

**NORTH LAWRENCE COMMUNITY SCHOOLS
ELEMENTARY STUDENT HANDBOOK**



2026-2027

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North Lawrence Community Schools 2026-2027 Calendar
<https://shorturl.at/0apUq>

Welcome and Introduction

We're so excited to have you as part of our school family! This handbook is here to help you learn about your school, your teachers, and all the fun and exciting things you'll get to do this year. Inside, you'll find helpful tips, important rules, and everything you need to know to have a safe, happy, and successful year.

Let's make this the best school year ever—together!

Student Records

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

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

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

Health and Safety

All children are to report to the school office with minor ailments and/or injuries. If any questions exist, it is the policy of the school to contact the parents and arrange for the child to have further attention. Children are expected to play outdoors during appropriate weather. A child needing to stay inside will need a note from home daily. A doctor's certificate is required in case of physical disability or long term need to stay inside.

All medication to be given to a student at school must be sent by that student's parent/guardian and must be accompanied by written parental consent. There are "Parent Authorization to Dispense Medication" forms available in all school offices. Medication must be in the original container with proper labeling and, in the case of nonprescription medications, an unexpired expiration date. Non prescription medication instructions must include name of student, name of nonprescription medication, purpose, dosage, directions for administration, signature of parent/guardian, and date/dates of dispensing. Cough drops are considered non prescription medication. Nonprescription or over-the-counter drugs, preparations, or remedies not normally recommended for children and teenagers must be accompanied by a physician's order. Prescription medication must have written parent/guardian permission AND precise written instructions from a physician. The physician instructions must include name of patient, name of prescription medication, purpose, dosage, directions for administration, signature of physician, and date. Medication that is possessed by a school for administration during school hours or at school functions for a student, in grades kindergarten through grade 8, may be released only to the student's parent/guardian or an individual over the age of 18 years whom the parent/guardian has designated in writing to receive the medication. ALL medications must be presented to the school office for control and dispensing purposes. With the administrators' and school nurse's approval, a student may possess and self-administer medication for asthma with a physician's order AND written parental/guardian consent. Please see form NLCS-130 and NLCS-204, (Policy/Procedure for Administering Medications to Students) for complete medication policy.

A medical provider's note is necessary for health conditions that require changes to your student's typical school day (for example: physical activity restrictions, use of crutches or a wheelchair, etc).

For students with life-threatening allergies, North Lawrence Community Schools will take all appropriate and reasonable steps to minimize exposure and provide a safe, positive educational environment. North Lawrence Community Schools cannot guarantee an allergen-free environment. Because each student's allergy and situation is different, an individualized anaphylaxis action plan may be created. Treatment protocols should be physician-prescribed for use in the school setting.

Procedures for the management of student allergies:

- Written physician documentation of the life-threatening allergy, instructions and current medications will be provided to the school nurse.
- The school nurse, in conjunction with the student's parent/guardian and the physician, will prepare an Anaphylaxis Emergency Action Plan. The school nurse and/or building principal is responsible for notifying classroom teachers and food service personnel as well as anyone who works directly with the students with life-threatening or disabling allergies. Copies of the Anaphylaxis Emergency Action Plan will be kept in the classroom, school office, and with the school nurse.
- The Anaphylaxis Emergency Action Plan will include a prevention plan recommended by the physician. The prevention plan will be noted as level I, level II, or level III. Level I will include that the student will not be served any food containing the allergen, level II will include level I and the student will sit at an allergen free table in the cafeteria, level III will include both level I and level II as well as an allergen free classroom.
- The Anaphylaxis Emergency Action Plan will be distributed to appropriate school staff at the beginning of each school year. Instruction will include preventative and emergency procedures for life-threatening allergic reactions. Training may include the administration of epinephrine.
- Parents will be encouraged to preview menus in order to select safe foods their child may eat. The food served by the cafeteria in all NLCS schools will remain peanut/tree nut free. In addition, parents of the child with allergies are responsible for providing a supply of safe snacks for their

child when requested. These snacks should be stored separately from other snacks, to prevent cross-contamination.

- Parents should instruct their children how to avoid contact with substances to which they are allergic.
- Prescribed medications, including epinephrine, will be kept in the nurse's clinic or designated area, and in all cases where epinephrine is administered, 911 will be called.
- All schools within NLCS will have a designated "safe" area/table for students with food allergies when recommended by a physician. No food products containing potential allergens will be allowed at the designated table.
- All table surfaces will be wiped thoroughly before and after each meal to prevent cross-contamination. Cleaning procedures will start with allergen free tables first.
- The food served by the cafeteria in all NLCS schools will remain peanut/tree nut free.
- Protocols for field trips will include the staff member notifying the school nurse of the planned field trip no less than five days prior to the trip.
- The Anaphylaxis Emergency Action Plan and any prescribed medication will accompany the student on all field trips.
- In the absence of an accompanying parent, a trained staff member will be assigned to monitor the student's welfare and to respond to an emergency.
- Teachers will include student allergy information in their sub folders.

Life-threatening emergencies can happen to students with known or unknown health conditions or diagnoses. The need for an ambulance may be necessary depending on the incident. In the event of an emergency, the situation will be assessed, and an ambulance will be called if necessary. In the event that the parent/guardian arrives at the school before the ambulance, they can decide if they want an ambulance to transport their child. If the ambulance arrives before the parent/guardian, they must transport the child to the hospital.

ATTENDANCE MATTERS

The logo for North Lawrence Community Schools is a circular seal. It features a blue house icon with a red 'NL' inside. The words 'NORTH LAWRENCE' are written in a semi-circle at the top, and 'COMMUNITY SCHOOLS' is written in a semi-circle at the bottom.

Attendance Policies

Indiana State Attendance Law states that a child is required to attend school beginning with the school year in which the child becomes 7 years of age (I.C. 20-33-2-6). A child who will attend a non accredited, nonpublic school is required to attend school no later than the date on which the child becomes 7 years of age (I.C. 20-33-2-8). Note that the starting age for kindergarten (age five by August 1) does not affect the starting age for First Grade. There is no requirement that a child must be 6 years old by August 1, in order to attend First Grade.

North Lawrence Community Schools allows five (5) Parent/Guardian Excused absences per semester. These must be communicated to school personnel and will not be used unless Parents/Guardians call the school to report the absence.

Attendance Policies and Definitions:

- Students will be marked tardy if they are not in their homerooms or classrooms when the tardy bell rings.
- Students will be counted tardy until 11:30 AM.
- Students arriving at 11:30 AM or later will be counted absent for a half day.
- Students who leave for the day between 11:30 and dismissal will be an early departure, which is equivalent to a tardy.
- Students who leave for the day before 11:30 AM are only counted present for half day.

Indiana State Attendance Law requires schools to alert parents and guardians of a student's unexcused absences at both five (5) and 10 days before legal intervention by the Lawrence County Prosecutor's office. According to the law, habitual student truancy may result in a Class B misdemeanor or a Level 6 felony charge for parents/guardians.

