

PARENT/GUARDIAN ACKNOWLEDGMENT FORM

Indiana state law requires that we ask you to acknowledge in writing that you have reviewed a copy of the student handbook which contains school discipline policies. Failure to sign or return this form does not affect the student's responsibility to act in accordance with policies outlined in the book.

Please remove this page from the book, complete the form below, and have your son/daughter return this page to his/her social studies teacher. Your cooperation is appreciated.

I (we) have reviewed the current Lafayette Sunnyside Middle School Handbook containing school discipline policies.

PARENT/GUARDIAN _____ DATE _____
(Signature's)

(Please print name of your student)

STUDENT HANDBOOK SIGNATURE FORM

I, _____, have received a copy of the current Lafayette Sunnyside Middle School Handbook. I shall read the handbook upon receiving it and ask any questions I may have about its contents. I shall ask my parent's guardians to read the handbook also, discuss it with me within one week from now, and return the Parent/Guardian Acknowledgment Form contained in this book.

Student Signature _____ Date _____

(Remove this form from the handbook and return it to your social studies teacher, no later than September 1.)

PREFACE TO PARENTS

Each school is a part of the Lafayette School Corporation and operates under rules, regulations, and policies as established by the Board of School Trustees and by directives from the office of the Superintendent of Schools. Each school, however, may have some variations in general administrative procedures to provide for differences that exist in various parts of the corporation. (See Administration Policy in the Appendix for further detail.)

Knowledge and understanding of school policies is important in helping each student make a satisfactory adjustment to the school community.

This handbook is designed to acquaint middle school parents and students with practices, procedures, policies, and the organization of the middle school. Please read it carefully and refer to it when needed. If you do not find your answers, please call the school and you will be directed to someone who will assist you.

WELCOME TO STUDENTS

Welcome to Lafayette Sunnyside Middle School - the home of the Bronchos, where spirit, pride, and excellence are the bywords of a school in which the entire community takes pride! Along with increasing your knowledge and developing your skills, your major responsibility at Lafayette Sunnyside will be to respect yourself, your fellow students, teachers and staff members.

This handbook has been prepared to help you get acquainted with the Lafayette Sunnyside tradition. We also hope you will get acquainted with the facilities, rules, schedules, teams, and organizations and will make every effort to get to know your teachers and make new friends.

By taking part in all Lafayette Sunnyside has to offer, you will have a great year! Not only will you become a part of the great Lafayette Sunnyside tradition but, more importantly, you will take a big step in the direction of becoming a success!

LAFAYETTE SCHOOL CORPORATION VISION STATEMENT

To **nurture** the promise of our children.

LAFAYETTE SCHOOL CORPORATION MISSION STATEMENT

To **inspire** and **empower** all children to learn, hope, dream, contribute, excel, create, and appreciate.

SAFE SCHOOL HELPLINE

The Safe School Helpline is available 24 hours a day, 7 days a week. Most calls are taken in the evening, when students have privacy and access to a phone. Staff administrators and parents are additionally welcome to use The Safe School Helpline, anonymously if you choose, as a first line of defense against drugs, violence, and weapons in our community. The toll free phone number is (877) 572-4543 or (877) LSC-4KID.

THINGS YOU NEED TO KNOW

Once you know how things are done at Lafayette Sunnyside, you will feel more comfortable and at home. Listed below are things you need to know. Your teachers will be working with you, going over each of these items. If you have any questions during the school year, make sure this handbook is handy and look up the answers here.

ABSENCES & TARDIES

Your parent or guardian should call the school before 9:00 a.m. each day you are absent. If a parent is unable to call, the student will bring a note (with the reason for the absence) to the general office before school starts on the day you return. Alarm did not go off, missed the bus, overslept, running late, had to baby-sit are all unexcused absences or tardies. An alternate way of getting to school (such as the free City Bus) is important in case the above happens.

Anytime a student goes to the doctor/dentist/therapist/court/probation, etc., a note for the appointment must be brought to school to be filed.

You are tardy to school if you are not in your seat by 8:05 a.m. (Recommended time to be at school is 7:50 a.m. and to be in your seat by 8:00 a.m. for the morning announcements.) If you arrive after 8:05 a.m., you must bring a note from a parent (or call) with the reason for the tardy to the General Office to get a tardy admit. Detentions may be assigned for non-exempt tardies (overslept, missed bus, etc.). All tardies are non-exempt if there is not a note from the doctor/dentist/therapist etc. After the 6th non-exempt tardy a detention will be assigned. Detentions will be assigned for every 3 tardies thereafter.

APPOINTMENTS

If you arrive at school from an appointment after 8:05 a.m., report to the general office for a pass. If you need to leave the building during the day for any reason, you must get a permission slip from the general office. NO SLIP will be issued without parent contact (note or phone call). Permission slips for appointments should be obtained in the morning before school starts, whenever possible.

When you leave for the appointment, the permission slip is shown to your teacher and then given to one of the secretaries in the general office. Upon returning to school after the appointment, you should report to the general office to obtain a pass to class.

ARRIVING TO SCHOOL

Students who eat breakfast at school may arrive no earlier than 7:30 am. Students should arrive at school as close to 7:50 a.m. as possible unless you ride the school bus. Upon arrival students may go to the cafeteria or west gym until 7:50 a.m., when you will be permitted into the classroom area. If your parents bring you to school, they should bring you to the front entrance on Cason Street. Sunnyside does not provide supervision of students before 7:30 am.

BICYCLES, SKATEBOARDS, MOPEDS, SHOE WHEELS

Bicycles may be ridden to school if the student uses the common regulations regarding their use. Each student is strongly encouraged to lock his/her vehicle with a heavy-duty chain and padlock. The school assumes no responsibility for bicycles ridden to school but will make an effort to safeguard them. Each bicycle should be registered with the police department. **SKATEBOARDS, IN-LINE SKATES, SHOE WHEELS, MOPEDS, AND MOTORCYCLES ARE NOT PERMITTED.**

BOOK RENTAL

Book rental is due at the end of the second week of school. If your parents need assistance in paying book rental, they may contact the school treasurer in the main office. The Lafayette Board of School Trustees authorizes a rental and fee program for providing textbooks and related materials. Fees will be assessed at the beginning of each school year and the administration will be empowered to collect all fees by methods that may include a collection agency or legal action in court.

CANDY AND GUM

Candy and gum are not permitted at Lafayette Sunnyside Middle School.

CD, RADIO, MP3, AND ELECTRONIC DEVICES

Elective listening devices must be shut off and placed in a secure area that is out of sight of both teachers and other students from 7:30-3:15. Please be aware that the school will not be responsible for lost or stolen electronic equipment. Failure to comply with this procedure will result in the item being confiscated and returned only to the parent or guardian.

CELLULAR PHONES

Cell phones must be shut off and placed in a secure area that is out of sight of both teachers and other students from 7:30-3:15. Failure to comply with this policy will result in the cell phone being confiscated and returned only to the parent or guardian. Please note that LSMS will not be responsible for lost or stolen cell phones.

CHANGE OF ADDRESS OR PHONE

If you move, change phone numbers, or have a parent who changes jobs, please report this information to the guidance office!

COMMUNICATION DEVICES/RECORDING DEVICES/VIDEO OR PHOTO DEVICES

A Parent(s)/Guardian(s) allowing students to carry electronic devices to school implies permission to the school to have access to any and all information on the device if confiscated for disciplinary or investigative purposes.

CONTACTING THE SCHOOL

Telephone Number: 765-771-6100; FAX Number 765-771-6113; E-Mail: The proper convention for the e-mail addresses for Lafayette School Corporation staff members is the first letter of the staff members name followed by the staff members last name followed by @lsc.k12.in.us For example, Joe Smith's email address would be: jsmith@lsc.k12.in.us Web Site Address: www.lsc.k12.in.us/schools/sunnyside/index.html

FIRE DRILL

The state of Indiana requires that each school conduct at least one (1) fire drill per month. The following rules should be observed during a drill:

1. In the classroom:
 - a. Students leave all books and working materials where they are.
 - b. Perfect order is to be observed. SILENCE!

