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

**SCHOOL BOARD**

President	<b>Ms. Julie Peretin</b>
Vice-President	<b>Mr. Steve Bultinck</b>
Secretary	<b>Mx. Ebony Barrett</b>
Member	Dr. Margaret Hass
Member	Mr. Brent Clemenz
Member	Dr. Robert Stwalley, III
Member	<b>Mr. Oscar Trujillo</b>

**ADMINISTRATION**

Superintendent	Mr. Les Huddle
Associate Superintendent	Dr. Alicia Clevenger
Assistant Superintendent for Secondary C & I	Dr. Katie Reckard
Director of Special Education	Ms. Lissa Stranahan
Director of Human Resources	Mr. Brandon Hawkins
Chief Financial Officer	Mr. Troy Cloum

**ELEMENTARY SCHOOLS**

<b>SCHOOL</b>	<b>ADDRESS</b>	<b>PHONE</b>
Earhart	3280 S. 9 <sup>th</sup> Street	772-4740
Edgelea	2910 S. 18 <sup>th</sup> Street	772-4780
Glen Acres	1106 Kensington Drive	771-6150
Miami	2401 Beck Lane	772-4800
Miller	700 S. 4 <sup>th</sup> Street	476-2930
Murdock	2100 Cason Street	771-6120
Oakland	611 S. 21 <sup>st</sup> Street	771-6130
Vinton	3101 Elmwood Avenue	771-6140

## **Elementary Academic Calendars**

Traditional calendar for Earhart, Edgelea, Glen Acres, Miami, Miller, and Murdock:

[2026-2027 Traditional Academic Calendar](#)

Oakland Elementary Balanced Calendar:

[2026-2027 Balanced Calendar](#)

Vinton Four-Day Week Calendar:

[2026-2027 Four-Day Week Calendar](#)

## **INTRODUCTION**

### ***PREFACE TO PARENTS***

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

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

### ***LAFAYETTE SCHOOL CORPORATION MISSION STATEMENT***

To nurture, inspire, and empower students and staff.

### ***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, Associate Superintendent, Chief Financial Officer, Assistant Superintendent, and various Department Directors, the Principal has full control and complete responsibility for the buildings and grounds, all supplies and equipment, all activities,

and all students, teachers, custodians, and others occupied in or about the buildings and grounds. He/she supervises the school curriculum, works with the staff and students to establish school policies, schedules, classes, assigns special duties, coordinates the calendar of school events, and works with the staff and special supervisors in curriculum improvement.

## **STUDENTS RIGHTS, RESPONSIBILITIES, POLICY AND PROCEDURES**

### ***CORPORATION POLICY RELATED TO STUDENT BEHAVIOR***

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

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

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

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

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

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

### ***RIGHTS, RESPONSIBILITIES AND PROCEDURES*** **ATTENDANCE**

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

## **THE SCHOOL DAY**

The elementary school day:	8:30-3:25
Doors open:	8:00
Students may enter classrooms:	8:20
Tardy bell rings:	8:30

~~Please note Vinton Elementary's day follows a different daily schedule.~~

## **VINTON ELEMENTARY'S SCHOOL DAY**

The school day:	8:00-3:45
Doors open:	7:30
Students may enter classrooms:	7:50
Tardy bell rings:	8:00

For your child's safety, you need to inform the school before 8:30 a.m. on the day of the absence, and this will be recorded as an exempt absence if it complies with numbers 1-8 in the next section. An absence for which no information is received will be considered truancy.

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

## **CLARIFICATION OF ATTENDANCE RESPONSIBILITY**

Students will not be permitted to leave school during the day without permission from the building principal or his/her designee. A student who leaves the building without the school's knowledge is considered truant. On a normal school day, school starts at 8:30. Students will be marked as tardy from 8:31-8:45. 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 8:45, the student will be marked tardy-truant. All tardy-truants equal 0.5 day absence. On a two-hour delay day, school starts at 10:30. Students will be marked as tardy from 10:30-10:45. After 10:45, 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.

### **Excused Absences:**

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

#### **Exempt – Student is counted as present and not penalized:**

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. Participating in a scheduled competition, exhibition, or event for educational purposes offered by the national or Indiana FFA organization or a 4-H club approved in writing by the principal (up to six days, and if the student is in good academic standing)
7. Court appearances with a subpoena

#### **Medical – Student is counted as absent but excused**

1. Personal illness with note from doctor
2. Absences due to medical or dental appointment with doctor's office note or documentation

#### **Administrator Approved – Student is counted as absent but excused unless otherwise noted**

1. School-sponsored field trips (student will be considered in attendance)
2. Sent home by the school nurse
3. College visits (no more than 2 per school year)

Family Bereavement – Student is counted as absent but excused

1. Death in the immediate family (with documentation)
2. Funeral for a member of the family – grandparents, parents, guardians, siblings, first cousins (with documentation)

Religious Observation/Event – Student is counted as absent but excused

1. Observation of a recognized religious holiday
2. Attendance at a required religious event

Family Choice Planned – Student is counted as absent but excused

1. Pre-arranged and approved by principal attendance at special family event (no more than 5 days in the school year, must be in good academic standing)

Family Choice Unplanned – Student is counted as absent but excused

1. Parent choice to keep child home due to weather - school in session (limited to 3 days per school year)

**Unexcused Absences:**

All absences not designated as excused shall be considered unexcused absences. All Unexcused absences will count toward the ten-day limit.

**Truant:**

- 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.

~~For the 2025-2026 school year, a student will not be suspended or expelled solely for being a habitual truant (missing ten or more unexcused absences in a school year) or being chronically absent (missing eighteen (10%) or more days during a school year).~~

**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 (Including College Visits)**

The parent or guardian should contact the school personally to arrange for such absences. Contact must be made **BEFORE** the 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. 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 Twelfth 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 ten 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.
  - 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.

Legal Reference: I.C. 20-33-2.5-4; IC 20-33-2-14

## **REPORTING ABSENCES, SPECIAL ABSENCES AND REQUESTING HOMEWORK**

1. To report absences, the parent or legal guardian must call the school on the day of the absence after 7:30 a.m. and before 9:00 a.m. giving the reason for the absence. 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.

## **TARDY AND TARDY-TRUANCY PROCEDURES**

1. A student is tardy to school if he/she is not in the classroom by 8:30 a.m. (The recommended time to be at school is 8:15 a.m.) If the student arrives after 8:30 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. **If the student arrives between 8:45 – 11:59 without an exemption, he/she is considered to be half day absent (A-A) and will be subject to the attendance procedures above and the accompanying truancy mediation procedures.**
  - **For Vinton students, if a student arrives between 8:15-11:45 without an exemption, he/she is considered to half day absent (A-A) and will be subject to the attendance procedures above and the accompanying truancy mediation procedures.**
3. **Any student leaving school after 12:01 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.**
  - **Any Vinton student leaving school after 11:46 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 procedres above and the accompanying truany mediation procedures.**
4. If a student is excessively tardy (**accumulates 10 tardies during an academic year**), a letter may be sent home notifying parents of the number of tardies **along with an invitation to an Attendance Education Class meeting**. A consequence may be assigned for continued tardies.

## **RELIGIOUS INSTRUCTION RELEASE TIME**

Students will be excused from school for religious instruction upon the written notice of the parent to attend religious instruction, and said notice is valid only during the school year it is received. Elementary school students may be excused for not more than 120 minutes total in a week, and secondary school students may be excused for not more than the time of attending an elective course during the school week. Release time includes travel to and from the designated location.

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, and to ensure the periods during which the student receives religious instruction are the least disruptive to the student's required instructional time and limited to the time per week set out in this policy or the law.

In the event an entity may be providing religious instruction to more than one student enrolled in the school corporation, the superintendent or a designated principal may arrange in advance with the entity the time periods the students will receive religious instruction per week and least disruptive to the students' required instructional time and limited to the time per week set out in this policy or the law.

