



NORTH LAWRENCE COMMUNITY SCHOOLS ELEMENTARY STUDENT HANDBOOK 2024-25

This notebook belongs to:

Name _____

Address _____

City/Town _____ State _____ Zip _____

Phone _____

School _____ Home Room Teacher _____

Mission Statement

The North Lawrence Community School Corporation, in partnership with families and community, strives to provide the highest quality education and character development in an environment of mutual respect, dignity and trust. Recognizing the value of every student and teacher, the mission of the North Lawrence Community Schools is to provide opportunities for the development of personal growth and academic competence, thus enabling them to utilize their full potential for success in an increasingly complex world.

Philosophy

North Lawrence Community Schools provides an educational climate challenging students to work to their potential and offers them an opportunity to succeed within the boundaries of available resources and facilities. Within these boundaries, we provide varied educational opportunities for all individuals, thus encouraging the development of the whole person. The focus is placed upon the basic skill, expansion of creative talent, enhancement of social skills, and physical and character development. The education provided is based upon democratic principles and challenges each individual to face and accept the responsibilities and challenges of today's rapidly changing world.

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North Lawrence Community Schools 2024-25 Calendar
NORTH LAWRENCE COMMUNITY SCHOOLS
2024-2025 CALENDAR

AUGUST 2024						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

August	
5 - First Teacher Day	
6 - Second Teacher Day	
7 - First Student Day	
18 Student Days	

February	
17 - Presidents Day - No School (Snow Make Up Day)	
19 Student Days	

FEBRUARY 2025						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

SEPTEMBER 2024						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

September	
2 - Labor Day	
20 Student Days	

March	
14 - End Of 3rd 9-Weeks	
17 - 21 Spring Break	
16 Student Days	

MARCH 2025						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

OCTOBER 2024						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

October	
11 - End Of 1st 9-Weeks	
14 - Columbus Day	
14 - 18 Fall Break	
18 Student Days	

April	
18 - Good Friday (Snow Make Up Day)	
21 Student Days	

APRIL 2025						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

NOVEMBER 2024						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

November	
5 - E-Learning Day	
27 - 29 Thanksgiving Break	
18 Student Days	

May	
6 - E-Learning Day	
22 - Last Student Day	
22 - End Of 4th 9 Weeks	
22 - End Of 2nd Semester	
23 - Last Teacher Day	
26 - Memorial Day No School	
30 - GRADUATION	
16 Student Days	

MAY 2025						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

DECEMBER 2024						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

December	
20 - End Of 2nd 9-Weeks	
20 - End Of 1st Semester	
23 - Jan 3 Christmas Break	
15 Student Days	

June	
Summer Break	
16 Student Days	

JUNE 2025						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

JANUARY 2025						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

January	
1 - New Year's Day	
20 - MLK Day - No School (Snow Make Up Day)	
19 Student Days	

July	
Summer Break	
16 Student Days	

JULY 2025						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

BOARD APPROVED 11-16-2023

Purposes of Handbook

This handbook is to acquaint students, parents, and guardians with the philosophy, goals, rules, and regulations of your elementary schools. Please use it as a reference book. Hopefully, it will answer many questions that are important to your child's education. Questions that are not in the handbook should be referred to the classroom teacher or the building principal. The handbook is designed to include all elementary buildings in the North Lawrence Community Schools. Items discussed are applicable to all elementary students. Since communication is a must in today's world, we at your elementary schools are always interested in improving this handbook. Suggestions that are given in written form are most valuable in future preparation of similar handbooks.

NLCS Administration Building- 812-279-3521

Central Office Admin

Kevin Yancey, Superintendent
 Steve Underwood, Assistant Superintendent
 Yancy Unger, Director of Human Resources
 Tricia Hudson, Director of Curriculum K-6
 Erin Miller, Director of Curriculum 9-12
 Melissa Hinds, Director of Special Education
 Robyn Muder, Director of Business Services
 Donnie Zollman, Director of Facilities
 Kelli Terrell, Director of College & Career Pathways
 Duane Boady, Director of Transportation
 David Vanlandingham, Director of Communications

Board of School Trustees

Wendy Miller
 Adam Parsley
 Kirsten Collier
 Scott King
 Tracy Bailey
 Jeff Lambrecht
 Barb Miller

Principals

Bedford North Lawrence High	Matthew Canada	812-279-9756
Bedford Middle School	John Hudson	812-279-9781
Lincoln Elementary	Kim Webb	812-275-6311
Needmore Elementary		812-279-2192
Dollens Elementary	Austin Malone	812-275-3885
Parkview Campus	Theresa Lemons	812-275-2333
Shawswick Elementary	Kelsey Pace	812-279-3115
N. Lawrence Career Center	Amy Redman	812-279-3561

Philosophy

The Board of School Trustees of the North Lawrence Community Schools believes that each individual should be accepted into the educational program and should be provided a stimulating environment and opportunities for learning experiences designed to promote behavioral changes that will affect continuing satisfactory adjustments to life. The North Lawrence Community Schools are interested in the development of good citizenship and good behavior as well as high quality educational programs. Some of the specific characteristics to be expressed are: Attitude - Respect for Authority - Courtesy - Etiquette - Honesty - Truthfulness - Respect for property of other children and the school - Concern for others. Certain policies and regulations have evolved over the years which aid in shaping these characteristics and these are contained in this handbook. It is recognized that each elementary school may have situations unique to it; therefore rules and policies in addition to those found in this handbook and applicable only to a particular school may be established.

School Organization

The North Lawrence Community Schools consists of 5 elementary schools, 2 middle schools, 1 Career Center, and 1 high school. The geographic area of the school corporation comprises all of Lawrence County north of White River and covers 325 square miles of land area. The Board of Trustees consists of 3 members from the corporate city of Bedford (1965) and 4 from areas outside of Bedford.

Enrollment

Any child who is at least five (5) years of age on August 1 of a school year is eligible to enter kindergarten. Indiana attendance law requires all children to be enrolled when they are 7 years old. Every effort possible is being made to provide an excellent educational program in each elementary building. The following items refer to each elementary school. I.C. 20-8.1-3-17.1 Proof of birth and former records - Records.

- (a) Each public school shall and each private school may require a student who initially enrolls in the school after July 1, 1992 to provide:
- (1) The name and address of the school the student last attended, if any; and
 - (2) A certified copy of the student's birth certificate or other reliable proof of the student's date of birth
- (b) If the document described in subsection (a) (2):
- (1) Is not provided to the school within thirty (30) days of the student's enrollment; or
 - (2) Appears to be inaccurate or fraudulent; the school shall notify the Indiana clearinghouse for information on missing children under IC10-1-7 and determine if the child has been reported missing.
- (c) If a student initially enrolls in a school after July 1, 1992, the school shall, within fourteen (14) days of enrollment, request the student's records from the last school the student attended, if any.
- (d) A school in Indiana receiving a request for records shall promptly send the records to the requesting school. However, if a request is received for records to which a notice has been attached under IC 31-6-13-6, the school:
- (1) Shall immediately notify the Indiana clearinghouse for information on missing children; and
 - (2) May not send the school records without the authorization of the clearinghouse. [P.L.94-1992, 5.]

Proof of custody is also required.

- A. Parents shall furnish the school with the following information for the first time students:
1. Birth certificate
 2. Home address, telephone number, etc.
 3. Health information including up-to-date immunization records
- B. Transfer pupils shall furnish the school with the following:
1. Present address, telephone number, etc.
 2. Birth date, birth certificate, if first time to enroll in any school
 3. Report card, transfer letter, or other school form indicating previous enrollment
 4. Health care information including present immunization status

C. Enrollment

Online enrollment information must be kept up to date. In case of illness or accident, this information will be used to contact the parent or relative; therefore, it is very important that this information be accurate. . Parents may be asked to provide documentation.

D. Address Change

If a student's address or telephone number is changed during the school year, parents must notify the school immediately. The school will be discreet in the handling of unlisted telephone numbers of students. Parents may be asked to provide documentation to assure compliance with district residency and school membership.

Services

The following are services offered by the North Lawrence Community Schools: Health Services - Special Educational Services - Psychometric Service - Attendance Services, High Ability. Title I, a federally funded program to help students succeed in language arts and math is also offered in all NLCS schools. Information about these services may be obtained by contacting the principal.

Instructional Program

The elementary school instructional program follows the requirements of the State Department of Education as to content and time allocation. Kindergarten is a full day of learning that promotes child development and provides a rich curriculum based on state approved standards. Grades one through six contain programs in reading, writing, English, spelling, social studies, science, mathematics, music, art, and physical education. Special education programs are available to children who are referred and meet eligibility requirements.

Textbook Rental

All children are permitted to rent textbooks. Those who desire to purchase textbooks may do so. All students will be assessed a textbook rental fee. The fee will be billed and sent to you for payment by the start of school. This bill can be paid online. Payment at registration is still an option. Those who desire to purchase textbooks may do so based upon availability of books. A charge will be made for lost or damaged rental books. The family of the student(s) who qualify for free textbooks should file an application at the school office with the principal or may go online to apply. North Lawrence Community Schools will file a request for payment of fees with the Small Claims Court of Lawrence County only if parents become delinquent in textbook rental payments. If legal action is necessary to collect book rental, Indiana provides that court fees and reasonable attorney fees are charged. NLCS reserves the right to refuse refund if a workbook has been marked. All rental books must be returned by June 10 of the school year the book was issued. Students will be billed for missing books after June 10. No credit or refund will be given for books returned after June 10 of the school year the book was issued to the student.

Transportation and School Bus Discipline

North Lawrence Community Schools will provide bus transportation to all students who qualify. The driver shall maintain discipline among the children while on the bus, treat all children in a civil manner, see that no child is imposed upon or mistreated while in his/her charge, and use every care for the safety of the children under his/her charge. Students will observe the following rules and requirements:

- A. Considers the ride to school a privilege one wishes to retain.
- B. Arrives at the bus stop on time and is waiting when the bus arrives.
- C. Always walks on the left side of the road to watch for oncoming traffic and drivers can watch out for walkers.
- D. Waits for turn to load and unload.
- E. Goes straight to seat and remains seated while bus is in motion.
- F. Cooperates with school bus driver.
- G. Does not open windows or doors except with the permission of the driver.

- H. Keeps head, arms, and body inside of the bus.
- I. Treats the bus as one would the family car. Does not kick, scuff, or mark on the seats or walls.
- J. Refrains from loud, boisterous, or profane language.
- K. Avoids quarreling, scuffling, or horseplay of any kind.
- L. Does not smoke, eat, or drink on the bus. Nothing is to be thrown from the window of the bus at any time.
- M. Keeps books and personal belongings in their proper place.
- N. Refrains from throwing any object inside the bus or from the bus to the outside.
- O. Will be held responsible for any damage incurred to the bus.
- P. Remains calm and follows driver's instructions in case of an emergency.
- Q. Remains seated until the bus has stopped to discharge passengers.

Students, while en route to school, are NOT to depart from their bus and ride in a private vehicle/transportation. In the event of a flagrant violation of school bus rules and regulations, disciplinary action will be taken with the severity to be dependent on the seriousness of the infraction under procedure established by IC 20-8.1-5-4. Drivers do have the authority to suspend students off of the bus for 1 day. Multi-day suspensions will come from the school office.

Safety Procedures for Students Walking To and From School

The good walker observes the following rules:

- A. Students should start walking on time, walk on the sidewalk (if there is a sidewalk), and cross only at corners or crosswalks.
- B. Follow the directions of traffic crossing guards, when available.
- C. Obey all pedestrian rules and regulations.
- D. Not accept rides from strangers.

*****NLCS strongly discourages students from walking to school if sidewalks are not available.**

Student Injury and Illness/Medication

Student Injury/Illness

All children are to report to the school office with minor ailments and/or injuries. If any questions exist, it is the policy of the school to contact the parents and arrange for the child to have further attention. Children are expected to play outdoors during appropriate weather. A child needing to stay inside will need a note from home daily. A doctor's certificate is required in case of physical disability or long term need to stay inside. Students are expected to participate in Physical Education class. Students may be excused for up to five (5) days per school year with a parent statement of injury. Students will be required to provide a physician's statement for any days beyond five (5) days per school year to be excused from Physical Education class.

Medication

All medication to be given to a student at school must be sent by that student's parent/guardian and must be accompanied by written parental consent. There are "Parent Authorization to Dispense Medication" forms available in all school offices. Medication must be in the original container with proper labeling and, in the case of nonprescription medications, an unexpired expiration date. Non prescription medication instructions must include name of student, name of nonprescription medication, purpose, dosage, directions for administration, signature of parent/guardian, and date/dates of dispensing. Cough drops are considered non prescription medication. Nonprescription or over-the-counter drugs, preparations, or remedies not normally recommended for children and teenagers must be accompanied by a physician's order. Prescription medication must have written parent/guardian permission AND precise written instructions from a physician. The physician instructions must include name of patient, name of prescription medication, purpose, dosage, directions for administration, signature of physician, and date. Medication that is possessed by a school for administration during school hours or at school functions for a student, in grades kindergarten through grade 8, may be released only to the student's parent/guardian or an individual over the age of 18 years whom the parent/guardian has designated in writing to receive the medication. ALL medications must be presented to the school office for control and dispensing purposes. With the administrators' and school nurse's approval, a student may possess and self-administer medication for asthma with a physician's order AND written parental/guardian consent. Please see NLCS-130, Revised 9/06 (Policy/Procedure for Administering Medications to Students) for complete medication policy.

