

## **PREFACE TO PARENTS**

Each school is a part of the Lafayette School Corporation and operates under rules, regulations, and policies as established by the Board of School Trustees and by directives from the office of the Superintendent of Schools. Each school, however, may have some variations in general administrative procedures to provide for differences that exist in various parts of the corporation. (See Administration Policy in the Appendix for further detail.)

Knowledge and understanding of school policies is important in helping each student make a satisfactory adjustment to the school community.

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

## **WELCOME TO STUDENTS**

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

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

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

## **LAFAYETTE SCHOOL CORPORATION VISION STATEMENT**

To nurture the promise of our children.

## **LAFAYETTE SCHOOL CORPORATION MISSION STATEMENT**

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

## **SAFE SCHOOL HELPLINE**

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

## **WETIP HOTLINE**

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

## **THINGS YOU NEED TO KNOW**

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

### **ABSENCES & TARDIES**

Your parent or guardian should call the school before 9:00 AM each day you are absent. If a parent is unable to call, the student will bring a note (with the reason for the absence) to the General Office before school starts on the day you return. An alarm not going off, missing the bus, oversleeping, running late, and baby-sitting are examples of unexcused absences or tardies. An alternate way of getting to school (such as the free City Bus) is important in case the above happens.

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

The expectation is for you to be in your in the classroom by 8:00 AM (If you arrive after 8:05 AM, you must bring a note from a parent (or call), with the reason for the tardy, to the General Office to get a tardy admit. A consequence may be assigned for non-exempt tardies

(overslept, missed bus, etc.). All tardies are non-exempt if there is not a note from the doctor/dentist/therapist etc. After the 6th non-exempt tardy a detention will be assigned. A consequence may be assigned for every 3 tardies thereafter.

## **APPOINTMENTS**

If you arrive at school from an appointment after 8:05 AM, report to the General Office for a pass. If you need to leave the building during the day for any reason, you must get a permission slip from the General Office. NO SLIP will be issued without parent contact (note or phone call). Permission slips for appointments should be obtained in the morning before school starts, whenever possible.

When you leave for the appointment, the permission slip is shown to your teacher and then given to the receptionist in the General Office. Upon returning to school after the appointment, you should report to the General Office to obtain a pass to class.

## **ARRIVING TO SCHOOL**

Students should arrive at school as close to 7:50 AM as possible unless you ride the school bus. Upon arrival students are to go to their assigned location. Staff members will notify students when they are permitted to move and prepare for classes. Parents that bring students to Sunnyside should use the Cason Street driveway.

## **BICYCLES, SKATEBOARDS, MOPEDS, WHEELIES**

Students are permitted to ride bicycles to school if the student uses the common regulations regarding their use. The expectation is to walk your bicycle once you are on Sunnyside's campus. Each student is strongly encouraged to lock his/her 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, WHEELIES, MOPEDS, AND MOTORCYCLES ARE NOT PERMITTED.**

## **BOOK RENTAL**

Book rental is due at the end of the second week of school. If your parents need assistance in paying book rental, they may contact the school treasurer. The Lafayette Board of School Trustees authorizes a rental and fee program for providing textbooks and related materials. Fees will be assessed at the beginning of each school year and the administration will be empowered to collect all fees by methods that may include a collection agency, or legal action in court. Students are responsible for the maintenance of the books that they are issued and are responsible for any damages incurred.

## **CAFETERIA**

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

## **CD, RADIO, MP3, AND ELECTRONIC DEVICES**

Electronic listening devices must be shut off and placed in a secure area that is out of sight of both teachers and other students from 7:55-3:15. Please be aware that the school will not be responsible for lost or stolen electronic equipment. Failure to comply with this procedure will result in the item being confiscated and returned only to the parent or guardian.

## **CELLULAR PHONES**

Cell phones must be shut off and placed in a secure area that is out of sight of both teachers and other students from 7:55-3:15. During this time, it should not audible. Failure to comply with this policy will result in the cell phone being confiscated and returned only to the parent or guardian. Please note that Sunnyside Intermediate School will not be responsible for lost or stolen cell phones.

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

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

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

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

### **COMMUNICATION DEVICES/RECORDING DEVICES/VIDEO OR PHOTO DEVICES**

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

### **CONTACTING THE SCHOOL**

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

### **FIRE DRILL**

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

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

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

### **GUM**

Gum is not permitted at Lafayette Sunnyside Intermediate School.

## **HOMEWORK REQUESTS**

For extended illness of two or more days, homework may be requested by calling the school receptionist at 771-6100 by 9:00 AM. Homework will be made available by 3:00 PM the day of the call. It is the expectation that homework requests are picked up and should be completed in a timely manner.

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

## **ILLNESS OR INJURY AND UNEXPECTED SEVERE ALLERGIC REACTION**

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

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

## **LEAVING SCHOOL**

When school dismisses at 3:15 PM, students are expected to leave promptly. Busses will leave at 3:25 PM. Only students under the direct supervision of a teacher should remain after 3:25PM. If you are waiting for a parent or waiting to use the phone, please stay in the front entrance area of the building and remain orderly. School must be notified by 2:30 p.m. of any changes to a student's dismissal procedure.

## **LIBRARY**

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

The Library expectations are:

Be respectful: respect others and yourself.

Be responsible: be responsible for the books and materials.

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

Students may come to the library from 8:00am-3:30pm. During school hours, students use their library cards as their pass to come to the library and to check out books.

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

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

Harry S. Truman — "Not all readers are leaders, but all leaders are readers."

