

# PARENT/STUDENT INFORMATION

SCHOOL  
ADDRESS  
ADDRESS  
PHONE NUMBER  
FAX NUMBER

Website: (SCHOOL EMAIL ADDRESS)

On behalf of the entire staff, I would like to welcome everyone to our school. Homan School has a proud tradition of commitment to student learning and we look forward to providing successful learning opportunities for each child.

The challenge of education continues to be one best served through a cooperative effort of the parents, students, and teachers. The involvement of each family in the learning process helps to stress its importance. The Homan staff encourages parents to be active participants in the school experiences of students. Through the joint efforts of the school and home, the best interests of the students can be achieved. Each student must also realize learning requires efforts on their part as well. Their attitudes and efforts now will have a long-term effect on later success. It is a difficult challenge, but one with which the Homan staff is eager to assist.

The information contained in this booklet is intended to provide parents and students with additional information about Lake Central's Elementary Schools; further information about specific policies and procedures may be found in the Lake Central School Corporation's Student Code of Conduct, Responsibilities and Due Process. These booklets have been provided to each student. Parents and students should review the information contained in each booklet.

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## **LAKE CENTRAL SCHOOL CORPORATION'S MISSION**

*The mission of the Lake Central School Corporation, as a family, community, and school partnership, is to ensure that each student becomes a self-directed learner and a contributing responsible citizen through an instructional delivery system that engages students in achieving their personal best.*

## **LAKE CENTRAL SCHOOL CORPORATION'S BELIEFS**

- *Each individual has dignity and worth.*
- *Students are our number one priority.*
- *People are responsible for their actions.*
- *Excellence will only be achieved through continuous improvement.*
- *Everyone can learn.*
- *People learn in different ways and at different rates.*
- *Teachers are critically important in every student's education.*
- *Education is the responsibility shared by students, staff, families, and the entire community.*
- *School provides a foundation for a lifetime of learning.*
- *A positive school environment is essential for learning.*
- *Success builds self-confidence.*
- *Educated and involved citizens are necessary to sustain a democratic society.*

# *Lake Central School Corporation Character Education*

*The following character traits have been adopted and have been incorporated in our school curriculum. Each month focuses on a different trait.*

*August/September:  
Responsibility*

*October/November:  
Effort  
(work ethic, perseverance, diligence, personal best)*

*December/January:  
Respect*

*February/March:  
Honesty  
(trustworthiness)*

*April/May:  
Caring  
(compassion, empathy, tolerance)*

## **ATTENDANCE/ABSENCES**

Regular school attendance is important to a child's progress in school. Schools in Indiana are given an expected attendance rate. It is imperative that we reach and maintain this expected rate. Research studies have indicated that students who lack regular attendance and/or are consistently tardy throughout their school career tend to exhibit these same behaviors when they enter the work force. We hope you will make every effort to have your children in school when they are physically able and try very hard not to take them out for vacation days.

## **ABSENCES-REPORTING**

If your child must be absent, please phone the school office by 8:30 a.m. to report the reason for absence. If the office does not receive a phone call by 8:30 a.m., we will contact the parent to verify the absence. A note is not necessary if phone contact is made. This procedure was established as a safety measure for the children. If you know in advance your child will be absent, please send in a note before the absence.

**Absences more than three days require a doctor's note.** If your child is absent *five days* or more in one grade period and/or their absences reach a total of *ten days* at any time during the school year, parent notification will be made. Furthermore, excessive absenteeism may result in a referral to an attendance officer, protective services, suspension, expulsion, or failure to qualify for promotion to the next grade.

## **ABSENCES-HOMEWORK**

Generally, homework will not be sent home the first day a student is absent. We feel this time should be spent recuperating. Following the first day of absence, please make all homework requests by 8:30 a.m. Homework can be picked up after 2:00 pm and/or before 3:30pm. Due to the weight of the books we prefer to send it home with an older sibling or an adult.

As a general rule, students shall have one day to make up work for each day of absence. The following are considered excused absences:

1. Illness of student/ School may require a doctor's note
2. Death in immediate family
3. Suspension from school
4. Family emergencies

NOTE: Excused absences do count against perfect attendance awards.

## **ABSENCE DUE TO VACATION**

The office is frequently asked to approve a student absence for family vacations. The policy of the Lake Central School Corporation clearly indicates that a family vacation **is not an acceptable reason for student absence.** Students will be responsible for assignments upon their return; any tests missed during the vacation time will be rescheduled at the teacher's discretion.

### **BEFORE/AFTER SCHOOL CARE**

Lake Central School Corporation contracts with the Adventure Club to provide before/after-school care in the elementary schools.

Before-school care: 6:30-8:00 a.m.

After-school care: 2:40-6:00 p.m.

Child-care is provided at each elementary. Arrangements for child-care are made directly with the Adventure Club; for more information visit [www.theadventureclub.com](http://www.theadventureclub.com), or phone 219 865-6283, or email [info@theadventureclub.net](mailto:info@theadventureclub.net).

