

Dear Parent:

Please take a few minutes to read through this handbook. Its purpose is to give you a brief overview of important school regulations, procedures, and general information.

Good communication is important in helping us educate your child. The better informed we are, the better the possibility is that we all can agree on the direction of your child's education.

If you have any questions regarding school policies or events, please feel free to contact the school principal.

Si no puede leer el texto anterior llame o nuestra oficina y se le proporcionara un interprete.

Sr. Juan Hernandez

**962-8531**

The purpose of the Parent/Student handbook is to answer questions that are commonly asked. Use this book to help you with understanding general policies and as a guide to answer questions when they arise. This book is not intended to cover all of the rules and regulations. A detailed copy of policies and guidelines are available in the offices. The information in this book was the best available at press time. Watch for additional information and changes.

Board of School Trustees

Mr. Mike Stills  
Greg Tenorio  
Mr. James Vanderlin  
Mr. Larry Biggs  
Mrs. Karen Curtis

Administration Office

962-1159

Superintendent  
Pupil/Personnel Director

Mr. Dan DeHaven  
Mr. Nick Georgion

Elementary Schools

Central	962-1656
Bailey	962-1302
Polk	962-1360
Hamilton	962-1824

MISSION STATEMENT

The mission of the Lake Station Community Schools, in cooperation with parents and the community, is to provide quality learning opportunities enabling all students to reach their potential. We are dedicated to providing a safe, nurturing environment which fosters the development of students who will make sound decisions in an ever changing world.

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## **NONDISCRIMINATION POLICY**

It is the policy of the Lake Station School Corporation not to discriminate on the basis of race, color, religion, sex, national origin, age or handicap in its educational programs or employment policies as required by the Indiana Civil Rights Act (I.C.22-9-1), I.C.20-8.1-2, Titles VI and VII of the Civil Rights Act of 1964, the Equal Pay Act of 1973, Title IX (1972 Educational Amendments), and Section 504 of the Rehabilitation Act of 1973.

Inquiries regarding compliance with Title IX, ADA, and Section 504 should be directed to the Pupil Personnel Director of the Lake Station Community School Corporation, 2500 Pike Street, Lake Station, Indiana 46405, 962-1159, or the Office for Civil Rights, U.S. Department of Education, Washington D.C.

## **VISITORS**

Visitors and guests must register in the Main Office immediately upon entering the building. Parents are always welcome to visit. We do ask, however, that all parents register in the Main Office when they enter. It is recommended to call ahead for an appointment with the administrator, teacher or counselor with whom you want to meet.

## **2011-2012 SCHOOL YEAR**

August 25 ..... School Begins  
September 5 ..... No School - Labor Day  
October 28-31 ..... No School - Fall Break  
November 24-25 ..... No School - Thanksgiving Vacation  
December 21-Jan 3 ..... No School - Christmas Vacation (resume on Jan.4)  
February 17-20..... No School - Winter Break  
April 2-9..... No School - Spring Vacation (resume on April 10)  
June 6..... School closes

## **SAFE SCHOOL HELPLINE 1-800-6423 Ext. 359**

To anonymously report any information that could jeopardize the safety of your school, such as: violence, theft, drugs and/or alcohol, sexual harassment, weapons, threats against students or staff..etc.

## **MEDICATION**

Should a student need to take prescribed medication during school hours the following procedure is to be followed:

1. Bring note from the doctor or parent stating the time to take the medication and how long you are to take it.
2. Leave medication and note with the school secretary.
3. Report to office, and take medication.
4. A student diagnosed with an acute or chronic disease or medical condition may possess and self- administer medication that must be administered on an emergency basis while the student is on school grounds or off school grounds at a school sponsored activity, function, or event if the students' parent on annual authorization that includes a written statement from the students physician for the student to self-administer the medication.
5. The school will not send medication home with a student, except medication possessed by a student for self-administration.

## **DRESS CODE POLICY**

It is the desire of the Board of School Trustees to maintain a positive school climate in which all students have an equal opportunity to learn. Student dress must be appropriate to the educational atmosphere.

Lake Station Community School students can earn the respect of all by exhibiting good manners, a wholesome appearance, and a business-like attitude toward scholastic achievement. Any student whose appearance diminishes or detracts from the educational atmosphere within the school will be denied access to class until such time as appropriate changes have been made. Students who dress inappropriately will not be allowed to participate or attend school sponsored activities.

Realizing that dress, appearance, and grooming styles change continually, the administration reserves the right to determine what is appropriate dress for school. The determination will be based on whether a student's dress, appearance, and grooming may create health problems, sanitation problems, threats to the safety of others, or if the student's dress causes a disruption of a part of the student population, thereby affecting the educational function of the school. The principal, assistant principal, and dean of students reserve the right to determine the appropriateness of any form of attire.

### **A. UNIFORMITY OF COLOR DRESS POLICY**

**The following Uniformity of Color Dress Code will be in effect for all students in grades K-12 at the start of the 2009-2010 school year.**

Students' dress and grooming must not disrupt the educational process, interfere with the maintenance of a positive teaching/learning climate or compromise reasonable standards of health, safety and decency.

