

Parents/Guardians and Students,

Welcome to our new year at Lanesville Elementary. The faculty and staff join me in saying we are happy to have you as a part of the Lanesville family. We hope this will be a successful and satisfying year for everyone.

The Lanesville Community School Corporation Mission statement is included in our handbook. Along with the Corporation Mission statement, you will find our elementary vision statement and my personal vision statement. The focus of our school year revolves around these statements and our students' successes depend on everyone's dedication to making it happen.

The pages of the handbook are filled with important information regarding school policy and procedures. During the school year, changes may occur as policy or state statute dictates. Teachers will be going over the handbook the first few days of school to ensure that students are familiar with it. I suggest that you look over it and ask your child/ren about what they talked about with their teacher. If you have any questions after going over the handbook, please call the school office. We feel that open and clear communication between school and home is important to the success of our educational program at Lanesville Elementary.

We welcome your participation and support during the school year and would ask that you be an active member in the PTSO (parent, teacher, student, organization). Volunteers are welcome and we encourage you to let your teacher or the office know if you are interested in doing so. In addition we have the Community Council who helps with setting goals and objectives for school improvement. We encourage your participation in this area also. All parents are welcome.

The student management system used at Lanesville is called Harmony. This system allows 24/7 access to student information, i.e. grades, lunch account status, library status. Please call if we can be of assistance in its use. Together we can achieve our collective and individual goals. We look forward to celebrating with you the achievements of our students for the upcoming year.

Sincerely,

Lisa Hammond  
Elementary Principal

# **LANESVILLE COMMUNITY SCHOOL CORPORATION**

## **MISSION STATEMENT**

The Lanesville Community School Corporation will dedicate itself to ensure all students show growth in character, academics and life skills using teaching techniques tailored to meet the needs of each student. Maximizing that ability is the fundamental responsibility of the entire school community. The learning environment should be safe, creative, nurturing, challenging, and also instill in students a desire to become lifelong learners and contributing members of a democratic society.

### **LANESVILLE ELEMENTARY VISION STATEMENT**

We believe all students deserve a school community that promotes respect, honesty, personal responsibility, compassion, positive attitude, active listening, and acceptance of uniqueness of others. In addition, students deserve a highly qualified staff that makes the student the central focus of differentiated instruction that suits student's unique learning styles as they provide standards' based instruction in a safe and enjoyable learning environment. Students deserve to reach their maximum potential as they master all Indiana Standards kindergarten through sixth grade.

As the school community lives by these core convictions students of Lanesville Elementary will become individuals who are supportive, honest, responsible, accepting of each person's uniqueness, active listeners, and contributors to a safe, positive learning environment. Ultimately, students will be self-motivated lifelong learners who develop into productive citizens.

As a result of this vision, Lanesville Elementary School's achievement data is as follows:

<b><u>Indicators of Educational Achievement</u></b>	<b><u>Vision Data</u></b>
% of students at or above grade level – LA	100%
% of students at or above grade level – Math	100%
% of students passing ISTEP+	100%
% of students mastering standards of CTB	100%
% of students on Mastery list	100%
% of students in attendance each school day	100%
% of students passing each grade	100%
% of students seeking higher education	100%
% of students in detention	0%
% of students referred to office for discipline	0%

### **PRINCIPAL'S VISION**

The principal will create and support a teaching and learning environment where teachers and students can show growth in order to excel and be proud of their achievements.

# ***TEACHER CERTIFICATIONS***

## ***Angela Hood- Kindergarten***

Bachelor of Science degree Elementary Education

## ***Liz Schigur – Kindergarten***

Bachelor of Science degree Sociology/Criminal Justice  
Masters degree Education Interdisciplinary Early Childhood Education  
CPR Certification

## ***Shirley Bryant – Grade 1***

Bachelor of Science degree in Elementary Education  
Master of Science degree in Education  
Kindergarten endorsement

## ***Kathryn Greenwood– Grade 1***

Bachelor of Science Degree in Elementary Education (K-6)  
Trained in Minds in Motion and Whole Brain Based Learning  
CPR Certification

## ***Leslie Holdridge– Grade 1***

Bachelor of Science Degree in Elementary Education (K-6)  
CPR Certification

## ***Catherine Chuprinskas – Grade 2***

Bachelor of Science in Elementary Education (K-6)  
CPR Certification  
Suicide Prevention Certification

## ***Leeann Geswein – Grade 2***

Bachelor of Science degree in Elementary Education  
CPR Certification

## ***Bethany Moore– Grade 3***

Bachelor of Science Degree in Elementary Education (K-6)

## ***Emily Faurman– Grade 3***

Bachelor of Science degree in Elementary Education (K-6)  
CPR Certification  
Suicide Prevention Certification

## ***Nathan Barnickle – Grade 4***

Bachelor of Science degree in Elementary Education  
CPR Certification  
5<sup>th</sup> and 6<sup>th</sup> grade boys' basketball coach

## ***Erin Boone – Grade 4***

Bachelor of Science degree in Elementary Education (1-6, 7/8 Non-Departmentalized)  
Language Arts Endorsement (1-6, 7/8 Non-Departmentalized)  
Project Ahead Instructor

*Darcel McLane – Grade 5*

Bachelor of Science degree in Business Administration  
Bachelor of Science degree in Elementary Education  
Montessori Teacher Training  
Masters of Science in Elementary Education

*Julie Nash – Grade 5*

Bachelor of Science degree in Elementary Education (K-6)

*Rebecca Uessler – Grade 5*

Bachelor of Science degree in Elementary Education  
Masters of Science Degree in Education

*Rebecca Cole – Grade 6*

Bachelor of Science degree in Elementary Education (K-6)

*Brittney Denny – Grade 6*

Bachelor of Science Degree in Elementary Education  
Masters in School Administration and Supervision  
Building Level Administrator License (K-12)  
CPR Certification  
Suicide Prevention Certification

*Martha Beckort – Media Specialist*

Bachelor of Arts degree Middle School/Secondary Education Social Studies  
Master of Science Education/Library Science  
Academic Bowl Coordinator

*Karen Armstrong–Physical Education*

Bachelor of Arts in Physical Education & Health (K-12)  
CPR and AED Certification

*Emily Cottle – Resource Teacher*

Bachelor of Science in Elementary Education  
Certified P-12 in Special Education  
Certified in Crisis Prevention Interventions  
CPR Certification

*Aaron Guernsey - Music*

Bachelor of Music Education degree  
Bands of America Directors' Symposium  
Yamaha's Music in Education

*David Henke - Art*

Bachelor of Science degree in Art Education (K-12)  
Master of Science degree in Education  
Artistically Talented Endorsement  
Advanced Placement Instructor in Art History  
Project Ahead Art and Science Instructor  
Fine Arts/Interdisciplinary Coach

*Bethany Miller (Special Services Coordinator)*

Bachelor of Science degree in Education (K-12)  
Learning Disabled certification (K-12)  
Mildly Mentally Handicapped certification (K-12)  
Severe Emotional Handicapped certification (K-12)  
DIBELS Trainer  
Certified in Crisis Prevention Interventions  
CPR Certification

*Allison Schalk – Instructional Technology/e-Learning Coach*

Bachelor of Arts degree in English Writing & Secondary English (5-12)  
Level 1 Google Certification  
Flocabulary & Seesaw Ambassador  
NASA STEM Educator

*Jenny McKim– Counselor*

Bachelor of Science Degree in General Studies in Math and Science  
Bachelor of Science Degree in Elementary Education  
Kindergarten Endorsement  
Masters of Science in Education/Major in School Counseling  
CPR Certification

*Lisa Hammond – Elementary Principal*

Bachelor of Science degree in Elementary Education (1-6, 7/8 Non-Departmentalized)  
Master of Science in Educational Leadership  
Certified Beginning Teacher Mentor  
Building Level Administrator License (K-12)  
CPR Certification  
Suicide Prevention Certification

## **SUPPORT STAFF**

*Cassie Gustin, BSN*

School Nurse

*Creta Barnickle*

Office Manager of the Elementary Office

*Paul Hancock*

Technology Director

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## ATTENDANCE

Regular attendance is a must if success in school is to be achieved. Your child should be at school each day he/she is well. Every absence, even part of a day, interferes with your child's education.

