

Student Handbook

2016-2017

Welcome to Lapel Elementary School!

Learning, Encouraging, Succeeding.



LAPEL ELEMENTARY MISSION STATEMENT

The vision of Lapel Elementary School is to provide a safe learning environment where students will be encouraged to do their absolute best, apply essential learning skills, and succeed as citizens in our global community.

Dear Parents and Students:

Welcome to a new school year! The teachers and staff have been busy preparing for your arrival. This folder contains the Lapel Elementary Handbook. Please take the time to read it with your child. The information is important and may be able to answer some of your questions throughout the year. The office staff is also a good source for answers to your questions.

Your child's safety is very important to us. Please be sure anytime you visit to stop in the office and check in. You will get a visitor's pass. This must be worn visible to everyone. Please notify your student's teacher if there are changes in his or her dismissal by way of a note or an email that morning. If plans change during the day please call the office by 2:00 so we can get a message to your child.

Please keep a current e-mail on file in the office. Report cards, mid-terms, newsletters and other notifications are being sent to you online this year. You will access the mid-terms and report cards through your Innow login. Your login is the same as last year. If you can not find your login or have forgotten it please contact the office for help.

Working together we can make this year successful for your child. Parents being active participants in this process is an integral part. The Lapel Elementary teachers and staff look forward to working with you throughout the coming year. .

Have a great year!,
Mrs. Genny Zetterberg, Principal

OFFICE STAFF

Mrs. Genny Zetterberg	Principal
Mrs. Christa Klettheimer	Assistant Principal, IAQ Coordinator
Mrs. Debby Johnson	Special Education Director
Mrs. Stacy Boles	Guidance Counselor
Mrs. Rhonda Fields	Nurse
Mrs. Angie Howell	Office Assistant
Mrs. LouAnn Mason	Treasurer

OFFICE INFORMATION

Office Hours: 7:30 am – 4:00 pm
Monday –Friday

Address: 2865 S. State Rd 13
Lapel, IN 46051

Phone Number: 765-534-3101

Fax Number: 765-203-9931

Corporation Website: www.flcs.k12.in.us

School Website: <http://les.flcs.k12.in.us/>

Weekly Newsletter – Paw Prints

The intent of the weekly “Paw Prints” is to inform all parties involved with Lapel Elementary School of important events and times. The information contained in the newsletter is informative and allows you to schedule ahead of time. This newsletter is sent electronically via email to each student’s parent guardian and is posted on the school’s website listed above.

EQUAL EDUCATIONAL OPPORTUNITIES

It is the policy of Frankton-Lapel Community Schools to provide, equal, non-segregated, non-discriminatory educational opportunities. The Board will not knowingly lend their services to any educational organization that practices discrimination.

NO CHILD LEFT BEHIND ACT (NCLBA)

It is the policy of Frankton-Lapel Community Schools to incorporate the provisions of the No Child Left Behind Act (NCLBA) in our school rules, policies, requirements, and forms.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

During a student's school career, FLCS collects and records data concerning the student. The school corporation recognizes that collecting, maintaining, and preserving the rights of privacy of the student and parents are equally essential. FLCS will comply with all FERPA requirements.

SCHOOL HOURS

School starts at 8:25 a.m. and dismisses at 3:00 pm. The buses will leave the parking lot at 3:05 pm. Any student arriving late for school or leaving early must bring a note with him/her to the office explaining the reason. During the school day you must sign your child in and out in the office.

PARENTS WHO WISH TO MAKE A CHANGE TO THEIR CHILD'S END OF DAY SCHEDULE SHOULD NOTIFY THE OFFICE BEFORE 2:00 PM TO ENSURE ENOUGH TIME TO GET NOTICE TO THE TEACHER.

Students who arrive at school prior to 8:05 a.m. must be enrolled in the Before School Care Program and will be sent to check in. Students will not be allowed to sit in the hallway or foyer prior to 8:15 am. Students are not to enter the building before this time.

DROP OFF AND PICK UP PRIOR TO AND AFTER SCHOOL

Parents who are dropping off and picking up their students should follow the guidelines below:

Exit St Rd 13 onto Bulldog Blvd (300N) and turn Right onto school grounds at the entrance nearest to the Baseball Field fence – continue until turning right on the drive along the Middle School Entrance. Please view the “drop off” map that is attached.