Allergy Management

For students with life-threatening allergies, North Lawrence Community Schools will take all appropriate and reasonable steps to minimize exposure and provide a safe, positive educational environment.

North Lawrence Community Schools cannot guarantee an allergen-free environment. Because each student's allergy and situation is different, an individualized anaphylaxis action plan may be created. Treatment protocols should be physician-prescribed for use in the school setting.

Procedures for the management of student allergies will include:

1. Written physician documentation of the life-threatening allergy, instructions and current medications will be provided to the school nurse.
2. The school nurse, in conjunction with the student's parent/guardian and the physician, will prepare an Anaphylaxis Emergency Action Plan. The school nurse and/or building principal is responsible for notifying classroom teachers and food service personnel as well as anyone who works directly with the students with life-threatening or disabling allergies. Copies of the Anaphylaxis Emergency Action Plan will be kept in the classroom, school office, and with the school nurse.
3. The Anaphylaxis Emergency Action Plan will include a prevention plan recommended by the physician. The prevention plan will be noted as level I, level II, or level III. Level I will include that the student will not be served any food containing the allergen, level II will include level I and the student will sit at an allergen free table in the cafeteria, level III will include both level I and level II as well as an allergen free classroom.
4. The Anaphylaxis Emergency Action Plan will be distributed to appropriate school staff at the beginning of each school year. Instruction will include preventative and emergency procedures for life-threatening allergic reactions. Training may include the administration of epinephrine.
5. Parents will be encouraged to preview menus in order to select safe foods their child may eat. The food served by the cafeteria in all NLCS schools will remain peanut/tree nut free. In addition, parents of the child with allergies are responsible for providing a supply of safe snacks for their child when requested. These snacks should be stored separately from other snacks, to prevent cross-contamination.
6. Parents should instruct their children how to avoid contact with substances to which they are allergic.
7. Prescribed medications, including epinephrine, will be kept in the nurse's clinic or designated area, and in all cases where epinephrine is administered, 911 will be called.

Cafeteria

1. All schools within NLCS will have a designated "safe" area/table for students with food allergies when recommended by a physician. No food products containing potential allergens will be allowed at the designated table.
2. All table surfaces will be wiped thoroughly before and after each meal to prevent cross-contamination. Cleaning procedures will start with allergen free tables first.
3. The food served by the cafeteria in all NLCS schools will remain peanut/tree nut free.

School Field Trips

1. Protocols for field trips will include the staff member notifying the school nurse of the planned field trip no less than five days prior to the trip.
2. The Anaphylaxis Emergency Action Plan and any prescribed medication will accompany the student on all field trips.
3. In the absence of an accompanying parent, a trained staff member will be assigned to monitor the student's welfare and to respond to an emergency.

Substitute Teachers

1. Teachers will include student allergy information in their sub folders.

Attendance

Absence: In accordance with State Law, an excused absence is for personal illness or death in the family. When a student returns to school after an absence, as defined by state law, he/she (1) shall present a doctor or dentist statement giving reasons for the absence, or (2) parent's statement may be accepted for the first five (5) absences (personal illness/death in the family) during the semester. Any days beyond that number will require a doctor's statement or a parent conference for the absence to be considered an excused absence. All vacations and other non-school activities involving students should be scheduled during times that school is not in session. Any deviation to this policy must be approved by the principal. Students/parents who violate the attendance policy may be referred to the **Truancy Intervention Program** and/or Department of Child Services after a student accumulates ten (10) unexcused absences per year with no doctor statements. Any absence due to a National Holiday, Religious Observance must be approved by the principal prior to the event and with written request. Upon approval it will be counted as an excused absence. **Tardiness:** Students are considered tardy if they are not in school on time. Students are to report to their classrooms by the start of the first class/period. Please note that tardies will also be submitted to DCS if there has been an accumulation of ten (10) tardies in one semester. **Parents:** Please note that almost all tardiness is avoidable. It is important that you make every effort to ensure that your child is ON Time to school. Tardiness disrupts not only the school program, but also the progress of each child in each class is impacted. Tardiness seriously interferes with your child's academic progress. Being on time teaches your child to be responsible and to practice good time management skills. We honor responsibility as an essential Life Skill and we ask that you and your child choose to do the same thing. Please understand that excused absences are counted in the total number of days missed. An excused absence means that the absence is good standing.

Truancy Intervention Program

To help combat the poor attendance of some students, the Department of Child Services (DCS), is offering assistance to NLCS through the Truancy Intervention Program. This program is designed to address unexcused absences and/or excessive absenteeism of students. When a student accumulates ten (10) unexcused absences per year with no doctor statements, the student's name may be submitted to Department of Child Services (DCS).

Student Records

During a student's school career, the school system collects and records data concerning the student. The school system recognizes that the collection, maintenance and limited dissemination of such data is essential in school operations; but also that preserving the rights and privacy of the student and parents, providing access to the data by the student or parents and the students' and parents' right to have inaccurate data corrected, is equally essential. The school system is adopting this policy to achieve these ends. Further, it has designed this policy to comply with the provisions of the "Family Educational Rights and Privacy Acts of 1974" (Fed P.L. 93-380). The North Lawrence Community Schools, in accordance with 1974 amendments, shall release the following "directory information" to news media and others it deems advisable: Student name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most previous educational agency or institution attended by the student. Parents, guardians, and students over 18 years of age are hereby notified that they have a right:

- A. To know the records that are kept;
- B. To inspect or review the record or materials that pertains to themselves or their offspring;
- C. To receive a copy of the record at a reasonable cost, if copying is the only feasible way access can be assured;
- D. To receive a response to a reasonable request for explanation and interpretation.
- E. To challenge a record claimed to be false or misleading, and to a fair hearing if, after review, no change is made;
- F. To place a statement of rebuttal in the challenged record if no change is made;
- G. To file a complaint with HEW if they believe any of these rights have been violated.

If a student withdraws from the North Lawrence Community Schools, a copy of his/ her school record will be sent, without parent permission, to the child's next school upon request by an official of the next school. When a

student transfers to another school, the forwarding school may request and receive information about the child.

Supervision of Students

Students should not be dropped off before the start of the advertised school day due to the availability of supervision. Drop off times at each NLCS school may vary due to bus schedules and staff availability. Please follow your child's school drop off and pick up school policy. This policy also applies to after school dismissal; parents cannot leave students on school grounds for later pickup. This policy is in place for the safety of all students.

Students will be supervised by faculty and staff members throughout the school day. Teachers are assigned specific areas before school, between classes, during break, and after school hours unless the students are under the supervision of other school personnel. Pupils entering school come from a variety of home environments. This difference affords a learning situation in the school that is a very real one in the adult world. However, in order to provide an environment conducive to learning and student safety, rules shall be followed by all students.

A. *Halls, Stairs, and Restrooms*

1. There should be no loud talking in these areas. Walk, do not run.
2. Form orderly lines at the water fountains.
3. Do not loiter in restrooms.
4. Follow designated routes to class, cafeteria, restrooms, office, library, music, art, etc.
5. Chewing gum is not permitted in the building or on premises.

B. *Cafeteria*

1. Use your best manners in the cafeteria.
2. Food should be eaten in the cafeteria, not in the halls, playground, etc. Do not throw food on the floor.
3. Stay at your seat until your group is dismissed by your supervisor.
4. A low noise level should be maintained. Periodic times of "no talking" may be directed.
5. Students should not bring glass bottles to the cafeteria.

C. *Pets and Toys*

Problems arise each year because students bring articles which are hazards to the safety of others or interfere in some way with school procedure. Such items as pets, toys, laser pointers, tape players, radios, toy guns, water pistols, bean shooters, sling shots, knives, hard balls, skateboards, etc. are not to be brought to school without special permission from the principal. Such things brought to school as playthings are undesirable and will be impounded and returned to the parent upon request. Elementary classrooms contain games, puzzles, and other items of educational nature and personal toys are not necessary. Caution should be exercised when pets are brought to school. Pets cannot be transported on the school bus.

D. *Playground*

1. Swings: Be seated at all times. Swing in a straight line. Do not push students. Do not twist swings or jump out of swings. Do not swing "too high".
2. Sit on slide and slide down in a face forward position.
3. Do not walk on top of horizontal bars or jungle gyms.
4. Stay in designated areas at play time. Do not leave playground without permission. Seek help from supervising person in retrieving balls from street or private property.
5. Do not throw rocks, snowballs, or play with sharp pointed objects.
6. Students who carelessly get wet are expected to stay in during the remaining recesses of the day.
7. Use the restroom during recess rather than wait until class resumes.
8. Do not play rough or dangerous games.
9. Baseballs are not allowed. Guns, knives, or negative type toys are NOT to be brought to school.
10. All school activities are supervised by school personnel.

E. *Bus Loading Procedure*

1. Go directly to your bus from designated areas.
2. Be attentive to the supervisor in charge of your area.
3. Walk to your bus when directed to do so by your supervisor. DO NOT RUN.
4. Always stay at designated area until the bus has come to a complete stop.

F. *General*

Any North Lawrence Community School administrative personnel or any teacher of the corporation shall be

authorized to take reasonably desirable or necessary action, or to prevent interference therewith. Action by personnel may include counseling with a student or group of students, conference with a parent or a group of parents, assigning a student additional work, requiring a student to remain in school after regular school hours or during recess to do additional work or to be counseled by teacher or principal, suspension from a class, or expulsion from school. Each individual case will be handled separately. Following directions given by adult supervisors by each and every student is of great importance to safe operation of our schools. Students are under the school's jurisdiction in the building, on the school grounds, at all school functions, and while being officially transported to and from these functions.

1. Students are not to:
 - A. Use violence, force, coercion, threat, intimidation, fear, passive resistance, or cause disruption at school.
 - B. Chew gum.
 - C. Continuously and/or intentionally make noises or disrupt any class.
 - D. Steal or attempt to steal any school or private property.
 - E. Damage school or private property.
 - F. Cause physical injury to a school employee, another student, or any other person.
 - G. Use an object to threaten harm, or harass another person. This includes, but is not limited to, padlocks, pens, pencils, laser pointers, jewelry and so on. Intentional injury to another can be a felony and/or cause for legal action.
 - H. Possess, use, or transmit drugs or alcohol.
 - I. Disobey or show disrespect to school employees.
 - J. Throw any objects (rocks, snowballs, spitballs, etc.).
 - K. Possess, smoke or chew tobacco on school grounds, school buses, or at any school sponsored function.
 - L. Due to the wellness policy we are discouraging sugar based drinks brought from home (such as soda).
 - M. Engage in activities that may be viewed as gambling, such as pitching coins.
 - N. Possess medication/pills (prescription or over the counter). All medications are to be placed in the school office. Possession, use, or distribution of substances or supplements used or intended for abnormal enhancement of athletic performance and/or may atypically alter the body's physiological function are not permitted. These may include but are not limited to: narcotics, stimulants, anabolic agents, diuretics, hormones, masking agents, and other such items. Inappropriate use of telephones, laser pointers, radios, tape/CD players, portable TVs, electronic toys/games, or other disruptive or dangerous devices.
2. Violations of school rules may result in any or a combination of the following actions by the school authorities:
 - A. Counseling
 - B. A change in schedule
 - C. In school instruction, Saturday school, detention
 - D. Suspension
 - E. Expulsion
3. Gang Activity:

North Lawrence Community Schools will not tolerate any gang paraphernalia or any gang related activities in the schools. There will be appropriate disciplinary action taken against anyone participating in any gang activity.
4. Gender/Racial Slurs:

Every student has the right to attend school and feel appreciated and respected. Every student will also be encouraged to participate in educational programs and extracurricular activities without the fear of being harassed, intimidated, or ridiculed on the basis of gender or ethnic background. Administrative personnel will aggressively strive to provide a school environment where all individuals feel appreciated, and the above-noted form of misconduct will not be tolerated. Appropriate disciplinary action will be taken for students involved in such activities which, in all probability, will be out-of-school suspension and/or due process proceedings for expulsion from school.