It is imperative that all students who attend after school care provide their schedule to the teacher, office, and day care. All parties must be notified of any schedule changes.

### **BOOK RENTAL**

Kindergarten (Full-Day) - \$158.00	Grade 3 – \$127.00
TK-1 - \$153.00	Advanced Grade 3 - \$ 000.00
Grade 1 - \$153.00	Grade 4 - \$113.00
Grade 2 - \$142.00	Advanced Grade 4 - \$11.0.00

Book rental is due at the beginning of the school year. Payments may be made online or by check. Make checks payable to your child's school and please include your driver's license number on the check. Parents experiencing financial difficulties should see the information on assistance for book rental. Students enrolling during the first semester will pay 100% of the book rental. Students enrolling during the second semester will pay 50%. No refunds will be issued during the second semester.

Children are responsible for the care of school text and library books. If books become lost or damaged, fines will be issued to those held responsible.

### **BOOK STORE**

Student supplies may be purchased at our school bookstore. Purchases may be made **(INDIVIDUAL SCHOOL INFORMATION)**

### **BREAKFAST**

Breakfast is available for purchase at 7:55 am each morning unless there is a delay in the start of the school day.

## **BULLYING**

It is the policy of this School Corporation to maintain a learning environment that is free from harassment, intimidation and bullying. To this end, this administrative regulation has been established to define bullying, to outline procedures to combat bullying, and to identify consequences for those students who engage in the act of bullying on school premises, during travel to and from school, or during attendance at school-related activities.

**Definition:** Bullying of others may include, but is not limited to any repetitive, aggressive, or negative written, verbal or physical act(s) that place(s) another student in reasonable fear of harm to his or her person or property, or that has the effect of insulting or demeaning any student in such a way as to disrupt or interfere with the school's educational mission and that:

- a. is motivated by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory disability;
- b. is motivated by any other distinguishing characteristic(s);
- c. a reasonable person should know, under the circumstances, that the act(s) will have the effect of harming a student or damaging the student's property, or placing a student in reasonable fear of harm to his person or damage to his property; and/or
- d. has the effect of insulting or demeaning any student or group of students in such a way as to cause substantial disruption in, or substantial interference with, the orderly operation of the school.

Examples of bullying behavior include pushing, hitting, threatening, name-calling, teasing, putdowns, threatening looks and gestures or actions, cruel rumors, false accusations, social isolation, extortion, stealing of money and/or possessions, or other physical and/or verbal conduct of a belittling nature. Such behavior most often will occur when a student or group of students assert physical or psychological power over, or are cruel to, another student(s) perceived to be weaker or, in some way, unable to defend himself.

**Parent/Guardian Notification:** Whenever a student(s) engages in bullying, the parent or guardian of both the student(s) bullying as well as the student(s) being bullied will be notified.

**Duty to Act:** Students who are victims of bullying are encouraged to report the incident(s) to any adult employee of the school. Staff members who observe or become aware of an act of bullying are expected to take immediate and appropriate steps to intervene in an effort to protect the student and to immediately report the incident to the principal, assistant principal, dean of students or central office administrator.

**Student and Parents Reporting:** Students and parents who become aware of an act of bullying are expected to report it to the school principal for further investigation. Any student who retaliates against another for reporting bullying will be subject to punitive action.

**Investigation Procedures:** Upon learning about a bullying incident, the principal or his/her designee shall conduct a prompt, thorough and complete investigation of the alleged incident. The investigation may include interviews with other students, parents and school staff, review of school records and identification of parent and family issues.

**Consequences/Intervention:** Consequences for students who bully others shall depend on the results of the investigation and may include detention, suspension and/or request for expulsion. Depending on the severity of the incident, the principal may, also, take appropriate steps to ensure student safety, which may include reporting incidents to law enforcement agencies.

The following factors will be considered in determining the appropriate response to pupils who commit one or more acts of bullying:

- 1) The developmental and maturity levels of the parties involved;
- 2) The levels of harm;
- 3) The surrounding circumstances;
- 4) The nature of the behavior(s);
- 5) Past incidents or continuing patterns of behavior;
- 6) The relationships between the parties involved; and
- 7) The context in which the alleged incidents occurred.

**False Reporting:** Students are prohibited from knowingly or willfully falsely accusing one another of bullying. Such action may result in suspension or request for expulsion.

### **BUS TRANSPORTATION**

All Lake Central students riding the bus will only be picked up at their designated bus stop. If a student misses the bus at his/her designated stop, parents will be responsible for transporting their child directly to their child's school. Bus drivers will not permit entry of a student onto the bus at any stop other than the student's designated bus stop. No exceptions will be made. As such, we encourage parents to plan in advance to have their child ready for pick up daily.

Should adjustments in bus stop location be necessary parents are to contact transportation then notify the school

Students are **NOT** permitted to switch buses for Brownies, Scouts, parties, visiting friends, etc. Bus changes are only accepted in an **Emergency** situation. All bus changes must be made through the transportation office first. A note from the parent indicating that the change has been approved by the transportation department must be sent to the school office so a bus pass can be issued.

