



OAKLAND HIGH SCHOOL

ROOTS

STUDENT HANDBOOK

2016 – 2017

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Empowerment Through Learning

We believe that in order to be truly empowering:

- Students will be provided with opportunities to engage in positive interactions with adults, both in school and in the community.
- Students will be provided with opportunities to study areas of personal interest.
- Students will be provided with course work related to evolving issues in society.
- Students will be provided with opportunities to be involved in governance.

We, the staff at Oakland High School make the commitment:

- To provide a curriculum that challenges each student to improve skills and habits which will enable each student to continue their education, to enter the job market, and to overcome the challenges of daily life.
- To provide instruction that is inclusive and constructively evaluated based on individual learning.
- To encourage personally relevant expression and appropriate communication within the school environment.
- To provide unconditional support to help students grow in their emotional, intellectual, and physical lives.
- To teach and model respectful, non-violent conflict resolution and mutual respect for our fellow human beings.
- To acknowledge and recognize the significance of community partnerships and parent involvement within the OHS learning environment.

As a school community, we will strive to make Oakland High School a place of active teaching and learning, working and playing together.

OAKLAND HIGH SCHOOL

Student Handbook

Receiving the student handbook, *ROOTS*, informs students of school expectations and obligates them to abide by the school's practices and policies as adopted by the Lafayette Board of Trustees, July, 2016.

CHAPTER 1 - INTRODUCTION

Preface

Oakland High School was established by the Lafayette School Corporation Board of School Trustees to create a competency-based experience that emphasizes an integrated, thematic, problem solving, and relevant curriculum requiring active engagement by students.

Each school is a district of the Lafayette School Corporation and operates under the expectations, regulations, and policies 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.

The Oakland Vision

Our vision is to establish and sustain a school that is highly regarded for its academic excellence and its contribution in actively serving and improving the community in which it operates.

The Oakland Mission

Our mission is to provide comprehensive, relevant, rigorous secondary educational opportunities and community experiences that will prepare students for work, active citizenship, and post-secondary endeavors.

The Oakland Pillars

The pillars that support and guide Oakland High School include: Justice, Integrity, Ingenuity, Tolerance, and Service.

Accreditation

Oakland High School is a designated freeway school under Indiana law (IC 20-26-15-5) and is therefore fully accredited by the State Board of Education (511 IAC 6.1-1.1).

Oakland High School's academic standards assure students of entrance opportunities to universities and colleges throughout the United States and give non-college bound students a healthy start along a career path.

CHAPTER 2 – THE ENROLLMENT PROCESS

Enrollment in Oakland High School

Any Lafayette School Corporation (LSC) student may be considered for enrollment at Oakland High School (OHS). Enrollment at OHS is based on a specific set of criteria that matches the unique curriculum of the school. The enrollment process follows:

1. Interested parties may pick up an Oakland High School *Enrollment Request Form* from OHS between the hours of 8:00 AM and 4:00 PM. *Enrollment Request Forms* are also available on the OHS website <http://lsoakland.ss7.sharpschool.com>
2. The student and their parent(s) and/or guardian(s) should begin enrollment consideration by submitting the *Enrollment Request Form* to Oakland High School. The *Enrollment Request Form* must be completed in its entirety for consideration. Completed forms will be dated and time stamped upon receipt as candidates are considered on a first come first serve basis.
3. An informational meeting with each student and their parent(s) and/or guardian(s) will be conducted with the principal to discuss opportunities and expectations within OHS.
4. Students interested in moving forward will be contacted and an academic planning meeting will be scheduled with the assistant principal and the school assistance director. The incoming student and the parent(s)/and/or guardian(s) must be present at both meetings in order to complete the enrollment process.
5. In an effort to maintain a desirable student to teacher ratio, enrollment is limited. In summary, all new student Enrollment Request Forms will be reviewed and interviews will be conducted to determine if Oakland High School's academic programming can accommodate the individual student's needs. Students will then be enrolled at Oakland on a first come first served basis. Students may be placed on a waiting list and notified of the first available opening.

CHAPTER 3 – CURRICULUM AND INSTRUCTION

Competency Based Curriculum and Content Mastery

Oakland High School (OHS) offers an individualized, competency-based curriculum requiring a minimum of 70% mastery on all learning outcomes. Competency-based practices comprise one of the essential components of Oakland's mission to prepare all students to productively engage in the 21st century.

Flexible scheduling and competency-based practices support a highly responsive academic and behavioral environment at OHS intended to assist students who have experienced obstacles to learning. Oakland is a smaller learning community well suited for students who possess a strong work ethic or capacity for achievement. In demonstration of the Lafayette School Corporation (LSC) commitment to all students, OHS provides an option for high engagement, active learning, and social-emotional growth.