- c. The first student passes to the door and holds it open.
 - d. The last student closes the classroom door.
2. In the corridors and stairways:
- a. Pass in single file unless otherwise instructed.
 - b. The first person through the corridor doors is to hold the doors open until all students are through the doors.
 - c. The first person through the outside doors is to hold doors open until all students are through the doors.
 - d. Follow the assigned route, keep silent, quick step, no running!
3. Outside the building:
- a. All groups are to pass to points beyond the danger of falling walls.
 - b. KEEP PERFECT ORDER, and silence while teacher takes attendance.
 - c. Sections to enter in reverse order - on signal - keeping silent!

Each teacher will explain the route to take from his/her class during the first week of school.

HOMEWORK REQUESTS

For extended illness of two or more days, homework may be requested by calling the school receptionist at 771-6100 by 9:00 am. Homework will be made available by 3:00 pm the day of the call.

ILLNESS OR INJURY AND UNEXPECTED SEVERE ALLERGIC REACTION

If you become ill or are injured, report to class and ask permission to see the nurse in the health center. If the nurse is not on duty, report to the guidance office. (Refer to the Health Service Policy in the Appendix).

Anaphylaxis is a life-threatening medical emergency. Anaphylaxis is a severe response resulting in cardiovascular collapse (shock) after ingestion or exposure to an antigen. If this occurs, immediate intervention with epinephrine injection and a 911 call is necessary. Each school health office is equipped with an EpiPen to be used to treat an unexpected anaphylactic reaction. The school nurse or trained first responder will administer the EpiPen if a student is assessed to have severe allergic reaction symptoms that are life-threatening. If an EpiPen is administered, a 911 call will be made. (The School's EpiPen is to be used for life-threatening emergencies only and does not replace a child's own prescribed medication. Students with known allergy should have an individual health care plan and keep prescribed medication at school. If your student has a known severe allergy, please inform your student's school nurse.)

LEAVING SCHOOL

When school dismisses at 3:15 p.m., you should be out of the building by 3:21 p.m. Busses will leave at 3:23 p.m. Only students under the direct supervision of a teacher should remain after 3:21 p.m. If you are waiting for a parent or waiting to use the phone, please stay in the front entrance area of the building and remain orderly.

LIBRARY

The library is yours to enjoy. It is a quiet place where you may go to use books, reference books, CD software and magazines for your schoolwork and for recreation. The librarian and her assistant will be glad to help you find what you want. Students may come to the library before and after school hours (7:45 - 8:00; 3:15 - 3:30) without a pass. During school hours students may come to the library with a pass. Books may be checked out for a period of three weeks. Books may be renewed for one period. Encyclopedias (except for circulating copies), reference books, and books on reserve may not be checked out. Magazines (except current copies) may be checked out for weekend use. The student is responsible for each book that they check out.

Before any books and materials leave the library, they must be checked out at the check out desk. All books and materials are to be returned to the check out desk. Library books that are lost and not paid for will be treated as unpaid book rental, and subject to the Lafayette School Corporation's collection policy. Each student will be expected to conduct him/herself in a quiet and orderly manner. The library must be kept clean, neat, and orderly. All materials must be returned to a designated place. Chairs are to be straightened and pushed into place.

LOCKERS

Locker problems should be reported to the guidance office.

DO NOT GIVE YOUR LOCKER COMBINATION TO ANY OTHER STUDENT! DO NOT ALLOW OTHER STUDENTS TO KEEP THEIR BOOKS IN YOUR LOCKER AND DO NOT PUT YOUR BOOKS IN ANOTHER STUDENTS LOCKER!

Students are not allowed to put stickers or decals on the inside or outside of their lockers. Students may only use Scotch tape to post appropriate pictures, cards, or notes.

Equipment, such as lockers and desks, belong to the school district and are used by students as a convenience. 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 or an educational function, or which are forbidden by state law, federal law, or school rules. Students should realize that they have no expectation of privacy from school authorities as to the desks and lockers that the student uses, and such equipment may be inspected or searched by school authorities when the school authorities deem it appropriate.

LOCKER SEARCHES

Searches or inspection of personal belongings or an area assigned to a student shall be made in the presence of a witness and, when reasonably possible, in the presence of the student. Tools to aid searches may include technology and/or sniff canines.

LUNCH PROGRAM

Students will be issued a lunch number, which will be used to purchase lunch using their lunch account at Lafayette Sunnyside. Your parents may send money to school with you. Please give the money to the cafeteria cashiers where it will be credited to your lunch account. Before school is the best time to add money to your lunch account. The lunch account may be used for items from the regular lunch line or the ala cart line. Ala cart costs vary according to what items the student chooses on a particular day. You are responsible for cleaning up after you eat. Paper and food not eaten should be placed in trash cans. Trays, dishes and silverware should be returned to the washing pass-through. No food may be taken out of the cafeteria. Applications for free or reduced priced lunches are available in the school office. Applications for free or reduced price lunches may be submitted any time during the school year.

MEDICATION TAKEN AT SCHOOL

If you need to take medicine during school hours, you must first report to the nurse's office with a note from your parents. State law restricts teachers and counselors ability to give out any medicine, including aspirin. For the full Lafayette Sunnyside Middle School and Lafayette School Corporation policy, refer to the medication section of the Health Service Policy in the Appendix.

MOVING TO ANOTHER SCHOOL

If you move to another school district during the school year, go to your counselor as soon as you know you are moving and tell him/her you will be leaving Lafayette Sunnyside.

NURSE

The nurse's office (Health Center) is on the 2nd floor across from the General Office. The nurse's office is open from 8:00 a.m. to 3:15 p.m. every day. When the nurse is not in the building, please report to the guidance office.

PENS, PENCILS, NOTEBOOKS

Pens, pencils, erasers, and notebooks may be purchased from the machine by the main office or in the school bookstore.

RELEASING STUDENT RECORDS AND INFORMATION

The Student Records Policy of the Lafayette School Corporation complies with the provisions of the Family Educational Rights and Privacy Act of 1974, Public Law 93-380. (For complete details refer to Rights and Privacy Act in Appendix).

SCHOOL SAFETY

Safe School Help Line: Please call toll free (888) 435-6572 or (888) HELP-LSC, to report anonymously suspicious incidents involving drugs, violence, and weapons in our school community.

Another reporting avenue is the WeTip hotline provided by Tippecanoe County. It is available to report any criminal activity you become aware of in the county. The number is 1-800-782-7463.

SEVERE STORM

The State of Indiana requires that each school conduct two severe storm drills each semester. Students should remain silent at all times in order to hear instructions. Students should remain in single file during the drill when reporting to the first floor. Each teacher will explain the route to take from his/her class during the first week of school.

TELEPHONE

The telephone located in the hallway near the entrance to the gymnasium may be used after school. Calls may be made during the day only with permission from the guidance office.

TEXTBOOKS

Your books are furnished by the school and will be assigned to you by your teachers. If other supplies are needed, your teacher will inform you. Take care of your textbooks! If a textbook is lost or damaged, you will have to pay for it. *TELL YOUR TEACHER ABOUT*

ANY DAMAGE YOU NOTICE IN YOUR TEXTBOOK WHEN YOU RECEIVE IT.

TO AND FROM CLASSES

You are to walk at a reasonable rate when in the hallways before school, between classes, and after school. Yelling, shouting, pushing or shoving are not permitted during these times. When walking up or down stairways, keep to the right.

VACATIONS

School vacations will be observed on the following dates:

September 7	Labor Day
October 23	Fall Vacation
November 26 & 27	Thanksgiving Vacation
Dec. 21 - Jan. 1	Winter Break
January 18	Martin Luther King Jr Day
February 15	President's Day
Mar. 29 - April 2	Spring Vacation
May 24	Last Day of School

Because of the Indiana Law requiring 180 days of student attendance, make-up days are potential school days. If make-up days are not needed, school will not be in session on the following dates: May 27, 28, 29, etc. If bad weather or other emergencies necessitate the closing of school, the school may be in session one or more of these make-up days.

