



OAKLAND ACADEMY

Arrive. Strive. Thrive.

ROOTS

STUDENT HANDBOOK
2024 - 2025

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Empowerment Through Learning

We believe that in order to be truly empowering:

- Students will be provided with opportunities to engage in positive interactions with adults, both in school and in the community.
- Students will be provided with opportunities to study areas of personal interest.
- Students will be provided with course work related to evolving issues in society.
- Students will be provided with opportunities to be involved in governance.
- Students will be provided an education that addresses the whole child.

We, the staff at Oakland Academy make the commitment:

- To provide a curriculum that challenges each student to improve skills and habits which will enable each student to continue their education, to enter the job market.
- To provide instruction that is inclusive and constructively evaluated based on individual learning.
- To empower students with resources for their social/emotional development to overcome the challenges of daily life.
- To provide unconditional support to help students grow in their emotional, intellectual, and physical lives.
- To teach and model respectful, non-violent conflict resolution and mutual respect through restorative practices.
- To acknowledge and recognize the significance of community partnerships and parent involvement within the learning environment.
- To value a disciplinary model that prioritizes connection, coregulation, and applied educational neuroscience.
- To prioritize relational and physical safety in the building and classroom.
- To cultivate a school culture that values diversity and is antiracist in nature.

As a school community, we will strive to make Oakland Academy a place of active teaching and learning, working and playing together.

OAKLAND ACADEMY

Student Handbook

Receiving the student handbook, *ROOTS*, informs students of school expectations and obligates them to abide by the school's practices and policies as adopted by the Lafayette School Corporation Board of School Trustees, **July 25, 2024**.

CHAPTER 1 - INTRODUCTION

Preface

Oakland Academy was established by the Lafayette School Corporation Board of School Trustees as an extension of Jefferson High School to create a competency-based experience that emphasizes an integrated, cross-curricular, problem solving, and relevant curriculum requiring active engagement by students.

Oakland's students work with the same academic standards as would all high school students in the Lafayette School Corporation. Our goal is to assure students of entrance opportunities to universities and colleges throughout the United States and give non-college bound students a healthy start along a career path.

Each school is a district of the Lafayette School Corporation and operates under the expectations, regulations, and policies established by the Board of School Trustees and by directives from the office of the Superintendent of Schools. Each school, however, may have some variations in general administrative procedures to provide for differences that exist in various parts of the corporation.

The Oakland Vision

Our vision is to establish and sustain a school that is highly regarded for its academic excellence and its contribution in actively serving and improving the community in which it operates.

The Oakland Mission

Our mission is to **nurture** a safe place for learning and provide comprehensive, relevant, rigorous secondary educational opportunities and community experiences that will prepare **inspire** students for work, active citizenship, and post-secondary endeavors. We will **empower** and challenge students by utilizing brain-aligned strategies in our policies, procedures, and teaching.

The Oakland Pillars

The pillars that support and guide Oakland Academy include: Justice, Integrity, Ingenuity, Resilience, and Service.

CHAPTER 2 – THE ENROLLMENT PROCESS

Student Eligibility

Lafayette 9th through 12th grade students attending Jefferson High School and their families would complete an Enrollment Request Form to begin the process. Preferential enrollment will be given to 10-12th grade students. In coordination with counseling staff, teacher of record (if applicable) and Oakland administration, student's eligibility is determined based on meeting criteria as described by IC 20-10.1-4.6-6.5:

- Student has failed to comply academically AND would benefit from non-traditional instruction.
- Student has documented history of frequent disruptions despite attempts to modify behavior.
- Student is a parent or expectant parent and is unable to attend the traditional school.
- Student is necessarily employed for family support AND interferes the with instructional day.
- Student intends to withdraw or has withdrawn before graduation.

Any Lafayette School Corporation (LSC) student grades 9-12 may be considered for enrollment at Oakland Academy. Enrollment at Oakland is based on a specific set of criteria that matches the unique curriculum of the school. Oakland Academy prioritizes enrollment for 10-12th grade students. The enrollment process is as follows:

1. Interested parties may pick up an Oakland Academy *Enrollment Request Form* from the Jefferson High School Guidance Department between the hours of 8:00 AM and 4:00 PM. *Enrollment Request Forms* are also available on the [Oakland website](#).
2. *If an interested party is new to Lafayette School Corporation and is interested in Oakland Academy, they must first register with LSC at the Jefferson High School campus. They may then follow this procedure to be considered for enrollment at Oakland.
3. When the student picks up the *Enrollment Request Form*, they can either meet immediately with their JHS Counselor or set up a future time to consult with their JHS Counselor. The JHS Counselor will help with completing the "Academic Information" on the first page of the *Enrollment Request Form* and will begin the discussion of enrollment at Oakland.
4. The student should complete the *Enrollment Request Form* which includes a "Student Information" section, a "Contact Information" section, and a written "Personal Narrative". Once completed, the student should submit the *Enrollment Request Form* to the Jefferson High School Guidance Department. The *Enrollment Request Form* must be completed in its entirety for consideration. Completed forms will be dated and time stamped upon receipt as candidates are considered on a first come first serve basis. These forms will then be shared with the Oakland Academy principal and guidance counselor.
5. When Oakland Academy receives the *Enrollment Request Form*, the principal will make contact with the student and their parent(s) and/or guardian(s) to set up an informational meeting. In this informational meeting, the principal will discuss opportunities and expectations within Oakland with the interest student and family.
6. Students interested in moving forward will be contacted and a separate, academic planning meeting will be scheduled with the guidance counselor at Oakland. The incoming student and the parent(s)/and/or guardian(s) must be present at this academic planning meetings in order to complete the enrollment process before starting their first day at Oakland.

Any student from the state of Indiana can be eligible as well. Students outside the corporation can pick up an Enrollment Request Form from Oakland Academy or can download one from the website. After the application has been submitted to Oakland Academy, a Meet and Greet will take place. If placement at Oakland is agreed upon, the student would need to complete the following steps **before** starting their first day at Oakland Academy:

1. Fill out an interlocal agreement form. This form can be found at the Superintendent's office at the Hiatt Administration center (2300 Cason Street, Lafayette, IN 47905). This form is to be filled out by both the Lafayette School Corporation and the home corporation/district of the interested student.
2. Become registered at Jefferson High School. The guardian of the student would go to the Guidance Department at Jefferson High School and would register the student as a JHS student. They should bring a copy of the student's birth certificate and proof of residency/address. The student will become pre-registered at this point and the guardian would complete online registration through PowerSchool at their own time. This is where the guardians can update contact information.

In an effort to maintain a desirable student to teacher ratio, enrollment is limited. In summary, all new student *Enrollment Request Forms* will be reviewed and interviews will be conducted to determine if Oakland Academy's academic programming can accommodate the individual student's needs. Students will then be enrolled at Oakland on a first come first served basis, with a priority of students in grades 10-12. Students may be placed on a waiting list and notified of the first available opening.

CHAPTER 3 – CURRICULUM AND INSTRUCTION

Competency Based Curriculum and Content Mastery

Oakland Academy offers an individualized, competency-based curriculum requiring a minimum of 70% mastery on all learning outcomes. Competency-based practices comprise one of the essential components of Oakland's mission to prepare all students to productively engage in the 21st century.

Flexible scheduling and competency-based practices support a highly responsive academic and behavioral environment at Oakland intended to assist students who have experienced obstacles to learning. Oakland is a smaller learning community well suited for students who possess a strong work ethic or capacity for achievement. In demonstration of the Lafayette School Corporation (LSC) commitment to all students, Oakland provides an option for high engagement, active learning, and social-emotional growth.

Students and parents, along with Oakland Academy staff, will make a significant contribution to the development of the *Individual Service Plan* during enrollment. This plan which includes academic goals, as well as behavioral and social/emotional outcomes, will be reviewed regularly, modified as needed, and monitored continually to assess student progress toward graduation. Progress and commitment to the *Individual Service Plan* maintains a student's enrollment in Oakland Academy.

Graduation Requirements

Students will be instrumental in developing their academic plan and determining how they will demonstrate proficiency of the Indiana State Standards addressed within the coursework and the required graduation exams as determined by the Indiana Department of Education.

In keeping with Indiana academic standards, each student at Oakland Academy is encouraged to pursue a **Core 40 Diploma** course of study. This determination by the state Board of Education and Indiana colleges and universities intends to best prepare students for the workplace and higher education. Students must complete the *Graduation Pathways* requirements stated on the next page to be eligible, this includes students working towards early graduation.

| 1. Indiana Core 40 Diploma Requirements | Number of Credits |
|---|---|
| Language Arts | 8 |
| Mathematics | 6 |
| Science | 6 |
| Social Studies | 6 |
| Physical Education | 2 |
| Health | 1 |
| Directed Electives: World Languages, Fine Arts, Career Technical | 5 |
| Electives | 6 |
| Total = | 40 |
| <p>2. Employability Skills</p> <ul style="list-style-type: none"> • Anytime between July 1 prior to freshman year through Sept. 30 post graduation. • Can be during school day, after school, during breaks, etc. • Seek admin. approval for service-based & project-based activities • Verification sheets are in Guidance Office. <p>All students must complete an Employability Skills Reflection Form.</p> | <p style="text-align: center;">Complete one of the following:</p> <p>Work-based Learning (examples): J.A.G. CTE Programs Governor's Work Ethic</p> <p>Service-based Learning (ex.): Students in Action Club Student Council Community Service (75 hours continuous) Peer Tutoring</p> <p>Project-based Learning (ex.): Student Pubs: Yearbook Project Citizen</p> <p>*contact administration for approval of activities not listed</p> |
| <p>3. Post-Secondary Competencies</p> | <p style="text-align: center;">Fulfill one of the following:</p> <p>A. Earn Academic or Technical Honors</p> <p>B. Benchmark SAT scores</p> <ul style="list-style-type: none"> ➢ Reading/Writing - 480 ➢ Math - 530 <p>C. Benchmark ACT scores**</p> <ul style="list-style-type: none"> ➢ English - 18 ➢ Reading - 22**Must meet Eng or Reading ➢ Math - 22 AND Math or Science ➢ Science - 23 <p>D. Benchmark ASVAB score</p> <ul style="list-style-type: none"> ➢ 31 or Higher <p>E. CTE Concentrator</p> <ul style="list-style-type: none"> ➢ Must earn a “C” average or higher in at least 2 non-duplicative advanced courses within a particular program <p>F. AP/Dual Credit</p> <ul style="list-style-type: none"> ➢ Must earn a “C” average or higher in at least 3 courses ➢ One of the three courses must be in core content or be a part of a CTE pathway <p>G. Locally Created Pathway Industry Certification</p> |

Academic Progress Monitoring

Academic Progress Monitoring meetings/contacts will take throughout the school year. Interventions will be in direct response to student data and problem resolving meetings will provide collaborative support for student success. Oakland provides a competency-based curriculum and each student must achieve at a level of 70%

mastery. Academic Progress meetings will inform students and their parents and/or guardians of credits earned towards graduation, achievement level (letter grades), student growth (comments on student progress and diagnostic/predictive testing outcomes), and testing status (graduation exams). Revisions to the Individual Service Plan can be addressed at these meetings as well.

Jefferson High School Opportunities

Since the fall of 2021, Oakland students will have the ability to take elective classes during the school day at Jefferson High School. This will help fulfill graduation requirements leading toward a Core 40 diploma and also give students an opportunity to take a wider selection of classes than can be offered at Oakland. Transportation will be provided on a limited basis to allow students to be in attendance at classes offered at Jeff.

