

Elementary Parent Handbook

Lake Central School Corporation
Elementary Parent Handbook

Website: http://lcsc.us/wp-content/uploads/2016/10/Elementary_Handbook_2017_2018.pdf

Lake Central Elementary Schools have a proud tradition of commitment to student learning and we look forward to providing successful learning opportunities for each child. The challenge of education continues to be one best served through a cooperative effort of the parents, students, and teachers. The involvement of each family in the learning process helps to stress its importance. All staff encourages parents to be active participants in the school experiences of students. Through the joint efforts of the school and home, the best interests of the students can be achieved. Each student must also realize learning requires efforts on their part as well. Their attitudes and efforts now will have a long-term effect on later success. It is a difficult challenge, but one with which our staff is eager to assist. Emergency School

Dismissal/Delay/Cancellation

The information contained in this booklet is intended to provide parents and students with additional information about Lake Central's Elementary Schools; 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. This information is found on the Lake Central Website under *About LCSC*.

http://lcsc.us/wp-content/uploads/2016/11/CODE_OF_CONDUCT_17_18.pdf

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LAKE CENTRAL SCHOOL CORPORATION'S MISSION

The mission of the Lake Central School Corporation, as a family, community, and school partnership, is to ensure that each student becomes a self-directed learner and a contributing responsible citizen through an instructional delivery system that engages students in achieving their personal best.

LAKE CENTRAL SCHOOL CORPORATION'S BELIEFS

- *Each individual has dignity and worth.*
- *Students are our number one priority.*
- *People are responsible for their actions.*
- *Excellence will only be achieved through continuous improvement.*
- *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 shared by students, staff, families, and the entire community.*
- *School provides a foundation for a lifetime of learning.*
- *A positive school environment is essential for learning.*
- *Success builds self-confidence.*
- *Educated and involved citizens are necessary to sustain a democratic society.*

Lake Central School Corporation Character Education

Our school corporation recognizes the importance of including character education into our curriculum. Throughout the school year, our elementary schools plan activities to teach the following character traits:

Responsibility

Effort

(work ethic, perseverance, diligence, personal best)

Respect

Honesty

(trustworthiness)

Caring

(compassion, empathy, tolerance)

ATTENDANCE/ABSENCES

Regular school attendance is important to a child's progress in school. Schools in Indiana are given an expected attendance rate. It is imperative that we reach and maintain this expected rate. Research studies have indicated that students who lack regular attendance and/or are consistently tardy throughout their school career tend to exhibit these same behaviors when they enter the work force. We hope you will make every effort to have your children in school when they are physically able and try very hard not to take them out for vacation days.

Regular school attendance is required of all extra-curricular activity participants. Students must attend school the entire day of an event in order to participate. If a student is sent home by the nurse, he/she may not return to school or any school-sponsored activity that day. Exceptions may be granted by an administrator for unusual circumstances; however, this permission must be prearranged.

ABSENCES-REPORTING

If your child must be absent, please phone the school office by 8:30 a.m. to report the reason for absence. If the office does not receive a phone call by 8:30 a.m., we will contact the parent to verify the absence. A note is not necessary if phone contact is made. This procedure was established as a safety measure for the children. If you know in advance your child will be absent, please send in a note before the absence.

Absences more than three days require a doctor's note. If your child is absent *five days* or more in one grade period and/or their absences reach a total of *ten days* at any time during the school year, parent notification will be made. Furthermore, excessive absenteeism may result in a referral to an attendance officer, protective services, suspension, expulsion, or failure to qualify for promotion to the next grade.

ABSENCES-HOMEWORK

Generally, homework will not be sent home the first day a student is absent. We feel this time should be spent recuperating. Following the first day of absence, please make all homework requests by 8:30 a.m. Homework can be picked up after 2:00 pm and/or before 3:15pm. Due to the weight of the books we prefer to send it home with an older sibling or an adult.

As a general rule, students shall have one day to make up work for each day of absence. The following are considered excused absences:

1. Illness of student/ School may require a doctor's note
2. Death in immediate family
3. Suspension from school
4. Family emergencies

NOTE: Excused absences do count against perfect attendance awards.

ABSENCE DUE TO VACATION

The office is frequently asked to approve a student absence for family vacations. The policy of the Lake Central School Corporation clearly indicates that a family vacation **is not an acceptable reason for student absence**. Students will be responsible for assignments upon their return; any tests missed during the vacation time will be rescheduled at the teacher's discretion. Teachers have no obligation to provide work prior to the child's leave.

BEFORE/AFTER SCHOOL CARE

Lake Central School Corporation contracts with The Adventure Club to provide before/after-school care in the elementary schools.