VIDEO CAMERAS

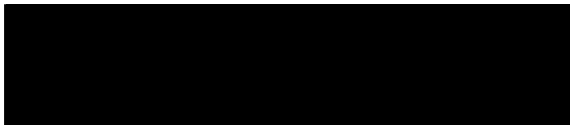
Video cameras are used inside and outside Lafayette Sunnyside Middle School. The data provides the administration with an additional tool to enhance safety and security of guests, students, staff, and school property. Video data is to be used exclusively by the LSC security staff. Storage of recorded data will be limited to 10 calendar days.

VISITORS

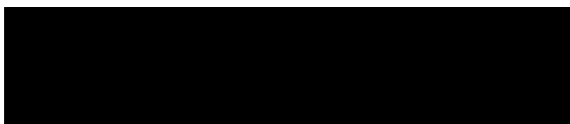
Parents and adults who have business at the school are required to register in the main office when entering Lafayette Sunnyside. No school age children are permitted to visit at any time unless pre-approved by the principal. (See Visitors to Schools Policy in Appendix).

CURRICULUM

The middle school provides a comprehensive curriculum for students. It emphasizes instruction in essential skills and knowledge, as well as an opportunity for exploratory experiences that meet the varied needs and interests of early adolescents.



Language Arts/Reading



Math





Art - 9 weeks



Keyboarding/Computer Applications - 9 weeks



Band - Elective

Choir - Elective

Orchestra - Elective

In addition to the regular curriculum, the middle school provides a program for students with special educational needs. For additional information see the Special Education for Special Children Policy in the Appendix.

The middle school also provides a curriculum for gifted and talented students. For additional information see the EXCEL/Challenge Program Statement in the Appendix.

GENERAL EXPECTATIONS

WHAT A STUDENT CAN EXPECT FROM LAFAYETTE SUNNYSIDE MIDDLE SCHOOL

1. Highly qualified teachers, concerned about students, willing and able to teach and to provide opportunities for
 - a. Intellectual, emotional, social, cultural, and moral growth;
 - b. Experiencing self-worth.
2. Guidance counselors and advisors interested in helping students to make choices that will enable them to develop their potential.
3. A comprehensive educational program designed to develop skills and interests, to broaden viewpoints, and to challenge students to achieve.
4. Equal opportunity to pursue academic and/or vocational goals and to be involved in a comprehensive extracurricular program re-

ardless of race, sex, creed, color, or national origin.

5. Clearly defined rules and regulations whose purpose is to ensure a safe and welcoming atmosphere for learning.
6. A well-equipped, adequately maintained, modern facility.

WHAT LAFAYETTE SUNNYSIDE MIDDLE SCHOOL EXPECTS FROM ITS STUDENT BODY

1. Students who accept personal responsibility for their education (good attendance, being prepared for class, punctuality, study, doing their own school and homework, participation in class, and cooperation with staff).
2. Students who attempt to achieve growth in honesty, tolerance, open-mindedness, sportsmanship, friendliness and loyalty.
3. Students who exhibit socially acceptable behavior and language (courtesy, respect for others, proper language and dress).
4. Students who are good citizens; students who exhibit respect for authority, school rules, city, state, and national laws; students who exhibit respect for fellow students, staff, and faculty members regardless of race, religion, sex, color, or national origin.
5. Students whose pride in the program and facility are evident by their involvement in school life and by the care they take of school property in helping to keep it neat and attractive.

SPECIFIC CLASSROOM EXPECTATIONS

Academic achievement is important. Students should understand that homework is expected. Students are to do independent work. Students are to participate in class activities and discussion. Care of equipment is important. Each classroom teacher will communicate their specific classroom expectations. Class disruption will not be tolerated.

GRADES

GRADING PERIOD: Report cards will be issued four times during the 2007-2008 school year according to the following schedule:

Nine Week Periods	Report Card Distribution
August 17 – October 16	October 26 mailed home
October 19 – December 18	January 8 mailed home
January 4 – March 12	March 19 mailed home
March 15 – May 24	May 28 mailed home

GRADING SYSTEM: Each teacher will evaluate you and assign a grade of either A, B, C, D, or F on report cards. You will be notified in writing of the evaluation system used by each teacher at the beginning of each course. In addition, standards based report cards will be distributed at the end of each semester. Standards based report cards provide information, as required by PL221, about your child's progress on the state math and language arts standards.

HONOR ROLL: To achieve Distinguished Honor Roll Status, students must earn a GPA of 3.75 or above with no grades of D or F. To achieve High Honor Roll Status, students must earn a GPA of 3.5 to 3.74 with no grades of D or F. To achieve Honor Roll Status, students must earn a GPA of between 3.0 and 3.49 with no grades of D or F.

LAFAYETTE SUNNYSIDE HOMEWORK POLICY

INTRODUCTION

The State of Indiana has mandated that every school corporation develop a homework policy. Realizing that a rigid, corporation-wide policy could not serve the needs of students of various ages and abilities in all its schools, the Lafayette School Corporation has instructed each school to develop its own homework policy.

The following policy has been developed by a committee of parents, teachers, and administrators at Lafayette Sunnyside and is intended to be a general guideline that will benefit students, teachers and parents at Lafayette Sunnyside.

PURPOSE OF HOMEWORK

Homework may be assigned for the purpose of preparing students for activities that will occur in a future classroom setting; reinforcing learning that has previously been taught; extending to a higher order of thinking; or promoting creativity by having students combine concepts and skills in new and different ways.

ROLE OF TEACHER, STUDENT, PARENT

Teachers should develop a homework policy and discuss it with students and parents at the start of the school year, be specific in making individual homework assignments, and notify parents of students who fail consistently to complete homework. Students should

write down all homework assignments, take home all necessary material and information needed to complete assignments, and turn in all assignments when they are due. Parents should provide a quiet study area and specific study time for homework to be done, check with children and on homework assignments each day, and communicate with teachers when homework difficulties arise.

HOMEWORK GUIDELINES

1. Homework should be conducive to facilitating student learning and therefore used for diagnostic as well as evaluative purposes.
2. Whenever possible, students should be provided with a period of directed study during which they may begin their assignments and receive assistance from the teacher.
3. The amount and frequency of homework should vary based on grade level, subject matter, and ability level of each student. As a general guide, homework in each class may average between 10 minutes and 20 minutes daily and could include supervised study in class and/or time spent at home.
4. Major assignments and tests should, whenever possible, be coordinated among grade level teachers so that overloading does not occur.
5. If a student or parent believes that these guidelines are not being followed, they should first communicate with the teacher involved. If a problem still persists, the principal should be contacted.

WORK SESSION

Students who fail to complete homework may be assigned an after-school work session the following day. Students and parents will be notified about the Work Session through an invitation handed to the student on the day the assignment became late. Work Sessions will conclude at 4:20, at which time students may ride the Activity Bus home or ride home with a parent/guardian. An assigned Work Session is mandatory and students will receive consequences for failing to attend a Work Session.

GETTING HELP

If you are having problems, Lafayette Sunnyside offers you places where you can get help. Young people your age can have problems with grades, teachers, friends, parents, brothers and sisters, and many other things. The following people are here to help you:

TEACHERS: If you are having problems in class, the first person you should ask to help is your teacher. They will be willing to spend extra time with you. You will be able to ask for help from your language arts, math, science and social studies teachers during your enrichment period. Teachers may also help you with other problems; and if you feel comfortable talking to a teacher about a problem, please do so because part of the middle school program involves teachers serving as advisors.

COUNSELORS: Counselors are specially trained to help students. Counselors can help you with problems related to school work, classmates, or issues at home. You should also see them if you have problems with your schedule or locker. They will spend more time working with you directly as part of the middle school, so do not hesitate to come in and talk to them. The counselors are:

Ms. Elaine Lucas

Ms. Laura Hord

NURSE: The nurse, Mrs. Logan, can help and advise you about things that relate to your health. If you have health problems or questions, please come and see her.

SECRETARIES: Probably three of the most helpful people at Lafayette Sunnyside are our secretaries. They can answer many of your questions about how things work at Lafayette Sunnyside and they can help you out when you need a safety pin, spill food on your clothes during lunch, and many other situations students frequently face.

