on the school premises, including lockers located in the hallways, physical education and athletic dressing rooms, industrial education classrooms, and art classrooms, are the property of the school corporation. These lockers are made available for student use at the school, but the lockers 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. A student shall not expect to have privacy in a locker or its contents. The student's use of the locker does not diminish the school corporation's ownership or control of the locker. The school corporation retains the right to inspect the locker and its contents to ensure that the locker is being used in accordance with its intended purpose, and to eliminate fire and other hazards, maintain sanitary conditions, attempt to locate lost or stolen material, and to prevent use of the locker to store prohibited or dangerous materials such as weapons, illegal drugs, paraphernalia, or alcohol. The school corporation also reserves the right to inspect personal property of the students, including coats, jackets, backpacks, purses, and bags or other personally carried items by nonbite dogs through dog sniffs. Based upon reasonable suspicion, probable cause or consent, the school corporation may then search the personal property of students. These inspections and potential searches shall occur by students being required to place their coats, jackets, backpacks, purses, and bags, or other personally carried items wherein said items will be placed in a hallway and the students will then remain in or return to classrooms. All students are advised that under these circumstances the students shall have no expectation of privacy of the contents of said coats, jackets, backpacks, purses, and bags or other personally carried items. At the direction of the Superintendent, or his designee, the Administration may make use of dogs, law enforcement officials, or other appropriate technology to inspect school premises, including school lockers, and students' coats, jackets, backpacks, purses, and bags or other personally carried items. Legal Reference: IC 20-33-8-32 Date Adopted: February 28, 1994 Board Revised: June 11, 2007; April 13, 2010; March 13, 2023

NOTICE OF INTENT TO COMPLY WITH TITLE IX

It is hereby made known, as a matter of public information, that the Lafayette School Corporation intends to comply with Title IX of the Education Amendments of 1972 as amended by Public Law 93-568, effective July 21, 1975, and the Americans with Disabilities Act. You will find the complete Sexual and Racial Harassment policies and procedures for the Lafayette School Corporation on the school's website under the "Parents" heading. Complaint forms may be obtained at the front office of the school. The Title IX Compliance Officer for the Lafayette School Corporation is Mr. Brandon Hawkins. He can be reached at bhawkins@lsc.k12.in.us or by calling 765-771-6000.