Before-school care: 6:30-8:00 a.m.

After-school care: 2:40-6:00 p.m.

Child-care is provided at each elementary. Arrangements for child-care are made directly with the Adventure Club; for more information visit www.theadventureclub.com, or phone (219) 865-6283, or email info@theadventureclub.net.

It is imperative that all students who attend after school care provide their schedule to the teacher, office, and day care. All parties must be notified of any schedule changes.

Students attending Adventure Club are not permitted to return to their classroom or locker before or after school hours.

BUS TRANSPORTATION

All Lake Central students riding the bus will only be picked up at their designated bus stop. If a student misses the bus at his/her designated stop, parents will be responsible for transporting their child directly to their child's school. Bus drivers will not permit entry of a student onto the bus at any stop other than the student's designated bus stop. No exceptions will be made. As such, we encourage parents to plan in advance to have their child ready for pick up daily.

Should adjustments in bus stop location be necessary parents are to contact transportation at (219) 365-3141 and then notify the school.

Students are **NOT** permitted to switch buses for Brownies, Scouts, parties, visiting friends, etc. Bus changes are only accepted in an **Emergency** situation. All emergency bus changes must be made through the transportation office prior to the start of the school day. A note from the parent indicating that the change has been approved by the transportation department must be sent to the teacher and the school office so a bus pass can be issued.

If an emergency arises during the school day causing a change in transportation please coordinate with the transportation dept. first and then call the school office prior to **2:00**. Without parent notification children will be sent home by their established means.

LAKE CENTRAL SCHOOL BUS RULES

Bus rules may be found on the Lake Central School Corporations Website under the Departments/Transportation tabs or follow the link below.

<http://transport.lcsc.us/bus-safety/>

CHILD ABUSE REPORTING

We are required by law to report all suspected cases of child abuse to the Lake County Department of Public Welfare – Child Protection Services-L.C. Policy 8462

DAMAGED AND LOST BOOKS

Children are responsible for the care of school text and library books. If books become lost or damaged, fines will be issued to those held responsible.

DISABILITIES AND SECTION 504

Pursuant to Section 504 of the Rehabilitation Act of 1973 ("Section 504"), the Americans with Disabilities Act of 1990, as amended ("ADA"), and the implementing regulations (collectively "Section 504/ADA"), no otherwise qualified individual with a disability shall, solely by reason of his/her disability, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance. The School Board does not discriminate in admission or access to, or participation in, or treatment in, its programs or activities. As such, the Board's policies and practices will not discriminate against students with disabilities, and will make accessible to qualified individuals with disabilities its facilities, programs, and activities. No discrimination will be knowingly permitted against any individual with a disability on the sole basis of that disability in any of the programs, activities, policies, and/or practices in the Corporation.

The following person is designated as the School Corporation's Section 504 Compliance Officer/ADA Coordinator who is responsible for coordinating the School Corporation's efforts to comply with and fulfill its responsibilities under Section 504 and Title II of the ADA, including overseeing investigation of complaints of discrimination based on disability. A copy of Section 504 and the ADA, including copies of their implementing regulations, may be obtained from:
Assistant Superintendent, 8260 Wicker Avenue, St. John, IN 46373
Central Office : 219-365-8507 Fax: 219-365-6641

DISCIPLINE

See Lake Central's Code of Conduct for discipline procedures:

http://lcsc.us/wp-content/uploads/2016/10/CODE_OF_CONDUCT_17_18.pdf

EMERGENCY SCHOOL DISMISSAL/DELAY/CANCELLATION

Early Dismissal:

Weather or other emergencies may sometimes require an early dismissal. Parents should make arrangements for their children's unexpected early arrivals at home. Be certain your children know where to go and what to do on days that they arrive home early and find no one at home. The School Messenger system will be used for notification of school closings.

Delays/Cancellation:

The School Messenger System will be used to notify parents of school delays or cancellations. It is also recommended that parents listen to local radio stations and news broadcasts for information.

FIELD TRIP INFORMATION AND CHAPERONE GUIDELINES

Field trips are a beneficial way of extending student learning. Younger siblings are not allowed to participate and must remain at home. All students must travel to and from by bus. They are not allowed to ride with their parents and meet the class at the destination.

Teachers may set specific criteria for behavior and classroom assignments that must be met for a student to attend a field trip. If a student does not meet specific teacher set criteria he/she will be assigned to work in another classroom during that time.