Parents need to make all transportation changes for their child prior to the start of the school day and send a written note to the teacher outlining the changes. If an emergency arises during the day causing a change in transportation please call the office prior to **2:00**. Without parent notification children will be sent home by their established means.

## **LAKE CENTRAL SCHOOL BUS RULES**

The following is what is expected of each student riding Lake Central buses at any time. Every student will receive these rules and is expected to know this information.

1. Students must cooperate with the bus driver at all times.
2. Every student should be waiting five minutes before scheduled pick up time at his/her boarding station.
3. No one should enter or leave the bus until it has come to a full stop and doors are opened by the bus driver.
4. Every student will be seated immediately upon entering the bus in a place assigned by the driver.
5. The bus driver must grant permission before windows or doors may be opened or closed. Students must keep head, hands, and arms inside the bus. Windows may be lowered only to the line on the bus.
6. Students who are let off buses on the opposite side of the road from their home must cross the road in front of the bus.
7. Smoking is not permitted in school buses.
8. No eating, drinking, or gum chewing is allowed on the bus.
9. Bus riders shall not litter the bus.
10. Damage to school bus will be paid for by the students causing the damage.
11. Buses are loaded to near capacity; therefore, it is not possible to grant permission for individuals or groups to ride buses other than their own.
12. Items such as baseball bats, sharp-pointed objects, animals, insects, and glass jars are safety hazards and will not be transported.
13. The following behavior is UNACCEPTABLE:
  - A. Scuffling and fighting
  - B. Loud, boisterous, or profane language, or indecent conduct
  - C. Disrespect towards drivers and/or fellow students
14. **The bus driver has the authority to suspend a child from the bus for one day.** The driver may recommend additional days of suspension.

## **CHILD ABUSE REPORTING**

We are required by law to report all suspected cases of child abuse to the Lake County Department of Public Welfare – Child Protection Services.

## **CIVIL RIGHTS NOTIFICATION**

Civil Rights Assurance of Equal Opportunity and Nondiscrimination Statements:

The Lake Central School Corporation is committed to equal opportunity. It is an Equal Opportunity Employer and does not discriminate on the basis of age, race, color, religion, sex, handicapping conditions, or national origin, including limited English proficiency, in any employment opportunity. No person is excluded from participation in, denied the benefits of, or otherwise subjected to unlawful discrimination on such basis under any educational program or student activity.

If you have experienced discrimination in such educational programs or activities, written inquiries about procedures that are available and for consideration of complaints alleging such discrimination should be directed to Director of Human Resources, Lake Central School Corporation, 8260 Wicker Avenue, St. John, Indiana 46373, Phone: 219-365-8507.

**COMPLIANCE PLAN FOR SECTION 504 OF THE REHABILITATION ACT OF 1973** Specific information about this is contained in the Lake Central School Corporation's "Student Code of Conduct, Responsibilities, Due Process, Parent/Student Rights" booklet that is distributed at the beginning of each school year. Please refer to this booklet for further information.

**NOTICE OF PARENT/STUDENT RIGHTS IN IDENTIFICATION, EVALUATION AND PLACEMENT OF HANDICAPPED INDIVIDUALS** Specific information about this is contained in the Lake Central School Corporation's "Student Code of Conduct, Responsibilities, Due Process, Parent/Student Rights" booklet that is distributed at the beginning of each school year. Please refer to this booklet for further information.

#### **DAMAGED AND LOST BOOKS**

Children are responsible for the care of school text and library books. If books become lost or damaged, fines will be issued to those held responsible.

#### **DISCIPLINE**

*All students should be given an opportunity to pursue their education in and environment, which is conducive to learning. Students need to develop a positive self-image, learn self-discipline, and understand the rules and procedures of our schools and society, in order to function effectively within them. It is important that parents and the school staff work with each other to insure good discipline.*

*Discipline is necessary in the Lake Central Elementary Schools for the following reasons:*

1. *To make schools safe*
2. *To create an environment for effective teaching and learning*
3. *To set an example of socially acceptable behavior*
4. *To cultivate in youngsters, responsibility for their own actions and behavior*
5. *To develop workable relationships needed to succeed in school and in later life*
6. *To make schools inviting and orderly places*

## **UNACCEPTABLE STUDENT CONDUCT**

### ***I. Disrespectful Behavior***

- ***Insubordination/refusal to follow directions or rules***
- ***Verbal abuse toward peers, staff, or other adults***
- ***Causing or attempting to cause bodily harm to peers or staff***
- ***Harassment***
- ***Other instances of disrespectful behavior***
- ***Bullying***

### ***II. Disruptive Behavior***

- ***Fighting/Aggressive physical contact***
- ***Profanity***
- ***Not following established rules/procedures***
- ***Harassment***
- ***Any activity or situation which disrupts the educational environment***
- ***Bullying***

### ***III. Irresponsible Behavior***

- ***Vandalism/Theft***
- ***Bringing weapons to school (see Corporation Policy)***
- ***Bringing tobacco, drugs, or alcohol to school***
- ***Unauthorized leaving of school grounds***
- ***Gang or gang-like activity***
- ***Terroristic threats (see corporation Policy)***
- ***Other acts of irresponsible behavior***