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**

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

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

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

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

1. Shoes must be worn at all times. Special purpose shoes that may pose a safety hazard, such as “Wheelys”, “Heelys”, flip flops and high-heeled shoes are not permitted at school.
2. Jackets, coats, hats and other headgear are not to be worn in school by male or female students without prior administrative approval.
3. Shorts and skirts should extend to finger-tip length (finger-tip length is determined by having the student stand with their arms fully extended downward at their sides).
4. Shirts should be long enough and pants should be high enough that one’s stomach does not show. Spaghetti straps, halter tops, bare shoulders, bare backs, low neck lines, etc. are not appropriate for school. Pants should be worn at or above the hip bone and covering all underwear. Clothing should be free from holes. Shirts that cover leggings must be fingertip length. No pajamas will be permitted.
5. Clothing or accessories which draw negative attention to the individual are not permitted. Students should not wear items of clothing which advertise or promote actions or products which are illegal or against school rules. This includes, but is not limited to, the mention of alcohol, tobacco, and other controlled substances, obscenities, and cartoons or captions of a sexual nature. Symbols or slogans which may be considered racist or ethnically derogatory are not to be worn to school or school events.

6. Body jewelry deemed disruptive to the educational process or poses a threat to student safety is prohibited.
7. Appearance, including dress, make-up, and hairstyles, deemed disruptive to the educational process will not be permitted. Hair color that is disruptive to the educational environment will not be allowed.
8. It is expected that while at school or at school functions or activities, students will not wear, possess, use, distribute, display, or sell any clothing, jewelry, emblems, badges, symbols, signs, graffiti, or other items deemed to be evidence of membership or affiliation with a gang.

## **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.

To accomplish this, LSC will ensure that

- the individual needs of students are a priority in the consistent implementation of discipline policy, procedures and practices with effective interventions and support;
- the individual histories, life experiences, and backgrounds of students and staff are considered in developing meaningful relationships throughout the school community,
- developmentally appropriate expectations are taught, modeled, and clearly communicated by LSC staff;
- excellence in behavior as a prerequisite for excellence in academics is acknowledged and recognized;
- staff are supported through professional development; and
- a welcoming atmosphere is experienced by all throughout the schools, classrooms, offices, and vehicles of the school corporation, and at every school sponsored activity.
- students who are struggling behaviorally will receive progressive consequences to deter negative behavior.

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, administrators and staff members may take the following actions:

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

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

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

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

**a. IN-SCHOOL SUSPENSION:**

In-school suspension is an alternative to out-of-school suspension. Students may be assigned in-school suspension for up to ten (10)

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

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

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

**3. EXPULSION:**

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

**4. FORCE AND RESTRAINT:**

Force and restraint which is reasonable and necessary is permissible.

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

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

1. On school grounds immediately before, during, and immediately after school hours and at any other time when the school is being used by a school group;
2. Off school grounds at a school activity, function, or event;
3. Traveling to or from school or a school activity, function, or event; or
4. During summer school;
5. Using property or equipment provided by or belonging to the school; or
6. eLearning or virtual learning.
7. Using or possessing of tobacco/vape on school property may result in suspension from school and repeat violations may result in expulsion.

After an elementary student has been through progressive discipline or at the discretion of administration, they may be assigned to "Chance." Chance is a LSC Elementary behavior modification program that will be housed at Thomas Miller Elementary School. If Chance is assigned by an administrator, attendance is required. Students will complete at least a 15 day behavior redirection curriculum in addition to regular curriculum during the fifteen (or more) days in order to successfully complete the program and be placed back in their home school.

## **MISCONDUCT AND/OR DISOBEDIENCE**

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

1. Using violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or other conduct constituting an interference with school purposes, or urging other students to engage in such conduct. The following enumeration is only illustrative and not limited to the type of conduct prohibited by this rule:
  - a. Occupying any school building, school grounds, or part thereof with intent to deprive others of its use.
  - b. Blocking the entrance or exits of any school building or corridor or room therein with the intent to deprive others of lawful access to or from, or use of the building, corridor, or room
  - c. Setting fire to or damaging any school building or property.
  - d. Prevention of or attempting to prevent by physical act the convening or continued functioning of any school or education function, or of any meeting or assembly on school property.
  - e. Intentionally making noise or acting in any manner so as to interfere with the ability of any teacher or any other person to conduct or participate in an education function.
2. Causing or attempting to cause damage to school property, stealing or attempting to steal school property.
3. Causing or attempting to cause damage to private property, stealing or attempting to steal private property.
4. Causing or attempting to cause physical injury or behaving in such a way as could reasonably cause physical injury to any person. Self-defense or reasonable action undertaken on the reasonable belief that it was necessary to protect some other person does not constitute a violation of this rule.
5. Any student who overtly 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 (IC 20-33-8-0.2). This includes bullying and/or racial and/or sexual harassment. Bullying includes cyber bullying which takes place on or immediately adjacent to school grounds, at any school sponsored activity, or on school-provided transportation or at any official school bus stop, through the use of the district's Internet system while on or off campus, through the personal use of a digital device on campus, or off campus activities that cause or threaten to cause a substantial disruption at school. Please see the next section for the anti-bullying plan.
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 hair style, which is profane, indecent, lewd, vulgar, offensive, disruptive to school purposes, or interferes with the educational environment? This includes racial and/or sexual harassment.
17. Using on school grounds during school hours an electronic paging device or a cell phone in a situation not related to a school purpose or education function. A Parent(s)/Guardian(s) allowing students to carry electronic devices to school imply permission to the school to have access to any and all information on the device if confiscated for disciplinary or investigative purposes.
18. Exhibiting or participating in any behavior related to criminal organization membership or affiliation, recruiting or furthering the interest of criminal organizations, or possessing, using, distributing, displaying, wearing, or selling anything deemed to be evidence of criminal organization membership or affiliation.

\*\*\*LSC Board Policy J303 regarding criminal organization can be found [HERE](#).

19. Engaging in academic dishonesty; the student submits academic work as their own when that work was copied from or completed by another person/student or taken from outside sources that were not properly acknowledged.

## **POSSESSING A FIREARM OR A DESTRUCTIVE DEVICE**

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

## **POSSESSING A DEADLY WEAPON**

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

## **POSSESSION OF TOBACCO/VAPING**

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 two things may occur:

In-school suspension or out-of-school suspension. Repeat violations may result in expulsion.

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

## **UNLAWFUL ACTIVITY**

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

## **LEGAL SETTLEMENT**

Indiana Law requires students to attend school in the attendance boundaries in which the student and parent live. If a student's legal settlement has changed after the student has begun attending school in any school year, he/she may complete the semester upon parent request, or at the discretion of the school until the end of that school year (Indiana Code 20-26-11-2). For more information on student transfers into the Lafayette School Corporation, please inquire at the school office or refer to [Board Policy J215](#). If a student moves to another school within the Lafayette School Corporation, the student may continue to attend the school in which he/she was first enrolled for the remainder of the school year.

## **SUSPENSION PROCEDURES**

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

1. A meeting will be held prior to the suspension of any student. At this meeting the student will be entitled to:
  - a. a written or oral statement of the charges;
  - b. if the student denies the charges, a summary of the evidence against the student will be presented; and,
  - c. an opportunity to explain his or her conduct.
2. The meeting shall precede suspension of the student except where the nature of the misconduct requires immediate removal. In such situations, the meeting will follow the suspension as soon as reasonably possible following the date of the suspension.
3. Following the suspension, the parent or guardian of a suspended student will be notified in writing. The notification will include the dates of the suspension; describe the student's misconduct, and the action taken by the principal.
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 an expulsion meeting, the principal (or designee), will present evidence to support the charges against the student. The student or parent/guardian will have the opportunity to answer the charges against the student, and to present evidence to support the student's position.

5. If an expulsion meeting is held, the person conducting the expulsion meeting will make a written summary of the evidence heard at the meeting, take any action found to be appropriate, and give notice of the action taken to the student and the student's parent.