ADMINISTRATORS: Although the principal and assistant principals oversee student discipline at Lafayette Sunnyside, they would rather help you with a potential problem before the issue becomes a discipline problem instead of after it becomes a discipline problem. So again, please see one of them if you have a need.

As you can see, one of the most important jobs of people who work at Lafayette Sunnyside is to help you! Learn their names and get to know them.

LAFAYETTE SUNNYSIDE'S ANTI-BULLY PLAN

Lafayette Sunnyside Middle School does not tolerate bullying and has a working Anti-Bullying plan in place. Bullying includes cyberbullying which takes place on or immediately adjacent to school grounds, at any school sponsored activity, or on school provided transportation or at any official school bus stop, through the use of the district's Internet system while on or off campus, through the personal

use of a personal digital device on campus, or off campus activities that cause or threaten to cause a substantial disruption at school. The following four goals are indicators of a successful anti-bully program:

1. An increase in the number of students who report bullying behavior.
2. An increase in the number of students who help when someone is being bullied.
3. A reduction in the number of students who report being bullied.
4. An improvement in the school climate. Students will feel safe from bullying.

The intention of a bully is to seek power and put their victims in distress. A bully can do this in a physical manner with hitting or damaging property. A bully can use words to hurt or humiliate another person. Bullies also try to convince their peers to exclude or reject a certain person. When any of these kinds of bullying are reported to the guidance office, the following steps will be taken against the student who the report is about:

- **First Offense:** Behavior form will be completed by the student and his/her parents will be contacted.
- **Second Offense:** Another behavior form will be completed and the student must complete an eight page Anti-Bully Package. Parents will be contacted again to inform them that they must sign this Anti-Bully Package and return it to the guidance office. The parents will also be notified that the next bullying incident will lead to enrollment in an Anti-Bullying Course.
- **Third Offense:** Mandatory attendance in a five day "Behavior Modification Course" is required. Parents will be notified that the student will be attending these classes mostly during lunch hour but 20 minutes of homeroom time may also be used.
- **Fourth Offense:** The student and parents MUST come to the school for a meeting with office personnel. Mandatory attendance in a second "Anti-Bullying Course" is required. Detentions and/or in-school suspension time may also be assigned by the counselor or administrator.
- **Fifth Offense:** Suspension or expulsion of the student may result.

Depending on the severity of the reported incident and other related factors, suspension may result at any point in the process.

STUDENT DISCIPLINE

Recognizing that the behavior of some students may be so disruptive that it interferes with school purposes or educational functions of the school corporation, school officials may find it necessary to discipline a student. In this event and in accordance with the provisions of I.C. 20-33-8-14 "Grounds for suspension or expulsion", Section 14, (a) (1) Student misconduct and Section 14, (a) (2) Substantial disobedience administrators and staff members may take the following actions:

1. REMOVAL FROM CLASS OR ACTIVITY - TEACHER

A teacher may remove a student from his/her class or activity for a period of up to one (1) school day if the student is assigned regular or additional work to be completed in another school setting.

2. SUSPENSION FROM SCHOOL - PRINCIPAL

A school principal (or designee) may deny a student the right to attend school or take part in any school function for a period of up to ten (10) school days.

3. EXPULSION

A student may be expelled for a period no longer than the remainder of the current semester plus the following semester, with the exception of possession of a firearm, destructive device, or a deadly weapon listed under the Grounds for Suspension or Expulsion, which may result in an expulsion period of at least one calendar year.

POSSESSION OF TOBACCO

Indiana Law prohibits people under the age of eighteen to possess or purchase tobacco products. If a student is found using, distributing, or possessing tobacco or tobacco products the following two things may occur:

- In-school suspension, BEAMES, or out-of-school suspension for up to five days.
- Police may be notified and a ticket issued for possession of tobacco by a minor.

OFF SCHOOL GROUNDS

The school has responsibility for students while they are going to school, attending school and returning home. During these times students who violate school rules or otherwise commit misdemeanor/felony offenses will be referred to the appropriate administrator and/or police for appropriate action. Indiana law states that a student may be expelled or suspended 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.

Incentive Pass

Each student at LSMS has an Incentive Pass in the back of their planner. Any student that receives five or more signatures on their

Incentive Pass will not be able to participate in their teams' quarterly incentive. Reasons that an Incentive Pass would be signed include tardies to any class except 1st period, chewing gum or candy, throwing paper wads and other items, and arriving unprepared for class.

Minor

A minor violation is one that violates school rules but does not rise to the level of a major violation. Minor violations often warrant an after school detention, however **an accumulation of three minor violations may result in a major violation**. Minor violations include but are not limited to the following behaviors: hallway disruptions, peer disrespect, verbal aggression, profanity, classroom rule, class disruption, and dress code violation.

Major

A major violation is one that violates school rules and is more serious than a minor. Major violations often warrant an in-school suspension, out of school suspension, or Saturday School. **An accumulation of four major offenses may result in a Discipline Learning Agreement conference with the parent, student, and administrator. An accumulation of five majors may result in expulsion from Lafayette Sunnyside Middle School.**

Teacher Detentions

Teacher detentions are issued for classroom incidents that do not rise to the level of a minor violation. Students are to be given 24 hours notice in order to make arrangements for transportation. Teacher detentions are held in the issuing teachers' classroom and will last no later than 4:00. Failure to serve teacher detentions may be considered a minor violation.

Office Detentions

An office detention is issued for a minor violation. A detention may be assigned when a student violates rules other than those addressed by the Incentive Pass but do not rise to the level of a major violation. Students are to be given 24 hours notice in order to make arrangements for transportation. Failure to serve office detentions may be considered a major violation. Office detentions are held from 3:20-4:00 at Lafayette Sunnyside Middle School.

In-School Suspension

In-school suspension (ISS) is issued for a major violation. Students assigned to in-school suspension spend the entire day in the ISS room. They are under the supervision of a licensed staff member and complete their regularly scheduled class work.

Out-of-School Suspension

Out-of School suspension may be issued for a major violation if the situation requires a removal from the school environment. Students that are suspended out-of-school are responsible for completing any class work that is missed during the suspension.

QUEST

In accordance with the S.A.F.E.P.O.L.I.C.Y. and SHOCAP, information related to attendance, discipline, and grades will be entered into the QUEST database for students who are on court-ordered probation and truancy mediation. In addition, the principal may enter information into the QUEST database for students suspended or expelled from school or students arrested for actions related to school incidents. The QUEST database allows people permitted by the Judge of the Juvenile Court to share information intended to coordinate services for a particular individual or family. People currently designated to share information contained in the QUEST database include people representing schools, probation, Superior Court 3, the Lafayette Police Department, the Prosecutor's Office, Juvenile Alternatives, and Child Protective Services.

BUS PROCEDURES

Riding the school bus is a privilege not a right. Behavior on the bus that potentially is dangerous to the physical safety of others may be dealt with in the following manner:

- a. First Violation – warning from the bus driver.
- b. Second Violation – may result in a suspension up to and including five (5) days.
- c. Third Violation – may result in a suspension up to and including one (1) month.
- d. Fourth Violation – may result in a suspension from the bus for the remainder of the year.
- e. If any violation occurs during the last month of school, the suspension may carry over through the end of the first semester of the following year.
- f. If the incident is judged by the administrator to be of an especially serious nature, the student may be immediately suspended from riding the bus for a period of time.

GROUNDS FOR SUSPENSION OR EXPULSION

The grounds for suspension or expulsion listed in section A. below apply when a student is:

- a. On school grounds immediately before, during, and immediately after school hours and at any other time when the school is being used by a school group;
- b. Off school grounds at a school activity, function, or event;
- c. Traveling to or from school or a school activity, function, or event; or
- d. During summer school.
- e. Using property or equipment provided by or belonging to the school.

