

PEIFER PARENT/STUDENT INFORMATION

WELCOME to a new school year! As principal, on behalf of the faculty and staff, I would like to welcome you to Peifer Elementary School. We are fortunate to have a dedicated staff, good students, and supportive parents who make up the Peifer Community. It is important that we all work together for the benefit of our children. We want to provide a school environment that meets the educational, social, emotional, and physical needs of each student. Hard work, devotion, and cooperation among faculty, staff, students, parents, and the community will ensure the success of all the children in our school.

The following information is provided to help you understand the school's operation and to aid in planning your family's activities throughout the year. Further information about specific policies and procedures may be found in the Lake Central School Corporation's *Student Code of Conduct, Responsibilities, and Due Process* and the *Lake Central Elementary School Rules of Conduct*. These booklets are provided to each family at the beginning of the school year. Parents and students need to review the information contained in each booklet. Please feel free to contact me with any questions, comments, or concerns. Peifer's phone number is 322-5335 or you may email me at ddelaugh@lakecentral.k12.in.us.

Thank you, Mr. DeLaughter.

DAILY SCHEDULE

Office Hours.....	7:30 a.m. – 3:15 p.m.
Doors Open for Breakfast.....	7:55 a.m.
Students Arrive.....	8:00 a.m.
All Day Kdg, Gds 1 – 4 Classes Begin.....	8:10 a.m.
AM Kindergarten Session.....	8:10 a.m. – 10:40 a.m.
PM Kindergarten Session.....	12:10 p.m. – 2:40 p.m.
Students Dismissed.....	2:40 p.m.

VISITORS: All parents and visitors to the school **MUST** stop in the office, sign in, and obtain a “Visitor” sticker. **PARENTS ARE NOT PERMITTED TO WALK THROUGH THE HALLS OR INTO THE CLASSROOMS WITHOUT GETTING PERMISSION FROM THE OFFICE.** Visiting pre-school aged children must remain with an adult at all times.

ATTENDANCE: The Board of School Trustees has established a policy that stresses the importance of maintaining good school attendance. Children are expected in class, except in the event of illness or family emergencies. Refer to the *Lake Central Rules of Conduct Handbook*.

ABSENCE: We ask that parents **notify the school by 8:30 a.m.** if their child will not be in attendance that school day. Calls placed before school hours should be left on ext. 201. Should notification not be received, the school will call the parents. If the absence exceeds one day, parents may request that teachers prepare homework assignments.

TARDIES: All late arrivals must be escorted to the school office by an adult, ‘signed in’, and receive a *Tardy Slip* before proceeding to class.

CHANGE OF DEPARTURE: Teachers and the office staff must be made aware if a child is to leave the building during school hours. If a child leaves school, he/she must be signed out in the office. **SHOULD SOMEONE OTHER THAN PARENTS OR GUARDIANS BE SENT TO PICK UP A STUDENT, THE PARENTS OR GUARDIANS SHOULD SEND A NOTE GIVING THEIR PERMISSION. ANY change in the method a child is going home (i.e. walker will be a car rider, etc.) *must be made in writing.***

EXCUSED ACTIVITIES: It is assumed when a child comes to school that he/she is physically able to take part in the normal school activities. This includes the time spent in the classroom, in gym class, and out for recess. Students may stay inside ONLY upon a written doctor request. If the outside temperature and/or wind chill is 10 degrees or below, children will remain indoors for recess periods.

BOOK RENTAL: Book rental fees are established each year. Fees for the current school year are available in the school office. **BOOK RENTAL PAYMENT IS DUE AT THE BEGINNING OF THE SCHOOL YEAR.** Please make sure a receipt is issued at the time of payment and make checks payable to Peifer School (include your driver’s license # on the front of the check). One check may be written per family. Prompt payment will be appreciated. Parents who anticipate problems with payment must contact the school office so that a payment plan can be set up. Parents are encouraged to apply for textbook assistance and free or reduced lunch, if applicable. This application should be made at registration.