5. Possession or Use of Knives, Guns, or Other Weapons:
The Corporation prohibits students, staff, and visitors from possessing, storing, making, or using a weapon in any setting that is under the control and supervision of the Corporation for the purpose of school activities. The term “weapon” means any object which, in the manner in which it is used, is intended to be used, or is represented, is capable of inflicting serious bodily harm or property damage, as well as endangering the health and safety of persons. Weapons include, but are not limited to: firearms, guns of any type, including air and gas-powered guns (whether loaded or unloaded), knives, razors, clubs, electric weapons, metallic knuckles, martial arts weapons, ammunition, explosives, firecrackers, smoke bombs, chemical agents such as tear gas or pepper gas, stun guns, or “look-alike” weapons. Any student who has reason to believe that a person has or will violate this guideline shall report to the school principal or the supervisor of the activity immediately. Anyone in possession of a knife, firearm, or other weapons on school property will be referred to local law enforcement.
6. Harassment and Hazing:
It is the philosophy of all school personnel to provide quality and safe educational and extracurricular opportunities for young people. School personnel will not tolerate any individual or group of individuals’ harassment or hazing of another student or a group of students. Therefore, it is a violation of school guidelines to physically or verbally threaten, harass, or intimidate others during school hours or at any school event. No one should be subjected to these types of behaviors at any time. These types of behavior will not be permitted by school personnel, and school personnel will aggressively and appropriately deal with these types of misconduct.
7. Public Display of Affection (PDA)
In order to maintain a respectful atmosphere on campus, students are to refrain from overt public displays of affection while on school grounds and at school events. Public displays of affection may be embarrassing to others and school is not the place for individuals to display excessive physical affection for one another. Limits must be imposed in order to comply with the wishes of the vast majority of the parents and patrons of the community. The limits are guided by what is appropriate, acceptable, and not disruptive to students’ rights and /or the learning atmosphere of the school. Students are expected to be respectful of each other and to use good judgment in their display of affection. If a student has a question as to what is appropriate, he or she may discuss it with an administrator.

Anti-Bullying Policy

The following policy has been established by the school board of trustees for the North Lawrence Community School Corporation (NLCS) regarding anti-bullying.

I. Policy Statement

The school board of trustees for the North Lawrence Community School Corporation prohibits acts of bullying. The school board has determined that a safe and civil environment in school is necessary for students to learn and achieve high academic standards. Bullying, like other disruptive or violent behaviors, is conduct that disrupts both a student’s ability to learn and a school’s ability to educate its students in a safe and disciplined environment. NLCS administration and staff will work diligently to respond to all acts of bullying in a proactive and responsive manner that ensure all students are afforded the opportunity to attend school in a safe and secure environment.

II. Definitions

1. Bullying

- a. **As defined by the school corporation, bullying means aggressive behaviors that involve unwanted negative actions that are repeated over time and involve an imbalance of power.**
- b. As defined by IC 20-33-8-.2, bullying means overt, unwanted, repeated acts or gestures, including verbal or written communications or images transmitted in any manner (including digitally or electronically), physical acts committed, aggression, or any other behaviors, that are committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the targeted student and create for the targeted student an objectively hostile school environment that:
 - i. Places the targeted student in reasonable fear of harm to the targeted student’s person or property;

- ii. Has a substantially detrimental effect on the targeted student's physical or mental health;
 - iii. Has the effect of substantially interfering with the targeted student's academic performance; or
 - iv. Has the effect of substantially interfering with the targeted student's ability to participate in or benefit from the services, activities, and privileges provided by the school.
- c. This term may not be interpreted to impose any burden or sanction on, or include in the definition of the term, the following:
- i. Participating in a religious event.
 - ii. Acting in an emergency involving the protection of a person or property from an imminent threat of serious bodily injury or substantial danger.
 - iii. Participating in an activity consisting of the exercise of a student's rights protected under the First Amendment to the United States Constitution or Article I, Section 31 of the Constitution of the State of Indiana, or both.
 - iv. Participating in an activity conducted by a nonprofit or governmental entity that provides recreation, education, training, or other care under the supervision of one or more adults.
 - v. Participating in an activity undertaken at the prior written direction of the student's parent.
 - vi. Engaging in interstate or international travel from a location outside Indiana to another location outside Indiana.

III. Policy Provisions

1. The school corporation shall adopt discipline rules in compliance with IC 20-33-8-13.5 that prohibit bullying and include provisions concerning education, parental involvement and intervention. These discipline rules shall apply regardless of the location in which the bullying occurred when the bully and the targeted student are students at a school within the school corporation, or disciplinary action is reasonably necessary to avoid substantial interferences with school discipline or prevent an unreasonable threat to the rights of others to a safe and peaceful learning environment.
2. The principal at each school within the school corporation shall implement procedures that ensure both the appropriate consequences and remedial responses for students who commit one or more acts of bullying, consistent with the code of student conduct, as well as the consequences and remedial responses for staff members who commit one or more acts of bullying. Appropriate consequences and remedial actions are those that are graded according to the severity of the offenses and consider both the developmental ages of the student offenders and students' histories of inappropriate behaviors, per the code of student conduct.
3. The principal at each school within the school corporation shall be responsible for designating a member of his/her staff to receive all complaints alleging violations of this policy.
4. All NLCS employees, volunteers and contracted service providers who have contact with students are required to verbally report alleged violations of this policy to the principal or the principal's designee on the same day that an incident was witnessed or reliable information regarding the occurrence of an incident was received. A written report of the incident shall also be submitted to the school principal or principal's designee within one (1) school day of submitting the verbal report.
5. Students, parents and visitors of a school within the school corporation are encouraged to submit a written report of alleged violations of this policy to the principal (or principal's designee) on the same day that an incident was witnessed or reliable information regarding the occurrence of an incident was received. Such a report may be made anonymously. Formal action for violations of the code of student conduct may not be taken solely on the basis of an anonymous report.
6. Any corporation and school employee, volunteer or contracted service provider who promptly reports an incident of harassment, intimidation or bullying, and who makes this report in compliance with the procedures of this policy, is immune from a cause of action for damages arising from any failure to remedy the reported incident.
7. The principal or designee shall conduct a thorough and complete investigation for each report of an alleged incident of bullying received. The investigation shall be initiated by the principal or the principal's designee within one school day of the report of the incident. The principal may appoint additional

personnel to assist in the investigation. The investigation shall be completed and the written findings submitted to the principal as soon as possible, but not later than five school days from the date of the report of the alleged incident of harassment, intimidation, or bullying. The principal shall submit the report to the superintendent of the school corporation within ten (10) school days of the completion of the investigation. The superintendent or his/her designee shall report the results of each investigation to the board of education on a quarterly basis during regularly scheduled board meetings.

8. Each school within the school corporation shall record the frequency of bullying incidents in the following categories: verbal bullying, physical bullying, social/relational bullying and electronic or written communication bullying. Each school shall report this information to the school corporation superintendent, school board, and the Indiana Department of Education. Information shall be submitted to the Indiana Department of Education by July 1 of each year.

9. The principal shall provide the parents of the students who are parties to the investigation with information about the investigation, in accordance with Federal and State law and regulation. The information to be provided to parents includes the nature of the investigation, whether the corporation found evidence of bullying, and whether consequences were imposed or services provided to address the bullying incident if the evidence of bullying was substantiated. This information is to be provided in an expedited manner.

10. Any corporation and school employee, volunteer or contracted service provider who receives a report of harassment, intimidation, or bullying from a student, parent, visitor or colleague, and fails to initiate or conduct an investigation, or who witnesses or observes a bullying incident and fails to take sufficient action to minimize or eliminate the harassment, intimidation, or bullying, may be subject to disciplinary action.

11. The superintendent of the school corporation is authorized to define the range of ways in which school staff and the principal or the principal's designee shall respond once an incident of bullying is confirmed, according to the parameters described in the corporation's code of student conduct. Other acts may be so serious that they require a response either at the school corporation level or by local law enforcement officials. Consequences and appropriate remedial actions for a student who commits an act of bullying may range from positive behavioral interventions up to and including suspension or expulsion.

12. The principal shall proceed in accordance with the code of student conduct, as appropriate, based on the investigation findings. As appropriate to the investigation findings, the principal shall ensure the code of student conduct has been implemented, and provide intervention and/or relevant support services (i.e., refer to counseling, establish training programs to reduce bullying and enhance school climate, enlist parent cooperation and involvement or take other appropriate action). Intervention and support implemented by the principal or his/her designee should include follow up services to both the targeted student and the bully. The principal shall inform the parents of all students involved in alleged incidents, and, as appropriate, may discuss the availability of counseling and other intervention services.

13. The principal of each school within the school corporation is authorized to acknowledge and respond to instances of false reporting of alleged bullying incidents. The principal is expected to respond with consequences and remedial actions regarding any person found to have falsely accused another as a means of bullying as permitted under P.L. 285-2013 for:

- a. Students – Consequences and appropriate remedial action for a student could range from positive behavioral interventions up to and including suspension or expulsion.
- b. School Employees – Consequences and appropriate remedial action for a school employee or contracted service provider who has contact with students could entail discipline in accordance with corporation policies, procedures and agreements.
- c. Visitors or Volunteers – Consequences and appropriate remedial action for a visitor or volunteer could be determined by the school administrator after consideration of the nature, severity, and circumstances of the act, including law enforcement reports or other legal actions, removal of building or grounds privileges, or prohibiting contact with students or the provision of student services.

14. The superintendent of the school corporation shall annually disseminate this policy to all parents who have children enrolled in a school within the school corporation. The superintendent shall post a link to the policy that is prominently displayed on the home page of the school corporation's website. The superintendent shall ensure that notice of the corporation's policy appears in the student handbooks and all other publications of the school corporation that set forth the comprehensive rules, procedures and standards for schools within the school corporation.

15. Each school within the school corporation shall disseminate the anti-bullying policy and bullying prevention instruction to all students in grades 1-12 within the school no later than October 15th of each school year. It is expected that anti-bullying information will be part of a more comprehensive bully prevention effort communicated to the students throughout the school year, and that the age appropriate, research based instruction for all students in grades 1-12 be delivered by a school safety specialist, school counselor, school resource officer or other person with training and expertise in the area of bullying prevention and intervention.

16. Each school within the school corporation shall provide annual training on this policy and bullying prevention and intervention instruction to corporation and school employees, volunteers and contracted service providers who have direct and on-going contact with students.

Student Lockers - Statement of Policy

All lockers and desks made available for student use in the North Lawrence Community Schools, including lockers located in the hallways, physical education and athletic dressing rooms, industrial and vocational educational classrooms and the art classroom, are the property of the school corporation. These lockers are made available for student use in storing school supplies and personal items necessary for use at school, but the lockers are not to be used to store items which cause, or can reasonably be foreseen to cause, an interference with school purposes and/or educational function, or which are forbidden by state law or school rules.

Student Due Process and Pupil Discipline - IC 20-33-8-14

The entire foundation and success of public school education depends on the basic concept of self-discipline; a self-discipline which will allow all individuals to exist in a world of change and with the individual rights afforded them by our Federal and State Constitutions. Certain standards of student conduct are necessary to assure that students seeking to express their own individual rights, do not, at the same time, infringe upon the rights of others. Recognizing that the behavior of some students may be so disruptive that it interferes with school purposes or educational functions of the school corporation, school officials may find it necessary to remove a student from the school. In this event and in accordance with the provisions of IC 20-33-8-14, the Board of School Trustees authorizes administrators and staff members to take the following actions:

1. **REMOVAL FROM CLASS OR ACTIVITY - TEACHER:** 1) A middle school, junior high, or high school teacher will have the right to remove a student from his/her class or activity for a period of up to (1) school day if the student is assigned regular or additional work to be completed in another school setting. In addition, a middle school, junior high, or high school teacher will have the right to remove a student from his/her class or activity for a period of up to (2-5) school days with the permission of the principal, if the student is assigned regular or additional work to be completed in another school setting. 2) An elementary teacher will have the right to remove a student from his/her classroom or activity for a period of up to one (1) school day if the student is assigned regular or additional work to be completed in another school setting.
2. **SUSPENSION FROM SCHOOL - PRINCIPAL:** A school principal (or designee) may deny a student the right to attend school or take part in any school function for a period of up to (10) school days. Only the school principal/designee will be authorized to suspend a student from school.
3. **EXPULSION:** In accordance with the due process procedures defined in this policy, a student may be expelled from school for a period no longer than the remainder of the current semester plus the following semester, with the exception of a violation of rule 13 listed under the grounds for Suspension and Expulsion in this policy.

GROUND FORS SUSPENSION OR EXPULSION:

Grounds for suspension or expulsion are student misconduct or substantial disobedience. The following include examples of student misconduct or substantial disobedience, but are not limited to:

1. Using violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or other comparable conduct constituting an interference with school purposes, or urging other students to engage in such conduct. The following enumeration is only illustrative and not limited to the type of conduct prohibited by this subdivision:
 - a. Occupying any school building, school grounds, or part thereof with intent to deprive others of its use.
 - b. Blocking the entrance or exits of any school building or corridor or room therein with intent to deprive others of lawful access to or from, or use of the building, corridor, or room.

