LAKE RIDGE ELEMENTARY
SCHOOLS STUDENT HANDBOOK
2015-2016

Longfellow and Hosford Park

Mrs. Carlson
Principal, Longfellow Elementary
4500 Calhoun St.
Gary, Indiana 46408
(219) 923-7004

Mr. Worthington
Principal, Hosford Park Elementary
4735 Arthur St.
Gary, Indiana 46408
(219) 980-3390

www.lakeridge.k12.in.us

This handbook belongs to:

Name: ____________________________________________________________

Address: __________________________________________________________

City: ________________ Zip Code: ____________________________________

Phone: ___________________________________________________________
Welcome! All the members of the staff and I are pleased to have you as a student and will do our best to help make your experience as productive and successful as you wish to make it. To help provide a safe and productive learning environment for students, staff, parents and visitors, the Board of School Trustees publishes this updated Student Handbook annually to explain students' rights, responsibilities and consequences for misbehavior.

Parents are encouraged to take a few minutes to review and discuss the information in this Handbook with their school-age children. Teachers will also review this Handbook with students at the beginning of the school year. Students will be expected to sign and return a form indicating that they have read and understood the provisions in the Handbook.

Thank you for taking the time to become familiar with the important information in this Handbook. If you have any questions, please contact the schools:

Mrs. Carlson, Principal
(219) 923-7004 Longfellow Elementary

Mr. Worthington, Principal
(219) 980-3390 Hosford Park Elementary

[ ] Adopted by the Board of School Trustees on _________________________________

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LAKE RIDGE SCHOOL CORPORATION
DISTRICT MISSION STATEMENT

Changing learning, changing lives, inspiring lifelong possibilities.

To reach our vision, we believe:
- All students can learn and be successful
- All students will experience continuous academic growth with emphasis on all disciplines
- All students deserve a fair and safe environment to promote an equitable opportunity for learning
- Instruction must be based on state standards and offer enrichment and remediation
- Communication and collaboration of all stakeholders
- All stakeholders must participate in the development of a plan to ensure student learning
- All stakeholders must uphold a level of high expectations

LAKE RIDGE SCHOOLS 2015-2016 SCHOOL CALENDAR
IMPORTANT DATES TO REMEMBER

<table>
<thead>
<tr>
<th>AUGUST</th>
<th>SEPTEMBER</th>
<th>OCTOBER</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wednesday, 8/19</td>
<td>Monday, 9/7</td>
<td>Thursday, 10/29 &amp; Friday, 10/30</td>
</tr>
<tr>
<td>Students first day</td>
<td>Labor Day, No School</td>
<td>Fall Break, No School</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>NOVEMBER</th>
<th>DECEMBER</th>
<th>JANUARY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wed-Fri, 11/25-11/27</td>
<td>Monday, 12/21</td>
<td>Friday, 1/15</td>
</tr>
<tr>
<td>Thanksgiving Break, No School</td>
<td>Begin Winter Break</td>
<td>Parent/Teacher Conferences</td>
</tr>
<tr>
<td></td>
<td>Monday, 1/4</td>
<td>Monday, 1/18</td>
</tr>
<tr>
<td></td>
<td>School resumes</td>
<td>Martin Luther King, Jr. Day, No School</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>FEBRUARY</th>
<th>MARCH</th>
<th>APRIL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Friday, 2/12 &amp; Monday, 2/15</td>
<td>Friday, 3/25 &amp; Mon, 3/28</td>
<td>Monday, 4/11</td>
</tr>
<tr>
<td>Presidents Weekend, No School</td>
<td>Good Friday/Easter Monday</td>
<td>Spring Break begins</td>
</tr>
<tr>
<td></td>
<td>Monday, 2/29 to 3/11</td>
<td>Monday, 4/18</td>
</tr>
<tr>
<td></td>
<td>ISTEP+ Pt. 1- Applied Skills</td>
<td>Return to School</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Monday, 4/18 to 5/6</td>
</tr>
<tr>
<td></td>
<td></td>
<td>ISTEP+ Pt. 2- Multiple</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Choice/Technology Enhanced</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Items</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>MAY</th>
<th>JUNE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday, 5/30 – Memorial Day, No School</td>
<td>Friday, 6/3</td>
</tr>
<tr>
<td></td>
<td>Last Day for Students</td>
</tr>
</tbody>
</table>

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GRADING PERIODS

<table>
<thead>
<tr>
<th>BEGINS</th>
<th>ENDS</th>
</tr>
</thead>
<tbody>
<tr>
<td>August 19</td>
<td>October 16</td>
</tr>
<tr>
<td>October 19</td>
<td>December 18</td>
</tr>
<tr>
<td>January 4</td>
<td>March 11</td>
</tr>
<tr>
<td>March 14</td>
<td>June 3</td>
</tr>
</tbody>
</table>

EMERGENCY WEATHER – LAKE RIDGE SCHOOLS EARLY DISMISSAL

Inclement weather or unforeseen emergencies mean that school will be cancelled, start later than usual, or close early. School closings for the Lake Ridge School Corporation are reported on three local radio stations:

**AM – WJOB 1230**

**FM – Indiana 105 (105.5)**

**FM – WZVN 107.1**

*Alert Now – email and phone systems*

Tune in to one of these stations if there is a severe change in the weather or you hear of an existing emergency.
# TABLE OF CONTENTS

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Welcome letter from Principals</td>
<td>ii</td>
</tr>
<tr>
<td>Mission Statements</td>
<td>iii</td>
</tr>
<tr>
<td>Calendar Dates</td>
<td>iii</td>
</tr>
<tr>
<td>Grading Period Dates</td>
<td>iv</td>
</tr>
<tr>
<td>Emergency Weather/Early Dismissal Quick Reference</td>
<td>iv</td>
</tr>
<tr>
<td>Foreword</td>
<td>1</td>
</tr>
<tr>
<td>Equal Education Opportunity</td>
<td>1</td>
</tr>
<tr>
<td>Student Well-Being / Emergency Information</td>
<td>2</td>
</tr>
<tr>
<td>Change of Address / Phone Numbers</td>
<td>2</td>
</tr>
<tr>
<td>Injury and Illness</td>
<td>2</td>
</tr>
<tr>
<td><strong>Section I - General Information</strong></td>
<td></td>
</tr>
<tr>
<td>Enrolling in the School</td>
<td>3</td>
</tr>
<tr>
<td>Transfer of Students Without Legal Settlement</td>
<td>3</td>
</tr>
<tr>
<td>Early Dismissal</td>
<td>3</td>
</tr>
<tr>
<td>Transfer Out of the Corporation</td>
<td>4</td>
</tr>
<tr>
<td>Withdrawal from School</td>
<td>4</td>
</tr>
<tr>
<td>Immunizations</td>
<td>4</td>
</tr>
<tr>
<td>Use of Medications</td>
<td>4</td>
</tr>
<tr>
<td>Self-administered Medications</td>
<td>5</td>
</tr>
<tr>
<td>Non-prescribed (OTC) Medication</td>
<td>6</td>
</tr>
<tr>
<td>Control of Casual-Contact Communicable Diseases and Pests</td>
<td>7</td>
</tr>
<tr>
<td>Procedure for Control of Head Lice</td>
<td>7</td>
</tr>
<tr>
<td>Control of Noncasual-Contact Communicable Diseases</td>
<td>7</td>
</tr>
<tr>
<td>Special Education</td>
<td>8</td>
</tr>
<tr>
<td>Homeless Students</td>
<td>8</td>
</tr>
<tr>
<td>Student Records (Protection and Privacy)</td>
<td>9</td>
</tr>
<tr>
<td>Student Fees and Charging</td>
<td>10</td>
</tr>
<tr>
<td>Student Fund-Raising</td>
<td>11</td>
</tr>
<tr>
<td>Student Valuables</td>
<td>11</td>
</tr>
<tr>
<td>Fire, Tornado, and Safety Drills</td>
<td>11</td>
</tr>
<tr>
<td>Emergency Closings and Delays</td>
<td>12</td>
</tr>
<tr>
<td>Safety and Security</td>
<td>12</td>
</tr>
<tr>
<td>Visitors</td>
<td>13</td>
</tr>
<tr>
<td>Use of Library/School Equipment and Facilities</td>
<td>13</td>
</tr>
<tr>
<td>Lost and Found</td>
<td>13</td>
</tr>
<tr>
<td>Student Sales</td>
<td>13</td>
</tr>
<tr>
<td>Use of Office Telephones</td>
<td>13</td>
</tr>
<tr>
<td>Use of Wireless Communication Devices</td>
<td>13</td>
</tr>
<tr>
<td>Recess</td>
<td>14</td>
</tr>
<tr>
<td><strong>Section II - Academics</strong></td>
<td></td>
</tr>
<tr>
<td>Field Trips</td>
<td>16</td>
</tr>
<tr>
<td>Grades</td>
<td>16</td>
</tr>
<tr>
<td>Promotion, Placement and Retention</td>
<td>16</td>
</tr>
<tr>
<td>Parent Conferences</td>
<td>17</td>
</tr>
<tr>
<td>Computer Technology and Networks</td>
<td>17</td>
</tr>
<tr>
<td>Student Assessment</td>
<td>17</td>
</tr>
<tr>
<td>Homework</td>
<td>18</td>
</tr>
</tbody>
</table>

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Section III - Student Activities

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>School-Sponsored Clubs and Activities</td>
<td>18</td>
</tr>
<tr>
<td>Nonschool-Sponsored Clubs and Activities</td>
<td>18</td>
</tr>
<tr>
<td>Parent Teacher Club/Committee</td>
<td>19</td>
</tr>
</tbody>
</table>

Section IV - Student Conduct

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Attendance</td>
<td>20</td>
</tr>
<tr>
<td>Student Behavior Standards</td>
<td>25</td>
</tr>
<tr>
<td>Expected Behaviors/Positive Behavior Interventions and Support (PBIS)</td>
<td>25</td>
</tr>
<tr>
<td>Classroom Environment</td>
<td>25</td>
</tr>
<tr>
<td>Dress and Grooming</td>
<td>25</td>
</tr>
<tr>
<td>Uniformity of Color</td>
<td>25</td>
</tr>
<tr>
<td>Code of Conduct</td>
<td>27</td>
</tr>
<tr>
<td>Bullying</td>
<td>32</td>
</tr>
<tr>
<td>Discipline</td>
<td>35</td>
</tr>
<tr>
<td>Use of Seclusion and Restraints</td>
<td>36</td>
</tr>
<tr>
<td>Formal Discipline, Suspension, Expulsion</td>
<td>36</td>
</tr>
<tr>
<td>Expulsion for Firearms Possession</td>
<td>37</td>
</tr>
<tr>
<td>Due Process Rights</td>
<td>37</td>
</tr>
<tr>
<td>Search and Seizure</td>
<td>38</td>
</tr>
<tr>
<td>Student Rights of Expression</td>
<td>39</td>
</tr>
</tbody>
</table>

Section V - Transportation

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Bus Transportation to School</td>
<td>41</td>
</tr>
<tr>
<td>Bus Conduct</td>
<td>41</td>
</tr>
<tr>
<td>Videotapes on School Buses</td>
<td>42</td>
</tr>
<tr>
<td>Penalties for Infractions</td>
<td>42</td>
</tr>
<tr>
<td>Walking Students</td>
<td>42</td>
</tr>
<tr>
<td>Drop-offs and Pick-ups</td>
<td>42</td>
</tr>
<tr>
<td>Student Use of Bicycles</td>
<td>43</td>
</tr>
<tr>
<td>AHERA Notification</td>
<td>44</td>
</tr>
</tbody>
</table>

NOTE: This Student/Parent Handbook is based in significant part on policies adopted by the Board of School Trustees and Administrative Guidelines developed by the Superintendent. Those Board Policies and Administrative Guidelines are incorporated by reference into the provisions of this Handbook. The Policies and Administrative Guidelines are periodically updated in response to changes in the law and other circumstances. Therefore, there may have been changes to the documents reviewed in this Handbook since it was printed in August 2014. If you have questions or would like more information about a specific issue or document, contact your school administrator. You may access the document on the Corporation’s website: www.lakeridge.k12.in.us in order to find the specific policy or administrative guideline you are looking for.
FOREWORD

This Student Handbook was developed to answer many of the commonly asked questions that you and your parents may have during the school year and to provide specific information about certain Board policies and guidelines. Please take time to become familiar with the following important information contained in this Handbook and keep the Handbook available for frequent reference by you and your parents. If you have any questions that are not addressed in this Handbook, you are encouraged to talk to your Guidance Counselor, Dean, or Principal, who you will find listed on the school website. This Handbook replaces all prior handbooks and other written material on the same subjects. This Handbook does not equate to an irrevocable contractual commitment to the student, but only reflects the current status of the Board’s policies and the school’s rules as of the 2015-2016 school year. If any of the policies or administrative guidelines referenced herein are revised after August 1, 2014, the language in the most current policy or administrative guideline prevails. Copies of current Board policies and administrative guidelines are available from the building principal and on the Corporation's web site.