If your child is going to be absent, please call the elementary office (not teacher voice mail) at 952-3000 ext. 100 no later than 9:00 a.m. to inform the school (voice messages can be left at any hour for your convenience). Those students from which we receive no notification will be called to verify the absence. Students arriving after 9:00 a.m. or leaving before 2:00 p.m. Monday – Thursday, or 1:30 p.m. on Friday will be marked absent ½ day. Lanesville Elementary partners with the Harrison County Prosecutor's Office to promote student attendance.

Tardy/early pick-up notification: A child is tardy if they arrive in their classroom after 7:55 a.m. Children are considered early pick-up when they leave school before the 2:50 p.m. (2:20 on Fridays) dismissal bell. (The report card will show tardy regardless of whether a student is late to school or picked up early from school.) Should a student show excessive times of being tardy or early pick-ups, a parent would be contacted.

Please schedule all dentist and doctors' appointments after school hours. This may be hard to do but please make every effort to do so. If your child must leave during the day, please complete the Chance of Transportation form stating the reason and the time of departure. When visiting the dentist or doctor please bring a statement to verify the absence. You must sign your child out through the office upon departure. If you return before the end of the school day, you must sign your child back in and have the proper information for the partial absence. This does count against perfect attendance. Likewise, every effort should be made to schedule vacations around the school calendar. When a vacation comes up when school is in session, arrangements must be made through the principal/office.

When students come in after the 7:55 a.m. bell, they are required to check in with the office before going to their classroom. The secretary will provide an admission slip for students to take to the classroom teacher.

Students shall be released from school premises only to a custodial parent or guardian unless advance notification is given to the school administration office by the custodial parent or guardian. This includes high school student drivers (form to allow students to leave with a high school student driver must be filled out during the registration process). **Students will not be released from the classroom to parents unless permission has been granted by the principal or designee. This is for your child's protection.**

Excessive Absenteeism: The Principal will address excessive absences when necessary. The office will provide notification to parents when a student's absences from school reaches five times, 10 times, and above 10 times. As deemed necessary, contact will be made to discuss the absences and/or lateness to develop a plan for improvement. The following information has been provided by the Indiana Department of Education regarding absences from school:

### Truancy

IDOE recommends that truancy be defined as "when a student is absent from school without the permission of parent/guardian." Under I.C. 20-33-2-11, a child who is designated a habitual truant is defined as "a student who is chronically absent, by having unexcused absences from school for more than ten (10) days of school in one (1) school year."

Under SEA 1, the "Superintendent or an attendance officer having jurisdiction **shall** report a child who is habitually absent from school in violation of this chapter to an intake officer of the juvenile court **or the department of child services**. The intake officer or the department of child services shall proceed in accord with IC 31-30- through IC 30-40."

The definition of "habitually truant" may still be defined locally under the district Attendance Policy.

Additionally under SEA 1, the "governing body of each school corporation shall have a policy outlining the conditions for excused and unexcused absences. The policy must include the grounds for excused absences (Sections 15-17.5 of this chapter of another law). Any absence that results in a person not attending at least one hundred eighty (180) days in a school year must be in accordance with the governing body's policy, to qualify as an excused absence."

### Excused Absences

Excused absences are defined as absences that the school corporation regards as legitimate reasons for being out of school, as included in the school policy. These could include:

- Illness verified by note from Physician
- Family funeral

\*Military Connected Families (e.g. absences related to deployment and return)

### Unexcused Absences

An unexcused absence is any absence not covered under the definition of excused or exempt.

### Exempt

Under IC 20-33-2-14 a student is excused from attending school under some circumstances, such as serving as a page or honoree of the General Assembly; participating in an election; when subpoenaed to testify in court; when serving with the National Guard for no more than 10 days; or serving with the Civil Air Patrol for up to 5 days. In each of these circumstances, the student is excused from school and is not to be recorded as absent, and is not to be penalized in any way by the school. The governing body of a school corporation may authorize the absence and excuse of a student who attends any educationally related non-classroom activity if the activity is consistent with and promotes the educational philosophy and goals of the school corporation; facilitates the attainment of specific educational objectives; is part of the goals and objectives of an approved course or curriculum; represents a unique educational opportunity; cannot reasonably occur without interrupting the school day; and is approved in writing by the school principal. Certain school trips fall under this exception, as well as individual student absences. Students have been excused from attendance to participate in various academic bowls, band or orchestra trips, for attendance at local, state, or federal government proceedings, or to hear various public speakers or performers. To review this statute in its entirety, refer to: <http://www.in.gov/legislative/ic/code/title20/ar33/ch2.html>.

**Perfect Attendance:** Perfect attendance means present and no days absent – a child is present every minute of every day.

### **PICK UP AND DROP OFF PROCEDURES**

If you are bringing your child to school in the morning, please enter at the north entrance (by the playground) and drive to the back to drop off your child at the first available entrance (west side of building). It is important that you pull all the way forward to the first available slot. Doors will be locked until 7:30 a.m. Your child will walk to the elementary gym until it is time to move to the classrooms. You cannot drop your child off in front of the school between 7:30 a.m. and 7:50 a.m. **A.M. drop-off is allowed at the front of the building only when the buses have left the school lot (after 7:50 a.m.) and must be done using the main entrance marked by the school marquis.** If your child arrives to school after 7:55 a.m. (when the tardy bell rings) they are considered tardy. Students who are tardy must come to the office to obtain a pass to their classroom. **Please note – The tardy bell rings by our computer system. That means if your child is dropped off at 7:55:06, they may still be tardy due to the fact the bell has stopped ringing. Please make every effort to be here before 7:55.**

If you are picking your child up at end of the day, you must get into the same car rider line used in the morning. The children are released at 2:50 p.m. (2:20 on early release days) to go to the car rider line, and your child will be brought to you from the doors described for drop off. Do not pick your child up in the front of the school between 2:35 p.m. and 3:00 p.m. (2:05-2:30 early release days). This area is reserved for buses. If you must pick up your child for an appointment, please make arrangements to pick up your child before 2:35 p.m. (2:05 early release days). **PARKING ALONG THE CURB IS PROHIBITED AT ALL TIMES.**

Please be mindful of dismissal times. Students who are not picked up by the above dismissal times will be brought to the front office and a phone call to the parent/guardian will be made. If no one has picked up the student by 3:05 (2:35 on Friday), a phone call will be made to the emergency contact in the order they are listed in Harmony. Unfortunately we do not have an afterschool care program and in order to ensure all students are supervised, it is imperative that students are picked up on time. Please have a plan in place in the event of a true emergency.

All families will be issued car tags with a number in the event they pick their student (s) up from school in the car rider line. **This tag must be displayed from the rear view mirror when going through the car line. Only numbers can be put into the system, so it is imperative that all vehicles have a car tag number displayed.** (Not displaying a car tag may result in pulling to the side while verification is made) This system helps us quickly identify the correct family and helps the car line move quickly.

The entrance/exit off Crestview Avenue directly accessing the main parking lot is closed to all traffic from 7:30 to 8:00 in the morning and from 2:30 to 3:15(2:00 to 2:45 on Fridays) in the afternoon.