The Uniformity of Colors, which students must wear, is defined as follows:

**SHIRTS/BLOUSES** - Shirts and blouses must have a collar and buttons; polo, oxford or golf type shirt or blouse may be worn. They may be either short or long sleeved. Shirts/Blouses do not have to be tucked in however; the length of the shirt or blouse must not be lower than the hips. Students will have a choice of solid colors: **white, red, gray, black or blue.** **Shirts/Blouses displaying small logos or emblems (approximately the size of a quarter)** may be worn. No T-Shirts will be allowed. Students are encouraged to wear Polo style shirts and blouses. Shirts/Blouses must be solid **white, red, black, gray or blue.**

**PANTS/SLACKS** - Pants/slacks must be solid **tan, navy blue, black, traditional blue jeans.** Pants/slacks must be free of excessive zippers and or pockets (no baggy/saggy pants, no hip huggers, low risers or spandex pants allowed). Slacks must fit at the waist, cargo pants are permitted. Belts must be worn if the pants have belt loops. No sweat or jogging pants will be allowed.

**SWEATERS/SWEATSHIRTS/HOODIES** - Solid colors of **white, red, gray, black or blue** are permitted. Cardigan, v-neck or crew neck styles are permitted. A shirt must be worn underneath sweaters and sweatshirts using approved colors. Spirit wear may be worn only at the discretion of the principal. Hoodies will not be allowed to be worn in class. Hoodies must remain in the student's locker during the day.

**SHORTS/CAPRIS/SKORTS** - Shorts and capris must be free of excessive zippers and or pockets. (no baggy/saggy, hip huggers, or spandex shorts or capris are permitted). Shorts and skorts must be no shorter than 3 inches above the knee. Shorts may only be worn from the first day of school until November 1st and from April 1st until the last day of school (building administrators may extend the dates). Shorts, capris or skorts must be solid **tan, blue, black, navy blue traditional blue jeans.**

**SKIRTS/JUMPERS/DRESSES** - Skirts, jumpers, and dresses must be free of excessive zippers and or pockets. Skirts, jumpers and dresses must be no shorter than 3 inches above the knee. Spandex skirts are not permitted. Skirts, jumpers and dresses must be solid **tan, blue, black, navy blue, or traditional blue jeans.**

**SHOES** - Students may wear casual, dress and gym shoes. They should have laces if applicable and the laces must match. Sandals may be worn from the first day of school until November 1st and from April 1st until the last day of school (building administrators may extend the dates). No Flip Flops will be allowed. All shoes at Central School must have backs or back straps.

### **GENERAL DRESS GUIDELINES**

1. All clothing must fit properly. Absolutely no oversized or undersized clothing is permitted.
2. Layered clothing using non-approved colors will not be permitted.
3. All clothing must be in good condition. No clothing with holes or tears.
4. Accessories such as scarves, pins and heavy chains will not be permitted.
5. Dress-down days and Eagle spirit days will be selected by the Administration.
6. No inside out clothing will be allowed.
7. Dress guidelines are subject to change/revision, as the administration deems necessary.
8. All dress code guidelines will apply to summer school.

#### **B. Items identified as inappropriate:**

1. Any apparel that by design or fit reveals undergarments or accentuates or makes obvious the lack of undergarments. Examples of inappropriate apparel would include spandex and clothing that is ripped or torn so that the student's skin can show through.
2. Any apparel that by design fit or wear reveals cleavage.
3. Any insignia, ornament, jewelry, etc., that promotes gangs or identifies an organization dedicated to the mistreatment of a minority, religious or racial group.
4. Any apparel that could cause danger to students or damage to any school property, including, but not limited to, clothing with rivets, accessories such as chains, ropes and spiked jewelry, shoes/boots with heel/toe plates, etc.
5. Any apparel or accessory that resembles guns, weapons or depicting violence.
6. Any apparel typically considered sleepwear or beachwear, with the exception of sandals. Flip-flops are not authorized for wear in grades K-6.
7. Any apparel or accessory that implicitly or explicitly sends a message with respect to sex, drugs, alcohol, tobacco, profanity, negative social or negative educational statements. Tattoos or body art that violate this provision must be covered up while the student is present on school grounds, or at school activities or function.
8. Eyewear must be prescriptive in nature.
9. Clothing, person and hair must be reasonably clean and free of offensive odors.
10. Footwear must be appropriate for the school activity.
11. Students may, at the discretion of the school, be required to wear appropriate safety devices such as a hair net, protective Glasses, hat, gloves, apron and footwear.

C. Students at Elementary Schools are expected to present themselves as representatives of the school when in attendance at any school function as a spectator. Students who are inappropriately dressed will be required to leave the activity.

D. The administration encourages students to come to the office if there is a question about appearance. The emphasis is on neatness and cleanliness. Students whose dress violates this dress code will be afforded an opportunity to fix the problem at school, but they will be sent home to address the problem if they cannot or will not resolve it at school. Any school time missed will be considered a suspension.

The above list is not all-inclusive and school administrators shall make the final determination as to what else is inappropriate. (HABITUAL VIOLATORS OF THE STUDENT DRESS CODE CAN EXPECT FURTHER DISCIPLINARY ACTION). Further disciplinary action can range anywhere from a verbal warning to suspension with recommendation for expulsion, depending on the circumstances.

#### **Electronic devices:**

Entertainment and communication devices such as radios, MP3 players, CD players, cell phones, electronic paging devices, etc., should not be on a student's person during the school day. For school purposes, the definition of being on one's person includes not

only the student's body and apparel, but the student's accessories (bags, purses, etc.) as well. During the school day includes anytime from the tardy bell at 7:30 a.m. to the release bell at the end of the day, typically at 2:30 p.m.