Students enrolling at any point during the first semester will pay 100% of the book rental. Students enrolling during the second semester will pay 50%. No refunds will be issued during the second semester.

BOOKSTORE & SUPPLIES: Peifer School has a bookstore where students can purchase basic supplies at moderate prices. The bookstore is open before school.

CHECKS: Any checks written to Peifer School for any reason must include at least one parent’s driver’s license number written on the front of the check.

CLASSROOM INTERRUPTIONS: Every attempt is made to make minimal interruptions to the classrooms during the instructional time of the day. This includes calls to the classroom for homework, backpack, and lunch deliveries. Please pack backpacks the night before to assure all papers and books will come to school WITH your child in the morning. Lunches and/or lunch money should be sent in the morning as well. *Please make your child aware of any change in routine activities prior to his/her departure in the morning. Should an EMERGENCY arise and/or other arrangements need to be made, please call the office by 1:30 p.m. and we will get the message to your child.* We try very hard **NOT TO INTERRUPT** the classroom teacher during the instruction process time. Thank you!

DAMAGED OR LOST BOOKS: Children are responsible for the care of school text and library books. If books become lost or damaged, the cost of the book and/or fines will be charged to those held responsible.

DELAY INFORMATION & EMERGENCY SCHOOL DISMISSAL: Weather and mechanical breakdowns may sometimes call for early or emergency dismissal. **PARENTS SHOULD BE SURE THEIR CHILD IS INSTRUCTED WHERE TO GO AND WHAT TO DO IN THE EVENT IT IS NECESSARY FOR THEM TO ARRIVE HOME EARLY** referred to as the *EMERGENCY CONTINGENCY PLAN*. A copy of this form will be sent home at the beginning of each school year. Parents are to complete and return the form as soon as possible in the fall.

In the event that school is delayed or closed, the **Alert Now** system will be put into effect and the phone numbers that you have requested will be called. You can also check cancellations on the inter-net at: www.cancellations.com.

Please remember that in the case of a weather delay: STUDENTS ARE NOT PERMITTED IN THE BUILDING DURING THE DELAY TIME. PARENTS MUST MAKE OTHER ARRANGEMENTS FOR THEIR CHILDREN.

EMERGENCY DRILLS: all students and staff on a regular basis practice Fire, Severe Weather, and Code Red safety drills.

FIELD TRIPS: Field trips are a beneficial way of extending student learning. Parents must sign a *yearly permission slip* in order for the child to participate. Younger siblings are not allowed on field trips. All students must travel by bus on field trips and are not allowed to ride with their parents and meet the class.

FOOD: Breakfast, hot lunch and milk are available at school everyday. All fees for these items are established each year. Prices for the current school year are available in the school office or in the corporation calendar.. A monthly menu calendar will be issued to each child.

HOMEWORK REQUESTS: Parents may request homework for students who are absent for more than one consecutive day. Phone calls requesting homework should be made to the teacher's voicemail or email in the morning by 9:00 a.m., or a day in advance of the time the parent would like to pick it up. Usually, the homework can be available by the end of the day in the office.

IMMUNIZATIONS: All students, by law, must have up-to-date shot records within twenty (20) days of the beginning of the school year. If the child's immunization schedule has been delayed, a written statement and a time schedule approved by the health department or physician must be furnished to the school nurse by the parents. All students new to Lake Central schools must have a physical examination.

INTERNET POLICY: Classrooms are equipped with the ability to access the Internet. The Lake Central School Corporation has established a policy for student users. Use of the Internet is to be for instruction purposes to facilitate communications in support of research and education. Users should not expect that files stored on school-based computers would always be private. They may be treated like lockers. It is not acceptable to use the Internet for any purposes which violate U.S., state, or local laws. Students are prohibited from entering "chat rooms". Parents must approve the use of the inter-net on the registration form at the beginning of each school year.