## **LOCKERS**

Locker problems should be reported to the Guidance Office.

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

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

Equipment, such as lockers and desks, belong to the school district and are used by students as a convenience. The lockers and desks are not to be used to store items which cause, or can reasonably be foreseen to cause, an interference with school purposes or an educational function, or which are forbidden by state law, federal law, or school rules. Students should realize that they have no expectation of privacy from school authorities as to the desks and lockers that the student uses. Such equipment may be inspected or searched by school authorities when the school authorities deem it appropriate.

## **LOCKER SEARCHES**

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

## **MEDICATION TAKEN AT SCHOOL**

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

## **MOVING TO ANOTHER SCHOOL**

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

## **NURSE**

The nurse's office (Health Clinic) is on the 1st floor next to the Guidance Office. The nurse's office is open from 8:00 AM to 3:15 PM every day. When the nurse is not in the building, please report to the Guidance Office.

## **PENS, PENCILS, NOTEBOOKS**

Pens, pencils, and notebooks may be purchased from the machine by the main office. These items are also available in our Broncho Store.

## **RELEASING STUDENT RECORDS AND INFORMATION**

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

## **SCHOOL SAFETY**

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

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

## **SEVERE STORM**

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

## **TELEPHONE**

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

## **TRANSPORTATION (LSC BUSES)**

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

## **VACATIONS**

School vacations will be observed on the following dates:

September 3	Labor Day
October 22 - 26	Fall Break
November 21-23	Thanksgiving Break
Dec. 24 – Jan. 4	Winter Break
January 21	Martin Luther King Jr. Day
February 18	President's Day
Mar. 25 - 29	Spring Break

May 21

Last Day of School (Make-Up Day added at end if needed)

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

### **VIDEO CAMERAS**

Video cameras are used both inside and outside of Lafayette Sunnyside Intermediate School. The data provides the administration with an additional tool to enhance safety and security of guests, students, staff, and school property. Video data is to be used exclusively by the Sunnyside administration and LSC security staff. Storage of recorded data will be limited to 10 calendar days, except in instances where data may be necessary for prosecution.

### **VISITORS**

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

## **CURRICULUM**

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

<b>GRADE 5</b>	<b>GRADE 6</b>
STEM (Science and Math)	STEM (Science and Math)
Humanities (Language Arts and Social Studies)	Humanities (Language Arts and Social Studies)
Physical Education – every other day	Physical Education – every other day
STAR – 4.5 weeks	Health – 9 weeks – every other day
Health – 4.5 weeks	Computer Applications – 9 weeks – every other day
Visual Art – 9 weeks	Visual Art – 18 weeks – every other day
Exploratory Music – 9 weeks	Band - Elective
Keyboarding – 4.5 weeks	Choir - Elective
Graphic Design – 4.5 weeks	Orchestra – Elective

### **Academic Support**

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

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

## **GENERAL EXPECTATIONS**

### **WHAT A STUDENT CAN EXPECT FROM LAFAYETTE SUNNYSIDE INTERMEDIATE SCHOOL**

1. Highly qualified teachers, concerned about students, willing and able to teach and to provide opportunities for
  - a. Intellectual, emotional, social, cultural, and moral growth;
  - b. Experiencing self-worth.
2. Guidance counselors and advisors interested in helping students to make choices that will enable them to develop their potential.

3. A comprehensive educational program designed to develop skills and interests, to broaden viewpoints, and to challenge students to achieve.
4. Equal opportunity to pursue academic and/or vocational goals and to be involved in a comprehensive extracurricular program regardless of race, sex, creed, color, or national origin.
5. Clearly defined rules and regulations whose purpose is to ensure both a safe and a welcoming atmosphere for learning.
6. A well-equipped, adequately maintained, modern facility.

### **WHAT LAFAYETTE SUNNYSIDE INTERMEDIATE SCHOOL EXPECTS FROM ITS STUDENT BODY**

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

### **SPECIFIC CLASSROOM EXPECTATIONS**

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

## **GRADES**

**GRADING PERIOD:** Report cards will be issued four times during the 2017-2018 school year according to the following schedule:

<b>Nine Week Periods</b>	<b>Report Card Distribution</b>
August 7 – October 9	October 12 via e-mail
October 10 –December 21	January 8 via e-mail
January 7 – March 15	March 20 via e-mail
March 18 – May 21	May 24 via e-mail

**GRADING SYSTEM:** Each teacher will evaluate you and assign a grade of either A, B, C, D, or F on report cards. You will be notified in writing of the evaluation system used by each teacher at the beginning of each course. In addition, standards based report cards will be distributed at the end of each semester. Standards based report cards provide information, as required by PL221, about your child's progress on the state math and language arts standards.

**HONOR ROLL:** To achieve 'A' Honor Roll Status, students must earn all A's on their report card. To achieve 'A/B' Honor Roll Status, students must earn only A's and B's on their report card.

## **LAFAYETTE SUNNYSIDE HOMEWORK POLICY**

### **INTRODUCTION**

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

The following policy has been developed by a committee of parents, teachers, and administrators at Lafayette Sunnyside. This policy is intended to be a general guideline that will benefit students, teachers and parents at Lafayette Sunnyside.

### **PURPOSE OF HOMEWORK**

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

### **ROLE OF TEACHER, STUDENT, PARENT**

Teachers should develop a homework policy and discuss it with students and parents at the start of the school year. Teachers should be specific in making individual homework assignments, and notify parents of students who fail consistently to complete homework. Parents should provide a quiet study area and specific study time for homework to be done. They should also check with their students on homework assignments each day. Parents should communicate with teachers when homework difficulties arise.