Students and parents, along with Oakland High School staff, will make a significant contribution to the development of the academic plan during enrollment. The academic plan will be reviewed regularly, modified as needed, and monitored continually to assess student progress toward graduation.

Students will be instrumental in developing their academic plan and determining how they will demonstrate proficiency of the Indiana State Standards addressed within the

coursework and the required graduation exams as determined by the Indiana Department of Education.

Graduation Requirements

In keeping with Indiana academic standards, each student at Oakland High School is encouraged to pursue a **Core 40 Diploma** course of study. This determination by the state Board of Education and Indiana colleges and universities intends to best prepare students for the workplace and higher education. General Diplomas may be awarded to students who have met the 40 credit requirement outside of the content core. *General Diploma students recognize that they may not be eligible for financial aid and admission into certain post-secondary institutions.*

Students will not be eligible for early graduation unless they have passed all required graduation exams. Core 40 Requirements are listed below.

Current Core 40 Diploma Requirements	
Content Areas	Number of Credits
Language Arts	8
Mathematics	6
Science	6
Social Studies	6
Physical Education	2
Health	1
Directed Electives: World Languages, Fine Arts, Career Technical	5
Electives	6

Academic Progress Monitoring

Academic Progress Monitoring meetings/contacts will take place on a 3-4 week cycle throughout the school year. Interventions will be in direct response to student data and problem resolving meetings will provide collaborative support for student success. OHS provides a competency based curriculum and each student must achieve at a level of 70% mastery. Academic Progress meetings will inform students and their parents and/or guardians of credits earned towards graduation, achievement level (letter grades), student growth (comments on student progress and diagnostic/predictive testing outcomes), and testing status (graduation exams).

CHAPTER 4 – STUDENT RIGHTS AND RESPONSIBILITIES

Student Code of Conduct

The following expectations outlined in the Code of Conduct are in addition to our broad, discretionary authority to maintain safety, order, and discipline inside the school zone. These expectations support, but do not limit our authority.

The administration and staff of Oakland High School are required by policy to address issues of misconduct and disobedience through good faith actions that serve

- to protect the child.
- the best interest of the child.
- to provide or increase services to the child.

***With freedom comes responsibility.** For the person who is unwilling to grow up, the person who does not want to carry his/her own weight, this is a frightening prospect.
~Eleanor Roosevelt*

The Oakland High School community believes that the most significant discipline is self-discipline. Self-discipline cannot be dictated to or imposed upon a student. It must be developed within the individual as he/she interacts with others. It can develop best when the student has freedom of choice and action, exercising responsibility for meeting the expectations of behavior within the constraints of that freedom, achieving the rewards for doing so, and accepting the consequences of failing to do so. The following statements convey what we expect from one another as members of the Oakland High School community.

1. You have the **right** as an individual or as a group to feel safe at school, therefore
 - you have the **responsibility** to keep our school safe.
 - you have the **responsibility** to behave in a manner conducive to learning.
 - you have the **responsibility** to contribute to a healthy learning environment.
2. You have the **right** as an individual or as a group to feel and to be respected while at school, therefore
 - you have the **responsibility** to respect other people’s property.
 - you have the **responsibility** to respect other people’s feelings.
 - you have the **responsibility** to respect our school and its purposes.

If violations of **personal rights** or the **rights of others** occur because a member of the Oakland High School community fails to assume their **responsibilities**, the following interventions may be utilized: Restorative Practices, Student Support Teams (SST), modifications to schedule/instructional time, home based instruction via eLearning, suspensions, exclusions, expulsions, or alternative placement.

School expectations apply to anyone in School Zone 1 (the building and surrounding property), School Zone 2 (on an LSC school bus), or School Zone 3 (a school sponsored event).

It is the intent of Oakland High School to clearly convey expectations that encourage behavior that will enable students and staff to develop and maintain the most favorable learning environment; an atmosphere of open communication and self-discipline. Oakland High School will address behavioral issues through *Restorative Practices* and *Student Support Teams*; proactive approaches to positive school-wide behavior support based on communication and responsibility. The education and welfare of the individual and the group will be maintained through consistent due process which is fair and reasonable. (Refer to Appendix A: LSC Policy J300 – Student Discipline)

Family Groups

The purpose of the Family Groups is to provide a “family-like” environment that encourages personal growth, responsibility and awareness while fostering the academic success that leads to graduation.

Family Groups meet twice weekly (or as needed) during the school day. Family Groups include a small group of adults and students. Each member of the school community is expected to be a contributing member of a Family Group. Family Group changes must be requested in writing and submitted to the principal within the first 30 days of school attendance.