Below are the absence policies and required documentation to prevent unexcused absences.

NLCS Procedures for Chronic Absenteeism

- **Unexcused Absences Notification:** If a student accumulates 5 or more unexcused absences, a letter will be sent to the family expressing concerns and requesting a meeting with parents/guardians.
- **Parent Contact and Meeting:** School administrators, counselors, and appropriate staff members will reach out to the parent/guardian via phone to schedule a meeting. During this meeting, we will discuss the student's attendance concerns, set goals, complete the family needs assessment, create an attendance contract, and discuss available resources/supports.
- **Home Visit Procedure:** If the parent/guardian does not adhere to the agreed-upon goals for improving attendance, a home visit will be conducted by the Family Engagement Specialist, to address the issue.
- **10+ Unexcused Absences:** If NLCS staff members are unable to contact the parents/guardians through the phone, mail, and/or home visits, and the attendance issue persists, the case will be escalated to the Student Attendance Review Board and Department of Child Services (DCS).
- **Student Attendance Review Board and Student Attendance Mediation:** Students who demonstrate chronic absenteeism (10+ unexcused absences) may be referred to the Student Attendance Review Board (SARB) and/or Student Attendance Mediation (SAM) to address ongoing attendance concerns. These interventions are designed to identify barriers, promote accountability, and connect families with appropriate supports to improve consistent school attendance. By enrolling in the school, parents/guardians provide passive consent for the school to share relevant attendance-related information with authorized community partners involved in these processes in accordance with applicable laws and district policies.
 - Senate Enrolled Act (SEA) 282 requires the superintendent or attendance officer to report a student who is habitually absent from school to an intake officer of the juvenile court or the Indiana DCS. For Lawrence County, both SARB and SAM fulfill this requirement as representatives from both agencies serve on the board.
 - Both SARB and SAM will convene the Family Engagement Specialist, Principal, School Counselor, and other relevant NLCS staff members in addition to juvenile probation, DCS, and other community partners to discuss the case and determine next steps.



NLCS Student Attendance Overview

Attendance is crucial to your child's success. To ensure your child's attendance is accurately recorded, please follow these guidelines for reporting absences below.

Report Student Absences **Promptly and Consistently**



Communicate Early

Report absences early and **daily** to allow the school to support your child's learning.



Schedule Wisely

Arrange appointments and vacations outside of school hours and days whenever possible.



Stay Informed

Understand the types of absences and the required documentation to avoid unexcused absences.

TYPES OF ABSENCES	DEFINITION	EXAMPLES
Excused Absences	Absences regarded as legitimate reasons for being out of school as per school policy.	✓ Illness reported to the school by a parent/guardian ✓ Illness verified by a note from Physician ✓ Family funeral ✓ Maternity ✓ Military Connected Families (e.g., absences related to deployment and return)
Unexcused Absences	Any absence not covered under the definition of excused or exempt.	✓ Skipping school or class ✓ Absence without a valid reason or documentation
Exempt	Absences authorized and excused by law under certain circumstances. These absences do not count against the student's attendance record.	✓ Serving as a page or honoree of the General Assembly ✓ Serving on the precinct election board or as a helper to a political candidate or party on election day ✓ Subpoenaed to testify in court ✓ Serving with the National Guard for no more than 10 days ✓ Serving with the Civil Air Patrol for up to 5 days ✓ Approved educationally related non-classroom activity ✓ Exhibiting or participating in the Indiana State Fair for educational purposes

INDIANA ATTENDANCE LAW

5 Days Unexcused Absence	10 Days Unexcused Absence	Habitual Truancy
Mandatory parent conference with school attendance officer and creation of an attendance Intervention plan.	Referral made to the Lawrence County Truancy Panel.	Legal intervention by the Lawrence County Prosecutor's Office. • Failure to Ensure School Attendance - CLASS B MISDEMEANOR • Educational Neglect - LEVEL 6 FELONY

Attendance Statistics

- Missing just one day every two weeks will add up to 18 days in a year. Excused and unexcused absences represent lost time in the classroom and lost opportunities to learn.
- Students who are absent an average of 5 days a year miss one-third of a year worth of school before their senior year. When students miss a day of school, it actually puts them two days behind their classmates.
- Students with good attendance (4 or less days) generally achieve higher grades and enjoy school more. Students make the most of their educational opportunities if they attend school every day and on time.

Transportation

At North Lawrence Community Schools, the school provides bus rides to and from school. Riding the bus is a privilege, and we can all help make it a safe and kind place for everyone. Our bus drivers care about our safety and want everyone to have a great ride!

Here is how we ride the bus the right way:

- I follow the bus rules so I can keep my bus-riding privilege.
- I arrive at my bus stop on time and wait patiently.
- I walk facing traffic so drivers can see me and I can see them.
- I take turns getting on and off the bus safely.
- I go straight to my seat and stay seated while the bus is moving.
- I listen to my driver and follow their directions.
- I open windows and doors only with permission.
- I keep my hands, head, and body safely inside the bus.
- I take care of the bus by keeping it clean and treating it with respect.
- I use kind, calm, and respectful words and voices.
- I keep the bus neat by saving food and drinks for later.
- I make good choices with my hands and belongings by keeping them to myself.
- I place books and items safely on my lap or on the floor.
- I stay calm and follow directions in emergencies.
- I wait for the bus to stop completely before leaving my seat.

Changes in after school transportation plans should be communicated to the office before 2:00 PM. A note or email is required for students to go home in a car or on a bus with another student.

Students who do not follow bus expectations may receive a bus referral. A bus driver has the authority to remove a student from the bus for 1 day. If more time off the bus is needed, school administrators will make that decision.

Let's all work together to keep our bus rides safe and respectful!

Safety Procedures for Walking To and From School

If you walk to or from school, there are some important rules to follow to keep you safe:

- Follow all rules for walking. Just like there are rules for cars, there are rules for walkers too!
- Start walking on time so you're not rushed.
- Use sidewalks, when available.
- Cross the street only at corners or crosswalks.

- Stay safe by never getting into a car with someone you don't know.

Important Reminder: North Lawrence Community Schools recommends that students only walk to school if there are sidewalks to use. If there aren't any sidewalks, it's safer to choose another way to get to school.

Supervision of Students

Students should not be dropped off before the start of the advertised school day due to the availability of supervision. Drop off times at each NLCS school may vary due to bus schedules and staff availability. Please follow your child's school drop off and pick up school policy. This policy also applies to after school dismissal; parents cannot leave students on school grounds for later pickup. This policy is in place for the safety of all students. Students will be supervised by faculty and staff members throughout the school day. Teachers are assigned specific areas before school, between classes, during breaks, and after school hours unless the students are under the supervision of other school personnel.

