

Lanesville Elementary School



Parent and Student Handbook 2023-2024

2725 Crestview Ave NE
Lanesville, IN 47136
812-952-3000

School Website: www.lanesville.k12.in.us

Lanesville Eagles

**Please note that some school policies and procedures may change based on guidelines provided to our school district by the CDC, the DOE, and our state and local health departments.*

Principal's Message

Dear Families of Lanesville Elementary School:

It is with great pleasure that we, the faculty and staff, welcome you to Lanesville Elementary School for the 2023-2024 school year! We are excited to have you as a part of the Lanesville Eagle family and look forward to seeing the growth and achievements of all of our students. As summer ends, we are looking forward to seeing the students enter the building for an exciting year of learning.

At Lanesville, we recognize the need to develop a partnership between the school and our families. As such, we would ask that you review the Lanesville Community School Corporation Mission statement, as well as the Lanesville Elementary School vision statement and share these ideas with your children. It is our belief that by providing these critical educational and environmental components, we will give our students the greatest opportunity to succeed.

The Lanesville Elementary School Parent and Student Handbook has a great deal of important information regarding our school's policies and procedures. While these are kept as current as possible, there may be alterations made throughout the school year due to changes in school board or state policy. Our teachers will be reviewing certain items of the handbook with your child/ren over the first few days of school. We strongly encourage that you also review that handbook to become familiar with it, and ask your child/ren about what was discussed in class. If you have any questions, please feel free to contact the elementary office at 812-952-3000.

As we form this educational partnership between our school and families, we welcome you to become involved in a manner of different ways. The PTSO was very active last year and they are looking for more participation and ideas. In certain cases, teachers will take parent volunteers during the day. Please let your child's teacher or the office know if you are interested in being a volunteer.

We are looking forward to a fantastic 2023-2024 school year!

Go BPN!

Jeff Smitley
Principal

Lanesville Community School Corporation

Balanced Calendar 2023-2024 School Year

July 2023

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24 TD	25 TD	26 F	27	28	29
30	31					

Date
24, 25
26

July
Teacher Days, No Students
First Day for Students

September

Labor Day—No School
Flex Pilot—E-learning day*
End of First Quarter (47 days)

4
8
29

October

1st Quarter Intercession/Break
Fall Break—No School
First Day of 2nd Quarter

2-6
9-13
16

November

Parent/Teacher Conf. No. Students
Thanksgiving Break—No School

7
22-24

December

End of 2nd Quarter (43 days) and
End of 1st Semester (90 days)
Winter Break—No School
Intercession

19
20-Jan.3
28-29

January

2nd Quarter Intercession/ Break
First Day of 3rd Quarter
MLK Day, No School

2-3
4
15

February

March

End of 3rd Quarter (47 days)
First Day of 4th Quarter
Intercession/snow make-up/vacation
Spring Break

8
11
18-22
25-29

April

May

Last Day for Students
End of 4th Quarter (43 days) and
End of 2nd Semester (90 days)
Teacher Record Day
Senior Graduation—7:00 pm
Memorial Day, No School
Intercession

23
24
24
27
28-31

June

January 2024

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1 V	2 1/V	3 1/V	4 3rd	5	6
7	8	9	10	11	12	13
14	15 V	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

February 2024

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

March 2024

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11 4th	12	13	14	15	16
17	18 1/V	19 1/V	20 1/V	21 1/V	22 1/V	23
24	25 V	26 V	27 V	28 V	29 V	30
31						

April 2024

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

May 2024

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22 ED	23 LD	24 G	25
26	27 V	28 I	29 I	30 I	31 I	

June 2024

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

August 2023

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

September 2023

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4 V	5	6	7	8 FP	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

October 2023

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2 1/V	3 1/V	4 1/V	5 1/V	6 1/V	7
8	9 V	10 V	11 V	12 V	13 V	14
15	16 2nd	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

November 2023

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7 P/T	8	9	10	11
12	13	14	15	16	17	18
19	20 ED	21 ED	22 V	23 V	24 V	25
26	27	28	29	30		

December 2023

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18 ED	19 ED	20 V	21 V	22 V	23
24	25 V	26 V	27 V	28 1/V	29 1/V	30
31						

*The school day ends at 3:00 each Mon, Tues, Wed, Thurs, and at 2:30 on Friday.

FD - First Day of School G - Senior Graduation I - Intercession
LD - Last Day for Students ED - Early Dismissal T - Teacher Day P/T - Parent-Teacher Conferences
V - Vacation FP - E-learning day for students-September 8