The functions of the Family Group include but are not limited to:

- Advisory – formal and informal, individual or group, personal and school issues.
- Social/Peer Identity – promote social and personal responsibility and awareness while building healthy, significant relationships with others.
- Social/Group Skills – participate in decision making, group roles and responsibilities, encourage leadership.
- Recreational – develop, plan, and organize group activities for selves and others.
- Discipline and Conflict Resolution – Behavioral issues that inhibit the learning process for individuals or for others may be mediated in Family Groups through *Restorative Practices*.

1:1 Device and Technology System Policy

Microsoft Surface 3 devices will be distributed to students during the required registration /training meetings. Meetings will typically occur before students enroll for attendance at Oakland. A required training includes proper device care and appropriate usage. Successful completion of the training includes student and family engagement and completion of the *LSC Device User Agreement* by both student and parent. Surface 3 devices will be released when training and forms are complete.

The cost of the Microsoft Surface 3 device is funded through textbook rental. The device is “rented” by a student for a school year similar to “renting” a textbook. The rental cost essentially equates to 25% of the total device cost. Textbooks and other supportive/supplemental classroom materials will still be provided to the student during instructional time.

The student and his or her family is responsible for maintaining a working device at all times. The student and family shall use reasonable care to ensure that the device is not damaged. As part of the device rental, accidental damage is typically covered with no additional cost to the parent or student. Each case will be assessed individually. In the event of damage not covered by the warranty, LSC will and must charge the student and/or parent/guardian the full cost for repair or replacement, including labor. Additional insurance, for lost devices, is afforded to parents through an independent vendor outside of the Lafayette School Corporation. Information for this coverage is available on the school website.

May students take the Microsoft Surface 3 home?

Yes, students should take their Microsoft Surface 3 home. One of the primary objectives of the 1:1 initiative is to extend instructional opportunities for students. The Microsoft

Surface 3 is a personal learning device and allows students to store notes, handouts, books, instructional videos, and a large variety of other applications that are designed to help students with mastery of course content and skills. The use of the device outside of school gives students access to all of their materials all the time. **Students are required to bring the devices back to school daily, fully charged, and ready for the day.**

Will students keep the Microsoft Surface 3 during school breaks?

Our goal is for students to be able to keep the Microsoft Surface 3 throughout the entire school year, collecting them at the end of the school year for cleaning and updating. Surface 3s are specific to individuals and students will receive the same device when they return the following school year.

Will the Microsoft Surface 3 belong to the student?

No. The Microsoft Surface 3's are the property of the Lafayette School Corporation. Students are renting the Microsoft Surface 3 just as the student rents the textbooks that he/she is issued.

What happens if a Microsoft Surface 3 charging cord, keyboard and/or digital pen is lost, stolen, or damaged?

In the event of loss or theft, the student/parent/guardian should immediately report the loss to the school by calling 765-807- 8550.

- LSC staff will file a police report if incident occurs *in an LSC facility*.
- If the device is lost, stolen or vandalized while *not at an LSC facility*, the parent/guardian shall file a police report.
- The parent/guardian is responsible for the entire cost of replacing the device and peripherals (*i.e.*, case, digital pen, keyboard, etc.) if the device is lost or stolen.

What happens if a student leaves OHS during the school year?

Students will be required to return their assigned Microsoft Surface 3, power cord & charger, keyboard, digital pen and Urban Armor Gear Case. Returned devices should be in good working order with minimal evidence of normal wear and tear. Any Surface 3 not returned to Oakland High School upon leaving will be considered theft and reported to area law enforcement.

Digital Use/Citizenship

How will my son/daughter learn about digital citizenship?

Digital citizenship lessons will be incorporated throughout the 2016-2017 school year.

Is my student required to use Microsoft Surface 3?

Educational resources and content will be delivered via the Microsoft Surface 3. The Microsoft Surface will also serve as an organizational tool for student notes, assignments, and assessments. This makes the Microsoft Surface 3 a necessity for every student's education. The 1:1 program also brings individual learning to students and provides the ability to "connect" with their peers, their teachers, and the world.

Will my child use the Microsoft Surface 3 in every course?

The Microsoft Surface 3 is an instructional tool for student use in and out of school. We expect that how it is used will vary based on subject area. Each of our teachers will set up an online classroom on Canvas this school year. Canvas is a learning management system that will allow teachers to post class notes, assignments, administer assessments, etc. The expectation is that the Microsoft Surface 3 will be utilized in all subjects and courses.

What if a student forgets to bring the Microsoft Surface 3 to school?