Teachers will provide specific information concerning their classroom policy in regards to field trips. **NO CHILD WILL BE ALLOWED TO ATTEND A FIELD TRIP WITHOUT A SIGNED PERMISSION SLIP FROM THE PARENT.**

When chosen to chaperone your child's field trip please adhere to the following:

1. All chaperones must have an annual criminal background check prior to attending any field trip.
2. Pre-school children must remain at home.
3. Only one adult, the one chosen, may attend the field trip.
4. Chaperones must sign in at the office and obtain a name tag before preceding to the classroom.
5. Lake Central School Corporation has a "smoke free" environment policy. **SMOKING IS NOT PERMITTED AT ANY TIME DURING THE FIELD TRIP.**
6. Please understand that you are chaperoning an assigned group of children that may or may not include your child. **Chaperones are expected to stay with their assigned group at all times,** maintain the group's whereabouts and monitor behavior. Any inappropriate behavior is to be reported to the classroom teacher immediately.
7. **Use of cell phones by chaperones is limited to emergencies only.**
8. Pictures taken during the school day are not allowed to be posted to any form of social media.
9. Use the following guidelines to help you on the bus:
 - a. Teachers and chaperones are responsible for the conduct of students and all regular bus rules must be followed.
 - b. The bus driver or teacher may assign seats.

- c. Loud, boisterous, obscene language or gestures will not be tolerated.
 - d. No student shall leave or switch seats unless permitted by teacher.
 - e. Emergency doors and aisles must be kept clear.
 - f. Passengers are not permitted to eat or drink on the bus unless it was pre-arranged by the teacher.
 - g. Drivers are not responsible for articles left on the buses during the trip.
Lake Central buses cannot be locked for security.
10. Use the following as a guide to supervising behavior:
- a. Please positively redirect misbehavior. If serious, bring it to the attention of the teacher.
 - b. Remind students to walk.
 - c. Expect courteous, respectful behavior from all students.
11. If anyone at any time sees a chaperone acting inappropriately it is their duty to report it immediately to a teacher or school employee.

Teachers use a variety of means to fairly choose their chaperones. Many trips limit the number of adult chaperones. The number of field trips is also limited per grade level due to budget restraints. As a result, not every volunteer may have the opportunity to attend a field trip. We hope that you will be considerate and understanding of this.

LOCKERS / CUBBIES

School lockers / cubbies are the property of the Lake Central School Corporation and are made available for the use of students. The students, upon use of the assigned locker / cubby, accept the following conditions:

- 1) A student must use only his/her assigned locker / cubby
- 2) A student can use the assigned locker / cubby only for storing school supplies and personal items necessary for use at school and cannot use a locker to store or keep items which school rules prohibit on school property.
- 3) Students shall not change or use different locks / cubbies on the assigned lockers.
- 4) Students have no reasonable expectation of privacy in the assigned locker / cubby. The School Corporation has the right to enter school lockers for the purpose of maintenance pursuant to a posted general-housekeeping schedule or any locker / cubby during any vacation period, which is reasonably believed to contain rotting items as food, wet clothing, and so forth.
- 5) The School Corporation has a right to enter and inspect any locker / cubby and its contents at any time by a principal or other member of the administrative staff designated in writing by the principal. Such an inspection shall be, when possible, conducted in the presence of the student whose assigned locker is the subject of the inspection. A law enforcement agency having jurisdiction over the premises where the locker / cubby is located, may, at the request of the School Corporation, be present during any inspection of a locker / cubby or its contents.

LUNCH PRICES AND PROCEDURES

For reasons of safety and order, parents are not permitted to eat lunch at school with their child. For more Food Service information please visit our Lake Central School Corporation's Website under the Departments/Food Service tabs or follow the link below.

<https://www.schoolnutritionandfitness.com/index.php?sid=2906101804231915>

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

Prescription medications will be given during school hours only if a permission slip is signed by the parent and a doctor's note is obtained. **Please do not send medication with your child.**

- a. All medications must be in the original container and will be kept in the nurse's office.
- b. Prescription and non-prescription medication must be brought to the nurse's office by a parent. The school must be given written permission to administer the drug. Included in the note should be:
 1. Name of the child
 2. Name of the drug
 3. How much is to be given
 4. How often
 5. For what condition
 6. Parent signature

All medication, prescription and non-prescription, must be given to and administered by the school nurse. **No medications may be kept in the student's possession, including cough drops.**

See the Lake Central Code of Conduct booklet for detailed medication policy.

http://lcsc.us/wp-content/uploads/2016/11/CODE_OF_CONDUCT_17_18.pdf

VISITATION

All parents, volunteers and visitors must first report and sign in at the main office. Any and all visitors must wear a "Visitor's Pass" while in the school.