**Safety considerations:**

Items and practices that promote an unsafe environment are not allowed at school. Examples of such items or practices include, but are not limited to, laser pointers, any item commonly considered a weapon, hair dye in spray cans, the spraying of cologne/perfume on unwilling victims, etc. Students in possession of such items or engaging in such practices will receive consequences.

**Lunch procedures:**

Due to thefts of food items, hoodies and jackets with pockets are not authorized for wear in the cafeteria serving line

**CONVOCATIONS**

Students should be quiet and orderly at all meetings, convocations, class plays, etc.

As soon as the individual in charge of the program stands, the student body should become quiet and give full attention. Different kinds of performances will naturally call for different kinds of approval, such as laughter or clapping of hands. Vocal applause, whistling, calling out, etc. is very ill-mannered and has no place in an auditorium.

No hats are to be worn in the Auditorium.

No gum, pens, pencils are allowed in the Auditorium.

Misbehavior during an assembly may result in exclusion from future assemblies.

**ATTENDANCE**

The Indiana Compulsory attendance law requires every child who turns seven during the school year to attend public or nonpublic school up to the age of sixteen. Students who accumulate five unexcused absences may be referred to the Lake County Juvenile Court or Division of Family Services.

Regular and prompt attendance is essential for success in the elementary school. Frequent absences leads to failure. School work is easier and more interesting when a student has the benefit of classroom instruction and keeps up with the class. All learning is based on continuity of instruction; therefore, it is imperative that all students be in attendance in order to profit most from their schoolwork. It is the responsibility of the parent/guardian to notify the school by phone no later than 10:00 a.m. when your child will be absent.

A. A written excuse signed by the parent and giving the reason for absence is required for all students upon their return. Notes should include:

1. Name of student
2. Grade and teacher
3. Exact nature of illness or other reason for student absences
4. Date of absence
5. Parent or guardian's signature

B. The following shall be considered valid reasons for students absences:

1. Personal illness
2. Death in the immediate family
3. Quarantine
4. Court attendance required by legal authorities
5. Dental and Medical appointments (must be arranged in advance)
6. Religious holidays

Regular attendance is essential to the success of the student in their education. The responsibility for assuring regular attendance rests cooperatively with the student, parent, and school.

**C. EXTRA-CURRICULAR ACTIVITIES ON DAY OF ABSENCE**

1. The school presumes that a student who is unable to attend school because of illness is also too ill to work or to attend extra-curricular activities later the same day.
2. Any student who signs out of school during the day because of illness may not be permitted to attend any activity after school unless excused by an administrator.
3. A student must be in school by the beginning of lunch period to participate in a practice or activity. Failure to abide by the above may result in an UNNEXCUSED absence and ejection from the activity.

**D. MAKE-UP WORK**

A student will be allowed a reasonable period of time to be determined by the teacher, but in most cases will not exceed two (2) days per each day of EXCUSED ABSENCE in which to make up work missed. The principal may extend the make-up time under unusual circumstances.

**E. TARDINESS**

A student is considered tardy when he/she is not in the classroom when the tardy bell rings. Tardies are counted per 9 week basis.

**F. The Lake Station Corporation does recognize that vacation and out-of-town trips do not always coincide with school vacations. In order to be fair to both the school and the pupil involved, parents desiring to have their children absent from school for family visitations or trips must follow these procedures.**

1. Parents must complete and turn in to the school office a signed Pre-arranged Absence Form (can be obtained from any school office) at least one week in advance of planned absence. (One form for each child in school).
2. The students will be counted absent and the absence will be properly recorded.
3. The planned absence will not exceed ten (10) school days.
4. The student is responsible for all work missed during the absence and shall be responsible for make up work assigned by the teacher (alternative assignments may be given). Work may be assigned before the child leaves or upon his/her return. This will be left up to the discretion of the teacher. The amount of time allowed for make-up work shall be one day for each day absent.
5. When work is made up on time, there will be no penalty assessed for absence. If work is not made up, penalties will be assessed and these penalties could include failing marks.
6. Parents are urged not to remove their child/children for a planned absence the last two weeks of the school year or during standardized testing.

\*Absences under this section that go beyond ten (10) consecutive school days will be considered unexcused. Absences excused in addition with unexcused absences will not exceed an aggregate total of ten (10) days during the course of a given school year.

**FIRE DRILLS:**

Fire drills will be held at regular intervals. Directions are posted in each room designating the route and exit to be used in case of fire. When the fire siren sounds, quickly and orderly go out the directed exit the building.

**TORNADO PLANS**

**CLASSROOM INSTRUCTION:** There will be either a verbal or electronic announcing the drill.

1. Open the windows in your room.
2. Open the drapes or blinds.
3. Leave your classroom doors open.



4. Turn out all lights and electric devices.

#### **STUDENT INSTRUCTIONS:**

1. Move quietly from your classroom seat.
2. Leave the room in a single file.
3. Stay in the hall assigned, as close to the supporting walls as possible.
4. Take a hardbound textbook with you, if possible, to protect your head and face.
5. Stay away from any open door.
6. Move to assigned positions at this time.

#### **SCHOOL SUPPLIES FOR SALE**

Paper, notebooks, folders, book covers, pens, and pencils are on sale in the school bookstore before school.

#### **SCHOOL CANCELLATION**

If school is going to be closed because of an emergency, you will be notified by an announcement on Valparaiso Radio WAKE - 1600, WNWI - 1800, Gary Radio - WLTH - 1370 or WWCA - 1270. Please stay tuned to one of these stations from 6:30 A.M. in inclement weather.