EQUAL EDUCATION OPPORTUNITY

It is the policy of the Lake Ridge School Corporation to provide an equal education opportunity for all students.

Any person who believes that the Corporation, a school or any staff person has discriminated against a student on the basis of race, color, national origin, sex (including sexual orientation and transgender identity), age (except as authorized by law), disability, religion, military status, ancestry, or genetic information has the right to file a complaint. A formal complaint may be made in writing to the School Corporation’s Compliance Officer listed below:

Janet Flores, Assistant Superintendent
(219) 838-1819

The complaint procedure is described on Form 2260 F2.

The complaint will be investigated and a response, in writing, will be given to the concerned person in a timely fashion. The Compliance Officer may provide additional information concerning access to equal education opportunity. Under no circumstances will the Corporation threaten or retaliate against anyone who raises or files a complaint.
STUDENT WELL-BEING / EMERGENCY INFORMATION

All students must have an emergency medical card completed, signed by a parent or guardian, and filed in the school office including:

1) Parent(s) or guardian(s) name(s).
2) Complete and up-to-date address.
3) Home phone and parents(s) work phone.
4) Emergency phone number of friends or relatives in case you cannot be reached or who is authorized to pick up your child from school.
5) Physician’s name and phone.
6) Medical alert information.

Students with specific health care needs should submit those needs, in writing and with proper documentation by a physician, to the school office.

CHANGE OF ADDRESS / PHONE NUMBERS

It is very important that every student maintain an up-to-date address and telephone number record at the school office. Notify the school immediately if you have a change of address or telephone number during the school year.

INJURY AND ILLNESS

All injuries must be reported to a teacher or the office. If minor, the student will be treated and may return to class. If medical attention is required, the office will follow the school’s emergency procedures and attempt to make contact with the student’s parents.

A student who becomes ill during the school day should request permission from the teacher to go to the office. The office will determine whether or not the student should remain in school or go home. No student will be released from school without proper parental permission.
SECTION I - GENERAL INFORMATION

ENROLLING IN THE SCHOOL

Students are expected to enroll in the attendance corporation in which they have legal settlement, unless other arrangements have been approved. Students that are new to the School are required to enroll with their parents or legal guardian. When enrolling, the parents will need to bring:

A. a birth certificate or similar document,
B. court papers allocating parental rights and responsibilities, or custody (if appropriate),
C. proof of residency, (no homeless child will be denied enrollment based on a lack of proof or residency)
D. proof of immunizations.

Kindergarten students must be five (5) years old on or before August 1. (Policy 5112A) Request for early entrance to kindergarten must follow Board Policy 5112C. Student assignment to class, school and grade will be done in accordance with Board Policy 2120.

In some cases, a temporary enrollment may be permitted. In such cases, parents will be notified about documentation required to establish permanent enrollment.

Students enrolling from another accredited school must have an official transcript/transfer from the sending school in order to receive credit from that school. The registrar will assist in obtaining the transcripts/records, if not presented at the time of enrollment.

Homeless students who meet the Federal definition of homeless may enroll and will be under the direction of the Corporation Liaison for Homeless Children with regard to enrollment procedures.

Non-resident students should refer to the Board Policy 5111 for eligibility requirements to enroll. Foreign students and foreign-exchange students (from recognized and approved student programs) are eligible for admission on the same basis as other non-resident students.

TRANSFER OF STUDENTS WITHOUT LEGAL SETTLEMENT (POLICY 5111)

In addition to students with legal settlement in the Corporation, students without legal settlement in the Corporation will be enrolled in compliance with I.C. 20-26-11-32 and pursuant to Board Policy 5111 Determination of Legal Settlement and Eligibility for Enrollment of Students without Legal Settlement in the Corporation.

EARLY DISMISSAL

No student may leave school prior to dismissal time without either a.) a written request signed by the parent or a person whose signature is on file in the school office or b.) the parent coming to the school office to personally request the release. No student will be released to a person other than a custodial parent(s) or guardian(s) without a permission note signed by the custodial parent(s) or other legal authorization.
TRANSFER OUT OF THE CORPORATION

If a student plans to transfer from a Lake Ridge School, the parent must notify the Principal. School records shall be transferred within fourteen (14) days to the new school corporation. Parents are encouraged to contact the registrar for specific details.

WITHDRAWAL FROM SCHOOL

No student under the age of eighteen (18) will be allowed to withdraw from School without an exit interview with the Principal who must agree to the withdrawal. The Principal is also required to provide to the Bureau of Motor Vehicles the name of any student under the age of eighteen (18) who withdraws from school for revocation of the student's driver's license. The student also may not be able to obtain an employment certificate needed to obtain a job.

IMMUNIZATIONS

Students must provide documentation that complies with the rules set forth by the Indiana State Board of Health that all immunizations required by law are current, including but not limited to pertussis (whooping cough), poliomyelitis, measles, diphtheria, rubella (German measles), tetanus, and mumps, hepatitis A, hepatitis B, and varicella (chicken pox) or have an authorized exemption from State immunization requirements (I.C. 20-8.1-7-9.5). Every student who enters kindergarten or grade 1 shall be immunized against hepatitis A, hepatitis B, diphtheria, tetanus, pertussis, polio, measles, mumps, rubella, and chicken pox. Every child who enters grades 6-10 shall also have a meningococcal conjugate vaccine. Students entering grades 11 and 12 also must have a second meningococcal conjugate vaccine. From time-to-time other communicable diseases may be designated by the Indiana State Board of Health as diseases that require immunizations. For the safety of all students, the school principal may remove a student from school or establish a deadline for meeting State requirements if a student does not have the necessary immunizations or authorized exemption. In the event of a chicken pox epidemic, the Superintendent may temporarily deny admission to a student otherwise exempted from the chicken pox immunization requirement. Any questions about immunizations or exemptions should be directed to the school nurse.

Information concerning meningococcal disease (meningitis) and its vaccine shall be provided to students and parents at the beginning of the school year by the Superintendent. The information must include information concerning the causes, symptoms and spread of meningococcal diseases and places where parents may obtain additional information and vaccinations for their children.

The parent of each female student entering grade 6 shall be provided with information prescribed by the Indiana State Department of Health concerning cervical cancer and the Human Papilloma virus (HPV) infection and that an immunization against the HPV infection is available.

USE OF MEDICATIONS

In those circumstances where a student must take prescribed medication during the school day, the following guidelines are to be observed.
A. Parents should, with their physician’s counsel, determine whether the medication schedule can be adjusted to avoid administering medication during school hours.

B. The Medication Request and Authorization Form 5330 F1, F1a, and F1b must be filed with the respective building Principal before the student will be allowed to begin taking any medication during School hours.

C. All medications must be registered with the Principal’s office.

D. Medication that is brought to the office will be properly secured.

- Medication may be conveyed to School directly by the parent or transported by transportation personnel (bus driver and/or bus aide) at parental request. This should be arranged in advance. A two to four (2-4) week supply of medication is recommended.

- Medication MAY NOT be sent to School in a student’s lunch box, pocket, or other means on or about his/her person, except for emergency medications for allergies and/or reactions.

E. Students who may require administration of an emergency medication may have such medication stored in the Nurse’s office. However, if authorization for self-medication has been provided by the parent and physician the student may retain possession of the self-administered medications.

F. Medication that is possessed by a school for administration during school hours or at school functions, for students in grades K-8 may be released only to the student’s parent or to an individual who is eighteen (18) years of age or older and who has been designated, in writing, by the student’s parent to receive the medication.

A school may send home medication that is possessed by the school for administration during school hours or at school functions with a student in grades 9 – 12, if the student’s parent provides written permission for the student to receive the medication.

G. Any unused medication unclaimed by the parent will be destroyed by School personnel when a prescription is no longer to be administered or at the end of the School year.

H. The parents shall have sole responsibility to instruct their child to take the medication at the scheduled time.

I. A log for each prescribed medication shall be maintained which will note the personnel giving the medication, the date, and the time of day. This log will be maintained along with the physician’s written request and the parent’s written release.

Self-Administered Medication

A student may possess and self-administer medication for chronic diseases or medical conditions provided the student’s parent files a written authorization with the principal. The written authorization must be filed annually. A physician’s written statement must be included with the parent’s authorization.

The physician’s statement must include the following information:

A. An acute or chronic disease or medical condition exists for which the medication is prescribed.

B. The student has been given instruction as how to self-administer the medication.
C. The nature of the disease or medical condition requires emergency administration of the medication.

The school or School Board is not liable for civil damages as a result of a student’s self-administration of medication for an acute or chronic disease or medical condition except for an act or omission amounting to gross negligence or willful and wanton misconduct.

**Nonprescribed (Over-the Counter) Medications**

No staff member will be permitted to dispense nonprescribed, over-the-counter (OTC) medication to any student.

Parents may authorize the school to administer a nonprescribed medication using a form which is available at the school office. A physician does not have to authorize such medication but all of the other conditions described above under Prescribed Medications will also apply to nonprescribed medications. The student may be authorized on the request form by his/her parent to self-administer the medication in the presence of a school staff member. No other exceptions will be made to these requirements.

If a student is found using or possessing a nonprescribed medication without parent authorization, s/he will be brought to the school office and the parents will be contacted for authorization. The medication will be confiscated until written authorization is received.

Any student who distributes a medication of any kind to another student or is found to possess a medication other than the one authorized is in violation of the school’s Code of Conduct and will be disciplined in accordance with the drug use provisions of the Code.

A diabetes management and treatment plan shall be prepared and implemented for a student with diabetes for use during school hours or at a school related event or activity. The plan shall be developed by the licensed health care practitioner responsible for the student’s diabetes treatment and the student’s parent/legal guardian.

**CONTROL OF CASUAL-CONTACT COMMUNICABLE DISEASES AND PESTS**

Because a school has a high concentration of people, it is necessary to take specific measures when the health or safety of the group is at risk. The school’s professional staff has the authority to remove or isolate a student who has been ill or has been exposed to a communicable disease or highly-transient pest, such as lice.

Specific diseases include; diphtheria, scarlet fever, strep infections, whooping cough, mumps, measles, rubella, and other conditions indicated by the Local and State Health Departments.

Any removal will be limited to the contagious period as specified in the school’s administrative guidelines.
Procedure for Control of Head Lice

Identification:
A trained district employee will examine the child to determine if a child has head lice or nits (eggs). At the beginning of each school year and return of Christmas and Easter breaks, the complete school will be screened. Other general screening will be done under the following conditions:

a. If a student in a classroom is found to have lice, the complete classroom will be checked.
b. If a student is found to have lice, all of those children that live in the same home will be checked.
c. If a student is found to have lice and other students are known to have had close contact with that student, they will be checked.

Individual checks are done at the request of a teacher, parent or other staff member.

Student found to have lice and/or nits are excluded from school until they have been rechecked by the school nurse and found to be lice and/or nit free.

A student will be re-admitted into school after they are checked and found to be lice and nit free. All students applying for re-admission will be examined by the school nurse or have a statement from a doctor indicating that the student is lice and nit free.

Re-Checks:
All students re-admitted to school due to lice and/or nits will be re-examined in seven (7) days to ten (10) days. If vacation interrupts this time frame the students will be checked as soon as possible. Re-checks will be done by any trained district employee.

Parental Communication:
When lice become a serious problem (as determined by the building principal and/or the school nurse) for a school, a letter will be sent home.

Additional Measures:
If the problem of lice infestation becomes very serious, the school (by principal and/or nurse direction) will take additional actions as necessary. These actions may include bagging coats, fumigation of facilities, or other actions.

See Board Policy 8450

CONTROL OF NONCASUAL-CONTACT COMMUNICABLE DISEASES (POLICY 8453)

The Corporation has an obligation to protect staff and students from noncasual-contact communicable diseases. When a noncasual-contact communicable disease is suspected, the staff or student’s health will be reviewed by a panel of resource people, including the County Health Department. The school will protect the privacy of the person affected and those in contact with the affected person. Students and staff will be permitted to remain in school unless there is definitive evidence to warrant exclusion.
Noncasual contact communicable diseases include sexually transmitted diseases, AIDS, ARC-AIDS Related Complex, HIV, Hepatitis B, and other diseases that may be specified by the State Board of Health.

As required by Federal law, parents will be requested to have their child’s blood checked for HIV and HBV when the child has bled at school and students or staff members have been exposed to the blood. Any testing is subject to laws protecting confidentiality.