Drop your students off on the sidewalk in the designated “drop zone” and they will walk to the designated Elementary entrance. The “drop zone” is from crosswalk #1 to crosswalk #2. Preference will be given to all vehicles in order to reduce the amount of traffic. Please do not drop students off in the parking lot unattended or in the teacher’s lot at the north end of the building.

SCHOOL ATTENDANCE

Regular school attendance is required by state law until the student reaches his/her eighteenth birthday. Students are expected to attend school every day school's in session. Regular school attendance is important for a successful experience at school. Regular attendance exposes students to greater amount of academic content and instruction. Completing make-up homework assignments cannot compensate for missing class discussions, explanations, or new instruction presented by the teacher. For a student to qualify for Perfect Attendance at the end of the school year, he/she must be PRESENT EACH DAY and have NO ABSENCES AND NO TARDIES. DOCUMENTATION of appointments is required.

Parents are to call the office by 9:00 am each day a child is absent. Parents requesting homework assignments should call by 9:00 am for pick-up after 2:00 pm. Students arriving at 10:00 a.m. or later will be counted absent for the school day.

Attendance Policy

The office will maintain attendance records. A maximum of six (6) days per semester and a maximum of twelve (12) days per school year will be excused. Students must have written explanation from their doctor for every absence above and beyond the maximum of six (6) days per semester or twelve (12) days per year. Any absence after six (6) per semester will count as unexcused unless the office has documentation from the doctor.

- Step One: Parents will be notified in writing when their child has five (5) excused absences for the semester or ten (10) excused absences for the school year.
- Step Two: A parent conference with an administrator will be scheduled to discuss your child’s attendance when your child has five (5) unexcused absences.
- Step Three: The principal or designee shall report a child who is habitually absent, defined by ten (10) unexcused absences, from school to an intake officer with Juvenile Services or the Department of Child Services.

Absence Definitions

A. Excused absences: An excused absence is a child's personal illness, illness in the family, quarantine of the home, death of a relative, observance of religious holidays, doctor or dentist appointments, serving as a page in the Indiana General Assembly and being a witness or a party in judicial proceedings. Undocumented excused absences are those reported to the school by the student's parent or legal guardian. Documented excused absences are those verified in writing by an appropriate professional. After 5 consecutive days of absence, a physician's note must accompany the child's return to school in order to be an "excused" absence.

B. Unexcused absences: An unexcused absence is any absence which does not qualify as either type of excused absence or which is not reported by the student's legal guardian or appropriate professional.

Parent/Guardian Consequences for Unexcused Absences

1. Required by law-As a parent/guardian it is your legal duty to ensure that your child attends school. If you fail to ensure your child's school attendance, you may be prosecuted for the crime of Failing to Ensure School Attendance, a Class B misdemeanor. A person convicted of a Class B misdemeanor may be given up to 180 days in jail and a fine of up to \$1000 (one thousand dollars)

2. If your failure to ensure your child's school attendance worsens to such a point that it is clear you are knowingly and intentionally depriving your child of an education as required by law, you may be prosecuted for Neglect of a Dependent, a Class D felony. A person convicted of a Class D felony may be given up to three (3) years in jail and a fine of up to \$10,000 (ten thousand dollars).

3. If your failure to ensure your child's school attendance worsens to such a point that it is clear that your child's physical or mental condition is seriously impaired or seriously endangered as a result of your inability, refusal or neglect to supply your child with necessary education, you and your child may be subject to the filing of a Child in Need of Services (CHINS) case in Juvenile Court. This action may result in your child being removed from your care.

FAMILY VACATIONS

A family vacation during days when school is in session is strongly discouraged. It is hoped that families will be able to arrange their vacation schedules around the school calendar. If it is impossible to arrange vacations outside of school time, the principal and teacher must

be notified five (5) days prior to the vacation. The length of the absence shall not exceed (5) days and only (1) such activity shall be considered each school year.

Please refer to the school attendance policy section for procedures related to student absences. Absences due to vacations count toward the total number of days missed for the semester and school year.