Specific details for easing the flow of traffic for car riders regarding drop off and pick up are distributed with the beginning of year information. Please refer to that information as it applies to your situation.

These procedures are done to insure you and your child's safety during a very busy time of the day.

### **START OF THE SCHOOL DAY PROCEDURES**

**School Board policy states that each school day will begin with reciting the Pledge of Allegiance followed by a moment of silence.**

### **KINDERGARTEN INFORMATION**

The kindergarten at Lanesville Elementary is organized in a full day session. The program offers your child the opportunity to grow and develop readiness skills that promote healthy educational habits. It is an excellent way to begin your child's education.

Parents of kindergarten students must present a birth certificate and immunization records to the school **prior to the first day of school.**

### **EMERGENCY CLOSING/DELAYS**

The intent of Lanesville Community School Corporation is to conduct school every day. However, there are times when it is not practical or safe to be in session. When conditions make school impossible, the following procedures will be in effect:

- \* Decisions regarding school operation will be made by 6:30 a.m.
- \* Information concerning closings or delays will be given to **all the local TV Stations. Some stations offer a text message alert system. Contact your local stations for information.**
- \* Parents will fill out an emergency-closing plan at registration indicating where the child will go in the event of emergency early closing made after the start of school (plan changes require at least 24 hour advance notice). The plan overrides any notes or calls, UNLESS NOTIFICATION FOR CHANGE IN THE NORMAL SCHEDULE (EARLY CLOSE) IS COMMUNICATED TO THE PARENT PRIOR TO THE START OF THE SCHOOL DAY, IN WHICH CASE THE DISMISSAL PROCESS IS AS NORMAL BUT AT AN EARLIER TIME.

### **HOME/SCHOOL COMMUNICATIONS**

Communication between home and school is very important to your child's education. You may receive a newsletter periodically from your child's teacher and a weekly newsletter from the office. Information can also be obtained from the school website ([www.lanesville.k12.in.us](http://www.lanesville.k12.in.us)). These instruments will keep your family informed of what is going on at school. Please note that the majority of communication is delivered through the Harmony System.

### **ON-LINE REGISTRATION AND FEES**

Registration is through an on-line process and will be prompted by an email. The Harmony system notifies parents the charges and the format for payment. Those unable to pay in full are asked to make partial payment and send the remainder of the fees within the designated time span (payment notices are sent monthly through December 1<sup>st</sup>). Final payment must be received before the end of the first semester. Outstanding fees will be turned over to small claims. The textbook assistance program does not cover the cost of classroom fees. Notices will be sent for payment. Should a family move during the school year, textbook rental fees will be reimbursed using a prorated scale (consumable materials are not reimbursed). Items covered under rental fees or items belonging to the school that are lost or damaged are the responsibility of the student, parents will be required to pay for the replacement.

### **LIBRARY MEDIA CENTER INFORMATION**

The media center is the technology and information center for our school. Students have the opportunity to broaden their horizons through books and multi-media experiences. Students have the opportunity to research areas of interest. The focus of our media center is to promote reading and learning. All students visit the



library for an opportunity to check out books. Students may also use the library to investigate and research classroom projects. Students are encouraged to check out books. Students are expected to abide by the following media center guidelines:

1. Students are expected to care for books properly.
2. Books are to be returned on time and in good condition.
3. Students with three overdue, lost, or damaged books will not be permitted to check out additional materials until these conditions have been resolved.
4. Students with damaged, lost or unreturned books will be charged for replacement.

#### **MEDIA POLICY**

Kindergarten through Fourth grade: PG videos may be viewed by classroom after the instructor has watched the video in its entirety and deems its contents to be age appropriate. A note to parents will go out ahead of time giving parents final say over whether or not their child may view the video. Fifth and sixth grade: PG videos are acceptable. PG 13 or higher ratings (ie: PG-17 or R) must have parental permission slips signed by parent or legal guardian.

#### **DRESS CODE**

When getting dressed for school and school sponsored activities, please consider the following:

- \* Students should wear clothing that is clean and fits properly.
- \* Students should not wear revealing clothing. (i.e. midriff tops, t-strap tops, short shorts, sagging pants etc.)
- \* Students should not wear clothing that has alcoholic beverage, tobacco or drug advertising on them.
- \* Students should not wear clothing that has sayings or quotes that are offensive or show disrespect.
- \* Students should not wear hats in the building. Students should be dressed properly according to the weather. Teacher discretion will be used to determine appropriate attire for the weather.
- \* Students should not wear shoes that are not secure to their feet, i.e. flip flops.
- \* Dress code violations will be reported to and handled by the school staff.

**Lanesville Elementary School encourages students to be attired at all times in a manner that promotes safety and comfort while not distracting from the educational process.**

#### **TELEPHONE USE AND MESSAGES**

Students will not be allowed to make calls. Social arrangements to stay overnight or go home with other students will have to be made before arriving at school or after school hours.

Students will not be permitted to call home to obtain forgotten homework or band instruments. Students are expected to take responsibility for getting items needed to school.

Electronic devices not issued by the school should be kept in the backpack if it is essential that a student have the device with them when coming to school. They are not to be out during the school day. Home devices can be distracting to the learning environment and will be taken by the teacher. Parents will be contacted on the day the device is taken so that arrangement can be made for parent pickup.

#### **CHANGE IN DISMISSAL**

- If your child's dismissal procedure will change (even if it is an early pick-up), there is a digital change of transportation form now located on our website. Your response must be submitted no later than **1:30 PM** on the day of the change. Should you need a printable copy, it is also located on our website. However we prefer you use the new digital form. Please do not call or email the office for change of transportation.
- Without a change of dismissal notification, the usual dismissal procedure will be followed.
- Please be clear with your child that there will be a change in their dismissal plan.
- If circumstances cause your dismissal plan to change during the day, please call the office no later than 1:30 PM so that your child may be notified about the change. **Only in the event of a true emergency, will this procedure be altered.**

#### **LUNCH FEE INFORMATION**

A well-balanced, nutritious meal is served each day at school. Students are encouraged to participate in the school lunch program. The cost for each elementary lunch is determined by the food services department and communicated to parents via the Harmony System. Our school has a lunch card system. You can deposit money in your child's account at any time including online deposits through Harmony. Should you send the money by check either with your child or through the mail, please be sure to label the envelope with **your child's full name and grade** so the correct account will be credited. Safeguards are built into the system to prevent the abuse of accounts. This system handles free and reduced-priced lunches while insuring confidentiality to all students. Your child's lunch account is monitored by the cafeteria daily. When your child's account gets below \$15.00 in the positive, a reminder will be sent with your child.

Payments need to be made regularly to keep the accounts in the positive balance. When your child's account reaches a negative \$5.00 balance, parents of students in grades K-2 will receive a phone call reminding you of the status. Students in grades 3 through 6 will hand deliver written notification of negative status to inform you that your child will not be allowed to eat from the regular serving line until the account has been credited. You will need to send a lunch from home until the balance is paid. It is important that you keep lunch accounts paid on a regular basis. Please be aware that your child may be bringing lunch notices home on a regular basis. If you need lunch assistance, please contact the office immediately and request a free lunch assistance form. Students are asked to memorize their five-digit lunch card number. Assistance will be given as needed.

#### **REDUCED-PRICE LUNCHES AND/OR TEXTBOOKS**

Information and applications concerning eligibility requirements for free/reduced-price lunches and community assistance for textbooks will be given to families at registration held prior to the first day of school. All forms need to be returned to the Elementary Office as soon as possible. **Please note: Approval for free and reduced lunches applies to school lunch only. A school lunch includes one milk.**

Any changes in your financial situation during a school year, that would also change your eligibility, needs to be reported to the Elementary Office as soon as possible.