#### **Lake Station Community Schools Policy On School Corporation-Provided Access To Electronic information, Services, and Networks (Internet Acceptable Use)**

Freedom of expression is an inalienable human right and the foundation for self-government. Freedom of expression encompasses the right to freedom of speech and the corollary right to receive information. Such rights extend to minors as well as adults. Schools facilitate the exercise of these rights by providing access to information regardless of format or technology. In a free and democratic society, access to information is a fundamental right of citizenship.

In making decisions regarding student access to the Internet, Lake Station Community Schools considers its own stated educational mission, goals, and objectives. Electronic information research skills are now fundamental to preparation of citizens and future employees. Access to the Internet enables students to explore thousands of libraries, databases, bulletin boards, and other resources while exchanging messages with people around the world. The School Corporation expects that faculty will blend thoughtful use of the Internet 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 which point students to those which have been evaluated prior to use. While students will be able to move beyond those resources to others that have not been previewed by staff, they will be provided with guidelines and lists of resources particularly suited to leaving objectives.

Outside of school, families bear responsibility for the same guidance of Internet use as they exercise with information sources such as television, telephones, radio, movies, and other possibly offensive media.

Students utilizing School Corporation-provided Internet access must first have the permission of and must be supervised by Lake Station Community Schools' professional staff. Students utilizing school-provided Internet access are responsible for good behavior on-line just as they are in a classroom or other area of the school. The same general rules for behavior and communications apply.

The purpose of School Corporation-provided Internet access is to facilitate communications in support of research and education. To remain eligible as users, student's use must be in support of and consistent with the educational objectives of Lake Station Community Schools. Access is a privilege, not a right. Access entails responsibility.

Users should not expect that files stored on school-based computers will always be private. Electronic messages and files stored on school-based computers may be treated like school lockers. Administrators and faculty may review files and messages to maintain system integrity and insure that users are acting responsibly.

The following uses of school-provided Internet access are not permitted:

- a. to access, upload, download, or distribute pornographic, obscene, or sexually explicit material,
- b. to transmit obscene, abusive, or sexually explicit 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 purchase materials or items from the Internet without a purchase order.

Any violation of School Corporation policy and rules may result in loss of School Corporation-provided access to the Internet. 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.

Lake Station Community Schools makes no warranties of any kind, neither expressed nor implied, for the Internet access it is providing. The School Corporation will not be responsible for any damages users suffer, including, but not limited to, loss of data resulting from delays or interruptions in service. The School Corporation will not be responsible for the accuracy, nature, or quality of information stored on School Corporation diskettes, hard drives, or servers; nor for the accuracy, nature, or quality of information gathered through School Corporation-provided Internet access. The School Corporation will not be responsible for personal property used to access School Corporation computers or networks or for School Corporation-provided Internet access. The School Corporation will not be responsible for unauthorized financial obligations resulting from School Corporation-provided access to the Internet.

Parents of students in Lake Station Community Schools shall be provided with the following information:

Lake Station Community Schools is pleased to offer its students access to the Internet. The Internet is an electronic highway connecting hundreds of thousands of computers and millions of individual users all over the world. This computer technology will help propel our schools through the communication age by allowing students and staff to access and use resources from distant computers, communicate and collaborate with other individuals and groups around the world, and significantly expand their available information base. The Internet is a tool for life-long learning.

Families should be aware that some material accessible via the Internet may contain items that are illegal, defamatory, inaccurate, or potentially offensive to some people. In addition, it is possible to purchase certain goods and services via the Internet which could result in unwanted financial obligations for which a student's parent or guardian would be liable. While the school Corporation's intent is to make Internet access available in order to further educational goals and objectives, students may find ways to access other materials as well. Even should the School Corporation institute technical methods or systems to regulate student's Internet access, those methods could not guarantee compliance with the School Corporation's acceptable use policy. That notwithstanding, the School Corporation believes that the benefits to students of access to the Internet exceed any disadvantages. Ultimately, however, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media find information sources. Toward that end, the Lake Station Community Schools makes the School Corporation complete Internet policy and procedures available on request for review by all parents, guardians, and other members of the community; and provides parents and guardians the option of requesting for their minor children alternative activities not requiring Internet use.

**NOTICE:** This policy and all its provisions are subordinate to local, state, and federal statutes.

## **RULES AND CODE OF ETHICS - LAKE STATION COMMUNITY SCHOOLS**

As a computer user, I agree to follow the rules and code of ethics in all of my work with computers while attending Lake Station Elementary Schools.

- I. I recognize that all computer users have the same right to use the equipment; therefore, I will not play games or use the computer resources for other non-academic activities when others require the system for academic purposes. I will not waste nor take supplies, such as paper, printer ribbons, and diskettes, that are provided by Lake Station Elementary Schools and when I am in a computer lab, I will talk softly and work in ways that will not disturb other users. I recognize that software is protected by copyright laws; therefore, I will not make unauthorized copies of software found on school computers, either by copying them onto my own diskettes or onto other computers through electronic mail or bulletin boards; and I will not give, lend, or sell copies of software to others unless I have the written permission of the copyright owner or the original software is clearly identified as shareware or in the public domain.
- II. I recognize also that the work of all users is valuable; therefore, I will protect the privacy of others' areas by not trying to learn their passwords; I will not copy, change, read, or use files in another user's area, without that user's prior permission; I will not attempt to gain unauthorized access to system programs or computer equipment; I will not use computer systems to disturb or harass other computer users by sending unwanted mail or by other means; and I will not download information onto the hard drives of any Lake Station Elementary Schools computer for permanent storage. I will download information onto diskettes if planning to store the information for more than one week.
- III. Violations of the rules and codes of ethics described above will be dealt with seriously. Violators will lose computer privileges.