Any North Lawrence Community School administrator, teacher, or designee of the corporation shall be authorized to take reasonable or necessary action to prevent interference with the learning environment.

Action by personnel may include:

- meeting with a student or group of students.
- communicating with a parent or guardian.
- requiring a student to remain in school after regular school hours or during recess.
- removing a student from class.
- suspending a student from school.
- expelling a student from school.

Student Expectations

Following the directions given by adult supervisors by each and every student is of great importance to the safe operation of our schools. Students are under the school's supervision in the building, on the school grounds, at all school functions, and while riding the school bus.

To help everyone feel happy, safe, and ready to learn, we have some simple expectations. These help us treat others with respect, take care of our school, and make good choices. Appropriate disciplinary action will be taken against any student who violates the rules and procedures outlined below.

Students should refrain from:

- Using violence, threats, or actions (including online) that scare or harm others.
- Making loud or distracting noises that interrupt learning.
- Taking or borrowing things without permission.
- Breaking or damaging school property or others' belongings.
- Hurting others with hands, feet, or words—whether in person or online.
- Using objects (like pens, pencils, or jewelry) to scare, harm, or bother others.
- Bringing, using, or sharing drugs, alcohol, or vaping products.
- Disrespecting or not following directions from school staff.
- Throwing items like rocks, snowballs, food, or anything else that could hurt someone.
- Using or bringing tobacco, vapes, or similar products to school or school events.
- Bringing sugary drinks like soda or energy drinks.
- Playing games involving money or trading for profit, like betting or gambling.

- Keeping any kind of medicine (prescription or over-the-counter) in backpacks or pockets—all medication must go to the school office.
- Using or bringing performance-enhancing substances or anything that could change the way the body works in unsafe ways.
- Using personal tech (phones, smartwatches, earbuds, etc.) during school hours unless approved by a teacher.
- Bringing or using anything distracting or unsafe—like laser pointers, toys, video games, or loud Bluetooth speakers.

Violations of school rules may result in any or a combination of the following actions by the school authorities:

- Counseling
- A change in schedule
- In school suspension, Saturday school, detention
- Suspension
- Expulsion

Gang Activity

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

Non-Discrimination

Every student deserves to feel safe, respected, and included at school. Discrimination, bullying, or harassment of any kind—including the use of slurs or hurtful language related to a person's **race, gender, culture, religion or background**—will not be tolerated. This includes in-person actions, online behavior, and gestures or symbols.

North Lawrence Community Schools is dedicated to creating a positive learning environment where all students can participate fully in academics and activities without fear of being targeted or excluded.

Students who engage in this type of misconduct will face serious disciplinary consequences, which may include out-of-school suspension or expulsion, following due process procedures.

Possession or Use of Knives, Guns, or Other Weapons

The Corporation prohibits students, staff, and visitors from possessing, storing, making, or using a weapon in any setting that is under the control and supervision of the Corporation for the purpose of school activities. The term “weapon” means any object which, in the manner in which it is used, is intended to be used, or is represented, is capable of inflicting bodily harm or property damage, as well as endangering the health and safety of persons. Any student who has reason to believe that a person has or will violate this guideline shall report to the school principal or the supervisor of the activity immediately.

Harassment and Hazing

It is the philosophy of all school personnel to provide quality and safe educational and extracurricular opportunities for young people. School personnel will not tolerate any individual or group of individuals' harassment or hazing of another student or a group of students. Therefore, it is a violation of school guidelines to physically or verbally threaten, harass, or intimidate others during school hours or at any school event. No one should be subjected to these types of behaviors at any time. These types of

behavior will not be permitted by school personnel, and school personnel will appropriately deal with these types of misconduct.

Public Display of Affection (PDA)

In order to maintain a respectful atmosphere on campus, students are to refrain from overt public displays of affection while on school grounds and at school events. Public displays of affection may be embarrassing to others and school is not the place for individuals to display excessive physical affection for one another. Limits must be imposed in order to comply with the wishes of the vast majority of the parents and patrons of the community. The limits are guided by what is appropriate, acceptable, and not disruptive to students' rights and /or the learning atmosphere of the school. Students are expected to be respectful of each other and to use good judgment in their display of affection. If a student has a question as to what is appropriate, he or she may discuss it with an administrator.

Anti-Bullying Policy

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

1. Policy Statement: The school board of trustees for the North Lawrence Community School Corporation prohibits acts of bullying. The school board has determined that a safe and civil environment in school is necessary for students to learn and achieve high academic standards. Bullying, like other disruptive or violent behaviors, is conduct that disrupts both a student's ability to learn and a school's ability to educate its students in a safe and disciplined environment. NLCS administration and staff will work diligently to respond to all acts of bullying in a proactive and responsive manner that ensure all students are afforded the opportunity to attend school in a safe and secure environment.
2. Definitions
 - a. Bullying
 - i. **As defined by the school corporation, bullying means aggressive behaviors that involve unwanted negative actions that are repeated over time and involve an imbalance of power.**
 - ii. As defined by IC 20-33-8-.2, bullying means overt, unwanted, repeated acts or gestures, including verbal or written communications or images transmitted in any manner (including digitally or electronically), physical acts committed, aggression, or any other behaviors, that are committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the targeted student and create for the targeted student an objectively hostile school environment that:
 1. Places the targeted student in reasonable fear of harm to the targeted student's person or property;
 2. Has a substantially detrimental effect on the targeted student's physical or mental health;
 3. Has the effect of substantially interfering with the targeted student's academic performance; or
 4. 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.

- iii. This term may not be interpreted to impose any burden or sanction on, or include in the definition of the term, the following:
 - 1. Participating in a religious event.
 - 2. Acting in an emergency involving the protection of a person or property from an imminent threat of serious bodily injury or substantial danger.
 - 3. Participating in an activity consisting of the exercise of a student's rights protected under the First Amendment to the United States Constitution or Article I, Section 31 of the Constitution of the State of Indiana, or both.
 - 4. Participating in an activity conducted by a nonprofit or governmental entity that provides recreation, education, training, or other care under the supervision of one or more adults.
 - 5. Participating in an activity undertaken at the prior written direction of the student's parent.
 - 6. Engaging in interstate or international travel from a location outside Indiana to another location outside Indiana.

3. Policy Provisions

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

alleged incident of harassment, intimidation, or bullying. The principal shall submit the report to the superintendent of the school corporation within ten (10) school days of the completion of the investigation. The superintendent or his/her designee shall report the results of each investigation to the board of education on a quarterly basis during regularly scheduled board meetings.