**CAFETERIA GUIDELINES**

- \* Students are to bring or send lunch money to school **clearly marked in an envelope with child's name**, to be deposited in their account. Deposits can be made online through the Harmony System.
- \* All classes will be escorted to the cafeteria by a staff member.
- \* Students who bring their lunch are encouraged to bring healthy, nutritious food. Students are not permitted to bring glass bottles to school.
- \* Food or drink may not leave the cafeteria unless stored in a lunch container (box, bag, sack).
- \* All students are expected to take a tray or to bring a lunch.
- \* Students are responsible for returning trays when asked, pushing chairs under tables, and leaving their tables and floor free of trash.
- \* Exchanging food is discouraged.
- \* Students are expected to treat cafeteria personnel, monitors, and property with respect.
- \* Interaction between students while in the cafeteria is to be kept to conversational tones. Lunch should be a pleasurable time for students and staff. Please be considerate of others.

**General Cafeteria Rules: Students will:**

Use a soft voice	Use good manners	Not play in line	Not play at the table
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**General Cafeteria Procedure:** Students will use lunchtime as an opportunity to eat and visit with friends (depending on age, some grade levels may have a period of time where talking will not occur to insure adequate time for eating). Good table manners such as remaining seated, sitting flat on the chair with legs under the table, and other good eating habits will be used.

Students failing to comply with these rules will face disciplinary action by cafeteria monitors or through the principal. Possible disciplinary actions are as follows:

- |                   |  |
|-------------------|--|
| Assigned Seating  | Time Out                                 |
| Loss of Recess    | Loss of Privilege                        |
| Cafeteria Cleanup | Other at the discretion of the Principal |

**TECHNOLOGY**

Lanesville Elementary is very proud to offer our students a wide variety of technology including Wi-Fi availability. Students in grades K-2 are issued IPADs and students in grades 3-6 are issued Chromebooks for educational use. Students should take devices home nightly in the event of a cancelled school day that would result in utilization of an eLearning day. Devices are to return to school each day fully charged. Please refer to the Resource tab on our school's website in order to view in-depth technology information and policies.

**EMPOWERED USE POLICY**

I understand that using school owned digital devices (both at school and at home) and the Lanesville network is a privilege, and when I use them according to the Responsible Use Guidelines I will keep that privilege. Specifically, I will...

- Take care of my device. (Return my device in the same condition as it was issued to me)
- Come prepared to class everyday (device is charged and working, homework is completed).
- Use digital devices, networks, and software in school for educational purposes and activities
- Keep my personal information (including home/mobile phone number, mailing address, and user password) and that of others private
- Show respect for myself and others when using technology including social media
- Give acknowledgement to others for their ideas and work
- Report devices that are not working properly (including those that are damaged or broken) to technology staff immediately
- Report inappropriate use of technology immediately

**MEDICAL INFORMATION**

The total health and welfare of your child is important to Lanesville Elementary. We encourage you to have your child examined by your family doctor and dentist before school starts. If your child is absent due to a communicable disease, contact the school so that precautions may be taken, if necessary, to protect other children.

Lanesville Community School Corporation is required by Indiana State Law to require immunization of all children. A written immunization record must be furnished upon the child's enrollment. Students who are entering kindergarten or who will be entering school as a new student should have the following immunizations prior to attending school:

DtaP/DTP/DT – 5 doses	Polio – 4 doses	MMR – 2 doses
Hepatitis B – 3 doses	Tdap – 1 dose (for 6 <sup>th</sup> grade)	Menactra (meningitis) – 1 dose (6 <sup>th</sup> grade)
Varicella (chicken pox) – 2 doses (this vaccine is not required if the child has had chicken pox & the parent/guardian writes a statement indicating the month & year the child had the disease)		

**Medical/Religious Exemptions**

**Indiana School Immunization Law provides that students who do not present proof of immunization on or before the first day of school may not attend school without a religious or medical objection on file. Exception to this section of the law will be made upon the receipt of a medical exemption written by a healthcare provider or by a religious objection in writing from the parent/guardian. All exemptions to immunization must be verified annually.**

In case of illness or injury your child will be cared for by our school nurse or designated substitute. Injuries that can be cleaned and bandaged will be taken care of by the nurse or designee. If a student has a fever of 100 degrees or higher, contagious disease, serious injury or illness, a parent or guardian will be contacted. Any student with an illness or injury requiring them to leave school should be seen by the school nurse or designee before a parent is called unless it is an emergency. **Students must be vomit/diarrhea free for 24 hrs, or if they have a fever of 100 or more, they must be fever free for for 24 hrs. before returning to school.**

### **MEDICATION ADMINISTRATION POLICY**

**Indiana School Laws allow the school nurse or other designated school personnel to assist students who are required to take medication during the school day. The purpose of this service is to help each student maintain or improve his/her potential for education and learning. The intent of this policy is to provide safe, effective administration of medications for those students who require them.**

Only those medications that must be given during school hours will be administered.

**Prescription medications** must be accompanied by a medication form completed and signed by the healthcare provider and the parent or guardian. A copy of the original prescription or pharmacy label may be substituted for the signature of the healthcare provider. The form may be faxed to 952-3762.

**Non-prescription medications** must be accompanied by a medication form that is completed and signed by the parent or guardian.

Medication forms may be obtained from the nurse's office or the school website under the Elementary School. A new form must be completed each school year and each medication must be on its own form.

ALL medications must be FDA-approved and kept in the original container. Prescription medications must be in a pharmacy bottle labeled correctly with the dosage and times to give, matching the physician's order. The student's name must be on the bottle.

Any change in medication, dosage, or time to be given, must be in written form with the parent and healthcare provider's signature.

All medications to be used during the school day must be given to the school nurse or her designee at the start of the school day.

Medications are kept under lock and key and are dispensed by the school nurse or her designee.

A student with a chronic disease or medical condition may possess and self-administer medication for that disease or condition while at school in accordance with the rules set forth by Indiana Code 20-33-8-13. Physician and guardian permission for self-administration must be on file at school.

It is the responsibility of the parent/guardian to make sure the medication is delivered safely to the school nurse or her designee.

Unused nonprescription medications may be sent home with students in **all grades with a parent/guardian's written consent and at the discretion of the nurse.**

If a parent or guardian does not give consent to send the unused medication home with the student, the parent or guardian will schedule a time to for pick-up.

Medications left at school after this time will be destroyed in the presence of a witness.

### **GRADES, RECORDS, AND PARENT CONFERENCES**

A standards' based report card will be available to parents at the end of each nine-week grading period via Harmony Family Access account. Parents are encouraged to check their student's grades regularly in Harmony. If you note a concern, you may call your child's teacher for an appointment to discuss the report and your child's progress.

The following grading scale is used for primary students (gr. K-3):

83% - 100% - Mastery (M)                      70% - 82% - Partial Mastery (PM)                      below 70% - Not Yet (NY)

The following grading scale is used for intermediate students (gr. 4-6):

90%-100% - A                      80%-89% - B                      70%-79% - C                      60%-69% - D                      below 60% - Not Yet (NY)

Parents are encouraged to attend parent/teacher conferences (which usually occur in late October) or make contact with teachers. The Harmony system makes student achievement information available daily. Report cards cannot reflect all aspects of your child's growth and progress. Conferences provide an excellent opportunity to discuss many details about your child's experiences at school. Parents have the opportunity to request a conference at anytime.

### **HOMEWORK AND MAKE-UP WORK**

When students are absent it is necessary at times for work to be made up. It is not possible for a student to make up all that was missed. The teacher presentations, discussions, and interactions are lost. We will, however, do our best to work with the child who was absent.