**SPECIAL EDUCATION**

The American’s with Disabilities Act (A.D.A.) and Section 504 of the Rehabilitation Act prohibit discrimination against persons with a disability in any program receiving Federal financial assistance. This protection applies not just to students, but all individuals who have access to the Corporation’s programs and facilities.

The law defines person with a disability as anyone who:

A. has a mental or physical impairment that substantially limits one or more major life activities;

B. has a record of such an impairment; or

C. is regarded as having such an impairment.

The Corporation has specific responsibilities under these two laws, which include identifying, reviewing and, if the child is determined to be eligible, affording access to appropriate educational accommodation.

Students are entitled to a free appropriate public education in the "least restrictive environment." The School provides a variety of special education programs for students identified as having a disability as defined by the Individuals with Disabilities Education Act (IDEA).

A student can access special education services only through the proper evaluation and placement procedure. Parent involvement in this procedure is required. More importantly, the school encourages the parent to be an active participant. To inquire about the procedure, a parent should contact the student’s case manager by calling the child’s home school: Longfellow (219) 923-7004 or Hosford Park (219) 980-3390.

Students with disabilities who do not qualify for IDEA may be served within the regular education program with an accommodation plan developed through an interactive dialogue between the school, the student and the student’s parent(s). Parents who believe their child may have a disability that interferes substantially with the child’s ability to function properly in School, should contact the school’s guidance counselor at: Longfellow (219) 923-7004 or Hosford Park (219) 980-3390.

**HOMELESS STUDENTS**

Homeless students will be provided access to educational opportunities in the same manner as other students served by the Corporation. Homeless students are eligible to receive transportation services, participate in education programs for students with disabilities or limited English proficiency, participate in high ability programs, and receive meals under school nutrition programs. Homeless students will not be denied
enrollment based on lack or proof of residency. For additional information contact the school’s guidance counselor at: Longfellow (219) 923-7004 or Hosford Park (219) 980-3390.

**PROTECTION AND PRIVACY OF STUDENT RECORDS**

The Corporation maintains many student records including both directory information and confidential information.

Directory information includes: a student's name; address; telephone number; photograph; date and place of birth; major field of study; participation in officially recognized activities and sports; height and weight, if a member of an athletic team; dates of attendance; date of graduation; awards received; or listing on an honor roll and/or scholarships.

Directory information can be provided upon request to any individual, other than a for profit organization, even without the written consent of a parent. Parents may refuse to allow the Board to disclose “directory information” upon written notification to the Board. For further information about the items included within the category of directory information and instructions on how to prohibit its release you may consult the Board’s annual Family Educational Rights and Privacy Act (FERPA) notice which can be found on the district website at [www.lakeridge.k12.in.us](http://www.lakeridge.k12.in.us), or review Policy 8330 – Student Records.

Confidential records include test scores, psychological reports, behavioral data, disciplinary records, social security numbers, and communications with family and outside service providers.

Students and parents have the right to review and receive copies of all educational records. Costs for copies of records may be charged to the parent. To review student records please provide a written notice identifying requested student records to the principal. You will be given an appointment with the appropriate person to answer any questions and to review the requested student records.

Parents and adult students have the right to amend a student record when they believe that any of the information contained in the record is inaccurate, misleading or violates the student’s privacy. A parent or adult student must request the amendment of a student record in writing and if the request is denied, the parent or adult student will be informed of his/her right to a hearing on the matter.

The administration may disclose personally identifiable information from education record without prior parental consent to officials of state and federal government, educational institutions and agencies, and under specific circumstances authorized by Board policy and Federal law.

Consistent with the Protection of Pupil Rights Amendment (PPRA), no student shall be required, as a part of the school program or the Corporation’s curriculum, without prior written consent of the student (if an adult, or an emancipated minor) or, if an unemancipated minor, his/her parents, to submit to or participate in any survey, analysis, or evaluation that reveals information concerning:

A. political affiliations or beliefs of the student or the student’s parents;
B. mental or psychological problems of the student or the student’s family;
C. sexual behavior or attitudes;
D. illegal, anti-social, self-incriminating or demeaning behavior;
E. critical appraisals of other individuals with whom respondents have close family relationships;
F. legally recognized privileged and analogous relationships, such as those of lawyers, physicians, and ministers;
G. religious practices, affiliations, or beliefs of the student or his/her parents; or
H. income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program).

Further, parents have the right to inspect, upon request, a survey or evaluation created by a third party before the survey/evaluation is administered or distributed by the school to the student. The principal will provide the parent access to the survey/evaluation within a reasonable period of time after the request is made. The parent may access the following:

A. activities involving the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information or otherwise providing that information to others for that purpose; and
B. the administration of any survey by a third party that contains one or more of the items described in A through H above.

The Family Policy Compliance Office in the U.S. Department of Education administers both FERPA and PPRA. Parents and/or eligible students who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-4605
www.ed.gov/offices/OM/fpco

STUDENT FEES AND CHARGES

Lake Ridge Schools charge specific fees for the following activities and courses. Such fees or charges are determined by the cost of materials, freight/handling fees, and add-on fees for loss or damage to school property. The school and staff do not make a profit.

Fees may be waived in situations where there is financial hardship.

Charges may also be imposed for loss, damage or destruction of school apparatus, equipment, musical instruments, library materials, textbooks and for damage to school buildings or property. Students using school property and equipment can be fined for excessive wear and abuse of the property and equipment. Students can avoid late fines by promptly returning borrowed materials.

Failure to pay fines, fees, or charges may result in the withholding of grades and credits.
STUDENT FUND-RAISING

Students participating in school-sponsored groups and activities will be allowed to solicit funds from other students, staff members, and members of the community in accordance with school guidelines. The following general rules will apply to all fundraisers:

A. For any fundraiser by student groups or organizations that involves the sale to students of food items and/or beverages to be consumed on campus, the food and/or beverage items to be sold must comply with the current USDA Dietary Guidelines for Americans.

B. Any fundraiser by student groups or organizations that involves the sale to students of food items and/or beverages to be consumed on campus must be conducted only from thirty (30) minutes following the close of the last lunch period until thirty (30) minutes after the end of the school day.

Students involved in the fundraiser are not to interfere with students participating in other activities in order to solicit funds. A student will not be allowed to participate in a fundraising activity for a group in which s/he is not a member without the approval of the student’s counselor. No student may participate in fundraising activities off school property without the written consent of his/her parent(s). No house-to-house canvassing is allowed by any student for any fundraising activity. Any fundraisers that require students to exert themselves physically beyond their normal pattern of activity such as “runs for…”, will be monitored by a staff member in order to prevent a student from over-extending himself/herself to the point of potential harm. No student may participate in a fundraising activity conducted by a parent group, booster club, or community organization on school property without the approval of the principal. Students may not sell any item or service without the prior approval of the principal. Violation of this policy may lead to disciplinary action.

STUDENT VALUABLES

Students are encouraged not to bring items of value to school. Items such as jewelry, expensive clothing, electronic equipment, and the like, are tempting targets for theft and extortion. The school cannot be responsible for their safe-keeping and will not be liable for loss or damage to personal valuables.

FIRE, TORNADO, AND SAFETY DRILLS

The school complies with all fire safety laws and will conduct fire drills in accordance with State law. Specific instructions on how to proceed will be provided to students by their teachers who will be responsible for safe, prompt, and orderly evacuation of the building.

Tornado drills will be conducted during the tornado season using the procedures prescribed by the State.

Safety drills will be conducted at least once per school year. Teachers will provide specific instruction on the appropriate procedure to follow in situations where students must be secured in their building rather than evacuated. These situations can include a terrorist threat, a person in possession of a deadly weapon on school property, or other acts of violence.
EMERGENCY CLOSINGS AND DELAYS

If the school must be closed or the opening delayed because of inclement weather or other conditions, the School will notify the following radio and television stations:

- AM – WJOB 1230
- FM – Indiana 105 (105.5)
- FM – WZVN 107.1
- Alert Now – phone and email system

Parents and students are responsible for knowing about emergency closings and delays.

SAFETY AND SECURITY

A. All visitors must report to the office when they arrive at school.
B. All visitors are given and required to wear a building pass while they are in the building.
C. Staff are expected to question people in the building whom they do not recognize and who are not wearing a building pass, and to question people who are "hanging around" the building after hours.
D. Students and staff are expected to immediately report to a teacher or administrator any suspicious behavior or situation that makes them uncomfortable.
E. As many unneeded outside doors as possible are locked during the school day.
F. Portions of the building that will not be needed after the regular school days are closed off.
G. If a person wishes to confer with a member of the staff s/he should call for an appointment prior to coming to the school in order to prevent any inconvenience.
H. Students may not bring visitors to school without first obtaining written permission from administration.
I. The Corporation may utilize video surveillance and electronic monitoring in order to protect Corporation property, promote security, and protect the health, welfare, and safety of students, staff, and visitors.

VISITORS

Visitors, particularly parents, are welcome at the school. Visitors must report to the office upon entering the school to sign in and obtain a pass. Any visitor found in the building without signing in and/or a pass shall be reported to the Principal. If a person wishes to confer with a member of the staff, s/he should call for an appointment prior to coming to the school in order to schedule a mutually convenient meeting time.

The following guidelines concerning school visitations need to be followed:

1. Visitors must report to the school office and state purpose of the visit.
2. Visitors must receive permission and a visitor’s identification badge at the office before proceeding to other areas of the building.
3. Teachers are neither required nor expected to converse with visitors during class sessions.
4. If a visitor wishes to meet with school personnel, they are required to make an appointment with that person. Please talk to the secretary to discuss the possibility for making such appointments.

The principal has the authority to prohibit the entry of any person to a school of this Corporation or to expel any person when there is reason to believe the presence of such person would be detrimental to the good order of the school. If such an individual refuses to leave the school grounds or creates a disturbance, the principal is authorized to request from the local law enforcement agency whatever assistance is required to remove the individual.

See Board Policy 9150

USE OF THE LIBRARY

The library (media center) is available to students throughout the school day. Passes may be obtained from a student’s teacher or from the librarian. Books on the shelves may be checked out. To check out any other materials, contact the librarian. In order to avoid late fees, all materials checked out of the library (media center) must be returned in the allotted time.

USE OF SCHOOL EQUIPMENT AND FACILITIES

Students must receive the permission of the teacher before using any equipment or materials in the classroom and the permission of the principal to use any other school equipment or facility. Students will be held responsible for the proper use and safe-keeping of any equipment or facility they are allowed to use.

LOST AND FOUND

The lost and found area is in the main office or cafeteria. Students who have lost items should check there and may retrieve their items if they give a proper description. Unclaimed items will be given to charity at the close of the School year.

STUDENT SALES

No student is permitted to sell any item or service in school without the approval of the principal. Violation of this policy may lead to disciplinary action.

USE OF OFFICE TELEPHONES

Office telephones are not to be used for personal calls. Except in an emergency, students will not be called to the office to receive a telephone call.

USE OF PERSONAL COMMUNICATION DEVICES (PCD) (Policy 5136 and AG 5136)

In order to avoid disruption of the educational environment and protect students' right of privacy, student use of personal communication devices (PCD’s) is prohibited on school grounds during school hours, at after school activities, (e.g., extra-curricular activities), and on school buses or other vehicles provided by the Corporation. An exception to this prohibition would be the possession and use of PCDs by students with disabilities in accordance with their IEPs.
Students are personally and solely responsible for the care and security of their PCD’s. The Board assumes no responsibility for theft, loss, or damage to, or misuse or unauthorized use of PCD’s brought onto its property.

With the addition of the New Tech framework and culture, there are specific classes that may utilize PCDs and/or headphones in the classroom. Those classes will be notified when appropriate use is allowed. Students are still responsible for proper use, placement, and care of their devices.

“Sexting” is prohibited at any time on school property or at school functions. Sexting is the electronic transmission of sexual messages or pictures, usually through cell phone text messaging. Such conduct not only is potentially dangerous for the involved students, but can lead to unwanted exposure of the messages and images to others, and could result in criminal violations related to the transmission or possession of child pornography. Such conduct will be subject to discipline and possible confiscation of the PCD.

**RECESS**

Weather permitting; students are given recess each day. Decisions to have outside recess during cold weather depend upon the temperature and the wind chill factor. Shorter outside recess time are scheduled on very cold days. Students should always dress for outside recess. All students must be on the playground during outside recess. Only students with medical excuses will be allowed to remain in the building during scheduled outside breaks*.

Students will have supervised free time in the classroom on days when bad weather prevents outside recess. Quiet games, talking with friends, etc., are usually allowed by the matron in charge.