- h. Each school within the school corporation shall record the frequency of bullying incidents in the following categories: verbal bullying, physical bullying, social/relational bullying and electronic or written communication bullying. Each school shall report this information to the school corporation superintendent, school board, and the Indiana Department of Education. Information shall be submitted to the Indiana Department of Education by July 1 of each year.
- i. The principal shall provide the parents of the students who are parties to the investigation with information about the investigation, in accordance with Federal and State law and regulation. The information to be provided to parents includes the nature of the investigation, whether the corporation found evidence of bullying, and whether consequences were imposed or services provided to address the bullying incident if the evidence of bullying was substantiated. This information is to be provided in an expedited manner.
- j. Any corporation and school employee, volunteer or contracted service provider who receives a report of harassment, intimidation, or bullying from a student, parent, visitor or colleague, and fails to initiate or conduct an investigation, or who witnesses or observes a bullying incident and fails to take sufficient action to minimize or eliminate the harassment, intimidation, or bullying, may be subject to disciplinary action.
- k. The superintendent of the school corporation is authorized to define the range of ways in which school staff and the principal or the principal's designee shall respond once an incident of bullying is confirmed, according to the parameters described in the corporation's code of student conduct. Other acts may be so serious that they require a response either at the school corporation level or by local law enforcement officials. Consequences and appropriate remedial actions for a student who commits an act of bullying may range from positive behavioral interventions up to and including suspension or expulsion.
- l. The principal shall proceed in accordance with the code of student conduct, as appropriate, based on the investigation findings. As appropriate to the investigation findings, the principal shall ensure the code of student conduct has been implemented, and provide intervention and/or relevant support services (i.e., refer to counseling, establish training programs to reduce bullying and enhance school climate, enlist parent cooperation and involvement or take other appropriate action). Intervention and support implemented by the principal or his/her designee should include follow up services to both the targeted student and the bully. The principal shall inform the parents of all students involved in alleged incidents, and, as appropriate, may discuss the availability of counseling and other intervention services.
- m. The principal of each school within the school corporation is authorized to acknowledge and respond to instances of false reporting of alleged bullying incidents. The principal is expected to respond with consequences and remedial actions regarding any person found to have falsely accused another as a means of bullying as permitted under P.L. 285-2013 for:
 - i. Students – Consequences and appropriate remedial action for a student could range from positive behavioral interventions up to and including suspension or expulsion.
 - ii. School Employees – Consequences and appropriate remedial action for a school employee or contracted service provider who has contact with students could entail discipline in accordance with corporation policies, procedures and agreements.
 - iii. Visitors or Volunteers – Consequences and appropriate remedial action for a visitor or volunteer could be determined by the school administrator after consideration of the nature, severity, and circumstances of the act, including law

enforcement reports or other legal actions, removal of building or grounds privileges, or prohibiting contact with students or the provision of student services.

- n. The superintendent of the school corporation shall annually disseminate this policy to all parents who have children enrolled in a school within the school corporation. The superintendent shall post a link to the policy that is prominently displayed on the home page of the school corporation's website. The superintendent shall ensure that notice of the corporation's policy appears in the student handbooks and all other publications of the school corporation that set forth the comprehensive rules, procedures and standards for schools within the school corporation.
- o. Each school within the school corporation shall disseminate the anti-bullying policy and bullying prevention instruction to all students in grades 1-12 within the school no later than October 15th of each school year. It is expected that anti-bullying information will be part of a more comprehensive bully prevention effort communicated to the students throughout the school year, and that the age appropriate, research based instruction for all students in grades 1-12 be delivered by a school safety specialist, school counselor, school resource officer or other person with training and expertise in the area of bullying prevention and intervention.
- p. Each school within the school corporation shall provide annual training on this policy and bullying prevention and intervention instruction to corporation and school employees, volunteers and contracted service providers who have direct and on-going contact with students.

Report of Bullying

Students should report any incident of bullying to a school staff member. Any individual may submit an anonymous tip to school and District officials of alleged bullying on the North Lawrence Community Schools Website. If there is an emergency please call 911.

[Anonymous Bullying Report Form](https://shorturl.at/jpamd) or <https://shorturl.at/jpamd>

Student Lockers

Lockers and desks are made available for student use in storing school supplies and personal items necessary for use at school, but the lockers and desks are not to be used to store items which cause, or can reasonably be foreseen to cause, an interference with school purposes and/or educational function, or which are forbidden by state law or school rules.

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

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

1. **REMOVAL FROM CLASS OR ACTIVITY - TEACHER:** 1) A middle school, junior high, or high school teacher will have the right to remove a student from his/her class or activity for a period of up to (1) school day if the student is assigned regular or additional work to be completed in another school setting. In addition, a middle school, junior high, or high school teacher will have the right to remove a student from his/her class or activity for a period of up to (2-5) school days with the permission of the principal, if the student is assigned regular or additional work to be

completed in another school setting. 2) An elementary teacher will have the right to remove a student from his/her classroom or activity for a period of up to one (1) school day if the student is assigned regular or additional work to be completed in another school setting.

2. **SUSPENSION FROM SCHOOL - PRINCIPAL:** A school principal (or designee) may deny a student the right to attend school or take part in any school function for a period of up to (10) school days. Only the school principal/designee will be authorized to suspend a student from school.
3. **EXPULSION:** In accordance with the due process procedures defined in this policy, a student may be expelled from school for a period no longer than the remainder of the current semester plus the following semester, with the exception of a violation of rule 13 listed under the grounds for Suspension and Expulsion in this policy.

Grounds for Suspension or Expulsion

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

1. Using violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or other comparable conduct constituting an interference with school purposes, or urging other students to engage in such conduct. The following enumeration is only illustrative and not limited to the type of conduct prohibited by this subdivision:
 - a. Occupying any school building, school grounds, or part thereof with intent to deprive others of its use.
 - b. Blocking the entrance or exits of any school building or corridor or room therein with intent to deprive others of lawful access to or from, or use of the building, corridor, or room.
 - c. Setting fire to or damaging any school building or property.
 - d. Prevention of or attempting to prevent by physical act the convening or continued functioning of any school or education function, or of any meeting or assembly on school property.
 - e. Continuously and intentionally making noise or acting in any manner so as to interfere seriously with the ability of any teacher or any of the other school personnel to conduct the education function under their supervision.
2. Causing or attempting to cause damage to school or private property.
3. Stealing or attempting to steal school or private property.
4. Intentionally causing or attempting to cause physical injury or intentionally behaving in such a way as could reasonably cause physical injury to any person. Self-defense or reasonable action undertaken on the reasonable belief that it was necessary to protect some other person does not, however, constitute a violation of this provision.
5. Threatening or intimidating any student for the purpose of, or with the intent of, obtaining money or anything of value from the student.
6. Knowingly possessing, handling, or transmitting a knife or any object that can reasonably be considered a weapon.
7. Knowingly possessing, using, transmitting, or being under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, intoxicant of any kind, or non-prescribed (over-the-counter) drugs, preparations, or remedies, whether prescription or sold over the counter without a prescription, or any substance represented by the provider to be any of the listed substances, (a) on school grounds at any time, or (b) at any school-sponsored activity at any location, including the school bus. Use of non-prescribed (over-the-counter) drugs, preparations, or remedies with proper written parental authorization is not a violation of the policy. However the student will be in violation if the student has taken the medication or non-prescribed (over-the-counter) drugs, preparations, or remedies for reason other than prescribed and/or intended uses. Under no condition or circumstance will a student be allowed to distribute any prescription, non-prescription, or non-prescribed (over-the-counter) drugs, preparations, or remedies to another student, for any reason. Under no condition or circumstance will a student accept from another student any prescription, nonprescription, non-prescribed (over-the-counter) drugs, preparations, or remedies for any reason.