## **HOMEWORK GUIDELINES**

1. Homework should be conducive to facilitating student learning. Therefore, homework should be used for diagnostic as well as evaluative purposes.
2. Whenever possible, students should be provided with a period of directed study during which they may begin their assignments and receive assistance from the teacher.
3. The amount and frequency of homework should vary based on grade level, subject matter, and ability level of each student. As a general guide, homework in each class may average between 10 minutes and 20 minutes daily and could include supervised study in class, and/or time spent at home.
4. Major assignments and tests should, whenever possible, be coordinated among grade level teachers so that overloading does not occur.
5. If a student or parent believes that these guidelines are not being followed, they should first communicate with the teacher involved. If a problem still persists, the principal should be contacted.

## **GETTING HELP**

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

**TEACHERS:** If you are having problems in class, the first person you should ask to help is your teacher. They will be willing to spend extra time with you. You will be able to ask for help from your language arts, math, science, and social studies teachers during your enrichment period. Teachers may also help you with other problems; and if you feel comfortable talking to a teacher about a problem, please do so because part of the intermediate school program involves teachers serving as advisors.

**COUNSELORS:** Counselors are specially trained to help students. Counselors can help you with problems related to school work, classmates, or issues at home. You should also see them if you have problems with your schedule or locker. They will spend more time working with you directly as part of the intermediate school, so do not hesitate to come in and talk to them.

**NURSE:** Our nurse can help and advise you about things that relate to your health. If you have health problems or questions, please come and see her.

**ADMINISTRATIVE ASSISTANTS:** Some of the most helpful people at Lafayette Sunnyside are our Administrative Assistants. They can answer many of your questions about how things work at Sunnyside and can direct your question to the proper person if they aren't sure how to help provide you an appropriate answer.

**ADMINISTRATORS:** Although the Principal and Assistant Principals oversee student discipline at Lafayette Sunnyside, they would rather help you with a potential problem before the issue becomes a discipline problem instead of after it becomes a discipline problem. So again, please see one of them if you have a need.

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



## ELECTRONIC INFORMATION SOURCE AGREEMENT

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

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

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

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

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

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

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

### Terms and Conditions

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

- A. To access, upload, download, or distribute pornographic, obscene, or sexually explicit material;
- B. To transmit obscene, abusive, sexually explicit, or threatening language;

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

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

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

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

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

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

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

- A. If an electronic information or data management systems security problem has been identified, a network administrator must be notified. Problems must not be demonstrated to other users.

- B. Another person's account, including usernames and passwords shall not be used
- C. Attempts to logon to any system as a network administrator will result in cancellation of user privileges.
- D. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to electronic information sources and data management systems.

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

VII. It should be understood that a student who violates the agreement and has access denied to electronic information and data management systems may put themselves at risk of earning the type of diploma they desire. Many courses are constructed with great reliance on electronic information use and/or data management systems use. A student who has lost these privileges may be denied enrollment into certain courses.

## **STUDENT DISCIPLINE**

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

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

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

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

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

### **3. EXPULSION**

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

## **POSSESSION OF TOBACCO**

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

- In-school suspension or out-of-school suspension for up to five days.
- Police may be notified and a ticket issued for possession of tobacco by a minor.

## **OFF SCHOOL GROUNDS**

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

### **Teacher Detentions**

Teacher detentions are issued for classroom incidents that do not rise to the level of a minor violation. Students are to be given 24-hour notice in order to make arrangements for transportation. Teacher detentions are held in the issuing teacher's classroom and will last no later than 4:20 PM Failure to serve teacher detentions may be considered a minor violation.

### **Office Detentions**

An office detention is issued for a minor violation. A detention may be assigned when a student violates rules, but do not rise to the level of a major violation. Students are to be given 24-hour notice in order to make arrangements for transportation. Failure to serve office detentions will result in the student serving the detention the next day. If a student fails to serve a detention two (2) times, an in-school

suspension will result. Office detentions are held from 3:20-4:20 PM at Lafayette Sunnyside Intermediate School. The following expectations apply for detentions:

- Student will report to designated room by 3:20 PM.
- Student brings materials to work on homework assignments, AR book to read, etc.
- Student is expected to be quiet and working for duration of detention.
- Disruptions or distractions may result in an extra detention assigned or a Major (suspension).

## **Saturday School**

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

## **SCHOOL COURT**

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

## **In-School Suspension**

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

- Student will report to ISS room by 8:00AM. and will bring all necessary materials (all books, paper, pencil, pen, AR book, etc.)
- Student will work quietly as directed for the duration of the suspension.
- Failure to complete assigned work may result in additional day(s) assigned to ISS.
- Disruptions or distractions in the ISS room may result in an Out of School Suspension.

## **Out-of-School Suspension**

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

## **QUEST**

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

## **BUS PROCEDURES**

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

- a. First Violation – minimum verbal warning from the bus driver - probation.
- b. Second Violation – will result in a 1 week (5 days) suspension from the school bus.
- c. Third Violation – will result in a nine (9) week suspension from the school bus.
- d. Fourth Violation –will result in a suspension from the bus for the remainder of the year.

- e. If any violation occurs during the last month of school, the suspension may carry over through the end of the first semester of the following year.
- f. If the incident is judged by the administrator to be of an especially serious nature, the student may be immediately suspended from riding the bus for a period of time.