- c. Setting fire to or damaging any school building or property.
 - d. Prevention of or attempting to prevent by physical act the convening or continued functioning of any school or education function, or of any meeting or assembly on school property.
 - e. 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 their supervision.
2. Causing or attempting to cause damage to school or private property.
 3. Stealing or attempting to steal school or private property.
 4. Intentionally causing or attempting to cause physical injury or intentionally behaving in such a way as could reasonably cause physical injury to any person. Self-defense or reasonable action undertaken on the reasonable belief that it was necessary to protect some other person does not, however, constitute a violation of this provision.
 5. Threatening or intimidating any student for the purpose of, or with the intent of, obtaining money or anything of value from the student.
 6. Knowingly possessing, handling, or transmitting a knife or any object that can reasonably be considered a weapon.
 7. Knowingly possessing, using, transmitting, or being under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, intoxicant of any kind, or non-prescribed (over-the-counter) drugs, preparations, or remedies, whether prescription or sold over the counter without a prescription, or any substance represented by the provider to be any of the listed substances, (a) on school grounds at any time, or (b) at any school-sponsored activity at any location, including the school bus. Use of non-prescribed (over-the-counter) drugs, preparations, or remedies with proper written parental authorization is not a violation of the policy. However the student will be in violation if the student has taken the medication or non-prescribed (over-the-counter) drugs, preparations, or remedies for reason other than prescribed and/or intended uses. Under no condition or circumstance will a student be allowed to distribute any prescription, non-prescription, or non-prescribed (over-the-counter) drugs, preparations, or remedies to another student, for any reason. Under no condition or circumstance will a student accept from another student any prescription, nonprescription, non-prescribed (over-the-counter) drugs, preparations, or remedies for any reason.
 8. Engaging in the unlawful selling of a controlled substance or engaging in a criminal law violation that constitutes a danger to other students or constitutes an interference with school purposes or an educational function.
 9. Failing in a substantial number of instances to comply with directions of teachers or other school personnel during any period of time when the student is properly under their supervision, where the failure constitutes an interference with school purposes or an educational function.
 10. Engaging in any activity forbidden by the laws of Indiana that constitutes an interference with school purposes or an educational function.
 11. Violating or repeatedly violating any rules that are reasonably necessary in carrying out school purposes or an educational function and are validly adopted in accordance with Indiana law, including, but not limited to:
 - a. engaging in sexual behavior on school property;
 - b. disobedience of administrative authority;
 - c. willful absence or tardiness of students;
 - d. knowingly possessing, using, or transmitting any substance which is represented to be or looks like a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, stimulant, depressant, or intoxicant of any kind; examples of things which are not to be possessed or provided or represented as drug paraphernalia to another person are: pipes, rolling papers, or clips;
 - e. possessing, using, transmitting, or being under the influence of caffeine-based substances, substances containing phenylpropanolamine (PPA), or stimulants of any kind, be they available with or without a prescription.
 - f. K2-Spice-Since the intent of K2-Spice is to replicate the effects of marijuana; any student who possesses, transmits or is under the influence of the substance will be offered Due Process for expulsion from school.
 12. Knowingly possessing or using on school grounds during school hours an electronic paging device or a handheld portable telephone in a situation not related to a school purpose or educational function.
 13. POSSESSION OF A FIREARM
 - a. No student shall possess, handle or transmit any firearm on school property.

- b. The following devices are considered to be a firearm as defined in Section 921 of Title 18 of the United States Code: any weapon which will or is designed to or may readily be converted to expel a projectile by the action of an explosive - the frame or receiver of any weapon described above - any firearm muffler or firearm silencer - any destructive device which is an explosive, incendiary, or poison gas bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine, or any similar device - any weapon which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which had any barrel with a bore of more than one-half inch in diameter - any combination of parts either designed or intended for use in converting any device into any destructive device described in the two immediately preceding examples, and from which a destructive device may readily be assembled.
 - c. The penalty for possession of a firearm: 10 days suspension and expulsion from school for one calendar year. The length of the expulsion may be reduced by the superintendent if the circumstances warrant such reduction.
 - d. The superintendent shall notify the county prosecuting attorney's office when a student is expelled under this rule.
14. OTHER GROUNDS FOR EXPULSION OR SUSPENSION
- a. No student may provide, by sale or otherwise, any substance which is represented to be a narcotic drug, hallucinogenic drug, amphetamine barbiturate, marijuana, alcoholic beverage, stimulant, depressant, or intoxicant of any kind.
 - b. No student may possess or use any substance which the student has reason to believe is, or which has been represented as a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, stimulant, depressant, or intoxicant of any kind or possess or use drug paraphernalia or represent any item to be drug paraphernalia.
 - c. Students are prohibited from possessing, using, transmitting, or being under the influence of caffeine-based pills, substances containing phenylpropanolamine (PPA), or stimulants of any kind be they available with or without a prescription.
 - d. Any substance for which a student has a prescription or written permission from a parent allowing use, must be brought to the school nurse or designee according to policy.
 - e. No student may use any drug or substance prescribed by a physician for a student's medical use for any purpose, or in manner other than prescribed by such physician.
 - f. No student may use any medicine or substance for which the student has written permission from his/her parents authorizing use for any purpose or in any manner other than for legitimate health care in accordance with the provisions of this student handbook.
 - g. Being tardy without proper excuse more than three times in any school year.
 - h. Being truant.
 - i. Engaging in obscene conduct, language, or gestures.
 - j. Smoking or chewing tobacco.
 - k. Fighting.
 - l. Bullying
 - m. Possessing or setting off of any fireworks, including but not limited to smoke bombs, firecrackers or sparklers in a school building or on school grounds.
 - n. Throwing food in the cafeteria.

The grounds for suspension or expulsion listed above apply when a student is:

- a. On school grounds immediately before, during, and immediately after school hours and at any other time when the school is being used by a school group;
- b. Off school grounds at a school activity, function, or event, or
- c. Traveling to or from school or a school activity, function, or event.

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

SUSPENSION PROCEDURES

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

followed:

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

EXPULSION PROCEDURES

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

1. The superintendent (or designee) may conduct an expulsion meeting, or may appoint one of the following persons to conduct the expulsion meeting:
 - a. legal counsel
 - b. a member of the administrative staff if the member a) has not expelled the student during the current school year, and b) was not involved in the events giving rise to the expulsion.
2. An expulsion may take place only after the student and the student's parents are given notice of their right to appear at an expulsion meeting with the superintendent or the person designated above.
3. A student or a student's parent who fails to **request and** appear at an expulsion meeting after receipt of notice of the right to appear at an expulsion meeting forfeits all rights administratively to contest and appeal the expulsion. For purposes of this section, notice of the right to appear at an expulsion meeting or notice of the action taken at an expulsion meeting is effectively given at the time when the request or notice is delivered personally or sent by certified mail to a student and the student's parent.
4. Notice of the right to appear at the expulsion meeting will be in writing, delivered by certified mail or by personal delivery, and contain the reasons for the expulsion and the procedure for requesting an expulsion meeting.
5. At the expulsion meeting, the principal (or designee), will present evidence to support the charges against the student. The student or parent will have the opportunity to answer the charges against the student, and to present evidence to support the student's position.
6. If an expulsion meeting is held, the person conducting the expulsion meeting will make a written summary of the evidence heard at the meeting, take any action found to be appropriate, and give notice of the action taken to the student and the student's parents. The student or parent has the right to appeal the decision of the person conducting the expulsion meeting to the school board within 10 days of the receipt of notice of the action taken. The student or parent appeal to the school board must be in writing. If an appeal is properly made, the board must consider the appeal unless the board votes not to hear the appeal. If the board hears the appeal, it will consider the written summary of the expulsion meeting and the arguments of both, the school administration and the student and/or the student's parent. The board will then take any action deemed appropriate. The governing body may vote not to hear appeals of actions taken. If the governing body votes not to hear appeals, after the date on which the vote is taken a student or parent may appeal only under section 15 of this chapter.
 - a. This section applies to a student who:
 1. is at least sixteen (16) years of age; and
 2. wishes to re-enroll after an expulsion.
 - b. A principal may require a student to attend one (1) or more of the following:
 1. An alternative school or alternative educational program.
 2. Evening classes.
 3. Classes established for students who are at least sixteen (16) years of age.

NLCS Elementary Discipline Referral Levels

Level 1	Level 2	Level 3	Level 4
<ul style="list-style-type: none"> ▪ Running ▪ Loud voices/yelling ▪ Off task behavior ▪ Out of Seat ▪ Missing or late work ▪ Chewing gum or eating candy (unless provided by teacher) ▪ Talking out ▪ Other: _____ 	<ul style="list-style-type: none"> ▪ Chronic Level 1 behavior (Multiple documented occurrences) ▪ Disrespect to authority ▪ Lying/cheating ▪ Stealing ▪ Name calling ▪ Inappropriate Language (not profane) ▪ Throwing small objects ▪ Disrupting class ▪ Refusal to work ▪ Refusal to comply ▪ Leaving designated area ▪ Technology misuse ▪ Other: _____ 	<ul style="list-style-type: none"> ▪ Multiple Level 2 offenses ▪ Stealing ▪ Directed profanity ▪ Fighting/physical aggression to cause harm ▪ Non directed profanity ▪ Property destruction/misuse ▪ Threats of violence ▪ Harassment/bullying (repeated intentional putdowns) ▪ Severe technology misuse ▪ Theft ▪ Other: _____ 	<ul style="list-style-type: none"> ▪ Weapon at school ▪ Serious physical aggression (cannot be de-escalated) ▪ Drugs/alcohol at school ▪ Leaving the building/school grounds ▪ Other: _____
<p>Possible Outcomes: <i>Warning, In-class teacher discipline, Teacher to Parent Contact, Student conference, Restitution, Other appropriate consequences</i></p>	<p>Possible Outcomes: <i>In-class teacher discipline, In-School Detention, Parent Contact, Parent Conference, Student Conference, Behavior Contract, Restitution, Other appropriate consequences</i></p>	<p>Possible Outcomes: <i>Parent Contact, Parent Conference, Student Conference, Refer to Counselor/Joint Services, Behavior Contract, In-School Detention, After-School Detention, ISS, OSS, Remove from class, Restitution, Other appropriate consequences</i></p>	<p>Possible Outcomes: <i>Parent Contact, Parent Conference, Student Conference, Behavior Contract, Remove from Class, ISS, OSS, Recommendation for Expulsion, Other appropriate consequences</i></p>

***Disciplinary outcomes are at the discretion of the building administrator and will be administered based on factors involved with the behavior.

NLCS Elementary Discipline Referral Form

Student Name _____ Grade _____

Teacher _____ Date/Time _____

REASON FOR REFERRAL

(MARK THE NOTED BEHAVIOR)

<u>LEVEL 2</u>	
<input type="checkbox"/> Chronic Level 1 behavior (describe below) <input type="checkbox"/> Lying/Cheating <input type="checkbox"/> Name Calling <input type="checkbox"/> Throwing small objects <input type="checkbox"/> Disrupting class <input type="checkbox"/> Refusal to comply <input type="checkbox"/> Technology Misuse	<input type="checkbox"/> Disrespect to Authority <input type="checkbox"/> Minor Stealing <input type="checkbox"/> Inappropriate Language (not profane) <input type="checkbox"/> Refusal to work <input type="checkbox"/> Leaving Designated Area <input type="checkbox"/> Other:
<u>LEVEL 3</u>	
<input type="checkbox"/> Multiple Level 2 offenses (describe below) <input type="checkbox"/> Non-Directed Profanity <input type="checkbox"/> Directed Profanity <input type="checkbox"/> Fighting/Aggression causing harm <input type="checkbox"/> Other:	<input type="checkbox"/> Major stealing <input type="checkbox"/> Threats of Violence <input type="checkbox"/> Severe Technology Misuse <input type="checkbox"/> Harassment/Bullying
<u>LEVEL 4</u>	
<input type="checkbox"/> Weapon <input type="checkbox"/> Leaving the building/school grounds <input type="checkbox"/> Other:	<input type="checkbox"/> Drugs/Alcohol <input type="checkbox"/> Serious Physical Aggression (cannot be de-escalated)

Description of the Incident: _____

Previous Discipline Applied: _____

ACTION TAKEN

<input type="checkbox"/> Parent contact Date/Time: _____	<input type="checkbox"/> Parent Conference Date/Time: _____	<input type="checkbox"/> Student Conference Date/Time: _____
<input type="checkbox"/> In-School detention	<input type="checkbox"/> Behavior Contract	<input type="checkbox"/> Refer to Counselor/ Joint Services
<input type="checkbox"/> After-School Detention Dates: _____	<input type="checkbox"/> ISS (days _____) Dates: _____	<input type="checkbox"/> OSS (days _____) Dates: _____
<input type="checkbox"/> Remove from Class	<input type="checkbox"/> Recommend for Expulsion	
<input type="checkbox"/> Warning	<input type="checkbox"/> Other: _____	

Administration Notes: _____

Administration Signature

Parent Signature

Other Disciplinary Actions Participation by Persons Having Care of Dependent Student

The superintendent, principal, any administrative personnel or any teacher of the school corporation shall be authorized to take any action in connection with student behavior, in addition to the actions specifically provided in this chapter, reasonably desirable or necessary to help any student, to further school purposes, or to prevent an interference therewith, such action including such matters as:

- a. counseling with a student or group of students;
- b. conferences with a parent or group of parents;
- c. assigning student(s) additional work;
- d. rearranging class schedules;
- e. requiring a student to remain in school after regular school hours to do additional school work or for counseling; or
- f. restriction of extracurricular activity.

The governing body of a school corporation may adopt rules that require a person having care of a dependent student to participate in any action taken under this chapter in connection with a student's behavior. The rules must include:

- a. procedures for giving actual notice to the person having care of the dependent student;
- b. description of the steps that the person must take to participate in the school corporation's action; and
- c. a description of the additional actions in connection with the student's behavior that are justified in part or in full if the person does not participate.