Students are expected to bring their charged Microsoft Surface 3 to school every day, along with their other instructional materials. If students fail to bring their device to school, they are responsible for completing course work as though they had their device with them. They may get a loaner device for the school day but have to return it at the end of the school day. The Microsoft Surface 3 will be cared for and utilized in the same manner as textbooks and materials were in the past.

Do we have to have internet access at home? No. Students will be able to complete homework assignments at home and turn in their work when they return to school the next day. However, while not required, internet access at home will assist students in conducting research and collaborating with teachers and classmates outside of the classroom.

School Safety

The responsibility of keeping Oakland High School safe and secure rests on each person who shares this environment. Students play a large role in the safety of the people with whom we learn, laugh and share experiences. High levels of security are in place at OHS and they are enhanced and improved by the protective powers found in the eyes, ears, and hearts of students, parents, and staff.

Electronic monitoring will be in use throughout the school building and on the school campus 24 hours a day.

As a caring member of Oakland High School, please report a situation (anonymously if you wish) that has the potential to harm an individual or many people. Care enough about your friends and classmates to let a teacher, counselor, or administrator know if someone is struggling.

Please call the Safe Schools Help line, toll-free (888) 435-7572 or (888) HELP-LSC, to report anonymously, suspicious incidents involving drugs, violence, and weapons in our school community.

Student Dress Policy

The purpose of the dress code is to support a school community environment that is safe and accepting of others while being committed to the delivery of educational services without distractions or disruptions. It is the intention of Oakland High School to encourage a high level of academic participation and excellence for all students by

promoting a greater sense of school identity and belonging. Each OHS student agrees to support and adhere to the following expectations.

1. Undergarments should be covered at all times.
2. Spaghetti strap tank tops are not allowed.
3. Cleavage and midriff are to be covered at all times.
4. Shorts and skirts should fall at mid-thigh or lower.
5. Pants, shorts, and skirts should be worn between waist and hips.

The responsibility for student dress and general appearance shall rest with individual students and their parent/caregiver(s). School law states that students will avoid attire bearing an expression or insignia which is obscene, lewd, vulgar or libelous, or which advocates violence or prejudice on the basis of protected classification.

The administration (or a designee) shall have the authority to require a student to change his/her attire should it be determined to impede the educational process.

(See Appendix: Lafayette School Corporation Board Policy, J300, Section A, Rule 16d, and 18)

A student asked to change attire may be asked to do one of the following:

1. Turn his/her shirt inside out.
2. Cover clothing that does not meet expectations with additional clothing.
3. Contact parent/guardian to request that clothing meeting expectations be delivered to school.
4. Change into clothing provided by the school.
5. Accept disciplinary action that may include out of school suspension.

Personal Electronic Devices

Cell phones, MP3 players, and other electronic devices are an important tool in today's society. Such devices may be used in school as long as students use them at a time and in a manner that is respectful to adults, school staff, and students within the school community.

Electronic devices may freely be displayed and/or operated during transition periods, and before and after school hours. Students may also use electronic devices during his/her breakfast and lunch period. Appropriate use of electronic devices will also be permitted during instructional time within the school day. **PERSONAL ELECTRONIC DEVICE USE WILL BE LIMITED IF USE BECOMES A DISTRACTION TO OTHERS OR IF USE IMPEDES ACADEMIC PROGRESS OF SELF OR OTHERS.**

Oakland High School has made commitment to help ALL students earn a high school diploma while embracing the potential that cell phones can contribute to the learning environment. In our experience, excessive or inappropriate cell phone use can diminish our ability to help students make the academic progress necessary to meet their graduation requirements. Additionally, the use of such devices can be disruptive and disrespectful to others. (See Appendix: Lafayette School Corporation Board Policy, J300, Section A, Rule 5, 14, and 17)

Inappropriate use of such devices may include, but is not limited to, the following:

- Disruption or interference of academic progress.
- Disruption of the educational process for individuals and others including being seen, heard, or used during instruction.
- Interference with the ability to communicate with others through the use of headphones or excessive volume.
- Use of photos, images, recordings or text to embarrass, humiliate, or harm others.
- Use for purposes of cheating or providing academic advantage to self or others.
- Use for purposes of threatening or intimidating others.
- Any unlawful use of such devices.

BEHAVIORAL INTERVENTIONS: Any behavior that becomes a deterrent to the academic progress of an individual student or disruptive to the learning environment of others, the following interventions may occur in any order.