APPOINTMENTS

PRINCIPAL AND TEACHER – If you desire to have a conference with the principal and/or teacher, please call the school office and we will schedule a time for you to come in. If you arrive at school without an appointment you may encounter a wait to see the principal. You will probably be asked to schedule an appointment with the teacher because they will be in the rooms with the children.

STUDENTS – Please try to schedule appointments for after school hours. Students who leave for an appointment and return within the same day will not be counted absent, providing that they turn in a note from the Dr.'s office when returning to school. You must come in the office and sign students out for appointments and sign them back in when they return.

VISITS – You are welcome to visit your child's room and/or eat lunch with him/her. Please call the office and make arrangements or send a note to the teacher. We need to have you on our lunch count if you are going to be here to eat. Adult lunches are \$2.75 and can be paid as you go through the lunch line. Please call by 9:00 a.m. if you will be eating lunch so we can let the cafeteria know to prepare enough food. All visitors will sit at a separate table in the lunch room.

(NO takeout, fast food OR SOFT drinks are allowed in cafeteria AREA)

VISITORS

Lapel Elementary School welcomes visitors to our school. We ask that all persons who come to visit please sign in and out in the office. This enables us to keep an accurate record of who is in the building as well as to the number of guests we have each year. In addition, all visitors will need to wear a visitor sticker in a visible place after signing in. Our staff will ask any person(s) without a visitor sticker to report to the office. The only exception is during the Halloween, Christmas, and Valentine's parties. On these days you will sign in and get a visitors tag but will not be required to stop and sign out.

There is visitor parking in the lot in front of the main entrance. If there is no parking there please move to the lot at the south end of the school. The entrance to this parking area is accessible from county road 300 S. You will then need to walk up the front walk to the elementary entrance.

SCHOOL HEALTH

A registered nurse, employed by the corporation is located in our building. She is responsible for assessing and promoting the health of our students as well as providing first aid and acting as a resource person in health education. She also keeps current health and immunization records on each child.

Students entering school must have current immunizations as required by the state of Indiana. A chart of the requirements is available at the school or the health department. Also, required by the state are vision screenings in grades 1, 3, and 5. Parents and teachers may make referrals for vision screening. Results of these tests must be filed with the Indiana State Department of Education.

A local health physician approves medication and first aid guidelines used at school. The Board of Health dictates communicable disease restrictions.

The policy adopted by the school board on head lice states that students with live lice will be sent home or should be kept home from school and may return after being treated. If a child is sent home from school with lice, a parent must accompany that child to the clinic to be checked for head lice upon returning to school. It is your responsibility to check your child for head lice on a regular basis.

We care about your child's health and need to be kept informed of any health problems your child has such as allergies, asthma, major surgery, medications taken on a regular basis, etc. Also, it is very important to inform the school of any changes in telephone numbers, employment, and relatives or neighbors to call if you can't be reached.

Your child, after an illness, needs to be free of diarrhea, vomiting and fever for 24 hours before returning to school. If your child must take prescription medication during school hours, a parent should bring medication to school in the original container with a pharmacy label and student's name affixed. A medication form must be signed and completed by the parent when medication is brought to school. If medication is left at the end of the year or after treatment regimen, parents are responsible for removing it from the school.

DRESS CODE

The Frankton-Lapel Community School district has the following policy regarding the dress code:

Student dress and grooming are the responsibility of the student and his/her parents unless the principal or designee determines there is a definite safety or health hazard, a hindrance to the educational processes, or a case of obscenity. Health considerations require the wearing of footwear.

To a K-5 student, the above basically means that any clothing item that attracts excessive attention is a distraction to the educational process. To assist the school in its quest for optimal learning students should dress comfortably, yet conservatively. Students may not wear 'spaghetti' straps, short shorts, or apparel with controversial slogans. Students may not wear clothing that exposes large sections of skin such as the back, stomach, or shoulders. Articles of clothing that promote violence or adult themes are not permitted at school. Appropriate footwear should always be worn. Students wearing open-toed sandals or flip-flops face a greater risk of injury on the playground. If there are any questions, feel free to contact the office.

STUDENT SUPPORT SERVICES

Lapel Elementary School has a full-time guidance counselor to assist K-5 students and their parents with a variety of behavioral and personal issues. Parents, teachers, other school personnel, or the student may initiate referrals to this department. You may reach the counselor or liaison by contacting the elementary school office.