Students who take advantage of Jefferson's electives and course offerings must commit to behaving appropriately while on the Jefferson High School campus and work with JHS staff. Their ability to utilize these learning opportunities is contingent on their behavior and cooperation. Failure to make progress in the Jefferson courses may lead to interventions with the Jefferson teaching staff or administration, the Oakland Student Success Coordinator, or the Oakland principal or guidance counselor. Oakland has committed to work with Jefferson High School to help our students reach their destination of graduation, and students who commit to being a part of Oakland Academy are also committing to this positive partnership.

Students will also be able to participate in extra-curricular activities at Jefferson while attending Oakland. The transfer bus returns students at the end of the day in time for them to attend practices of after school activities. To be eligible for sports or extra curriculars, students must have passed five (5) classes the previous semester as per the IHSAA. Participating students must also follow the **Codes of Conduct – Athletic Expectations** and/or the **Performing Arts Co-Curricular Code of Conduct** as outlined in the Jefferson High School Handbook.

Greater Lafayette Career Academy

Such as at Jefferson, Oakland students will have the opportunity to take classes at the Greater Lafayette Career Academy as part of their course sequence. Many of these are offered for dual credit through Ivy Tech Community College and Vincennes University, or fulfill a career pathway in the graduation pathways sequence. Programs and their descriptions can be found at <https://glcareeracademy.com/>

Dual Credit Classes

Students have the opportunity to take Dual Credit or Dual Enrollment classes through Ivy Tech Community College. Financial assistance may be available. Students interested in taking dual credit classes must meet prerequisite requirements, schedule classes with their guidance counselor, and meet with the Ivy Tech Dual Credit coordinator. Transportation is not provided through Lafayette School Corporation.

CHAPTER 4 – STUDENT RIGHTS AND RESPONSIBILITIES

Student Code of Conduct & Discipline

The following expectations outlined in the Code of Conduct are in addition to our broad, discretionary authority to maintain safety, order, and discipline inside the school zone. These expectations support, but do not limit our authority.

The administration and staff of Oakland Academy are required by policy to address issues of misconduct and disobedience through good faith actions that serve

- to protect the child.
- the best interest of the child.
- to provide or increase services to the child.

Oakland Academy, educators, and staff view discipline in the lens of its Latin root, “disciplina”, meaning: “teaching, learning”. Discipline is the manner in which we learn, teach, and reteach the behaviors and attitudes we wish to see in our students. Oakland Academy will utilize appropriate experiences that will assist in building the skills and behaviors we wish to see in our students.

The first facet of discipline is on the front end by creating environments that are physically and relationally safe for the students and staff. By cultivating this environment of felt safety, students will have access to the parts of their brains that make responsible choices, relate actions to potential consequences, and inhibit negative impulses. Furthermore, this is the space in their brain where they have the capacity to learn. Fostering safe environments is a responsibility that both staff and students have as we share our learning spaces with each other. Adults will actively foster a culture in the building that values safety and connection. Likewise, students must do their part to ensure that the learning environment is safe for themselves and their peers.

The second aspect of discipline that Oakland Academy will utilize is the concept of “coregulation”. Coregulation is the joining of the dysregulated student with the regulated adult. Through the use of coregulatory practices with staff in the building, students will better be able to have useful conversations regarding disciplinary, related behaviors. With repeated opportunities for co-regulation, students will build their ability to self-regulate and develop their self-discipline.

Self-discipline cannot be dictated to or imposed upon a student. It must be developed within the individual as he/she interacts with others. It can develop best when the student has freedom of choice and action, exercising responsibility for meeting the expectations of behavior within the constraints of that freedom, achieving the rewards for doing so, and accepting the consequences of failing to do so. The following statements convey what we expect from one another as members of the Oakland community:

Student Rights and Responsibilities

1. You have the **right** as an individual or as a group to feel safe at school, therefore
 - you have the **responsibility** to keep our school safe.
 - you have the **responsibility** to behave in a manner conducive to learning.
 - you have the **responsibility** to contribute to a healthy learning environment.

2. You have the **right** as an individual or as a group to feel and to be respected while at school, therefore
 - you have the **responsibility** to respect other people's property.
 - you have the **responsibility** to respect other people's feelings.
 - you have the **responsibility** to respect our school and its purposes.

If violations of **personal rights** or the **rights of others** occur because a member of the Oakland community fails to assume their **responsibilities**, the following interventions may be utilized: Restorative Practices, Student Support Teams (SST), modifications to schedule/instructional time, home based instruction via eLearning, suspensions, exclusions, expulsions, or alternative placement. If deemed necessary by the principal, other natural and appropriate experiences may be expected based on the case of the student and the violation.

School expectations apply to anyone in School Zone 1 (the building and surrounding property), School Zone 2 (on an LSC school bus), or School Zone 3 (a school sponsored event).

It is the intent of Oakland Academy to clearly convey expectations that encourage behavior that will enable students and staff to develop and maintain the most favorable learning environment; an atmosphere of open communication and self-discipline. Oakland Academy will address behavioral issues through *Restorative Practices* and *Student Support Teams*; proactive approaches to positive school-wide behavior support based on communication and responsibility. The education and welfare of the individual and the group will be maintained through consistent due process which is fair and reasonable. (Refer to Appendix A: LSC Policy J300 – Student Discipline)

Advisory Period

The purpose of the Advisory Period is to provide instruction that encourages interpersonal relationships, personal growth, individual responsibility and social awareness while fostering the academic success that leads to graduation.

Advisory meets daily and will include a small group of adults and students. Students are placed in Advisory with the intent of staying with their same teacher throughout their Oakland experience for consistency. Changes can be made at the discretion of staff or be requested in writing and submitted to the principal.

The functions of the Advisory Period include but are not limited to:

- Advisory – formal and informal, individual or group, personal and school issues.
- Social/Peer Identity – promote social and personal responsibility and awareness while building healthy, significant relationships with others.
- Social/Group Skills – participate in decision making, group roles and responsibilities, encourage leadership.
- Club Meeting – planning/information sessions for extra curriculars (ex: Students in Action)

1:1 Device and Technology System Policy

Student laptop devices will be distributed to students during the required registration /training meetings. A required training includes proper device care and appropriate usage. Successful completion of the training includes student and family engagement and completion of the *LSC Device User Agreement* by the student.

The cost of the device is funded through textbook rental. The device is “rented” by a student for a school year similar to “renting” a textbook. The rental cost essentially equates to 25% of the total device cost. Textbooks and other supportive/supplemental classroom materials will still be provided to the student during instructional time.

The student and his or her family is responsible for maintaining a working device at all times. The student and family shall use reasonable care to ensure that the device is not damaged. As part of the device rental, accidental damage is typically covered with no additional cost to the parent or student. Each case will be assessed individually. In the event of damage not covered by the warranty, LSC will and must charge the student and/or parent/guardian the full cost for repair or replacement, including labor. Additional insurance, for lost devices, is afforded to parents through an independent vendor outside of the Lafayette School Corporation. Information for this coverage is available on the school website.

May students take the device home?

Yes, students can take their device home. One of the primary objectives of the 1:1 initiative is to extend instructional opportunities for students. The laptop is a personal learning device and allows students to store notes, handouts, books, instructional videos, and a large variety of other applications that are designed to help students with mastery of course content and skills. The use of the device outside of school gives students access to all of their materials all the time. Students who leave their device at school will have it charged for them overnight. **Students who take the device home are required to bring the devices back to school daily, fully charged, and ready for the day.**

Will students keep the device during school breaks?

Although breaks are often used for downloading updates, our goal is for students to be able to keep the device throughout the entire school year, collecting them at the end of the school year for cleaning and updating. Students will be notified in advance if they need to leave their device at school for updates. Devices are specific to individuals and students will receive the same device when they return the following school year.

Will the device belong to the student?

No. The devices are the property of the Lafayette School Corporation. Students are renting the device just as the student rents the textbooks that he/she is issued.

What happens if the device’s charging cord, keyboard and/or digital pen is lost, stolen, or damaged?

In the event of loss or theft, the student/parent/guardian should immediately report the loss to the school by calling Oakland’s main office at: 765-807- 8550.

- LSC staff will file a police report if incident occurs *in an LSC facility*.
- If the device is lost, stolen or vandalized while *not at an LSC facility*, the parent/guardian shall file a police report.
- The parent/guardian is responsible for the entire cost of replacing the device and peripherals (*i.e.*, case, digital pen, keyboard, etc.) if the device is lost or stolen.

What happens if a student leaves Oakland during the school year?

If a student leaves Lafayette School Corporation, students will be required to return their assigned device, power cord & charger, keyboard, digital pen and case. Returned devices should be in good working order with minimal evidence of normal wear and tear. Any device not returned to Oakland Academy upon leaving will be considered theft and reported to area law enforcement.

If a student leaves Oakland Academy and transfers to Jefferson High School, the student shall keep their device and will check in with the Technology Assistance Department at Jeff to ensure all of the correct materials are in good working order.

Digital Use/Citizenship

How will my son/daughter learn about digital citizenship?

Digital citizenship lessons will be incorporated during Advisory Period throughout the 2024-2025 school year.

Is my student required to use their device?

Educational resources and content will be delivered via the laptop device. It will also serve as an organizational tool for student notes, assignments, and assessments. This makes the device a necessity for every student's education. The 1:1 program also brings individual learning to students and provides the ability to "connect" with their peers, their teachers, and the world.

Will my child use the device in every course?

The device is an instructional tool for student use in and out of school. We expect that how it is used will vary based on subject area. Each of our teachers will set up an online classroom on Canvas this school year. Canvas is a learning management system that will allow teachers to post class notes, assignments, administer assessments, etc. The expectation is that the device will be utilized in all subjects and courses.

What if a student forgets to bring the device to school?

Students are expected to bring their charged device to school every day, along with their other instructional materials. If students fail to bring their device to school, they are responsible for completing course work as though they had their device with them. They may get a loaner device for the school day but have to return it at the end of the school day. The device will be cared for and utilized in the same manner as textbooks and materials were in the past.

Do we have to have internet access at home? No. Students will be able to complete homework assignments at home and turn in their work when they return to school the next day. However, while not required, internet access at home will assist students in conducting research and collaborating with teachers and classmates outside of the classroom. Staff will show students how they can download necessary materials while in the presence of the school's Wi-Fi so that they have the ability to complete any school work while at home, regardless of internet access at home.

Will my student be expected to use email for communications while at school? In an effort to build 21st Century skills, students will be expected to learn how to utilize email communications on their device. Through Digital Citizenship lessons, students will learn how to access their email and how to communicate appropriately through email. It is best practice for students in high school to check their emails at least once a day to stay up to date with notifications, news, and communications from staff. Students at Oakland Academy will be on both the Oakland Academy student email list and the Jefferson High School student list since they are still a part of Jefferson High School.

School Safety

The responsibility of keeping Oakland Academy safe and secure rests on each person who shares this environment. Students play a large role in the safety of the people with whom we learn, laugh and share

experiences. High levels of security are in place at Oakland and they are enhanced and improved by the protective powers found in the eyes, ears, and hearts of students, parents, and staff.

In order to promote school safety and security, Lafayette School Corp. may operate and maintain numerous surveillance video cameras throughout the school in hallways and exterior locations. There may also be surveillance video cameras on some buses. These cameras are used to record video images 24 hours a day, 7 days a week. Recorded images are reviewed in cases of risks to safety or security and may be used in investigations resulting in disciplinary action. Video data are used by the LSC staff. Certain circumstances may warrant parents the administrative permission to view video surveillance. These images are typically saved up to ten (10) days after an incident, unless the incident involves police.

As a caring member of Oakland Academy, please report a situation (anonymously if you wish) that has the potential to harm an individual or many people. Care enough about your friends and classmates to let a teacher, counselor, or administrator know if someone is struggling.