Children with special health condition, in particular, asthmatic children, may need special accommodation of their needs during cold weather or periods of high pollen or inversion. The parents of these children are to be consulted in creating a workable system for determining when other arrangements are necessary and for the child’s supervision.

See Board Policy 5360
*Children needing to stay indoors for more than one school day will be required to provide a doctor’s recommendation for the reason necessitating the circumstance.

**Playground Expectations**

Students are to remain on the playground or blacktop play area during outdoor recess. When the fields are muddy they will be off limits. Tackle football is not permitted. The following rules are to be followed:

1. Keep your hands, feet, and personal objects to yourself.
2. Follow the directions of the supervisors.
3. Stay in the assigned area.
4. Keep snow, rocks, and other objects on the ground.
5. Use play equipment safely.
6. Line up in an orderly fashion when the bell rings or when a whistle is blown for their class.
7. Do not swear, tease or say things to hurt someone’s feelings.

Possible Consequences:
1. Warning.
2. Time-out.
3. Detention.
4. Conference with Supervisor, Teacher and/or Principal on how to change behavior. A plan will be developed.
5. Parent, Student, Principal conference about plan.
SECTION II - ACADEMICS

FIELD TRIPS

Field trips are academic activities that are held off school grounds. There are also other trips that are part of the school’s co-curricular and extra-curricular program. No student may participate in any school-sponsored trip without parental consent.

- Attendance rules apply to all field trips.
- While the Corporation encourages the student’s participation in field trips, alternative assignments will be provided for any student whose parent does not give permission for the student to attend.
- Students who violate school rules may lose the privilege to go on field trips.

GRADES

Lake Ridge Elementary Schools have a standard grading procedure, as well as additional notations that may indicate work in progress or incomplete work. The purpose of a grade is to indicate the extent to which the student has acquired the necessary learning. In general, students are assigned grades based upon test results, homework, projects, and classroom participation. Each teacher may place a different emphasis on these areas in determining a grade and will so inform the students at the beginning of the course work. If a student is not sure how his/her grade will be determined, s/he should ask the teacher.

The School uses the following grading system:

- M – Mastery of grade level standards
- P – Progressing toward mastery of grade level standards
- N – Non-mastery of grade level standards

Students shall receive a report card at the end of each quarter indicating their grades for each course of study for that portion of the academic term.

PROMOTION, PLACEMENT, AND RETENTION

Optimal school achievement is obtained when students experience success in their daily activities and build upon successful experiences as they encounter new learning situations. All aspects of the student must be considered as grade placements are made. Promotion to the next grade level is based on the following criteria:

1. Current level of achievement
2. Potential for success at the next level
3. Emotional, physical and/or social maturity

DEFINITIONS

A. Promotion:
   Occurs when a student is doing the caliber of work (grade level) that indicates the student has met the criteria established in Policy 5410.

B. Assignment:
   Occurs when a student is not doing the caliber of work that indicates the student should be promoted to the next grade. However, the teacher recommends what is in the student’s best interest to move to the next grade.
C. **Retention:**

Occurs when a student is not doing the caliber of work that indicates the student should be promoted to the next grade, based on the recommendation of the teacher. Prior to retention, teachers are responsible to notify parents of possible retention.

**PARENT CONFERENCES**

Parent/Teacher conferences are held yearly at the start of the second semester. A parent may request a conference with their child’s teacher at any time during the school year. Please write a note or call to request an appointment. Unannounced visitation is disruptive to the school day. Sometimes a teacher may find it necessary to request a special conference with a parent. Please make every effort to meet with the teacher if you receive such a request.

**COMPUTER TECHNOLOGY AND NETWORKS**

Before any student may enhance his/her school career by accessing and using the corporation’s computer resources, s/he and his/her parents must sign an agreement that defines the conditions under which the student may access and use these resources.

As required by Federal law, the corporation will provide the instruction to students regarding the following:

A. Safety and security while using e-mail, social media and other forms of direct electronic communications;

B. The dangers inherent with the online disclosure of personally identifiable information; and;

C. The consequences of unauthorized access, cyberbullying and other unlawful or inappropriate activities by students online.

Students have no exception of privacy in the content of their personal files saved on the Corporation’s computer resources, and of the records of their online activity when accessing and using the Corporation’s technology resources. As required by Federal law, the Corporation will routinely monitor the online behavior of its students. Failure to abide by all of the terms of the agreement may lead to termination of the student’s computer account and possible disciplinary action up to and including suspension from school or referral to law enforcement authorities.

**STUDENT ASSESSMENT**

To measure student progress, students will be tested in accordance with State standards and Corporation policy. Unless exempted, each student will be expected to take the state mandated ISTEP Test (or state alternative as appropriate), IREAD-3, as well as end-of-course assessments that are required by the State Board of Education. Make-up dates are scheduled, but unnecessary absences should be avoided.

Additional group tests are given to students to monitor progress and determine educational mastery levels. These tests are used to help the staff determine instructional needs.
Classroom tests will be used to assess student progress and assign grades. These are selected or prepared by teachers to assess how well the students have achieved specific objectives.

Vocational and interest surveys may be given to identify particular areas of student interest or talent. These are often given by the guidance staff.

If necessary, intelligence tests, speech and language evaluations, individually administered achievement tests, and other special testing services are available to students needing these services.

**HOMEWORK**

Homework is important. It is an extension of the learning that takes place in school. Homework can provide practice and drill that reinforces classroom learning and can provide opportunities for independent study, research, and creative thinking. Parents can help their children by arranging a quiet, comfortable place for the students to work and by seeing that assignments are completed. You are encouraged to make arrangements to pick up absent work or have it sent home with a neighbor in the event of an absence.

See Board Policy 2330.

**SECTION III - STUDENT ACTIVITIES**

**SCHOOL-SPONSORED CLUBS AND ACTIVITIES**

Lake Ridge Schools provides students the opportunity to broaden their learning through curricular-related activities. A curricular-related activity may be for credit, required for a particular course, and/or contain School subject matter.

The school has many student groups that are authorized by the School. It is the Corporation’s policy that only authorized groups are those approved by the Board of School Trustees and sponsored by a staff member. Extra-curricular activities do not reflect the school curriculum, but are made available to students to allow them to pursue additional worthwhile activities such as recreational sports, drama, and the like.

All students are permitted to participate in the activities of their choosing, as long as they meet the eligibility requirements. Drug testing may be required of all students playing sports per district policy 5530.01.

**NON-SCHOOL-SPONSORED CLUBS AND ACTIVITIES**

Non-school-sponsored student groups organized for religious, political, or philosophical reasons may meet during non-instructional hours. The application for permission can be obtained from the Principal. The application must verify that the activity is being initiated by students, attendance is voluntary, that no school staff person is actively involved in the event, that the event will not interfere with school activities and that non-school persons do not play a regular role in the event. School rules will still apply regarding behavior and equal opportunity to participate.
Membership in any fraternity, sorority, or any other secret society is not permitted. All groups must comply with School rules and must provide equal opportunity to participate.

No non-corporation-sponsored organization may use the name of the School or School mascot.

**PARENT TEACHER CLUB/COMMITTEE (P.T.C.)**

The P.T.C. aims to be highly involved in improving our school. All parents are urged to become members and to actively participate. Monthly meetings are scheduled during the year and they are announced in the monthly newsletter.

Each year the P.T.C. sponsors several money making projects. With the help of parents, these projects can be very successful. They allow the P.T.C. to fund many important activities at school.

The school relies on the P.T.C. to operate in a manner consistent with public expectations for the schools and reserves the right to withdraw sponsorship from organizations which violate the bounds of the community taste.

See Board Policy 9210
SECTION IV - STUDENT CONDUCT

ATTENDANCE

School Attendance Policy

It is imperative that students be in attendance each school day in order not to miss a significant portion of their education. Important learnings result from active participation in classroom and other school activities which cannot be replaced by individual study.

- The school is also concerned about helping students develop a high quality work ethic which will be a significant factor in their success with future employers. One of the most important work habits that employers look for in hiring and promoting a worker is his/her dependability in coming to work every day and on time. This is a habit the School wants to help students develop as early as possible in their school careers.

Further, to achieve compliance with the federal mandate of No Child left Behind which requires schools to maintain at least a ninety-five percent (95%) student attendance rate and to assure compliance with Indiana compulsory attendance laws, the Board of school trustees directs the superintendent to prepare administrative guidelines to assure good attendance among the students of this corporation.

Attendance Guidelines

Students may miss 4 days per semester with a parent note. After 4 days, a physician’s note is required in order for the absence to be excused.

- **Day of Absence:** Parents are encouraged to use the automated call-off system by simply calling the school and follow the prompts on the telephone Longfellow (219) 923-7004 or Hosford Park (219) 980-3390. Parent must call the school by noon. *This is not excused, but informs us of the absence.*
- **Day of Return:**
  - Student must present a note from the parent/guardian which explains the absence (counts toward 4 allowed days)
  - OR
  - Provide documentation for the following exemptions listed below under *Excused Absences.*
- Absences for which notes or documentation is presented later than 2 days after the student returns to school will be counted as unexcused.
- When no excuse is provided, the absence will be unexcused and the student will be considered truant.

Truancy / Unexcused Absences

Truancy/unexcused absence from school is not acceptable. Any student who is absent from school for all or any part of the day without a legitimate excuse shall be considered truant and the student and his/her parents shall be subject to the truancy laws of the State. No credit shall be given for any school work not completed as a result of truancy.

A student shall be considered a "habitual truant" when the student is chronically absent by having unexcused absences from school for more than ten (10) school days in
one (1) school year. Students who are truant will receive no credit for School work that is missed. Habitual truancy can result in:

- Loss of participation in school activities and events;
- a report to juvenile authorities;
- a report to local authorities concerning lack of parental responsibility in providing proper care and supervision of a child.

Parents of truant children who knowingly fail to attend school as required under Indiana Code violates a Class B misdemeanor and may be referred to the courts as per IC 20-33-2-27-44. The following constitutes an unexcused absence:

- Student’s absence is not verified by parent/guardian and/or after four (4) allowable parent notes.
- Student is not in assigned area of assigned activity while on school property during the school day.
- Student leaves school without receiving prior approval from the attendance office.
- Student is seen outside of school (e.g., mall, on the street). Parent notes will be invalid in this case.
- The student is at work for part or all of the school day.

The skipping of classes may result in disciplinary action.

*Also see “Attendance Intervention” for consequences.

**Excused Absences**

The following EXCUSED absences will NOT count toward the 4 days per semester. Students may be excused from school for one of the following reasons and will be provided an opportunity to make-up missed school work and/or tests:

- Personal illness documented with an *original* physician’s note or fax from the physician’s office.
  - Does not include illness in the family unless the circumstances are approved by the principal.
- Professional appointments with authentic documentation
- Immediate family funerals with documentation
- Bona-fide religious observances
- Suspensions *see more below*
- Nurse sends student home (for that day only)
- Absence that has administrator approval
- Quarantine
- Statutory reasons as provided by Indiana Code 33-2-14,-15,-16,-17, -17.2 and -17.5 (Note: Absences for any of these statutory reasons are excused.)
  - Service as a page or as an honoree of the Indiana General Assembly
  - Service on the precinct election board or as a helper to a political candidate on Election Day.
  - In response to a subpoena to appear in court as a witness.
  - Active duty with the Indiana National Guard for not more than ten (10) days in a school year.
  - Service as a member of the Indiana wing of the civil air patrol under the terms stated in Indiana Code 20-33-2-17-2.
  - Authorized attendance at an educationally related non-classroom activity under the terms stated in Indiana Code 20-33-2-17.5.
Students must attend school for at least 4 periods in order to attend or participate in any extracurricular activities that day, unless pre-arranged with school officials.

Students with a health condition that causes repeated absence are to provide the school office with an explanation of the condition from a licensed physician or other qualified practitioner as provided in Indiana Code 20-33-2-18.

If the absence can be foreseen and the "good cause" is to be approved by the Principal, the parent should arrange to discuss the matter as many days as possible before the absence will occur so that arrangements can be made to assist the student in making up the missed school work.

Students who are excusably absent for more than 4 days in a grading period, regardless of the reasons, will be considered "frequently absent". If there is a pattern of frequent absence for "illness", the parents will be required to provide a statement from a physician describing the health condition that is causing the frequent illness and the treatment that is being provided to rectify the condition. Without such a statement, the student's permanent attendance record will indicate "frequent unexplained absence".

During the next grading period, a "frequently-absent" student will be placed on "attendance watch" to monitor whether or not the pattern continues. If it continues, the student may be denied the opportunity to participate in non-curricular-school activities and events and a notation made on his/her grading record and/or transcript concerning his/her frequent absence from school. Such a report may be provided postsecondary institutions and/or possible employers.