8. Engaging in the unlawful selling of a controlled substance or engaging in a criminal law violation that constitutes a danger to other students or constitutes an interference with school purposes or an educational function.
9. Failing in a substantial number of instances to comply with directions of teachers or other school personnel during any period of time when the student is properly under their supervision, where the failure constitutes an interference with school purposes or an educational function.
10. Engaging in any activity forbidden by the laws of Indiana that constitutes an interference with school purposes or an educational function.
11. Violating or repeatedly violating any rules that are reasonably necessary in carrying out school purposes or an educational function and are validly adopted in accordance with Indiana law, including, but not limited to:
 - a. engaging in sexual behavior on school property;
 - b. disobedience of administrative authority;
 - c. willful absence or tardiness of students;
 - d. knowingly possessing, using, or transmitting any substance which is represented to be or looks like a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, stimulant, depressant, or intoxicant of any kind; examples of things which are not to be possessed or provided or represented as drug paraphernalia to another person are: pipes, rolling papers, or clips;
 - e. possessing, using, transmitting, or being under the influence of caffeine-based substances, substances containing phenylpropanolamine (PPA), or stimulants of any kind, be they available with or without a prescription.
 - f. K2-Spice-Since the intent of K2-Spice is to replicate the effects of marijuana; any student who possesses, transmits or is under the influence of the substance will be offered Due Process for expulsion from school.
12. Knowingly possessing or using on school grounds during school hours an electronic paging device or a handheld portable telephone in a situation not related to a school purpose or educational function.
13. Possession of a Firearm
 - a. No student shall possess, handle or transmit any firearm on school property.
 - b. The following devices are considered to be a firearm as defined in Section 921 of Title 18 of the United States Code: any weapon which will or is designed to or may readily be converted to expel a projectile by the action of an explosive - the frame or receiver of any weapon described above - any firearm muffler or firearm silencer - any destructive device which is an explosive, incendiary, or poison gas bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine, or any similar device - any weapon which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which had any barrel with a bore of more than one-half inch in diameter - any combination of parts either designed or intended for use in converting any device into any destructive device described in the two immediately preceding examples, and from which a destructive device may readily be assembled.
 - c. The penalty for possession of a firearm: 10 days suspension and expulsion from school for one calendar year. The length of the expulsion may be reduced by the superintendent if the circumstances warrant such reduction.
 - d. The superintendent shall notify the county prosecuting attorney's office when a student is expelled under this rule.
14. OTHER GROUNDS FOR EXPULSION OR SUSPENSION
 - a. No student may provide, by sale or otherwise, any substance which is represented to be a narcotic drug, hallucinogenic drug, amphetamine barbiturate, marijuana, alcoholic beverage, stimulant, depressant, or intoxicant of any kind.
 - b. No student may possess or use any substance which the student has reason to believe is, or which has been represented as a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, stimulant, depressant, or intoxicant of any kind or possess or use drug paraphernalia or represent any item to be drug paraphernalia.

- c. Students are prohibited from possessing, using, transmitting, or being under the influence of caffeine-based pills, substances containing phenylpropanolamine (PPA), or stimulants of any kind be they available with or without a prescription.
- d. Any substance for which a student has a prescription or written permission from a parent allowing use, must be brought to the school nurse or designee according to policy.
- e. No student may use any drug or substance prescribed by a physician for a student's medical use for any purpose, or in manner other than prescribed by such physician.
- f. No student may use any medicine or substance for which the student has written permission from his/her parents authorizing use for any purpose or in any manner other than for legitimate health care in accordance with the provisions of this student handbook.
- g. Being tardy without a proper excuse more than three times in any school year.
- h. Being truant.
- i. Engaging in obscene conduct, language, or gestures.
- j. Smoking or chewing tobacco.
- k. Fighting.
- l. Bullying
- m. Possessing or setting off of any fireworks, including but not limited to smoke bombs, firecrackers or sparklers in a school building or on school grounds.
- n. Throwing food in the cafeteria.

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

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

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

Suspension Procedures

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

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

Expulsion Procedures

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

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

NLCS Elementary Discipline Referral Levels

LEVEL 1	LEVEL 2	LEVEL 3	LEVEL 4
Addressed by Teacher • Running • Loud voices/Yelling • Off-task behavior • Out of seat • Missing or Late work • Chewing gum or eating candy (<i>without permission</i>) • Talking out • Other: _____	• Chronic Level 1 behavior (<i>multiple documented occurrences</i>) • Disrespect to authority • Lying/cheating • Stealing • Name calling • Inappropriate language (<i>not profane</i>) • Throwing small objects • Disrupting class • Refusal to work • Refusal to comply • Leaving the designated area without permission • Technology misuse • Other: _____	• Multiple Level 2 offenses • Directed profanity • Non-directed profanity • Fighting/physical aggression to cause harm • Property destruction/misuse • Threat(s) of violence • Harassment/bullying (repeated intentional putdowns) • Severe technology misuse • Theft • Other: _____	• Weapon at school • Serious physical aggression (cannot be de-escalated) • Drugs/alcohol at school • Leaving the building/school grounds • Other: _____
Possible Outcomes			
<i>Warning, in-class teacher discipline, Teacher-to-parent contact, Student conference, Restitution, and other appropriate consequences</i>	<i>In-class teacher discipline, In-School detention, parent contact, Parent conference, Student conference, Behavior Contract, Restitution, and other appropriate consequences</i>	<i>Parent contact, Parent conference, Student conference, Referral to counselor, Behavior contract, In-School detention, After-school detention, ISS, OSS, Removal from class, Restitution, and other appropriate consequences</i>	<i>Parent contact, Parent conference, Student conference, Behavior contract, Removal from class, ISS, OSS, Recommendation for Expulsion, and other appropriate consequences</i>

Corporal Punishment of Students

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

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

Student Dress Code

- All shirts must cover shoulders, chest, and midriff.
- Pants and shorts are to be worn at the waist. Pajamas are prohibited unless principal approved.

- The length of skirts, skorts, shorts, and dresses must be at least mid-thigh in length.
- Heavy, bulky jackets or overcoats should be placed in lockers or designated areas.
- Footwear must be worn at all times. Rubber-soled shoes are required for Physical Education class.
- Clothing with inappropriate, suggestive, or derogatory pictures or phrases may not be worn.
- Clothing designed to be worn as undergarments may not be visible.
- No headwear is to be worn in the building during the school day unless permission is given by administrators or teachers.
- Clothing with frayed edges or visible holes is not permitted unless there is a layer of clothing under the frayed item.
- Students wearing jewelry or accessories that may be considered unsafe or inappropriate to the learning environment may be subject to review by the administration.
- Any other garments or accessories that would be a distraction to the orderly educational process are prohibited.