## **GROUNDS FOR SUSPENSION OR EXPULSION**

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

- a. On school grounds immediately before, during, and immediately after school hours and at any other time when the school is being used by a school group;
- b. Off school grounds at a school activity, function, or event;
- c. Traveling to or from school or a school activity, function, or event; or
- d. During summer school.
- e. Using property or equipment provided by or belonging to the school.

### **A. MISCONDUCT AND/OR DISOBEDIENCE**

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

1. Using violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or other conduct constituting an interference with school purposes, or urging other students to engage in such conduct. The following enumeration is only illustrative and not limited to the type of conduct prohibited by this rule:
  - a. Occupying any school building, school grounds, or part thereof with intent to deprive others of its use.
  - b. Blocking the entrance or exits of any school building or corridor or room therein with the intent to deprive others of lawful access to or from, or use of the building, corridor, or room.
  - c. Setting fire to or damaging any school building or property.
  - d. Prevention of or attempting to prevent by physical act the convening or continued functioning of any school or education function, or of any meeting or assembly on school property.
  - e. Intentionally making noise or acting in any manner so as to interfere with the ability of any teacher, or any other person, to conduct or participate in an education function.
2. Causing or attempting to cause damage to school property, stealing or attempting to steal school property.
3. Causing or attempting to cause damage to private property, stealing or attempting to steal private property.
4. Causing or attempting to cause physical injury or behaving in such a way as could reasonably cause physical injury to any person. Self-defense or reasonable action undertaken on the reasonable belief that it was necessary to protect some other person does not constitute a violation of this rule.
5. Any student who overtly or covertly participates in repeated acts or gestures, including verbal or written communications transmitted; physical act committed; or any other behaviors committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the other student. This includes bullying and/or racial and/or sexual harassment.
6. Failing to report the actions or plans of another person to a teacher or administrator where those actions or plans, if carried out, could result in harm to another person or persons or damage property when the student has information about such actions or plans.
7. Possessing, handling, or transmitting a knife or any object that can reasonably be considered a weapon, is represented to be a weapon, or looks like a weapon.
8. Possessing, using, transmitting, or being under the influence of any controlled substance, prescription drug, narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, intoxicant or depressant of any kind, or any paraphernalia used in connection with the listed substances. Also prohibited is the consumption of any of the stated substances before attending school or a school function or event.

Exception to Rule 8: a student with a chronic disease or medical condition may possess and self-administer prescribed medication consistent with the provisions outlined in Lafayette School Corporation policy J700.
9. Possessing, using, transmitting any substance which is represented to be or looks like a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, stimulant, depressant, or intoxicant of any kind.
10. Possessing, using, transmitting, or being affected by caffeine-based substances, substances containing phenylpropanolamine (PPA), or stimulants of any kind, be they available with or without a prescription.

11. Engaging in the selling of a controlled substance or engaging in a criminal law violation that constitutes a danger to other students or constitutes an interference with school purposes or an educational function.
12. Failing in a number of instances to comply with directions of teachers or other school personnel during any period of time when the student is properly under their supervision, where the failure constitutes an interference with school purposes or an educational function.
13. Falsely accusing any person of sexual harassment or violating a school rule and/or state or federal law.
14. Engaging in any activity forbidden by the laws of Indiana that constitutes an interference with school purposes or an educational function.
15. Aiding, assisting, or conspiring with another person to violate these student conduct rules and/or state or federal law.
16. Violating any rules that are reasonably necessary in carrying out school purposes or an educational function, including but not limited to:
  - a. engaging in sexual behavior on school property;
  - b. disobedience of administrative authority;
  - c. willful absence or tardiness of students;
  - d. engaging in speech, conduct, or behavior, including clothing, jewelry or hairstyle, which is profane, indecent, lewd, vulgar, offensive, disruptive to school purposes, or interferes with the educational environment. This includes racial and/or sexual harassment.
17. Using on school grounds during school hours an electronic paging device or a handheld portable telephone in a situation not related to a school purpose or education function.
18. Exhibiting or participating in any behavior related to gang membership or affiliation, recruiting or furthering the interest of gangs, or possessing, using, distributing, displaying, wearing, or selling anything deemed to be evidence of gang membership or affiliation.
19. Possessing, using, transmitting, or selling tobacco.

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

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

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

### **C. POSSESSING A DEADLY WEAPON**

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

### **D. UNLAWFUL ACTIVITY**

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

### **E. LEGAL SETTLEMENT**

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

## **SUSPENSION PROCEDURES**

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

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

## **EXPULSION PROCEDURES**

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

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

4. At expulsion meeting, the principal (or designee), will present evidence to support the charges against the student. The student or parent will have the opportunity to answer the charges against the student, and to present evidence to support the student's position.
5. If an expulsion meeting is held, the person conducting the expulsion meeting will make a written summary of the evidence heard at the meeting, take any action found to be appropriate, and give notice of the action taken to the student and the student's parent.

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

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

The Board may also make exceptions to these criteria if the Board deems it necessary out of fairness considerations or an extraordinary circumstance. Legal Reference: 20 U.S.C. 8001, 20 U.S. C. 8002, I.C. 20-33-8-14 (a) (1) and (a) (2).

## **ATTENDANCE PROCEDURES**

### A. Definition/Clarification of Types of Absences

1. "Exempt" absences will be marked on the record as "Absent-Exempt" and will be granted for:
  - a. Personal illnesses requiring a doctor's care. Documentation from a currently licensed medical doctor is required.
  - b. Death and funeral of members of the household and family. Documentation from the funeral home is required.