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

1. The student has not been expelled or required to attend an alternative school.
2. The expulsion officer has found the student has engaged in prohibited conduct of the type enumerated below, unless a.) The student has denied commission of the misconduct for which the expulsion has been ordered and b.) significant new evidence favorable to the student and not available at the time of the expulsion meeting has been discovered, and is specifically described in the request for appeal:
  - a. Occupying any school building, school grounds, or part thereof with intent to deprive others of its use.
  - b. Blocking the entrance or exits of any school building or corridor or room therein with intent to deprive others of lawful access to and from, or use of the building, corridor, or room.
  - c. Setting fire to or substantially damaging any school building or property.
  - d. Possessing, firing, displaying, or threatening use of firearms, explosives, or other weapons on school premises.
  - e. Prevention of or attempting to prevent by physical act the convening or continued functioning of any school or educational function, or any lawful meeting or assembly on school property.
  - f. Causing or attempting to cause substantial damage to school property, stealing or attempting to steal school property of substantial value, or repeatedly damaging or stealing school property of small value.
  - g. Intentionally behaving in such a way as to endanger the safety of any person, except where self-defense or reasonable action undertaken on the reasonable belief that it was necessary to protect some other person has been raised at the expulsion meeting as a defense to finding of a violation of this provision.
  - h. Threatening or intimidating any student or school employee for the purpose of, or with the intent of, obtaining money or anything of value from the student.
  - i. Except for approved school purposes, knowingly possessing, handling, or transmitting a knife or any other object that can reasonably be considered a weapon, or looks like a weapon.
  - j. Knowingly possessing, using, transmitting, or being under the influence of any controlled substance, prescription drug, narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, intoxicant or depressant of any kind, or any paraphernalia used in connection with the

listed substances. Proper medical use of a prescription or non-prescription drug is not a violation of this subdivision.

- k. Engaging in the lawful selling of a controlled substance or engaging in a criminal law violation that constitutes a danger to other students or constitutes an interference with school purposes or an education function.
3. The student has admitted the rule violation for which expulsion has been ordered, unless the appeal is limited to a challenge to the imposition of expulsion or the length of the expulsion imposed.
4. The length of the expulsion imposed is less than one semester or is the remainder of the current semester.

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

## ***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, 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 commits bullying behavior and the targeted student attends 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 an 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 before the end of the next school day of the report of such incidents and shall be notified the school is investigating the reported bullying incidents before the end of the next school day of the report of such incidents.

The school shall report to the alleged perpetrator and the targeted student(s) on a regular, periodic basis 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 parents of the alleged perpetrator and the targeted student(s) shall be notified of the conclusions of the reported bullying investigations before the end of the next school day after the conclusions of the investigations.

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 that requires reporting to law enforcement under Indiana law based on 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 [Board Policy J304](#)

## ***RACIAL HARRASSMENT***

For information regarding racial harassment, please refer to [Board Policy G391](#).

## ***QUEST***

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

## **GENERAL INFORMATION**

### ***KINDERGARTEN ENTRY AGE***

A child who is 5 years old on or before August 1 of a school year may be enrolled in the kindergarten program (IC 20-33-2-7).

Parents of children who turn 5 years old between August 1 and before October 1 may request early kindergarten entry for their child in accordance with [Board Policy \(J210\)](#). If you have questions, please call Dr. Alicia Clevenger at Hiatt Administration Center at (765) 771-6000 for more information.

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

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

### ***ASSIGNMENT OF STUDENTS TO SCHOOLS***

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

school in their home attendance district must successfully comply with all LSC elementary student handbook policies and procedures and parents are required to transport their child to and from school. **Failure to do so may result in the student being assigned back to their home school.**

The elementary student who moves out of the LSC may complete the semester before being required to transfer. Transfers within LSC during the school year are strongly discouraged except under extreme circumstances.

- a. Moving to another school  
If a student plans to move to another school attendance area within the Lafayette School Corporation the parents should call the office during the school year as soon as they know the move will take place.
- b. Transfer Request  
For information regarding requested transfers to another LSC school please check [Board Policy J220](#)
- c. Transfer forms may be obtained at a student's home school office.

## **ARRIVAL AND DISMISSAL**

The school assumes responsibility for supervision of students who are on the school premises during the hours of the normal school day. The school also assumes responsibility for supervision of students involved in school sponsored activities. Examples include activities such as school patrols, school approved field trips, assigned after-school detentions and riding the school bus to and from school. The school does not assume responsibility for supervision of students when the students arrive before or leave after the stated times on page eight (8) except when the students are in a school sponsored activity. Students that ride a school bus to and/or from school must follow school and bus stop expectations. Students that walk to and from school should follow standard pedestrian safety practices. Students and parents must follow school arrival and dismissal procedures. After the first week of school, parents need to drop students off at the arrival door. For the safety of all students, parents must follow the school's arrival and dismissal policies. Special circumstances must have prior administrative approval.

At the beginning of the year, parents will be asked to tell the school what the typical dismissal plan will be for their child. If there is a change in dismissal plans, parents will need to send a note with their child or call the school office **before 2:45 p.m.** Except for emergencies, there will be no changes to dismissal procedures after **2:45 p.m.** The school can not be held responsible for correct dismissal instructions if instructions are given to the school after this time. For the safety of your child, frequent changes to dismissal will not be allowed.

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 and after-school care sponsored by an outside agency.

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

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

## **VACATIONS**

School vacations will be observed on the following dates:

**September 7**

Labor Day

October 19-23	Fall Break
November 25-27	Thanksgiving Break
December 21-January 1	Winter Break
January 18	M.L. King, Jr. Day
February 15	Presidents' Day
March 22-26	Spring Break
May 21	Last Day of School

**Oakland Elementary Vacations:**

September 7	Labor Day
October 19-30	Fall Break
November 25-27	Thanksgiving Break
December 21-January 1	Winter Break
January 18	M.L.King Jr. Day
February 15	Presidents' Day
March 15-26	Spring Break
May 27	Last day of school (Provided no makeup days are needed)

***Oakland Elementary Only:*** *Make up days: Added at Spring Intersession and the end of school year.*

Because of the Indiana Law requiring 180 days of student attendance, snow make up days will be required. 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. Please refer to the school calendars for snow make up dates.

***EMERGENCY SCHOOL CLOSINGS AND PARENT NOTIFICATION***

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

In addition, an automated service will call or text emergency school closings, delays, or other announcements. This system uses the current phone numbers parents have given the school. Parents must opt in for this automated service during the registration process or they may go into the Parent Portal of Power School and opt in at any time.

**Please let the school know if your contact information changes, or if you do not receive messages from this system.**

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

## **BREAKFAST/LUNCH PROGRAM**

Lafayette School Corporation has partnered with Chartwells. This partnership provides our students with a nutritious and exciting culinary program that includes:

- Scratch cooking
- More menu options
- Nutrition Education
- Healthy Options
- Local purchasing
- Advanced technology resources
- You can find out more about Chartwells here: <http://www.chartwellsschools.com/>

### **All meals are free to all students.**

School breakfast and lunch are planned following government standards and providing foods children will eat so they will gain the full nutritional benefit of the meal. Monthly menus are available for students and parents at [www.lsc.nutrislice.com](http://www.lsc.nutrislice.com). In addition, they are posted in the school and available on the Food Service page of the LSC website. **Menus are subject to change if circumstances warrant it.**

Parents may send money to school in an envelope marked with the student's name and teacher to be given to the food service staff where it will be credited to the student's cafeteria account. Before school is the best time to add money to the student's meal account. Payments may also be made at [www.myschoolbucks.com](http://www.myschoolbucks.com). This link can be found on the LSC website under the Parents tab. The cafeteria account balance will carry over from school year to school year. The account balance will transfer automatically if a student moves to another school in the Lafayette School Corporation. An application for free and reduced priced meals must be completed each school year unless the family receives notification that they are directly certified for free meal benefits. Applications may be submitted any time during the school year.

An application for free and reduced priced meals must be completed each school year unless the family receives notification that they are directly certified for free meal benefits. Applications may be submitted any time during the school year.

Because of the time constraint, on 2-hour delay days only the hot lunch entrée (on the menu) will be available. Students arriving late (after 9 am) to school may be limited to ordering only the hot lunch entrée. Any student with a special needs diet would follow their planned menu in both of these situations. School meals should be eaten at school and not taken home. No food may be taken out of the cafeteria. The elementary schools will not serve breakfast on days that school is on a 2-hour delay.

### **Policy on Charging School Lunches Meal Pricing:**

**All meals are currently FREE for all students regardless of their ability to pay. Only secondary schools have the opportunity to purchase Ala Carte items.**

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

The guidelines for the Lafayette School Corporation require that when a child has requested a school meal without funds to pay for it, payment is expected the following day. A maximum of three (3) unpaid lunches are allowed before students are allowed the following two options. The first option is receiving a cheese sandwich (in lieu of the

main item served that day), along with the normally served fruit, vegetable, and milk. This alternate serving is a qualified meal per the federal guidelines, and will be charged to the child's (parent's) account. The second option is that the child may call home (from the school office) to request money or have a lunch brought from home.