- An INFORMAL WARNING (not entered in disciplinary record) is provided by any educational leader. This may be an OHS staff member or any community partner operating in an instructional capacity.
- A FORMAL WARNING (entered in disciplinary record) is provided by any educational leader. This may be an OHS staff member or any community partner operating in an instructional capacity.
- The student will attend an ADMINISTRATIVE CONFERENCE with the Assistant Principal or the Student Assistance Director to review the Oakland High School Academic Progress Pledge.
- The student and parents and/or guardians will attend a Problem Solving Meeting with members of the OHS staff to review the Oakland High School Academic Progress Pledge.
- Chronic failure to meet cell phone use expectations and responsibilities will result in a MODIFICATION of the Oakland High School Academic Progress Pledge that will reflect cell phone use restrictions and potential loss of privileges. The student and caregiver(s) must enter into a new agreement and cell phone privileges will be suspended until these new terms can be agreed upon.

The purpose of this policy is to ensure that the use of electronic devices does not interfere with the integrity, learning, safety, and security of individuals and others within the school community. Each student and their parents and/or guardians have signed and agreed to the expectations outlined in the Oakland High School Academic Progress Pledge. The Oakland High School Academic Progress Pledge sets forth the following descriptions and expectations for students and their parent and/or guardian regarding appropriate cell phone use.

Student Agreement:

- I pledge to use class time towards *academic progress*.
- I pledge to avoid distracting others from their *academic progress*.
- I pledge to make a commitment to my *academic progress* by respectfully complying with staff requests at all times.
- I will cooperate with OHS staff if it becomes necessary to reduce/revoke my cell phone privileges if my cell phone becomes a distraction to my *academic progress*.
- I understand that attending Oakland High School is a privilege and I recognize that if I fail to make *academic progress* (approximately 10 credits per year) the freedoms offered to all OHS students may be modified on my behalf.

Parent/caregiver Agreement:

- I make a commitment to the *academic progress* of my student by supporting Oakland High School’s behavioral expectations.
- I agree to avoid electronic communications with my student during instructional time as it distracts from their *academic progress*.
- I agree to support the school’s decision to reduce/revoke cell phone privileges if the cell phone distracts my students from their *academic progress* or the progress of others.
- I agree to support the school’s decision to modify my student’s privileges if my student fails exercise the responsible behavior necessary to take advantage of the freedoms and opportunities available to OHS students.

Bullying and Peer Conflict

LSC will provide a safe learning environment to learn and achieve. LSC has found that bullying causes physical and emotional harm to students, which interferes with the learning process. It’s the LSC objective to create an environment free of bullying so students feel safe and supported to succeed academically, emotionally, and physically.

A student who intentionally commits, or conspires to commit, an act of harassment, intimidation or bullying against another student through the use of a land line, a cell phone, or any electronic transmission (e.g. text messaging, e-mail, IM, blog, webpage) regardless of where it is initiated, whether at a residence, a public place or on school property, during school hours or outside of the school day, may be referred to law enforcement. (Indiana Code IC20-33-8-0.2 and LSC Board Policy J300)

Oakland High School aligns with the core values of the LSC, therefore bullying related issues will be addressed in full compliance with the LSC Anti-Bullying Plan (See Appendix B: The Lafayette School Corporation Anti-Bullying Plan).

Peer conflict that does not meet the bullying definition, will be addressed through *Restorative Practice* (See *Student Code of Conduct*).

Security of Valuables (including electronic devices):

Students shall be personally and solely responsible for the security of electronic devices and other valuable items brought to school. If valuables must be carried while at school, please bring them to the principal’s office for safekeeping until the end of the school day. The school shall not assume responsibility for theft, loss, or damage of any valuable item that has not been properly stored in the principal’s office or the unauthorized use of electronic devices. If devices are loaned or borrowed and misused by non-owners, device owners are jointly responsible for the misuse or policy violations.

Drug Free Policy

It is the policy of Oakland High School to maintain a school zone that is free of illicit drugs, alcohol, marijuana and controlled substances. (See Lafayette School Corporation, Board Policy J300: Section A, Rule 8, 9, 10, and 11).

Tobacco-Free Environment

The Board of Trustees of the Lafayette School Corporation (IC 16-41-37-1) and Oakland High School are dedicated to providing a healthy environment for students, staff and citizens. We believe that education has a central role in establishing patterns of behavior related to good health and supports measures to help students and staff to resist tobacco use. We recognize and support the positive impact and the importance of adult role modeling for students during their formative years in tobacco-free environment.

