

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.

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: 2:40-6:30 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, or phone 219 865-6283, or email 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.

BOOKRENTAL

Kindergarten (Traditional)	Grade 2
Kindergarten (Full-Day)	Grade 3
TK-1	Grade 4
Grade 1	Grade 4 (Merit)

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.

BOOKSTORE

Student supplies may be purchased at our school bookstore. Purchases may be made between 8:00 and 8:10 a.m.

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, threatening 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 ~~or loss of recess~~
- 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

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 and/or 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.

LUNCH PRICES AND PROCEDURES

Student lunches may be purchased for \$1.75 a day. Fourth grade students may purchase an extra entrée. Milk can be purchased for 45 cents. Please make sure your child's prepaid lunch account has enough funds to purchase their lunch.

Students will be provided a written reminder from food service to take home when their lunch money account is low or in the negative. These low balance reminders will be generated and distributed to the student. Parents may call the café' to check on their child's balance. Money may be added to your child's account at any time; please include your driver's license number, when sending in a check.

The Lake Central Food Service has implemented The Mealtime Online account payment system. This system will allow you to make secure online payments into your student's cafeteria account. Your child's Mealtime account can be accessed through the Lake Central School Corporation's website: www.lcsc.us .

If the account is exhausted, students may charge two full meals. Thereafter, students will be reminded that they will no longer be able to charge a full meal. If funds are not deposited into the account, the child will be offered a meal substitute; their accounts will be charged 75 cents.

Café staff will notify parents after two meal substitutions. If the account is not promptly refilled, the principal will be informed for further action.

As of May 1st each year, the café will no longer advance funds to your child's lunch account. Parents should clear any negative balances by the end of the school year. Any funds remaining in your child's account at the end of the year will transfer to the next year. Fourth grade balances will transfer to the middle school.

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. Any 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.

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 are required for 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 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

School Office: 7:30 a.m. to 3:30 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.

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. All books must be made for any damaged books or those not returned.

TARDY

All late arrivals must first report to the school office for a tardy slip. The tardy bell rings at 8:10 a.m. 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.

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.