Make-up assignments will be arranged with the classroom teacher. When your child is absent for more than 3 days, parents need to contact the school to speak with the child's teacher about the material being missed. We understand that children missing school are often too sick to work on material. We will, however, do our best to work with the child to complete standards based assignments to assure mastery of standards. When calling school asking for assignments, please give teachers ample time to gather the materials. Missed work can be picked up after school so that the class is not disrupted.

Please take advantage of the Harmony system. Students in grades 1-6 can access information at [www.lanesville.k12.in.us](http://www.lanesville.k12.in.us) and click on the Harmony link for information. Individual teachers have their personal system for effectively conveying school to home academic information.

Homework should be done under the supervision and guidance of parents, but not by the parents. Recommendations for home study: Primary grades (30 minutes) Intermediate (60 minutes).

### **RETENTION POLICY**

The retention policy at Lanesville Elementary is as follows:

1. When the classroom teacher feels it advisable to retain a student, he/she will refer the student to TAT (Teacher Assistance Team). A parent conference will be scheduled no later than the end of the 3rd nine-week grading period explaining to parents the reasons for retention.
2. Reasons to consider retention are non-mastery of grade level skills, the lack of maturity that may prevent a child from achieving to his/her potential, or lack of attendance.
3. Public Law 109 considerations. House Enrolled Act (HEA) 1367, also known as Public Law 109 in 2010, requires the evaluation of reading skills for students who are in third grade.
  - This legislation was created to ensure that all students can read proficiently before moving on to grade four literacy instruction.

- In response to Public Law 109, educators from across the state worked with the Indiana Department of Education to develop a test blueprint that is known as Reading Evaluation and Determination or IREAD-3 Assessment. Not passing this assessment will result in retention.

### FERPA (Family Education Rights to Privacy Act)

Parents have the right to:

- \* Inspect and review their child's records
- \* Seek to amend the record if they believe it to be inaccurate
- \* Consent (or not) to disclosures of personally identifiable information; and
- \* File a complaint with the U. S. Department of Education concerning the district's failures to comply with FERPA

It is the policy of Lanesville Elementary to forward all educational and health records upon receipt of a written request from the child's new school, when he/she transfers to a different corporation. Student records are otherwise kept confidential and only viewed by school personnel that work directly with the child.

### VOLUNTEERS AND VISITORS

Parents and members of our school community are welcome to visit our school facilities. Simply contact the building principal to arrange a time. For the protection of our students, building entrance doors are locked at all times. We require all visitors (this includes parents who may be dropping off or picking up a student) to report to the elementary office to sign in using the Raptor system. (Sign in requires a valid state issued ID)

Parents, grandparents, and other family members are an important part of a child's life. We encourage you to become involved in school programs. There are many ways to do this:

- \* Volunteer in the library or a classroom
- \* Be a guest speaker for programs or projects
- \* Join PTSO
- \* Community Council
- \* Special Event leader/volunteer
- \* PTSO committees/programs
- \* Junior Achievement

Those interested should contact the principal at 952-3000.

**Due to increasing enrollment and limited seating, we will not be able to have visitors for lunch on a daily basis (this does not include Honored Student Luncheons).**

**All volunteers/chaperones will be asked to submit information for an annual background check through the Corporation office. The deadline for submitting the form is August 31. ( Unless you enroll after August 31, applications will not be accepted )**

### EXTRA CURRICULAR EVENTS OFFERED

5th & 6th grade boys and girls basketball  
5th & 6th grade cheerleading  
4<sup>th</sup> – 6<sup>th</sup> Spell Bowl  
4<sup>th</sup>- 6<sup>th</sup> Math Bowl

5th & 6th grade boys and girls cross-country, track and tennis (if invited by the Junior High School coaches)  
4<sup>th</sup> – 6<sup>th</sup> Science Bowl

Only those students participating in an after school event may remain after 3:00 p.m. Students may not remain after school for late practice or games without adult supervision. When extracurricular events begin right after dismissal a note should be sent to the classroom teacher advising them of such arrangements. **Once a team roster is provided by the coach**, a note is no longer necessary.

### Attendance concerning extracurricular and athletic events

If you are absent the day of an extracurricular or athletic event, you cannot attend, practice, or participate in the event that evening. You must attend school to be able to attend or participate in an extracurricular or athletic event. If you leave school for an illness at anytime during the day, you may not attend or participate in an event that evening. If you are coming into school from an illness you must be at school by 11:00 a.m. to be eligible to participate in the event that evening. Students are encouraged to attend extracurricular events to show their school spirit. Parents are strongly encouraged to attend the event with their children. Students in attendance are expected to watch the event and limit movement from place to place. No students will be allowed to roam the halls during the ballgames.

**Extra Curricular Eligibility:** Lanesville Community Schools' Athletic Department follows the suggested guidelines of the Indiana High School Athletic Association. Prior to the start of a sports' season, coaches will hold an athlete/parent informative meeting where eligibility requirements will be explained.

Students must have a 70% or better in the core ISTEP subjects (Language Arts, Math, Science, and Social Studies.) Language Arts will be determined by averaging all grades related to the curriculum. Students may not score below 70% in more than one non-ISTEP class. Grades will be checked at mid-term and the end of the nine week grading period (semester grades will take precedent).

### EXCHANGE OF ITEMS

Exchange or sale of items brought from home (i.e. money, toys, cards) is not permitted. This expectation applies to both school and the bus.

### TRANSPORTATION

Lanesville Community School Corporation will provide busing for students that live an appropriate distance from school. Riding the bus is a privilege not a right. Misconduct will result in the loss of this privilege.

Expected student conduct while on board a school bus is developed through the cooperative efforts of principals, parents, and bus drivers. School bus passengers are under the supervision, direction, and control of the bus driver. The bus driver will report discipline concerns to the principal.

In order to assure a student safe transportation while on the bus, certain basic rules have been adopted by Lanesville Elementary.

1. Each child must be seated immediately upon entering the bus. (Assigned seats are at the discretion of the driver/principal).
2. No child shall stand or move from seat to seat during the trip.
3. Loud, boisterous, profane language or indecent conduct shall not be tolerated.
4. Children shall not be allowed to tease, scuffle, trip, hold, hit, or use their hands, feet, or body, in an objectionable manner.
5. No windows or doors will be opened or closed except by permission of the bus driver.
6. No child shall enter or exit the bus until it has come to a full stop.
7. Children should be waiting at the boarding station when the bus arrives. Students must stand back until the bus comes to a complete stop. All children required to cross a roadway must wait for the driver to signal them across.
8. Eating, drinking, or chewing gum on the bus is prohibited unless permission is granted by the bus driver.
9. All substance abuse policies apply to students on the bus.
10. Large items that cannot be held on the child's lap shall not be allowed on the bus. Items may not be placed in the walkway or the driver's area.
11. Children must provide bus drivers and the office with a note if there is a change in where the child will board or be taken home.
12. Children will not be permitted to leave the bus once boarded without special permission granted by school personnel.
13. Children who are in special clubs (Destination Imagination, Scouts, Sports etc.) are permitted to ride the bus to a different destination provided there is room on the bus and the proper documentation has been provided to the school. Please contact the driver before making plans for additional riders to assure the bus has adequate space.
14. Toys and games may be out on the bus at the driver's discretion. The driver nor the school will be responsible for damage or loss of such materials. Should these items become a problem while on the bus, students may lose the privilege.