## **DISCIPLINARY ACTION**

***Lake Central staff members have the right and obligation to enforce rules of conduct. The consequences for unacceptable conduct will be decided by the appropriate staff member. The severity and/or repetitiveness of any infraction will determine the action taken. The staff member may use one or more of the following consequences:***

- ***Verbal reprimand***
- ***Written assignment***
- ***Removal from group (time out/time away)***
- ***Detention Notification of parent***
- ***Loss of special activity (extracurricular clubs, sports, field trips, Field Day)***
- ***Referral to the principal***
- ***Full restitution for repair or replacement***
- ***In-school suspension***
- ***Out of school suspension***
- ***Expulsion***

## DROP-OFF/PICK-UP OF STUDENTS BY PARENTS

### (INDIVIDUAL SCHOOL INFORMATION)

#### EMERGENCY SCHOOL DISMISSAL/DELAY/CANCELLATION

##### *Early Dismissal:*

Weather or other emergencies may sometimes require an early dismissal. Parents should make arrangements for their children's unexpected early arrivals at home. Be certain your children know where to go and what to do on days that they arrive home early and find no one at home. The Alert Now system will be used for notification of school closings.

##### *Delays/Cancellation:*

The Alert Now System will be used to notify parents of school delays or cancellations. School closing information will also be posted on the following websites: [www.cancellations.com](http://www.cancellations.com) and/or [www.lcsc.us](http://www.lcsc.us) (information will be updated by 6:00 a.m.). It is also recommended that parents listen to local radio stations and news broadcasts for information.

#### FIELD TRIP INFORMATION AND CHAPERONE GUIDELINES

Field trips are a beneficial way of extending student learning. Younger siblings are not allowed to participate and must remain at home. All students must travel by bus and are not allowed to ride with their parents and meet the class at the destination.

Teachers may set specific criteria for behavior and classroom assignments that must be met for a student to attend a field trip. If a student does not meet specific teacher set criteria he/she will be assigned to work in another classroom during that time.

Teachers will provide specific information concerning their classroom policy in regards to field trips. **NO CHILD WILL BE ALLOWED TO ATTEND A FIELD TRIP WITHOUT A SIGNED PERMISSION SLIP FROM THE PARENT.**

When chosen to chaperone your child's field trip please adhere to the following:

1. All chaperones must have an annual criminal background check prior to attending any field trip.
2. Pre-school children must remain at home.
3. Only one adult, the one chosen, may attend the field trip.
4. Chaperones must sign in at the office and obtain a name tag before preceding to the classroom.
5. Lake Central School Corporation has a "smoke free" environment policy. **SMOKING IS NOT PERMITTED AT ANY TIME DURING THE FIELD TRIP.**
6. Please understand that you are chaperoning an assigned group of children that may or may not include your child. **Chaperones are expected to stay with their assigned group at all times.** maintain the group's whereabouts and monitor behavior. Any inappropriate behavior is to be reported to the classroom teacher immediately.
7. Use the following guidelines to help you on the bus:
  - a. Teachers and chaperones are responsible for the conduct of students and all regular bus rules must be followed.
  - b. The bus driver or teacher may assign seats.
  - c. Loud, boisterous, obscene language or gestures will not be tolerated.
  - d. No student shall leave or switch seats unless permitted by teacher.
  - e. Emergency doors and aisles must be kept clear.
  - f. Passengers are not permitted to eat or drink on the bus unless it was pre-arranged by the teacher.
  - g. Drivers are not responsible for articles left on the buses during the trip. Lake Central buses cannot be locked for security.
8. Use the following as a guide to supervising behavior:
  - a. Please positively redirect misbehavior. If serious, bring it to the attention of the teacher.
  - b. Remind students to walk.
  - c. Expect courteous, respectful behavior from all students.

Teachers use a variety of means to fairly choose their chaperones. Many trips limit the number of adult chaperones. The number of field trips is also limited per grade level due to budget restraints. As a result, not every volunteer may have the opportunity to attend a field trip. We hope that you will be considerate and understanding of this.

### **INDOOR AIR QUALITY COORDINATOR**

Parents should address questions about the air quality to Lake Central's Director of Maintenance and Facilities at 8260 Wicker Avenue, St. John, IN 46373; (219)365-8507

### **LOCKERS**

School lockers are the property of the Lake Central School Corporation and are made available for the use of students in grades 1-4. The students, upon use of said lockers, accept the following conditions:

- 1) A student must use only assigned locker
- 2) A student can use the assigned locker only for storing school supplies and personal items necessary for use at school and cannot use a locker to store or keep items which school rules prohibit on school property.
- 3) Students shall not change or use different locks on the assigned lockers.
- 4) The School Corporation shall have the right to enter school lockers for the purpose of maintenance pursuant to a posted general-housekeeping schedule or a locker during any vacation period, which is reasonably believed to contain rotting items as food, wet clothing, and so forth.
- 5) The School Corporation has a right to enter and inspect any locker and its contents at any time by a principal or other member of the administrative staff designated in writing by the principal. Such an inspection shall be, when possible, conducted in the presence of the student whose assigned locker is the subject of the inspection. A law enforcement agency having jurisdiction over the premises where the locker is located, may, at the request of the School Corporation, be present during any inspection of a locker or its contents.