LUNCH MONEY: A debit card account is established for each child. Lunch and milk money for this account will be collected in the Commons in the MORNING before school begins. Therefore, it will be helpful to deposit an adequate amount of money into the account to accommodate your child's lunch needs for at least the entire week. Money amounts of any size can be entered into the account. Checks should be made payable to PEIFER SCHOOL. Children may use cash as they go through the line, but the card use is preferred. Students and parents are informed when the account is below \$3.00. *Students falling in arrears may be given an alternative lunch option, and charged a minimal amount, until the account balance is re-established by the parent. This will occur after two full lunches have been charged.* **Lunch money MAY be used for breakfast.**

Charging of full meals on low or negative amounts will be discontinued May 1st, each year. Parents should clear any negative balances by the end of the school year.

Students reporting late for school should either bring a lunch or call the school and order a hot lunch **BEFORE 8:45 a.m.**

Applications for free and reduced lunches are available at any time during the school year and can be on a temporary basis when emergencies arise. Application status will be reviewed monthly.

LUNCHES: Student lunches and/or lunch money should be sent to school with your child in the morning.

MEDICAL RESTRICTIONS: If it is necessary for a student to be excused from a school related activity for medical reasons; a written note from the physician is to be provided by the parent. The note should indicate the activities to be restricted and the length of time for the restriction. Prior to the student being able to return to participation in the activity, a written release from the physician needs to be provided to the school.

MEDICATION: ***DO NOT send medication with your child.*** Prescription medications will not be given during school hours unless the parent signs a permission slip and a doctor's note is obtained stating the dosage, time, and reason for prescription medication.

- 1) All medication must be in the original container and will be kept in the nurse's office.
- 2) Any non-prescription medication must be brought to the nurse's office by a parent with a note giving the school permission to administer the drug. Included in the note should be:
 - a) Child's name
 - b) Name of drug
 - c) How much is to be given
 - d) How often
 - e) For what condition
 - f) Parent's signature

All medication, prescription and non-prescription (including cough drops), must be given to the school nurse. **No medication may be kept in the student's possession.** Medication will only be administered by the nurse or other person designated by the principal.

The school nurse will check students for head lice at school as necessary. Should you find evidence of lice, please notify the school nurse immediately. The Lake Central School Corporation policy on the matter, in brief, is simply that no student may return to school until the school nurse has checked the child's hair and found it to be completely clear of nits and/or lice.

PARENT-TEACHER CONFERENCES: Parent-teacher conferences are scheduled in November in the afternoon for Grades 1-4. Students in Grades 1-4 will attend school in the morning only. There will be no kindergarten classes on these days because kindergarten parent conferences will be scheduled throughout the day.

PARENT TEACHER ORGANIZATION: This is an organization helping to promote better school relationships and helping to provide educational needs for Peifer School. They are involved in a variety of activities and we encourage your membership and participation in this organization. The PTO Board meets monthly and parents are invited to attend. Several general meetings are also held during the year. Anyone wishing to volunteer or assist in any way is asked to return forms that will be sent home as events are planned. Messages for PTO may also be left on the PTO voice mailbox at 322-5335 x253.

PERSONAL PROPERTY: Excessive money or articles of value (including headphones, radios, electronic games, etc.) should not be brought to school. ***Collector cards are not allowed at Peifer School.*** Toy weapons (including water guns) are also strictly forbidden. Personal belongings should be clearly marked for quick identification. Lost and Found articles will be located outside the gymnasium.

All jackets, backpacks, lunch boxes, etc. should be clearly labeled with the child's name.

PETS AND ANIMALS: Pets are not permitted on school property without the **PRIOR PERMISSION** of the teacher and/or principal. Pets are not allowed in the arrival/dismissal areas of Peifer unless they are contained in a vehicle. Animals are never allowed to be transported on the school bus. If a pet is coming to school, it must be brought by the parent and taken home immediately following the visit. All warm-blooded pets must have current shots.

PLAYGROUND RULES: At the end of this booklet is a listing of expected playground behaviors. Playground safety is important to everyone and children should be directed to play in a manner that will not cause harm to other students.