Please call the Safe Schools Help line, toll-free (888) 435-7572 or (888) HELP-LSC, to report anonymously, suspicious incidents involving drugs, violence, and weapons in our school community.

Student Dress Policy

The purpose of the dress code is to support a school community environment that is safe and accepting of others while being committed to the delivery of educational services without distractions or disruptions. It is the intention of Oakland Academy to encourage a high level of academic participation and excellence for all students by promoting a greater sense of school identity and belonging. Each student agrees to support and adhere to the following expectations.

1. Undergarments should be covered at all times.
2. Spaghetti strap tank tops are not allowed.
3. Cleavage and midriff are to be covered at all times.
4. Shorts and skirts should fall at mid-thigh or lower.
5. Pants, shorts, and skirts should be worn between waist and hips.
6. Shoes are to be worn at any point of time in the building.
7. Blankets are not to be brought into the building from home or elsewhere.

The responsibility for student dress and general appearance shall rest with individual students and their parent/caregiver(s). School law states that students will avoid attire bearing an expression or insignia which is obscene, lewd, vulgar or libelous, or which advocates violence or prejudice on the basis of protected classification.

The administration (or a designee) shall have the authority to require a student to change his/her attire should it be determined to impede the educational process.

(See Appendix: LSC Board Policy, J300, Section A, Rule 16d, and 18)

A student asked to change attire may be asked to do one of the following:

1. Turn his/her shirt inside out.
2. Cover clothing that does not meet expectations with additional clothing.
3. Contact parent/guardian to request that clothing meeting expectations be delivered to school.
4. Change into clothing provided by the school.
5. Accept disciplinary action that may include out of school suspension.

Personal Electronic Devices

In an effort to comply with Indiana's legislation related to cell phones in classrooms (SECTION 1. IC 20-26-5-40.7), we will be making our school a phone-free space to improve teaching and learning using a

program called [Yondr](#). Yondr has been implemented in over 2,000 schools across 16 countries to facilitate an engaged learning environment.

We believe that phones have great utility and can be used as tools when appropriate. We have also found that **learning, social behavior, and mental health improve drastically when students are fully engaged with their teachers and classmates.**

The Yondr Program utilizes a simple, secure pouch that stores a phone. Every student will secure their phone in a personally assigned Yondr pouch when they arrive at school. Students will maintain possession of their phones and will not use them until their pouches are opened at the end of the school day. Students are responsible for their Yondr pouch at all times. Students may leave their pouches at school at the end of the day or they may keep them in their backpack (they will be labeled).

If you have any questions, please do not hesitate to contact the school directly at 765-807-8550. If there is an emergency and you would like to get in contact with your child, as always: please reach out to our administrative assistant, Ms. Gail McCormick at 765-807-8550.

Students may also use electronic devices during his/her breakfast and lunch period.

Oakland Academy has made the commitment to help ALL students earn a high school diploma. In our experience, excessive or inappropriate cell phone use can diminish our ability to help students make the academic progress necessary to meet their graduation requirements. Additionally, the use of such devices can be disruptive and disrespectful to others. (See Appendix: LSC Board Policy, J300, Section A, Rule 5, 14, and 17) Inappropriate use of such devices may include, but is not limited to, the following:

- Disruption or interference of academic progress.
- Disruption of the educational process for individuals and others including being seen, heard, or used during instruction.
- Interference with the ability to communicate with others through the use of headphones or excessive volume.
- Use of photos, images, recordings or text to embarrass, humiliate, or harm others.
- Use for purposes of cheating or providing academic advantage to self or others.
- Use for purposes of threatening or intimidating others.
- Any unlawful use of such devices.

BEHAVIORAL INTERVENTIONS

Any behavior, including those related to cellphone usage, that becomes a deterrent to the academic progress of an individual student or disruptive to the learning environment of others, the following interventions may occur in any order.

- An INFORMAL WARNING (not entered in disciplinary record) is provided by any educational leader. This may be any staff member or any community partner operating in an instructional capacity.
- A FORMAL WARNING (entered in disciplinary record) is provided by any educational leader. This may be any staff member or any community partner operating in an instructional capacity.
- The student will attend an ADMINISTRATIVE CONFERENCE with the Principal or the Student Success Coordinator to review the Oakland Academic Progress Pledge.
- The student and parents and/or guardians will attend a PROBLEM SOLVING MEETING with members of the Oakland staff to review the Oakland Academic Progress Pledge.
- Chronic failure to meet cell phone use expectations and responsibilities will result in a MODIFICATION of the Oakland Academic Progress Pledge. The student and caregiver(s) must enter into a new agreement and cell phone privileges will be suspended until these new terms can be agreed upon.

The purpose of this policy is to ensure that student behavior and the use of electronic devices does not interfere with the integrity, learning, safety, and security of individuals and others within the school community. Each student and their parents and/or guardians have signed and agreed to the expectations outlined in the Oakland

Academic Progress Pledge. The Oakland Academic Progress Pledge sets forth the following descriptions and expectations for students and their parent and/or guardian regarding appropriate cell phone use.

The Oakland Academic Progress Pledge

Student Agreement:

- I pledge to use class time towards *academic progress*.
- I pledge to avoid distracting others from their *academic progress*.
- I pledge to make a commitment to my *academic progress* by respectfully complying with staff requests at all times.
- I will cooperate with Oakland staff if it becomes necessary to reduce/revoke my cell phone privileges if my cell phone becomes a distraction to my *academic progress*.
- I understand that attending Oakland is a privilege and I recognize that if I fail to make *academic progress* (approximately 10 credits per year) the freedoms offered to all Oakland students may be modified on my behalf.

Parent/caregiver Agreement:

- I make a commitment to the *academic progress* of my student by supporting Oakland Academy's behavioral expectations.
- I agree to avoid electronic communications with my student during instructional time as it distracts from their *academic progress*.
- I agree to support the school's decision to reduce/revoke cell phone privileges if the cell phone distracts my students from their *academic progress* or the progress of others.
- I agree to support the school's decision to modify my student's privileges if my student fails exercise the responsible behavior necessary to take advantage of the freedoms and opportunities available to Oakland students.

Bullying and Peer Conflict

LSC will provide a safe learning environment to learn and achieve. LSC has found that bullying causes physical and emotional harm to students, which interferes with the learning process. It's the LSC objective to create an environment free of bullying so students feel safe and supported to succeed academically, emotionally, and physically.

A student who intentionally commits, or conspires to commit, an act of harassment, intimidation or bullying against another student through the use of a land line, a cell phone, or any electronic transmission (e.g. text messaging, e-mail, IM, blog, webpage) regardless of where it is initiated, whether at a residence, a public place or on school property, during school hours or outside of the school day, may be referred to law enforcement.

Definition: IC 20-33-8-0.2 Bullying means overt repeated acts or gestures, including:

- verbal or written communications transmitted,
- physical acts committed, or
- any other behaviors committed

by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the other student

Oakland Academy aligns with the core values of the LSC, therefore bullying related issues will be addressed in full compliance with the LSC Anti-Bullying Plan (See Appendix B: The Lafayette School Corporation Anti-Bullying Plan).

Peer conflict that does not meet the bullying definition, will be addressed through *Restorative Practice* (See *Student Code of Conduct*).

Security of Valuables (including electronic devices):

Students shall be personally and solely responsible for the security of electronic devices and other valuable items brought to school. If valuables must be carried while at school, please bring them to the principal's office for safekeeping until the end of the school day. The school shall not assume responsibility for theft, loss, or damage of any valuable item that has not been properly stored in the principal's office or the unauthorized use of electronic devices. If devices are loaned or borrowed and misused by non-owners, device owners are jointly responsible for the misuse or policy violations.

Drug Free Policy

It is the policy of Oakland Academy to maintain a school zone that is free of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcohol, intoxicant or depressant of any kind, cannabidiol (CBD oil) or any paraphernalia used in connection with the listed substances. (See Lafayette School Corporation, Board Policy J300: Section A, Rule 8, 9, 10, and 11).

Tobacco-Free Environment

The Board of Trustees of the Lafayette School Corporation (IC 16-41-37-1) and Oakland Academy are dedicated to providing a healthy environment for students, staff and citizens. We believe that education has a central role in establishing patterns of behavior related to good health and supports measures to help students and staff to resist tobacco use. We recognize and support the positive impact and the importance of adult role modeling for students during their formative years in tobacco-free environment.

The tobacco-free environment shall include all buildings owned by the Lafayette School Corporation, athletic facilities and corporation-owned vehicles, which includes school buses. **All students are prohibited from using or possessing tobacco products within a school zone. This includes e-cigarettes, vaping devices, or JUULs.**

Students who smoke on school property, during school sponsored events, and during school hours, will have a tiered disciplinary procedure. Lafayette School Corporation and Oakland Academy are partnered with Tippecanoe County Youth Services Juvenile Detention Alternatives Initiative to provide education opportunities that provide discipline through the lens of learning. If a student smokes/vapes, they will be referred with a Uniform Notice (UNO) to receive this service. Students may also be suspended for continued infractions of smoking, ultimately leading to expulsion if the behavior continues.

Search and Seizure

Equipment, such as student storage areas, lockers, and desks, belongs to the school district and is permitted to be used by students as a convenience. (LSC Student use policies: Appendix I Lockers, Appendix J Vehicles, LSC Policy J492 Desks)

Student individual rights, as well as the general welfare of the school community, shall always be considered. *The school corporation reserves the right to examine contents of personal belongings (including the contents of electronic devices) brought on school property and school property used by students when there is reasonable suspicion to believe that the contents may include items or elements which are illegal to possess, have been lost or stolen, or present a threat to the health, safety, or welfare of students or staff.*

Search procedures (based on reasonable suspicion, may be random or selective)

1. A search or inspection may be conducted by the principal or her designee.
2. Searches or inspections of personal belongings or an area assigned to a student shall be made in presence of a witness. The student may or may not be present.
3. Vehicles on LSC property may be searched.

Cell phones hold no greater right to privacy than other personal belongings while in a school zone. Cell phones may be searched if there is reasonable belief that the search may yield evidence of a school policy violation. (See Lafayette School Corporation Board Policy J360: Personal Searches)

K-9 Searches

As a proactive step to promote a drug-free school environment, Oakland Academy has adopted a policy of school-wide, random drug searches using LPD and their K-9 unit. These will be conducted in the hallways and parking areas of Oakland and school personnel will be present working with local law enforcement during these searches.

Breathalyzer

Oakland Academy is committed to the promotion of healthful living and to safety and well-being of its students. Alcohol use by a student is illegal and poses a serious threat not only to his/her well-being, but also to the well-being of the entire school community. Oakland Academy believes the use of breathalyzers during school-sponsored events, whether on or off school grounds, is an acceptable deterrent to the use of alcohol by underage drinkers.

Students may be administered a breathalyzer at school-sponsored events, both on and off site, by high school administrators in order to provide a healthy and safe environment for all those in attendance. In addition, the school may administer breathalyzer tests to students attending additional school sponsored events if there is reason to believe that the use of these tests is necessary as a deterrent to the use of alcohol by students.

Breathalyzer procedures:

1. Breathalyzer will be random.
2. Breathalyzers may be conducted if reasonable suspicion exists during a school-sponsored event, both on and off site.
3. Breathalyzers will be properly calibrated and maintained in accordance with manufacturer standards.

If the students tests positive:

1. Event security will be contacted for assessment and the parent/guardian of the student will be contacted to pick up their student. Student will not be allowed to transport himself/herself.
2. Refunds will not be given and the students may be subject to further disciplinary action per the student handbook.
3. Should the student refuse to take the breathalyzer test, the administration will have enough evidence to assume the student is under the influence and parents will be contacted.