Please help your child by keeping your account current and not charging additional school lunches when getting to the overdrawn level. Should you have questions about this procedure, contact the Director of Food Services for the Lafayette School Corporation at (765) 771-6145.

## ***VOLUNTEERS***

Parents and interested community members are encouraged to volunteer in LSC schools and many do volunteer to supervise children on field trips, in classrooms, etc. Safety of our students is the number one priority of parents and of the school district. LSC administration may limit non-essential volunteers for health and safety of students and staff. Potential LSC volunteers must submit to an expanded criminal history check prior to being approved to volunteer. An expanded criminal history check as defined in Indiana Code 20-26-5-10 means a criminal history background check of an individual that includes but is not limited to: a search of the records maintained by all counties in Indiana in which the individual who is the subject of the background check resided; a search of the records maintained by all counties or similar governmental units in another state, if the individual who is the subject of the background check resided in another state; and a check of the sex offender registries in all fifty (50) states or the national sex offender registry maintained by the United States Department of Justice. To make things as easy as possible for potential volunteers the LSC has a link available on its website to a company that does the necessary searches. Please go to the LSC website at [www.lsc.k12.in.us](http://www.lsc.k12.in.us) and click on Community and then Volunteers and then Secure Volunteer. There is a cost involved with this background check. Approved volunteers will receive an approval card that is good for two (2) years from the date of approval. Potential volunteers are advised to apply for a volunteer background check at least two weeks prior to wanting to volunteer.

## ***STUDY TRIP CHAPERONES***

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

The principal will approve the number and type of chaperones needed for each study trip, as recommended by the teacher(s). In the event there are more interested chaperones than available places, the principal or his/her designee will select the chaperones. Chaperone opportunities are available on the LSC website at [www.lsc.k12.in.us](http://www.lsc.k12.in.us). At the LSC website, under the "Community" tab, click on the "Volunteers" tab and fill out the information needed for a volunteer background check.

**STUDY TRIPS**

LSC administration may determine study trips to be accomplished “in-house” using virtual field trips. If students will leave the building for a study trip, personnel of the school will attempt to provide students with specific information about the trip. This would include the itinerary, dates, times, and cost. If, for any reason, you do not want your child to participate in an event, please notify your child’s teacher or principal in writing. If the school is not notified of any objections, the staff will understand the student has your consent to participate in the event, if you agreed on the enrollment paperwork. Please check with your child about any planned events. Every student must have a medical information and authorization form completed during the online registration process. This authorization gives school personnel and/or adult chaperones permission to obtain medical care and/or hospitalization should any illness or accident occur. Parents are responsible for payment of any medical expenses. [LSC Board Policy I 632](#)

**AWARD CEREMONIES**

Lafayette elementary schools are pleased to provide students with recognition for hard work in the classroom and for positive character. Awards are given with the recommendation of the building principal and all decisions on awards are final. If perfect attendance is awarded, students who have no absences, exempt or unexempt, will be recognized. Unfortunately, all students may not be able to receive an award, but please be assured that schools value each student and their contributions to the classroom and the school.

**AFTER SCHOOL CHILDCARE/LATCH KEY PROGRAMMING**

Each school corporation in Indiana is required (IC 20-26-5-2) by to make available after school latch key childcare services to students in grades K-4. In the Lafayette School Corporation that service is available at Earhart, Edgelea, Glen Acres, Miami, Miller, Murdock, Oakland, and Vinton elementary schools. Any LSC student in grades K through 4 is eligible to enroll in the program.

There is a fee charged for the service. Parents may enroll their children in a latch key program by contacting the organization providing the service.

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

**Lafayette School Corporation Daycare Options  
2025-2026**

School	Before On-Site	After On-Site	Nearby/Pickup
Earhart	Y (YMCA)	Y (YMCA)	Pickup: KinderCare (Brothers Drive and Brady Ln), Brookshire, LUM, Second Baptist, Adventure Station, Jenn's Friends, Angel's Little Friends
Edgelea	Y (YMCA)	Y (YMCA)	Nearby: Boys & Girls Club

			Pickup: LUM, KinderCare (Brady Ln), Brookshire, Adventure Station, Jenn's Friends, Little Angels, Second Baptist
Glen Acres	Y (YMCA)	Y (YMCA)	Pickup: KinderCare (Brothers Drive and Brady Ln), Hanna Center, LUM, VIP Daycare
Miami	N	Y (YMCA) <del>N</del>	Nearby: Boys & Girls Club Pickup: LUM, KinderCare (Brothers Drive and Brady Ln), Second Baptist, TLCC Daycare, Jenn's Friends
Miller	N	N	Nearby: Bauer Community Center Pickup: Hanna Center, LUM, Second Baptist, YMCA, Angel's Little Friends
Murdock	N	FOCUS	Pickup: KinderCare (Brothers Drive), Hanna, LUM
Oakland	N	Y (YMCA)	Pickup: LUM
Vinton	N	—N	Nearby: Bethany Presbyterian, YMCA on Fridays Pickup: YMCA, Boys & Girls Club, LUM, Hanna Center, KinderCare (Brothers Drive)

~~LUM--Lafayette Urban Ministry~~  
~~YMCA--Young Men's Christian Assoc.~~

***BICYCLES, SKATEBOARDS, HOVERBOARDS, MOPEDS***

It is recommended that parents consider age and maturity in allowing students to bike to school. Generally, K-2 students are not developmentally ready for this responsibility. Bicycles may be ridden to school if the student uses the common regulations regarding their use. Each student is ***strongly*** encouraged to lock his/her vehicle with a heavy-duty chain and padlock. The school assumes no responsibility for bicycles ridden to school but will make an effort to safeguard them. Each bicycle should be registered with the police department. SKATEBOARDS, IN-LINE SKATES, AND PERSONAL MOTORIZED/BATTERYOPERATED VEHICLES ARE **NOT** PERMITTED.

***WALKING TO SCHOOL***

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

***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.

## **CHANGE OF ADDRESS OR PHONE:**

If you change residences, phone numbers, or employment, please report this information to the office as soon as possible. It is important to have up to date contact information on every student.

## **E-MAIL ADDRESSES**

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 elementary school.

## **CAMERAS**

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

## **ELECTRONIC DEVICES**

Students are not to bring portable electronic devices, iPods, DVD players, recording devices, or other similar devices including handheld electronic games, such as Nintendo DS, to school without the specific written prior approval of the classroom teacher or principal. The first breach of such expectation will result in the item being taken and returned only to the parent or guardian. Any subsequent breach shall result in the principal confiscating the item and arranging a conference with the parent or guardian to discuss the return of the item and the consequences of future violations. In the event a teacher or principal grants written permission to bring an item to school, such permission shall state explicitly when such an item may be used. Failure to follow the specific instructions regarding when the item may be used shall result in the item being confiscated as set forth above. The school cannot and will not ensure the safe keeping of any personal electronic equipment.

## **ELECTRONIC COMMUNICATION DEVICES**

Electronic communication devices (cell phones and other communication devices) are to be turned off and placed out of sight between 8:00 AM and 3:25 PM and during

school-sponsored activities (i.e.: after-school clubs, etc.), unless approved by the teacher for an educational purpose. A parent(s)/Guardian(s) allowing students to carry electronic devices to school gives permission to the school to have access to any and all information on the device if confiscated for disciplinary or investigative purposes. Photographic images, video or audio taken of students or school personnel by either parents or students are forbidden without prior consent of the individuals photographed or recorded. Failure to comply with this policy may result in disciplinary penalty for the student or further action by the school for a parent/guardian. Parents/students are responsible for electronic communication devices and their safety. The school is not responsible for safekeeping or content on any parent/student owned electronic communication device. Reference [Board Policy J 306](#)

### **Important Notice to Students and Parents Regarding Cell Phone Content and Display**

- The Child Abuse/Neglect Law requires school personnel to report to law enforcement or child protective services whenever there is reason to believe that any person/student is involved with “child exploitation” or “child pornography” as defined by Indiana Criminal Statutes.
- It is “child exploitation,” a Class C felony under I.C. 35-42-4-4(b), for any person/student (1) to exhibit, photograph or create a digitalized image or any incident that includes “sexual conduct” by a child under the age of 18; or (2) to disseminate, exhibit to another person, or offer to so disseminate or exhibit, matter that depicts or describes “sexual conduct” by a child under the age of 18.
- It is “child pornography,” a Class D felony under I.C. 35-42-4-4(c), for any person/student to possess a photograph, motion picture, digitalized image, or any pictorial representation that depicts or describes “sexual conduct” by a child who the person knows is less than 16 years of age or who appears less than age 16.
- “Sexual conduct” is defined by I.C. 35-42-4-4(a) to include sexual intercourse, exhibition of the uncovered genitals intended to satisfy or arouse the sexual desires of any person, or any fondling or touching of a child by another person or of another person by a child intended to arouse or satisfy the sexual desires of the child or other person.
- The Indiana Sex Offender Registration Statute at I.C. 11-8-8-7 and the Sex Offender Registry Offense Statute at I.C. 35-42-4-11, as of May 2009, require persons convicted of or adjudicated as a juvenile delinquent for violating the Child Exploitation Statute at I.C. 35-42-4-4(b) to register as a sex offender.
- Because student cell phones have been found in a number of Indiana school districts to have contained evidence of “sexual conduct” as defined above, it is important for parents and students to be aware of the legal consequences should this occur in our school system.