REPORT CARDS: Report cards will be issued for all grades on a nine-week basis with parent-teacher conferences held for the first grading period. Interim reports are issued halfway through each grading period for students in Grades 3 & 4. Students in Grades 1 & 2 will have two parent-teacher conference dates (1st & 3rd grading periods).

ROOM PARENTS: Attention Mom & Dad! If either or both of you are interested in becoming a room parent, please send a written note to your child's teacher. If you are selected, guidelines and responsibilities will be provided for you.

RULES OF CONDUCT: Please read carefully the booklet, *Rules of Conduct for Elementary School Students*. It addresses discipline, attendance, school dress, and bus conduct. Please go over the rules with your child. **SIGN AND RETURN THE LAST PAGE TO YOUR CHILD'S TEACHER.**

SAFETY: For school safety reasons, a Code Red policy has been implemented in the Lake Central schools. If someone comes into the school and threatens our safety, we announce "Code Red". During Code Red, the school halls are cleared and teachers lock their classroom doors. All children remain inside classrooms until an all-clear signal is given.

SCHOOL BOARD MEETINGS: Meetings are held on the first and third Monday of each month unless changed by the Lake Central School Board. Meetings begin at 7:30 p.m. in the Large Group Instruction Room (LGI) in the Lake Central High School Freshmen Center.

SCHOOL DAY: The school day officially begins at 8:10 a.m. Students who walk or are transported by parents should not arrive prior to 8:00 a.m. **STUDENTS ARE NOT PERMITTED TO WAIT BETWEEN THE DOORS LOCATED AT THE CAFETERIA ENTRANCE.** Students are considered to be tardy after 8:10 a.m. **Children who arrive late must check in at the office WITH AN ADULT** before going to the classroom. Classes are dismissed at 2:40 p.m.

Morning Kindergarten classes end at 10:40 a.m. **Afternoon Kindergarten** classes begin at 12:10 p.m. Students in the *PM Kindergarten* should arrive no earlier than 12:00 p.m. Kindergarten students who are late must be escorted to the office by an adult. Arrival and dismissal procedures for Kindergarten are covered during Kindergarten orientation.

SCHOOL DRESS: Students should wear clothing appropriate for the weather and the activity in which they are participating. Students should come to school dressed to participate in recess outside during winter months. **Recess will be held outdoors except under the following conditions: precipitation** (snow, rain, sleet, etc.) **or a temperature below 10 degrees or a wind chill of below 10 degrees or an excessive heat index.**

Clothing and personal items should be marked for easy identification. Also, clothing with messages alluding to tobacco, alcohol, drugs or inappropriate language or behavior is prohibited. See the booklet, *Rules of Conduct for Elementary School Students*, for more information regarding school dress.

SCHOOL INSURANCE: Student insurance is offered at the beginning of each school year and to each new student upon entrance at a nominal price. The school does NOT carry individual student insurance.

SCHOOL PARTIES: There are three class parties during the year; Halloween, Winter Holiday, and Valentine's Day. A fee of \$3.00 is collected from each child for the parties. This money is given to the room parents who use it for refreshments and favors.

SCHOOL PICTURES: Individual pictures will be taken of all students in the fall (more information on this later). Spring pictures are also available only to those who desire them.

STAFF DEVELOPMENT DAYS (In-service Days): Students are in session for a half-day. Lunches are served and bus transportation is provided. Staff development dates are available in the school office, on the corporation calendar, and on the Peifer student calendar.

STUDENT BIRTHDAYS: Students may bring a small treat to be passed out at school to celebrate birthdays (and unbirthdays for children with summer birthdays). We prefer non-food items for birthday treats due to an increasing number of children with food allergies. Please check with your child's teacher for acceptable treats. ***Parents should contact the teacher prior to the child's birthday.*** No surprise visitors or gifts are permitted in school (please limit them to a private party).