Possible driver/principal consequences for failing to comply with rules:

- \*Warning
- \*Assigned Seat
- \*File Discipline Report
- \*Phone Parents
- \*Parent Conference
- \*Loss of Riding Privilege
- \*Other at the discretion of the Principal or Bus driver

#### BUS DRIVER INFORMATION

BUS #	DRIVER	HOME #	CELL #
2	David Schmelz	812-951-3198	812-987-1541
3	Anna Stockoff		317-446-0658
4	Jody Jones	812-968-3961	812-972-1620
5	Chris Blank		812-972-2409
6 AM	Dennis Haines	812-952-2951	812-596-0026
6 PM	Rick Haines	812-952-3030	812-736-3267
7	Craig Warren		502-415-0316
8	Mike Emily	812-366-3623	812-596-0542

## SCHOOL SERVICES

### **COUNSELING SERVICES**

**An elementary counselor is on staff on a limited basis. Classroom guidance will be provided on a bi-weekly basis along with limited individual/small group sessions as needed.**

**EXCEPTIONAL LEARNERS EDUCATION:** Our Corporation is a member of the Harrison County Exceptional Learners Cooperative. As a member, we are entitled to services including consultations, testing, and placement in appropriate programs. A formal referral, testing and placement procedure is in place. Teachers, parents and special education personnel are involved in the identification and placement of a student in this program.

**In compliance with the procedural requirements of Section 504 of the Rehabilitation Act of 1973, a copy of parent/student rights in identification, evaluation, and placement can be found in the elementary office.**

**HIGH ABILITY:** Lanesville High Ability Program provides students that qualify the opportunity to work with curriculum that is stimulating and meets their needs. The high ability program provides students in grades K through 6 with differentiated instruction. The students will be exposed to many different ways to enhance their talents. The focus of the program is conducted within the classroom using differentiated instructional methods and activities. The program accepts referrals throughout the year from parents and teachers. Testing is conducted in the spring and fall. Specific criteria must be met in order to be admitted into the program. Students in the program will be re-evaluated at the end of sixth grade.

**LACES SNACK CART & STAR CART:** Students have the opportunity (when classroom schedules allow) to purchase a healthy snack two afternoons a week and an opportunity to purchase school supplies one day a week. This is a student-operated program.

**INTERSESSION:** Invitations are extended to students who might benefit from additional days of instruction. The balanced calendar is designed to provide additional days for remediation and limited enrichment activities. Intersessions may occur at the end of each grading period.

**TITLE I:** A Federally funded program that is part of the Elementary and Secondary Education Act. It provides additional resources to schools who meet the criteria. The resources are used to close the achievement gap between advantaged and disadvantaged children by providing extra academic support and learning opportunities to children who are failing or at risk of failing state and local standards.

**SUCCESS CENTER:** A school sponsored after school homework/tutoring program for students in grades 4-6 that operates on Thursdays throughout the school year. Call for additional information if interested.

### EXTRAS

**Field Trips:** Lanesville Elementary students are given the opportunity to visit various businesses, museums, or other attractions. Field trips require parental permission. Permission can be given for all field trips when filling out the registration verification form. Parents wanting to give permission on an individualized field trip basis need to mark **NO** on the registration verification form. By doing so, teachers will notify parents when the field trip is to occur and request permission at that time. Trips are approved by the principal and transportation is provided. Students are expected to use school provided transportation. Arrangements for chaperones will be made by the classroom teacher.

**Parties:** Students are welcome to bring treats to share with classmates for their birthday. Please make arrangements with your child's teacher in advance. Please do not send private party invitations to school unless all classmates are invited. Mail, phone calls, or social media are the preferred method of communication.

### REWARDS AND INCENTIVES

**EAGLE Awards:** Each 9 weeks, teachers select students based on the following EAGLE criteria: Effort, Attitude, Good Citizenship, Learning, and Excellence.

**Honored Students:** Each 9 weeks, teachers select a student from their class who exhibits great strides in academic achievement, shows academic or behavioral improvements, or acts as positive role models to fellow students. Those students' names are then submitted to the principal. The students and up to two guests are treated to a special lunch by the principal.

**Breakfast with the bus driver:** Every other month, students showing proper conduct on the bus may be selected by their bus driver for a special breakfast.

**Student awards:** At the end of each grading period students will be recognized at morning assembly for perfect attendance and EAGLE awards.

**EAGLE Award:** Students who are selected by their classroom teacher based on the above criteria.

**Perfect Attendance:** Students are rewarded for meeting the handbook guidelines for perfect attendance each nine-week period. They will receive a pencil and certificate and their name will be put into a drawing for miscellaneous prizes.

**Additionally, EAGLE Awards, and Perfect Attendance names will be put in an end of year drawing for a gift card/prize incentive.**

**Exemplary Character Award:** This award is presented to a sixth grade student who exhibits exemplary behavior throughout their elementary years at Lanesville Elementary.

### **STATEMENT OF PHILOSOPHY ON SUBSTANCE ABUSE**

The Lanesville Community School Board supports the concept that a drug free school promotes positive self-esteem and attitudes, better health, higher achievement scores, and improved coping skills for the student. The Board believes that fair and equitable procedures are necessary to assess violations of the disciplinary code concerning tobacco, alcohol, or illicit drugs at school or school related functions.

The Board believes that it is necessary to provide guidelines to develop recommendations for an appropriate solution, which may include penalty or disposition and recommendations of a counselor. Students, employees, and parents will be urged to seek professional assistance.

Therefore, the Board mandates that any students or employees under the influence or possession of illicit drugs shall meet with appropriate school personnel to determine the course of action.

### **LANESVILLE COMMUNITY SCHOOLS** **Disciplinary Code Concerning Substance Abuse**

It is a violation of the disciplinary code of Lanesville Community Schools to:

- A. Possess, provide to another person, or be under the influence of any substance which is or contains: Alcohol, tobacco, a narcotic, marijuana, depressant, stimulant, or a hallucinogen, whether prescription or sold over the counter without a prescription, or any substance represented by the provider to be any of the listed substances:
- \* On school grounds at any time.
  - \* At any school sponsored activity, at any location including the school bus. Use of medication by a student prescribed by a doctor, a dentist, or other health care provider authorized by law to prescribe medication for that student, does not violate this rule. Any student who is unsure of possession or providing another person with any particular medication or substance that would violate this rule should contact the principal before possessing, using, or providing the medication or substance.
- B. Possess or provide to any person anything used or designed to be used primarily for the storage or processing, delivery, or consumption of: alcohol, tobacco, marijuana, stimulants, intoxicants, narcotics, depressants, or hallucinogens on school premises at any time or at any school sponsored activity at any location. Examples of things which are not to be possessed or provided to another person are: Pipes, rolling papers, clips, or other devices that would be used for consumption. Violation of this code will result in any of the listed consequences described below.

### **DISCIPLINARY POLICY**

Maintaining discipline is an important aspect of a successful school. Working with students to take responsibility for their actions and developing respect for other students, teachers, and adults are primary components of our disciplinary policy. It is essential that students understand our expectations and have an opportunity to discuss them with their classroom teacher and parents. Take time to carefully discuss the following policies concerning expected behavior while at school. Only through parental support can the students and discipline policy be successful.

Teachers will present and implement a classroom discipline plan. Students will be expected to comply with these rules. Teachers will handle day-to-day discipline. Teachers will contact parents in an effort to jointly work toward solutions. It becomes necessary at times to refer students to the principal for further disciplinary action. In the event that happens, a phone call and/or discipline form will be mailed or sent home with your child.