Corporal Punishment of Students

It is the desire of school personnel to provide a school environment that is safe and friendly for all. School personnel wish to perpetuate a school environment where all individuals feel appreciated, respected, and valued. Administrative personnel are empowered to use a variety of methods to alter inappropriate student behavior pursuant to IC 20-8.1-5-2 and Policy adopted by the Board of Education of the North Lawrence Community School Corporation.

Even though Indiana Department of Education statutes provide school personnel the latitude to administer corporal punishment, it is the position of NLCS to refrain from using corporal punishment as an option to alter undesirable behavior.

Regulations on Transfer Students in Grade K - 8 Living in North Lawrence Community School Districts

The regulations on the transfer of students in grades K through 8 living in North Lawrence School Districts are as follows:

- A. Any child moving into a given school district shall transfer out only on approval of written request.
- B. All children in kindergarten must attend school in their respective districts except those having written approval to transfer or in such other cases where students may have to be transferred by the school corporation to balance enrollment.
- C. Available class space shall constitute primary cause for granting or withholding approval or request for transfer.
- D. The right of a patron to petition the Board for transfer out of his district shall not be impaired, provided that applications are filled out on or before May 15th for the ensuing year. (Annual Request)
- E. All transfers provided by the Board shall remain conditional depending upon space and teaching conditions being conducive to good learning situations for all concerned.
- F. Transfer approvals are good for only one year. Those desiring continued transfers must submit a request each year.
- G. Transfers are conditional based on good attendance and behavior. Transportation is the responsibility of the parents.

Classroom Rules/Public Laws

Each classroom teacher will identify certain rules and regulations. Teachers shall discuss these rules and regulations with students during the first week of school. In order to accomplish the basic goals of education, teachers will expect students to be knowledgeable of and follow all rules and regulations to the best of their ability. Parents visiting the school for various reasons must report to the school office first. Classes shall only be interrupted for emergencies. Minor concerns such as the delivery of lunches, money, coats, etc. will be handled other than class time.

Possession of a knife on school grounds:

Students are not permitted to possess a knife on school grounds. Any student who possesses a knife on school grounds will be referred to the building administrator for appropriate disciplinary action. Per Indiana Code 35-47-5-2.5, students who possess a knife on school property or on a school bus are subject to a Class B misdemeanor. However, it is a Class A misdemeanor if the individual has a previous unrelated conviction. The possession of a knife on school grounds may be considered a Level 6 felony if the offense results in bodily injury or serious bodily injury to another person.

Student Dress and Grooming

School personnel need and ask for the support of parents to ensure that students come to school in attire that is modest, does not pose health or safety hazards, and is not disruptive or distracting to the school environment.

The goal in all buildings of the North Lawrence School system is to provide an educational environment that is pleasant, safe, and conducive to instruction. Students are permitted to express their individuality as long as their appearance does not compromise the educational climate or the rights of other students.

The following items attempt to serve as a guide for students as they dress for school. Please feel free to ask an administrator if there is a question about whether or not an article of clothing is considered appropriate dress for the NLCS school environment.

1. Students are to wear items of clothing in the manner in which they are designed and intended.
2. No short-shorts are permitted. Shorts and skirts may be worn if they are at least mid-thigh length. Shorts that are designed to be worn skin tight will not be permitted, unless a different type of clothing is worn over the shorts. Clothing that is worn skin-tight (spandex, etc.) will not be permitted unless it is worn under another garment and the outer garment is at least finger-tip length.
3. Students are to wear shoes at all times. Students are encouraged to consider safety issues when selecting footwear. Wheelie shoes with wheels are prohibited.
4. Clothing that has been modified by tearing or cutting is not permitted. (This includes such items as cut-off shorts, muscle shirts or shirts with cut-off sleeves.)
5. Students are required to wear shirts and blouses that are worn, at a minimum, waist-length. In other words, clothing designed to reveal a bare midriff will not be permitted.
6. Shirts or garments which partially cover the upper body, such as halter tops, tube tops, tank tops, mesh tops, strapless tops or tops with spaghetti straps will not be permitted. Sleeveless garments, excluding tank tops, are acceptable if they do not have any form of scoop neckline. Any apparel that exposes undergarments is not acceptable.
7. Clothing that contains any of the following is strictly prohibited:
 - A. Advertising or content relating to alcohol, beer, drugs, tobacco, or other illegal substances.
 - B. Obscene or lewd writing, pictures, profanity, or language inappropriate to an educational environment.
 - C. Anything that implies, suggests, or portrays sex or violence.
 - D. Holes ex. Clothing that has post manufactured holes.
 - E. Gang attire, signs, or symbols.
8. Hats or sunglasses are not to be worn inside the school, unless it is a school-sponsored activity. Headbands or bandanas are not to be worn at any time on school grounds. A headband is permitted if it is worn above the forehead as a part of a hairstyle.
9. Unless appropriate to the class activity, students are not to wear coats or jackets, designed exclusively as outerwear, in classrooms, resource centers or lunchrooms. (Teachers or administrators may grant exceptions

to this rule due to a class activity or room temperature.)

10. Students may not wear any type of clothing or other items (chains, bullets, etc.) the administration deems inappropriate or unsafe if the clothing presents a real or implied threat to the safety or well-being of individuals in the school environment. Students are not permitted to wear clothing that is considered sagging or dragging.

Elementary building principals may use discretion with the implementation of the above stated criteria based upon age appropriateness. On occasion, building administrators may use discretion to determine appropriateness. When appropriateness of dress is in question, the principal or his/her designee may request modification or send the student home to change. Students who dress in an inappropriate manner may receive some form of disciplinary action depending on the age of the student and the severity of the problem. Disciplinary actions for inappropriate dress may be detention, Saturday School, In-School Suspension, or Out-of-School Suspension.

Lunch Policies

Cafeteria: Students should consider meal time in the cafeteria a learning experience and conduct themselves in a courteous manner, observe the basic rules of etiquette, and obey school regulations.

Closed Campus: All NLCS Elementary Schools are closed campuses with regard to lunchtime with the following exception: **In order for a child to be dismissed for lunch (with a parent, guardian, or relative only), a signed parent request must be submitted to the school office in the AM prior to the lunchtime.** Parents should **not** request for a child to go to lunch with another student/parent or relative for parties, etc. Any deviation from this procedure must be approved by the school administrator (i.e. Chamber of Commerce PALS program, etc.)

NLCS Wellness Brochure

Helping make healthy choices for a lifetime

NLCS Will:

- Provide students with healthy choices from the cafeteria
- Give students the opportunity to create a menu to be used in the cafeteria.
- All food and beverages served or sold during school hours will meet or exceed local, state and federal nutrition guidelines
- An effort will be made to provide healthy choices in vending machines, begin serving whole grain options, and reduce the amount of fried foods served.
- Continue following the federal guidelines, using the USDA My Plate guide, to ensure appropriate portion size for all students.
- An effort will be made to provide each day a breakdown of the nutritional value for all meals.

Rewards

- Only food or beverages which meet recommended nutritional standards will be used as rewards for academic performance or good behavior.

Sleep

- School aged children need 10 – 12 hours of sleep each night

Guidelines for Food/Beverages

- Elementary: The school food service program will approve and provide all food and beverage sales to students in elementary schools. Food should be sold as balanced meals. No pop.
- Middle/High School: All food sold outside of the reimbursable school meal program during the school day, will meet nutrition and portion size standards. No pop.

Celebrations

- Schools are limited to three celebrations which involve food during the school day per year. This brochure includes healthy snack ideas.

Sack Lunches

- NLCS encourages that sack lunches meet nutritional standards. Parents are not to bring fast food to their children for lunch or snack. No pop.

Sales of Food and Drink

- Sales of food and drink outside of Food Services are prohibited during meal periods. All sales of food and drink available to students outside Food Services and approved fund-raisers are prohibited during the entire instructional day.

Meal Magic

- You can pay for your child's meals at school by going to sendmoneytoschool.com and creating an account

Nutritional Education

- Nutrition education will be included in the Health curriculum to provide students with the knowledge, skills and promote attitudes necessary to lead healthy lives.
- Nutrition education will be integrated into other subject areas.
- Nutrition education will be offered in cafeterias as well as classrooms.

Nutrition education will include information on the link between caloric intake and physical activity, portion size, and appropriate food choices.

School Activities to Promote Wellness

- Food service personnel may provide classroom activities regarding appropriate food choices.
- Physical Education classes will attempt to include healthy eating habits as a part of the curriculum.
- Schools should provide at least one program per school year promoting healthy choices.

Physical Activity

- The school corporation encourages families to partake in physical activity such as outdoor activities at home, participation in sports sponsored by the community, and in lifelong activities like walking, golf, bicycling, swimming, and tennis.
- All students in grades k-6 shall be provided with daily physical activity. Restrictions of all physical activity shall not be used as punishment.
- The school corporation will provide useful information through newsletters and monthly calendars with suggested activities to encourage families and to assist them in their efforts to incorporate physical activity into their daily lives.
- The school corporation will encourage faculty and staff to engage in daily activities to increase their own level of physical fitness

Physical Education

- The school will provide sequential, comprehensive physical education program for students in grades k-12
- The curriculum will promote lifelong, health-enhancing physical activity by providing instruction related to knowledge, attitudes, and skills
- Students will engage in moderate to vigorous physical activity for at least fifty percent of physical education class time.
- The physical education staff will encourage physical activity outside of the regular school day.
- Physical education classes will be instructed by properly certified highly qualified teachers.

Ideas for Finding Healthy Foods

- Look for applesauce and yogurt in tubes
- Pay attention to portion sizes. Many foods and drinks are big enough to count as more than one portion.
- Look for foods with no sugar added and without trans fats
- Look for whole grain items. Many items come in a whole-grain option.
- Try pairing sweets with non-sweets. For example, instead of offering two whole-grain cookies, pair one cookie with a few berries.
- No homemade foods may be brought to school for sharing. Nutritional labels must accompany process foods brought for sharing.
- The schools will obtain labels for fresh fruit and vegetables that are brought.

Suggested Healthy Treats Drinks - Water, 100% Juice, Low Fat Milk

Fresh Fruit - Grapes, Apples, Oranges, Berries, Pineapple, Bananas, Melons

Fresh Vegetables - Carrots, Cauliflower, Celery, Broccoli

Snack Ideas - Raisins, Dried Fruit, Low Fat yogurt, String Cheese, Granola Mix, Beef Jerky, Graham Crackers, Whole Grain Crackers, Pretzels, Baked Chips

Student's Breakfast and Lunch Information

Information from the NLCS Food Service Office

All schools are using Meal Magic at the point of sale. Meal Magic will efficiently monitor the balance and meals served in each student's Meal magic account. Parents are encouraged to log on to www.sendmoneytoschool.com to: track account balances for their children, monitor food purchases, make online deposits, establish a 'Family Account' with children in different NLCS schools. Parents will need to know their student's I.D. number to use this online service. The only time that parents will be charged a fee is when they use the online banking service to deposit money into their child's or children's account(s). If a parent wishes to use the online banking service to deposit money into their child's account, the parent will be charged a transaction fee of \$1.50 per transaction. The transaction fee will cover the various charges incurred by financial vendors to provide this online banking service.

Parents continue to have the option to send money (cash or check) to school to cover meal costs. To simplify payment, parents can also send one check with your child for all of their school children to be deposited into their MM account(s) – please be sure to place each student's I.D. number and amount you want deposited into each account on the memo line of the check or envelope. There is “no cash back” for meals/ all money is deposited into the student's Meal magic account for meal purchases.

The Application for Free or Reduced Price Meals is available through the following:

Go to familyportal.cloud to submit your application online, available July 1 for the next school year.

Applications may be submitted throughout the school year.

Paper Applications are available at any school office or the Food Service Office.

Please remember you only need to fill out **one** Free/Reduced Meal application per household.

NORTH LAWRENCE COMMUNITY SCHOOL CORPORATION MEAL ACCOUNTS, CHARGE AND COLLECTION POLICY

The State Board of Accounts and The National School Lunch Program require School Food Authorities to establish written administrative guidelines and policy for meal charges. The North Lawrence Community School Corporation has an essential role in the lives of students by providing them with a foundation for healthy living and learning. The NLCS Food Services Department makes affordable, healthy, and nutritious breakfasts and lunches available to all NLCS students. It is the responsibility of each student's parents to provide meals either by supplying food from home, sending money to school so that the school may supply a meal, or applying for meal assistance through the free and reduced meal programs. Students may have an occasional need for assistance with their meal funds. Meal charges are strongly discouraged; but, managing money is a part of the learning process. Therefore, NLCS students may charge up to \$50.00 to his/her meal account. *A la carte* items will not be sold to students with a negative account balance. A full reimbursable meal is available when a student does not have money in hand at the time of meal service; alternate meals are not offered. NLCS Food Services Department shall notify parents by text, email, or other written communication when an account has a negative balance. Once an account is delinquent with an account balance over \$50.00 or the account has a negative balance for more than thirty (30) days, NLCS Food Services Department shall send one final collection/warning letter home with a student before turning the account over to the school attorney for collection. If the charged amount exceeds \$50.00 or the account has a negative account balance for more than thirty (30) days, the account will be turned over to the school corporation attorney for collection. After the account has been turned over to the attorney, payment arrangements and collections shall occur only through the attorney's office. The student's parent or guardian shall be responsible for paying the delinquent account plus attorney fees in the amount of one-third of the delinquent account balance or \$200.00, whichever is greater, and, if suit is filed, any court costs. NLCS Food Services Department is authorized to establish regulations consistent with this policy to implement and manage food services and collections.