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

NLCS Wellness Policy

The NLCS Wellness Policy is updated every three years. The most recent NLCS Wellness Policy is linked HERE: <https://shorturl.at/U7V0o>.

Food Service

The Food Service department's primary goal is to provide your child with healthy, attractive and tasty meals which comply with all state and federal nutritional guidelines and regulations. Starting off the day with a good breakfast helps your child stay alert and focused in class, which improves academic performance. Menus for both breakfast and lunch are posted on the district website at <https://nlcs.nutrislice.com/menu>. Please also take some time to view our Wellness Policy. This can be found at <https://www.northlawrencecommunityschools.org/departments/health-services> at the bottom of the Health Services page.

Additional information, including meal prices, can be found on the Food Service department page on the district website at <https://www.northlawrencecommunityschools.org/departments/food-services>. If there is any other information you need, please feel free to reach out to us at (812) 277-3220 or email Bonnie Sanders, Director of Food Services at Sandersb@nlcs.k12.in.us

Food Allergies and/or Special Diets

Please contact the Food Service office prior to your child(ren) beginning school if you have concerns related to their food allergies or special diets. We must follow the guidelines of the USDA program yet can accommodate many diets. A physician's or registered dietician's note is required if we are to eliminate items from the program requirements and provide others as substitutions, as in the case of food allergies. The medical professional recommends foods to be substituted into the diet. If you have any questions please do not hesitate to call (812) 277-3220. You can also find the form to fill out for

special dietary needs on our district website at <https://www.northlawrencecommunityschools.org/departments/food-services> or contact Bonnie Sanders, Director of Food Services at the number above or email at Sandersb@nlcs.k12.in.us. You can turn in this form by email to Food Services at Sandersb@nlcs.k12.in.us or you can send a paper copy to your child's school's main office.

Student Meal Account Information

All schools are using Meal Magic at the point of sale. Meal Magic will efficiently monitor the balance and meals served in each student's Meal Magic account. Parents are encouraged to log on to northlawrence.familyportal.cloud to track account balances for their children, monitor food purchases, make online deposits, and/or establish a 'Family Account' with children in different NLCS schools. Parents will need to know their student's I.D. number to use this online service. If you are unsure of your child's ID number, please contact the Food Services office at (812) 277-3220.

Parents will be charged a fee when they use the online banking services within Meal Magic to deposit money into their child's or children's account(s). If a parent wishes to use the online banking service to deposit money into their child's account, the parent will be charged a transaction fee of \$1.50 per transaction. If a parent uses a debit or credit card to deposit money into your child's account, you will be charged \$2.95 per \$100.00 deposited (for example: if you deposit \$0.01 to \$100.00 the fee will be \$2.95, if you deposit \$100.01 - \$200.00, the fee will be \$5.90 etc). These transaction fees will cover the various charges incurred by financial vendors to provide this service.

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

Applying for Free or Reduced Meals

A new application for free or reduced meals must be submitted each school year. If you wish to apply for Free or Reduced priced meals, the application is available through the following:

Go to northlawrence.familyportal.cloud to submit your application online. Reminder: you can NOT apply for Free or Reduced meals until AFTER July 1 for the following school year. Also, in order to qualify for Free or Reduced meal prices, you must submit a Free or Reduced application EVERY SCHOOL YEAR (July 1 – June 30) in order to obtain those benefits.

Non-English Application

Alternatively, the main office at your student's school has English and Spanish applications for households without internet or smartphone access. If you need an application in any other language, please contact the Food Service office at (812) 277-3220 or email sandersb@nlcs.k12.in.us.

There is a 30-day grace period for students that were approved for Free or Reduced meals in the prior school year, however, they will revert to FULL PAY on the 30 th operating day (September 17, 2025) if you have not applied OR have not received a letter dated after July 1, 2025 from Food Services stating that you qualified for Free or Reduced meals for the 2025-2026 school year.

Please note that Food Services uses the primary email that you provided when you enrolled your child. We use this email to contact you about application status, balances and anything else we might need

to contact you about so please make sure we have the most up-to-date email address at all times. Parents or guardians with no access to the internet, email etc. will be sent notices through the mail. Please remember you only need to fill out one Free or Reduced Meal application per household. Also, remember to include ALL household members, even if they are not attending a school with NLCS.

Meal Accounts, Charge and Collection Policy

The State Board of Accounts and The National School Lunch Program require School Food Authorities to establish written administrative guidelines and policy for meal charges. The North Lawrence Community School Corporation has an essential role in the lives of students by providing them with a foundation for healthy living and learning.

The NLCS Food Services Department makes affordable, healthy, and nutritious breakfasts and lunches available to all NLCS students. It is the responsibility of each student's parents to provide meals either by supplying food from home, sending money to school so that the school may supply a meal, or applying for meal assistance through the free and reduced meal programs. Students may have an occasional need for assistance with their meal funds. Meal charges are strongly discouraged; but, managing money is a part of the learning process. Therefore, NLCS students may charge up to \$50.00 to his/her meal account. Ala carte items will not be sold to students with a negative account balance.

A full reimbursable meal is available when a student does not have money in hand at the time of meal service; alternate meals are not offered. NLCS Food Services Department shall notify parents by text, email, or other written communication when an account has a negative balance.

Parents will be initially notified by email of a negative balance in their student's account by 2:00pm daily. Negative balances are expected to be corrected upon the notification by school authorities. The meal Magic POS will be responsible for making this initial notification to parents. If the account balance remains negative for thirty (30) days after the initial notification, the Food Services Director will send charge letters each month until balances are paid in full. If the negative balance is not brought to a positive balance by the end of the school year, the Corporation will take action to collect the unpaid debt by means of other legal methods deemed necessary by the Corporation.

If the charged amount exceeds \$50.00 or the account has a negative account balance for more than thirty (30) days, the account will be turned over to the school corporation attorney for collection. After the account has been turned over to the attorney, payment arrangements and collections shall occur only through the attorney's office. The student's parent or guardian shall be responsible for paying the delinquent account plus attorney fees in the amount of one-third of the delinquent account balance or \$200.00, whichever is greater, and, if suit is filed, any court costs. NLCS Food Services Department is authorized to establish regulations consistent with this policy to implement and manage food services and collections.

Technology Use

Cell phone use within the building is not permitted without the expressed permission of the principal or designee. Upon entering the building, cell phones should be immediately turned off and remain off until the student leaves the building after school.