Party invitations cannot be passed out to individual children at Peifer School unless there is an invitation for each and every child in the class, or for all the girls/boys. If invitations for the whole class or group are brought in, the teacher must be made aware before distribution.

STUDENT WITHDRAWALS & TRANSFER OF STUDENT RECORDS: Parents of students moving to another school district should report to the principal's office to withdraw your child. Student records will be sent to the receiving school once our office has received a Request for Records from the receiving school. It is not the policy of Peifer School to send permanent records with the parent withdrawing a student. All books including library books must be returned prior to withdrawing. Restitution must be made for any damaged books or those not returned.

SUSPECTED CHILD ABUSE: We are required by state law to report all suspected cases of child abuse to the Lake County Department of Public Welfare – Child Protection Services.

TELEPHONE USE: The school telephone is a business phone for the school. Except in cases of emergency, we do not call students or teachers in the classroom to talk on the phone. Children must obtain permission from the teacher or principal each time they wish to use the telephone. Teachers will be asked to return calls when they are not in class.

TRAFFIC & PARKING: We ask parents to adhere to the following procedure to help ensure the safety of our children and to make our bus operation more efficient.

Walkers: All children walking north will exit the building on the north side of the building at the gym; south bound walker will exit by the second grade wing doors.

Car Riders: Those children getting a ride home by car will exit on the north side near the Commons area. Parents are to line up along the left side of the road near the grass area and parking lot. No car will be able to park along the sidewalk close to the building. Children will be directed to and from the school by staff members. ***NO CARS SHOULD LEAVE THE AREA UNTIL WALKERS HAVE PASSED SAFELY.***

Bus Riders: Buses will be loaded as the office calls them in the afternoon. The driveway at the front of the building facing Cline Avenue is the *BUS ZONE*. ***THIS IS A NO PARKING ZONE FOR VEHICLES DURING ARRIVAL & DEPARTURE TIMES (7:45–8:15 a.m. and 2:15–3:00 p.m.). This applies to all PTO functions such as meeting, class parties, and the volunteer parent program.***

Arrival in the morning will follow the same procedure. Cars will use the parking lot entrance and **buses will use the front entrance**. If your child is **TARDY**, escort him/her to the front office where you will sign your child in. If you need to pick up your child because of appointments, illness, etc., you may park in front of the building between 8:15 and 2:15 ***ONLY***. ***THIS IS A NO PARKING ZONE FOR VEHICLES DURING ARRIVAL & DEPARTURE TIMES (7:45 – 8:15 a.m. and 2:15 – 3:00 p.m.).***

Peifer parents picking up **Morning Kindergarten** and dropping off **Afternoon Kindergarten** should use the NORTH entrance. Complete Kindergarten drop-off and pick-up procedures will be discussed at Kindergarten orientation.

The driveway in front of the school is one way from north to south. The yellow curb indicates a fire lane – **NO PARKING!**

STUDENTS SHOULD NOT BE DROPPED OFF AT SCHOOL PRIOR TO 8:00 A.M.
STUDENTS EATING BREAKFAST AT PEIFER MAY ARRIVE AT 7:55 A.M.

TRANSPORTATION: Each child will ride his own bus and will get on and off at the regular stop. If you wish your child to get off at a stop other than his/her own, please write a note to the bus driver that is signed by the parent. Since most elementary school buses do not have extra seating, **CHILDREN MAY NOT RIDE A BUS OTHER THAN THEIR OWN** (i.e.: Brownies, Scouts, birthday parties, visiting friends, play dates, etc.). The principal may make exceptions if an emergency situation arises and there is room on the receiving bus.

Lake Central Schools will not provide transportation for those students whose conduct or lack of cooperation endangers the safety of other students. Bus drivers may suspend students from riding the bus. Please read the bus rules listed at the end of this booklet.

TRANSPORTATION CHANGES: Parents are asked to notify the office **in writing** of ANY changes regarding how their child arrives or leaves school. This specifically applies to daycare drop-off or pick-up and other situations involving baby-sitters.