- c. Religious observances.
  - d. Work rendered at election polls on Election Day. Documentation from the election board or political candidate is required.
  - e. Appointments to appear in court. Documentation from the court clerk, judge, or designee is required.
  - f. Medical or dental appointments that must be scheduled during the school hours. Documentation from a currently licensed medical doctor or doctor of dentistry is required.
  - g. Documentation for any exempt absences should be provided within 2 days of the student's return to school.
2. Students will not be counted absent if they miss school while engaging in the following activities.
    - a. Serving as a legislative page. Documentation from the legislator for whom the student paged is required.
    - b. School-sponsored activities requiring an absence (i.e. field trips, performances).
  3. An absence for which no parent/guardian confirmation is received or is without the knowledge of the parent/guardian is considered truancy.
  4. Absences not covered in (1.) or (2.) above will be marked on the record as "Absent Non-Exempt". Absences that are not confirmed with the appropriate documentation will be marked on the record as "Absent Non-Exempt" instead of "exempt".
  5. 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 8:00 AM. If a student arrives at school after 8:25 AM, the student will be marked as truant for one class period. Students will be marked as tardy from 8:05-8:25 AM. 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.

#### B. Consequences for Non-Attendance

1. After six (6) days of absences during the school year, a letter will be sent to the parent/guardian notifying them of their child's sixth (6) absence. "Exempt" absences identified in (1.) and (2.) in Part A of this section do not count toward this total of six (6) absences.
2. After nine (9) days of absences during the school year, a letter will be sent to the parent/guardian notifying them of their child's ninth (9) absence and/or a Petition of Delinquency may be filed with the Truancy Mediation Program. "Exempt" absences identified in (1.) and (2.) in Part A of this section do not count toward this total of nine (9) absences.
3. After twelve (12) days of absences during the school year, a Petition of Delinquency will be filed with the Truancy Mediation Program.  
 "Exempt" absences identified in (1.) and (2.) in Part A of this section does not count toward this total of twelve (12) absences.

#### C. Consequences for Truancy

1. The first class and/or daily truancy will result in student counseling and a parent contact being made by the counselor and one (1) office detention being assigned for each class period of truancy.
2. The second and beyond class and/or daily truancy may result in a Petition of Delinquency being filed with the Truancy Mediation Program, documentation as a Major Violation on the student discipline record, and assignment of an In-School Suspension and/or Saturday School.

#### D. Reporting Absences, Special Absences and Requesting Homework

1. To report absences, your parent or legal guardian must call the school on the day of the absence after 7:30 AM and before 9:00 AM giving the reason for the absence. If a phone is not available, please bring an explanatory note when you return to school. Upon returning to school, students who bring a note stating the reason for the absence must report to the General Office. Those students whose parents have called reporting the absence need not report to the office but should report directly to class.

A student returning to school during the day should report to the General Office.

2. Extended, pre-arranged absences that exceed three (3) days or occur during the final week of the semester will require a parent/guardian to complete an Extended Pre-Arranged Absence Form. The student will take the form (prior to the occurrence of the absences) to all of his/her teachers to make arrangements to make up the work.
3. Appointments: Permission to arrive late or leave school during the day for medical or dental appointments will be granted by sending a note to school or calling the school office. Parents must come into the General Office to sign out their student.
4. If a student is suspended out-of-school, parents may pick-up assignments in the Guidance Office twenty-four (24) hours following the suspension. The student must complete the assignments by the time he/she returns to school.

## **TARDY PROCEDURES**

- A. Definition/Clarification of Tardy: A student is tardy to school if he/she is in not in class at 8:05AM. A student is tardy truant to school if they are not in their first hour class by 8:25AM. If a student is tardy or tardy truant to their first hour class they are to report directly to the office for a tardy admit.
- B. Consequences for Tardies: Once an administrator deems that chronic tardies are affecting the academic progress of the student, a guardian or parent will be contacted.
- C. Consequences for tardy truants: A tardy truant is recognized as a half day absence. Two tardy truants will count as a full day non-exempt absence. See the Attendance Procedures section outlining the consequences for non-attendance.

## **APPEARANCE**

Public school education is considered formal education, and students should dress appropriately. 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, makeup, and hairstyles, must conform to the requirements of law and must be conducive to the educational process.

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

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

- a. Shoes must be worn at all times.
- b. Jackets, coats, hats and other headgear are not to be worn in school by male or female students without prior administrative approval. These items, if worn to school, are to be placed in your locker until school is dismissed.
- c. Body piercing jewelry or ornamentation that causes a disruption, interferes with the learning environment, or in the judgment of the principal constitutes a health or safety hazard will not be allowed.
- d. Appearance, including dress, makeup, and hairstyles, deemed disruptive to the educational process will not be permitted. Torn or ripped clothing is not permitted on any piece of clothing.
- e. It is expected that while at school or at school functions or activities, students will not wear, possess, use, distribute, display, or sell any clothing, jewelry, emblems, badges, symbols, signs, graffiti, or other items deemed to be evidence of membership or affiliation with a gang.
- f. Clothing must be appropriately sized, and free of rips/tears that expose skin or undergarments. Clothes (both tops and pants) cannot be skin tight. No jeggings, skinny leg, spandex, or skin-tight pants.