**Suspension from School**

Absence from school due to suspension shall be considered an authorized absence, neither excused nor unexcused.

- A suspended student will be responsible for making up school work lost due to suspension within the amount of time allotted by the individual teacher. It is recommended that a student complete missed assignments during the suspension and turn them in to the teacher upon his/her return from school. Make up of missed tests may be scheduled when the student returns to school.

**Tardiness**

Each student is expected to be in his/her assigned location throughout the school day. If a student is late in arriving at school, s/he is to report to the school office before going to his/her first assigned location.

**Grades K-5**

- Students not in class when the late bell rings are considered tardy.
- Students who attend any part of the class shall be recorded as present.
- All students who are tardy to school must report to the principal’s office to sign in before proceeding to their assigned location.
- Cases of chronic tardiness will be reported to the principal/truancy officer for further action.
Pre-arranged Absences or Vacations during the School Year

Parents are encouraged not to take their child out of School for vacations. Parents must notify the principal in writing one week in advance of the absence. Pre-arranged absences will count toward the four-day per semester limit. While teachers MAY provide work ahead of time, it is the responsibility of the student and parents to initiate the request for homework with the teacher. All work provided by teachers before the absence must be turned in when the student returns to school. Exceptions to this may be decided by individual teachers.

Doctor and Dental Appointments

Parents are expected to make every effort to schedule doctor and dentist appointments outside of school hours. However, when this is not possible, students will be counted absent for these special appointments. Doctor or dentist note is required upon return to school.

Make-up of Tests and Other School Work

Students who are excusably absent from school, or who have been suspended shall be given the opportunity to make-up work that has been missed. The parents/student should contact the school as soon as possible to obtain assignments. An excused absence allows the student to make-up all possible work. It is the responsibility of the student to obtain missed assignments. It is possible that certain kinds of school work such as hands-on activities or skill-practice sessions cannot be made up and, as a result, may negatively impact a student's grade.

- Students will be given the number of days of excused absence within which to make-up work.
- Make-up work due to suspension must be completed at the teacher's discretion.
- If the absence is unexcused or unauthorized by the Principal, a student may or may not make-up the work.
- If a student misses a teacher’s test due to an excused absence, s/he may make arrangements with the teacher to take the test.
- If s/he misses the ISTEP Test or other standardized test, the parents/student should consult with the staff to arrange for taking the test.

Attendance Intervention

After 3 absences, a warning letter will be sent to the parent/guardian. Parents of students who accumulate 3 or more unexcused absences in any semester shall be required to appear at a meeting before the principal/truancy officer or designee with a parent/guardian/care-giver to answer as to the student’s truancy. Failure of the student and his/her caregiver to attend such meeting after written notice, shall amount to a waiver of his/her right to said hearing before imposition of corrective measures, including referral to the prosecuting attorney’s office/courts.

After further absence(s), the student may lose credit for the class(es). For students who have accumulated an excessive number of excused absences but whose academic achievement has been compromised by their absences, the Attendance Appeals Board will review the case to decide if loss of credit is warranted.
Attendance Appeals

The Attendance Appeals Board will review student appeals for exemption for loss of credit due to excessive absences. The student and parent/guardian must request the appeal and sign the appeal form. When the appeal is heard, the student will appear before the Attendance Appeals Board. The student’s parent/guardian will also be invited to attend. At the Attendance Appeals Board meeting, the student or parent will have an opportunity to present reasons and/or evidence for all absences for the semester and explain any extenuating circumstances.

STUDENT ATTENDANCE AT SCHOOL EVENTS

The school encourages students to attend as many school events held after school as possible, without interfering with their schoolwork and home activities. Enthusiastic spectators help to build school spirit and encourage those students who are participating in the event.

However in order to ensure that students attending evening events as non-participants are properly safeguarded, it is strongly advised that students be accompanied by a parent or adult chaperone when they attend the event. The school will not be able to supervise unaccompanied students nor will it be responsible for students who arrive without adult chaperone.

The school will continue to provide adequate supervision for all students who are participants in a school activity.
STUDENT BEHAVIOR STANDARDS

A major component of the educational program at Lake Ridge Schools is to prepare students to become responsible workers and citizens by learning how to conduct themselves properly and in accordance with established standards.

Expected Behaviors / Positive Behavior Interventions and Support (PBIS)

Lake Ridge Elementary Schools use Positive Behavior Interventions and Support (PBIS). We have 3 main expectations: BE SAFE, BE RESPECTFUL, BE RESPONSIBLE. We teach students specific building-wide procedures and routines. We reward desired positive behaviors, and have standard “minor” and “major” referral forms to inform parents of concerns/discipline issues.

Students are expected to:

- actcourteously to adults and fellow students;
- be prompt to school and attentive in class;
- work cooperatively with others when involved in accomplishing a common goal regardless of the other’s ability, gender, race, or ethnic background;
- complete assigned tasks on time and as directed;
- help maintain a school environment that is safe, friendly, and productive.

Classroom Environment

It is the responsibility of students, teachers, and administrators to maintain a classroom environment that allows:

A. A teacher to communicate effectively with all students in the class; and
B. All students in the class the opportunity to learn.

Dress and Grooming / Uniformity of Color

It is the responsibility of parents to have their child dressed appropriately for school. We believe that good grooming and proper attire have a positive effect on one’s ability to learn. Dress guidelines are subject to change/revision with School Board approval. These guidelines are not all-inclusive. Attire that is determined to be dangerous or disruptive to the learning process will not be permitted. The school reserves the right to make this determination.

Dress and Grooming Policy # 5511

A safe and disciplined learning environment is vital to a student’s education. It has been documented that young people who feel safe and secure and who understand the essentials of good citizenship can become more successful students. It is the belief of the Lake Ridge Board of School Trustees that requiring uniformity of color in dress will help create a more positive educational environment, free of the distractions that lead to various discipline problems. Uniformity of color in dress can also:

- Help parents and student resist peer pressure,
- Reduce gang influence,
- Enable students to concentrate on their school work,
- Promote self-esteem, and
Reduce clothing expense.

It is the responsibility of parents to have their child dressed appropriately for school. We believe that good grooming and proper attire have a positive effect on one’s ability to learn. Dress guidelines are subject to change/revision with School Board approval. These guidelines are not all-inclusive. Attire that is determined to be dangerous or disruptive to the learning process will not be permitted. The school reserves the right to make this determination.

**General Guidelines**

- All clothing must be of appropriate size and fit neatly.
- No writing or logos are permitted except manufacturers’ logos which must be no more than approximately 2”X2”. Lake Ridge Schools logos (individual school or district) are exempt.
- Outer garments which include coats, jackets, and hoodies are not acceptable dress in the building during the school day and must be left in lockers or assigned areas.
- Hats, caps, scarves, gloves, sweatbands, or sunglasses are not permitted to be worn in the building.
- No chains (non-jewelry) or chain wallets or belts, studded bracelets or collars.
- Clothing that is intentionally distressed or has holes or rips is not to be worn.
- Articles of apparel, clothing or accessories that present a hazard to the individual, other people, or property will not be permitted.
- Individual schools will determine “spirit days” as deemed appropriate for each school.
- Dress guidelines are subject to change/revision as administration deems necessary.
- School administrators may determine if a student is meeting the Dress and Grooming Policy #5511 Guidelines.

**Shirts/Blouses/Tops**

- Tops must be **solid red, white, or black** and have sleeves.
- No writing or logos are permitted except manufacturers’ logos which must be no more than approximately 2”X2”.
  Lake Ridge Schools logos (individual school or district) are exempt.
- All tops must be of an appropriate size and fit; no form-fitting or long, baggy shirts will be permitted. Tops must not expose cleavage.
- Any material that is sheer or lightweight enough to be seen through will not be permitted.
- Layering of tops must be red, white, or black.
- Shirts, tops, or blouses may be worn without tucking in provided they do not hang below the hip pockets.

**Sweaters/Sweatshirts**

- Solid cardigan (button or zip), crew neck sweaters, pullovers and sweatshirts without hoods are permitted in **red, white, or black**. Hoods will not be permitted on any garment.
- No writing or logos are permitted except manufacturers’ logos which must be no more than approximately 2”X2”.
  Lake Ridge Schools logos (individual school or district) are exempt.
Pants/Slacks/Shorts/Capris/Skorts/Skirts/Jumpers/Dresses

- Must be solid **khaki** or **black**. No black or khaki jeans.
- Bottoms made of stretch knits, swish/nylon, spandex, denim, sweatpants, jogging or pajama pants, or any type of athletic clothing are not permitted. Corduroy is acceptable.
- Athletes/cheerleaders who wear their team tops on game/spirit days may not wear team athletic bottoms. Bottoms must be regulation uniformity of color khaki or black.
- Pants with belt loops must have a belt.
- Shorts, skirts and skorts must be no shorter than 3” above the knee.
- Pants/slacks must be free of excessive zippers and excessive pockets (no hip huggers or low rise).
- Baggy, saggy, long, or form-fitting pants are not permitted.
- Leggings or tights may be worn as undergarments only in **solid** uniform colors (red, white, khaki, or black).

Shoes

- Footwear worn during school hours must be dark or white but may have a **minor** second color.
- Shoes must be tied or velcro closures must be secured as designed.
- Stilettos, “heelies,” flip-flops, clogs, house shoes/slippers, or any shoe that is worn backless or without a back strap will not be permitted. Sandals with back straps are acceptable.

Consequences

Students will be required to dress in the appropriate clothing as designated by the Uniformity of Color Policy. Failure to follow the policy will result in the student being disciplined for insubordination by not following school rules. The discipline will be progressive in nature and become more severe if the student continues to violate the uniformity of color policy.

Care of Property

Students are responsible for the care of their own personal property. The school will not be responsible for personal property. Valuables such as jewelry or irreplaceable items should not be brought to school. The school may confiscate such items and return them to the student’s parents.

Damage to or loss of school equipment and facilities wastes taxpayers’ money and undermines the school program. Therefore, if a student does damage to or loses school property, the student or his/her parents will be required to pay for the replacement or damage. If the damage or loss was intentional, the student will also be subject to discipline according to the Student Behavior Standards.

**CODE OF CONDUCT (POLICY 5600)**

The Board of School Trustees has adopted the following Code of Conduct. This Code of Conduct is applicable to students:

1. on school property at any time;
2. during and immediately before and after any school activity at any location;
3. traveling to and from school or to and from a school activity.

4. Off school property if the conduct involves bullying and two (2) or more students who attend school in the corporation and the conduct has an adverse educational impact.

Violations of the Code of Conduct may be punishable by suspension or expulsion:

1. knowingly interfering with school purposes or inducing another student to do so (such as, but not limited to violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or other comparable conduct);

   *The following enumeration is only illustrative and not limited to the type of conduct prohibited by this subdivision:

   a. Violating or repeatedly violating any rules that are reasonably necessary in carrying out school purposes

   b. 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 education function under this supervision.

   c. Disobedience of administrative authority.

   d. Occupying any school building, schools grounds or part thereof with intent to deprive others of its use.

   e. Blocking the entrance or exits of any school building or corridor or room therein with intent to deprive others of lawful access to or from, or use of the building, corridor or room.

   f. Setting fire to or damaging any school building or property and/or tampering with or misusing the firefighting equipment and fire alarm system of the School Corporation.

   g. Prevention of or attempting to prevent by physical act the convening or continued functioning of any school or education function, or of any meeting or assembly on school property.

2. stealing or damaging school property or property of another person;

3. knowingly causing bodily harm to another person or intentionally behaving in such a way as could reasonably injure any person;

4. threatening another person with bodily injury;

5. possessing a firearm or any other object that is readily usable as a weapon or is dangerous to others (such as fireworks);

6. possessing, providing or using a drug or any type of drug-related paraphernalia except as authorized by prescription;

7. possessing, providing or using any substance or any type of paraphernalia represented to be a drug or drug-related paraphernalia;

8. possessing or providing an alcoholic beverage;

9. consuming or being under the influence of a drug or alcohol except as authorized by prescription;

10. possessing, providing, or using tobacco or any tobacco product or electronic cigarettes or similar devices;
11. knowingly failing to report to scheduled assignment without permission or acceptable excuse;

12. failing or refusing to comply with directions of an adult supervising a class or school activity;

13. directing unwelcome statements, communications, or conduct of a sexual nature to another person; (See Harassment below)

14. materially altering any school document such as a hall pass;

15. violating Indiana or Federal law;

16. leaving a School activity or school property without prior approval of a teacher or supervising adult;

17. cheating on an academic assignment such as a test or homework, or knowingly assisting another student in cheating;

18. attempting or conspiring with another person to violate any student behavior standard;

**Anti-Harassment (POLICY 5517)**

The school prohibits the harassment, intimidation, or bullying of any student on school property or school sponsored events. Harassment, intimidation and bullying are defined as any intentional written, verbal or physical act directed towards another student that:

A. causes mental or physical harm to the other student; and

B. is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for another student.

Discipline for any substantiated incidents of bullying, harassment, or intimidation will be prescribed in accordance with the appropriate section of the Student Discipline Code.