This policy shall be effective immediately.

If you have any questions, please contact 812-277-3220 or go to www.nlcs.k12.in.us and click 'Food Services' under the 'Services' tab for menu and everything you need.

Telephone Use

Children will be permitted to use the telephone if their health or safety is involved. Use of the telephone may be denied for forgotten homework, musical instruments, books, gym shoes, and other similar articles. Telephones may not be used to make arrangements to go home with other students. Important telephone messages from parents will be delivered to the children. Other uses of the telephone by the students will be approved or disapproved by the principal depending on the circumstances.

Electronic Devices

Cell phones (or any personal electronic device) are permitted for the explicit purpose of allowing students the ability to communicate in emergency situations before and after school hours. Cell phone use within the building is not permitted without the expressed permission of the principal or designee. Upon entering the building, cell phones should be immediately turned off and remain off until the student leaves the building after school.

During school hours, cell phones must be placed and should remain in a secure location. Students are not permitted to carry their cell phone with them during the school day. At no time during the school day are cell phones or smart watches to be used to text message, make phone calls, show pictures, take pictures, play music, play games or check for missed calls. This includes passing and lunch periods. If it is necessary for students to communicate with parents or others, students should report to the school office. Students do not need access to communication devices during the school day. Parents may contact students through the school office.

Students who violate this policy will be referred to an administrator for appropriate disciplinary actions.

Important Notice to Students and Parents Regarding Cell Phone Content and Display

“The Child Abuse/Neglect Law requires school personnel to report to law enforcement or child protective services whenever there is reason to believe that any person/student is involved with “child exploitation” or “child pornography” as defined by Indiana Criminal Statutes.

“It is “child exploitation,” a Level 5 felony under I.C.35-42-4-4(b), for any person/student (1) to exhibit, photograph, or create a digitalized image of any incident that includes “sexual conduct” by a child under the age of 18; or (2) to disseminate, exhibit to another person, or offer to so disseminate or exhibit, matter that depicts or describes “sexual conduct” by a child under the age of 18.

“It is “child pornography,” a Level 6 felony under I.C. 35-42-4-4© for any person/student to possess a photograph, motion picture, digitized image, or any pictorial representation that depicts or describes “sexual conduct” by a child who the person knows is less than 16 years of age or who appears less than age 16.

“Sexual conduct” is defined by I.C.35-42-4-4(a) to include sexual intercourse, exhibition of the uncovered genitals intended to satisfy or arouse the sexual desires of any person, or any fondling or touching of a child by another person or of another person by a child intended to arouse or satisfy the sexual desires of the child or other person.

“The Indiana Sex Offender Registration Statute at I.C.11-8-8-7 and the Sex Offender Registry Offense Statue at I.C.35-42-4-11, as of May 2009, require persons convicted of or adjudicated as a juvenile delinquent for violating the Child Exploitation Statue at I.C.35-42-4-4(b) to register as a sex offender.

“Because student cell phones have been found in a number of Indiana school districts to have contained evidence of “sexual conduct” as defined above, it is important for parents and students to be aware of the legal consequences should this occur in our school system.

Emergency Preparedness for Pupil Safety

Emergency preparedness plans that are intended to provide for the safety and well-being of all students and staff in the school corporation has been formulated in case of adverse weather conditions, earthquakes, flash floods, fire, winter storms, and man-made disasters, such as violent intrusion. Drills are held on a regular basis to familiarize school personnel and students with proper emergency procedures.

A. Earthquakes

1. All students will be warned by intercom or the teachers.
2. Administrators and teachers will take charge and students will remain calm and quiet.
3. In classrooms or offices, **MOVE AWAY** from windows, shelves, and heavy objects and furniture that may fall. **TAKE COVER** under a table, desk, or counter. If a "shelter" is not available, move to an inside wall or corner, turn away from windows, kneel alongside a wall, bend head close to knees, cover sides of head with elbows, and clasp hands firmly behind head. If notebooks or jackets are handy, hold these overhead for added protection from flying glass and ceiling debris.

Following the teacher's command, students will:

1. Immediately **TAKE COVER** under desks or tables, and **TURN AWAY** from windows.
2. Remain in sheltered position for at least 60 seconds.
3. Be silent and listen to instructions.

During the earthquake drill, teachers will:

1. Take cover.
2. Talk calmly to students.
3. Review procedure for evacuating classroom.
4. Communication will be maintained by battery-operated radios.
5. Teacher's will keep students in a safe area.
6. Upon command from administrators, students and teachers will evacuate building using the fire escape routes or routes deemed safe by emergency personnel.

B. Fire Drills

In order to gain practice in leaving the building in case of an emergency, fire drills are held monthly. This is a serious part of our program, and each student will be expected to take it seriously and give his utmost cooperation. In no way is a fire drill to be considered as "recess". When the fire alarm sounds, every student will leave the building in a quiet and orderly manner. There is to be no talking during the drill. The exit used by a particular student is determined by his position in the building at the time of the warning signal. Specific instructions are located in each classroom. Students will re-enter the building as soon as the signal for their return is given.

C. Tornado Safety Rules

In the event that the occupants of the building should need protection from an approaching tornado, the following instructions should be followed:

1. Listen carefully for instructions on the P.A. system or from the teacher.
2. There should be no talking.
3. If time permits, all should go into an interior hallway on the lower level, preferably in the southwest section.
4. If there is no time to leave the classroom, all should get as far as possible from the windows and should get under the tables or desks.
5. If outside the building, all should lie flat in the nearest depression, such as a ditch or ravine.

Miscellaneous Information

A. School Parties

1. Arrangements for all school parties and activities must be cleared through the principal.
2. Requests for birthday observances must be made by the custodial parent.
3. Holiday parties such as Fall Festival, Christmas, Valentine's Day, etc. may be given by the PTO, home room parents, or the school during the latter part of the day as arranged by the principal.
4. Parties to celebrate special events may be held in the latter part of the day for a maximum of one hour as arranged by the principal.
5. It is desirable that recess schedules be adjusted on the day of a party or special program in order not to infringe too greatly on the instructional program.
7. When other considerations such as special recognition of students or staff occur, the principal must be notified.

B. Release of Children During the School Day

A student may not leave the school grounds after arriving without first receiving permission from the teacher, principal, or designee. Parents desiring early release of their child are reminded of the following regulations:

1. Children will not be released from the classroom. They must be released at the school office.
2. Children are not permitted to meet their parents outside the school building without prior approval by the principal.
They must be picked up at the school office.
3. Children will not be released to anyone other than the parent or guardian unless it is requested through the office.
4. Please instruct your child to refuse rides from strangers.

C. Library

The school library is open and available to all students. Students are encouraged to make appropriate use of the facilities. Students will be expected to pay for books for which they have lost or damaged.

D. Newsletter

Close cooperation between home and school is important to the total program for the boys and girls. A school newsletter will be sent home monthly in order to inform parents and/or guardians of school schedules, activities, programs, field trips, and other related information.

E. Field Trips

There will be times during the school year that the classroom will be extended to include special interest areas in the community. Student responsibilities for field trips are as follows:

1. Inform parent of the upcoming field trip.
2. Deliver an informational sheet and permission form to parents.
3. Return the signed permission form to the teacher.
4. Come to school on the day of the trip properly dressed, bring sack lunch if needed, etc.
5. Demonstrate best behavior on time away from school, follow all rules that apply, and follow all instructions of the school supervisor.

Personal or private vehicles will not be used to transport students. All students must utilize the mode of transportation provided by NLCS to the destination. With written parental approval, students may return by other modes of transportation.

F. Athletic Programs

Any full time NLCS fifth and sixth grade student has the opportunity to participate in elementary dance team, cheerleading, and basketball. Teams will compete with other elementary schools of the school corporation. Notification will be given when to report to practice. A parent permission form is required for participation in any sport. Parents are responsible for student accident insurance and transportation to and from games and practices. Elementary students participating in boys' and girls' basketball, cheerleading, or dance teams, must have a physical prior to tryouts. Physicals must be dated May 1 or after. All athletic practices and games will be canceled when school is canceled. If school is on a two-hour delay schedule, morning practices will be canceled. If school is dismissed early due to inclement weather, afternoon and evening practices and games will be canceled. The safety of our young people is our primary concern. There will be no athletic practices or games on Thanksgiving Day, Christmas Day, and New Year's Day. If a coach wishes to conduct a practice session during any other religiously affiliated holiday, the coach must receive approval from the athletic director two weeks prior to the date under consideration. **There will be no practices on Sundays or major holidays. There will be no exceptions to this rule.** There will be no Saturday or Sunday activities allowed when school was closed on Friday due to inclement weather. The use of or possession of alcohol or drugs, other than those specifically prescribed by a physician, will be considered a violation of this policy. The use of alcohol or drugs will be considered to be equal offenses.

G. Lost and Found

Children sometimes lose things. Please mark your child's possessions so that they may be easily identified. If your child loses anything at school, report the loss to the school office or to the area where such articles are kept. When a lost article is turned in, it is put in the lost and found box in the office. If the lost article is not claimed after a reasonable amount of time, it is either discarded or given to someone who has need for it. Generally, lost articles are kept about six weeks before disposal. Clothing marked with the child's name is returned to the child as soon as the owner is identified.

H. Academic Competitions

Students may have opportunities to participate in various academic competitions such as IACE Elementary Spell Bowl, IACE M.A.T.H., Spelling Bee, Math Mania, and others. Parent permission is required for all such activities that are not a part of regular class time. Parents are responsible for transportation to and from most events. Coaches of academic events may impose some special restrictions upon contestants, just as athletic coaches maintain certain special expectations regarding performance.

I. Extra -Curricular Activities

Students are expected to attend school on the day of extra-curricular events. Such extra-curricular events may include athletic contests, special band or choir performances, parties or celebrations, team practices or special events, academic competitions and other after school activities. Students must attend a half day of the school day to participate in after-school events.

Closing Schools

Parents will receive a Blackboard Call regarding school closings/delays/early dismissals.

Announcements will also be made by the local radio station regarding the latest information. Please be certain that the school has the correct number to be used by Blackboard.

All day: School officials will make this decision concerning closing as early as possible. Schools are closed one day at a time. There will always be school on the following regular school day unless there is an announcement

otherwise. **Part of a day:** This involves sending students home earlier than the regular time. School officials will avoid sending students home early since parents may or may not be home. However, if this decision must be made, extra care will be exerted with elementary students to determine if anyone is at home for supervision. Parents should instruct their elementary child(ren) what to do in case of an early dismissal. **School Delay:** School officials will make this decision as early as possible. Also, if weather or emergency conditions suggest that school could be delayed one hour or two hours and improve the opportunity to safely transport students to school, one hour or two hour delay will be announced over the local radio stations, **and a School Call will be sent out.** Parents should pre-plan what to do if there is a delay and instruct students accordingly. If conditions should worsen, for example, an additional announcement would be made that would close school for the rest of the day.

Report Cards

Report cards for students in kindergarten through sixth will be distributed on Friday following the end of each nine week grading period. Progress reports are sent at the midpoint of each grading period.

Parent Conferences

Parent conferences are scheduled annually at the end of the first 9 weeks grading period and other necessary conferences will be held at the end of the third 9 weeks. Additional conferences may be arranged with twenty-four (24) hour notice, or sooner in case of emergency. Parents who desire a conference with a teacher must make arrangements through the principal's office.

Honor Roll

Honor Roll

The following criteria will be used to determine the students to be included on the honor roll.

The qualifying criteria for Honor Roll will be a combination of grades and citizenship. In order to satisfy the citizenship component for Honor Roll, the student cannot have any "L's" in citizenship or "U's" in effort for the grading period.

In order to satisfy the grade criteria for the honor roll, a student shall meet the following guidelines:

"A" Honor Roll, grades 1- 12

A student will be recognized on the "A" Honor Roll by achieving the letter grade of "A" in each class taken.

Regular Honor Roll, grades 1 - 5

A student will be on the Regular Honor Roll, grades 1 - 6, by achieving the following:

1. "B" or better in all subjects except handwriting.
2. Nothing lower than an "S" in citizenship and work/study habits.
3. No effort grade below "S".

Regular Honor Roll, grades 6- 12

A student will be recognized on the Regular Honor Roll, grades 6 - 12, by achieving the letter grade of "B" or better in each class taken.

Grading Scale/Attendance Awards

The grading scale of North Lawrence Community Schools is as follows:

Percent	Grade
97-100	A+
93-96	A
92-90	A-
87-89	B+
83-86	B
80-82	B-
77-79	C+

Perfect Attendance: Student is present from bell to bell without any departure throughout the school year. If a student leaves during their lunch hour with a parent or guardian, they may not sign out prior to their assigned lunch hour and must sign back in before their lunch hour is over.