Students occasionally ask to go home with another student. Please remember the following when making this type of request:

- 1) **A parent permission note from *both* the sending and receiving parent must be sent with the children authorizing the activity. The note should state the mode of transportation the children will be using (car, walking, etc.)**
- 2) **Children are not permitted to ride a bus other than their own due to bus capacity limitations.**

VACATIONS: Student vacation requests that necessitate an absence from school must conform to the following rules:

- 1) Requests to have students miss school for vacations are to be made in writing to the office.
- 2) The request must be made at least 14 days prior to the vacation period.
- 3) The request must include the student's name, grade, dates requested for absence and the reason for the absence.
- 4) The following should be considered when requesting vacation leave:
 - a) The activity must represent an educational opportunity.
 - b) The student should have at least C grade (or "P" in first or second grade) for each subject on the most recent report card.
 - c) Arrangements to complete classroom assignments must be made with the student's teacher. It is not a practice at Peifer to allow textbooks to be taken on vacations.
 - d) Any test missed during the vacation time will be rescheduled at the teacher's discretion.

WEAPONS & THREATS: The Lake Central School Corporation has adopted policies specifically directed to the topics of weapons and threats. The classroom teachers discuss these policies with students throughout the school year. Parents should also take time to review the expectation of the school system with children.

School safety is very important to everyone. Children are not permitted to bring any kind of weapon or dangerous object to school. It is important that your child knows that **BRINGING WEAPONS (knives, guns, etc.) IS STRICTLY FORBIDDEN AND MAY RESULT IN SUSPENSION AND/OR EXPULSION. This includes items such as pocketknives, kitchen**

knives of any type, toy guns of any kind, and BB or pellet guns. These items are banned from the school. Toys that look like weapons are also prohibited. We urge parents to check book bags for any items that would violate this policy.

Children are not to make threats of violence against each other. Comments that threaten, intimidate, harass, or are perceived to have that effect are included. Students will be held accountable for such comments. Making such a comment and then saying, “I was just kidding”, is unacceptable. If a student makes a threat to another person, the following may occur:

- 1) Sergeant Stamate, our Lake Central Security Officer, will be contacted.
- 2) The local police department may be informed.
- 3) Desks and book bags may be checked for inappropriate items.
- 4) Suspension or expulsion from school may be issued.

Please help your child understand what unacceptable communication is.

Parents and students alike should understand that these policies require the suspension of the student for violations. This is not what we want to do, but children need to understand these consequences. Your cooperation and support will help us keep our students and school safe.

PEIFER SCHOOL PLAYGROUND RULES

- 1) All students must follow the directions of the playground aides.
- 2) Children are to stop playing and line up quickly when the recess period ends.
- 3) Children must ask permission to enter the building during recess. They are not to leave the playground for any reason without first notifying the playground aides.
- 4) Profanity is not allowed.
- 5) Wrestling and/or fighting are not permitted. Activities that intimidate, harass, or are threatening or bothersome to other students will not be allowed.
- 6) Rough games involving chasing, pushing, shoving, or grabbing of clothing is not permitted.
- 7) Children must not throw stones, gravel, sticks, mud, snowballs, or other similar substances.
- 8) No more than one person on a swing at a time. Swings should not be pushed by another student.
- 9) Children should not use equipment in any manner for which it is not intended.
- 10) Children using a slide must be seated. Students should not climb a slide in the reverse direction.
- 11) Children should not play near the building or in other areas not designated as a play area.
- 12) Children should share the equipment with other students.
- 13) Children should not exchange hats, coats, or other items of clothing.
- 14) Children are to wear clothing appropriate for the weather conditions.
- 15) Radios, tape players, cellular phones, personal pagers, electronic games, or other personal entertainment devices are not allowed.
- 16) Bicycles, skateboards, skates, and rollerblades are not allowed.
- 17) If sports equipment and toys are brought to school, children are totally responsible. Hard balls, wooden bats, and aluminum bats are not permitted.
- 18) Food items may be brought out to the playground with the condition that the children throw their trash in the trash can.
- 19) Children are to walk quietly in line at all times.
- 20) When rules are not followed correctly, a consequence of time-out on the bench will be enforced.