## **LUNCH PRICES AND PROCEDURES**

### **Menus**

Menus will be posted on the school website approximately one week before the start of each month. Feathered items indicate that entrée as being the healthier choice based on the percentage of calories from fat that it contains. Parents are encouraged to monitor choices their child makes both at home and at school. Parents can view items their child have purchased by going to [www.mymealtime.com](http://www.mymealtime.com) Meals, foods and beverages sold or served meet State requirements based on the USDA Dietary Guidelines.

### **Meal Prices 2012-2013 School year**

The Breakfast price will be **\$1.10** for paid students and no cost for free and reduce students. Lunch prices will be **\$1.80** for paid students, **\$.10** for reduced students and no cost for free students. These prices are based on a complete meal. A complete breakfast consists of two bread items or one bread one meat item, juice and milk. A complete lunch consists of one entrée choice and up to 3 side dishes (fruit or vegetable) and milk. If your child wishes to buy only milk the cost will be **\$.45** per carton.

### **Pre-Payment Options**

Please take advantage of the options to prepay your child's meal account. Parents can view their child's purchased items, keep track of the dollar amount in the account, and also have alert messages set when the lunch account gets low by going to [www.mymealtime.com](http://www.mymealtime.com) .

### **There are three ways to prepay meal accounts:**

#### **OPTION 1: Online Payment**

Parents can prepay student lunch accounts online 24 hours a day, 7 days a week with Mealtime Online payment feature. It is fast, convenient and secure. Go to [www.mymealtime.com](http://www.mymealtime.com) if you have not yet set up an account. You will need to

have your child's school ID number.

**OPTIONS 2: Check**

You can send a check with your child. On the check please mark clearly your child's first and last name, their ID # (if you know it), and your driver's license number. Deposits can be dropped in the Food Service deposit box located in the school office or given to the cafeteria cashier(s).

**OPTION 3: Cash**

We ask you refrain from sending cash unless necessary. Please make sure the outside of the envelope displays your child's first and last name, teacher name, what it is for and the dollar amount. This can be dropped in the Food Service deposit box located in the school office or given to the cafeteria cashier(s).

**Charging Procedure 2012**

Parents /Guardian will be notified of a negative balance by a phone call and e-mail from the School Messenger Alert System sent out every Thursday and notified twice a month when their child's account is getting low. Parents/guardian will need to inform the Food Service Director and the teacher in writing if they do not want their child to purchase lunch items. Charging in the Cafeteria is discouraged.

Students will be permitted to charge up to \$10.00 in meal charges. When a child's account reaches a negative ten dollar balance the parent/guardian will be sent a letter informing them the balance is due within 10 school days, and if they do not make a payment a meeting will follow with the Principal.

**Meal Applications**

Children living in households receiving Food Stamps, Tanf and Foster children can get free meals and textbook assistance regardless of your income. Also if your household income is within the federal income guidelines your children can get free or reduce meals and text book assistance.

You will only need to complete one application per household, regardless of the number of children in the family, or their attendance at different schools within Lake Central. You must re-apply each school year for benefits. We accept applications throughout the school year.

Households currently certified to receive food stamps or temporary assistance will be notified of their eligibility which will provide benefits unless the household notifies the Food Service Office in writing that they choose to decline benefits. Households should only submit an application if they are not notified by the beginning of August.

There are three ways to apply for meal and textbook assistance:

**OPTION 1: Online Application** MealTime will guide you thru the application process with easy online prompts to complete your application. If you begin your application and find you need to get more information before you can continue, you can save your application session and reopen it later. When you have completed your application, you will be prompted to enter your electronic signature. Then click

“Submit”, and you’re finished. To make changes you will need to submit a new application. All student data that is transmitted is encrypted. Go to [www.mymealtime.com](http://www.mymealtime.com) to apply. Parent/Guardians will be able to apply during on-line registration at the beginning of the school year.

**OPTION 2: Print Application & Return** Visit our school website to obtain and print an application. Fill out the application and return it to school in an envelope marked “Food Service” or mail to Lake Central Food Service, 225 W. 77<sup>th</sup> Avenue, Schererville, IN 46375.

**OPTION 3: Paper Applications Available at Schools**

Manually complete the paper application and return it to school in an envelope marked “Food Service” or mail to Lake Central Food Service, 225 W. 77<sup>th</sup> Avenue, Schererville, IN 46375.

**If your application is not signed or does not include income it will be mailed back to you.** If you are currently not receiving an income make sure to indicate so. When Food Service receives your complete application, you will be notified by mail within 10 business days of the student’s new status. Please plan on sending a lunch or money with your student until you receive a letter from our office. Food Service will update the student’s MealTime account to reflect the new status; you do not need to notify the school kitchen. You will be responsible for any charges for meals (breakfast and/or lunch) prior to approval.