A. MISCONDUCT AND/OR DISOBEDIENCE

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

1. Using violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or other conduct constituting an interference with school purposes, or urging other students to engage in such conduct. The following enumeration is only illustrative and not limited to the type of conduct prohibited by this rule:
 - a. Occupying any school building, school grounds, or part thereof with intent to deprive others of its use.
 - b. Blocking the entrance or exits of any school building or corridor or room therein with the intent to deprive others of lawful access to or from, or use of the building, corridor, or room.
 - c. Setting fire to or damaging any school building or property.
 - d. Prevention of or attempting to prevent by physical act the convening or continued functioning of any school or education function, or of any meeting or assembly on school property.
 - e. Intentionally making noise or acting in any manner so as to interfere with the ability of any teacher or any other person to conduct or participate in an education function.
2. Causing or attempting to cause damage to school property, stealing or attempting to steal school property.
3. Causing or attempting to cause damage to private property, stealing or attempting to steal private property.
4. Causing or attempting to cause physical injury or behaving in such a way as could reasonably cause physical injury to any person. Self-defense or reasonable action undertaken on the reasonable belief that it was necessary to protect some other person does not constitute a violation of this rule.
5. Any student who overtly or covertly participates in repeated acts or gestures, including verbal or written communications transmitted; physical act committed; or any other behaviors committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the other student. This includes bullying and/or racial and/or sexual harassment.
6. Failing to report the actions or plans of another person to a teacher or administrator where those actions or plans, if carried out, could result in harm to another person or persons or damage property when the student has information about such actions or plans.
7. Possessing, handling, or transmitting a knife or any object that can reasonably be considered a weapon, is represented to be a weapon, or looks like a weapon.
8. Possessing, using, transmitting, or being under the influence of any controlled substance, prescription drug, narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, intoxicant or depressant of any kind, or any paraphernalia used in connection with the listed substances. Also prohibited is the consumption of any of the stated substances before attending school or a school function or event.

Exception to Rule 8: a student with a chronic disease or medical condition may possess and self-administer prescribed medication consistent with the provisions outlined in Lafayette School Corporation policy J700.
9. Possessing, using, transmitting any substance which is represented to be or looks like a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, stimulant, depressant, or intoxicant of any kind.
10. Possessing, using, transmitting, or being affected by caffeine-based substances, substances containing phenylpropanolamine (PPA), or stimulants of any kind, be they available with or without a prescription.
11. Engaging in the selling of a controlled substance or engaging in a criminal law violation that constitutes a danger to other stu-

- dents or constitutes an interference with school purposes or an educational function.
12. Failing in a number of instances to comply with directions of teachers or other school personnel during any period of time when the student is properly under their supervision, where the failure constitutes an interference with school purposes or an educational function.
 13. Falsely accusing any person of sexual harassment or violating a school rule and/or state or federal law.
 14. Engaging in any activity forbidden by the laws of Indiana that constitutes an interference with school purposes or an educational function.
 15. Aiding, assisting, or conspiring with another person to violate these student conduct rules and/or state or federal law.
 16. Violating any rules that are reasonably necessary in carrying out school purposes or an educational function, including but not limited to:
 - a. engaging in sexual behavior on school property;
 - b. disobedience of administrative authority;
 - c. willful absence or tardiness of students;
 - d. engaging in speech, conduct, or behavior, including clothing, jewelry or hair style, which is profane, indecent, lewd, vulgar, offensive, disruptive to school purposes, or interferes with the educational environment. This includes racial and/or sexual harassment.
 17. Using on school grounds during school hours an electronic paging device or a hand held portable telephone in a situation not related to a school purpose or education function.
 18. Exhibiting or participating in any behavior related to gang membership or affiliation, recruiting or furthering the interest of gangs, or possessing, using, distributing, displaying, wearing, or selling anything deemed to be evidence of gang membership or affiliation.

B. POSSESSING A FIREARM OR A DESTRUCTIVE DEVICE

1. No student shall possess, handle or transmit any firearm or a destructive device on school property.
2. The following devices are considered to be a firearm under this rule:
 - a. any weapon which will or is designed to or may readily be converted to expel a projectile by the action of an explosive
 - b. the frame or receiver of any weapon described above
 - c. any firearm muffler or firearm silencer
 - d. any destructive device which is an explosive, incendiary, or poison gas bomb, grenade, rocket having a propellant charge of more than four ounces, missile having explosive or incendiary charge of more than one-quarter ounce, mine, or any similar device
 - e. any weapon that will, or that may readily be converted to, expel a projectile by the action of an explosive or other propellant, and that has any barrel with a bore of more than one-half inch in diameter
 - f. any combination of parts either designed or intended for use in converting any device into any destructive device in the two immediately preceding examples, and from which a destructive device may be readily assembled
 - g. an antique firearm
 - h. a rifle or shotgun which the owner intends to use solely for sporting, recreational, or cultural purposes
3. For the purposes of this rule, a destructive device is
 - a. an explosive, incendiary, or over pressure device that is configured as a bomb, a grenade, a rocket with a propellant charge of more than four ounces, a missile having an explosive or incendiary charge of more than one-quarter ounce, a mine, a Molotov cocktail or a device that is substantially similar to an item described above,
 - b. a type of weapon that may be readily converted to expel a projectile by the action of an explosive or other propellant through a barrel that has a bore diameter of more than one-half inch, or
 - c. a combination of parts designed or intended for use in the conversion of a device into a destructive device. A destructive device is NOT a device that although originally designed for use as a weapon, is redesigned for use as a signaling, pyrotechnic, a line throwing, safety, or similar device.
4. The penalty for possession of a firearm or destructive device: suspension for up to ten (10) days and expulsion from school for at least one calendar year with the return of the student to be at the beginning of the first semester after the one year period.

The length of the expulsion may be reduced by the superintendent if the circumstances warrant such reduction.

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

C. POSSESSING A DEADLY WEAPON

1. No student shall possess, handle or transmit any deadly weapon on school grounds.
2. The following devices are considered to be deadly weapons as defined in I.C. 35-41-1-8:
 - a. a weapon, taser or electronic stun weapon, equipment, chemical substance, or other material that in the manner it is used, or could ordinarily be used, or is intended to be used, is readily capable of causing serious bodily injury.
 - b. an animal readily capable of causing serious bodily injury and used in the commission or attempted commission of a crime.
3. The penalty for possession of a deadly weapon: up to ten (10) days suspension and expulsion from school for a period of not more than one calendar year.
4. The superintendent shall notify the county prosecuting attorney's office when a student is expelled under this rule.

D. UNLAWFUL ACTIVITY

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

E. LEGAL SETTLEMENT

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

SUSPENSION PROCEDURES

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

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

EXPULSION PROCEDURES

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

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

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

The student or parent has the right to appeal the decision of the person conducting the expulsion meeting to the school board within ten (10) days of the receipt of notice of the action taken. The student or parent appeal to the school board must be in writing. 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 or legal guardian. The board will then take any action deemed appropriate. The Board will not hear the appeal if the appeal meets the following criteria:

- A. The student has not been expelled or required to attend an alternative school.
- B. The expulsion officer has found the student has engaged in prohibited conduct of the type enumerated below, unless a.) the student has denied commission of the misconduct for which the expulsion has been ordered and b.) significant new evidence favorable to the student and not available at the time of the expulsion meeting has been discovered, and is specifically described in the request for appeal:
 - 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 and from, or use of the building, corridor, or room.
 - c. Setting fire to or substantially damaging any school building or property.
 - d. Possessing, firing, displaying, or threatening use of firearms, explosives, or other weapons on school premises.
 - e. Prevention of or attempting to prevent by physical act the convening or continued functioning of any school or educational function, or any lawful meeting or assembly on school property.
 - f. Causing or attempting to cause substantial damage to school property, stealing or attempting to steal school property of substantial value, or repeatedly damaging or stealing school property of small value.
 - g. Intentionally behaving in such a way as to endanger the safety of any person, except where self-defense or reasonable action undertaken on the reasonable belief that it was necessary to protect some other person has been raised at the expulsion meeting as a defense to finding of a violation of this provision.
 - h. Threatening or intimidating any student or school employee for the purpose of, or with the intent of, obtaining money or anything of value from the student.
 - i. Except for approved school purposes, knowingly possessing, handling, or transmitting a knife or any other object that can reasonably be considered a weapon, or looks like a weapon.
 - j. Knowingly possessing, using, transmitting, or being under the influence of any controlled substance, prescription drug, narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, intoxicant or depressant of any kind, or any paraphernalia used in connection with the listed substances. Proper medical use of a prescription or non-prescription drug is not a violation of this subdivision.
 - k. Engaging in the lawful 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 education function.
- C. The student has admitted the rule violation for which expulsion has been ordered, unless the appeal is limited to a challenge to the imposition of expulsion or the length of the expulsion imposed.
- D. The length of the expulsion imposed is less than one semester or is the remainder of the current semester.