VOLUNTEER BACKGROUND CHECKS

Given that the Lake Central School Corporation believes in the need for a positive, safe, nonthreatening school atmosphere and the important role volunteers, other non-employed individuals play in establishing this atmosphere, it is the policy of the Lake Central School Corporation to appropriately screen the backgrounds of all such individuals in order to ensure student safety. Any

volunteer or individual, who may have direct, ongoing contact with children when providing assistance for the school, must submit information for the School Corporation to perform a limited criminal history check as well as a U.S. Department of Justice national sex offender check prior to beginning volunteer/non-employed work for the corporation. The cost of these background checks will be at the expense of the Corporation.

PARENT / TEACHER VISITS

Parent/teacher visits or meetings are by appointment. Calling or emailing ahead to the classroom teacher assures that the teacher can meet with you.

PARENT VOLUNTEERS

Parent volunteers are an integral and important part of our school. Without our parent volunteers several of our programs and activities would not be possible. All parent volunteers must complete a background check through the school office. When volunteering it is important to adhere to the following:

1. While volunteering please do not “pop in” to see your child or speak to his/her teacher. Please follow the school procedures in place.
2. All guests must refrain from accessing any area of the building besides where you are directed to be.
3. For the safety and welfare of all concerned, school volunteers are not to bring younger or older siblings while they are volunteering
4. Photographs taken at school must not be posted on any form of social media.

PARTIES

There are three classroom parties per year, Halloween, Christmas, and Valentine’s Day. Due to the size of schools and reasons of safety only the assigned room parents may attend the party; **siblings are not allowed to attend the party with a room parent.** The room parents are to check with their child’s teacher before planning the parties. The role of the room party parent includes organizing games, refreshments, as well as paper products, music, etc. (Note: the sharing of hats, blindfolds, or other clothing is not allowed. Also, games may not be played in hallways, café, or gym) Room parents may arrive fifteen minutes prior to the party but will only be allowed to the classroom as per the time designated by the teacher.

PERSONAL BIRTHDAY INVITATIONS

To avoid embarrassment/hurt feelings, approval from the teacher must be obtained prior to distributing invitations. Invitations must be given to all the boys, or all the girls, or the entire class. The school cannot provide you with student addresses or phone numbers.

PERSONAL CLASSROOM BIRTHDAY TREATS

Parents should contact the teacher prior to the child's birthday. The classroom teacher will advise you of acceptable treats for his/her classroom. Non-edible treat bags, such as pencils, erasers, stickers are preferred. Treats delivered by parents are to be store bought and left in the original package. Treats are to be dropped off in the office. The child will be called from the classroom to pick them up. Our food service also offers options of various treats that may be purchased for birthday treats. For more information, follow the link below.

http://district.schoolnutritionandfitness.com/lakecentralsc/files/Birthday_Celebrations.pdf

The following are not permitted in school:

- a. Surprise visitors, e.g. clowns, balloon delivery, flower deliveries
- b. Special gifts, pizza or other lunch parties in the café

PERSONAL ITEMS

We discourage students from bringing cell phones, electronic games, MP3 players, iPods, smart watches, and other electronic devices to school. These devices must remain off and in the child's backpack. Excessive amounts of money or other articles of value are not to be brought to school. Students are not to bring sport or other cards for trading. We also discourage children from bringing toys and other expensive personal items, as it is difficult to assure the safety of the item. Personal belongings, such as coats, backpacks, etc. should be clearly marked for quick identification. Lost & Found articles will be located in a designated area.

PETS

Due to allergies pets may not be brought in for Show & Tell in the classroom unless prior permission is obtained from the teacher and the principal.

PHYSICAL EDUCATION

Athletic shoes that tie or have Velcro straps that can be tightened are required for class. Athletic shoes that do not have the ability to be tightened will not be permitted in physical education class. Students need to wear clothing that is suitable for physical activities. Loose, comfortable clothing such as t-shirts/sweats are appropriate. In order to keep the gym floor cleaner and safer, we encourage parents to provide gym shoes that will not be worn on the playground before gym class on gym day. Old, worn shoes are fine as long as they are clean.

RECESS/ PHYSICAL ACTIVITY

Children will have outdoor recess daily, weather permitting. It is assumed that when a child comes to school he/she is physically able to take part in normal school activities. This includes the time spent in the classroom, in gym class, and out for recess. Parents may occasionally send a note requesting in-door recess for a recuperating child. A doctor's note is required if the period is to exceed two days.

RIGHT TO INSPECT INSTRUCTIONAL MATERIALS

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.

SCHOOL BOARD MEETINGS

School Board meetings are held on the first and third Mondays of each month, unless changed by the Board. Meetings are at 7:30 p.m., in the Lake Central High School LGI Room. Further information can be found on the district's website under the Administration/School Board tabs.