- 21) Inappropriate behavior will be brought to the principal's attention and dealt with according to the Lake Central Student Code of Conduct Book.

PEIFER SCHOOL LUNCHROOM RULES

Children are expected to behave appropriately when in the cafeteria/commons area. They must cooperate with the adults who supervise them. Children need to be reminded of these expectations of good behavior.

1. Show respect at all times.
2. Each student will be responsible for eating his or her own lunch.
3. Respect the rights of others by talking in a quiet voice and keeping hands, feet, and objects to himself/herself.
4. Students will remain seated until clean-up time.
5. Students will raise his/her hand if help is needed.
6. Students will clean up the table and floor area, throw away garbage, return to his/her seat and wait for dismissal procedures.
7. When another grade level enters the commons, the grade level that is preparing for dismissal will wait for adult instructions in a polite, quiet manner.
8. Complete silence is expected when the lights get turned off, and then wait for instructions.
9. Complete silence is expected in the hall when walking to recess.

PEIFER LUNCHROOM CONSEQUENCES FOR MISBEHAVIOR

1. Warning.
2. First offense – 5 minutes at an empty table.
3. Second offense – 10 minutes at an empty table.
4. Third offense – lunch period spent at an empty table.
5. Fourth offense – lunch recess lost and talk with the teacher.
6. Fifth offense – lunch recess lost and talk with principal (parent will be called).
7. More than five offenses – principal will use the Elementary Rules of Conduct Handbook as a guide for consequences.

The slate will be wiped clean for everyone at the end of each grading period in order to give the students a chance to start over and improve their behavior.

PEIFER “STOPLIGHT” PROCEDURE

When the stoplight goes off due to excessive noise level by all the students, there will be a “lights off: procedure – five minutes for the first time, ten minutes for the second time. There is no talking during a “lights off” period.

It is our hope to be fair, firm, and friendly and to provide consistency in student discipline. This plan provides the following positive results:

- 1) Students improve in their ability to follow rules.
- 2) Students make better decisions between right and wrong.
- 3) Students accept the consequences of their own behavior.

Please review all rules with your child. Your support of our efforts is greatly appreciated as we work together to help our students become responsible and productive citizens of the future.

LAKE CENTRAL SCHOOL BUS RULES

Students are expected to adhere to the *School Bus Rules*. Students will receive and **be held accountable for compliance to these rules that will appear in the student handbook issued by each building principal.**

- 1) Students must cooperate with and follow the directions of the bus driver at all times.
- 2) All students should arrive at their designated bus stop five minutes prior to their scheduled pick-up time.
- 3) No one should enter or leave the bus until it has come to a full stop and the doors are opened by the driver.
- 4) All students will be seated immediately in their assigned seat on the bus.
- 5) No student shall stand or move from place to place during the trip.
- 6) The bus driver must grant permission before windows or doors may be opened or closed. Students must keep their head, hands, and arms inside the bus.
- 7) Students disembarking buses on the opposite side of the road from their homes must cross the road in front of the bus, at the direction of the driver.
- 8) Smoking is not permitted and offenders will not be transported.
- 9) Bus riders shall not litter the bus in any way.
- 10) Damage to the school bus shall be paid for by the student causing the damage.
- 11) Because buses are loaded near capacity, permission will not be granted for any individuals or groups to ride buses other than their own.
- 12) The following items are not allowed on school buses:
 - Baseball bats, golf clubs, or any other hard objects that could become projectiles in the event of a fast stop or accident.
 - Animals
 - Insects
 - Objects made of glass
 - Weapons (firearms, knives, martial arts paraphernalia)
- 13) The following behavior **WILL NOT BE TOLERATED:**
 - Not being seated in your assigned seat until arrival at your destination.
 - Scuffling and fighting.
 - Loud, boisterous, profane language or indecent conduct.
 - Teasing, tripping, holding, hitting, or objectionable use of hands and feet.
 - Standing or walking on seats.
 - Writing on, or in any way defacing the interior or exterior of the bus.
 - Threatening activity, verbal or physical.
- 14) Individual building principals may supplement these rules.