The tobacco-free environment shall include all buildings owned by the Lafayette School Corporation, athletic facilities and corporation-owned vehicles. **All students are prohibited from using or possessing tobacco products within a school zone.**

Search and Seizure

Equipment, such as student storage areas, lockers, and desks, belongs to the school district and is permitted to be used by students as a convenience. (LSC Student use policies: Appendix I Lockers, Appendix J Vehicles, LSC Policy J492 Desks) Student individual rights, as well as the general welfare of the school community, shall always be considered. *The school corporation reserves the right to examine contents of personal belongings (including the contents of electronic devices) brought on school property and school property used by students when there is reasonable suspicion to believe that the contents may include items or elements which are illegal to possess, have been lost or stolen, or present a threat to the health, safety, or welfare of students or staff.*

Search procedures (based on reasonable suspicion, may be random or selective)

1. A search or inspection may be conducted by the principal or her designee.
2. Searches or inspections of personal belongings or an area assigned to a student shall be made in presence of a witness. The student may or may not be present.
3. Vehicles on LSC property may be searched.

Cell phones hold no greater right to privacy than other personal belongings while in a school zone. Cell phones may be searched if there is reasonable belief that the search may yield evidence of a school policy violation. (See Lafayette School Corporation Board Policy J360: Personal Searches)

CHAPTER 5 – GENERAL INFORMATION

Accidents

Any accident occurring on school premises is to be reported to school staff. A record of each reported accident is filed in the Health Center. If a student is injured at school, the parent or guardian is responsible for any resulting medical costs. If there is question of school liability, the LSC's insurance carrier will be responsible for determining any such liability.

Attendance

Indiana law (IC 20-33 Compulsory School Attendance) mandates school attendance (Sec. 27. (a) It is unlawful for a parent to fail to ensure that the parent's child attends school.). Unless officially excused, students are required to attend all scheduled classes.

Regular attendance is necessary for academic achievement. In an effort to establish and maintain an environment of caring that helps all students earn their high school diploma; OHS will actively promote attendance. Class absences beyond three full days shall be reviewed and evaluated to determine if interventions are necessary. Interventions will address the root cause of the absences and provide an appropriate response intended to improve attendance and academic performance. The OHS staff is unable to help students reach their educational goals if they are not in school. Chronic absenteeism may result in referral to Truancy Mediation.

School begins at 8:05 AM and concludes at 2:55 PM. All tardy students must sign-in in the general office when they arrive at school. **Any student who arrives at school after 8:40 AM will be absent for first hour.** While arriving after 8:40 AM will be considered an absence, students will still benefit from attending the class for any portion of time. 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.

Students will not be released during the school day except to the custody of parents or legal guardian. A parent or legal guardian may provide written consent identifying a designee for release purposes.

All parents or their designee must enter the school to pick up their student and sign-out in the general office. Please help us keep our school safe by complying with this expectation.

It is the responsibility of the parent and/or guardian to call the school, (765) 807-8550, to communicate with the school regarding a student's absence.

Exempt absences will be granted when documentation is provided for:

1. Personal illnesses requiring a doctor's care.
2. Death and funeral of members of the household and family.
3. Religious observances.
4. Appointments to appear in court.
5. Medical or dental appointments that must be scheduled during the school hours.
6. Out of school suspensions.
7. School-sponsored activities requiring an absence (i.e. field trips, performances).
8. A unique educational opportunity approved by the principal.

Procedures for Non-attendance (Note: absences are defined as *full day absences or individual class period absences that add up to a full day of absences.*)

1. After a student has reached **6 non-exempt absences**, the caregivers will receive an attendance letter from the Student Assistance Director notifying them of attendance concerns. A conference with the parents and/or guardians will be scheduled at this time. Exempt absences identified in 1- 8 above in this section do not count toward this total of 6 absences.
2. After the student has reached **9 non-exempt absences** caregivers will be notified of the state attendance law and further actions that may be taken if attendance problems continue. The Student Assistance Director will contact caregivers notifying them of a conference date to discuss student attendance. At this time an *OHS Attendance Agreement* may be developed in response to individual attendance concerns. The Student Assistance Director may report the student's absences to Truancy Mediation for further action.
3. Habitual behavior, **exceeding 12 non-exempt absences**, may be reported to the Truancy Mediation Officer (Truancy Mediation – Tippecanoe County Superior Court #3) for the consideration of the juvenile court. Attendance concerns may also be reported to the Department of Child Services as possible educational neglect. Violation of an *OHS Attendance Agreement* may result in disciplinary action including suspension or expulsion from school.

Tardiness

OHS accepts the responsibility of helping students develop habits that support education and work environments. In looking to the learner, chronic tardiness is a deterrent to success by OHS behavioral expectations and implies a lack of respect for others and their time. Classroom teachers will notify parents and/or guardians of tardies to individual class periods. Chronic tardiness to individual class periods may require parent/caregivers conferences or administrative response that aligns with other behavioral interventions (Refer to Appendix A: LSC Policy J300 – Student Discipline).