CHAPTER 5 – GENERAL INFORMATION

Accidents

Any accident occurring on school premises is to be reported to school staff. A record of each reported accident is filed in the Health Center. If a student is injured at school, the parent or guardian is responsible for any resulting medical costs. If there is question of school liability, the LSC's insurance carrier will be responsible for determining any such liability.

Alternative Education Program

As of 2023, Oakland Academy is an official Alternative Education program within the state of Indiana. Oakland is recognized as an alternative option to meet the needs of public-school students in grades 6-12 who have not been successful in the traditional setting. Being a part of the Alternative Education program provides extra funding and professional development opportunities for our staff.

Attendance 2024-2025

Indiana law (IC 20-33 Compulsory School Attendance) mandates school attendance (Sec. 27. (a) It is unlawful for a parent to fail to ensure that the parent's child attends school.). Unless officially excused, students are required to attend all scheduled classes.

NOTE: For absences related to COVID-19, please refer to Appendix F.

Student attendance and truancy prevention [ISBA Code: 4320]

It is the policy of the Board that each student enrolled in the Lafayette School Corporation shall attend school on all days scheduled, and that good attendance by students is necessary in order to ensure that a student receives the maximum benefits to be realized from his/her education.

The Board believes that parents or guardians are ultimately responsible for attendance of their children in school. While correction of absenteeism and/or tardiness problems is the responsibility of the parents or legal guardian, the school shall assist in the solution of these problems by taking steps as set forth in the student handbook.

Promptness and dependability are important values in our society and it is appropriate that they be stressed in school. All students are expected to attend school regularly and to be on time for classes in order to receive maximum benefit from the instructional program and to develop habits of punctuality, self-discipline, and responsibility.

Some Truths about School Attendance

1. Regular school attendance is a valuable characteristic.
2. There are legitimate reasons for students to miss school.
3. When a student is not in attendance, school does go on.
4. It is legitimate and proper for the school to set time limits of controllable absences from school beyond which students and their parents will be referred to an Attendance Review Committee.

Attendance Limits:

If a student accumulates ten unexcused days of absence from school during a semester, the student and a parent will be referred to the Attendance Officer or designee for appropriate action. Absences due to a disciplinary suspension will **not** count toward the **ten-day limit**.

Absences are classified into two classes: Excused and Unexcused.

Excused Absences:

The following absences are excused and do not count toward the **ten-day limit**:

- Service as a page in the Indiana Legislature (written documentation must be provided)
- Serving as a poll worker on election day or helper to a political party or candidate (written documentation must be provided)
- Active duty with the Indiana National Guard, the United States Armed Forces, or their reserve components
- Civil Air Patrol participation
- Exhibiting at or participating in the Indiana State Fair or member of the student's household (up to five days and if the student is in good academic standing)
- Court appearances with a subpoena (documentation must be provided)
- Personal illness with a note from a doctor (with doctor's office documentation and specific dates)
- Death in the immediate family (with documentation)
- Absences due to a medical or dental appointment (with doctor's office documentation and specific dates)
- School-sponsored field trips (student will be considered in attendance at school)
- College visits (no more than 2 per school year with documentation on letterhead)
- School nurse sent home

Unexcused Absences (includes truancy):

All absences not designated as Excused shall be considered as Unexcused absences. All Unexcused absences will count toward the ten-day limit.

Truant

- A student will be considered truant when the absence from school is without the knowledge and approval of a school official or parent and/or no communication from parent
- A student does not report to or leaves an assigned class without permission during the school day
- A student does not report to or return from designated location on a pass and is missing for more than 5 minutes
- A student leaves the school without pre-arranged permission and communication from a parent to the school

Excused Absences and Written Verification

Written verification must be presented for all excused absences. The written excuses must be turned into the attendance office upon the student's return to school. In the case of an absence due to a doctor's appointment or illness, for which the student is under the care of a physician, the student must present a signed and dated note from the physician's office to verify this absence.

Make-up Work

Students must make up all work missed due to an absence. It is the student's responsibility to arrange for making up the work. As a rule, the student will have the same number of days to make up the work missed as the length of the absence. In the case of a planned absence, the arrangements to determine when the work will be due should be made before the absence.

Students will not be permitted to leave school during the day without permission from the building principal or his/her designee. A student who leaves the building without the school's knowledge is considered truant.

Vacations and other Planned Absences

All absences of this nature count toward the ten-day limit. The parent or guardian should contact the Attendance office/Student Services personally to arrange for such absences. Contact must be made prior to absence.

Intervention Procedure

When a student has accumulated five (5) absences, the Attendance Officer or designee will send a letter to the parent or guardian. When the student has accumulated seven (7) absences, a parent conference will be requested. After a student has reached the ten-day limit, a violation will occur upon the next unexcused absence. This violation will result in a mandatory meeting of the parent/guardian and student with the Attendance Director or designee. The Attendance Director or designee may recommend the following:

1. Expulsion for the remainder of the semester.
2. Written contract as an individual intervention plan.

The recommendation of the Attendance Officer or designee will be presented to the principal for final determination.

HABITUAL TRUANT [ISBA Code: 4322]

1. A "Habitual Truant" is defined as a student who has ten (10) or more days of unexcused absences during any school year.
2. All students who are at least thirteen (13) years of age but less than the age of fifteen (15) years, and who are determined to be a habitual truant
 - per the definition above, are subject to Indiana law, which provides that any person who is determined to be a habitual truant as defined by school board policy cannot be issued an operator's license or learner's permit until the age of 18 years, or until the student's attendance record has improved as determined by the principal upon review of the student's record of at least once per school year.
3. The student's principal may report to the Indiana Bureau of Motor Vehicles of the student's status as a habitual truant.
4. Procedures developed for the administration of this policy shall include provisions for periodic review of all students determined to be habitual truants and their reclassification, when warranted. These procedures will be developed by the Superintendent or designee.
5. The student upon initial designation of being a habitual truant is entitled to the same statutory procedures as a student who is being expelled.
6. A student who has been designated as a Habitual Truant will not be allowed to participate or continue to participate in extracurricular activities and/or co-curricular activities.

Interventions/Consequences

The following interventions and/or consequences may be used at any time to address the needs of students who have missed classroom instruction due to excessive (unexcused and/or truancies) absences.

- Automated calls home advising of truancy
- Reprimand/warning
- Letters home to parent/s
- Conference with student
- Conference with parent
- Attendance Education Class
- Detentions – lunch and/or after school
- Friday School
- PASS (Positive Alternative to Suspension (in school suspension program).
- Out of school suspension
- Restriction of privileges
- Referral for attendance intervention services to the Tippecanoe County Youth Services Program
- Referral to community support agency
- Attendance contract
- Expulsion
- Loss of Driver's Permit

HOW TO REPORT AN ABSENCE (PARENTS AND/OR LEGAL GUARDIANS)

Parent(s) and/or guardian(s) should call our front office at any questions or concerns regarding their student's attendance. Voicemails can be left at any time of day or night to communicate absences.

It is the responsibility of the parent(s) and/or legal guardian(s) to notify the school regarding their student's absences. We cannot accept emails or text messages as means of communicating absences, they must be phone calls from the guardian.

Full Day Absences

- It is recommended that the parent(s)/guardian(s) call the day of the absence to avoid receiving an absence verification call from the school that evening.
- A call must be made within 3 school days of the absence in order to prevent the absence from being classified as truant.

Partial Day Absences

- A call to legally release a student must occur **before** the student leaves the building.
- Students must also check in with the front office when returning from an appointment.
- In **emergency situations** where departure is unplanned, a parent(s)/guardian(s) will need to come to the front office with a valid ID to release the student.

Late Arrival To School

- Students arriving less than 5 minutes late for a class must sign in before going to class and will be considered tardy. (Tardy is defined as being late for class, but not more than five minutes.)
- Students arriving more than 25 minutes late to class will be considered absent for that class period.

TARDY AND CONSEQUENCES FOR TARDINESS

(REFER TO APPENDIX A: LSC POLICY J300 – STUDENT DISCIPLINE)

The Tardy process will include the following:

- After the tardy bell has rung, faculty members will close their doors and students will not be allowed to

enter. Students who are not allowed to enter after the tardy bell are counted tardy.

- Tardy students will then be required to report to designated staff member at a designated tardy station to check in and receive a tardy pass in order to be admitted into his/her class. **STUDENTS MUST HAVE HIS/HER ID IN ORDER TO RECEIVE THE REQUIRED PASS.**
- Finally, student tardies are documented cumulatively per semester. At the beginning of each semester, students will start with a new set of tardies.
- Students caught running into class will be considered tardy and sent back out and told to obtain a tardy pass.
- Jefferson High School Staff issued passes will be honored by other staff members and administrators for admittance to class after the tardy bell.

Released Students

- Students released from all or part of the school day **must exit the building.** To remain in the building during release time, a student must have set up an appointment with a designated teacher. Students must not assume that they can stay after school with staff members unless it has been mutually agreed upon by the staff member and student's family.

Parent(s) and/or guardian(s) and students will be informed of attendance issues and concerns through:

PowerSchool – www.lafayettejeff.org / PowerSchool link non-reported absence each evening

School Messenger - automated call system – will notify you of your student's unverified absence

Email/Text - parent(s)/guardian(s) can request attendance reports be sent via email or text through PowerSchool

All parents or their designee must enter the school to pick up their student and sign-out in the general office. Please help us keep our school safe by complying with this expectation.

ATTENDANCE CODES
JEFFERSON HIGH SCHOOL/OAKLAND ACADEMY

| UNEXCUSED ABSENCES | EXCUSED ABSENCES |
|---|--|
| <u>DO count toward 10 day unexcused absences</u> | <u>DO NOT count toward 10 day unexcused absences (official documentation must be provided)</u> |
| C-Court | NE- Nurse Exempt |
| D- Doctor | DE – Doctor Exempt |
| K- College Visit | KE – College Visit Exempt |
| R- Other | RE – Other Exempt |
| Z- Funeral | ZE – Funeral Exempt |
| X- Sick | |
| TTRP – Tardy Truancy (6-25 min. late to 1 st period)- Parent reported) | |
| | |
| TRUANCY CODES | PRESENT CODES |
| <u>DO count toward 10 day unexcused and truancy absences</u> | F- School Activity |
| TTR – Tardy Truancy – 6-25 min. late to 1 st period – no reported | G – Guidance Office |
| TR – Processed Truancy | HB – Homebound |
| A-Absent/Unexcused – not reported | N – Nurse Exempt |
| | O – Office Exempt |
| | CE – Court Exempt |
| | IS – In School Suspension |
| <i>TARDY = T</i> | OS – Out of School Suspension |
| | <i>IA – In Attendance</i> |

Campus Hours/Access

Classes begin at 7:45 AM and conclude at 2:30 PM. Students will be admitted into the school building at 7:20 AM and should exit the school building by 2:40 PM unless under the supervision or by the invitation of a staff member. **Oakland Academy operates under a closed campus policy** unless a student is leaving for a school recognized field experience. All students must use the **Elizabeth Street, South entry** during school hours. Students may exit to the student parking lot on the **northwest side** of the building after school.

Oakland Academy is located on a shared campus with adult learners attending the Lafayette Adult Resource Academy (LARA). The Lafayette School Corporation is committed to student safety and every effort has been made to maintain building and campus security. Public access is restricted and student access areas are clearly marked and defined. Students are to remain in areas designated for Oakland Academy. This is particularly important at the beginning and conclusion of the school day. All students are to be picked up/dropped off in the **front** (Elizabeth Street) of the building.

Transportation

Parents/guardians are responsible for providing transportation for their student to and from school and to off campus activities. If LSC transportation is needed, parents should contact the LSC Transportation office at 765-771-6059. LSC transportation for Oakland students will run parallel to bus routes supporting JHS. The Oakland Academy schedule also accommodates for student use of *City Bus*.