### **PERSONAL SEARCHES**

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

- ~~1. A search or inspection may be conducted under the authorization of the principal or his designee. Searches, based on reasonable suspicion, may be conducted at random or be selective in nature.~~
- ~~2. Searches or inspection of personal belongings or an area assigned to a student shall be made in the presence of a witness and, when reasonably possible, in the presence of the student. Tools to aid searches may include technology.~~
- ~~3. Illegal items as defined by federal, state, or local law or a provision of this policy which may be reasonably determined to be a threat to health, safety or security of others may be seized by school authorities and turned over to the police department.~~
- ~~4. Items which are used to disrupt or interfere with the educational process may be removed from a student's possession and may be returned to the parent/guardian.~~

The principal, or another administrator designated by and acting at the direction of the principal, may conduct a search of a student's person during the school day or at a school-sponsored activity when there is reasonable suspicion to justify the search. Any individual designated to conduct such a search must be an administrator. Searches of a student's person may be limited to the following:

1. any object in the possession of the student, such as a purse, backpack, and/or
2. a "pat down" of the exterior of the students' clothing, including the search of or emptying of pockets.

If said search reveals contraband or evidence of violation of the school rules, there may be a reasonable extension of said search of the student based upon reasonable suspicion.

Searches of a student's person shall be conducted in a private location. The search shall be led by an administrator and observed by a designated adult witness. When possible, the administrator conducting the search should be of the same sex as the student. If the administrator conducting the search is of the opposite sex of the student, the witness shall be of the same sex as the student. The parent or guardian of any student searched shall be notified of the search as soon as reasonably possible. ([Board Policy J 360](#))

## **SCHOOL SAFETY**

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

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

## **ELEMENTARY GRADING PERIODS**

### **Semester**

1st Semester

August 6 - December 18

88 days

2nd Semester      **January 4 - May 21**      **92 days**

### **Quarter/Report Cards**

Quarter 1	<b>August 6 – October 9</b>	<b>46 days</b>	Sent Home <b>October 14*</b>
Quarter 2	<b>October 12 – December 18</b>	<b>42 days</b>	Sent Home <b>January 8</b>
Quarter 3	<b>January 4 – March 5</b>	<b>43 days</b>	Sent Home <b>March 12</b>
Quarter 4	<b>March 8 – May 21</b>	<b>49 days</b>	Sent Home <b>May 21</b>

### **Progress Reports**

1 <sup>st</sup> Progress Report	<b>August 6 - September 4</b>	Sent Home <b>September 11</b>
2 <sup>nd</sup> Progress Report	<b>October 12 – November 13</b>	Sent Home <b>November 20</b>
3 <sup>rd</sup> Progress Report	<b>January 4 – February 5</b>	Sent Home <b>February 10*</b>
4 <sup>th</sup> Progress Report	<b>March 8 – April 9</b>	Sent Home <b>April 16</b>

### **Parent Teacher Conference Dates**

**\*October 14-15**      4-7 p.m.  
**\*February 10**      During the school day hours (eLearning Day)

### **OAKLAND ELEMENTARY GRADING PERIODS**

1st Semester	<b>July 30 - December 18</b>	<b>88 days</b>
2nd Semester	<b>January 4 - May 27</b>	<b>92 days</b>

### **Quarter/Report Cards**

Quarter 1	<b>July 30 – October 2</b>	<b>46 days</b>	Sent Home <b>October 7*</b>
Quarter 2	<b>October 5 – December 18</b>	<b>42 days</b>	Sent Home <b>January 8</b>
Quarter 3	<b>January 4 – March 12</b>	<b>48 days</b>	Sent Home <b>April 2</b>
Quarter 4	<b>March 29 – May 27</b>	<b>44 days</b>	Sent Home <b>May 27</b>

### **Progress Reports**

1 <sup>st</sup> Progress Report	<b>July 30 – September 4</b>	Sent Home <b>September 8</b>
2 <sup>nd</sup> Progress Report	<b>October 5 – November 13</b>	Sent Home <b>November 17</b>
3 <sup>rd</sup> Progress Report	<b>January 4 – February 5</b>	Sent Home <b>February 10*</b>
4 <sup>th</sup> Progress Report	<b>March 8 – April 9</b>	Sent Home <b>April 16</b>

### **Oakland Elementary Parent Teacher Conference Dates**

**October 7- 8**      4-7 p.m.  
**\*February 10**      During the school day hours (eLearning Day)

## **GRADING SYSTEM**

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

A	90-100	(Very Good)
B	80-89	(Above Average)
C	70-79	(Average)
D	60-69	(Below Average)
F	below 60	(Below Passing)

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

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

Standard-based report cards for kindergarten students provide information about your child's progress on the state math and language arts standards.

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

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

## **IREAD-3**

IREAD-3 is a test that is required by state law. This test measures reading skills of third grade students. Students who do not pass IREAD-3 in the spring will have an opportunity for remediation and are able to retest after the end of school. Students who do not pass the spring and summer administrations of IREAD-3 will continue to receive instruction in Grade 3 reading, will officially be reported as a third grader, and will fully participate in the Grade 3 ILEARN assessment. There are some exemptions to this law. Second grade students also take the IREAD-3 test. If a 2<sup>nd</sup> grader passes the test, (s)he will not have to take the test in 3<sup>rd</sup> grade. Second students identified as "At Risk", as indicated by test results, must be offered an opportunity for summer remediation. If you would like to know more about IREAD-3, please visit the Indiana Department of Education website: <http://www.doe.in.gov/assessment/iread>.

## **HOMEWORK POLICY**

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

### **VISITORS TO SCHOOLS POLICY**

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

1. A visitor is defined as anyone who is not a regular staff member or student of a particular school.
2. All visitors shall report to the school's general office, sign in and receive a guest badge. The LSC administration may limit non-essential visitors, volunteers, and activities to comply with health guidelines.
3. Parents or citizens who desire to observe a particular classroom while school is in session shall obtain approval for such visits in advance from the principal, assistant principal, or central office administrator. In the event the principal is not available, the principal shall designate an assistant principal to determine the approval for such visits. Before approving any visit the principal or the designated assistant principal shall confer with the teacher whose class is to be visited not less than 24 hours before the requested visit, to determine whether and when a visit may be appropriate, the length of the visit and any other issues

or concerns the teacher may have. Time limitations may be established so that class disruptions and distractions may be kept to a minimum.

4. Teachers who arrange visitors to their own classrooms or school shall inform the principal's office of such visitations.
5. Teachers shall not take instructional time to discuss class events, procedures or individual matters with visitors. It is recommended that a separate time be arranged with the teacher to discuss the visitor's classroom observations.
6. Building principals are authorized to refuse entry to schools to persons who do not have legitimate business at the school and to request any unauthorized person or person engaging in unacceptable conduct to leave the school grounds. Furthermore, building principals or designees are authorized to request assistance of law enforcement officers in cases of emergency and to seek prosecution to the full extent of the law when persons violate the provisions of the district policy including but not limited to trespassing on school grounds, damage to school property, loitering, and disruptive activity.

Board [Policy K122](#) Adopted: August 8, 1994

Revised: October 14, 2024

## **TELEPHONE**

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

## **GYM SUPPLIES**

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

## **SCHOOL SUPPLIES**

A supply list is provided at the beginning of the year and is available at our website [www.lsc.k12.in.us](http://www.lsc.k12.in.us). Your child must have proper supplies with which to do school work.