LOST AND FOUND

During the course of the school year, numerous articles of clothing, personal items, and other belongings are unintentionally left at school. Every nine weeks, the lost and found items will be donated to charity. Students and parents are encouraged to check the lost and found area for misplaced items when you visit the school

HONOR ROLL - GRADES 4&5

A Honor Roll – A-B Honor Roll

- Students receiving all A's in core subjects taken during a grading period shall be placed on the all A Honor Roll.
- Students receiving all A's and B's in core subjects taken during a grading period shall be placed on the A-B Honor Roll.

- Core Subjects: Math, English, Reading, Science, Social Studies
 - E = Excellent
 - S = Satisfactory
 - N = Needs Improvement
 - U = Unsatisfactory

Grading Scale

A+/E 100-99	A/E 98-93
A-/E 92-90	B+/S 89-86
B/S 85-83	B-/S 82-80
C+/N 79-76	C/N 75-73
C-/N 72-70	D+/U 69-66
D/U 65-63	D-/U 62-60
F/U 59-0	

FIELD TRIPS

Over the course of the school year, students are expected to participate in grade-level trips to places outside the Lapel Elementary facility. These trips are an extension of the curriculum. Parents are asked to sign a 'field trip' form when enrolling their child that will give the student permission to participate in field trips. School-age siblings are not allowed to participate in another grade – level's field trip. Parents who accompany their child on a field trip are subject to the same rules & expectations as a teacher and may transport their own child home, but may not transport any other child. If you have any questions about a trip, feel free to contact your child's teacher. All persons going on a school field trip must have a background check on file in the office prior to trip.

STUDENT BEHAVIOR EXPECTATIONS

1. Come to school on time, and be prepared (all assignments completed) for class each day.
2. Respect the rights and personal property (desk, lockers, etc.) of other students. Also, be respectful of staff, students and visitors.
3. Keep our school and grounds clean and beautiful.
4. Profanity is not permitted and should not be part of your vocabulary.
5. Cheating is not permitted at any time.
6. Loud and boisterous behavior is not permitted.
7. Stealing or committing other acts of dishonesty will not be permitted.

8. The following items are NOT to be brought to school: guns, knives, ammunition, ammunition cartridges, toy guns, sharp objects, pagers, electronic games, radios, CD players, tape players, remote control cars, IPOD'S, MP3 players, laser pointers or any other items that may be disruptive to the school setting.
9. Smoking or other tobacco products are not permitted at school or on school grounds.
10. Trading cards are prohibited. (ex: baseball, Pokemon).
11. Follow all other handbook rules and regulations (including FLCS Student Handbook).
12. Cell phones are to be turned off and kept in book bags. Cell phones are not to be used in the building, unless permission has been given from their teacher or the principal. If a student is caught using his or her cellphone, the cellphone will be taken by the classroom teacher.

Consequences for misbehavior are established in each individual classroom. Your child's teacher will be letting you know these consequences. If you have questions concerning a disciplinary action, the chain of command would be for you to contact the teacher first, then the principal then central office.

SCHOOL RULES

Playground

1. The equipment should be used properly and in the manner for which it was intended.
2. OUTDOOR EQUIPMENT – Safety of the children is the primary concern in using the playground equipment.
 - a. SWINGS – there will be one person on a swing at a time. That person may swing forward and backward only. The swing must be completely stopped before the student gets out of the swing, no jumping out. No one is permitted to push someone in a swing or stand in front of a swing. No twisting or winding up the swings will be permitted.
 - b. SLIDES – students will climb the ladder correctly, sit down on the slide, and slide down one student at a time. This is the only way the slide is to be used. No jumping off the slides is permitted.
3. No tag on playground equipment is permitted.
4. Students are not permitted to be on or near the football field bleachers.
5. Picnic tables – Students should only be seated on the bench area provided. Students should not stand, run or jump on/off the table area.