RIGHT TO INSPECT INSTRUCTIONAL MATERIALS – AR 5024

In addition to any other rights with respect to the inspection of instructional materials, the parent or guardian of a child enrolled in a school within the Lake Central School Corporation which receives funds from the United States Department of Education either directly or indirectly shall be entitled to inspect those instructional materials which will be used in connection with any survey, analysis, or evaluation as part of any school program or curriculum.

Any complaints arising under the policy may be submitted in accordance with **Policy AR 5004, Instructional Materials Challenged.**

STUDENT SUBMISSION TO REQUIRED SURVEYS, ANALYSIS, OR EVALUATION OF STUDENT PROGRAMS – AR 5025

No student shall be asked without prior written consent of the student's parent or guardian, as part of any school program or curriculum which receives funds from the United States Department of Education, to submit to a survey, analysis, or evaluation which reveals information concerning:

- 1) political affiliation;
- 2) mental and psychological problems potentially embarrassing to the student or his/her family;
- 3) sex behavior and attitudes;
- 4) illegal, anti-social, self-incriminating and demeaning behavior;
- 5) critical appraisals of other individuals with whom respondents have close family relationships;
- 6) legally recognized privileged and analogous relationships, such as those of lawyers, physicians, and ministers; or
- 7) income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

CIVIL RIGHTS NOTIFICATION: Civil Rights Assurance of Equal Opportunity and Nondiscrimination Statements:

The Lake Central School Corporation is committed to equal opportunity. It is an Equal Opportunity Employer and does not discriminate on the basis of age, race, color, religion, sex, handicapping conditions, or national origin, including limited English proficiency, in any employment opportunity. No person is excluded from participation in, denied the benefits of, and otherwise subjected to unlawful discrimination on such basis under any education program or student activity.

If you have experienced discrimination in such educational programs or activities, written inquiries about procedures that are available and for consideration of complaints alleging such discrimination should be directed to Director of Human Resources, Lake Central School Corporation 8260 Wicker Avenue, St. John, Indiana 46373. Phone: 219-365-8507.

COMPLAINCE PLAN FOR SECTION 504 OF THE REHABILITATION ACT OF 1973

Specific information about this is contained in the Lake Central School Corporation's Student Code of Conduct, Responsibilities, Due Process, and Parent/Student Rights' booklet that is distributed at the beginning of each school year. Please refer to this booklet for further information.

NOTICE OF PARENT/STUDENT RIGHTS IN IDENTIFICATION, EVALUATION AND PLACEMENT OF HANDICAPPED INDIVIDUALS: Specific information about this is contained in the Lake Central School Corporation's "*Student Code of Conduct, Responsibilities, Due Process, Parent/Student Rights*" booklet that is distributed at the beginning of each school year. Please refer to this booklet for further information.

LAKE CENTRAL SCHOOL CORPORATION'S MISSION STATEMENT

In partnership with family and community and through an educational system driven by clearly defined learner outcomes, all Lake Central Students will learn skills, values, and knowledge which empower them to be contributing, responsible citizens confidently directing their own lives and adapting to rapid change in an increasingly complex world.

LAKE CENTRAL SCHOOL CORPORATION'S BELIEFS

WE BELIEVE:

- Each individual has dignity and worth.
- Students are our number one priority.
- We must continually improve and strive for excellence.
- Everyone can learn.
- People learn in different ways and at different rates.
- Teachers are critically important in every student's education.
- Education is the responsibility of the students, staff, parents and the entire community.
- School provides a foundation for a lifetime of learning.
- The total school environment affects learning.
- Self-esteem is directly related to learning.
- Educated citizens are essential to a democratic society.