During school hours, cell phones must be placed and should remain in a secure location. Students are not permitted to carry their cell phone with them during the school day. At no time during the school day are cell phones or smartwatches to be used to text message, make phone calls, show pictures, take

pictures, play music, play games or check for missed calls. This includes passing and lunch periods. If it is necessary for students to communicate with parents or others, students should report to the school office. Students do not need access to communication devices during the school day. Parents may contact students through the school office.

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

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

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

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

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

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

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

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

NLCS Artificial Intelligence Policy

The School Board recognizes the positive impact that artificial intelligence ("AI") technology may have on the School Corporation's educational program and operations. The Superintendent is authorized to support the use of AI technology when its use is consistent with the Corporation's mission, goals, and operational integrity.

Any use of AI technology in the Corporation's educational program or operations must be in accordance with State and Federal law as well as Board policies including, but not limited to, the following: Board Policy 2266 – Nondiscrimination on the Basis of Sex in Education Programs and Activities; Board Policy 5136 - Personal Communication Devices; Board Policy 5500 – Student Conduct; Board Policy 7540.03 – Student Technology Acceptable Use and Safety; Board Policy 7540.04 Staff Technology Acceptable Use

and Safety; Board Policy 8330 – Student Records; Board Policy 8350 - Confidentiality; and Board Policy 8351 - Security Breach of Confidential Databases.

Violation of this policy may result in disciplinary consequences. Students may be disciplined for violations, up to and including suspension or expulsion. Staff may be disciplined for violations, up to and including suspension or termination of employment. The Administration will refer any illegal acts to law enforcement.

NLCS Artificial Intelligence Guidelines

These guidelines establish a framework for the responsible use of Artificial Intelligence (AI) within North Lawrence Community Schools. Our vision is to foster **AI literacy**—the technical knowledge and ethical mindset required to thrive in a modern workforce—while ensuring that technology supports, rather than replaces, human critical thinking.

1. Fundamental Principles

- **Human-in-the-Loop:** AI is a supportive tool, not a replacement for original expression. Users are responsible for monitoring AI output, evaluating it for bias, and making all final decisions.
- **Data Privacy & Security:** All users must strictly adhere to FERPA and COPPA regulations.
 - **Crucial Restriction:** Teachers and staff may not input Student Identifiable Information (SII) or Protected Personally Identifiable Information (PII) into any AI platform that has not been explicitly vetted and confirmed as FERPA/COPPA compliant.
- **Adaptive Use:** These guidelines are subject to ongoing review to keep pace with rapid technological innovations and evolving educational needs.

2. Student Usage Guidelines

Students must recognize that AI rules are set at the classroom level. Unless a teacher provides explicit permission, the following rules apply:

- **Approved Platforms:** When AI use is authorized or required for an assignment, students will be required to use MagicSchool or Gemini. These platforms are the approved tools for maintaining data privacy and educational alignment within NLCS.
- **Transparency & Attribution:** Any authorized use of AI must be clearly cited. Presenting AI-generated content as your own is considered plagiarism.
- **Learning Integrity:** Students may not use AI to bypass critical thinking or the learning process. AI tools should only be used to enhance access to content or support higher-level problem-solving.
- **Originality Standard:** All writing, artwork, and homework must be prepared by the student. Content generated by AI is not considered "original work" and will not be accepted unless specifically sanctioned for a project.
- **Disciplinary Action:** Any unsanctioned use of AI will be treated as an act of academic dishonesty under the school's plagiarism policy.

3. Educator Usage Guidelines

Teachers have the authority to determine how AI integrates into their specific curriculum, guided by these core responsibilities:

- **Explicit Instruction:** Clearly define when and how AI may or may not be used for every assignment, ensuring students utilize the approved MagicSchool or Gemini platforms.

- **Privacy Compliance:** Teachers must ensure that no sensitive student data (names, IDs, grades, or specific behavioral notes) is uploaded to any non-compliant AI tool. Stick to district-approved tools for any task involving student data.
- **Assessment Focus:** Shift grading focus toward the process of learning rather than just the final product.
- **Responsible Detection:** AI detection tools are not infallible. They must never be the sole source of evidence for academic dishonesty interventions (See NLCS AI Integrity Checklist).
- **Ethical Evaluation:** Critically analyze AI-generated data for patterns, trends, and potential biases before presenting results as fact.

4. Pedagogical Integrity

- **Balance:** Technology must not replace the essential human connection and in-person teaching that occurs in the classroom.
- **Goal:** AI should be used to foster student creativity and streamline workflows, ensuring that students remain the primary architects of their own education.

Note to Students: When in doubt, ask. Specific rules for AI usage—and instructions for using MagicSchool or Gemini—will come directly from your classroom teacher.

NLCS AI Integrity Checklist

Maintaining academic honesty in the age of AI requires a move away from "gotcha" tactics toward a structured, evidence-based process. This guide provides a framework for navigating suspected AI use with fairness and rigor.

1. Identify the Initial Red Flag

The process begins when a submission raises a "detector" alert or displays suspicious characteristics, such as unexpected shifts in tone or factual inaccuracies.

- **Vital Note:** AI detection percentages are **not** definitive proof of misconduct. They serve solely as a signal for deeper review and must never be the sole basis for a disciplinary ruling.

2. Conduct a Fact-Finding Review

Gather tangible evidence to determine if the work belongs to the student:

- **Workflow Audit:** Check for missing milestones like brainstorming, outlines, or rough drafts.
- **Content Analysis:** Look for "AI hallucinations" (fake citations) or rhetoric that exceeds the student's known skill level or the course scope.
- **Comparative Assessment:** Measure the submission against confirmed samples of the student's previous work to identify drastic inconsistencies in logic or voice.

3. Facilitate a Mandatory Verification Interview

Schedule a direct conversation or oral defense to confirm the student's mastery of the material:

- **Defending the Work:** Ask the student to explain their research process, clarify specific arguments, or expand on the sources cited.

- The Litmus Test: A student's inability to discuss the core concepts or logic of their own paper provides strong contextual evidence of non-authorship.

4. Execute Policy and Formalize Records

Determine the outcome based on the totality of the evidence and the dialogue:

- Standardized Enforcement: Follow official Academic Integrity guidelines for consequences.
- Educational Focus: Where appropriate, treat the resolution as an opportunity for growth.
- Administrative Diligence: Document all evidence, meeting notes, and resolutions to ensure transparency and procedural fairness.

5. Proactive Assignment Refinement

Evaluate the assignment design to minimize future AI exploitation:

- Prompt Quality: Does the prompt encourage generic, easily generated AI responses?
- Authentication Requirements: Consider incorporating:
 - Process Tracking: Requiring intermediate drafts or notes.
 - Personalization: Integrating personal reflections or unique local contexts.
 - Specific Data: Focusing on niche topics or class-specific discussions.

Crucial Summary: Any reduction in grade must be supported by multiple data points; an AI detector score alone is insufficient for a penalty.