Campus Hours/Access

Classes begin at 8:05 AM and conclude at 2:55 PM. Tutoring is available Monday – Thursday 3:00-4:00 and by arrangement. Students will be admitted into the school building at 7:30 AM and should exit the school building by 3:00 PM unless under the supervision or by the invitation of a staff member. **Oakland High School operates under a closed campus policy** unless a student is leaving for a school recognized field experience. All students must use the **Elizabeth Street, left entry** during school hours. Students may enter and exit through the entrance from the student parking lot on the **northwest side** of the building before and after school.

Oakland High School is located on a shared campus with adult learners attending the Lafayette Adult Resource Academy (LARA). The Lafayette School Corporation is committed to student safety and every effort has been made to maintain building and campus security. Public access is restricted and student access areas are clearly marked and defined. Students are to remain in areas designated for Oakland High School. This

is particularly important at the beginning and conclusion of the school day. All students are to be picked up/dropped off in the **front** (Elizabeth Street) of the building.

Transportation

Parents/guardians are responsible for providing transportation for their student to and from school and to off campus activities. If LSC transportation is needed parents should contact the LSC Transportation office at 765-771-6059. LSC transportation for OHS students will run parallel to bus routes supporting JHS. The Oakland High School schedule also accommodates for student use of *City Bus*.

Drills-Evacuation

Evacuation and fire drills are scheduled throughout the school year. Every room has a specific pattern of evacuation. All students and staff should be familiar with evacuation and drill procedures as posted throughout the building.

Pesticide Application and Registry

The Lafayette School Corporation practices Integrated Pest Management, a program that combines preventive techniques, non-chemical pest control methods, and the appropriate use of pesticides with a preference for products that are the least harmful to human health and the environment. The term “pesticide” includes insecticides, herbicides, rodenticides, and fungicides.

The school corporation offers to maintain a registry of people who wish to be notified prior to pesticide applications. This type of registry notification provides 48-hour notice when applications occur during a scheduled school day (Monday-Friday). Advance notice is not required for the following pesticide notifications:

- a) disinfectants, germicides, sanitizers, swimming pool chemicals, gel or paste bait insecticides, manufactured enclosed insecticides stations; & self-applied insect repellents;
- b) immediate student health threat situations (i.e. stinging wasps & bees);
- c) areas completely away from student-occupied buildings& areas; and
- d) those made more than 48 hours before a scheduled school day.

To be included in this registry, please complete the required form and submit to the Director of Facilities. The form can be obtained in any LSC school office, the Director of Facilities main office, or the corporation website.

Facilities Office: 765-772-4790

LSC Website: <http://www.lsc.k12.in.us/departments/facilities/notifications/>

Law Enforcement and Security Personnel

The Lafayette School Corporation hires a School Resource Officer (SRO) to maintain security in schools. This SRO visits the OHS school campus regularly. The SRO and other designees of the Lafayette Police Department receive routine training that supports the development of youths in the school setting. Beyond this training, the SRO or designees are policers sworn to uphold the law off and on school grounds. Students are

encouraged to view the SRO or designee as a community resource to assist in promoting safe school environments.

QUEST

Lafayette School Corporation and Oakland High School work collaboratively with the Juvenile Court System. This collaboration includes the sharing of the QUEST database. Administrators may enter information regarding student attendance, discipline, grades, court-ordered probation, truancy medication, etc. The purpose in sharing this information between schools and the juvenile system is to support students and their families through unduplicated and timely resources.

School Sponsored Field Experiences

Permission must be granted by the principal for any school sponsored field experiences that occur outside of School Zone 1 and 2 (See *Student Code of Conduct* for definitions) or beyond the school day. Comprehensive parent release forms and medical information forms must be on file in the main office. Each student must provide an *Annual Field Trip Permission Form* and a *Medical Information and Authorization* properly signed by their parents and/or guardians before a student will be allowed to participate in any off campus experience.

Due to the strong educational value of service learning and project based instruction, Oakland High School students will be meeting many of their graduation requirements outside of the school zone and beyond hours of the school day. Parents and/or guardians understanding and consent will be required to support student achievement.

Volunteers and Guests

Oakland High School has the right and responsibility to keep all occupants on the school campus safe and orderly, therefore the right of access is not automatic and exclusive.

Oakland High School (OHS) is committed to serving and improving the community in which it operates. Community volunteer organizations will be a significant component of the OHS experience. Each individual who is not employed by Lafayette School Corporation will be required to complete a *Limited Criminal Background* check prior to any contact with students.