### **WINTER STORM PROCEDURES**

#### **Closing of School Prior to Opening**

The Superintendent of Schools makes the decision to close schools because of winter storms. Once the decision is made, the Superintendent calls the building principals announcing the decision. The building principal then activates the fan-out system for his/her building to notify other building personnel. Local radio and cable TV stations are notified of the closing.

#### **Closing of Schools When School is in Session**

The Superintendent of Schools makes the decision to close schools because of winter storms once schools are in session. Transportation personnel, cafeteria personnel, and local and state police agencies are consulted before a decision is made. The closing is then announced to local radio and cable TV stations. Students are informed of the closing, busses arrive, and students are dismissed.

### **STUDENT BEHAVIOR:**

An environment that provides equal opportunity for all and permits the teaching-learning process to proceed in an orderly manner is the object of all school personnel. It is hoped that the student body shares this same objective.

The following rules and standards apply to conduct on school grounds, on school buses, or at school functions, and school sponsored activities. In addition to the stated grounds for suspension and/or expulsions, 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 purpose or an educational function. Realize that not all acts of misconduct can be included in the handbook. We ask students to use common sense in their behavior. Students are responsible for information in this handbook, keeping in mind that ignorance is no excuse for misbehavior.

If you break the rules at any elementary school, you can expect to be punished. Punishment may take any of the following forms by your teachers and/or administrators. You could:

- A. Be spoken to
- B. Be removed from class
- F. Corporal punishment (paddled)
- G. Be sent to the office

- C. Receive written punishment
- D. Receive detention at lunch
- E. Receive detention after school

- H. Be assigned Saturday Class
- I. Be suspended from school
- J. Be expelled from school

If a student is repeatedly committing “minor” violations, he/she will be referred to an administrator for a disciplinary response. These responses could range from a conference (teacher, parent, student, administrator, or probation department), to an after school detention, in-school alternative services to an out-of school suspension, and/or to an expulsion (with appropriate “due process” procedure followed).

The following acts are considered inappropriate:

1. Truancy
2. Smoking/possession of smoking material/matches, lighters, cigarettes and/or tobacco. P.L 125-1988, Ser.5
3. Classroom disruption and/or behavior deemed inappropriate in school setting
4. Tardiness
5. Insubordination
6. Use of obscene or abusive language, pictures, drawings, etc.
7. Disrespect shown toward faculty members
8. Fighting

Proper conduct is expected of all students at all times in hallways, classrooms, and all areas of school property and during all school activities. The elementary schools do not allow any fighting among students. The determination of whether a student is fighting will be made by the building administrator or designee. A student who takes physical action toward another student may be considered to be a participant in a fight. This may include kicking, pushing, shoving, horseplay, purposely running into or slamming into another student. A student who assaults or batters another student or individual while engaged in educational or school sponsored activities connected with elementary schools is subject to disciplinary action and the civil authorities may be notified.

9. Instigating a fight. Being a "Go Between"
10. Violation of State Fire Laws  
(false fire alarms-pulling fire alarm station)  
setting fire to or damaging school property, personal property, or causing personal injury
11. Intimidation and/or threats
12. Vandalism damage to school, school property, or property of school personnel during or after school hours
13. Stealing
14. Use, purchase or possession of drugs and/or alcohol
15. Forging Doctor notes, school personnel signatures or altering admits.
16. Use of inhalants and other harmful agents.
17. Any display of gang paraphernalia or representation thereof including graffiti, drawing s. etc.
18. Harassment (Threats, extortion, sexually explicit comments, initiation activities.etc.
19. Possession of drug paraphernalia.
20. Writings or drawings that represent or promote racism, cults, gangs, etc.
21. Beepers in school are prohibited P.L. 108 1994, HEA 1202 Knowing possessing or 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 an educational function
22. Causing or attempting to cause damage to school or private property, stealing or attempting to steal school or private property.
23. **POSSESSION OF A FIREARM**
  - a. No student shall possess, handle or transmit any firearm on school property.
  - b. The following devices are considered to be a firearm as defined in Section 921 of Title 18 of the United States Code:
    - any weapon which will or is designed to or may readily be converted to expel a projectile by the action of an explosive.
    - the frame or receiver of any weapon described above
    - any firearm muffler or firearm silencer
    - 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 an explosive or incendiary charge of more than one-quarter ounce, mine, or any similar device

- any weapon which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than one-half inch in diameter
- any combination of parts either designed or intended for use in converting any device into any destructive device described in the two immediately preceding examples, and from which a destructive device may be readily assembled
- c. The penalty for possession for a firearm: 10 days suspension and expulsion from school for one calendar year. The length of the expulsion may be reduced by the superintendent if the circumstances warrant such reduction.
- d. The superintendent/designee shall notify law enforcement authorities when a student brings a firearm or bomb onto school property or is in possession of a firearm or bomb on school property. The superintendent /designee may also contact law enforcement authorities if a deadly weapon other than a bomb or firearm is involved.

The grounds for suspension or expulsion listed above 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, or
- c. Traveling to or from school or a school activity, function or event.