The following are major violations of school rules and will result in a principal referral:

- Disruption of school or school events
- Damage or destruction of personal or school property
- Physical abuse of a school employee
- Verbal abuse of a school employee
- Physical abuse of a student
- Verbal abuse of a student
- Possession of a weapon or a dangerous instrument
- Possession, use, or sale of any substance which is represented as, or believed by the student to be tobacco, a narcotic, alcoholic beverage, depressant, or stimulant drug regardless of whether the substance is in fact one of the above
- Disrespect for school property, toward a school employee, or any adult
- Immorality or theft
- Repeated failure to comply with direction of school personnel
- Inappropriate language
- Gang related activity or possession of gang related paraphernalia
- Bullying or threatening

### **Consequences:**

As with any violation, there are consequences for such actions. The consequences for violations are determined by the facts obtained from an investigation of the incident conducted by the principal. The following is a list of possible consequences:

- Warning
- Loss of Recess
- Time Out
- Loss of Privilege such as convocation, field trip, activity, etc.
- Parent Conference
- After School Detention
- Corporal Punishment
- Suspension (in-school or out-of-school)
- Expulsion
- Other (at the discretion of the principal)
- Notification of law enforcement officials
- Due process will be followed

In the event a student is sent to the office, documentation of the visit will be made. Depending on the circumstances, a note may be sent or a phone call may be made to notify the parent of the nature of the visit and any disciplinary action that was taken. When noted, a signature of the parents may be required on a return form. This keeps communication open between home and school. The principal will attempt to contact parents by phone. Due to work schedules or school day events this may not always be possible. It is vital that disciplinary action be supported in order to assure each child a positive experience while at school.

The disciplinary policy for Lanesville Elementary will be used to develop good citizenship and promote responsibility. We strive to teach children to be responsible for their actions; this also means to take responsibility for the positive things the children do while at school. Each classroom has positive and negative consequences. The principal recognizes the importance of acknowledging those students who show self-discipline throughout the school year.

Privileges are given throughout the year through the Purple Pride program to students who make the effort to create a school environment that brings about truth, trust, active listening, personal best, and no put downs. Lanesville Elementary recognizes positive behaviors and improvements in behavior throughout the year. Each child is important to us!

### **SUSPENSION OR EXPULSION OF A STUDENT**

Suspension, expulsion, or any other means of discipline can be utilized for improper conduct of students in route to school, during the school day, in route home, at any school related activity at school or away from school, or at any time on or off school grounds if it is determined that the action is school related, interferes with school purpose or educational functions. All discipline situations that warrant action from the principal or administrative assistant will be documented in writing. This documentation will be placed in the students discipline file for future reference if needed. The disciplinary options available to the principal and his/her designee are not limited to, but will include the following:

**In-School Suspension:** This can be assigned for a portion of the day, a whole day or a combination of days. The student assigned to ISS will report to the office at the designated time (by the principal). They will spend the time in the office and assignments will be sent by the teacher for the student to complete. There may be added assignments given by the principal. Credit will be given for the schoolwork that is done while in ISS. The student is not counted as absent on the day or days in ISS. The child will be monitored by the principal and the secretary. Students who are in ISS give up participation in field trips (if it falls on the day or days in ISS) and extra-curricular activities including practices of any kind (if it is more than one day).

**Out of School Suspension :** This type of suspension prohibits a student from attending school, or school function and/or participation in activities during the dates of the suspension. OSS is for more serious matters and the number of days out of school is determined by the principal. Strict contact with parents will be maintained during the suspension. All class work will be completed upon returning to school. **Out of school suspension absences will be counted against the student.** Students who are suspended on a Friday or before a vacation are not allowed on school grounds or at school functions for the weekend or vacation period. An out of school suspension option for **sixth grade students** may be the Harrison County Alternative School and if used students will not be considered absent.

**Expulsion:** This is a separation from school attendance for a period in excess of 10 days, a separation from school attendance for the balance of the current semester or current year, or a separation from school attendance for an assignment to an alternative educational program, or homebound education program. If the student's conduct occurs at the end of the semester or school year, the principal has the right to request the expulsion be granted for portions of the next school year. Students who are expelled from school are not allowed on school grounds for any reason during the expulsion period and are not allowed to participate in school activities. In addition to the grounds specified above, a student may be suspended or expelled for engaging in unlawful activity on or off school grounds if (1) the unlawful activity may reasonably be considered to be an interference with school purposes or educational function, or (2) the student's removal is necessary to restore order or protect persons or school property, including unlawful activity during weekends, holidays other school breaks, and the summer period when a student may not be attending classes or other school functions. (According to appropriate Indiana Code)

### **EXAMPLES OF STUDENT MISCONDUCT AND/OR SUBSTANTIAL DISOBEDIENCE THAT COULD RESULT IN SUSPENSION OR EXPULSION**

Listed below are some examples of student misconduct or substantial disobedience for which a student may be suspended or expelled. These are examples and are not limited solely to the ones listed below:

- Using violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or other conduct constituting and interference with school purposes, or urging others to engage in such conduct
- Sexual harassment (reporting form on file in office)
- Causing or attempting to cause damage to school property or private property, stealing or attempting to steal school or private property
- Threatening or intimidating any person for any purpose, including obtaining money or anything of value from a student. Senate Enrolled Act 285 amends the student due process law to require that a school's discipline rules prohibit bullying and include provisions for education, parental involvement, reporting, investigation, and intervention. Bullying is defined by the Act as "overt, repeated acts or gestures, including verbal or written communications transmitted; physical act committed; or any other behaviors committed by student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the other student." The bullying rule must apply 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.
- Possessing, handling or transmitting a knife or any object that can reasonably be considered a weapon, is represented to be a weapon, or looks like a weapon
- Possessing, using or transmitting any substance which is represented to be or looks like a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, stimulant, depressant, or intoxicant of any kind
- Possessing, handling or transmitting any firearm on school property
- No student shall possess, handle or transmit any deadly weapon on school property (taser or stun gun, chemical substance, any animal readily capable of serious bodily injury toward others are just a few examples)
- Setting fire to or damaging any school building or school property (examples: pipe bombs, Molotov cocktails, or other explosive or incendiary devices)
- Prevention of, or attempting to prevent by physical act, the functioning of any school or educational function, or any meeting or assembly on school property (i.e. making of a bomb threat, false fire alarm)
- Intentionally making noise or acting in any manner so as to interfere with the ability of any teacher or any other person to conduct or participate in an educational function (examples include but are not limited to:
  - Using gestures, symbols or signals to threaten a teachers or students life or property or family member
  - Threatening "to get" or creating a "hit list" of persons who are to be put in fear or harmed.
  - Warning the person that a family member could get hurt or one's car could be damaged.

The examples listed above are just a few that fall into the category of student misbehaviors that warrant suspensions or expulsions.



## BULLYING

The following is the most recent legal update on the subject.

1. Bullying – this rule applies when a student is:
  - o 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 (including intersession);
  - o Off school grounds at a school activity, function, or event;
  - o Traveling to or from school or a school activity, function, or event;
  - o Using property of equipment provided by the school; or
  - o **Using data or computer software that is accessed through a computer, computer system, or computer network of the school corporation.**
2. Bullying by a student or groups of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the other student through overt, repeated acts or gestures, including verbal or written communications transmitted, and/or physical acts committed, or any other similar behavior is prohibited.
3. Parents of students who suspect that repeated acts of bullying are taking place should report the matter to the school principal or designee. School personnel will investigate all reports of bullying.
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 violation.
5. Educational outreach and training will be provided to school personnel, parents, and students concerning the identification, prevention, and intervention of bullying.
6. All schools in the corporation are encouraged to engage students, staff and parents in meaningful discussions about the negative aspects of bullying. The parent involvement may be through parent organizations already in place in each school.

## SUICIDE AWARENESS AND PREVENTION

The purpose of this policy is to protect the health and well-being of all students by having procedures in place to prevent, assess the risk of, intervene in, and respond to suicide. The corporation recognizes that physical, behavioral, and emotional health is an integral component of a student's educational outcomes, and that suicide is a leading cause of death among young people. The corporation has a responsibility to take a proactive approach in preventing deaths by suicide and acknowledges the school's role in providing an environment which is sensitive to the factors that place youth at greater risk for suicide and helps to foster positive youth development.