As the safety of our students is always a primary concern, administration should be notified in advance, when possible, and the purpose of the visit should be clearly stated. All volunteers are expected to enter through the main entrance, register, and provide identification in the main office, and properly display a volunteer badge while working with students. Volunteers are expected to sign out and return their guest badge when they leave. All students should welcome volunteers and guests, treating them with the respect afforded any member of the school community. They are an essential part of the OHS learning community.

Work Permits

Students should pick up and complete an “Intention to Employ” form in the main office. The employer must sign the “Intention to Employ” card stating the nature of employment. The parent/caregiver must sign the card and the students must return the card to the main office for processing.

Balanced Calendar

The master calendar for the school year is available in the main office and on the school and district website (www.lsc.k12.in.us). The Oakland High School calendar may vary from other Lafayette School Corporation schools but will comply with the LSC 180-day student calendar. Please check the calendar before planning events.

Health Services

Lafayette School Corporation and OHS are committed to the development of the whole student. This commitment includes staffing a student Health Center. Staffing hours are set and scheduled. Students needing assistance outside of the set hours should report to the general office.

In order for the Health Center to fully serve students, parents are expected to communicate the following:

- Timely changes in contact information
- Current Emergency contacts
- All medical or health related issues impacting a student

Doctor’s orders, treatments, medication use, and special dietary considerations must be on file in the Health Center. Caregivers must also provide written permission for the administration of non-prescription medications. Students may provide non-prescription medications to be administered during the school day as directed. OHS is not permitted to provide any non-prescription medications to students. All prescription and non-prescription medications must be stored and used in the health center. (Appendix K LSC Medication Policy)

Food Services - Breakfast and Lunch

Breakfast and lunch will be made available to all students during the school day on a non-profit basis. Breakfast and lunch will be provided during the school day. For safety and public health reasons, students are permitted to eat in the cafeteria and the commons area. The school cafeteria, *The Dream Cafe*, will provide a variety of wholesome foods that may be paid through the student’s cafeteria account.

Meal Payments

Meal Payment information is as follows:

- Checks: All checks should be made out to Oakland Food Service and should include the student name on the memo line.
- Cash: Deposits can be made directly through food service or the general office.
- Online: Payments may be made through *Prepayment Plus* on the district website.

- Charging: Charging meals is not permitted. Students who are unable to purchase a meal, for whatever reason, should contact a staff member.
- Free and Reduced Meals: Information regarding free and reduced breakfast/lunch is available on the district website and all students who may be eligible are encouraged to apply.
- All meal accounts must be paid in full before students receive their diplomas.

Outside Vendors and Food Delivery

Due to safety concerns regarding building security, delivery from outside food vendors will not be permitted. Students who place orders for food understand that delivery persons will not be admitted to the building and any previous payment will be forfeit.

Any parent and/or caregiver that may be providing food for a student must do so within the time allotted for the lunch period and only with prior approval from the administration. Parent/caregivers may call the general office to make arrangements. Parents/caregivers should not provide food or snacks for students during the school day as it distracts from the learning environment. All food must be consumed during meal times and no money can be exchanged for purchases during the school day.

Rental and Fee Policy

The Lafayette Board of School Trustees authorizes a rental and fee program for providing educational materials and meals. Fees are assessed at the beginning of the year and the administration will be empowered to collect all unpaid fees by methods that may include the use of collection agencies or legal action in court. **All rental fees and meal accounts must be paid before students receive their diplomas.**

Parking and Driving Privileges

Student parking is limited to the northwest parking lot. Parking in any other location is prohibited. All vehicles must be registered in the main office. There is no fee for a parking. Driving to school is a privilege and for safety reasons unregistered vehicles may be towed at the owner's expense and parking privileges may be revoked. (LSC policy J491. Appendix H)

To register a vehicle, a student must supply the following:

1. Name of student
2. Vehicle owner
3. License plate number
4. Make and model

Student vehicles may be searched while on the school campus if there is reasonable suspicion that there may be evidence of a school violation.

Appendix A: LSC Policy J300-Student Discipline

Appendix B: LSC Anti-Bullying Plan

STUDENT NAME (Please print) _____

**RECEIVING THE STUDENT HANDBOOK,
ROOTS,
OBLIGATES THE OAKLAND HIGH SCHOOL STUDENT TO
ABIDE BY THE POLICIES AND EXPECTATIONS AS ADOPTED
BY THE LAFAYETTE SCHOOL CORPORATION**

**I have received and reviewed the Oakland High School Student Handbook,
ROOTS.**

Parent/guardian (Printed name) _____ Date _____

Parent/guardian (Signature) _____

Student (Printed name) _____ Date _____

Student (Signature) _____