Drills-Evacuation

Evacuation and fire drills are scheduled throughout the school year. Every room has a specific pattern of evacuation. All students and staff should be familiar with evacuation and drill procedures as posted throughout the building. Every month there are safety drills to practice various evacuations and responses like fire, severe weather, and lockdowns.

Pesticide Application and Registry

The Lafayette School Corporation practices Integrated Pest Management, a program that combines preventive techniques, non-chemical pest control methods, and the appropriate use of pesticides with a preference for products that are the least harmful to human health and the environment. The term “pesticide” includes insecticides, herbicides, rodenticides, and fungicides.

The school corporation offers to maintain a registry of people who wish to be notified prior to pesticide applications. This type of registry notification provides 48-hour notice when applications occur during a scheduled school day (Monday-Friday). Advance notice is not required for the following pesticide notifications:

- a) disinfectants, germicides, sanitizers, swimming pool chemicals, gel or paste bait insecticides, manufactured enclosed insecticides stations; & self-applied insect repellents;
- b) immediate student health threat situations (i.e. stinging wasps & bees);
- c) areas completely away from student-occupied buildings& areas; and
- d) those made more than 48 hours before a scheduled school day.

To be included in this registry, please complete the required form and submit to the Director of Facilities. The form can be obtained in any LSC school office, the Director of Facilities main office, 765-772-4790 or the corporation website:

LSC Website: <http://www.lsc.k12.in.us/departments/facilities/notifications/>

Law Enforcement and Security Personnel

The Lafayette School Corporation hires a School Resource Officer (SRO) to maintain security in schools. This SRO visits campus regularly. The SRO and other designees of the Lafayette Police Department receive routine training that supports the development of youths in the school setting. Beyond this training, the SRO or designees are policers sworn to uphold the law off and on school grounds. Students are encouraged to view the SRO or designee as a community resource to assist in promoting safe school environments.

QUEST

Lafayette School Corporation and Oakland work collaboratively with the Juvenile Court System. This collaboration includes the sharing of the QUEST database. Administrators may enter information regarding student attendance, discipline, grades, court-ordered probation, etc. The purpose in sharing this information between schools and the juvenile system is to support students and their families through unduplicated and timely resources.

School Sponsored Field Experiences

Permission must be granted by the principal for any school sponsored field experiences that occur outside of School Zone 1 and 2 (See *Student Code of Conduct* for definitions) or beyond the school day. Comprehensive parent release forms and medical information forms must be on file in the main office. Each student must provide an *Annual Field Trip Permission Form* and a *Medical Information and Authorization* properly signed by their parents and/or guardians before a student will be allowed to participate in any off-campus experience.

Due to the strong educational value of service learning and project based instruction, Oakland Academy students will be meeting many of their graduation requirements outside of the school zone and beyond hours of the school day. Parents and/or guardians understanding and consent will be required to support student achievement.

Volunteers and Guests

Oakland Academy has the right and responsibility to keep all occupants on the school campus safe and orderly, therefore the right of access is not automatic and exclusive.

Oakland is, however, committed to serving and improving the community in which it operates. Community volunteer organizations will be a significant component of the school experience. Parents and interested community members are encouraged to volunteer in LSC schools and many do volunteer to supervise children on field trips, in classrooms, etc. Safety of our students is the number one priority of parents and of the school district. Potential LSC volunteers must submit to an expanded criminal history check prior to being approved to volunteer. An expanded criminal history check as defined in Indiana Code 20-26-5-10 means a criminal history background check of an individual that includes but is not limited to: a search of the records maintained by all counties in Indiana in which the individual who is the subject of the background check resided; a search of the records maintained by all counties or similar governmental units in another state, if the individual who is the subject of the background check resided in another state; and a check of the sex offender registries in all fifty (50) states or the national sex offender registry maintained by the United States Department of Justice.

To make things as easy as possible for potential volunteers the LSC has a link available on its website to a company that does the necessary searches. Please go to the LSC website at www.lsc.k12.in.us and click on Community and then Volunteers and then Secure Volunteer. There is a cost involved with this background check that is assumed by the interested volunteer. Approved volunteers will receive an approval card that is good for two (2) years from the date of approval. Potential volunteers are advised to apply for a volunteer background check at least two weeks prior to wanting to volunteer.

As the safety of our students is always a primary concern, administration should be notified in advance, when possible, and the purpose of the visit should be clearly stated. All volunteers are expected to enter through the main entrance, register, and provide identification in the main office, and properly display a volunteer badge while working with students. Volunteers are expected to sign out and return their guest badge when they leave. All students should welcome volunteers and guests, treating them with the respect afforded any member of the school community. They are an essential part of the Oakland learning community.

Health Services

Lafayette School Corporation and Oakland Academy are committed to the development of the whole student. This commitment includes staffing a student Health Center. Oakland Academy shares a nurse with Jefferson High School who has set and scheduled staffing hours. If a student needs medical assistance outside of those hours, a digital meeting can be scheduled between the student and a nurse at Jefferson High School.

In order for the Health Center to fully serve students, parents are expected to communicate the following:

- Timely changes in contact information
- Current Emergency contacts
- All medical or health related issues impacting a student including current immunizations

Doctor's orders, treatments, medication use, and special dietary considerations must be on file in the Health Center. Caregivers must also provide written permission for the administration of non-prescription medications. Students may provide non-prescription medications to be administered during the school day as directed. Oakland Academy is not permitted to provide any non-prescription medications to students. All prescription and non-prescription medications must be stored and used in the health center. (Appendix K LSC Medication Policy)

Food Services - Breakfast and Lunch

Breakfast and lunch will be made available to all students during the school day. For safety and public health reasons, students are permitted to eat in the cafeteria and the commons area. The school cafeteria, *The Dream Cafe*, will provide a variety of wholesome foods that may be paid through the student's cafeteria account. Lafayette School Corporation has a partnership with Chartwells to provide nutritious and delicious options for students to eat for breakfast and lunch.

Meal Payments

Meal Payment information is as follows:

- **Checks**: All checks should be made out to Oakland Food Service and should include the student name on the memo line.
- **Cash**: Deposits can be made directly through food service or the general office.
- **Online**: Payments may be made through *Prepayment Plus* on the district website.
- **Charging**: Charging meals is not permitted. Students who are unable to purchase a meal, for whatever reason, should contact a staff member.
- **Free and Reduced Meals**: Information regarding free and reduced breakfast/lunch is available on the district website and all students who may be eligible are encouraged to apply. Application for free and reduced meals is embedded in the annual LSC registration process at the beginning of each school year. Physical application forms can also be found at the front office.
- All meal accounts must be paid in full before students receive their diplomas.

Outside Vendors and Food Delivery

Due to safety concerns regarding building security, delivery from outside food vendors will not be permitted. Students who place orders for food understand that delivery persons will not be admitted to the building and any previous payment will be forfeit.

Any parent and/or caregiver that may be providing food for a student must do so within the time allotted for the lunch period and only with prior approval from the administration. Parent/caregivers may call the general office to make arrangements. Parents/caregivers should not provide food or snacks for students during the school day as it distracts from the learning environment. All food delivered by a parent and/or caregiver must be consumed during meal times and no money can be exchanged for purchases during the school day.

Rental and Fee Policy

The Lafayette Board of School Trustees authorizes a rental and fee program for providing educational materials and meals. Fees are assessed at the beginning of the year and the administration will be empowered to collect all unpaid fees by methods that may include the use of collection agencies or legal action in court. **All rental fees and meal accounts must be paid before students receive their diplomas.**

Special Education

Every child has the right to a free, appropriate public education – even a child with the most severe disability. This right was established in the Individuals with Disabilities Education Improvement Act (IDEA). In Indiana, Article 7 governs and implements IDEA. Children with special educational needs in our school corporation are served by Greater Lafayette Area Special Services (GLASS). GLASS is a cooperative program with the Lafayette School Corporation, Tippecanoe School Corporation, and West Lafayette School Corporation. If you believe your child might qualify for special services, please contact the school principal or counselor.

Re-Application

Oakland Academy is a program that provides an environment where students can complete credits through a self-paced nature. However, self-pace does not mean no pace. Students who have not shown sufficient academic progress over the course of a year at Oakland Academy will need to re-apply through a reflection meeting with the principal, teacher, and guardians. The administration will have the ultimate say in return for the student. If a student is not recommended for re-enrollment, Jefferson High School will be that student's Free and Appropriate Education option.

Appendix A: LSC Policy J300-Student Discipline

STUDENT DISCIPLINE

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 discipline a student. In this event and in accordance with the provisions of I.C. 208.1-5.1, administrators and staff members may take the following actions:

- 1. REMOVAL FROM CLASS OR ACTIVITY - TEACHER:** A teacher may remove a student from his/her class 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 ten (10) school days.
- 3. EXPULSION:** A student may be expelled for a period no longer than the remainder of the current semester plus the following semester, with the exception of possession of a firearm, destructive device, or a deadly weapon listed under the Grounds for Suspension or Expulsion, which may result in an expulsion period of at least one calendar year.
- 4. FORCE AND RESTRAINT:** Force and restraint which is reasonable and necessary is permissible.

GROUND FOR SUSPENSION OR EXPULSION:

The grounds for suspension or expulsion listed in section A. below 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;
- c. Traveling to or from school or a school activity, function, or event; or
- d. During summer school.
- e. Using property or equipment provided by or belonging to the school.

A. Misconduct and/or Disobedience

Examples of student misconduct and/or disobedience for which a student may be suspended or expelled include, but are not limited to:

1. Using violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or other 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 rule:
 - 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 the 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. Intentionally making noise or acting in any manner so as to interfere with the ability of any teacher or any other person to conduct or participate in an education function.

2. Causing or attempting to cause damage to school property, stealing or attempting to steal school property.

3. Causing or attempting to cause damage to private property, stealing or attempting to steal private property.

4. Causing or attempting to cause physical injury or 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 constitute a violation of this rule.

5. Any student who overtly or covertly participates in repeated acts or gestures, including verbal or written communications transmitted; physical act committed; or any other behaviors committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the other student. This includes bullying and/or racial and/or sexual harassment. Bullying includes cyberbullying which takes place on or immediately adjacent to school grounds, at any school sponsored activity, or on school provided transportation or at any official school bus stop, through the use of the district's Internet system while on or off campus, through the personal use of a personal digital device on campus, or off campus activities that cause or threaten to cause a substantial disruption at school.

6. Failing to report the actions or plans of another person to a teacher or administrator where those actions or plans, if carried out, could result in harm to another person or persons or damage property when the student has information about such actions or plans.

7. Possessing, handling, or transmitting a knife or any object that can reasonably be considered a weapon, is represented to be a weapon, or looks like a weapon.

8. Possessing, using, transmitting, or being under the influence of any controlled substance, prescription drug, narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, intoxicant or depressant of any kind, or any paraphernalia used in connection with the listed substances. Also prohibited is the consumption of any of the stated substances before attending school or a school function or event. Exception to Rule 8: a student with a chronic disease or medical condition may possess and self-administer prescribed medication consistent with the provisions outlined in Lafayette School Corporation policy J700.

9. Possessing, using, 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.

10. Possessing, using, transmitting, or being affected by caffeine-based substances, substances containing phenylpropanolamine (PPA), or stimulants of any kind, be they available with or without a prescription.