The school also prohibits retaliation against any person who reports an incident, files a complaint, or otherwise participates in an investigation. Filing false charges is also prohibited and will result in appropriate disciplinary sanctions. Suspected retaliation should be reported in the same manner as bullying, harassment, and intimidation detailed below.

Students should report incidents of bullying, harassment, or intimidation to the principal, Dean, or the Superintendent, teachers, or counselors. Complaints about the principal should be filed with the Superintendent, and complaints about the Superintendent should be filed with the School Board President. All complaints will be reduced to writing and the student will have the option of either signing the complaint or affirming its veracity in front of 2 administrators.

The administrator or Board official receiving the report will conduct a prompt investigation. The parents of any child involved in prohibited conduct will be notified and permitted to view any reports related to the conduct subject to laws governing student privacy. A meeting between all concerned parties will be held within 5 work days...
days after receipt of a complaint. Any findings based on this meeting will be reduced to writing. At the close of the investigation, a written decision, including any disciplinary action, will be made and the Superintendent will be notified.

A complaining student who is not satisfied with the conclusion of the investigation may file an appeal with the Superintendent or designee within 10 days of receipt of the decision. The Superintendent or designee will arrange a meeting between all affected parties to discuss the appeal. Within 10 days of the appeal being filed, the Superintendent or designee will provide a written decision.

If the complaining student is not satisfied with the decision of the Superintendent or designee an appeal can be made to the Board within 10 days of receipt of the latest decision. The Board will conduct a hearing within 20 days, and will issue a written decision within 10 days after the close of the hearing.

The school believes that every individual deserves to be able to come to school without fear of demeaning remarks or actions. The harassment/bullying of other students or members of the staff, or any other individuals is not permitted. This includes any speech or action that creates a hostile, intimidating, or offensive learning environment.

Conduct constituting harassment may take different forms, including but not limited to the following:

**Sexual Harassment, may include, but is not limited to:**

A. unwelcome sexual propositions, invitations, solicitations, and flirtations;
B. physical and/or sexual assault;
C. threats or insinuations that a person’s academic grade, promotion, classroom work or assignments, academic status, participation in athletics or extracurricular programs or events, or other conditions of education may be adversely affected by not submitting to sexual advances;
D. unwelcome verbal expressions of a sexual nature, including graphic sexual commentaries about a person’s body, dress, appearance, or sexual activities; the unwelcome use of sexual degrading language, jokes, or any innuendos; unwelcome suggestive or insulting sounds or whistles; obscene telephone calls;
E. sexually suggestive objects, pictures, video tapes, audio recordings or literature, placed in the educational environment, which may embarrass or offend individuals;
F. unwelcome and inappropriate touching, petting, or pinching; obscene gestures;
G. a pattern of conduct, which can be subtle in nature, that has sexual overtones and is intended to create or has the effect of creating discomfort and/or humiliation to another;
H. remarks speculating about a person’s sexual activities or sexual history, or remarks about one’s own sexual activities or sexual history;
I. Inappropriate boundary invasions by a corporation employee or other adult member of the school corporation community into a student’s personal space and personal life;
J. verbal, non-verbal or physical aggression, intimidation, or hostility based on sex or sex-stereotyping that does not involve conducts of a sexual nature;

K. in the context of employees, consensual sexual relationships where such relationship leads to favoritism of a subordinate employee with whom the superior is sexually involved and where such favoritism adversely affects other employees or otherwise creates a hostile work environment.

Not all behavior with sexual connotations constitutes unlawful sexual harassment. Sex-based or gender-based conduct may be sufficiently severe, pervasive, and persistent such that it adversely affects, limits, or denies an individual’s employment or education, or such that it creates a hostile or abusive employment or educational environment.

**Race/Color/Religion/National Origin/Age/Disability/Other Protected Forms of Harassment**

A. **Verbal:**

1. Written or oral innuendoes, comments, jokes, insults, threats, or disparaging remarks concerning a person's gender, national origin, religious beliefs, etc. toward a fellow student, staff member, or other person associated with the Corporation, or third parties.

2. Conducting a "campaign of silence" toward a fellow student, staff member, or other person associated with the Corporation, or third parties by refusing to have any form of social interaction with the person.

B. **Nonverbal:**

Placing insulting or threatening objects, pictures, or graphic commentaries in the School environment or making insulting or threatening gestures toward a fellow student, staff member, or other person associated with the Corporation, or third parties.

C. **Physical Contact:**

Any intimidating or disparaging action such as hitting, pushing, shoving, or spitting on a fellow student, staff member, or other person associated with the Corporation, or third parties.

Any student who believes that s/he is the victim of any of the above actions or has observed such actions taken by another student, staff member, or other person associated with the Corporation, or third parties should make contact with one of two or three staff members selected by each building principal with whom the students would most likely be comfortable in discussing a matter of this kind.

The student may make contact either by a written report or by telephone or personal visit. During this contact, the reporting student should provide the name of the person(s) whom s/he believes to be responsible for the harassment and the nature of the harassing incident(s). A written summary of each such report is to
be prepared promptly on Form 5517 F1 and a copy forwarded to the principal or his/her designee.

Each report received by a designated person shall be investigated in a timely and confidential manner. While a charge is under investigation, no information is to be released to anyone who is not involved with the investigation, except as may be required by law or in the context of a legal or administrative proceeding. No one involved is to discuss the subject outside of the investigation.

The purpose of this provision is to:
A. protect the confidentiality of the student who files a complaint, to the extent feasible;
B. encourage the reporting of any incidents of sexual or other forms of harassment;
C. protect the reputation of any party wrongfully charged with harassment.

**Possession of Electronic Equipment**

Students are not allowed to bring radios, "boom-boxes", portable TV's, electronic toys, and the like without the permission of administration. Any forbidden equipment will be confiscated and disciplinary action will be taken.

Students are, however, permitted to have personal communication devices, as defined in policy 5136 (wireless communication devices) and policy 7542 (network access from personally-owned computers and/or other web-enable devices) in their possession during the school day. The use of PCD's is to be consistent with the Board’s adopted policies. Students who use PCD's in violation of the adopted Board policies are subject to discipline and confiscation of the device.

**Use of an Object as a Weapon**

Any object that is used to threaten, harm, or harass another may be considered a weapon. This includes but is not limited to padlocks, pens, pencils, laser pointers, jewelry and so on. Intentional injury to another may result in a report to the police as well as discipline by the school. This violation may subject a student to expulsion.

**Knowledge of Deadly or Dangerous Weapons or Threats of Violence**

Because the School Board believes that students, staff members, and visitors are entitled to function in a safe school environment, students are required to report knowledge of deadly or dangerous weapons or threats of violence to the principal. Failure to report such knowledge may subject the student to discipline.

**Bullying (POLICY 5517.01)**

Bullying as defined in State law means overt, repeated acts or gestures, including verbal or written communications transmitted, physical acts committed, or any other behaviors committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the other student. This type of behavior is a form of harassment, although it need not be based on any of the legally protected characteristics, such as sex, race, color, national origin, marital status, or disability. It would include, but not be
limited to, such behaviors as stalking, intimidation, menacing, coercion, name-calling, taunting, threats, and hazing, as well as the use of digital or electronic communications to engage in such behaviors. However, Indiana law exempts certain specific behaviors from the definition “bullying”. These exceptions are set forth in Board Policy 5517.01-Bullying.

Additionally, the prohibition of bullying in Policy 5517.01-Bullying applies regardless of the physical location when:

A. the individual committing the bullying behavior and any of the intended targets of the bullying behavior are students attending a school within the corporation; and

B. the bullying behavior results in a substantial interference with school discipline or an unreasonable threat to the rights of others to a safe and peaceful learning environment.

Any student who believes s/he has been or is currently the victim of bullying should immediately report the situation to the building principal or Dean, or the Superintendent. The student may also report concerns to a teacher or counselor who will be responsible for notifying the appropriate administrator or Board official. Complaints against the building principal should be filed with the Superintendent. Complaints against the Superintendent should be filed with the Board President.

Every student is encouraged, and every staff member is required, to report any situation that they believe to be bullying behavior directed toward a student. Reports may be made to those identified above.

If, during an investigation of reported acts of bullying and/or harassment, the investigator believes that the reported misconduct may have created a hostile learning environment and may have constituted unlawful discriminatory harassment based on sex, race, color, national origin, religion, or disability, the investigator will report the act of bullying and/or harassment to one (1) of the corporation’s compliance officers so that it may be investigated in accordance with the procedures set forth in Policy 5517-Anti-Harassment.

**Fighting on school grounds**

Every student is responsible for his/her own actions, no matter who starts the fight. Any student engaged in a fight will have consequences. Finding fault or claiming self-defense is not a viable excuse to dodge consequences. If one student pushes or hits another student, then the victim must seek adult assistance and not hit back. The victim takes on the responsibility of engaging in the fight if he/she hits back and a fight ensues. Self-defense means the student tries everything in his/her power to evade the attack, but cannot, and must shield themselves for self-protection. Fighting is a serious incident in our environment. Other students or bystanders can end up hurt when a fight ensues as well as property damage can occur. Consequences for fighting will include police contact, five (5) day out of school suspension, and a probationary expulsion Form 16 signed by the parents. A second fight will lead to expulsion.
Enforcement of Student Behavior Standards and Code of Conduct

1. The standards and the Code of Conduct will be enforced by School administrators, teachers, teacher aides, bus drivers, and any other adult authorized by the School to supervise students.

2. The objectives of the enforcement of these standards and the Code of Conduct are:

   a. to protect the physical safety of all persons and prevent damage to property;
   
   b. to maintain an environment in which the educational objectives of the School can be achieved;
   
   c. to enforce and instill the core values of the Lake Ridge School Corporation and its School community.

3. The seriousness of the offense and nature and extent of any discipline utilized to enforce student behavior standards and Code of Conduct will be in compliance with the Lake Ridge Schools progressive discipline plan and determined by:

   a. the nature and extent of any potential or actual injury, property damage, or disruption;
   
   b. the student's prior disciplinary history and the relative success of any prior corrective efforts;
   
   c. the willingness and ability of the student and the student's parents to participate in any corrective action;
   
   d. the interest of other students in the School in a school environment free from behavior that violates the School's behavior standards;
   
   e. any other aggravating or mitigating factor or circumstance including but not limited to zero tolerance policies.

In compliance with State law, the Board may expel any student who possesses a deadly or dangerous weapon in a weapon-free school zone or commits either arson or rape in a Corporation building or on Corporation property, including school buses and other school transportation. It will make no difference whether or not the weapon belongs to someone else, unless the student can provide convincing evidence that the weapon was placed in the student’s possession without his/her knowledge. If it can be confirmed that a weapon belonged to a student other than the one who possessed the weapon, that student shall also be subject to the same disciplinary action.

A weapon includes conventional objects like guns, pellet guns, knives, or club type implements. It may also include any toy that is presented as a real weapon or reacted to as a real weapon. Criminal charges may be filed for this violation. Possession of a weapon may subject a student to expulsion.
A. A firearm is defined as any weapon that is capable of or designed to or that may readily be converted to expel a projectile by means of an explosion.

B. a deadly weapon is defined as:

1. a loaded or unloaded firearm;

2. a weapon, device, taser or electronic stun weapon, equipment, chemical substance, or other material that in the manner it is used, or could ordinarily be used, or is intended to be used, is readily capable of causing serious bodily injury.

Students with disabilities eligible under the IDEA or Section 504 shall be expelled only in accordance with Board Policy 5605, AG 5605A, AG 5605B, and Federal due process rights appropriate to students with disabilities. Students who qualify for services under IDEA or Section 504 may be expelled only after a manifestation determination has been held.

A student who has been expelled may apply for reinstatement in accordance with guidelines which are available in the Superintendent's office.

**DISCIPLINE (Policy 5600, 5605, 5610, 5610.02, 5630.01)**

It is important to remember that the school's rules apply going to and from school, at school, on school property, at school-sponsored events, and on school transportation. In some cases, a student can be suspended from school transportation for infractions of school bus rules. The Board has also extended the authority for school administrators to impose discipline for unlawful activity by students that occurs on or off school property if the activity interferes with school purposes or the educational function of the school. This authority applies to unlawful activity that may occur on weekends, holidays, and other school breaks including summer recess.