6. Students need to come to school prepared to go outside. When the temperature, actual or wind chill, is above 20 degrees, we will go outside as often as possible. Students can only stay in from recess for three days without a doctor's excuse.
7. No fighting, wrestling, "horseplay", or tackle football will be permitted. No Aggressive physical contact will be permitted.
8. Do not throw rocks, snowballs, wood chips or any other items which could injury another student on school property.
9. Candy or other food is not permitted on the playground. Students are not to spit while on school property.
10. Students are not to leave the playground without permission.
11. No visitors are permitted at recess at any time.

Gymnasium

1. Do not play or run on bleachers.
2. No "rough-house" games such as wrestling, fighting, or play fighting is allowed. No Aggressive Physical contact with other students is permitted.
3. Students are not to leave the gym without permission.
4. When the whistle blows, all students are to stop playing and get quiet.
5. Students are not to play on the mats, volleyball standards, or other equipment.
6. When students are in classrooms or halls for recess, board games, books, etc. are to be used.

Hallways

1. Elementary Students are not to be in the middle school hallways without a teacher present or permission from the front office.
2. Students are to walk quietly in the hallway. NO RUNNING!
3. Keep hands off ALL displays that are hanging in the hall.
4. Students are to keep hands and feet off walls at all times.

Bicycles/Skateboard Rules

Students are permitted to ride bicycles to school. They need to take all safety precautions to reduce all possible chances of injury. The school is not responsible for damage to the bicycles. An area is designated for bicycles to be left at the northwest corner of the elementary building in the bicycle racks provided. It is recommended that the students use a bike lock to secure their bicycle. Students are not permitted to bring or ride skateboards on school property. The safety of our children is our primary concern.

FIRE, TORNADO, EARTHQUAKE, BUS EVACUATION AND LOCKDOWN DRILLS

Drills will be held from time to time in order that the children will know how to properly respond in the event of an emergency. All classrooms will be instructed as to their appropriate designated place. Children should remain quiet and behave throughout the drill so instructions can be heard. Please call the main office if you have any questions about drills that occur during the school year.

COMPUTER and INTERNET USE

1. All students will participate in computer instruction.
2. Students should have clean hands before operating the computers.
3. NO food or drinks are permitted in the lab.
4. Only teacher - attended students are allowed to use websites.
5. All students and parents must sign internet user contracts in orders to use the internet at school. These will be kept on file in the lab.

CAFETERIA INFORMATION

1. Students are to walk in the cafeteria.
2. Once a person sits at the table he/she is not to be changing places.
3. Do not waste food.
4. Keep your hands to yourself.
5. Do not throw anything in the cafeteria.
6. Do not bounce balls in the cafeteria. Playground equipment is to be placed in designated areas in the cafeteria until recess.
7. Do not sit on the tables.
8. No one is to be in the cafeteria during recess. Students who need to stay in will be supervised by a teacher in an inside recess classroom.
9. Do not touch anyone else's food, drink, lunch box and/or tray.
10. Students are to be seated in the same order as they are when they receive their lunch. If student has a visitor(s), they will sit at a separate table in the cafeteria.
11. Students are not allowed to have soft drinks for lunch. We do provide a juice machine for the children where they might purchase a juice or water for \$1.00 to have with their lunch.
12. NO take out, fast food or soft drinks allowed in the cafeteria during lunch. You may check your student out of the building during his/her designated lunch period to eat at a restaurant.

They need to be returned to school for the beginning of the afternoon session. Lunch cost \$1.80 per day for students and \$2.80 for adults. Prepay is accepted at any time during the week. Please put your money in an envelope with the student & teacher's name and the amount enclosed printed on the front. Money sent in will be placed in student accounts.

You may pay for your student's lunch electronically with our E-funds program. Information for this online access can be found on our website.

BRADFORD WOODS OUTDOOR EDUCATION

The fifth grade students at Lapel Elementary participate in the outdoor education program at Bradford Woods near Mooresville, Indiana. The students spend three days and two nights at the facility in the fall. Bradford Woods is Indiana University's 2,300 - acre outdoor education, recreation, and camping center. In the summer the facility is used as Camp Riley for disabled children. A parent information meeting about the trip is held early in the fall so parents are informed about the program.