## **RECORDS AND TRANSCRIPTS**

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

## **RELEASING STUDENT RECORDS AND INFORMATION**

The Student [Education 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.

### FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1984

#### PUBLIC LAW 93-380 PUBLIC LAW 93-380

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

In broad outline, this policy provides for the following:

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

- j. Certain directory information including the student's name, address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, weight, and height of members of athletic teams, dates of attendance, awards received, and other similar information may be released without parental consent unless the parent notifies the school district in accordance with the Students Records Policy that they do not want certain designated directory information released without prior consent.

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

## **SCHOOL BUS TRANSPORTATION INFORMATION**

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

~~**Primary/New Students PM Bus Stop arrival** Due to student safety, LSC's bus procedures include having adult/older sibling supervision to exit the bus and walk home with the child from the bus stop until a routine is established. Should no supervision exist, the student may be taken back to the school or to the LSC Transportation office for parent pick up. This is for the safety of your child.~~

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

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

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

~~If you would like to find out information about your child's bus stop and times, please feel free to visit the LSC website at [www.lsc.k12.in.us](http://www.lsc.k12.in.us), click the transportation tab, and~~

then choose bus stop information. You can put in your address, and it will tell you the bus number, bus stop street, and approximate times.

## ***BUS PROCEDURES***

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

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

School bus drivers are responsible for supervising students while they are being transported between their homes and school. Drivers are expected to maintain order and appropriate discipline on the bus and along the route, treat all students with respect and courtesy, and ensure that no student is mistreated or placed in an unsafe situation while under their supervision.

### **Morning Pick-up**

The Transportation Department makes every effort to ensure that actual bus pick-up times closely match the advertised schedules shared with families and schools. However, occasional factors such as traffic, weather conditions, road construction, or unexpected delays may cause a bus to arrive slightly earlier or later than anticipated. To help ensure a smooth and safe start to the school day, students should be at their assigned bus stop at least 10 minutes prior to the scheduled pick-up time. Families are also asked to have students remain at the bus stop for at least 10 minutes after the scheduled time to allow for any minor delays. If a bus is expected to arrive outside of this 20-minute window, the Transportation Department will communicate updated pick-up information to families through School Messenger text notifications.

### **Primary/New Students – Afternoon Bus Stop Arrival**

For student safety, Lafayette School Corporation (LSC) bus procedures require that primary or new students have supervision from a parent, guardian, or older sibling when exiting the bus and walking home from the bus stop until a safe routine has been established. If appropriate supervision is not present for a new student or a primary student who does not have an established routine, the student may be returned to the school or transported to the LSC Transportation Office for parent/guardian pickup. This procedure is in place to help ensure the safety and well-being of your child.

### **Transportation of Student Medications**

Any medication transported to school on the bus must be in the original prescription container with the student's name and school clearly labeled. The container should be given to the bus driver or bus paraprofessional when the student boards the bus. Upon

arrival at school, the medication will be transferred to the teacher, school paraprofessional, or the student, as appropriate.

### **Items Not Permitted on the Bus**

Objects that are too large to fit safely on a student's lap or on the floor between the student's legs may not be transported. Additional non-transportable items include live animals, glass objects, firearms, ammunition, explosives, hazardous materials, or any item that could be considered a safety risk. Some school projects may also be unsuitable for bus transportation. For clarification, please contact the Transportation Office at **765-771-6059**.

### **Transportation to Alternate Locations**

Students are not permitted to ride a different bus or get off at an alternate stop to visit friends or travel to another location. In emergency situations, a temporary transportation change may be approved in writing by a school principal or the Director of Transportation. Such approval must be signed, dated, and limited to the timeframe necessary to address the emergency.

Parents or guardians requesting ongoing transportation to an alternate address (such as a babysitter or childcare provider) must submit a written request to the Transportation Department. Please note that transportation to alternate locations is not guaranteed, as bus routes are established based on designated attendance areas. Approval is dependent upon available seating and route capacity. A written response will be provided by the Transportation Office before any transportation change begins.

### **Bus Stop Information**

Families may access bus stop locations and approximate pickup and drop-off times by visiting the LSC website at [www.lsc.k12.in.us](http://www.lsc.k12.in.us), selecting [Transportation](#) under the Department tab, selecting [Bus Stop Information](#), and then [Bus Stop Search](#). By entering your home address and your child's grade, you can view your child's assigned bus number, stop location, and estimated pick-up and drop-off times.

### **Contacting Transportation**

- [Via online email form](#) (preferred for non-emergencies)
- [Via direct email](#)
- **Via phone (765) 771-6059**

## **STUDENT TRANSPORTATION CONDUCT PROCEDURES**

Riding the school bus is a privilege. Unsafe or disruptive behavior that threatens the safety of students or staff may result in disciplinary action, which may include the following steps:

1. Verbal warning from the bus driver
2. Driver contact with the parent or guardian
3. First conduct report to the school — verbal warning and probationary status
4. Second conduct report — suspension from the bus for one (1) week (five school days)
5. Third conduct report — suspension from the bus for nine (9) weeks
6. Fourth conduct report — suspension from the bus for the remainder of the school year

In cases involving serious safety concerns, the school principal or Director of Transportation may accelerate or modify these steps. Disciplinary decisions are made at the administrator's discretion, taking into consideration the severity of the offense and the student's age.

## ***OUTDOOR RECESS***

Outdoor recess periods, may be observed each day except if the temperature or windchill is under 20 degrees Fahrenheit or in inclement or severe weather. All children will be expected to go out with the class unless excused for health reasons by a note from home each day. (Health reasons may be confirmed by the building nurse). If health reasons persist, school personnel may ask for a doctor's note/excuse for not attending outdoor recess. Teachers may require a student to stay in to complete work. Any exceptions to this rule must be accompanied by a physician's statement in order for the child to stay in for long periods of time and without a daily note. Students are expected to behave and follow school rules and procedures during this time. Not following school rules could result in the loss of this privilege for your child

## **STUDENT SERVICES**

### ***HIGH ABILITY PROGRAM***

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

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

The Lafayette School Corporation's High Ability Program is based on a consideration of the characteristics and needs of high ability youth. It addresses the concerns of students, parents, educators, and the community in its attempt to meet the needs of high ability students in general intellectual ability, specific academic aptitude, leadership, creativity, and the visual and performing arts. The K-12 program provides for the sequential development of higher level thinking skills, study at an appropriate pace and level, appropriate materials, opportunities for independent study and research, and appropriate activities within the school and in the community. Students have the opportunity to be identified for this program several times during their time at school. Students who qualify will either be in an enriched cluster group in their home schools or will be recommended for the self contained elementary program. The self-contained elementary program K-4 is held at Edgelea School. As students move forward, The EXCEL and Challenge Programs for grade 5-6 are held at Sunnyside and for grades 7-8 at Tecumseh. The high school program consists of honors and AP classes at Jefferson High School.

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

Mrs. Mandy Fisher, High Ability Coordinator  
Edgelea Elementary School, 2910 S. 18<sup>th</sup> St.  
Lafayette, IN 47909  
Phone: (765) 772-4780

### ***ELEMENTARY COUNSELING PROGRAM***

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

### ***GENERAL EDUCATION INTERVENTION AND LAFAYETTE SCHOOL CORPORATION'S MULTI-TIERED SYSTEM OF SUPPORT (MTSS)***

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

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

#### **Essential Components of MTSS include:**

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

The 3-Tiered Process of MTSS, along with Positive Behavioral Supports and Conscious Discipline is grounded in DIFFERENTIATED instruction. Monitoring of progress is done through goals that are observable and measurable.

- **Tier I (Universal Level):** Tier 1 MTSS provides daily universal, high-quality instruction for all students, ensuring whole-child support through grade-level standards-based academics, differentiated to meet diverse needs, and reinforcing workforce employability and behavior skills aligned with school-wide expectations
- **Tier II (Targeted Level):** Tier 2 MTSS supports students not making progress in Tier 1 with scaffolded and differentiated instruction through small group sessions 2-3 times per week, focusing on targeted skill development and utilizing twice-monthly progress monitoring to inform data-driven decisions.
- **Tier III (Individual Level):** Tier 3 MTSS provides intensive, individualized, evidence-based instruction for students not making progress in Tier 2, with small group sessions 3-4 times per week and weekly progress monitoring to support data-driven decisions.