### **Standard Dress Code for Grade 5-6 Males**

#### **Shirts**

Accepted:

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

Restrictions:

- No T-shirts

- No logo larger than 1"x1 1/2" on the shirt other than approved school logo

### **Undershirts**

Accepted:

- Solid colors
- Long or short sleeves

Restrictions:

- Tucked in shirts are a building level decision

### **Pants/Shorts**

Accepted:

- Solid colors: Khaki or Denim/Jean material Tan, Navy Blue, Brown, Olive, Gray, or Black
  - Must be finger-tip length
- Pleated or Flat in the front; Cargo style also accepted

Restrictions:

- No sweat pants/joggers/Spandex/Yoga/Leggings/Jeggings
- No pajama bottoms
- Must be fastened at the waist
- Must be set above the hip
- Shorts should extend to finger-tip length (finger-tip length is determined by having the student stand with their arms fully extended downward at their sides)

### **Belt**

Accepted, (not required):

- Any color
- May be made of cloth or leather

### **Sweaters/Vests/Fleece Jackets**

Accepted:

- Solid colors
- V-Neck or Crew-Neck
- Quarter and half-zip sweater or fleece accepted
- Cardigan

Restrictions:

- No full zip jackets
- Must be worn over an approved collared or turtleneck shirt
- No logo larger than 1" by 1½" other than approved school logo
- No hoods allowed

### **Sweatshirts**

Accepted:

- Solid colors

Restrictions:

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

- No hoods allowed

### **Shoes**

Accepted:

- Any color

Restrictions:

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

### **Boots**

Accepted:

- Any color
- Any style

Restrictions:

- No “wheels” allowed in boots.

### **Accessories**

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

## **Standard Dress Code for Grade 5-6 Females**

### **Shirts/Blouses**

Accepted:

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

Restrictions:

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

### **Undershirts**

Accepted:

- Solid colors
- Long or short sleeves

Restrictions:

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

## **Pants/Shorts/Skirts/Skorts/Capris/Jumpers**

### **Pants/Shorts**

Accepted:

- Solid colors: Khaki or Denim/Jean material Tan, Navy Blue, Brown, Olive, Gray, or Black
  - Must be finger-tip length
- Pleated or Flat in the front; Cargo style also accepted

Restrictions:

- No sweat pants/joggers/spandex/yoga/jeggings
- No pajama bottoms
- Must be fastened at the waist
- Must be set above the hip
- Shorts should extend to finger-tip length (finger-tip length is determined by having the student stand with their arms fully extended downward at their sides)

### **Tights/Leggings**

Accepted:

- Solid colors

Restrictions:

- Must be worn under appropriate skirt/shorts
- No stripes, polka dots, or other designs

### **Sweaters/Vests/Fleece Jackets**

Accepted:

- Solid colors
- V-Neck or Crew-Neck
- Quarter and half-zip sweater or fleece accepted
- Cardigan

Restrictions:

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

### **Sweatshirts**

Accepted:

- Solid colors

Restrictions:

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

### **Shoes**

Accepted:

- Any color

Restrictions:

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

### **Boots**

Accepted:

- Any color
- Any style

Restrictions:

- No “wheels” allowed in boots.

### **Belt**

Accepted, (not required):

- Any color
- May be made of cloth or leather

### **Accessories**

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

## **SPORTS, CLUBS, ORGANIZATIONS**

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

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

**INTRAMURAL SPORTS:** An intramural sports program is provided for all fifth and sixth graders, which consists of the following:

Volleyball	Cheerleading	Track
Basketball	Marathon Relay	

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

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

## **Anti-Bullying Prevention, Policy, and Procedures**

**Mission Statement:** The Lafayette School Corporation (LSC) believes that bullying can be prevented with the proper education and implementation of strategies.

**Purpose:** LSC will provide a safe learning environment to learn and achieve. LSC has found that bullying causes physical and emotional harm to students, which interferes with the learning process. It's the LSC objective to create an environment free of bullying so students feel safe and supported to succeed academically, emotionally, and physically.

**Scope:** The Anti-Bullying Plan protects students against bullying and harassment based on race, gender, religion, nationality, disability, ability, and orientation. According to IC-20-33-8-13.5, bullying is not tolerated:

- on school grounds immediately before or during school hours; immediately after school hours, or at any other time when the school is being used by a school group;
- off school grounds at a school activity, function, or event;

- traveling to or from school or a school activity, function, or event;
- using property or equipment provided by the school; or
- through the use of data or computer software that is accessed through a computer, computer system, or computer network of LSC.

**Definition:** IC 20-33-8-0.2 Bullying means overt repeated acts or gestures, including:

- verbal or written communications transmitted,
- physical acts 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.

**Choice Language:**

- Bullying- An intentional, repeated, unwanted, intimidating behavior.
- Conflict- A disagreement or argument.
- Resolution- A decision or solution to a conflict.
- Retaliation- An action that is given in return to an offense.
- Cyberbullying: Online social cruelty using cell phones, computers, or other electronic devices to humiliate, harass, embarrass, or taunt someone with words or images. It may include social-emotional threats or threats of violence.
- Harassment- To be tormented.
- Sexual Harassment- Bullying in a sexual nature.
- Teasing- To make fun or provoke someone.
- Hazing- To force someone to participate in unwanted tasks.
- Bystander- A person that witnesses an event or action, but doesn't take part in the event or action.
- Witness- A person that sees an action or event take place.

**Investigations:** The investigation must take place within three (3) days of receiving a misconduct report (see Appendix A). The investigation must be completed within ten (10) days of receiving the misconduct report.

Step 1: A school safety task force must be established.

Step 2: Student that is being bullied must identify the initiator, incident, and any witnesses.

Step 3: The school safety task force will conduct an investigation and interview the person being bullied, the initiator, and all witnesses.

Step 4: Research to see if there are any patterns of behavior.

Step 5: Assess the effects of the incident in correlation of safety and to ensure that no one's civil rights are being violated, discuss whether or not the incident is bullying. If it is bullying, implement the Anti-Bullying Plan.