AT SCHOOL DAYCARE PROGRAMS

Before/After Care Programs

The Before Care Program opens at 6:30 a.m. and runs until school begins at 8:25 a.m. The After Care Program starts at the dismissal of school and ends at 6:00 pm. The children are in a supervised environment. There are activities for them during these times. Please, DO NOT, allow your child to bring toys from home to school. Registration takes place at the time of enrollment for the school year. There is a \$10.00 registration fee for both programs and a cost of \$1.50 per hour per child. Breakfast is served to the children at 8:00 a.m. The cost is \$1.25 except for those of you who qualify for free or reduced status. Snacks are served to the children who stay for aftercare program right after school ends.

The charges for before care are as follows:

If the student is in attendance between –

6:30 – 7:30 am = \$1.50

7:31 – 8:25 am = \$3.00

The charges for after care are as follows:

If the student is in attendance between -

3:00 - 4:00 pm = \$1.50

3:00 - 5:00 pm = \$3.00

3:00 - 6:00 pm = \$4.50

*Students do not have to attend these programs every day to be enrolled. Many parents use the programs on a day-to-day basis. The before and after school care programs are in the cafeteria and gym areas. Students enter and exit the school from the front entrance. Parents may come in with the children in the morning, if they wish, and must come in to pick their child up from the after school program. Fees for the program will be billed bi-weekly.

DROP OFF/PICK UP FOR BEFORE/AFTER CARE PROGRAM

Before/After care are to be dropped off and picked up at the elementary gate in the rear of the building. Students must sign-in and sign-out before leaving the before/aftercare program. Students signing-in for the program will be charged a minimum for one hour.

School Activities

BACK TO SCHOOL NIGHT – This activity is held on a designated evening before the first day of school or within the first week of school . Parents and children are invited to come to the school from 6:00 – 7:00 to visit his or her classrooms, bring supplies, and meet his or her teacher.

PARENT TEACHER GROUP (PTG)– This group meets monthly at 3:30 and usually last an hour. All parents and staff members are invited to attend. Information about the meetings is printed in the school newsletter, The Paw Prints. This group sponsors several activities during the year:

- Boxtops for Education – Collected by the students and brought to school. The money earned from this goes to support student activities.
- Fall Festival – Annual event that usually takes place in October. Students enjoy games, food, and prizes. Parent participation makes the evening a great success. Information about how to help will be sent in September.

STUDENT COUNCIL – This group consists of nine students: three representatives from 5th grade. They sponsor spirit days and do special things for the students and staff. They serve as guides for new families when they come to the school and want to look around. These students serve as greeters at Parent/Teacher Conferences.

BOOK FAIRS – Book fairs are held in October and in February. The proceeds buy new materials for the library. There is an evening shopping time offered to parents during both weeks.

GRADE LEVEL SPECIFIC ACTIVITIES

ISTEP Testing – This testing is completed by 3rd-5th grades. Please be sure to schedule family vacations or absences around these testing windows. The window is as follows:
Applied Skills TBA & Multiple Choice TBA

IREAD 3 – TBA

Summer Reading Program – The summer reading program is an endeavor by FLCS to see that students have a broader background in reading and an opportunity to read for enjoyment. This is a requirement for all incoming 5th grade students. Students will receive more details later in the school year.

Spelling Bee – Each classroom in grades 4 & 5 select a champion speller from their rooms in January. The school bee is held in February with the winner participating in the county bee in March.

D.A.R.E. – This program is for the 5th grade students. It is one semester and sponsored by the Madison County Police. Students discuss drugs, law enforcement, good touch/bad touch and other subjects related in this area.

Walking Tour of Lapel - This activity is done in 3rd grade. Our teachers take our students on a tour of the Town of Lapel.

Reading Week - The week before Spring Break, our building has a variety of activities that students engage in.

PHILANTHROPIC ACTIVITIES – *Students participate as a choice in these activities.*

Math-a-Thon - This activity raises money for the St. Jude's Children's Hospital through the students getting pledges for the math problems they complete.

Stocking Local Food Pantries - All grades participated in food drives during the holiday season for the local food banks.

Riley Caring & Sharing Project – This project is sponsored by the schools in the state to raise funds for Riley Children's Hospital in Indianapolis. Students do a variety of activities to raise the money. Our money is put with that of the other schools in Indiana to purchase equipment at the hospital.