If you need assistance completing the form or have any questions, please call Linda at 865-4416 or email [lindajohnson@lcscmail.com](mailto:lindajohnson@lcscmail.com)

**Cafeteria Rules**

All students are responsible for disposal of garbage and leaving clean eating area. Students are informed about recycling and are to place garbage in the correct bins. Cafeteria rules are posted in the dining room and will be enforced. Students that do not follow the cafeteria rules may need to meet with the school Principal.

**Website**

We do have our own website at which you may find menus, free and reduce benefit information, prepay options, nutritional information and various forms. Just visit [www.lcsc.us](http://www.lcsc.us) and click on the Food Service Icon at the bottom of the screen.

Food Service questions? Call Gladys Rediger Director of Food Service at 865-4416 or email [grediger@lcscmail.com](mailto:grediger@lcscmail.com)

**Menus**

Menus will be posted on the school website approximately one week before the start of each month. Feathered items indicate that entrée as being the healthier choice based on the percentage of calories from fat that it contains. Parents are encouraged to monitor choices their child makes both at home and at school. Parents can view items their child have purchased by going to

[www.mymealtime.com](http://www.mymealtime.com) Meals, foods and beverages sold or served meet State requirements based on the USDA Dietary Guidelines.

### **MEDICAL RESTRICTIONS**

If it is necessary for a student to be excused from a school related activity for medical reasons, a written note from the physician is to be provided by the parent. The note should indicate the activities to be restricted and the length of time for the restriction. Prior to the student being able to return to participation in the activity, a written release from the physician needs to be provided to the school.

### **MEDICATION**

Prescription medications will be given during school hours only if a permission slip is signed by the parent and a doctor's note is obtained. **Please do not send medication with your child.**

- a. All medications must be in the original container and will be kept in the nurse's office.
- b. Prescription and non-prescription medication must be brought to the nurse's office by a parent. The school must be given written permission to administer the drug. Included in the note should be:
  1. Name of the child
  2. Name of the drug
  3. How much is to be given
  4. How often
  5. For what condition
  6. Parent signature

All medication, prescription and non-prescription, must be given to and administered by the school nurse. **No medications may be kept in the student's possession, including cough drops.**

**See the Lake Central Code of Conduct booklet for detailed medication policy.**

### **PARENT / TEACHER VISITS**

**Parent/teacher visits or meetings are by appointment.** Calling ahead to the classroom teacher assures that the teacher can meet with you.

### **PARENT VOLUNTEERS**

Parent volunteers are an integral and important part of our school. Without our parent volunteers several of our programs and activities would not be possible. All parent volunteers must complete a background check through the school office. When volunteering it is important to adhere to the following:

1. While volunteering please do not "pop in" to see your child or speak to his/her teacher. Please follow the school procedures in place.
2. For the safety and welfare of all concerned, school volunteers are not to bring

younger or older siblings while they are volunteering

### **PARTIES**

There are three classroom parties per year, Halloween, Christmas, and Valentine's Day. Due to the size of schools and reasons of safety only the assigned room parents may attend the party; **siblings are not allowed to attend the party with a room parent.** The room parents are to check with their child's teacher before planning the parties. The role of the room party parent includes organizing games, refreshments, as well as paper products, music, etc. (Note: the sharing of hats, blindfolds, or other clothing is not allowed. Also, games may not be played in hallways, café, or gym) room parents may arrive fifteen minutes prior to the party.

### **PERSONAL BIRTHDAY INVITATIONS**

To avoid embarrassment/hurt feelings, your child's teacher may not allow party invitations to be passed out at school. If permitted, invitations must be given to all the boys, or all the girls, or the class. The school cannot provide you with student addresses or phone numbers.

### **PERSONAL BIRTHDAY PARTIES**

Parents should contact the teacher prior to the child's birthday. The classroom teacher will advise you of acceptable treats for his/her classroom. Non-edible treat bags, such as pencils, erasers, stickers are preferred. Treats delivered by parents will be dropped off in the office. The child will be called from the classroom to pick them up.

The following is not permitted in school:

- a. Surprise visitors, e.g. clowns, balloon delivery, flower deliveries
- b. Special gifts, pizza or other lunch parties in the café

### **PERSONAL BELONGINGS**

Electronic games, CD players, MP3 players, Ipods, and other devices, excessive money or other articles of value are not to be brought to school. Students are not to bring sport or other cards for trading. We also discourage children from bringing toys and other expensive personal items, as it is difficult to assure the safety of the item. Personal belongings, such as coats, backpacks, etc. should be clearly marked for quick identification. Lost & Found articles will be located in a designated area.

### **PETS**

Due to allergies and student safety, pets are not to accompany parents to drop-off or pick-up children. Also, pets may not be brought in for Show & Tell in the classroom.