11. Engaging in the 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.

12. Failing in a 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.

13. Falsely accusing any person of sexual harassment or violating a school rule and/or state or federal law.
14. Engaging in any activity forbidden by the laws of Indiana that constitutes an interference with school purposes or an educational function.
15. Aiding, assisting, or conspiring with another person to violate these student conduct rules and/or state or federal law.
16. Violating any rules that are reasonably necessary in carrying out school purposes or an educational function, 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. engaging in speech, conduct, or behavior, including clothing, jewelry or hair style, which is profane, indecent, lewd, vulgar, offensive, disruptive to school purposes, or interferes with the educational environment. This includes racial and/or sexual harassment.
17. Using on school grounds during school hours an electronic paging device or a hand held portable telephone in a situation not related to a school purpose or education function or emergency. A Parent(s) /Guardian(s) allowing students to carry electronic devices to school implies permission to the school to have access to any and all information on the device if confiscated for disciplinary or investigative purposes.
18. Exhibiting or participating in any behavior related to criminal organization membership or affiliation, recruiting or furthering the interest of criminal organizations, or possessing, using, distributing, displaying, wearing, or selling anything deemed to be evidence of criminal organization membership or affiliation.
19. Possessing, using, transmitting, or selling tobacco.

B. Possessing a Firearm or a Destructive Device

1. No student shall possess, handle or transmit any firearm or a destructive device on school property.
2. The following devices are considered to be a firearm under this rule:
 - a. any weapon which will or is designed to or may readily be converted to expel a projectile by the action of an explosive
 - b. the frame or receiver of any weapon described above
 - c. any firearm muffler or firearm silencer
 - d. 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 explosive or incendiary charge of more than one-quarter ounce, mine, or any similar device
 - e. any weapon that will, or that may readily be converted to, expel a projectile by the action of an explosive or other propellant.
 - f. any combination of parts either designed or intended for use in converting any device into any destructive device in the two immediately preceding examples, and from which a destructive device may be readily assembled

g. an antique firearm

h. a rifle or shotgun which the owner intends to use solely for sporting, recreational, or cultural purposes

3. For the purposes of this rule, a destructive device is:

a. an explosive, incendiary, or over pressure device that is configured as a bomb, a grenade, a rocket with a propellant charge of more than four ounces, a missile having an explosive or incendiary charge of more than one-quarter ounce, a mine, a Molotov cocktail or a device that is substantially similar to an item described above,

b. a type of weapon that may be readily converted to expel a projectile by the action of an explosive or other propellant.

c. a combination of parts designed or intended for use in the conversion of a device into a destructive device. A destructive device is NOT a device that although originally designed for use as a weapon, is redesigned for use as a signaling, pyrotechnic, a line throwing, safety, or similar device.

4. The penalty for possession of a firearm or destructive device: suspension for up to ten (10) days and expulsion from school for at least one calendar year with the return of the student to be at the beginning of the first semester after the one year period. The length of the expulsion may be reduced by the superintendent if the circumstances warrant such reduction.

5. The superintendent shall notify the county prosecuting attorney's office when a student is expelled under this rule.

C. Possessing a Deadly Weapon

1. No student shall possess, handle or transmit any deadly weapon on school grounds.

2. The following devices are considered to be deadly weapons as defined in I.C. 35-41-1-8:

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

b. an animal readily capable of causing serious bodily injury and used in the commission or attempted commission of a crime.

3. The penalty for possession of a deadly weapon: up to ten (10) days suspension and expulsion from school for a period of not more than one calendar year.

4. The superintendent shall notify the county prosecuting attorney's office when a student is expelled under this rule.

D. Unlawful Activity

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 the weekend, holidays, other school breaks, and the summer period when a student may not be attending classes or other school functions.

E. Legal Settlement

A student may be expelled if it is determined that the student's legal settlement is not in the attendance area of the school where the student is enrolled.

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 of the evidence against the student will be presented; and,
 - c. 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 parent or guardian of a suspended student 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) recommends to the superintendent (or designee) that a student be expelled from school, the following procedures will be followed:

1. The superintendent (or designee) may conduct an expulsion meeting, or may appoint one of the following persons to conduct the expulsion meeting:
 - a. legal counsel
 - b. a member of the administrative staff who did not expel the student and was not involved in the events giving rise to the expulsion.
2. An expulsion will not take place until the student and the student's parent or guardian are asked to appear at an expulsion meeting conducted by the superintendent or the person designated above. Failure by a student or a student's parent or guardian to appear at this meeting will be deemed a waiver of rights administratively to contest the expulsion or to appeal it to the school board.
3. The request to appear at the expulsion meeting will be in writing, delivered by certified mail or by personal delivery, and contain the reasons for the expulsion and the date, time, place, and purpose of the meeting.

4. At expulsion meeting, the principal (or designee), will present evidence to support the charges against the student. The student or parent will have the opportunity to answer the charges against the student, and to present evidence to support the student's position.

5. If an expulsion meeting is held, the person conducting the expulsion meeting will make a written summary of the evidence heard at the meeting, take any action found to be appropriate, and give notice of the action taken to the student and the student's parent.

The student or parent has the right to appeal the decision of the person conducting the expulsion meeting to the school board within ten (10) days of the receipt of notice of the action taken.

The student or parent appeal to the school board must be in writing. Upon receipt of the written request the governing body shall meet to consider the written summary of evidence and the arguments of the principal and the student or the student's parent regarding the expulsion. This appeal process shall be limited to the scope of review described immediately heretofore.

Legal Reference: 20 U.S.C. 8001
 20 U.S. C. 8002
 I.C. 20-8.1-5.1-1 et esq.
 I.C. 35-47.5-2-4
 I.C. 35-41-1-8
 I.C. 35-47-1-5
 SEA 285

Date Adopted May 12, 1980 Date Revised: November 14, 1983; July 8, 1991; November 13, 1995; July 7, 1997; March 13, 2000; June 13, 2005; September 12, 2005; August 28, 2006; June 9, 2008

Appendix B: LSC Anti-Bullying Plan

Lafayette School Corporation

Anti-Bullying Prevention, Procedures, and Plan

Mission Statement: The Lafayette School Corporation (LSC) believes that bullying can be prevented with the proper education and implementation of strategies.

Purpose: LSC will provide a safe learning environment to learn and achieve. LSC has found that bullying causes physical and emotional harm to students, which interferes with the learning process. It's the LSC objective to create an environment free of bullying so students feel safe and supported to succeed academically, emotionally, and physically.

Scope: The Anti-Bullying Plan protects students against bullying and harassment based on race, gender, religion, nationality, disability, ability, and orientation. According to IC-20-33-8-13.5, bullying is not tolerated:

- on school grounds immediately before or during school hours; immediately after school hours, or at any other time when the school is being used by a school group;
- off school grounds at a school activity, function, or event;
- traveling to or from school or a school activity, function, or event;
- using property or equipment provided by the school; or
- through the use of data or computer software that is accessed through a computer, computer system, or computer network of LSC.

Definition: IC 20-33-8-0.2 Bullying means overt repeated acts or gestures, including:

- verbal or written communications transmitted,
- physical acts committed, or
- any other behaviors committed

by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the other student.

LSC Bullying Categories:

Cyber bullying- Cyber bullying is bullying that takes place online, through either email, chat rooms, social networking services, text messages, instant messages, website postings, blogs, or a combination of means. Cyber bullies may conceal their identity so that their victim experiences an anonymous attack. The content of cyber bullying can consist of all of the types of content mentioned in emotional bullying above, including posting insulting and derogatory comments about someone or sending such comments to someone; sending mean or threatening messages; gossiping about someone online including posting sensitive or private information; impersonating someone in order to cast that person in a bad light; and excluding someone from an online page or group. Unwanted contact, also known as harassment, is another form of cyber bullying.

Verbal/emotional bullying- Emotional bullying is bullying that involves factors other than physical interaction, such as insults, derogatory remarks, name calling, and teasing. Also included are attempts to ostracize the victim, such as being left out or ignored, which is sometimes referred to as social bullying, as distinguished from verbal bullying. Emotional bullying could also take the form of purposely

misplacing or hiding someone's belongings. Emotional bullying can be done in person or through cyber bullying.

Physical bullying- is bullying that takes the form of physical abuse, such as pushing, shoving, hitting, fighting, spitting, and tripping. Threats of physical harm and attempts to force people to act in ways they would prefer not to are also included.

Sexual harassment/sexual bullying- repeated unwelcome verbal or physical acts that are of a sexual nature that make the victim uncomfortable or unsafe.

Racial bullying- repeated unwelcome verbal or physical acts that are of a racial nature that make the victim uncomfortable or unsafe.

Religious bullying- repeated unwelcome verbal or physical acts that are of a religious nature that make the victim uncomfortable or unsafe.

- pack bullying (large groups) will be noted under any of the above categories

Choice Language:

- Bullying- An intentional, repeated, unwanted, intimidating behavior.
- Conflict- A disagreement or argument.
- Resolution- A decision or solution to a conflict.
- Retaliation- An action that is given in return to an offense.
- Cyber bullying: Online social cruelty using cellphones, computers, or other electronic devices to humiliate, harass, embarrass, or taunt someone with words or images. It may include social-emotional threats or threats of violence.
- Harassment- To be tormented.
- Sexual Harassment- Repeated comments or gestures of a sexual nature, or unwanted sexual contact.
- Teasing- To make fun or provoke someone.
- Hazing- To force someone to participate in unwanted tasks.
- Bystander/Witness- A person that witnesses an event or action, but doesn't take part in the event or action.

Investigations: The investigation should take place at least within three (3) days of receiving a misconduct report (see Appendix A). The investigation should be completed at least within ten (10) days of receiving the misconduct report.

Step 1: Student that is being bullied must identify the initiator, incident, and any witnesses.

Step 2: Appropriate school personnel will conduct an investigation and interview the person being bullied, the initiator, and all witnesses.

Step 3: Research will be done to see if there are any patterns of behavior.

Step 4: School personnel will assess the effects of the incident in correlation of safety and to ensure that no one's civil rights are being violated and determine whether or not the incident is bullying. If it is bullying, the Anti-Bullying plan will be implemented which will also consist of steps 6-9.

Step 5: School officials will determine consequences.

Step 6: In conjunction with step 6, school officials will notify the parents of the victim, the parents of the initiator, and if appropriate, Lafayette Police Department, of the incident.

Step 7: All details of the investigation and/or administrative actions will be documented in PowerSchool.

Step 8: Within thirty (30) days, school administration or their designee should conduct follow up inquiries to see if there have been any new incidents. If so, there will be further action in order to prevented repeated incidents.

Interventions for faculty and staff: The following are ways the faculty and staff can intervene with bullying. Note, LSC faculty and staff members would violate the Civil Rights statutes (Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and Title II of the Americans with Disabilities Act of 1990) if they fail to respond or investigate a bullying situation that leads to a hostile environment. It is a faculty or staff member's legal obligation to address bullying under these laws, and to follow the investigative steps when it does occur.

Step 1: Intervene in the situation.

Step 2: Notify school administration.

Step 3: Cooperate in the investigation.

Education for students: Grade level education as appropriate will be given at the various levels. Elementary school counselors will provide classroom instruction on what bullying is, how to report bullying, and strategies for kids. Middle and Secondary schools will provide education on how to report bullying. Teachers and counselors will be trained on Indiana law and LSC's anti bullying procedures.

Education for teachers: Classroom teachers and school support staff will receive annual training on bullying and LSC's anti bullying plan.

Consequences for students who are exhibiting bullying behavior: Recognizing that bullying is disruptive and interferes with the schools purposes or educational functions of LSC, school officials will discipline students for bullying as deemed necessary. This is in accordance with the provisions of IC-20-33-8-14 and LSC progressive discipline practices.

Interventions for bullied students/bullying students: Schools will attempt, whenever possible, to first try interventions with bullied or bullying students and/or refer students to the Problem Solving/RTI Building level teams.

First Reported Offense: Student will meet with a counselor/administrator and will be advised of potential consequences. The incident will be logged and parent/guardian will be notified via written notification or phone call.