In addition to the grounds listed above, 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 weekends, holidays, other school breaks, and the summer period when a student may not be attending classes or other school function.

Suspensions will all be out of school for a period of up to 10 days. The student should understand the above regulations, as well as those listed in the Maintenance of Orderly Conduct Policy, and act in an appropriate manner. If you have any questions ask staff or office personnel, not fellow students. **Repeated violations of school policies will result in recommendation for expulsion for the remainder of the semester or school year.** All suspension will be determined by the Principal, his/her designee.

Harassment, including but not limited to threats, extortion, sexually explicit comments, and initiation activities, by students at Lake Station Elementary Schools is prohibited. A student who is a victim of Harassment or related activities is expected to report such actions to the Principal, Assistant-Principal or Guidance Counselor.

### **In-School Alternative Services**

The In-School Alternative Services goals are:

- To continue the educational program of a student during the application of student discipline.
- To provide the school with an additional level of student discipline.
- To reduce the number of days of out-of-school suspension.
- To improve overall attendance.
- When a student is assigned to In-School Alternative Services, that student is not allowed to participate or attend any school related activity for that particular day.
- Misbehavior of any nature during the time of In-School Alternative Services may result in an out-of-school suspension. (In-School Alternative Services will remain in force and must be served before returning to regular classes)

## **LAKE STATION COMMUNITY SCHOOLS MAINTENANCE OF ORDERLY CONDUCT:**

### **SCHOOL PURPOSE:**

"School Purposes" refers to the purpose for which a school corporation operates including:

1. To promote knowledge and learning generally
2. To maintain an orderly and efficient educational system;

3. To take any action under the school corporations and their governing bodies by Indiana Code 20-8. 1-5 et. sec. or by any other status.

### **DEFINITIONS:**

Suspension:

Suspension means disciplinary action whereby a student is suspended from school attendance for a period of not longer than ten (10) days. Does not apply to those students removed from athletic activities, non-credit school activities or school provided transportation.

Expulsion:

Expulsion means disciplinary action whereby a student is suspended from school attendance in excess of ten (10) days or for the balance of the then current semester or half of any school year or given other disciplinary action which prevents his/her completing within the normal time his/her course of study in any school within the local school corporation.

### **MAINTENANCE OF ORDERLY CONDUCT:**

It is the duty and obligation of the school corporation to maintain orderly conditions -within each school and to control the conduct of its students so that maximum learning may occur with all students. Effective discipline is a necessity for quality education. Students are to comply with the regulations as promulgated herein by policies approved by the Board of Trustees and school authorities.

The Superintendent, Principal, Administrative Personnel, any teacher or any other person authorized to be in charge of a school function, including, but not limited to, bus drivers in the course of conveying students to and from school and school functions, are authorized to take such action as is reasonable, desirable, or necessary including restriction of extra-curricular activity.

### **RULES OF STUDENT CONDUCT:**

The Board of School Trustees of the Lake Station Community Schools declare as school board policy that the only two general grounds for a suspension or expulsion are student misconduct and substantial disobedience. Examples of student misconduct and substantial disobedience include, but are not limited to:

1. Use of violence, force, noise, coercion, threat, intimidation, fear, passive resistance or other comparable conduct, constituting an interference with school purposes or the operation of a school, or urging other student to engage in such conduct.
2. Occupy any school building or school grounds without permission of the school corporation; blocking the entrances or exits of any school building or property; firing, displaying, or threatening use of firearms, explosives, or other weapons on the school premises for any unlawful purpose; attempting to prevent the operation of any school or educational function; and continuously and intentionally making noise or acting in any manner so as to interfere seriously with any teacher's ability to conduct the educational function under his supervision.
3. Causing or attempting to cause substantial damage to school property, stealing or attempting to steal school property of substantial value, or repeated damage or theft involving school property of small value.
4. Intentionally causing or attempting to cause substantial damage to valuable private property or stealing or attempting to steal valuable private property.
5. Intentionally causing or attempting to cause physical injury or intentionally behaving in such a way as could reasonably cause physical injury to a school employee/student.
6. Intentionally doing serious bodily harm to any student.
7. Threatening or intimidating any student for the purpose of, or with the intent of , obtaining money or something of value from such student.
8. Knowingly possessing, handling or transmitting any object that can reasonably be considered a weapon.
9. Knowingly possessing, using transmitting any substance which he/she represents to be a narcotic drug (look-alike drug), hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, stimulant, depressant, or intoxicant of any kind.
10. Engaging in the unlawful selling of narcotics or other violation of the criminal law which constitutes and interference with school purposes.

11. No student may possess or use any substance which the student has reason to believe is or which has been represented to her/him as a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, stimulant, depressant, or intoxicant of any kind.
12. Students are prohibited from possessing, using, transmitting, or being under the influence of caffeine-based pills, substances containing phenylpropanolamine (PPA), or stimulants of any kind be they available with or without a prescription.
13. Any substance for which a student has a prescription or written permission from a parent allowing use, must be brought to the school nurse or designee in the health clinic and administered or taken there.
14. Failing in a substantial number of instances to comply with direction of teachers, during any period of time when he/she is properly under their supervision, when such failure constitutes an interference with school purposes or an educational function.
15. Engaging in any activity forbidden by the laws of the State of Indiana which constitutes an interference with school purposes.
16. Failing to comply with the smoking restrictions for the school building as established in the Ordinances of the Lake Station Community Schools.
17. Willfully absent or truant from school without the knowledge or consent of the parent or school, or absent from school when there is an attempt to evade the School Attendance Law.
18. GANGS-Any display of gang paraphernalia or representation hereof will result in suspension and/or request for expulsion. This includes graffiti, drawings, etc.
19. Continuously and intentionally making noise or acting in any manner so as to interfere seriously with the ability of any teacher or any of the other school personnel to conduct the educational function under their supervision.