### ***DYSLEXIA SCREENING***

In school, LSC assesses all of its students and sees what their needs are and how the district can help them learn and achieve. As part of this process, and to be compliant with legislation, IC 20-35.5, that addresses “Dyslexia”, LSC will administer to all students in kindergarten, 1<sup>st</sup>, and 2<sup>nd</sup> grades a universal screening assessment. The screening test shall include the following:

- Phonological and phonemic awareness;
- Sound symbol recognition;
- Alphabet knowledge;
- Decoding skills;
- Rapid naming skills; and
- Encoding skills

If the universal screener indicates some risk or at risk of those characteristics of dyslexia, the school will inform the parent in writing about the next steps that will include Level 1 screening and intervention planning.

Lafayette School Corporation is not required to administer the universal screening assessment if a parent objects to the screening or if your child is already receiving intervention services for dyslexia. If you do not want your child screened, please contact your child’s school principal to let them know of your objection to the screening.

### ***K-2 MATH SCREENING***

The Universal Mathematics Screener (IC 20-32-6.5-3) requires schools to provide targeted interventions for any student identified by universal mathematics screener data as being at risk of not meeting grade-level proficiency. Beginning the 2026-2027 school year, all Indiana public, charter, and non-public schools must adopt and implement one of the two State Board of Education (SBOE)-approved universal mathematics screeners

for kindergarten through grade two (as defined in IC 20-32-6.5-2). For more detailed information please visit the Indiana Department of Education (IDOE) website at <https://www.in.gov/doe/students/mathematics/>.

## **SECTION 504 OF THE REHABILITATION ACT OF 1973 LAFAYETTE SCHOOL CORPORATION**

### **COMPLIANCE PLAN FOR SECTION 504 OF THE REHABILITATION ACT OF 1973**

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

1. LSC assures students, parents, employees, applicants for employment, and patrons that it will not discriminate against any individual.
2. 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.

## **SPECIAL EDUCATION SERVICES**

~~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 2024) 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; are 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 assigned 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:

- Autism Spectrum Disorder
- 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 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 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 J301](#).

The Individuals with Disabilities Education Act (IDEA) ensures that eligible students with disabilities receive a Free Appropriate Public Education (FAPE) designed to meet their unique needs. In Indiana, special education services are governed by Indiana Article 7, which outlines the procedures schools must follow to identify, evaluate, and serve students with disabilities.

School staff work collaboratively to support students with disabilities and provide specially designed instruction when needed. Staff responsible for providing or supervising special education services are knowledgeable about the general education curriculum and the individual learning needs of students with disabilities.

## Referral and Evaluation

A student may be referred for an evaluation if there is reason to believe the student may have a disability that affects educational performance. A referral may be initiated by a parent or by school personnel. Parents who wish to request an evaluation should contact their child's teacher, counselor, or school administrator. Before an evaluation is conducted, the school will provide prior written notice to parents and obtain parental consent for the evaluation. A multidisciplinary team will conduct a comprehensive evaluation to determine whether the student meets eligibility criteria under Article 7.

A medical diagnosis alone does not automatically qualify a student for special education services. The evaluation team must determine both that:

- The student meets eligibility criteria under Article 7, **and**
- The student requires specially designed instruction in order to access and make progress in the educational program.

Students may be found eligible for services under one or more disability categories identified in Article 7, including:

- Autism Spectrum Disorder
- Blind or Low Vision
- Deaf-Blind
- Deaf or Hard of Hearing
- Developmental Delay (through age 7)
- Emotional Disability
- Intellectual Disability
- Multiple Disabilities
- Orthopedic Impairment
- Other Health Impairment
- Specific Learning Disability
- Speech or Language Impairment
- Traumatic Brain Injury

## Individualized Education Program (IEP)

If a student is determined eligible and requires specially designed instruction, a Case Conference Committee (CCC) will meet to develop an Individualized Education Program (IEP). The CCC includes parents/guardians, teachers and school staff, and other professionals knowledgeable about the student's needs. The IEP outlines the student's educational goals, services and supports, accommodations or modifications, and/or related services necessary for the student to benefit from special education.

Parents are important members of the Case Conference Committee and are encouraged to actively participate in the development, review, and revision of their child's Individualized Education Program.

Students with disabilities are educated in the Least Restrictive Environment (LRE), meaning they are educated with nondisabled peers to the maximum extent appropriate. The Case Conference Committee determines services and placement based on the individual needs of the student.

## Child Find

In accordance with IDEA and Article 7, the school corporation participates in Child Find, an ongoing process used to identify, locate, and evaluate children with disabilities who may need special education services. This responsibility applies to children ages 3 through 21 residing within the district, including students who attend private schools, are homeschooled, or are highly mobile or homeless. Parents who believe their child may have a disability that impacts learning are encouraged to contact their child's school to discuss concerns and possible evaluation.

## Procedural Safeguards

Parents of students with disabilities have specific rights and protections under IDEA and Article 7. These rights, known as procedural safeguards, include the right to:

- Participate in educational meetings
- Review educational records
- Receive prior written notice regarding school decisions
- Provide or refuse consent for evaluations and services
- Access dispute resolution options if disagreements arise

A copy of the Notice of Procedural Safeguards is provided to parents at key points during the special education process and is available upon request from the school.

For information related to discipline of students with disabilities in Lafayette School Corporation please see [Board Policy J301](#).

## Questions

Questions regarding special education services, evaluations, or Child Find responsibilities may be directed to the school corporation's Director of Special Education. Parents may also contact their child's school administrator with questions about the special education process.

## **INTERVENTION**

### TITLE I

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

staff and have been systematically designed to serve the needs of students in the areas of Language Arts and Math through methods proven through research.

## **MULTILINGUAL LEARNERS (MLS)**

In Lafayette School Corporation, our mission is to provide Multilingual Learners (MLs) and immigrant students with high quality programs which support both English language development and academic achievement. Our goal is to help students learn English while simultaneously meeting the state's rigorous academic standards.

Multilingual Learners come to us with diverse levels of English proficiency and valuable knowledge of their home languages. Our English Language Development (ELD) services are designed to build on these existing language skills to strengthen their English fluency.

In all LSC elementary schools, Multilingual Learners in LSC have 30-45 minutes of English Language Development daily at all elementary schools. These students are given meaningful access to the core curriculum while also receiving targeted language support. This dual approach ensures students make steady progress from emergent bilinguals to fluent English speakers.

## **EARLY LEARNING/STRUGGLING STUDENTS**

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

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

## **HEALTH SERVICES**

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

## ***MEDICATION/MEDICAL PROCEDURE POLICY***

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

## ***ADMINISTRATION OF MEDICATION AT SCHOOL***

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 medicines 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. USDA-approved topical, non-aerosol sunscreen products are exempt from this requirement. A school employee may assist in applying the sunscreen with written permission of the student's parent or guardian. A student may possess and use the above-described sunscreen product while at school and at school events.

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 a prescription from a 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:

- the student has an acute or chronic disease or medical condition for which the physician has prescribed medication;
- the student has been instructed in how to self-administer the medication;
- and 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.

#### Administration of a Federal Food and Drug Administration Approved Opioid Overdose Reversal Medication by School Nurses

School nurses are permitted to administer a federal Food and Drug Administration approved opioid overdose reversal medication, including a nasal spray, 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 to the Tippecanoe County Health Department for directions to make a report when a federal Food and Drug Administration approved opioid overdose reversal medication, including a nasal spray, 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; IC 20-34-4.5 [Board Policy J700](#)

### **UNEXPECTED SEVERE ALLERGIC REACTION**

Anaphylaxis is a life-threatening medical emergency. Anaphylaxis is a severe response resulting in cardiovascular collapse (shock) after ingestion or exposure to an antigen. If this occurs, immediate intervention with epinephrine injection or **Neffy nasal spray** and a 911 call is necessary. Each school health office is equipped with an EpiPen **and/or Neffy** to be used to treat an unexpected anaphylactic reaction. The school nurse or

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

## ***ILLNESS/INJURY***

Students who are ill or seriously injured prior to the school day may be kept home until improved (fever free/vomiting free for up to 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°F or more
- Severe sore throat
- Persistent cough
- Vomiting
- Diarrhea
- Severe headache
- Undiagnosed rash or skin infection
- Undiagnosed red and/or draining eye(s)
- Lice-untreated or severe
- Scabies-untreated or severe
- Injury making it hazardous to be in school
- Draining bodily fluids that cannot be contained

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

## ***ACCIDENT***

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

## ***PHYSICAL EDUCATION EXEMPTION***

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

## **CLEANLINESS**

During the school year, the school nurse may speak to students regarding cleanliness and healthful hygiene habits. Additionally, students may be taught appropriate handwashing techniques to protect themselves and others from becoming sick. Students may be checked for pestilence and skin disorders. Students are to be clean when sent to school and may be excluded under State Department of Health regulations if good hygiene is disregarded.