Step 6: Make a recommendation for consequences.

Step 7: Notify the parents of the victim, the parents of the initiator, and if appropriate, Lafayette Police Department of the incident.

Step 8: Document all details of the investigation in PowerSchool.

Step 9: Within thirty (30) days, the task force should conduct follow up inquiries to see if there have been any new incidents. If so, the task force should reinvestigate following the steps from above.

**Interventions:** The following are ways the faculty and staff can intervene with bullying. Note, LSC faculty and staff members would violate the Civil Rights statutes (Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and Title II of the Americans with Disabilities Act of 1990) if they fail to respond or investigate a bullying situation that leads to a hostile environment. It is a faculty or staff member's legal obligation to address bullying under these laws, and to follow the investigative steps when it does occur.

Step 1: Intervene in the situation.

Step 2: Notify the school safety task force.

Step 3: Cooperate in the investigation.

**Consequences:** Recognizing that bullying is disruptive and interferes with the school's purposes or educational functions of LSC, school officials will discipline students for bullying as deemed necessary. This is in accordance with the provisions of IC-20-33-8-14.

**First Reported Offense:** Student will meet with a counselor and will be advised of potential consequences. The incident will be logged and parent/guardian will be notified via letter.

**Each Additional Reported Offense:** Student will be referred to administration. Incident will be logged and further action will be taken. Depending on the severity of the reported incident and other related factors, suspension may result at any point in the process.

Suspension is defined according to IC-20-33-8-7 as any disciplinary action that does not constitute an expulsion, whereby a student is separated from school for a period not more than ten (10) school days. Expulsion, as defined by IC-20-33-8-3, is when a student is separated from school attendance for a period exceeding ten (10) school days. When expelled, a student could be assigned to attend an alternative school, an alternative educational program, or a homebound educational program.

**Resources:** The following resources are available to help prevent, address, and potentially resolve bullying:

- DARE: (765) 807-1200
- School security guards
- Health classes offered in school
- Core curriculum classes in school
- Kids First: (765)474-0758 or [Tippkidsfirst@aol.com](mailto:Tippkidsfirst@aol.com)
- PBIS
- School counselors
- Upstanders, Student Council, and Student Ambassadors
- Crisis Hotline: (765) 742-0244 or [lafayettecrisiscenter.org](http://lafayettecrisiscenter.org)
- Suicide Prevention Hotline: 1 (800) 784-2433
- Big Brothers Big Sisters of Wabash Valley (765) 446-2227 or [bbbslaf.org](http://bbbslaf.org)
- Purdue College Mentors for Kids: [fnughes@purdue.edu](mailto:fnughes@purdue.edu)
- Wabash Valley: (765) 446-6535, after hours (765) 463-2555
- Lafayette Police Department: (765) 807-1200
- School Problem Solving team
- School Safety Task Force: According to IC-5-2-10.1-12, each school within LSC shall establish a safe school task

force to address school violence, bullying, and other issues that prevent the maintenance of a safe school. The task force will be established and led by the school safety specialist.

## **APPENDIX**

### **ADMINISTRATION**

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

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

### **ARRIVAL AND LEAVING TIMES**

The school assumes responsibility for supervision of students who are on the school premises during the hours of the normal school day including the ten minutes before the tardy bell and six minutes after the dismissal bell. The school also assumes responsibility for supervision of students involved in school sponsored activities. Examples include activities such as extra-curricular athletics, school patrols, school approved field-trips, assigned after-school detentions and riding the school bus to and from school. The school does not assume responsibility for supervision of students when the students arrive before or leave after the above stated times except when the students are in a school sponsored activity. The school does not assume responsibility for the supervision of students when the students are participating in an activity which is not school sponsored such as scouts.



## **SPECIAL EDUCATION**

Every child has the right to a free, appropriate public education – even a child with the most severe disability. This right was established in the Individuals with Disabilities Education Improvement Act (IDEA). In Indiana, Article 7 governs and implements IDEA. Children with special educational needs in our school corporation are served by Greater Lafayette Area Special Services (GLASS). GLASS is a cooperative program with the Lafayette School Corporation, Tippecanoe School Corporation, and West Lafayette School Corporation.

GLASS serves students with disabilities. Special education is considered “special” because specific methods, programs, and teaching techniques are developed to meet each child’s particular needs and abilities.

One of the most significant changes in public policy brought about by IDEA is involvement of parents in every step of providing services for their disabled child. A child may be referred to GLASS for evaluation by a teacher, principal, or parent. Parental permission must be obtained before any testing specifically related to determining qualification for special services may be done. If a special education placement seems advisable based on the test results, the parents and education professionals work together in the planning of the educational program for that individual child and, subsequently, in the educational placement decision. The rights of the parents are specified in IDEA so that parents may protect the rights of their children.

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

The school maintains the following special services for the benefit of all students:

Psychological Services personnel assist other members of the school community and parents in producing the optimal learning environment for the growth of each student in grades kindergarten through twelve. They may assist staff in planning for remediation in learning and adjustment, provide in-service training, or consult with staff in the areas of curriculum development, motivation, evaluation, assessment, group process, behavior management, and mental health.

The Special Services department may refer students with special problems to appropriate agencies located at Purdue University, or in the Greater Lafayette community.

School age children who are found to be disabled are generally placed in special programs in the Lafayette School Corporation.

Speech and Hearing services are available for those in need of educational professionals with such specialized training.