Emergency Preparedness

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

Release of Students During the School Day

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

- Students will not be released from the classroom. They must be released at the school office.
- Students are not permitted to meet their parents outside the school building without prior approval by the principal. They must be picked up at the school office.

Extra-Curricular Activities

Students must attend a half day of the school day to participate in after-school events, unless in accordance with an IEP, Section 504 Plan, Service Plan, or other comparable plan created to meet legal duty to a student with a disability under federal or state law.

Visitors

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

Transfer Students in Grade K - 6

The regulations on the transfer of students in grades K through 6 living in North Lawrence School Districts are as follows:

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

Immunization

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

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

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

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

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

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

Policy Regarding Sexual Harassment

I. The Policy

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

II. Definitions of Harassment

- A. Types of Sexual Harassment Sexual harassment shall consist of unwelcome sexual advances, requests for sexual favors, and other inappropriate verbal or physical conduct of a sexual nature when made by any employee to a student, when made by any employee to another employee, or when made by any student to another student or student to employee when:
 1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or education;
 2. Submission to or rejection of such conduct by an individual is used as a basis for academic or employment decisions affecting that individual;
 3. Such conduct has the purpose or effect of substantially interfering with an individual's academic or professional performance or creating an intimidating, hostile, or offensive employment or educational environment;
 4. Denial of an employment or educational opportunity occurs directly because an employee or a student submits to unwelcome requests for sexual favors made by a supervisor or teacher which results favorably for that particular employee or student;

5. Such conduct is engaged in by volunteers and/or non-employees over which the school corporation has some degree of control of their behavior while on school property.
- B. Unwelcome Conduct of a Sexual Nature
 1. Conduct of a sexual nature may include verbal or physical sexual advances and/or comments regarding physical or personality characteristics of a sexual nature.
 2. Verbal or physical conduct of a sexual nature constitutes sexual harassment when the allegedly harassed employee has indicated, by his or her conduct or verbal objection, that it is unwelcome.
 3. An employee who has initially welcomed such conduct by active participation must give specific notice to the alleged harasser that such conduct is no longer welcome in order for any such subsequent conduct to be deemed unwelcome.
- C. Examples of Sexual Harassment
- D. Sexual harassment, as set forth in Section II.A: may include but is not limited to the following:
 1. Verbal harassment or abuse.
 2. Repeated remarks to a person with sexual or demeaning implications.
 3. Unwelcome touching.
 4. Pressure for sexual activity.
 5. Suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning one's grades, job, promotion, and/or salary increase.
- III. Complaint Procedures
 - A. Any person who alleges sexual harassment by an employee or student in the school corporation may use the complaint procedure explained below in Section III.C. or may complain directly to his or her immediate supervisor, building principal, or the Title IX complaint designee of the school corporation. Filing of a complaint or otherwise reporting sexual harassment will not reflect upon the individual's status nor will it affect future employment, grades, or work assignments.
 - B. The right of confidentiality, both of the complainant and of the accused, will be respected consistent with the school corporation's legal obligations and the necessity to investigate allegations of misconduct and to take corrective action when this conduct has occurred
 - C. Reporting Sexual Harassment: All reports of sexual harassment shall be handled in the following manner:
 1. Reports must be in writing on forms supplied by the Corporation (if verbal complaint is made, the school official should file a written report);
 2. Reports must name the person(s) charged with sexual harassment and state the facts;
 3. Reports must be presented to the building principal where the alleged conduct took place. The building principal shall inform the superintendent, or his/her designee, of all filed reports;
 4. The building principal who receives a report shall thoroughly investigate the alleged sexual harassment;
 5. The report and the results of the investigation will be presented to the superintendent. The superintendent shall review the report and make a recommendation to the Board of School Trustees of any action deemed inappropriate.
 6. The Board of Trustees may consider the report and the superintendent's recommendation in executive session. The Board may take any action it deems

appropriate. The alleged victim's name will not be released to the public unless required by law.

IV. Sanctions for Misconduct

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

V. False Reporting

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

VI. Notification of this Policy

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

RESPONSIBLE USE POLICY - Student Version

All North Lawrence Community Schools (NLCS) students are responsible for their actions and activities involving technology. Families must sign-off annually during PowerSchool enrollment.

Assessment Calendar



NLCS 2026-2027 Assessment Calendar



Name of Assessment	Window Begins	Window Ends
ILEARN Checkpoints Grades 3-8		
ILEARN Checkpoint 1*	September 14, 2026	November 13, 2026
ILEARN Checkpoint 2*	November 16, 2026	February 5, 2027
ILEARN Checkpoint 3*	February 8, 2027	April 9, 2027
ILEARN Summative Grades 3-8		
ILEARN	April 12, 2027	May 7, 2027
ILEARN End of Course Assessment (ECA)		
ILEARN Biology ECA Spring Administration	April 12, 2027	May 14, 2027
IREAD Grades 2-3		
IREAD Spring	March 1, 2027	March 12, 2027
IREAD Summer	May 10, 2027	June 25, 2027
I AM (Indiana's Alternate Assessment Measure) Grades 3-8		
I AM (Alternative Assessment)	March 29, 2027	May 7, 2027
AP Testing		
AP Testing	May 3, 2027	May 14, 2027
SAT		
SAT School Day Testing	March 1, 2027	March 12, 2027
Preliminary SAT/National Merit Scholarship Qualifying Test (PSAT/NMSQT)		
PSAT/NMSQT (grade 10 students)	October 1, 2026	October 30, 2026
WIDA (World-Class Instructional Design and Assessment) for English Language Learners		
WIDA ACCESS Annual Assessments	January 11, 2027	February 26, 2027
Acadience Universal Reading Screener		
Kindergarten-2nd Grade (Universal)	August 10, 2026	September 18, 2026
Kindergarten-2nd Grade (Level 1)	September 21, 2026	October 30, 2026
i-Ready Inform Universal Math Screener		
Kindergarten-2nd Grade BOY	August 10, 2026	September 18, 2026
Kindergarten-2nd Grade MOY	November 30, 2026	January 29, 2027
Kindergarten-2nd Grade EOY	April 5, 2027	May 14, 2027
Universal Benchmark Testing K-6		
Grades K-6 Beginning of Year (BOY)	August 10, 2026	September 18, 2026
Grades K-6 Middle of Year (MOY)	November 30, 2026	January 29, 2027
Grades K-6 End of Year (EOY)	April 5, 2027	May 14, 2027
CogAT		
5th Grade	November 2, 2026	December 18, 2026
Kindergarten, 2nd	January 4, 2027	February 26, 2027
<i>Updated 5/1/26</i>		
BOY, MOY, and EOY Benchmark testing = Acadience & MAZE		

Conclusion

Now that you've read through the handbook, you're all set for a fantastic school year! Remember to be kind, try your best, and always ask questions when you need help. We're so proud to have you at NLCS, and we can't wait to see all the amazing things you'll do.

Let's have an awesome year—together!