Ultimately, it is the Principal's responsibility to keep things orderly. In all cases, the school shall attempt to make discipline prompt and equitable and to have the punishment match the severity of the incident. Refer to the district's progressive discipline plan for specific consequences to specific actions.

Two types of discipline are possible, informal and formal.

Informal discipline takes place within the School. It includes but is not limited to:

- writing assignments;
- change of seating or location;
- before-school, lunch-time and/or after-school detention;
- in-school restriction;
- removal from a class or activity.

**Detentions**

A student may be detained after school or asked to come to school early by a teacher, after giving the student and his/her parents one (1) day's notice. If a student has been issued an after-school detention.
**Removal**

The teacher in charge of that class or activity when s/he poses a threat to a safe, orderly, and effective educational environment may remove a student from a classroom or an activity. Such removal may be from the classroom for an entire school day.

**In-School Discipline / Temporary Student Removal**

The object of a temporary removal is to allow the educational process to continue. Students may be asked to report to another classroom, the office, or other supervised area. Temporary removal may be a short “time-out”, an extended time to regroup, regain composure, or to complete unfinished work. Each student shall arrive with sufficient educational materials to be busy during this period.

Failure to report in a timely fashion or to maintain a respectful decorum with staff and other students during this time may lead to a suspension from school. Any such suspension shall be in accordance with Corporation guidelines on suspension and expulsion.

The following rules shall apply to an in-school suspension:

- Students are required to have class assignments with them.
- Students are not to disrupt the classroom/area to which they are assigned.
- Students are to remain in their designated seats at all times unless permission is granted to do otherwise.
- Students shall not be allowed to put their heads down or sleep.
- No radios, cards, magazines, or other recreational articles shall be allowed.
- No food or beverages shall be consumed other than lunch.
- Students shall not be allowed to use the telephone or retrieve items from class.
- Any student who must be removed from this in-school alternative will be sent home and/or suspended.

**Use of Seclusion and Restraints (See Policy 5630.01)**

Pursuant to State law and Board Policy 5630.01, staff may use seclusion and restraint as disciplinary strategies. Refer to Board Policy 5630.01 for the definitions of seclusion and restraint.

**Formal Discipline**

Formal discipline removes the student from school. It includes suspension of school days and expulsion for the remainder of a semester or longer.

**Suspension**

The principal may deny a student the right to attend School and/or take part in any school function for up to a maximum of ten (10) consecutive School days at a time.

**Expulsion**

An expulsion is a removal from school attendance and any school function for a period of more than ten (10) consecutive school days.
EXPULSION FOR FIREARMS POSSESSION (Policy 5610 and AG 5610)

Any student who is found to possess a firearm, by Indiana Code definition, on school property shall be reported immediately to law enforcement officials. In addition, s/he shall be subject to expulsion for a period of one (1) year.

DUE PROCESS RIGHTS (Policy 5610 and 5611)

Before a decision is made as to whether or not to suspend or expel a student from school, the school will follow specific procedures.

Suspension from School

When a student is being considered for a suspension, the administrator in charge will notify the student of the reason. The student will then be given an opportunity to explain his/her side. After that informal hearing, the administrator in charge will make a decision whether or not to suspend. If a student is suspended, his/her parents will be notified, in writing, of the reason for and the length of the suspension. NOTE: Indiana law does not require an appeal process for suspensions. The corporation can choose to provide the appeal process as an optional policy.

The Appeal Process

The suspension may be appealed after receipt of the suspension notice, to administration. The request for an appeal must be in writing and made within two (2) days after notification.

During the appeal process,

- the student shall not be allowed to remain in School.

When a student is suspended, s/he may make-up work missed

- while on suspension and/or according to the teacher's make-up schedule.

Any learning that cannot be made up such as labs, field trips, skill-practices, and the like or any learning that the student chooses not to make-up may be reflected in the grades earned.

Expulsion from School

If, in the Principal’s opinion, the alleged infraction warrants a longer period of removal from school, s/he shall refer the case to the Superintendent for consideration for expulsion. The Superintendent shall review the case and may appoint a designee to conduct the expulsion meeting. This person may be an attorney or an administrator who has not been involved in the particular expulsion case or circumstances leading to it.
Notice of Expulsion Meeting

The student and/or the parent(s) will be notified of the time and place of the expulsion meeting and their rights in connection with that meeting as well as their right to waive the meeting if they choose to do so. The expulsion examiner, appointed by the Superintendent, will issue a written decision following the expulsion meeting. NOTE: If the Board has chosen in Policy 5610 Suspension and Expulsion of students to hear appeals, then Option 1 below should be included. If the Board has chosen in Policy not to hear appeals, then Option 2 would be the appropriate choice.

Appeal of an Expulsion

Option 1: Upon receipt of a written appeal, the Board shall hold a meeting to consider the written evidence and arguments presented at the expulsion meeting. The Board may then decide to uphold the expulsion, authorize alternative disciplinary action, or decide no disciplinary action is necessary.

The student or his/her parents may appeal the Board’s decision to the appropriate court.

Option 2: The student or his/her parents may appeal the expulsion to the appropriate court.

SEARCH AND SEIZURE (Policy 5771 and AG 5771)

Search of a student and his/her possessions, including vehicles, may be conducted at any time the student is under the jurisdiction of the Board of School Trustees, if there is a reasonable suspicion that the student has violated the law or school rules. A search may also be conducted to protect the safety of others. All searches may be conducted with or without a student’s consent by school authorities.

Students are provided lockers, desks, and other equipment in which to store materials. It should be clearly understood that this equipment is the property of the School and may be searched at any time if there is reasonable suspicion that a student has violated the law or school rules. Locks are to prevent theft, not to prevent searches. Anything that is found in the course of a search that may be evidence of a violation of School rules or the law may be taken and held or turned over to the police. The School reserves the right not to return items which have been confiscated.

Use of Dogs

The Board authorizes the use of specially-trained dogs to detect the presence of drugs and devices such as bombs on school property.

The dog may be allowed to examine school property such as lockers or students and items in their possession, but any search of a student’s person will be based upon individualized reasonable suspicion in addition to any information resulting from the dog’s examination.
Use of Breath-Test Instruments

The Principal may arrange for a breath test for blood-alcohol to be conducted on a student whenever s/he has individualized reasonable suspicion to believe that a student has consumed an alcoholic beverage.

The student will be taken to a private administrative or instructional area on school property with at least one other member of the teaching or administrative staff present as a witness to the test.

The purpose of the test is to determine whether or not the student has consumed an alcoholic beverage. The amount of consumption is not relevant, except where the student may need medical attention.

There is the possibility that a “false-positive” result could be obtained. If the student believes that the test is inaccurate s/he may request an immediate retest be administered by local law enforcement authorities.

If the result indicates a violation of school rules as described in this handbook, the student will be disciplined in accordance with disciplinary procedures described in this handbook. If a student refuses to take the test, s/he will be advised that such refusal is a violation of school rules and will subject the student to disciplinary action. The student will then be given a second opportunity to take the test.

STUDENT RIGHTS OF EXPRESSION

The school recognizes the right of students to express themselves. With the right of expression comes the responsibility to do it appropriately. Students may distribute or display, at appropriate times, non-sponsored, noncommercial written material, buttons, badges, or other insignia; and the like. All items must meet School guidelines.

A. A material cannot be displayed or distributed if it:

1. is obscene to minors, libelous, indecent, or vulgar,

2. advertises any product or service not permitted to minors by law,

3. is intended to be insulting or harassing,

4. tends to incite fighting; or

5. presents a clear and present likelihood that, either because of its content or manner of distribution or display, it will cause or is likely to cause a material and substantial disruption of school or school activities, a violation of school regulations, or the commission of an unlawful act.

Students who are unsure whether or not materials they wish to display meet school guidelines may present them to the principal twenty-four (24) hours prior to display.

B. Materials may not be displayed or distributed during passing times between classes. Permission may be granted for display or distribution during lunch
periods and/or before or after school in designated locations, as long as exits are not blocked and there is proper access and egress to the building.

STUDENT SUGGESTIONS AND COMPLAINTS (Policy 5710)

The school is here to educate and benefit the students. The staff is here to assist the student in becoming a responsible adult. If a student has suggestions that could improve the school, s/he should feel free to offer them. Written suggestions may be presented directly to the principal or to the student government.

When concerns or grievances arise, the best way to resolve the issue is through communication. No student will be harassed by any staff member or need fear reprisal for the proper expression of a legitimate concern. As with suggestions, concerns, and grievances may be directed to the principal or to the student government.

If the student s/he believes has been improperly denied participation in a school activity or has been subjected to an illegal rule or standard, the student may file a grievance with the principal. That grievance will be investigated promptly and findings will be shared with the student. The student may not use the grievance procedure to change a grade.
SECTION V - TRANSPORTATION

Bus Transportation to School

The school provides bus transportation for all students who live in the district. Homeless students are eligible to receive transportation services. The bus schedule and route is available by contacting transportation at (219) 838-1819, ext.5.

Students will ride only assigned school buses and will board and depart from the bus at assigned bus stops. Students will not be permitted to ride unassigned buses for any reason other than an emergency, except as approved by the Principal without the signed form.

A change in a student's regular assigned bus stop may be granted for a special need, if a note from a parent is submitted to the Principal at the beginning of the day stating the reason for the request and the duration of the change and the Principal approves.

Bus Conduct

Students who are riding to and from school on transportation provided by the school are required to follow some basic safety rules. This applies to school-owned buses as well as any contracted transportation that may be provided.

The driver is responsible for student safety and may assign seating or direct the student in any reasonable manner to maintain that safety.

The following behaviors are expected of all students:

Previous to loading (on the road and at School)

Each student shall:

- be on time at the designated loading zone;
- stay off the road at all times while walking to and waiting for the bus;
- line up single file off the roadway to enter;
- wait until the bus is completely stopped before moving forward to enter;
- refrain from crossing a highway until the bus driver signals it is safe;
- go immediately to a seat and be seated.

It is the parents' responsibility to inform the bus driver when their child will not be boarding the bus. The bus will not wait.

During the trip

Each student shall:

- remain seated while the bus is in motion;
- keep head, hands, arms, and legs inside the bus at all times;
- not litter in the bus or throw anything from the bus;
- keep books, packages, coats, and all other objects out of the aisle;
- be courteous to the driver and to other bus riders;
- not eat or play games, or play cards, etc.;
- not tamper with the bus or any of its equipment.
Leaving the bus

Each student shall:

- remain seated until the bus has stopped;
- cross the road, when necessary, at least ten (10) feet in front of the bus, but only after the driver signals that it is safe;
- be alert to a possible danger signal from the driver.

The driver will not drop off students at places other than their regular stop at home or at school unless s/he has proper authorization from School officials.

Videotapes on School Buses

The School Board has authorized the installation of video cameras on school buses for purposes of monitoring student behavior. Actual videotaping of the students on any particular bus will be done on a random-selection basis.

If a student is reported to have misbehaved on a bus and his/her actions were recorded on a videotape, the tape will be submitted to the Principal and may be used as evidence of the misbehavior. Since these tapes are considered part of a student’s record, they can be viewed only in accordance with Federal law.

Penalties for Infractions

A student who becomes a behavior problem on the bus shall be disciplined in accordance with the Student Discipline Code and may be deprived of the privilege of riding on the bus.

Walking Students

Students who walk to school should come straight to school. Cross only at the designated crosswalk. Walk with a friend and never accept a ride with a stranger. The school crossing guard will assist walking students at the corner of the school property/crosswalk.

Drop-offs and Pick-ups

Because safety is a priority, parents or authorized individuals must drop off and pick up students on school grounds at the designated time and place for each building. We encourage students to ride the bus provided by the district if they do not walk to school.

For the sake of safety and organization, we discourage parents/authorized individuals from requesting to pick up students without prior notice at the end of the day or during dismissal unless it is pre-arranged such as a doctor appointment.

- Parents or authorized individuals dropping off after school has begun or picking up a student before afternoon dismissal must report to the school office and sign the student in/out.
  - Late drop-offs or picking students up early counts against school attendance and is subject to corrective action if unexcused (see Attendance section).
The school must be notified in advance if a student is a one time/occasional pick-up after school (call before 12:00pm/noon or by written notice sent to school in advance).