### **PHYSICAL EDUCATION**

Athletic shoes that tie or have Velcro straps that can be tightened are required for class. Athletic shoes that do not have the ability to be tightened will not be permitted in physical education class. Students need to wear clothing that is suitable for

physical activities. Loose, comfortable clothing such as t-shirts/sweats are appropriate. In order to keep the gym floor cleaner and safer, we encourage parents to provide gym shoes that will not be worn on the playground before gym class on gym day. Old, worn shoes are fine as long as they are clean.

### **RECESS/ PHYSICAL ACTIVITY**

Children will have outdoor recess daily, weather permitting. It is assumed that when a child comes to school he/she is physically able to take part in normal school activities. This includes the time spent in the classroom, in gym class, and out for recess. Parents may occasionally send a note requesting in-door recess for a recuperating child. A doctor's note is required if the period is to exceed three days.

### **RIGHT TO INSPECT INSTRUCTIONAL MATERIALS**

In addition to any other rights with respect to the inspection of instructional materials, the parent or guardian of a child enrolled in a school within the Lake Central School Corporation, which receives funds from the United States Department of Education either directly or indirectly, shall be entitled to inspect those instructional materials which will be used in connection with any survey, analysis, or evaluation as part of any school program or curriculum.

Any complaints arising under this policy may be submitted in accordance with *Policy AR 5004, Instructional Materials Challenged*.

### **SCHOOL BOARD MEETINGS**

School Board meetings are held on the first and third Mondays of each month, unless changed by the Board. Meetings are at 7:30 p.m., in the Lake Central High School Freshmen Center.

### **SCHOOL DRESS**

Dress plays an important part in developing attitudes for respect and neatness. The type of clothing worn to school has a definite effect upon the attitude, conduct, and the work habits of the students and cannot interfere with or disrupt the educational process. The staff reserves the right to use its discretion in determining the type of clothing and/or accessories appropriate to the school setting. The administration retains the authorization to ban any article of clothing containing any type of writing, picture, symbol or message not appropriately and positively related to any Lake Central School Corporation.

It is the parents' responsibility to see that the student is dressed and groomed in accordance with the following standards:

1. Students are expected to wear hairstyles and clothing attire that will not be a health or safety hazard. This includes flip flops.
2. Grooming and/or dress, which prevent the student from doing his/her best work because of blocked vision or restricted movement, are discouraged.
3. Students are discouraged from wearing styles that create or are likely to create a disruption with the classroom order.
4. Articles of clothing that cause excessive maintenance problems, such as

- cleats on shoes, shoes that scratch and/or mark floors, and pants with metal rivets that scratch furniture are unacceptable.
5. Clothing bearing words or pictures of a sexual or profane nature is not to be worn.
  6. Clothing which promotes or advertises tobacco, alcohol, violence, gangs, or illegal products or activities is not to be worn.
  7. Shorts or skirts that are too short, tank tops with thin straps or tops showing bare midriffs are not to be worn. (If shorts or skirts are shorter than fingertip length, then they are considered too short.)
  8. Flip flops are not acceptable.
  9. Pants that are low and reveal underclothing and/or excessive skin exposure are not to be worn.
  10. Hats or headwear may not be worn in the classrooms, hallways, and cafeteria. During cold weather, however, students may have their winter hats on when leaving the building.
  11. Students are to dress appropriately for the weather. Students are expected to be prepared for outdoor recess.
  12. Exceptions for medical or other reasons are made by the principal.

Failure to comply with acceptable student dress may result in one of the following:

1. Parent contacted to bring appropriate clothing.
2. Reprimand by staff member
3. Parent conference
4. Referral to principal
5. Suspension by principal in extreme or repetitive cases

Certain classes require special dress or shoes. Some examples might be: art aprons or shirts, gym shoes for P.E. etc.

### **SCHOOL HOURS / OFFICE HOURS**

School Office: 7:15 a.m. to 3:15 p.m. daily

School Hours: 8:10 a.m. to 2:40, tardy bell at 8:10 a.m.

Morning Kindergarten: 8:10 a.m. to 10:40 a.m.

Afternoon Kindergarten: 12:10 p.m. to 2:40 p.m.

School Phone number: (SCHOOL PHONE NUMBER)

Student arrival time for breakfast is 7:55 am. Students brought to school should arrive at the same time as bus dismissal 8:00 am. Supervision of students is not available until 7:55.

### **SCHOOL INSURANCE**

Parents may purchase student insurance at a low cost at the beginning of each school year or when enrolling a new student. The school corporation does not carry insurance for the individual student. An insurance form is included with registration information.

### **SEARCH AND SEIZURE**

In an effort to provide Lake Central students with a learning environment safe from fear, violence, and exposure to illegal drugs, the Board authorizes the administration

to conduct searches when it has reasonable suspicion that a student or students may be in possession of stolen property, or an illegal, unauthorized or dangerous substance or object while on school grounds, on a school bus, or while at a school-related function or event. The Board also authorizes random searches when appropriately justified.