The Board may also make exceptions to these criteria if the Board deems it necessary out of fairness considerations or an extraordinary circumstance. Legal Reference: 20 U.S.C. 8001, 20 U.S. C. 8002, I.C. 20-33-8-14 (a) (1) and (a) (2).

ATTENDANCE PROCEDURES

A. Definition/Clarification of Types of Absences

1. "Exempt" absences will be marked on the record as "Absent-Exempt" and will be granted for:
 - a. Personal illnesses requiring a doctor's care. Documentation from a currently licensed medical doctor is required.
 - b. Death and funeral of members of the household and family. Documentation from the funeral home is required.
 - c. Religious observances.
 - d. Work rendered at election polls on Election Day. Documentation from the election board or political candidate is required.

- e. Appointments to appear in court. Documentation from the court clerk, judge, or designee is required.
 - f. Medical or dental appointments that must be scheduled during the school hours. Documentation from a currently licensed medical doctor or doctor of dentistry is required.
 - g. Out-of-school suspensions served at BEAMES. Documentation of satisfactory completion of the BEAMES program is required.
2. Students will not be counted absent if they miss school while engaging in the following activities.
 - a. Serving as a legislative page. Documentation from the legislator for whom the student paged is required.
 - b. School-sponsored activities requiring an absence (i.e. field trips, performances).
 3. An absence for which no parent/guardian confirmation is received or is without the knowledge of the parent/guardian is considered truancy.
 4. Absences not covered in (1.) or (2.) above will be marked on the record as "Absent Non-Exempt". Absences that are not confirmed with the appropriate documentation will be marked on the record as "Absent Non-Exempt" instead of "exempt".
 5. Students will not be permitted to leave school during the day without permission from the building principal or his/her designee. A student who leaves the building without the school's knowledge is considered truant. On a normal school day, school starts at 8:05 am. If a student arrives at school after 8:25 am, the student will be marked as truant for one class period. Students will be marked as tardy from 8:05-8:25 am. Students will not be released during the school day except to the custody of parents or legal guardian unless the parent or legal guardian identifies a designee in writing.
- B. Consequences for Non-Attendance
1. After six (6) days of absences during the school year, a letter will be sent to the parent/guardian notifying them of their child's sixth (6) absence. "Exempt" absences identified in (1.) and (2.) in Part A of this section do not count toward this total of six (6) absences.
 2. After nine (9) days of absences during the school year, a certified letter will be sent to the parent/guardian notifying them of their child's ninth (9) absence and/or a Petition of Delinquency may be filed with the Truancy Mediation Program. "Exempt" absences identified in (1.) and (2.) in Part A of this section do not count toward this total of nine (9) absences.
 3. After twelve (12) days of absences during the school year, a Petition of Delinquency will be filed with the Truancy Mediation Program. "Exempt" absences identified in (1.) and (2.) in Part A of this section does not count toward this total of twelve (12) absences.
- C. Consequences for Truancy
1. The first class and/or daily truancy will result in student counseling and a parent contact being made by the counselor and one (1) office detention being assigned for each class period of truancy.
 2. The second and beyond class and/or daily truancy may result in a Petition of Delinquency being filed with the Truancy Mediation Program and three days of in-school suspension or placement at JEDIS.
- D. Reporting Absences, Special Absences and Requesting Homework
1. To report absences, your parent or legal guardian must call the school on the day of the absence after 7:30 a.m. and before 9:00 a.m. giving the reason for the absence. If a phone is not available, please bring an explanatory note when you return to school. Upon returning to school, students who bring a note stating the reason for the absence must report to the guidance office. Those students whose parents have called reporting the absence need not report to the office but should report directly to class. A student returning to school during the day should report to the general office.
 2. Extended, pre-arranged absences that exceed three (3) days or occur during the final week of the semester will require a parent/guardian to complete an Extended Pre-arranged Absence Form. The student will take the form (prior to the occurrence of the absences) to all of his/her teachers to make arrangements to make up the work.
 3. Appointments: Permission to arrive late or leave school during the day for medical or dental appointments will be granted by sending a note to school or calling the school office. Parents must come into the main office to sign out their student.
 4. During a period of absence of two (2) or more days, assignment requests received by 9:00 a.m. will be available by 3:00 p.m. that day.
 - a. Students do not need to have completed and submitted assignments or tests the day they return following an absence. Students are responsible for contacting the teacher to schedule make-up work.
 - b. If assignments are not picked up as scheduled, if a student returns to school before assignments are picked up, or if assignments are not completed and returned to the teacher, this service will not be available to the student during future absences.

5. If a student is suspended out-of-school, your parents may pick-up assignments in the office twenty-four (24) hours following the suspension. The student must complete the assignments by the time he/she returns to school.

TARDY PROCEDURES

A. Definition/Clarification of Tardy: A student is tardy to school if he/she is not in class at 8:05 a.m. A student is tardy truant to school if they are not in their first hour class by 8:25.

B. Consequences for Tardies

If a student is tardy or tardy truant to their first hour class they are to report directly to the office for a tardy admit. After the sixth tardy to school, an after school detention will be assigned. After school detentions will be assigned for every three tardies after number six. (6, 9, 12...) Students that are tardy to class face the same consequences as those that are tardy to school. Six tardies to any one class will result in an after school detention. Detentions will also be assigned for each additional three tardies.

C. Consequences for tardy truants:

1. After six days of tardy truants during the school year, a letter will be sent to the parent/guardian notifying them of their child's sixth absence.
2. After nine days of tardy truants during the school year, a certified letter will be sent home notifying them of their child's ninth tardy truant. A Petition of Delinquency may be filed with the Truancy Mediation Program.
3. After twelve days of tardy truants during the school year, a Petition of Delinquency will be filed with the Truancy Mediation Program.

APPEARANCE

Public school education is considered formal education, and students should dress appropriately. Appearance, including make-up, dress, and hairstyles, within the prevailing rules of modesty, decency, safety, and health, are the responsibility of the student and his/her parent.

Student appearance, including dress, make-up, and hairstyles, must conform to the requirements of law and must be conducive to the educational process.

It is expected that students will wear clothing that is neat and clean while attending classes and school functions. Appearance, including dress, make-up, and hairstyles, may be regulated by the school when the health or safety of a student is endangered; the appearance is disruptive, and thus, distracting to the educational process; or there is an existing ordinance or law. Teachers, administrators, coaches, and activities sponsors may take disciplinary action against students whose appearance is not consistent with expectations of school officials.

Below is clarification of clothing, jewelry, or hairstyles, but is not limited to the following:

- a. Shoes must be worn at all times.
- b. Jackets, coats, hats and other headgear are not to be worn in school by male or female students without prior administrative approval. These items, if worn to school, are to be placed in your locker until school is dismissed.
- c. Shorts and skirts should extend to finger-tip length (finger-tip length is determined by having the student stand with their arms fully extended downward at their sides).
- d. Shirts should be long enough and pants should be high enough that one's stomach does not show. **Spaghetti straps, halter tops, bare shoulders, bare backs, low neck lines, etc. are not appropriate for school.** Pants should be worn at or above the hip bone and covering all underwear.
- e. Clothing or accessories which draw negative attention to the individual are not permitted. Students should not wear items of clothing which advertise or promote actions or products which are illegal or against school rules. This includes, but is not limited to, the mention of alcohol, tobacco, and other controlled substances, obscenities, and cartoons or captions of a sexual nature. Symbols or slogans which may be considered racist or ethnically derogatory are not to be worn to school or school events.
- f. Earrings are the only body rings permitted at Lafayette Sunnyside Middle School. Rings or spikes placed anywhere else, such as through the nose or tongue, are prohibited.
- g. Appearance, including dress, make-up, and hairstyles, deemed disruptive to the educational process will not be permitted. Torn or ripped clothing that is above the knee is not permitted on any piece of clothing. Hair color must be a natural color.
- h. It is expected that while at school or at school functions or activities, students will not wear, possess, use, distribute, display, or sell any clothing, jewelry, emblems, badges, symbols, signs, graffiti, or other items deemed to be evidence of membership or affiliation with a gang.