- If a student is a daily bus rider and the school is not informed otherwise, the students will ride the bus home.
- Students should never be left unattended before or after school.
- Students must be picked up within 15 minutes of the end of the school day. After that time, the school will attempt to contact a parent/emergency contact.
  - The proper authorities may be notified if a student is left at school after staff is off duty and the school is unable to make contact.
  - Students who are picked up late habitually will be required to ride the bus.
- Students will not be permitted to walk off school property to be picked up to avoid waiting in the pick-up line. This is a safety hazard.
- Any individual causing a disruption during arrival/dismissal:
  - *The principal has the authority to prohibit the entry of any person to a school of this Corporation or to expel any person when there is reason to believe the presence of such person would be detrimental to the good order of the school. If such an individual refuses to leave the school grounds or creates a disturbance, the principal is authorized to request from the local law enforcement agency whatever assistance is required to remove the individual. See Board Policy 9150

**Student Use of Bicycles**

The School Board regards the use of bicycles for travel to and from school by students as an assumption of responsibility on the part of those students; a responsibility in care of property, in the observation of safety rules; and in the display of courtesy and consideration toward others.

The Board will permit the use of bicycles by students with parental consent and in accordance with the rules of the Corporation.

The Board will not be responsible for bicycles which are lost, stolen, or damaged.

See Board Policy 5514
AHERA Notification:  Lake Ridge School Corporation

Dear Parents, Guardians, Teachers and Staff:

In accordance with the Asbestos Hazard Emergency Response Act (AHERA), we are required to notify parents, guardians, teachers and other employees each year of the availability of the Asbestos Management Plans and the response actions we are taking to maintain asbestos containing materials (ACMs) in our school buildings.

The original AHERA inspection of all buildings took place during the 1988-1989 school years. At that time, the condition of all asbestos containing materials was assessed and categorized. Since then, appropriate response actions have been taken to ensure that asbestos is maintained in good condition throughout the buildings, for the health and safety of all building occupants.

A periodic surveillance of each building has occurred every six (6) months since the original inspection. Additionally, every 3-years, re-inspections have been completed in all affected buildings since the original inspection. Copies of these reports are on file in the main office of each school and in the Administration.

Custodians and maintenance workers have been instructed on the health effects of asbestos and the importance of maintaining the material in good condition during their normal day to day work.

If you wish to review the Asbestos Management Plan, a copy is located in the office of each building. Please call Mr. Donald Watson, Director of Buildings and Grounds to schedule a time. Mr. Watson can be contacted at 219.838.1819.
Introduction

August, 2015

Dear Longfellow Parents and Students:

Longfellow staff and parents created a school wide behavior plan with a focus of teaching students proper school behavior and rewarding positive behavior. Our beliefs regarding student behavior are:

- We must teach students proper school behavior.
- Many students have positive behavior. We believe ALL students can have good behavior.
- A few students' misbehavior can affect the learning of many students.

This packet is designed to explain the process we will be following to reward proper behavior and the consequences for misbehavior.

The items contained in this packet are:

1. Student/Class PAWS Test: To be filled out at school.
2. School Behavior Expectations: The rules for each area of our school.
3. School-wide PAWS Celebrations: We set behavior goals and when we meet them we celebrate!
4. Class Rewards: Rewards for good behavior that can be earned by a classroom.
5. PAWS Cart Rewards: Students redeem their “PAWS” for items or privileges.
6. PAWS Office Behavior Form: Will be used when a student breaks school rules and is sent home to parents.
7. Consequences for Discipline Referrals: This explains the consequences for misbehavior.
8. Parent Signature Sheet: Please sign and return to the office

If you have any questions about this information, please contact any staff member at Longfellow.

Sincerely,

Mrs. Tiara Harris

Dean of Students, Longfellow Elementary
Student/Class PAWS Test

Student Name/Class Name: Date:

1. What are the three Longfellow School Rules?
   1. 
   2. 
   3. 

2. Name three rules for the bus.
   1. 
   2. 
   3. 

3. Name one rule for the playground.
   1. 

4. What voice should you use in the kitchen?

5. What voice should you use in the dining room?

6. What does “Be Respectful” mean?
### Longfellow School Behavior Expectations 2015-2016

<table>
<thead>
<tr>
<th>School Behavior Expectations</th>
<th>All Areas</th>
<th>Bus</th>
<th>Assemblies</th>
<th>Hallways</th>
<th>Bathroom</th>
<th>Playground</th>
<th>Dining Room</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Be Respectful</strong></td>
<td>Use kind words</td>
<td>Indoor voice</td>
<td>Silence (^*)</td>
<td>Silence (Red Voice)</td>
<td>Indoo...</td>
<td>Outdoor voice (Green Voice)</td>
<td>KITCHEN: Silence</td>
</tr>
<tr>
<td></td>
<td>Listen to ALL adults</td>
<td></td>
<td>“Hands Up”</td>
<td>Bubble in your mouth</td>
<td>Hound wave for greeting</td>
<td>others</td>
<td>Share equipment</td>
</tr>
<tr>
<td></td>
<td>Keep your personal space</td>
<td></td>
<td>SLANT</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Be Responsible</strong></td>
<td>Keep area clean</td>
<td>Stay in your space/seat</td>
<td>Stay in your space/seat</td>
<td>Walk with your class</td>
<td>Have a pass</td>
<td>Line up when the whistle is blown</td>
<td>Eat your food only</td>
</tr>
<tr>
<td></td>
<td>Clean up after yourself and others</td>
<td>Food/ Snacks belong in backpack</td>
<td></td>
<td>Eyes only on displays</td>
<td>Graffiti-free zone</td>
<td>the first time</td>
<td></td>
</tr>
<tr>
<td><strong>Be Safe</strong></td>
<td>Keep your hands, feet, and objects to yourself</td>
<td>Face forward with feet in the floor</td>
<td>Stay with your class</td>
<td>Walk on the right side of the hallway-3 tiles from the wall</td>
<td>Single-file line</td>
<td>Wash your hand</td>
<td>Use equipment correctly</td>
</tr>
<tr>
<td></td>
<td>Walk at all times</td>
<td></td>
<td>Fold arms</td>
<td>Face Forward</td>
<td></td>
<td>Use toilet, sink, &amp; paper towel correctly</td>
<td></td>
</tr>
</tbody>
</table>
School-wide PAWS Celebrations
2015-2016

**Explanation:** Our whole school will celebrate when we have reached a goal. Our goal for **both semesters** is to have a 97% attendance rate per month.

<table>
<thead>
<tr>
<th>Month</th>
<th>Celebration</th>
</tr>
</thead>
<tbody>
<tr>
<td>September</td>
<td>Fire Department Visit</td>
</tr>
<tr>
<td>October</td>
<td>Costume Parade</td>
</tr>
<tr>
<td>November</td>
<td>Movie/Popcorn</td>
</tr>
<tr>
<td>December</td>
<td>PJ Day/Hot Chocolate</td>
</tr>
<tr>
<td>January</td>
<td>Uniform Free Week</td>
</tr>
<tr>
<td>February</td>
<td>Show and Tell Day</td>
</tr>
<tr>
<td>March</td>
<td>Bike Parade</td>
</tr>
<tr>
<td>April</td>
<td>Easter Egg Hunt</td>
</tr>
<tr>
<td>May</td>
<td>Donuts/Milk</td>
</tr>
<tr>
<td>June</td>
<td>School-wide Field Trip</td>
</tr>
</tbody>
</table>
2015-2016 BIG PAWS Class Rewards

15 Big PAWS
Animal Crackers and Juice
Show and Tell
Sit wherever you want day

20 Big PAWS
Extra Recess
Extra Computer Time
Lunch in the classroom with Teacher or Outside with Teacher

30 Big PAWS
Uniform Free Day
No Homework Day

40 Big PAWS
Board Games/Puzzles
Chips and Juice
Dance Party with Music

50 Big PAWS
Ice Cream Sandwich Party
Popcorn and a Movie
# PAWS Cart Rewards 2015-2016

<table>
<thead>
<tr>
<th>PAWS Reward</th>
<th>Amount of PAWS</th>
</tr>
</thead>
<tbody>
<tr>
<td>First in lunch line</td>
<td>25</td>
</tr>
<tr>
<td>Picture with a friend</td>
<td>50</td>
</tr>
<tr>
<td>Lunch with a friend at PAWS table</td>
<td>50</td>
</tr>
<tr>
<td>Teacher Helper (3-5\textsuperscript{th} grades only)</td>
<td>50</td>
</tr>
<tr>
<td>Lunch with the Principal</td>
<td>75</td>
</tr>
<tr>
<td>Morning Announcements</td>
<td>75</td>
</tr>
<tr>
<td>Lunch with the Counselor</td>
<td>75</td>
</tr>
<tr>
<td>Lunch with the Dean</td>
<td>75</td>
</tr>
<tr>
<td>Library, Office, or Custodial Assistant</td>
<td>75</td>
</tr>
<tr>
<td>“Uniform Free” Friday</td>
<td>150</td>
</tr>
<tr>
<td>*Principal of the Day</td>
<td>200</td>
</tr>
<tr>
<td>Various prizes on cart</td>
<td>varies</td>
</tr>
</tbody>
</table>

*Available in a limited amount only
# Longfellow Office Referral Form 2015-2016

<table>
<thead>
<tr>
<th>Name:</th>
<th>Date:</th>
<th>Location: Please Circle</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Teacher:</th>
<th>Time:</th>
<th>Grade:</th>
<th>K</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Referring Staff:</th>
<th>MAJOR PROBLEM</th>
<th>Minor Problem</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>BE RESPECTFUL</td>
<td>BE RESPECTFUL</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Possible Motivation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Obtain peer attention</td>
</tr>
<tr>
<td>Obtain adult attention</td>
</tr>
<tr>
<td>Obtain items/activities</td>
</tr>
<tr>
<td>Avoid Peer(s)</td>
</tr>
<tr>
<td>Avoid Adult</td>
</tr>
<tr>
<td>Avoid task/activity</td>
</tr>
<tr>
<td>Don't know</td>
</tr>
<tr>
<td>Other</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Other Comments: (use back of form, if needed)</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>BE SAFE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Physical Contact</td>
</tr>
<tr>
<td>Fighting</td>
</tr>
<tr>
<td>Inappropriate Location</td>
</tr>
<tr>
<td>Other</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>BE RESPONSIBLE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Property Misuse</td>
</tr>
<tr>
<td>Technology Violation</td>
</tr>
<tr>
<td>Vandalism/Theft</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Others involved in incident:</th>
</tr>
</thead>
<tbody>
<tr>
<td>None</td>
</tr>
<tr>
<td>Peers</td>
</tr>
<tr>
<td>Staff</td>
</tr>
<tr>
<td>Other</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Administrative Decision</th>
</tr>
</thead>
<tbody>
<tr>
<td>Loss of privileges:</td>
</tr>
<tr>
<td>Expulsion</td>
</tr>
<tr>
<td>In-school suspension (___ hours)</td>
</tr>
<tr>
<td>Conference/student:</td>
</tr>
<tr>
<td>Mentor</td>
</tr>
<tr>
<td>Classroom:</td>
</tr>
<tr>
<td>Out of school suspension (___ days)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Parent Signature:</th>
<th>Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Staff Notes:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ripped to Red</td>
</tr>
<tr>
<td>Parent Contacted:</td>
</tr>
<tr>
<td>Left Message</td>
</tr>
<tr>
<td>No Answer</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Administrator Notes:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>
Classroom Consequences

“STAR UP”  
SUPER Behavior ALL DAY

**GREEN**  
Verbal Warning

**WHITE**  
Same grade level-another classroom w/Reflection (15-min. time out)

**YELLOW**  
Parent Contact-child calls

**RED**  
Office Referral

*Students can flip cards back within the day.*
Consequences for Discipline Referrals
2015-2016

**Minor Infractions:**
Minor infractions consist of:
- excessive talking
- not following directions
- consistently out of seat
- running in the classroom/hallway
- refusing to do work
- talking back to the teacher
- inappropriate language between peers
- recess misbehavior
- throwing harmless objects

Teachers will correct these behaviors by re-teaching the proper behavior.

**THE NEXT SCHOOL DAY IS A CLEAN SLATE.**
Consequences for Discipline Referrals
2015-2016

Major Infractions:
Major infractions, as listed in the Lake Ridge Schools Elementary Handbook include but are not limited to students participating in the following activities:

- weapons brought to school
- physical fighting
- drugs
- sexual harassment
- major theft or vandalism
- severe disrespect (inappropriate language to staff or hitting staff)
- gang activity
- verbal intimidation
- throwing dangerous objects

Students that are engaging in any of the above activities are directly referred to the Dean for a possible in-school suspension or out-of-school suspension, and parent notification.
I have read and discussed these rules with my child(ren). My child(ren) and I understand these rules and consequences.

By signing below I acknowledge reading the rules regarding the use of the Internet, the Bullying Policy and the rules in this Handbook.

______________________________________   ________________________
Parent/Guardian Name      Date

______________________________________   Teacher:
student

______________________________________   Teacher:
student

______________________________________   Teacher:
student

______________________________________   Teacher:
student