<http://lcsc.us/administrators/school-board/>

SCHOOL DRESS

Dress plays an important part in developing attitudes for respect and neatness. The type of clothing worn to school has a definite effect upon the attitude, conduct, and the work habits of the students and cannot interfere with or disrupt the educational process. The staff reserves the right to use its discretion in determining the type of clothing and/or accessories appropriate to the school setting. The administration retains the authorization to ban any article of clothing containing any type of writing, picture, symbol or message not appropriately and positively related to Lake Central School Corporation.

It is the parents' responsibility to see that the student is dressed and groomed in accordance with the following standards:

1. Students are expected to wear hairstyles and clothing attire that will not be a health or safety hazard.
2. Grooming and/or dress, which prevent the student from doing his/her best work because of blocked vision or restricted movement, are discouraged.
3. Students are discouraged from wearing styles that create or are likely to create a disruption with the classroom order.
4. Articles of clothing that cause excessive maintenance problems, such as cleats on shoes, shoes that scratch and/or mark floors, and pants with metal rivets that scratch furniture are unacceptable.
5. Clothing bearing words or pictures of a sexual or profane nature is not to be worn.
6. Clothing which promotes or advertises tobacco, alcohol, violence, gangs, or illegal products or activities is not to be worn.
7. Shorts or skirts that are too short, tank tops with thin straps or tops showing bare midriffs are not to be worn. (If shorts or skirts are shorter than fingertip length, then they are considered too short.)
8. Flip flops are discouraged.
9. Pants that are low and reveal underclothing and/or excessive skin exposure are not to be worn.
10. Hats or headwear may not be worn in the classrooms, hallways, and

cafeteria. During cold weather, however, students may have their winter hats on when leaving the building.

11. Students are to dress appropriately for the weather. Students are expected to be prepared for outdoor recess.
12. Exceptions for medical or other reasons are made by the principal.

Failure to comply with acceptable student dress may result in one of the following:

1. Parent contacted to bring appropriate clothing.
2. Reprimand by staff member
3. Parent conference
4. Referral to principal
5. Suspension by principal in extreme or repetitive cases

Certain classes require special dress or shoes. Some examples might be: art aprons or shirts, gym shoes for P.E. etc.

SCHOOL HOURS / OFFICE HOURS

School Office: 7:15 a.m. to 3:15 p.m. daily

School Hours: 8:00 a.m. to 2:40

Morning Kindergarten: 8:00 a.m. to 10:40 a.m. (housed only at Bibich)

*Tardy bell rings at 8:10. Students must be in their classroom ready for instruction at this time

Student arrival time for breakfast is 7:55 am. Students not eating breakfast should arrive *NO EARLIER THAN* 8:00 am. Supervision of students is not available until 7:55.

TARDY

The tardy bell rings at 8:10 a.m. Students arriving after 8:10 should enter through the main office doors and **MUST** be signed-in by an adult and receive a late pass before going to class. Tardies are recorded and become a part of your child's educational record.

SCHOOL INSURANCE

Parents may purchase student insurance at a low cost at the beginning of each school year or when enrolling a new student. The school corporation does not carry insurance for the individual student. An insurance form is included with registration information.

SECLUSION AND RESTRAINT PLAN

The Lake Central Seclusion and Restraint Plan is available for review at:

http://lcsc.us/wp-content/uploads/2017/02/seclusion_restraint_policy.pdf

STUDENT SUBMISSIONS TO REQUIRED SURVEYS, ANALYSIS, OR EVALUATIONS OF SCHOOL PROGRAMS:

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 affiliations;
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, ministers; or
7. income (other than that required by law to determine eligibility of participation in a program or for receiving financial assistance under such program)

SOLICITATION

Children may not sell or trade personal items such as trading cards, homemade jewelry, models, etc., at school. Personal fundraisers are not allowed.

STUDENT WITHDRAWALS & TRANSFER OF STUDENT RECORDS

Parents of students moving to another school district should report to the office to withdraw your child. Student records will be sent to the receiving school once the office has received a Request of Records from the receiving school. It is not the policy of the Lake Central Elementary Schools to send permanent records with the parent withdrawing a student.

TELEPHONE IN THE CLASSROOM

Except in cases of emergency, students or teachers do not take phone calls during class time. Messages for teachers may be left on their voice mail. 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. (Please contact the office, not the classroom, with changes in pick-up or in the event of an absence.)

TUTORING

Tutoring is available before school on select days. A teacher recommendation is needed to attend tutoring. Please contact your building principal or classroom teacher if you have any questions regarding tutoring.