#### **PROCEDURE REGARDING SUSPENSION AND EXPULSION FROM SCHOOL:**

##### 1. Suspension, Expulsion, and Exclusions

A. The principal may suspend a student for a period of time not exceeding 10 days for conduct constituting grounds for expulsion or suspension as here-to-fore provided: however, such suspensions shall be made only after the principal has made an investigation thereof, and an informal hearing: after hearing or reading the charges against him and if he denies the charges, an opportunity to explain his conduct. Following the suspension, the parents or guardians of the suspended students will be notified in writing. The notification will include the dates of the suspension, describe the student's misconduct, and the action taken by the principal. A student shall be suspended from school before the principal recommends that a student be expelled or excluded from school. Hearing Officer may suspend until date of hearing in his/her judgment. (SDP-1)

##### B. 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 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 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 the 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 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. The board will then take any action deemed appropriate.

LEGAL REFERENCE:           20 U.S.C. 8001  
                                  20 U.S.C. 8002  
                                  I.C. 20-8.1-5.1-2 et seq.

- C. PUPIL PERSONNEL REPORTS - The record of the hearing and the determination reached (item 4 and item 5) are to be forwarded to the Director of Pupil Personnel, who will be responsible for keeping the Superintendent advised of each case.

Full details of the rules, regulations, and due process procedure of the Lake Station Community Schools are available to any parent, guardian, or student in the office of each school in the corporation, and at the Lake Station Community schools Administration Office, 2500 Pike Street, Lake Station, Indiana 46405.

### **BUS REGULATIONS:**

These rules and regulations are important guidelines for the operation of school buses in the Lake Station Community Schools. The privilege of having a school bus on which to ride to and from school is desired by many. Good behavior on the school bus is very important for the safety and well-being of all students on the bus.

### **RESPONSIBILITY OF BUS DRIVER:**

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

### **RULES FOR STUDENTS:**

- A. Each pupil shall seat himself/herself immediately upon entering the bus in the place assigned by the driver.
- B. Pupils shall not stand or move from place to place during the trip.
- C. Pupils shall not tease, scuffle, trip, hold, hit, or use their hands or feet or body in any objectionable manner.
- D. Windows will not be opened or closed except by permission of the driver.
- E. Pupils shall not enter or leave the bus until it has come to a full stop and the door has been opened by the driver.
- F. The child should be waiting at the boarding station when the school bus arrives, preferably five (5) minutes prior to the normal pickup time. The driver is responsible for the maintenance of his/her schedule and cannot wait for tardy students.
- G. For just cause and upon the recommendation of the bus driver, school authorities may deny the privilege of riding on the school bus to any pupil.
- H. The student should observe classroom conduct (except for ordinary conversation) while getting on or off and while riding the bus. Loud, boisterous, or profane language or indecent conduct shall not be tolerated.
- I. Students are to obey the driver cheerfully and to report promptly to the school official when instructed to do so by the driver.
- J. Students should warn the driver of approaching danger, if there is reason to believe the driver is not aware of the danger.
- K. There is to be **NO TALKING** when the bus is near a railroad crossing.
- L. Younger brothers and sisters who are not in school will not be allowed on the bus for transportation to school.
- M. Livestock such as animals, insects, reptiles, and birds will not be transported in the school bus.
- N. Students will be discharged in the P.M. from a bus only where they are picked up in the A.M.
- O. Pupils shall not smoke on the school bus.
- P. All student passengers are subject to the rules and regulations governing conduct in the Lake Station Community Schools.



# Bullying

## Definition of Bullying

Bullying is any ongoing physical or verbal mistreatment where there is:

An imbalance of power and the victim (target) is exposed repeatedly to negative actions on the part of one or more other students

## Behaviors associated with Bullying:

Intimidating type of behaviors such as:

- Offensive name calling – verbal and written
- Aggressive personal contact
- Threats-verbal and written
- Intimidating body language
- Damage, destruction, and theft of property
- Invading personal space
- Intentional/continual noise making
- Intentional exclusion

## The test conditions for harmful bullying:

- An intent to harm by the perpetrator
- Intensity and duration
- Abuse of power
- Vulnerability of the victim
- Isolation and lack of support for the victim
- Consequences and behavior change for the victim

(From: Bullies & Victims, Suellen Fried/Paula Fried)

## Consequences of Bullying:

Warning – Written form signed by student and parents identifying the occurrence and the formal warning – one to the office, teacher, and parent

Day of in School Suspension – This will be accompanied by a conference with the student, teacher, parent, and administrator.

Three days of Out of School Suspension – followed with a conference with student, parent, teacher, and administrator

Long term Suspension

All suspensions will be determined by the Principal.

## Harassment

Physical, verbal, or sexual harassment, retaliation, intimidation, discrimination, hazing,

Threatening, bullying or initiation is prohibited and may result in suspension. Anyone who believes they are being harassed should let the offender know immediately and firmly that behavior is offensive and not acceptable, and report the incident to the principal or administration as soon as possible. A student who is involved in any form of harassment of another student is in direct violation of school behavior Policies and such action may result in suspension/and or request for expulsion.