Faculty Volleyball Game – Teachers from the middle school play against teachers from the elementary to raise money for Riley Hospital. During the game, students are able to participate in dancing and other games to help raise money.

COMMUNITY BASED PROGRAMS

4-H – The Madison County Extension office schedules a time to come to the school each spring and talk with the students about enrolling in 4-H. There are local clubs for the children to join.

Cub Scouts, Brownies, Boy and Girl Scouts – Registration for these programs happen in the fall. Representatives are usually at Meet the Teacher Night to answer questions and enroll students. Troops depend on parent volunteers to be leaders and help.

Lions Club Basketball – This is a winter basketball league for both boys and girls in grades 2-5. There is a fall registration time. Information is sent home with students.

Bullying

Bullying behavior toward a student by other students, staff, or third parties is strictly prohibited and will not be tolerated. This prohibition includes physical, verbal, and psychological abuse as provided herein. Frankton-Lapel Community Schools will not tolerate any gestures, comments, threats, or actions which cause or threaten to cause bodily harm or personal degradation. This policy applies when a student is on school grounds immediately before or during school hours, immediately after school hours, or at any other time when the school is being used by a school group; off school grounds at a school activity, function, or event; traveling to or from school or a school activity, function, or event; or, using property or equipment provided by the school.

Bullying as defined in State law means overt, unwanted, repeated acts or gestures, including verbal or written communications or images transmitted in any manner (including digitally or electronically), physical acts committed, aggression, or any other behaviors committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the targeted student and created for the targeted student an objectively hostile school environment. This type of behavior is a form of harassment, although it need not be based on any of the legally protected characteristics, such as sex, race, color, national origin, marital status, or disability. It would include, but not be limited to, such behaviors as stalking, intimidating, menacing, coercion, name-calling, taunting, making threats, and hazing.

Any student who believes s/he has been or is currently the victim of bullying should immediately report the situation to the building principal or assistant principal, or the Superintendent. The student may also report concerns to a teacher or counselor who will be responsible for notifying the appropriate administrator or Board official. Complaints against the building principal should be filed with the Superintendent. Complaints against the Superintendent should be filed with the Board President.

Every student is encouraged, and every staff member is required, to report any situation that they believe to be bullying behavior directed toward a student. Reports may be made to those identified above.

All complaints about bullying behavior that may violate this policy shall be promptly investigated.

If the investigation finds an instance of bullying behavior has occurred, it will result in prompt and appropriate disciplinary action. This may include up to expulsion for students, up to discharge for employees, exclusion for parents, guests, volunteers, and contractors, and removal from any officer position and/or a request to resign for Board members. Individuals may also be referred to law enforcement officials.

Frankton-Lapel Community Schools will make efforts to educate students and parents about bullying and, in particular, how to combat it. Both in the education and the implementation of this policy, Frankton-Lapel Community Schools will involve parents as appropriate.

1. This rule may be applied regardless of the physical location of the bullying behavior when a student committing bullying behavior and the targeted student attend a school within the school corporation and disciplinary action is reasonably necessary to avoid substantial interference with school discipline or prevent an unreasonable threat to the rights of other students to a safe and peaceful learning environment.
2. The school administrator will be responsible for working with the school counselors and other community resources to provide information and/or follow-up services to support the targeted student and to educate the student engaging in bullying behavior on the effects of bullying and the prevention of bullying. In addition, the school administrator and school counselors will be responsible for determining if the bullying behavior is a violation of law required to be reported to law enforcement under Indiana law based upon their reasonable belief. Such determination should be made as soon as possible and once this determination is made, the report should be made immediately to law enforcement.
3. False reporting of bullying conduct as defined in this rule by a student shall be considered a violation of this rule and will result in any appropriate disciplinary action or sanctions if the investigation of the report finds it to be false.
4. Counseling, corrective discipline, and/or referral to law enforcement will be used to change the behavior of the perpetrator. This includes appropriate intervention(s), restoration of a positive climate, and support for victims and others impacted by the bullying.

LEGAL REFERENCE:

I.C. 20-33-8-0.2

I.C. 20-33-8-13.5

I have read and understand the Lapel Elementary Student Handbook.

Parent Signature

Student Signature

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[Add files](#)

Comments



Genny Zetterberg