SPORTS, CLUBS, ORGANIZATIONS

Lafayette Sunnyside Middle School provides a variety of extra-curricular activities. We believe that young people your age need an opportunity to work in a group, practice leadership skills, develop school spirit, and explore in more detail activities you really enjoy. Get involved at Lafayette Sunnyside by joining a club, participating in a sport, or being a member of one of our organizations.

INTRAMURAL SPORTS: An intramural sports program is provided for all sixth graders, which consists of the following:

Volleyball

Basketball

SPORTS: An interscholastic sports program may be provided for certain sports at Lafayette Tecumseh Junior High School, such as cross country, golf, and track.

CLUBS, ORGANIZATIONS, ACTIVITIES: You have an opportunity to be members of numerous clubs, organizations, and activities at Lafayette Sunnyside which include, but are not limited to:

Robotics Club	Board Game/Chess Club	Game Club
Toy Challenge Club	Student Council	Variety Show
Drama Club	Circle the State Choir	

APPENDIX

ADMINISTRATION

The school system is governed by the Board of School Trustees consisting of seven members. The Board of School Trustees, working with the Superintendent, sets forth rules, regulations, and policies for the efficient operation of the schools. The Superintendent is the chief executive officer of the Board and administrative head of the schools. He, in turn, with the aid of the assistant superintendents and program directors, delegates responsibility for the operation of various departments but is responsible for the results produced.

The Principal is responsible for the overall operation of the school. Subject to the rules and regulations of the board and to the instructions issued by the Superintendent of Schools, Business Manager, and various Directors and/or Associate Superintendents, the Principal has full control and complete responsibility for the buildings and grounds, all supplies and equipment, all activities, and all students, teachers, custodians, and others occupied in or about the buildings and grounds. She supervises the school curriculum, works with the staff and students to establish school policies, schedules, classes, assigns special duties, coordinates the calendar of school events, and works with the staff and special supervisors in curriculum improvement.

ARRIVAL AND LEAVING TIMES

The school assumes responsibility for supervision of students who are on the school premises during the hours of the normal school day including the ten minutes before the tardy bell and six minutes after the dismissal bell. The school also assumes responsibility for supervision of students involved in school sponsored activities. Examples include activities such as extra-curricular athletics, school patrols, school approved field-trips, assigned after-school detentions and riding the school bus to and from school. The school does not assume responsibility for supervision of students when the students arrive before or leave after the above stated times except when the students are in a school sponsored activity. The school does not assume responsibility for the supervision of students when the students are participating in an activity which is not school sponsored such as scouts.

SPECIAL EDUCATION

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

GLASS serves students with disabilities. Special education is considered “special” because specific methods, programs, and teaching techniques are developed to meet each child’s particular needs and abilities.

One of the most significant changes in public policy brought about by IDEA is involvement of parents in every step of providing services for their disabled child. A child may be referred to GLASS for evaluation by a teacher, principal, or parent. Parental permission must be obtained before any testing specifically related to determining qualification for special services may be done. If a special education placement seems advisable based on the test results, the parents and education professionals work together in the planning of the educational program for that individual child and, subsequently, in the educational placement decision. The rights of the parents are specified in IDEA so that parents may protect the rights of their children.

If you feel that your child’s educational needs are not being met in his/her current classroom setting and you would like to refer your

child for evaluation or re-evaluation, please contact the building principal for the proper procedures to follow.

The school maintains the following special services for the benefit of all students:

Psychological Services personnel assist other members of the school community and parents in producing the optimal learning environment for the growth of each student in grades kindergarten through twelve. They may assist staff in planning for remediation in learning and adjustment, provide in-service training, or consult with staff in the areas of curriculum development, motivation, evaluation, assessment, group process, behavior management, and mental health.

The Special Services department may refer students with special problems to appropriate agencies located at Purdue University or in the Greater Lafayette community.

School age children who are found to be disabled are generally placed in special programs in the Lafayette School Corporation. Speech and Hearing services are available for those in need of educational professionals with such specialized training.

EXCEL/CHALLENGE PROGRAM

The ultimate test of any educational program is its success in encouraging and enabling each individual to achieve his fullest potential. Although the regular school curriculum meets the needs of most students, it does not serve adequately the needs of those highly able students who require special challenges to develop the many different kinds and degrees of ability or talent they possess. An educational program specifically designed to enable highly capable students to achieve at their own pace and at an appropriate level is an essential part of the total educational commitment. Such a program meets the needs of the individual, offers K-12 continuity, provides for peer interaction, and develops responsibility for learning.

The Lafayette School Corporation is committed to the implementation of a program for gifted and talented students which will develop skills and attitudes that lead to a life of learning, self-development, and service to society.

The Lafayette School Corporation's program for gifted and talented students is based on a consideration of the characteristics and needs of gifted youth. It addresses the concerns of students, parents, educators, and the community in its attempt to meet the needs of students gifted in general intellectual ability, specific academic aptitude, leadership, creativity, and the visual and performing arts. The K-12 program provides for the sequential development of higher level thinking skills, study at an appropriate pace and level, appropriate materials, opportunities for independent study and research, and appropriate activities within the school and in the community.

Individual building programs vary because of the number and needs of gifted students. Secondary programs may include EXCEL/Challenge (Honors) classes, Mentorships, and Individual Challenge Plans (I.C.P.).

Eligibility for placement in the EXCEL/Challenge Program is determined by consideration of achievement test scores, academic records, teacher recommendations, parent referral, student self-referral, and other relevant information. Parents who feel their children have need for Challenge Program services may refer their children for consideration for placement by contacting their building principal. For more information about the program contact your child's guidance counselor at Lafayette Sunnyside.

HEALTH SERVICES

The Health Services program follows the State Department of Health laws and recommendations and is under the direction of the school administration, school physician, and school nurses.

Immunization Requirements: Indiana law requires that all school children be immunized against diphtheria, pertussis, tetanus, polio, measles (rubeola), rubella, and mumps. A second measles (or MMR) vaccine must be given prior to attending sixth grade. It is the parent's responsibility to provide verified records of immunizations. Students will not be permitted to attend school without documentation of required immunizations or verified medical or religious exemptions. All exemptions must be renewed every year.

Meningococcal Disease (meningitis): Meningococcal disease, commonly known as meningitis, is a potentially fatal bacterial infection that can strike teenagers and college students. The disease can come on quickly and may cause death or permanent disability within hours of the first symptoms; although rare the disease may be prevented through vaccination.

The U. S. Centers for Disease Control and Prevention (CDC) now recommends routine meningococcal disease immunization at the preadolescent doctor's visit (11 to 12 years old). For those teenagers who have not previously vaccinated, immunization also is recommended at high school entry and for all incoming college freshmen who will live in a dormitory (only one shot required).

Teenagers and college students have an increased rate of meningococcal infection compared to the general population, accounting for nearly 30 percent of all U. S. cases annually. Of those who survive, up to 20 percent suffer long-term disabilities, including brain damage, loss of hearing, organ failure and limb amputations.

Meningococcal disease can be misdiagnosed as something less serious, because early symptoms are similar to those of influenza or other common viral illnesses, including high fever, headache, nausea and stiff neck. That is why immunization is so important. A conjugate meningococcal vaccine is now available that public health officials anticipate will provide longer protection against four of the five strains of bacteria that cause meningococcal disease. Although teenagers and college students are at increased risk for contracting

the disease, up to 83 percent of cases in this population may be prevented through immunization.