This policy covers actions that take place in the school, on school property, at school-sponsored functions and activities, on school buses or vehicles, at bus stops, and at school-sponsored out-of-school events where school employees are present. This policy applies to the entire school community, including teachers, administrators, corporation staff, students, parents/guardians, and volunteers.

### **Suicide Prevention Programming**

Developmentally-appropriate, student-centered education materials will be integrated into the curriculum of all K-12 health classes. The content of these age-appropriate materials will include: 1) the importance of safe and healthy choices and coping strategies, 2) how to recognize risk factors and warning signs of mental disorders and suicide in oneself and others, 3) help-seeking strategies for oneself or others, including how to engage school resources and community-based suicide prevention services. In addition, schools may provide supplemental small group suicide prevention programming for students.

The school corporation will work in cooperation with community-based suicide prevention services to provide educational and referral information about crisis intervention to at-risk students, their parents, and school employees. Referral information and the availability of suicide prevention services in the local community will be made available by the school corporation through its employee training and student education programs to its employees, its students, and their parents.

### **Assessment and Referral**

When a student is identified by a staff person as potentially suicidal or a student self-refers, the student will be seen by a mental health professional within the same school day to assess risk and facilitate referral. If there is no mental health professional available, a school nurse or administrator will fill this role until a mental health professional can be brought in.

#### For students at risk:

1. School staff will continuously supervise the student to ensure their safety.
2. The principal and school suicide prevention coordinator will be made aware of the situation as soon as reasonably possible.
3. The mental health professional or principal will contact the student's parent or guardian and will assist the family with an urgent referral. When appropriate, this may include calling emergency services or bringing the student to the local Emergency Department, but in most cases will involve setting up an outpatient mental health or primary care appointment and communicating the reason for referral to the healthcare provider.
4. Staff will ask the student's parent or guardian for written permission to discuss the student's health with outside care, if appropriate.

## SEARCH AND SEIZURE

The principal, a member of the administrative staff, or a teacher may search a desk or any other storage area on school premises when the person conducting the search has reasonable cause for a search.

The principal, or other member of the administrative staff designated in writing by the principal and acting at the direction of the principal, **may search the person of a student** during a school activity if the principal has reasonable cause for a search of that student. **Searches of the person of a student** shall be limited to:

- \* Searches of the pockets of the student.
- \* Any object in the possession of the student such as a purse, school bag, etc.
- \* A "pat-down" of the exterior of the student's clothing.

## USE OF METAL DETECTORS

(Reasonable Suspicion)

When the school administration has reasonable suspicion to believe that weapons are in the possession of an identified student, the administration is authorized to use a mobile metal detector to search the student. Any search of a student's person as a result of the activation of the detector will be conducted in private and in accordance with the policy on personal searches. Only school personnel who have been trained in the usage of metal detectors, law enforcement officers assigned to the school corporation, or school resource officers shall operate the metal detectors under the direction of the administration.

## USE OF METAL DETECTORS

(Administrative Search)

In view of the escalating school violence, the potential presence of weapons in our schools, and the school corporation's duty to maintain a safe learning environment, the Board of School Trustees authorizes the use of metal detectors to check a student's person or personal effects. Only school personnel who have been trained in the usage of metal detectors, law enforcement officers assigned to the school corporation, or school resource officers shall operate the metal detectors under the direction of the administration.

- School officials or law enforcement officers may conduct metal detector checks of groups of individuals if the checks are done in a minimally intrusive, non-discriminatory manner. Metal detector checks of groups of individuals may not be used to single out a particular individual or category of individuals.
- If a school official or a law enforcement officer has reasonable suspicion to believe that a particular student is in possession of an illegal or unauthorized metal-containing object or weapon, he or she may conduct a metal detector check of the student's person and personal effects.

Notice of the Board policy and procedures on the use of metal detectors will be sent to parents and students and posted on the websites of the school corporation and each middle and high school.

The Superintendent shall develop procedures for implementing this policy. The metal detector checks will be done only in accordance with the provisions of the Board policy and procedures by school personnel or law enforcement officers under the supervision of the school administrator.

## USE OF METAL DETECTORS -- PROCEDURES

The following procedures for the use of metal detectors in the schools are developed pursuant to Board policy on the Use of Metal Detectors. The Superintendent may modify or expand these procedures in any manner consistent with the Board's policy.

A notice will be posted in a central location at each middle and high school stating that weapons are not permitted at school and that students may be required to submit to a metal detector check. In addition, the metal detector policy and these procedures will be included in the student handbooks for each middle and high school. Notice of the Board policy and procedures on the use of metal detectors will be sent to parents and students of each middle and high school before the beginning of school and at selected intervals during the school year. The superintendent will determine the specific dates when the notice will be sent out throughout the school year.

### Metal Detector Random Checks

- A. A principal may decide to conduct a random metal detector check on all students before entering the school at the beginning of the school day, or he or she may select a group of students to be checked at random on a neutral, nondiscriminatory basis. The group selected for a random check may be a classroom(s), a bus(es), or any other group of students determined by the principal in accordance with these procedures and board policy. Metal detector checks of groups of individuals may not be used to single out a particular individual or category of individuals.
- B. Before conducting the metal detector checks, the participating administrator or law enforcement officer ("officer") will explain the scanning process to students, emphasizing that the checks are intended to maintain safe schools.
- C. An administrator or officer will escort each student with his or her personal effects into a designated area to proceed with the metal detector check. An adult will closely observe students to make sure no objects are removed from pockets or personal effects.
- D. The administrator or officer will ask the student to remove all metal-containing objects from his or her clothing and personal effects. The administrator or officer will then scan the student without touching his or her body and scan the outside of the student's personal effects. The metal detector scan of the student's person will be done by an adult who is the same sex as the student. If the student refuses to cooperate, the administrator or officer may proceed with the check in the presence of another adult.
- E. If the metal detector is activated during the scanning of the student's effects, the administrator or officer will ask the student to open the bag, purse, etc., and the officer will proceed to look for weapons. If the metal detector is activated during the scanning of the student's person, the student will be given a second opportunity to remove any metal-containing object from his person. A second scan will be conducted and if the metal detector is activated again, an administrator or officer of the same sex will conduct a pat-down search of the student's outer clothing in the area where the metal detector was activated. The pat-down search will be done in a private room or area and in the presence of an adult witness, when feasible. If the administrator or officer feels an object on the student's person, the student will be given an opportunity to remove the object. If he or she refuses, the administrator or officer will remove the object from the student in the presence of an adult witness of the same sex.

### Metal Detector Checks of Individual Students

Before conducting a metal detector check of an individual student, the administrator or officer must have individualized reasonable suspicion that the student is in possession of an illegal or unauthorized metal-containing object or weapon. The provisions of the Board Policy regarding personal searches and the use of metal detectors shall be followed under these circumstances.

If a properly conducted search yields a weapon or any other illegal material, it shall be turned over to the proper legal authorities for disposition.

### **THEFT, VANDALISM, AND POSSESSION OF WEAPONS**

Students involved in the theft of personal property or school property during school hours or at school-sponsored activities will face disciplinary action. Students in possession of knives, firearms, or other weapons will be in violation of disciplinary codes and will face disciplinary action. Students participating in calling in threats or in the sounding of alarms to cause disruption will face disciplinary action. Students involved in the vandalism of personal property or school property will be given disciplinary action. The student or students involved will be expected to return the damaged item to its original condition or to pay just compensation to the owner.

Possible Disciplinary action for the above stated offenses:

- \* Parent Conference
- \* Report Filed with Proper Authorities
- \* Suspension
- \* Expulsion
- \* Other at the Discretion of the Principal

**We appreciate you taking time to review your student handbook with your child.**

**Please consider participating in PTSO, Community Council, and the Volunteer program.**