## **EXCEL/CHALLENGE PROGRAM**

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

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

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

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

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

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

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

## **HEALTH SERVICES**

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

**Immunization Requirements:** Indiana law requires that all students in 5th and 6th grade have 5 DT, 4 Polio, 2MMR, 3 Hepatitis, B, and 2 varicella. Additionally, all 6th graders must have a 1 Tdap and MCV4. It is the parent’s responsibility to provide verified records of

immunizations. Students may enroll but not attend school without documentation or required immunizations or verified medical or religious exemptions. All exemptions must be renewed every year.

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

Meningococcal disease is a dangerous disease that can strike children and youth.

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

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

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

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

No medication shall be administered to a student without the written and dated consent of the student's parent or guardian (**Exception:** A standing order of EpiPen & Benadryl for a severe allergic reaction may be given by the school nurse or trained school staff during a life threatening emergency). The consent of the parent or guardian shall be valid only for the period specified on the consent form and in no case longer than the current school or program year. All non-prescription medicine to be administered to a student must be accompanied by a statement describing the medicine, the dosage, and the time for it to be administered to the student. All prescription medicine, including injectable medicine, and for all blood glucose tests by finger prick to be administered to a student must be accompanied by a physician's prescription and a copy of the original prescription and pharmacy label. If the medication is to be terminated prior to the date on the prescription, the written and dated consent or withdrawal of consent of the parent or guardian is required. The written consent of the parent or guardian and the written order of the physician shall be kept on file. All prescription and nonprescription medications to be administered at school or school functions must be FDA approved.

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

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

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

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

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

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

Medication possessed by the school for administration during school hours or at school functions may be sent home with a student in grades 9 through 12 if the student's parent or guardian provides written permission for the student to receive the medication. Legal

Reference: I.C. 20-1-1-6, I.C. 20-1-6-2.1, I.C. 34-4-1-16.5-3.5, 511 IAC 7-6-7, I.C. 20-8.1-5.1-7.5, I.C. 20-8.1-7-22

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

- Temperature of 100 or more
- Severe sore throat
- Persistent cough
- Vomiting and/or diarrhea
- Severe headache
- Undiagnosed rash or skin infection
- Undiagnosed red and/or draining eye(s)
- Lice – Untreated  
Leakage of bodily fluids
- Scabies – Untreated
- Injury making it hazardous to be in school

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

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

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

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

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

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

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

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

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

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

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

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

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

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

1. The student/athlete will be removed from the activity immediately if they are suspected of having a concussion.

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

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1984

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

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

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

Students Records Policy that they do not want certain designated directory information released without prior consent.

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

**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.

## **McKinney-Vento Homeless Student Statement of Rights**

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

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

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

assist you with the appeal. While the dispute with the school district is being resolved, your child has the right to attend the school or receive the services in question.

- **The right to attend school and school activities without the fear of being singled out.** Children in unstable housing situations cannot be separated from their peers just because of their housing situation. They have the right to attend school and participate in extracurricular activities just like any other student.

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

### **Who can help?**

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

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

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

## **VISITORS TO SCHOOLS POLICY**

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

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

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

Board Adopted: August 8, 1994

Revised: November 11, 2002

## **Student Lockers and Student Personal Possessions**

All lockers made available for student use on the school premises, including lockers located in the hallways, physical education and athletic dressing rooms, industrial education classrooms and art classrooms, are the property of the school corporation. These lockers are made available for student use at the school, but the lockers are not to be used to store items which cause, or can reasonably be foreseen to cause, an interference with school purposes or an educational function, or which are forbidden by state law or school rules. A student may not expect to have privacy in a locker or its contents.

The student's use of the locker does not diminish the school corporation's ownership or control of the locker. The school corporation retains the right to inspect the locker and its contents to ensure that the locker is being used in accordance with its intended purpose,

and to eliminate fire and other hazards, maintain sanitary conditions, attempt to locate lost or stolen material, and to prevent use of the locker to store prohibited or dangerous materials such as weapons, illegal drugs, paraphernalia, or alcohol.

The school corporation also reserves the right to inspect personal property of the students, including coats, jackets, backpacks, purses, and bags or other personally carried items by non-bite dogs through dog sniffs. Based upon reasonable suspicion, probable cause or consent, the school corporation may then search the personal property of students. These inspections and potential searches shall occur by students being required to place their coats, jackets, backpacks, purses, and bags, or other personally carried items wherein said items will be placed in a hallway and the students will then remain in or return to classrooms. All students are advised that under these circumstances the students shall have no expectation of privacy of the contents of said coats, jackets, backpacks, purses, and bags or other personally carried items.

At the direction of the Superintendent, or his designee, the Administration may make use of dogs, law enforcement officials, or other appropriate technology to inspect school premises, including school lockers, and students' coats, jackets, backpacks, purses, and bags or other personally carried items.

Legal Reference: 20-33-8-32; Date Adopted: February 28, 1994; Revised: June 11, 2007; April 13, 2010; May 23, 2013

### **Notice of Intent to Comply with Title IX**

It is hereby made known, as a matter of public information, that the Lafayette School Corporation intends to comply with Title IX of the Education Amendments of 1972 as amended by Public Law 93-568, effective July 21, 1975, and the Americans with Disabilities Act. You will find the complete Sexual and Racial Harassment policies and procedures for the Lafayette School Corporation on the school's website under the "Parents" heading. Complaint forms may be obtained at the front office of the school. The Title IX Compliance Officer for the Lafayette School Corporation is John Layton, Associate Superintendent. Dr. Layton's contact information is [jlayton@lsc.k12.in.us](mailto:jlayton@lsc.k12.in.us) or 765-771-6000.