## 1. **Basic Standards**

- A. **Reasonable Suspicion.** As used under this policy, reasonable suspicion means that school officials have grounds for suspecting that a search will lead to the discovery of evidence that a particular student or a student among the general school population:
1. has violated or is violating a school rule or behavioral norm contained in the student handbook;
  2. has violated or is violating a particular law; and/or
  3. possesses an item or substance which presents an immediate danger of physical harm or illness to students and staff, or to school property.

Reasonable suspicion may be created by information obtained from reliable sources and observations of student behavior. Information obtained from the Hot Line may also create reasonable suspicion depending upon the nature of the information, the subject matter of the search, and the intrusiveness of the search. In all circumstances, reasonable suspicion must be more than a “hunch.”

- B. **Scope of Search.** The scope of any search conducted pursuant to this policy should be limited by the circumstances that the search, the purpose of the search, the intrusiveness of the search, and the age and sex of the students involved. Items found in a student’s possession may provide reasonable grounds to expand the scope of the search; however, absent other justifying circumstances, if the initial search process fails to produce evidence of contraband, etc., there should be no extension of the search efforts.

## II. **Methods of Search.**

- A. **Individual Search.** A student’s person and his/her personal effects may be searched by school officials upon reasonable suspicion concerning the particular student.
- B. **Hand-Held Metal Detectors.** Hand-held metal detectors may be used on both a student’s persona and his/her personal effects in conducting a search of the particular student based on reasonable suspicion of that particular student. Hand-held metal detectors may also be used to conduct a search of the general population or of a random grouping of students if reasonably justified.
- C. **Use of Canine Units.** Police trained canine units may be used to assist in efforts under the following circumstances:
1. to protect the health and safety of students and staff, and to protect public property from threats of violence, including, but not limited to weapons, or the placement of a bomb or explosive device on school

- grounds, buses or at the location of a school activity; and/or
2. to detect the presence of illegal substances or contraband, including, but not limited to, alcohol and/or drugs.

**STUDENT SUBMISSIONS TO REQUIRED SURVEYS, ANALYSIS, OR EVALUATIONS OF SCHOOL PROGRAMS:** No student shall be asked without prior written consent of the student's parent or guardian, as part of any school program or curriculum which receives funds from the United States Department of Education, to submit to a survey, analysis, or evaluation which reveals information concerning:

1. political affiliations;
2. mental and psychological problems potentially embarrassing to the student or his/her family;
3. sex behavior and attitudes;
4. illegal, anti-social, self-incriminating and demeaning behavior;
5. critical appraisals of other individuals with whom respondents have close family relationships;
6. legally recognized privileged and analogous relationships; such as those of lawyers, physicians, ministers; or
7. income (other than that required by law to determine eligibility of participation in a program or for receiving financial assistance under such program)

### **SOLICITATION**

Children may not sell or trade personal items such as trading cards, homemade jewelry, models, etc., at school. Personal fundraisers are not allowed.

### **STUDENT WITHDRAWALS & TRANSFER OF STUDENT RECORDS**

Parents of students moving to another school district should report to the office to withdraw your child. Student records will be sent to the receiving school once the office has received a Request of Records from the receiving school. It is not the policy of the Lake Central Elementary Schools to send permanent records with the parent withdrawing a student.

### **TARDY**

The tardy bell rings at 8:10 a.m. Students arriving after 8:10 should **(SCHOOL INFORMATION ON DOOR TO ENTER)** and MUST be signed-in by an adult and receive a late pass before going to class. Tardies are recorded and become a part of your child's permanent record. Students will be referred to the corporation attendance officer for frequent tardies.

### **TELEPHONE IN THE CLASSROOM**

Except in cases of emergency, students or teachers do not take phone calls during class time. Messages for teachers may be left on their voice mail. Children must obtain permission from the teacher or principal each time they wish to use the telephone. Teachers will be asked to return calls when they are not in class. (Please contact the office, not the classroom, with changes in pick-up or in the event of an absence.)

### **TERRORISM POLICY**

Specific information about this is contained in the Lake Central School Corporation's "Student Code of Conduct, Responsibilities, Due Process, Parent/Student Rights" booklet that is distributed at the beginning of each school year. Please refer to this booklet for further information.

### **TRANSFER PROCEDURE**

The legal parent/guardian should notify the school that their child is withdrawing from school and sign a "Release of Information Form" which may be obtained in the office. This will allow copies of your child's records to be sent to the proper authorities.

### **VISITATION**

**All parents and visitors must first report and sign in at the main office.** Visitors must wear a "Visitor's Pass" while in the school.

### **VOLUNTEERS**

Given that the Lake Central School Corporation believes in the need for a positive, safe, nonthreatening school atmosphere and the important role volunteers, other non-employed individuals play in establishing this atmosphere, it is the policy of the Lake Central School Corporation to appropriately screen the backgrounds of all such individuals in order to ensure student safety. Any volunteer or individual, who may have direct, ongoing contact with children when providing assistance for the school, must submit information for the School Corporation to perform a limited criminal history check as well as a U.S. Department of Justice national sex offender check prior to beginning volunteer/non-employed work for the corporation. The cost of these background checks will be at the expense of the Corporation.