You are encouraged to speak to your child's physician about meningococcal disease and to consider immunization. For more information about meningococcal disease and immunization, please feel free to contact your student's school nurse or your child's physician.

Medication/Medical Procedure Policy: Parents are encouraged to administer medications and/or medical procedures during non-school hours. If a student's physician determines that a medication or medical procedure must be administered by school personnel during school hours, the school must have written doctor's instructions, a completed school parent permission form, and medication in the original pharmacy container. The following is the full policy (J700):

ADMINISTRATION OF MEDICATION AT SCHOOL

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

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

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

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

The authorization and statement described in parts (1) and (2) above must be filed with the student's principal annually.

Medication that is possessed by a school for administration during school hours or at school functions for a student may be released to:

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

Medication possessed by the school for administration during school hours or at school functions may be sent home with a student in grades 9 through 12 if the student's parent or guardian provides written permission for the student to receive the medication. Legal Reference: I.C. 20-1-1-6, I.C. 20-1-6-2.1, I.C. 34-4-1-16.5-3.5, 511 IAC 7-6-7, I.C. 20-8.1-5.1-7.5, I.C. 20-8.1-7-22

Illness/Injury: Students who are ill or seriously injured prior to the school day should be kept home until improved (fever free for 24 hours) or released by a physician. Please do not send ill or injured students to school to be diagnosed by school personnel. Parents are responsible for all follow-up care. Conditions usually requiring exclusion from school include:

- Temperature of 100 or more
- Severe sore throat
- Persistent cough
- Vomiting
- Severe headache
- Undiagnosed rash or skin infection
- Undiagnosed red and/or draining eye(s)

- Lice
- Scabies
- Injury making it hazardous to be in school

During the school day, if a student becomes too ill to remain in school or is seriously injured, reasonable effort will be made to contact the parents. Parents are responsible for both transportation and for follow-up care. If a sudden, possibly life-threatening condition should occur, immediate safety of the student is the school's first concern. Ambulance transportation to a hospital will be arranged. Parents will be contacted as soon as possible. PLEASE BE CERTAIN THAT EMERGENCY INFORMATION IS AVAILABLE IN THE OFFICE.

Accident: All potentially serious school injuries must be reported to school personnel at the time of the injury. Any school personnel present at the time of the injury are to initiate an Accident Report and file it with the school nurse. The parent is responsible for cost or all medical care and other services associated with the accident.

Physical Education Exemption: Any health condition requiring an excuse from PE classes for more than a few days must be verified in writing by the student's physician. School personnel do not diagnose and do not exempt students from PE classes on a routine basis.

Cleanliness: During the school year, the school nurse may speak to students regarding cleanliness and healthful hygiene habits. Students may be checked for pestilence and skin disorders. Students are to be clean when sent to school and may be excluded under State Department of Health regulations if good hygiene is disregarded.

Hearing Screenings: Hearing screenings are given to all seventh graders, new students, and those referred. Parents are notified of any problems by the speech and hearing clinician.

Scoliosis Screenings: Seventh grade students are screened for signs of scoliosis (spinal curvature) in their PE classes. The school nurse notifies parents if the screening test indicates need for medical follow-up.

Vision Screenings: Vision screenings are given to eighth graders, new students, and those referred. The school nurse informs parents if the screening test indicates need for medical follow-up. If a parent prefers his/her child not receive a screening test, the nurse must be notified in writing.

Illness or Injury: If a student becomes ill or is injured, they should report to class and ask permission to see the nurse. If the nurse is not on duty, the student should report to the guidance office.

Over the counter medication: Non-prescription medicines must be in the original container and delivered to the health center. A signed school parent permission form must be on file in the health center before any medicine will be dispensed. (See LSC Policy J700 on the previous three pages.)

Religious or other Objections to Testing: If the student has a religious or other objection to testing, the nurse must be notified in writing. All exemptions must be renewed every year.

Injury or illness occurring during school: Students should report to their teacher and obtain a pass to the Health Center.

Insurance: The school does not provide health insurance for students. Information for obtaining health insurance for children is available from the Tippecanoe Community Health Clinic or Tippecanoe County Division of Family and Children.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1984 PUBLIC LAW 93-380 PUBLIC LAW 93-380

The Student Records Policy of the Lafayette School Corporation complies with the provisions of the Family Educational Rights and Privacy Act of 1974, Public Law 93-380.

In broad outline, this policy provides for the following:

1. The Act concerns the student records of both elementary and secondary schools.
2. The parents' right under this Act extends until the student is 18 years of age, or is enrolled in a post-high school institution; hereafter, only the student may exercise the rights.
3. Parents have a right to examine their children's records at reasonable times and, in certain circumstances, in accordance with school policy to purchase a copy of such records.
4. The parent has a right to have a record corrected if it is inaccurate, misleading, or is otherwise in violation of the privacy or other rights of students.

5. If, as a result of a hearing, the school decides that the information in the record is not inaccurate, misleading, or otherwise in violation of the privacy or other rights of the student parents have the right to place in the education records of their child a statement commenting upon the information in the education records and/or setting forth any reasons for disagreeing with the decision of the school to leave the contested information in the students record.
6. A record must be kept with each student record showing who examined it, the date on which it was examined, and the purpose of the examination. School officials of this district who have a legitimate education interest in the student are exempted from this requirement by the Act.
7. Certain persons may examine student records without parents consent. These include school officials, including teachers who have legitimate education interest; officials of other schools or school systems where a transfer is made; and certain representatives of the state and federal government with various limitations.
8. Any person may receive the records, if the parents execute a written consent specifying the records to be released, the reasons for such release, and the person to whom they are to be released. A copy will be sent to the parents in such case if requested. The parent may also request and receive a copy of any student record forwarded to another school or school system with a transfer.
9. A copy may also be furnished pursuant to a court order or subpoena, but only if the parents are given advance notice.
10. Certain directory information including the students name, address, telephone number, 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, awards received, and other similar information may be released without parental consent unless the parent notifies the school district in accordance with the Students Records Policy that they do not want certain designated directory information released without prior consent.

The Board of School Trustees has adopted a policy implementing the provisions of this Act. A copy of this policy and the Act are on file and available for inspection at the office of each school principal and at the office of the superintendent of schools.

VISITORS TO SCHOOLS POLICY

The board invites parents and/or citizens of the school corporation to visit schools. Because schools are a place of learning, the following stipulations are established concerning these visits:

- A. A visitor is defined as anyone who is not a regular staff member or student of a particular school.
- B. Any visitor shall inform the principal's office of his/her presence upon arrival at the school.
- C. Parents or citizens who desire to observe a particular classroom while school is in session shall obtain approval for such visits in advance from the principal, assistant principal, or central office administrator. In the event the principal is not available, the principal shall designate an assistant principal to determine the approval for such visits. Before approving any visit the principal or the designated assistant principal shall confer with the teacher whose class is to be visited not less than 24 hours before the requested visit, to determine whether and when a visit may be appropriate, the length of the visit and any other issues or concerns the teacher may have. Time limitations may be established so that class disruptions and distractions may be kept to a minimum.
- D. Teachers who arrange visitors to their own classrooms or school shall inform the principal's office of such visitations.
- E. Teachers shall not take instructional time to discuss class events, procedures or individual matters with visitors. It is recommended that a separate time be arranged with the teacher to discuss the visitor's classroom observations.

Building principals are authorized to refuse entry to schools to persons who do not have legitimate business at the school and to request any unauthorized person or person engaging in unacceptable conduct to leave the school grounds. Furthermore, building principals or designees are authorized to request assistance of law enforcement officers in cases of emergency and to seek prosecution to the full extent of the law when persons violate the provisions of the district policy including but not limited to trespassing on school grounds, damage to school property, loitering, and disruptive activity.

Board Adopted: August 8, 1994

Revised: November 11, 2002

THE BRONCHO WAY

- 1) Always show respect
- 2) Have pride in yourself
- 3) Do the right thing