### **STUDENT SAFETY:**

1. Stay off the traveled roadway at all times while waiting for a bus.
2. Wait until the bus comes to a stop before attempting to get on or off.
3. Enter or leave the bus only at the front door after the bus has come to a stop except in cases of emergency or a drill.
4. No eating or smoking on the bus to and from school.
5. Cross the traveled roadway, if necessary, after leaving the bus in the following manner.
  - a. Make certain the bus is not moving.
  - b. On alighting, go to the front of the bus at least 8 to 10 feet or within sight of the driver and wait for the proper signal for crossing.
  - c. Upon signal from the driver, look both to the right and to the left and proceed across the highway in front of the bus. (Never cross roadway in back of the bus.)
  - d. Walk (do not run) in front of the bus when crossing the highway.
6. Keep hands and head inside the bus at all times.
7. When possible inform the driver when absence is expected from school.
8. Report to the driver at once any damage to the bus that is observed.
9. When known, report to the driver any lights that may be out.
10. Help keep the bus clean, sanitary, and orderly.

### **RESPONSIBILITY OF PARENTS:**

The responsibilities of parents whose children are transported are:

1. As certain and insure that their children arrive at the bus stop on time in the morning.
2. Provide necessary protection for their children while going to and from bus stops. Drivers may require students to assemble for pickups at a point established by the driver.
3. Cooperate with school authorities for proper conduct of their children.
4. Make reasonable effort to understand and cooperate with those responsible for pupil transportation.
5. Realize that all students must be taken home to their regular stops at night. Exceptions may be made due to extenuating circumstances (sickness of a parent, etc.). Excessive abuse of this can cause the privilege to be revoked. In all circumstances, written permission from the parent and also signed by the principal is required.
6. Understand that students are to ride only the bus to which they are assigned unless an emergency develops.

### **DRIVER AND ADMINISTRATION RESPONSIBILITIES**

The driver has the responsibility to maintain order and discipline on the bus. Whenever a problem occurs which is beyond his control, the driver will inform the school principal, in writing, of the circumstances involving the violation of rules of conduct. When an investigation has determined the guilt of the participants, the school principal or his representative will notify the parents either by telephone or by letter explaining what occurred and what is expected in the future. If the problem continues after the first warning, the student may be suspended from the school bus for a period of up to five days and a parent conference may be requested. Continued

misbehavior may result in a recommendation to the Board of School Trustees that bus riding privileges be withheld for a longer period of time.

Suspension means disciplinary action whereby a student is suspended from school attendance for a period of not longer than ten (10) days. Does not apply to those students removed from athletic activities, non-credit school activities or school provided transportation.

### **HOMEWORK:**

Lake Station Elementary Schools believe that homework is an important part of a student's education. Homework, not only the subject itself, but the responsibility for completing assignments and the budgeting of *time*, helps students become independent learners. Therefore, you can expect to have homework assigned by any or all of your teachers any night of the week. It will become your responsibility to see that homework assignments be completed on time as they will be an integral part of your class work.

### **CONDUCT AT ATHLETIC EVENTS**

Students are expected to exhibit proper behavior at both home and away games. This includes no fighting, no booing or heckling, no throwing or dripping of refuse and no loitering in the immediate area before or after a game. School policy prohibiting the use or possession of drugs and alcohol applies at all athletic events in which the school is involved., regardless of the site.

Just a reminder that we have several in-district events throughout the course of the school year. We will provide bus transportation for your student to and from these events. Unless a letter is provided denying permission your student will participate in these events. We will send information home describing the events before they occur.

I understand the rules and regulations of the Lake Station Elementary Schools and the consequences for breaking these rules

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Parent Signature

I have read the rules and regulations of the Lake Station Elementary Schools with my parent(s). I understand the consequences, both positive and negative, set forth in this handbook.

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Student's Signature

### LAKE STATION COMMUNITY SCHOOLS

#### Parent/Teacher/Student Compact

Lake Station is dedicated to preparing all of our students to become good citizens. To this end the involvement and responsibility for assuring that our children are successful becomes the responsibility of the parent/guardian, teacher, and student.

#### **Staff Pledge**

- ✓ Use data from DIBELS, ISTEP, and Terra Nova to be sure all students are receiving the instruction needed to meet the Indiana Academic Standards.
- ✓ Communicate with parents frequently in the student's agenda book. Grades 1-6
- ✓ Schedule a fall conference if necessary to explain student progress.
- ✓ Explain procedures, expectations, and grading to students and parents.
- ✓ We will invite parents to our school to volunteer, participate, and observe.
- ✓ We will participate in professional development opportunities that improve our teaching skills and support family involvement.

Teacher Signature \_\_\_\_\_

#### **Parent/Guardian Pledge**

- ✓ I will participate in decisions concerning my child's education, serve on parent committees, attend conferences and volunteer when needed.
- ✓ I will be sure my child misses school only when absolutely necessary and will provide a written excuse when my child returns.
- ✓ Monitor my child's progress and contact the teacher right away if I notice any problems.
- ✓ I will make transportation arrangements should my child need to stay after school or come in early for extended learning time.
- ✓ Read and sign my child's agenda book daily.
- ✓ Check homework nightly and give help when needed. Make sure homework time is a quiet time.
- ✓ Read to and with my child daily.
- ✓ Monitor and limit my child's TV viewing.

Parent Signature \_\_\_\_\_