Each Additional Reported Offense: Student will be referred to administration. Incident will be logged and further action will be taken. Depending on the severity of the reported incident and other related factors, suspension may result at any point in the process. Suspension is defined according to IC-20-33-8-7 as any disciplinary action that does not constitute an expulsion, whereby a student is separated from school for a period not more than ten (10) school days. Expulsion, as defined by IC-20-33-8-3, is when a student is separated from school attendance for a period exceeding ten (10) school

days. When expelled, a student could be assigned to attend an alternative school, an alternative educational program, or a home bound educational program. False accusers of bullying will have appropriate consequences as deemed by the administration.

Resources: The following resources are available to help prevent, address, and potentially resolve bullying:

- DARE: (765) 807-1200
- School security guards
- Health classes offered in school
- Core curriculum classes in school
- Kids First: (765)474-0758 or Tippkidsfirst@aol.com
- PBIS
- <http://www.stopbullying.gov/resources/index.html/>
- School counselors/classroom teachers
- Student Council or Student Ambassadors
- Crisis Hotline: (765) 742-0244 or lafayettecrisiscenter.org
- Suicide Prevention Hotline: 1 (800) 784-2433
- Big Brothers Big Sisters of Wabash Valley (765) 446-2227 or bbbslaf.org
- Wabash Valley School Based Case Management
- Lafayette Police Department: (765) 807-1200
- School Problem Solving/RTI team
- School Safety Task Force: According to IC-5-2-10.1-12, each school within LSC shall establish a safe school task force to address school violence, bullying, and other issues that prevent the maintenance of a safe school. The task force will be established and led by the school safety specialist or school administrator.

For additional resources, please call 765-771-6000

Bullying

Bullying committed by students toward other students is strictly prohibited. Engaging in bullying conduct described in this rule by use of data or computer software that is accessed through any computer, computer system, computer network, or cellular telephone or other wireless or cellular communication device, is also prohibited.

For purposes of this rule, bullying is defined as overt, unwanted, repeated acts or gestures, including verbal or written communications or images transmitted in any manner including electronically or digitally, physical acts committed, aggression, or any other similar 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:

- places the targeted student in reasonable fear of harm to the targeted student's person or property;
- has a substantially detrimental effect on the targeted student's physical or mental health;
- has the effect of substantially interfering with the targeted student's academic performance; or
- 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.

This rule may be applied regardless of the physical location of the bullying behavior when a student committing bullying behavior and the targeted student attend a school within the school corporation and disciplinary action is reasonably necessary to avoid substantial interference with school discipline or prevent an unreasonable threat to the rights of other students to a safe and peaceful learning environment.

Any student or parent who has knowledge of conduct in violation of this rule or any student who feels he/she has been bullied in violation of this rule should immediately report the conduct to the school administrator who has responsibility for all investigations of student misconduct including bullying. A student or parent may also report the conduct to a teacher or counselor who will be responsible for notifying the school administrator. This report may be made anonymously.

The school administrator shall investigate immediately all reports of bullying made pursuant to the provisions of this rule. Such investigation must include any action or appropriate responses that may be taken immediately to address the bullying conduct wherever it takes place. The parents of the alleged perpetrator and the targeted student(s) shall be notified of the reported bullying incidents within five business days of the report of such incidents and on a regular, periodic basis of the progress and the findings of the investigation and of any remedial action that has been taken. During the investigation, the school's priority will be the safety of the victim. The investigation may include a determination of the severity of the bullying incident(s) and whether the transfer of the alleged perpetrator or victim to another school within the school corporation is warranted.

The school administrator will be responsible for working with the school counselors and other community resources to provide information and/or follow-up services to support the targeted student and to educate the student engaging in bullying behavior on the effects of bullying and the prevention of bullying. In addition, the school administrator and school counselors will be responsible for determining if the bullying behavior is a violation of law required to be reported to law enforcement under Indiana law based upon their reasonable belief. Such determination should be made as soon as possible and once this determination is made; the report should be made immediately to law enforcement.

False reporting of bullying conduct as defined in this rule by a student shall be considered a violation of this rule and will result in any appropriate disciplinary action or sanctions if the investigation of the report finds it to be false.

A violation of this rule prohibiting bullying may result in any appropriate disciplinary action or sanction, including suspension and/or expulsion.

Failure by a school employee who has a responsibility to report bullying or investigate bullying or any other duty under this rule to carry out such responsibility or duty will be subject to appropriate disciplinary action, up to and including dismissal from employment with the school corporation.

Counseling, corrective discipline, and/or referral to law enforcement will be used to change the behavior of the perpetrator. This includes appropriate intervention(s), restoration of a positive climate, and support for victims and others impacted by the bullying.

Educational outreach and training will be provided to school personnel, parents, and students concerning the identification, prevention, and intervention in bullying. Parents will be allowed to review any or all materials used in the school corporation's bullying and/or suicide prevention programs.

All schools in the corporation are encouraged to engage students, staff and parents in meaningful discussions about the negative aspects of bullying. The parent involvement may be through parent organizations already in place in each school.

The superintendent or designee will be responsible for developing detailed administrative procedures consistent with the Indiana Department of Education guidelines for the implementation of the provisions of this rule.

LEGAL REFERENCE: I.C. 20-33-8-0.2

I.C. 20-33-8-13.5

Board Adopted: DATE

Appendix C: MCKINNEY- VENTO HOMELESS STUDENT STATEMENT OF RIGHTS

MCKINNEY-VENTO HOMELESS STUDENT STATEMENT OF RIGHTS

The National Center for Homeless Education has broadened the definition of a homeless student to include any student lacking a fixed, regular and adequate nightly residence. The definition of homeless now includes those living in a shared residency situation, those living in shelters, those living in motels or hotels or campgrounds, and those unsheltered. It also includes students who are unaccompanied and are not living with their parents or a guardian.

As parents raising children while trying to manage the difficulties of homelessness, the last thing you want to worry about is your children's education. The McKinney-Vento Act was created to give your children some rights as you navigate your way to a permanent housing situation. Your children's rights include:

- **The right to enroll immediately, even if you don't have all the required paperwork.** Schools normally require parents to have birth certificates, proof of residency, school records, and medical records with them when they enroll their children. If you are experiencing one of the housing situations covered by the McKinney-Vento Act, then you can enroll your children without these documents, although you may need to get some of them later.
- **The right to school placement at the school in their best interest.** Your children may go to the school they attended when they were permanently housed, also called their school of origin, even if you are not staying in that district. Alternatively, your children may attend the school where you are temporarily staying. This right lasts the entire duration of your homelessness or until the end of the school year after you achieve permanent housing.
- **The right to transportation services.** Schools must provide your children with transportation to their school, if feasible, until you get permanent housing. Parents who need this service for their children should request it from the McKinney-Vento Liaison.
- **The right to other services.** The fees for breakfast and lunch provided by the school, as well as the fees for textbooks, should be waived for your children. They also are automatically eligible for Title I services which may include before- and after-school programs, tutoring programs, or other assistance with the cost of class field trips etc..
- **The right to appeal decisions regarding enrollment and services.** If the school district makes a decision about your child's school enrollment or the services that your child receives (such as transportation) that you disagree with, you have the right to appeal that decision. The school's McKinney-Vento Liaison should be contacted immediately to assist you with the appeal. While the dispute with the school district is being resolved, your child has the right to attend the school or receive the services in question.
- **The right to attend school and school activities without the fear of being singled out.** Children in unstable housing situations cannot be separated from their peers just because of their housing situation. They have the right to attend school and participate in extracurricular activities just like any other student.

The school corporation does have the right to verify all student addresses.

Who can help?

All school corporations must have at least one McKinney-Vento Liaison. The liaison's role is to help families in homeless situations with school related issues. For example, the liaison can help with problems related to enrollment, request transportation on behalf of the children, help obtain immunizations or immunization records and birth certificates, and help mediate disputes with the school district. **Liaisons also help youth without parents or guardians.**

The Lafayette School Corporation McKinney-Vento Liaison is John Layton. He can be reached at jlayton@lsc.k12.in.us or by calling 765-771-6000.

**APPENDIX D:
LAFAYETTE SCHOOL CORPORATION
COMPLIANCE PLAN
FOR
SECTION 504 OF THE REHABILITATION
ACT OF 1973**

**LAFAYETTE SCHOOL CORPORATION
COMPLIANCE PLAN
FOR
SECTION 504 OF THE REHABILITATION ACT OF 1973**

The **Compliance Plan** serves students, parents, employees, and applicants for employment, patrons, and programs within the LAFAYETTE SCHOOL CORPORATION, hereinafter referred to as LSC.

1. LSC assures students, parents, employees, applicants for employment, and patrons that it will not discriminate against any individual.
2. For questions pertaining to Section 504 compliance, please contact your student's building administrator.
3. Parents are provided procedural safeguards, which are included in the "Notice of Disabled or Who Are Believed To Be Disabled."
4. An impartial due process hearing and review (appeal) are provided upon request. Procedures are detailed in the "Notice of Parent/Student Rights In Identification, Evaluation, and Placement of Individuals Who Are Disabled or Who Are Believed To Be Disabled."
5. Notice to students, parents, employees, and general public of non-discrimination assurances and parent/student rights in identification, evaluation, and placement will be disseminated annually in the following manner:
 - a) Public service announcement in local newspapers;
 - b) Announcement in local school systems; and,
 - c) Posted notice in each public school building.

Additionally, the notice will be included in the professional handbook and disseminated to each principal for inclusion in each student/parent handbook.

6. LSC has established the following local grievance procedure to resolve complaints of discrimination (*These procedures parallel those outlined in The Family Educational Rights and Privacy Act [FERPA].*):
 - a) An alleged grievance under Section 504 must be filed in writing fully setting out the circumstances giving rise to such grievance.
 - b) Such claims must be made in writing and filed with your student's building administrator.

- c) A hearing will be conducted according to the procedures outlined in the regulations implementing the Family Educational Rights and Privacy Act (FERPA).
 - d) The Section 504 Coordinator will appoint a hearing officer who will conduct the hearing within a reasonable time after the request was received.
 - e) The Section 504 Coordinator shall give the parent, student, employee, applicant, or patron reasonable advance notice of the date, time, and place of the hearing.
 - f) The hearing may be conducted by any individual, including an official of the local school district, who does not have a direct interest in the outcome of the hearing.
 - g) The local school district shall give the parent, student, employee, applicant, or patron full and fair opportunity to present evidence relevant to the issues raised. The grievant may, at their own expense, be assisted or represented by individuals of his or her choice, including an attorney.
 - h) The local school district shall make its decision in writing within fifteen (15) days after the hearing.
 - i) The decision must be based solely on the evidence presented at the hearing and shall include a summary of the evidence and reasons for the decision.
7. LSC will conduct an extensive annual "Child Find" campaign with the goal to locate and identify all Section 504 qualified individuals with disabilities (ages 0 to 21) who reside within the participating school districts.
 8. LSC will inform all individuals with disabilities and their parents or guardians of the district's responsibilities and procedural safeguards under Section 504, as well as those under Indiana Article 7-- Special Education Regulations and the Individuals with Disabilities Education Act (IDEA) of 1997.
 9. LSC will seek to identify individuals with disabilities in our community that wish to receive access to our facilities, activities, programs, and services.
 10. LSC will notify the community of our responsibilities according to the Americans with Disabilities Act (ADA) with regard to recruitment, advertisement, application, and employment.