Outstanding Attendance: Student is not tardy nor departs the school day early, more than three times each nine week grading period.

-
- 73-76 C
 - 70-72 C-
 - 67-69 D+
 - 63-66 D
 - 60-62 D-
 - Below 59 F

Grade Derivation

The above grades should be derived by using the following general guidelines:

1. Teachers at all times must be able to justify the grade issued.
2. All grade evaluations should be based primarily upon academic achievement of assigned work.
3. Analysis of grades should be a continuing departmental and classroom teacher concern. Consistency among teachers is extremely important.
4. When any question on grading arises, teachers are to consult their department chairman or appropriate administrative personnel

Homework

Homework is an out of school assignment that contributes to the educational progress of the student. It should be an extension of class work and should be related to the objectives of the curriculum presently being studied. Homework may include practice exercises, reading of material on a specified subject, in-depth extension of classroom activities, or independent work projects related to the subject. But above all, homework gives teachers and students responsibilities which must be met before assignments can be continued as an extension of classroom instruction.

Purposes and/or Objectives of Homework:

1. To review or extend classroom learning by providing practice and application of knowledge retained.
2. To teach students responsibility and organizational skills.
3. To promote wise and orderly use of time.
4. To encourage a carry-over of worthwhile school activities into permanent career and leisure interests.
5. To provide for broad enrichment activities.

Homework is only a part of the teaching/learning process. Rather than being viewed as a testing process, homework must always reflect the need for checking or evaluating the finished product. Naturally each homework assignment will vary, but at least one of the four following elements is essential.

1. The students' efforts will be recognized and comments made about the finished work.
2. The students should be provided opportunities to share with others what they have done.
3. Students should be made aware of merits and/or faults of their efforts.
4. Some means of appraisal should be established so students can make their own comparative evaluation.

A key factor in the effectiveness of homework is home/school communication. At all levels, and especially at the elementary level, it is imperative that the homework policy be related to the parents in writing. A school's homework policy should be reviewed regularly with the teachers, parents, and students. When all concerned know exactly what is expected, homework can be rewarding. **Student Absence/Homework:** When a student misses school and has not prearranged Homework options (effort will be made to make Homework available at the end of the day when a request is made prior to 10 AM), the student may plan to pick up the missed Homework the day following the absence.

Parent's Role

Cooperation by parents is a necessary factor in meaningful homework experiences. Parents can encourage their children by showing interest and exhibiting helpful attitudes toward homework. They should:

1. Provide a special, well-lighted place free from excessive noise and other distractions.
2. Establish a regular "homework time" in the home.
3. Encourage and support their child's efforts. Be available for questions, but remember... homework is the child's responsibility, not the parents.
4. Communicate with the teacher whenever their child has consistent difficulty with homework assignments.
5. Encourage their child to seek help and ask questions of the teacher when in doubt about an assignment.
6. Help students organize adequate time for homework completion.
7. Parents are encouraged to communicate with school personnel if the child is having difficulty completing assignments in a reasonable time.

Student's Role

In the early grades the effectiveness of homework assignments depends largely on the concern each student's parents and teachers show for his/her welfare. As the student matures, however, his/her success with homework becomes progressively more dependent on his/her own efforts. The students, with guidance from teachers and

parents, should continue to develop responsibility for bridging the gap of communication between home and school. Each student has the responsibility to develop good work and study habits. The student should:

1. Clarify with the teacher any questions pertaining to the instructions before leaving class - its purpose, when it is due, and how it should be done.
2. Take home any materials and information needed to complete the assignment.
3. Learn to budget his/her time. When study time is provided during the day, the student should take advantage of it. Long term assignments should be planned so they do not have to be done all at once.
4. Analyze his/her study habits and take advantage of available study helps. Although research shows there is no best way to study, all students do need effective study skills.
5. With the aid of their parents,
 - a. Set aside a special time in which to do the assignment.
 - b. Find a special place free from excessive noise and other distractions in which to work.
 - c. Organize his/her time so assignments can be completed in a reasonable length of time.
 - d. Check carefully the completed assignments.
6. Return all work completed to the teacher by the date requested.
7. Make up all work missed during an absence.

Homework is only a part of the teaching/learning process. Rather than being viewed as a testing process, homework must always reflect the need for checking or evaluating the finished product. Naturally each homework assignment will vary, but at least one of the following four elements is essential: first, the students' efforts need to be recognized and comments made about the finished work; secondly, the students should be provided opportunities to share with others what they have done; thirdly, students should be made aware of merits and/or faults of their efforts; and fourthly, some means of appraisal should be established so students can make their own comparative evaluation. A key factor in the effectiveness of homework is home-school communication. At all levels, and especially at the elementary level, it is imperative that the homework policies are related to parents in writing. A school's homework policy should be reviewed regularly with teachers, parents, and students. When all concerned know exactly what is expected, homework can be rewarding.

Withdrawals

If a student is to be withdrawn from school, the principal's office should be notified in advance.

P.T.O.

Each elementary school in the North Lawrence Community Schools has a P.T.O. organization. The primary function of the P.T.O. is to provide better understanding between parents and teachers. Parents are encouraged to join their school P.T.O. organization and become active in its functions.

School Pictures

Individual student pictures will be taken in a pre-paid picture program. Retakes will be taken due to photographic error such as eyes closed, glare on glasses, etc. Children absent on the day that pictures are taken will have their picture taken on the day retakes are taken for other students. Parents are under no obligation to purchase pictures.

Visitors

All visitors must check in at the main office. Students should not bring visitors to school. Parents and other adult visitors are welcome to visit anytime and are requested to call the main office. During regular school hours all visitors must provide a state approved photo ID in order to proceed beyond the office areas. If you wish to volunteer in the classroom or chaperone a class trip, you must contact your student's school to fill out paperwork for a criminal history background check.

Non-Discrimination

The North Lawrence Community Schools, in compliance with federal regulations, do not discriminate on the basis of sex, race or handicap in the admission to and participation in its educational programs and activities, or in employment. Parents should contact their child's principal in the event of questions concerning the school's compliance. The principal will have detailed information as to the provisions, procedures, parental rights, and grievance procedures.

Every student has the right to attend school and feel appreciated and respected. Every student will also be encouraged to participate in educational programs and extracurricular activities without the fear of being harassed, intimidated, or ridiculed on the basis of gender or ethnic background. Administrative personnel will aggressively strive to provide a school environment where all individuals feel appreciated, and the above-noted form of misconduct will not be tolerated. Appropriate disciplinary action will be taken for students involved in such activities which, in all probability, will be out-of-school suspension and/or due process proceedings for expulsion from school.

Immunization

Parents of all children enrolled in North Lawrence Community Schools must furnish the principal with a written statement of the child's immunizations for diphtheria, whooping cough, tetanus, measles, mumps, rubella, polio, hepatitis B, varicella, and other communicable diseases designated by the State Department of Health no later than the child's first day of school in the school corporation, unless such a statement is already on file. No student will be permitted to attend school beyond the first day of school without furnishing this written statement, unless:

- A. The school may provide a limited amount of time for out of state enrollees to comply with immunization requirements; or
- B. The local health department or a physician determines that the child's immunization schedule has been delayed due to **extreme circumstances**, and that the required immunizations will not be completed before the first day of school. In such cases, the parent must furnish this written statement and a time schedule approved in writing by a physician or a local health department for the completion of the remainder of the immunizations.

The requirement that each child be immunized for the above listed diseases may be waived for medical reasons, where a physician certifies that a particular immunization is or may be detrimental to the child's health, or where the child's parents object in writing on religious grounds to such immunization. However, the written statement regarding immunization history is required regardless of whether the requirement for immunizations has been waived for religious or medical reasons.

The Indiana State Department of Health maintains an immunization registry entitled Children and Hoosiers Immunization Registry Program (CHIRP). CHIRP allows all health care providers within the state of Indiana to enter immunization data as a method of electronic documentation. CHIRP ensures that the most up-to-date record of immunizations is available to all health care providers. The Indiana Department of Education mandates that all schools within the state of Indiana utilize CHIRP to document annual immunization reports. Schools are required to submit these immunization reports to maintain the schools' accreditation. Parents/guardians within NLCS are being notified of this immunization reporting and your permission is requested to submit the immunization status of your child in this format.

Parent/guardian understands that the information in the registry may be used to verify that your child has received proper immunizations and to inform parent/guardian or child of the child's immunization status, or that an immunization is due according to recommended immunization schedules.

Parent/guardian understands that your child's information may be available to the immunization registry of another state, a healthcare provider or a provider's designee, a local health department, an elementary or secondary school, a child care center, the office of Medicaid Policy and Planning or a contractor of the office of Medicaid Policy and Planning, a licensed child placing agency, and a college or university. Parent/guardian also understands that other entities may be added to this list through amendment to I.C. 16-38-5-3.

Hearing and Vision Screening Requirements

Indiana Public Law requires that hearing, and vision screening be offered to students in certain grades annually; hearing screening is done in grades kindergarten, 1, 4, 7 and 10; vision screening is done in grades 1, 3, 5 and 8. Parents will only be contacted should their child not pass a screening. Other students can be screened upon referral by parent/guardian, teachers, or other personnel.

Policy Regarding Sexual Harassment

I. *The Policy*

- A. It is the policy of the North Lawrence Community School Corporation to maintain a learning and working environment that is free from sexual harassment.
- B. It shall be a violation of this policy for any employee or student of the North Lawrence Community School Corporation to harass another employee or student through conduct or communications of a sexual nature as defined in Section II. It shall also be a violation of this policy for students to harass other students through conduct or communication of a sexual nature as defined in Section II. The use of the term "employee" also includes non-employees and volunteers who work subject to the control of school authorities.

II. *Definitions of Harassment*

A. *Types of Sexual Harassment*

Sexual harassment shall consist of unwelcome sexual advances, requests for sexual favors, and other inappropriate verbal or physical conduct of a sexual nature when made by any employee to a student, when made by any employee to another employee, or when made by any student to another student or student to employee when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or education;
2. Submission to or rejection of such conduct by an individual is used as a basis for academic or employment decisions affecting that individual;
3. Such conduct has the purpose or effect of substantially interfering with an individual's academic or professional performance or creating an intimidating, hostile, or offensive employment or educational environment;
4. Denial of an employment or educational opportunity occurs directly because an employee or a student submits to unwelcome requests for sexual favors made by a supervisor or teacher which results favorably for that particular employee or student;
5. Such conduct is engaged in by volunteers and/or non-employees over which the school corporation has some degree of control of their behavior while on school property.

B. *Unwelcome Conduct of a Sexual Nature*

1. Conduct of a sexual nature may include verbal or physical sexual advances and/or comments regarding physical or personality characteristics of a sexual nature.
2. Verbal or physical conduct of a sexual nature constitutes sexual harassment when the allegedly harassed employee has indicated, by his or her conduct or verbal objection, that it is unwelcome.
3. An employee who has initially welcomed such conduct by active participation must give specific notice to the alleged harasser that such conduct is no longer welcome in order for any such subsequent conduct to be deemed unwelcome.

C. *Examples of Sexual Harassment*

Sexual harassment, as set forth in Section II.A: may include but is not limited to the following:

1. Verbal harassment or abuse.
2. Repeated remarks to a person with sexual or demeaning implications.
3. Unwelcome touching.
4. Pressure for sexual activity.
5. Suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning one's grades, job, promotion, and/or salary increase.

III. *Complaint Procedures*

- A. Any person who alleges sexual harassment by an employee or student in the school corporation may use the complaint procedure explained below in Section III.C. or may complain directly to his or her immediate supervisor, building principal, or the Title IX complaint designee of the school corporation. Filing of a

complaint or otherwise reporting sexual harassment will not reflect upon the individual's status nor will it affect future employment, grades, or work assignments.

- B. The right of confidentiality, both of the complainant and of the accused, will be respected consistent with the school corporation's legal obligations and the necessity to investigate allegations of misconduct and to take corrective action when this conduct has occurred.

C. Reporting Sexual Harassment

All reports of sexual harassment shall be handled in the following manner:

- (a) Reports must be in writing on forms supplied by the Corporation (if verbal complaint is made, the school official should file a written report);
- (b) Reports must name the person(s) charged with sexual harassment and state the facts;
- (c) Reports must be presented to the building principal where the alleged conduct took place. The building principal shall inform the superintendent, or his/her designee, of all filed reports;
- (d) The building principal who receives a report shall thoroughly investigate the alleged sexual harassment;
- (e) The report and the results of the investigation will be presented to the superintendent. The superintendent shall review the report and make a recommendation to the Board of School Trustees of any action deemed inappropriate.
- (f) The Board of Trustees may consider the report and the superintendent's recommendation in executive session. The Board may take any action it deems appropriate. The alleged victim's name will not be released to the public unless required by law.

IV. Sanctions for Misconduct

- A. A substantiated charge against an employee in the school corporation shall subject such employee to disciplinary action including but not limited to reassignment, suspension, or discharge.
- B. A substantiated charge against a student in the school corporation shall subject that student to disciplinary action including suspension and/or expulsion consistent with the Student Conduct Code.