## **HEARING SCREENINGS**

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

## **VISION SCREENINGS**

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

## **IMMUNIZATION REQUIREMENTS**

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

## **FOOD ALLERGY AWARENESS CAFETERIA TABLES**

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

## **MENINGOCOCCAL DISEASE**

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

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

There is a vaccine (Menactra) that can prevent most cases of meningitis caused by this bacteria in people over age 2. One dose of Menactra is required for students in grade 6 and a 2<sup>nd</sup> dose is now required for students in grade 12.

## **HEAD LICE SCREENINGS AND TREATMENT**

### **PEDICULOSIS**

Parents are encouraged to inspect their children frequently for head lice. Some symptoms will be excessive itching and scratching of the head or small bite-appearing areas at the nape of the neck. Head lice (Pediculosis), is a common condition among schoolchildren throughout the United States. Head lice are tiny insects that live in human hair. They hatch from small eggs, called nits, which are attached to individual hairs. Head lice are transmitted in several ways: by contact with another person who has lice, by using a comb and brush from a person who has lice, by borrowing hats, ribbons, scarves and/or by sharing towels or pillows. Even a stray hair that has nits can transmit head lice.

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

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

### **BUGS**

A student referred to the nurse for possible bed bug bites, will be assessed by the school nurse. If the nurse suspects bed bug bites, the nurse will call parents to discuss the possibility and have student taken to doctor for diagnosis and treatment. If a live bug of any type is found on the student's clothes, book bag etc, the bug will be collected and double bagged. It will be taken for positive identification to an exterminator. If a live bug is found on the student, the student will have a fresh change of clothing to finish the school day and original clothes will be bagged and sent home. The school nurse will provide education to the parents on best practice to eliminate the bed bugs or other pests from their home environment. The nurse will monitor for further signs of re-infestation for several weeks after treatment.

### **PHYSICAL EXAMINATIONS**

It is encouraged that all kindergarten students have a physical examination for our records. A complete physical examination is required for student prior to participating in organized team sports for the school year. Boys and girls participating in athletics or recreational programs should have a check-up prior to participation in strenuous activities.

In order to be excused from physical education classes, a written statement from the family physician must accompany the request.

If a parent needs assistance in obtaining health insurance for their child, the school nurse will assist families in providing resources for acquiring insurance.

## **HUMAN GROWTH AND DEVELOPMENT**

Human growth and development will be discussed in grade 4, and parents will receive notification asking for consent to instruct their student or decline instruction for their regarding human growth, development, and sexuality before the unit is presented. Legal Reference: IC 20-30-5-17

## **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. [Board Policy J200.](#)

## **PESTICIDE REGISTRY**

The Lafayette School Corporation practices Integrated Pest Management, a program that combines preventive techniques, non-chemical pest control methods, and the appropriate use of pesticides with a preference for products that are the least harmful to human health and the environment. The term “pesticide” includes insecticides, herbicides, rodenticides, and fungicides.

The school corporation offers to maintain a registry of people who wish to be notified prior to pesticide applications. This type of registry notification provides 48 hour notice when applications occur during a scheduled school day (Monday-Friday). Advance notice is not required for the following pesticide notifications:

- a) disinfectants, germicides, sanitizers, swimming pool chemicals, gel or paste bait insecticides, manufactured enclosed insecticides stations; & self-applied insect repellents;
- b) immediate student health threat situations (i.e. stinging wasps & bees);
- c) areas completely away from student-occupied buildings & areas; and
- d) those made more than 48 hours before a scheduled school day.

To be included in this registry, please complete the required form and submit to the Director of Facilities. The form can be obtained in any LSC school office, the Director of Facilities main office, or the corporation website.

Facilities Office: 765-772-4790

LSC Website: <http://www.lsc.k12.in.us/departments/facilities/notifications/>

Reference [LSC Board Policy E 260](#)

## **GETTING HELP**

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

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

## **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 with the cost of class field trips etc..
- **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.~~

The McKinney-Vento Homeless Assistance Act ensures educational stability and support for students experiencing homelessness. A homeless student is defined as any child or youth who lacks a fixed, regular, and adequate nighttime residence. This includes students who are:

- Living in a shared housing situation due to loss of housing or economic hardship
- Staying in shelters
- Living in motels, hotels, or campgrounds
- Unsheltered (e.g., living in cars, parks, or other temporary settings)
- Unaccompanied (not living with a parent or legal guardian)

We understand that maintaining your child's education during times of housing instability can be challenging. This law provides important rights and protections to support your child's continued success in school.

### **Your child has the right to:**

- **Immediate Enrollment**  
Enroll in school immediately, even if you do not have the typically required documents such as a birth certificate, proof of residency, school records, or immunization records. The school will assist you in obtaining any missing documentation.
- **School Placement in the Student's Best Interest**  
Attend either:
  - The school of origin (the school your child attended when permanently housed), or
  - The school serving the area where you are currently staying

This right continues for the duration of homelessness and, in some cases, through the end of the school year after permanent housing is secured.

- **Transportation Services**  
Receive transportation to and from the school of origin upon request. Please contact the district's McKinney-Vento Liaison to arrange transportation.
- **Access to Educational Services and Supports**  
Receive services comparable to those offered to all students, including transportation, educational programs, and extracurricular activities. Students are also eligible for additional support services, including Title I assistance, which may include tutoring, before- or after-school programs, and help with school-related costs.
- **Free School Meals**  
Qualify automatically for free school meals.
- **Dispute Resolution (Appeal Rights)**  
Appeal decisions regarding school enrollment or services. If you disagree with a school's decision, you have the right to a prompt resolution. During the dispute process, your child may continue attending the school of choice and receive the requested services. The McKinney-Vento Liaison can assist you with this process.

- **Equal Access and Participation**

Attend school and participate fully in all school activities without being singled out or treated differently due to housing status.

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

### **Who Can Help?**

Each school district is required under the McKinney-Vento Homeless Assistance Act to designate a McKinney-Vento Liaison. The liaison serves as a resource and advocate for students and families experiencing homelessness, helping to ensure that all eligible students have full access to educational opportunities and services.

In addition to the Corporation's McKinney-Vento Liaison, each school has a building-level McKinney-Vento Liaison available to provide support and assistance.

The McKinney-Vento Liaison can assist with:

- **School enrollment**, including immediate enrollment without required documents
- **Arranging transportation** to and from the school of origin
- **Obtaining necessary records**, such as immunization records and birth certificates
- **Accessing educational services and supports**
- **Resolving disputes** related to enrollment, placement, or services
- **Supporting unaccompanied youth** (students not living with a parent or legal guardian)

The Lafayette School Corporation's McKinney-Vento Liaison is Mr. Brandon Hawkins. He can be reached at [bhawkins@lsc.k12.in.us](mailto:bhawkins@lsc.k12.in.us) or by calling 765-771-6000.

## **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.

### **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 schools website under the "Parents" heading. Complaint forms may be obtained at the front office of the school.~~

The Lafayette School Corporation is committed to full compliance with Title IX of the Education Amendments of 1972 and all applicable federal and state non-discrimination laws, including the Americans with Disabilities Act. The Corporation does not discriminate on the basis of sex, race, color, national origin, disability, age, or any other protected characteristic in its educational programs, activities, or employment practices.

The Corporation has adopted policies and procedures that prohibit discrimination and harassment, including sexual harassment. [These policies, along with reporting procedures and complaint forms, are available on the Lafayette School Corporation website under the "Parents" section.](#)

The Title IX Compliance Officer for the Lafayette School Corporation is Mr. Brandon Hawkins, Director of Human Resources. Mr. Hawkins' contact information is [bhawkins@lsc.k12.in.us](mailto:bhawkins@lsc.k12.in.us) or 765-771-6000.