**APPENDIX E:
LAFAYETTE SCHOOL CORPORATION
POLICY J700
ADMINISTRATION
OF
MEDICATION
AT SCHOOL**

LSC POLICY J700 – ADMINISTRATION OF MEDICATION AT SCHOOL

With the exception of medications, which may be administered by a school nurse or trained first responder during a life-threatening emergency, no medication shall be administered to a student without the written and dated consent of the student's parent or guardian. The consent of the parent or guardian shall be valid only for the period specified on the consent form and in no case longer than the current school or program year. All nonprescription medicine to be administered to a student must be accompanied by a statement describing the medicine, the dosage, and the time for it to be administered to the student. All prescription medicine, including injectable medicine and all blood glucose tests by finger prick to be administered to a student must be accompanied by a physician's prescription, a copy of the original prescription and the pharmacy label. If the medication is to be terminated prior to the date on the prescription, the written and dated consent or withdrawal of consent of the parent or guardian is required. The written consent of the parent or guardian and the written order of the physician shall be kept on file. All prescription and non-prescription medications to be administered at school or school functions must be FDA approved.

Medication shall be administered in accordance with the parent's statement (in the case of nonprescription medicine) or the physician's order (in the case of prescription medicine) only by a school nurse or other employee(s) designated in writing by the school principal unless the medical condition requires the student to self-administer the medication. All administration of medicine shall be documented in writing. Any designated employee who is responsible for administering injectable insulin or a blood glucose test by finger prick shall receive proper training and such training shall be documented in writing.

Students may be administered non-FDA approved medications or treatments (such as CBD oils) under the following conditions:

1. Parent/Guardian will provide prescription from Health Care Provider(as stated above)
2. Parent/guardian or designated adult (not the School Nurse or LSC employee) must administer the prescribed dosage to the student.
3. Parent/Guardian or designated adult (not the School Nurse or LSC employee) must maintain possession of the medication. The medication will not be stored on school grounds.
4. Parent/Guardian or designated adult (not the School Nurse or LSC employee) will administer the prescribed non-FDA approved medication in the school health center.
5. Parents/Guardians may submit in writing a list of other adults that may come to the school to administer the dosage of the medication (This list should be specific with names, dates, dosage and time) including parental signature.

Students may possess and self-administer medication if the following conditions are met:

1. The student's parent has filed an authorization with the student's principal for the student to possess and self-administer the medication. The authorization must include the statement described in part (2).
2. A physician states in writing that:
 - a. the student has an acute or chronic disease or medical condition for which the physician has prescribed medication.
 - b. the student has been instructed in how to self-administer the medication; and
 - c. the nature of the disease or medical condition requires emergency administration of the medication.

The authorization and statement described in (1) and (2) above must be filed with the student's principal annually. Medication that is possessed by a school for administration during school hours or at school functions for a student may be released to:

1. the student's parent or guardian; or
2. an individual who is:
 - a. at least eighteen (18) years of age; and
 - b. designated in writing by the student's parent to receive the medication.

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

A school may send home medication that is possessed by the school for administration during school hours or at school functions with a student only if the student's parent provides written permission for the student to receive the medication.

Whenever practical and foreseeable, the administration shall work with the school physician and school nurse to develop an appropriate protocol(s) for the use of medication(s) in emergency situations.

Legal Reference: I.C. 20-19-2

I.C. 20-35-2-1

I.C. 34-4-1-16.5-3.5

511 IASC 7-6-7

I.C. 20-33-8-13

I.C. 20-34-3-18

Date Adopted: August 14, 1995 **Date Revised: August 13, 2001; July 11, 2005; May 12, 2008; February 2019**

APPENDIX F:
Response to Coronavirus (COVID-19)

APPENDIX F

Response to Coronavirus Disease (COVID-19)

The Lafayette School Corporation, working together with the Tippecanoe County Health Department, has an important role in protecting vulnerable students and staff to help ensure they have safe and healthy environments in which to learn and work. All decisions regarding school-based strategies (i.e.: dismissals, closures, social distancing measures, etc.) are made locally in collaboration with the local health department.

Although evidence shows most children who are infected with COVID-19 display mild symptoms, some children may develop serious illness, especially those children at risk because of underlying health issues. Parents/Guardians should have discussion with their child's primary healthcare provider to determine if remote learning is appropriate until an adequate immunization can take place. The same recommendation is made to staff who are 65 years or older or who have underlying health issues.

The Lafayette School Corporation is prepared to respond to COVID-19 cases when they occur in its facilities. This includes reporting systems, decision-making process regarding closures, disinfecting, etc.

A student, teacher, administrator, or other staff is encouraged to self-screen before coming to school. Anyone who has one or more of the symptoms for COVID-19 infection should stay home and consult their primary healthcare provider. The symptoms include the following:

- A fever of 100.4°F or greater
- Cough
- Loss of appetite, nausea, vomiting, or diarrhea
- Shortness of breath or difficulty breathing
- Chills
- Repeated shaking with chills
- Muscle pain
- Headache
- Sore throat
- New loss of taste or smell

Students and staff will be excluded from school if they test positive for COVID-19 or display one or more of the above symptoms based on Centers for Disease Control (CDC) guidance that is not otherwise explained.

Return to School After Exclusion

Once a student or employee is excluded from the school environment, they may return if they satisfy the recommendations of the CDC. Currently those guidelines are:

Untested

Persons who have not received a test proving or disproving the presence of COVID-19 but experience symptoms may return if the following three conditions are met:

- They have not had a fever for at least 72 hours (that is three full days of no fever without the use of medicine that reduces fevers); and
- Other symptoms have improved (for example, when your cough or shortness of breath have improved); and
- At least 10 calendar days have passed since your symptoms first appeared.

Tested Positive- Symptomatic

Persons who experienced symptoms and have been tested for COVID-19 may return to school if the following conditions are met:

- The individual no longer has a fever (without the use medicine that reduces fevers); and
- Other symptoms have improved (for example, when your cough or shortness of breath have improved); and
- At least 10 calendar days have passed since symptoms first appeared; or
- The individual has received two negative tests at least 24 hours apart.

Tested Positive- Asymptomatic

Persons who have not had symptoms but test positive for COVID-19 may return when they have gone 10 calendar days without symptoms and have been released by the student's healthcare provider.

Tested Positive- Impact on School Operations

The Lafayette School Corporation will work closely with the local health department to determine if school closure is appropriate.

Even without symptoms, if a student or employee has recently had contact with a person with a suspected or confirmed case of COVID-19, has someone in their home being tested for COVID-19, or has recently traveled from somewhere the CDC considered to be a "hot spot", the district/school may exclude the student or employee from the school building and recommend they self-quarantine for 14 calendar days.

Clinical Spaces at School

COVID-19 Symptomatic:

Each LSC school will have a room or space separate from the nurse's clinic where students or employees who are feeling ill are evaluated or wait for pick up. All waiting staff and students should wear a cloth face covering. Only essential staff assigned to the room may enter. A record will be kept of all persons who entered the room and the room will be disinfected several times throughout the day. Strict social distancing is required and staff must wear appropriate PPE. Students who are ill will be walked out of the building to their parents. If

a student or staff member has a fever, for any reason, the district may adjust their policy to require staff and students to be fever-free, without the use of fever-reducing medications, for 72 hours before returning to school. Additionally, all staff and students with fevers or symptoms associated with COVID-19 may be encouraged to seek medical attention for further evaluation and instructions. Students and staff may return before

the 72 hour window has elapsed if they are approved to do so in writing by their healthcare provider.

Clinic Space Non-COVID-19 Related:

Students who do not display symptoms of COVID-19 can be seen and treated in the nurse's clinic. These include students who are injured during the school day or students with special health care needs such as those with chronic health conditions (i.e. - diabetes or seizures), those requiring medical treatments (i.e. - suctioning, tube feeding, or nebulizers), and those with individual health plans.

Confirmed Case of COVID-19 on School Property

When there is confirmation that a person infected with COVID-19 was on school property, the district will contact the local health department and the Indiana Department of Education immediately.

Unless extenuating circumstances exist, the district will work with the local health department to assess factors such as the likelihood of exposure to employees and students in the building, the number of cases in the community, and other factors that will determine building closure. It is the responsibility of the local health department to contact the person confirmed with COVID-19, inform direct contacts of their possible exposure, and give instructions to those involved with the confirmed case, including siblings and other household members regarding self-quarantine and exclusions. The individual who tested positive will not be identified in communications to the school community at large but may need to be selectively identified for contact tracing by the local health department. If a closure is determined necessary, the district may consult with the local health department to determine the status of school activities including extracurricular activities, co-curricular activities, and before and after-school programs. As soon as the district becomes aware of a student or employee who has been exposed to or has been diagnosed with COVID-19, the custodial staff will be informed, so that impacted building or bus areas, furnishings, and equipment are thoroughly disinfected. If possible, based upon student and staff presence, the custodial staff will wait 24 hours or as long as possible prior to disinfecting. However, if that is not possible or school is in session, the cleaning will occur immediately.

Preventative Measures

Social distancing can be accomplished in many different ways and Lafayette School Corporation is dedicated to safely implementing social distancing practices so that face-to-face instruction can occur. The Lafayette School Corporation will implement various strategies to ensure students are socially distanced while at school and school sponsored events. It is the expectation that all students follow measures put in place by the school district. Failure to do so may result in disciplinary action. Some of those strategies include, but are not limited to the following:

- Close communal use spaces such as cafeterias and playgrounds if possible. Otherwise, stagger use and disinfect in between use.
- Reorganize P.E., choir, band, orchestra, and other large classes to allow for social distancing and other precautions.
- Alternate recess to minimize the number of students on the playground, encourage social distancing, and allow time to disinfect equipment between uses.
- Increase space between students during in-person instruction.
- Rearrange desks to increase space between students.

- Face desks in the same direction.
- Require students to be in assigned seats.
- Minimize students traveling to different buildings to receive services.
- Teachers may rotate, as opposed to the students changing classrooms, when applicable.
- Limit or eliminate classroom visitors.
- Ensure adequate supplies to minimize sharing of high touch materials to the extent possible (art supplies, equipment, etc. assigned to a single child) or limit use of supplies and equipment by one group of children at a time and clean and disinfect between uses.
- Minimize the sharing of electronic devices or learning aids when possible.
- Study (field) trips may be done “in-house” using virtual platforms.
- All students riding a school bus will wear a cloth mask.
- School bus drivers will monitor where students sit every day in case of the need for contact tracing.

Personal Protective Equipment (PPE) may also help prevent the spread of COVID-19. The LSC administration requests that parents provide their children a cloth mask, water bottle, hand and sanitizer. These are only recommendations. In some cases, the wearing of cloth masks will be required as directed by the CDC, the IDOE, and Tippecanoe County Board of Health. For instance, some specials like Choir/Music will require a cloth mask for participation. An acceptable mask must cover the mouth and nose and must be similar in nature to those provided by the state for student use. Since communal items like water fountains may not be used, parents are encouraged to provide their children with a water bottle. The building administration will provide more guidance about this and the procedures they will be using. The LSC administration will have age-appropriate face masks, hand sanitizer, and a limited number of bottles of water for emergency situations. However, parents should provide to their children the items they need to help them feel safe. If any family needs assistance with PPE, they should contact their child’s school administration. While supplies are limited, LSC administration will do everything possible to assist those families in need.

STUDENT NAME (Please print) _____

**RECEIVING THE STUDENT HANDBOOK,
ROOTS,
OBLIGATES THE OAKLAND ACADEMY STUDENT TO ABIDE BY
THE POLICIES AND EXPECTATIONS AS ADOPTED BY THE
LAFAYETTE SCHOOL CORPORATION**

**I have received and reviewed the Oakland Academy Student Handbook,
ROOTS.**

Parent/guardian (Printed name) _____ Date _____

Parent/guardian (Signature) _____

Student (Printed name) _____ Date _____

Student (Signature) _____