V. False Reporting

Any person who knowingly files false charges against an employee or a student in an attempt to demean, harass, abuse, or embarrass that individual shall be subject to disciplinary action consistent with school policy and the Student Conduct Code.

VI. Notification of this Policy

Notice of the policy will be circulated to all schools and departments of the North Lawrence Community Schools.

NLCS Policies

Electronic Devices – No electronic devices are permitted in school without the express permission of the principal or his designee. These devices include but are not limited to MP3 players, cameras, flash drives and laptops.

Game Boys, iPods, cellular phones, CD players, and any other electronic devices, toys, and magnets are not allowed at school or on any NLCS bus. **Students who have been granted permission by school officials to possess their personal electronic devices at school assume full responsibility for having such a device. The parents and student realize that there is always a remote possibility the device could be damaged or stolen.**

Students are to always "Treat Others Right" and "Do the Right Thing". Students are to keep their hands off of other students. Any harmful contact is not permitted. (Shoving, hitting, kicking, pinching, etc.)

Communication/Complaints/Suggestions

Find out about school activities and information at www.nlcs.k12.in.us. Check- out Channel 14. (Star Station) Questions, concerns, or problems which are not answered by information in this handbook should be given to the building principal. In most cases, the principal will be able to supply additional information. However, a form has been developed for use when a parent wishes to bring a concern to the attention of the superintendent and the School Board of Trustees. Complaints and suggestions receive consideration and information provided on the form is helpful to all concerned.

North Lawrence Community Schools RESPONSIBLE USE POLICY - Student Version

All North Lawrence Community Schools (NLCS) students are responsible for their actions and activities involving the school district's computers, electronic devices, network and Internet services, and for their computer files, passwords and accounts. These rules provide general guidance concerning the use of school computers and other electronic devices and provide examples of prohibited uses. The rules and guidelines detail responsible use of electronic information resources under which students, staff, and all members of the NLCS community, herein referred to as "users," will be held accountable. The rules do not attempt to describe every possible prohibited activity. Students, parents and school staff who have questions about whether a particular activity is prohibited are encouraged to contact a building administrator. These rules apply to all school computers, all school-provided electronic devices wherever used, all uses of school servers, and Internet access and networks regardless of how they are accessed.

Responsible Use

1. School computers, network and Internet services, and electronic resources are provided for educational purposes and research consistent with NLCS's educational mission, curriculum and instructional goals.
2. Students must comply with all NLCS Board policies, the student handbook, and school rules and expectations concerning conduct and communications when using school computers or school-issued electronic resources, whether on or off school property.
3. Students also must comply with all specific instructions from school staff.
4. The policy and rules apply to the use of a school issued device at any time or place, on or off school property. Students are responsible for obeying any additional rules concerning care of devices issued by school staff.
5. Violation of policies or rules governing the use of electronic devices or any careless use of a school-issued device may result in a student's device being confiscated and/or a student only being allowed to use the device under the direct supervision of school staff. The student will also be subject to disciplinary action for any violations of Board policies/procedures or school rules.

The device must be returned in acceptable working order by the last day of each school year, upon withdrawal or exit date from the school district, and whenever requested by school staff.

Prohibited Uses

Unacceptable uses of school electronic resources include, but are not limited to, the following:

1. Accessing or Communicating Inappropriate Materials – Students may not access, submit, post, publish, forward, download, scan or display defamatory, abusive, obscene, vulgar, sexually explicit, sexually suggestive, threatening, discriminatory, harassing, bullying and/or illegal materials or messages.
2. Illegal Activities – Students may not use the school district's computers, electronic devices, networks, or Internet services for any illegal activity or in violation of any Board policy/procedure or school rules. NLCS and its employees and agents assume no responsibility for illegal activities of students while using school computers or school-issued electronic resources.
3. Violating Copyrights or Software Licenses – Downloading, copying, duplicating and distributing software, music, sound files, movies, images or other copyrighted materials without the specific written permission of the copyright owner is prohibited, except when the use falls within the Fair Use Doctrine of the United States Copyright Law (Title 17, USC) and content is cited appropriately.
4. Plagiarism – Students may not represent as their own work any materials obtained on the Internet (such as term papers, articles, music, etc). When using other sources, credit must be given to the copyright holder.
5. Use for Non-School-Related Purposes - School district's computers, electronic devices, networks and Internet services are provided for purposes related to educational programs, school operations, and performance of job responsibilities.
6. Misuse of Passwords/Unauthorized Access – Students may not share passwords; use other users' passwords; access or use other users' accounts; or attempt to circumvent network security systems. The

device is to be used only by the student to whom it is issued. The person to whom the device is issued will be responsible for any activity or action performed on the device.

7. Malicious Use/Vandalism – Students may not engage in any malicious use, disruption or harm to the school district’s computers, electronic devices, network and Internet services, including but not limited to hacking activities and creation/uploading of computer viruses.
8. Avoiding School Filters – Students may not attempt to or use any software, utilities or other means to access Internet sites or content blocked by the school filters.
9. Unauthorized Access to Blogs/Social Networking Sites, Etc. – Students may not access blogs, social networking sites, etc. prohibited by building administration or the NLCS Technology Department. Students using authorized social networking sites for educational projects or activities shall follow the age requirements and legal requirements that govern the use of social networking sites in addition to the guidelines established in this policy.
10. Wasting System Resources - Students shall not use the network in such a way that would waste system resources or disrupt the use of the network by others. This includes but is not limited to excessive printing, file storage, online games, and video/audio streaming not directly related to educational projects, as determined by the supervising instructor or building administrator.
11. Unauthorized applications and device configurations may be subject to removal or disciplinary actions.

Compensation for Losses, Costs and/or Damages

Users are responsible for the proper care of electronic devices at all times, whether on or off school property, including costs associated with repairing or replacing the device.

1. In the event an electronic device is lost, stolen or damaged, the individual student will be responsible for the cost of the repair and/or cost of replacement as determined by school administrators. Multiple instances of damage may result in the loss of device or other disciplinary actions.
2. Purposeful, malicious damage or vandalism as determined by school administrators will be subject to the full replacement value of said device.
3. In addition all students may be responsible for compensating the school district for any losses, costs or damages incurred for violations of Board policies/procedures and school rules, including the cost of investigating such violations. The school district assumes no responsibility for any unauthorized charges or costs incurred by students while using school district computers, devices, or the school network.
4. Students must report a lost or stolen device to the building administration immediately. If a device is stolen, a report also should be made immediately with local police.

Student Security

1. On school issued devices, students may not reveal personal information, including a home address and phone number, about themselves or another individual on any unsecured electronic medium, such as websites, blogs, podcasts, videos, wikis, or social networking sites. If students encounter dangerous or inappropriate information or messages, they shall notify the school administration immediately.
2. Staff may post student pictures on district/ school/classroom “public” websites as long as the student’s name or other identifying information is not included. Students’ grades, test results, or identifying pictures may be stored only on district-approved secure sites that require a username and password for authorized individuals to access.
3. All North Lawrence Community Schools are closed campuses. NLCS retains all rights concerning any recording and/or publishing of any student’s or staff member’s work(s) or image(s). Students must obtain permission from a NLCS staff member to publish a photograph or video of any school-related activity. It is best practice and common courtesy to ask permission before recording an individual or groups.
4. The use of cameras and recording devices are strictly prohibited at all times unless explicitly authorized by the building administrator.
5. NLCS staff must maintain the confidentiality of student data in accordance with the Family Education Rights and Privacy Act (FERPA).
6. Students may be issued a school email address to improve student communication and collaboration on

school projects. Email shall be used only for educational purposes that directly relates to a school project or assignment.

Technology Privacy

All computers, telephone systems, voice mail systems, electronic mail, and electronic communication systems are the district's property. The district retains the right to access and review all electronic and voice mail, computer files, databases, and any other electronic transmissions contained in or used in conjunction with district's computer system, telephone system, electronic mail system, and voice mail system. Students should have no expectation that any information contained on such systems is confidential or private.

System Security

Any student who identifies a security problem must notify his/her teacher or building administrator immediately. The user shall not demonstrate the problem to others or access unauthorized material. Staff shall immediately report any potential security breaches to the NLCS Technology Department.

Personal Devices

Personal devices may be used in approved areas for educational purposes at the authorization of building administrators. Usage of personal devices falls under the guidelines of the RUP.

Website and Social Media Guidelines

1. THINK before you act, because your virtual actions are real and permanent.
2. Be aware of what you post online. Website and social media venues are very public. What you contribute leaves a digital footprint for all to see. Do not post anything you wouldn't want friends, enemies, parents, teachers, future colleges, or employers to see.
3. Follow the school's code of conduct when writing online. It is acceptable to disagree with other's opinions; however, do it in a respectful way. Make sure that criticism is constructive and not hurtful. What is inappropriate in the classroom is inappropriate online.
4. Be safe online. Never give out personal information, including, but not limited to, last names, phone numbers, addresses, exact birth dates, and pictures. Do not SHARE your password with anyone besides your teachers and parents.
5. Linking to other websites to support your thoughts and ideas is recommended.
6. Do your own work! Do not use other people's intellectual property without their permission. Be aware that it is a violation of copyright law to copy and paste other's thoughts. It is good practice to hyperlink to your sources.
7. Be aware that pictures may also be protected under copyright laws. Verify that you have permission to use the image or that it is under Creative Commons attribution.
8. How you represent yourself online is an extension of yourself. Do not misrepresent yourself by using someone else's identity.
9. Online work should be well written. Follow writing conventions including proper grammar, capitalization, and punctuation. If you edit someone else's work, be sure it is in the spirit of improving the writing.
10. If you run across inappropriate material that makes you feel uncomfortable or is not respectful, tell your teacher right away.

Terms of Use

NLCS reserves the right to deny, revoke or suspend specific student privileges and/or take other disciplinary action, including suspensions or expulsion from school, for violations of this policy. Additionally, all handbook regulations apply to the use of the NLCS network, Internet, and electronic resources.

Disclaimer – NLCS, its employees and agents, make no warranties of any kind, neither expressed nor implied, concerning the network, Internet access, and electronic resources it is providing. Furthermore, NLCS is not responsible for:

1. The accuracy, nature, quality, or privacy of information stored on local servers or devices or information gathered through Internet access.
2. Any damages suffered by a user (whether the cause is accidental or not) including but not limited to, loss

of data, delays or interruptions in service, and the infection of viruses or other malware on personal computers or other devices.

3. Unauthorized financial obligations resulting from the use of NLCS electronic resources.

Bully Report

The NLCS Bullying Report Form can be found at the following link:

www.nlcs.k12.in.us/bullying

The NLCS Bullying report form allows you to submit anonymous tips to school and District officials of alleged bullying. If there is an emergency please call 911.

1. Did the sender witness the bullying? YES | NO
2. Who is the sender? STUDENT | PARENT/GUARDIAN | STAFF | OTHER
3. Name(s) of the person being bullied?
4. Name(s) of alleged bully or bullies?
5. In what building did the bullying take place?
6. Location(s)? (Ex: Classroom, Hallway, Bus, etc.)
7. Description of Bullying Events (Please leave as much detail as possible, including direct quotes and/or specific words used.)
8. Has any action already been taken to stop the bullying? If so, provide details.
9. Students/Staff who may have witnessed the bullying?
10. Other Information:
11. Sender's Name (Optional)

If you would like a direct-response, please leave your contact information. (Phone Number or Email)

**North Lawrence Community Schools
Receipt of the Handbook**

I agree to abide by the guidelines and regulations pertaining to the use of technology as stated in NLCS Responsible Use Policy and Board Policy available on the corporation webpage or in hard copy upon request. I agree to follow the rules contained in this document. I understand that if I violate the agreement, my access can be terminated and I may face other disciplinary measures.

Parent/Guardian Section

Parents are responsible for supervising their child's use of the school-issued device when not in school.

I have read the NLCS Responsible Use Policy and hereby release the district, its personnel, and any institutions with which it is affiliated, from any and all claims and damages of any nature arising from my child's use of, or inability to use, the electronic network. This includes Internet access, computer services, videoconferencing, computer equipment and related equipment for educational purposes, but is not limited to claims that may arise from the unauthorized use of the network components. Furthermore, I understand that NLCS filters and monitors all internet traffic on school issued devices.

Parent/guardian CHIRP, Children and Hoosiers Immunization Registry Program, immunization release:

1. I have read and understand the purpose and use of CHIRP by the school nurse for immunization recording and reporting.
2. I hereby consent to the release of the following information concerning my child, _____ to the Indiana State Department of Health's Children and Hoosiers Immunization Registry Program (CHIRP), as outlined in the immunization section of the student handbook. Information may include student's full name, date of birth, immunization data, and demographic data such as address, telephone number and school in attendance.

I have received and read the North Lawrence Community Schools Handbook as assigned to:

Signature of Student

Date

Signature of Parent/Guardian

Date

****Important****

Your signature on the page above also allows your child to:

- A. Ride on NLCS buses to convocations held at the BNL PAC and other NLCS organized events (including vision screening).
- B. Have their image placed on approved district/school websites, Channel 14 and Facebook

If you do not want your child to participate in "A" or "B" above please check the box beside the corresponding letter.

A.

B.