**Snow days will be e-learning and may require the March 18-22 intercession days to be used for make-up days.

Lanesville Elementary School Staff

Principal - Jeff Smitley
Counselor - Samantha Steele
Kindergarten - Angela Hood
Kindergarten - Liz Schigur
Kindergarten - Lacey Drexler
1st Grade - Kristina Irwin
1st Grade - Tara Dye
1st Grade - Leslie Holdridge
2nd Grade - Catherine Chuprinskis
2nd Grade - Leeann Geswein
2nd Grade - Emily Taurman
3rd Grade - Bethany Moore
3rd Grade - Kate Acton
3rd Grade - Brook Kramer
4th Grade - Nathan Barnickle
4th Grade - Erin Boone
5th Grade - Michael Melhiser
5th Grade - Rebecca Uessler
6th Grade - Darcel McLane
6th Grade - Hallie Hinton
Resource Room - PJ Tobbe
Art - David Henke
P.E. - Karen Armstrong
Music - Heather Perkins
Cafeteria Cashier - Mary Jo Conder
Cafeteria Manager - Sandy Denny
Facilities Director - Dakota Puckett
Library/Media Specialist - Kacee Hussung
Nurse - Cassie Gustin
School Resource Officer - Chris Davis
Administrative Assistant - Alana Thompson
Special Services Coordinator - Bethany Miller
Speech Teacher - Abigail Hickerson
Technology Director - Paul Hancock

TABLE OF CONTENTS

<u>School Corporation Mission Statement</u>	6
<u>Vision Statements</u>	6
<u>Arrival and Dismissal Procedures</u>	6-7
<u>Attendance</u>	7-8
<u>Behavior Expectations</u>	9
<u>Birthdays</u>	9
<u>Bullying</u>	10
<u>Cancellation of School</u>	10
<u>Check-In/Check-Out Procedures For Visitors</u>	10-11
<u>Classroom Parties</u>	11
<u>Communication</u>	11
<u>Counseling Services</u>	11
<u>Dress Code</u>	12
<u>Emergency Drills</u>	12
<u>Empowered Use</u>	12-13
<u>Extra Curricular Activities</u>	13-14
<u>Field Trips</u>	14
<u>Food Services/Cafeteria Guidelines</u>	15-16
<u>Grading Scale</u>	16
<u>Homework Policy</u>	16-17
<u>Library</u>	17
<u>Lost and Found</u>	17
<u>Parent/Teacher Activities</u>	18
<u>Pets at School</u>	18
<u>Protection of Public and Personal Property</u>	18
<u>Recess</u>	18
<u>Report Cards</u>	18
<u>Restricted Items</u>	18-19
<u>Retention Policy</u>	19
<u>Rewards and Incentives</u>	19
<u>School Bus Rules and Information</u>	19-20
<u>School Health Services</u>	21-23
<u>School Hours</u>	24
<u>School Pictures</u>	24
<u>School Records</u>	24-25
<u>School Services</u>	25-26
<u>Snacks</u>	26
<u>Telephone Use by Students</u>	26
<u>Textbooks</u>	27
<u>Transportation Changes</u>	27
<u>Volunteers</u>	27

LANESVILLE COMMUNITY SCHOOL CORPORATION MISSION STATEMENT

The Lanesville Community School Corporation will dedicate itself to ensuring 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 the uniqueness of others. In addition, students deserve a highly qualified staff that makes the student the central focus of differentiated instruction that suits students' 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.

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.

ARRIVAL/DISMISSAL PROCEDURES

The safety of all of our children is our top priority. As students enter the building they will report to their assigned area in the elementary gym. Students are not permitted in the hallways, restrooms, or classrooms until they are dismissed from morning meeting time in the gym at 7:45 am.

Car Riders – Children brought to school as car riders **are not to arrive before 7:30 am.**

If your child arrives to school after 7:55 am (when the tardy bell rings) they are considered tardy.

Parents must accompany students to the office to sign-in when arriving after 7:55 am.

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.

Walkers – Students who walk to/from school will arrive/dismiss through the main Elementary entrance. An adult/older sibling should accompany walking students for arrival and dismissal.

Bus Riders – Students traveling in buses will arrive and be dismissed through the main entrance.

Day Care Riders – Day care riders (St. Johns, YMCA, etc.) will arrive and be dismissed through the southwest entrance at door # 5.

If you must pick up your child for an appointment, please make arrangements to pick up your child before 2:30 pm (2:00 early release days).

The entrance/exit off Crestview Avenue directly accessing the main parking lot is closed to all traffic from 7:20 am to 3:15 pm each day.

ATTENDANCE

Regular attendance is essential to a student's success in school. 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.

Reporting Absences to School – Parents are to notify the office of the student's absence by calling the elementary office at 952-3000 by **9:00 am**. When reporting the absence please provide complete information as to the child's name, teacher, and the reason for the absence. Those students from which we receive no notification will be called to verify the absence.

Categories of absences:

- Excused Absences with documentation
- Excused Absences without documentation
- Unexcused Absences

Excused Absence Definition – 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. Excused absences may include:

- Medical or dental appointments
- Illness that involves fever, vomiting, diarrhea, accidents, injuries, or other illnesses
- Death of immediate family member
- Military Connected Families (e.g. absences related to deployment and return)
- Court or legal appointments
- Sent home by school personnel for medical or other reason

Unexcused Absences – An unexcused absence is any absence not covered under the definition of excused absences or if proper documentation has not been submitted.

Consequences For Excessive Absences For Each School Year:

After five (5) unexcused or excused absences without documentation, a letter will be sent home to inform parents of the number of absences accrued.

After seven (7) unexcused or excused absences without documentation, the counselor or principal may contact the family to decide if a meeting is necessary.

Beginning with the tenth (10th) unexcused absence the Prosecutor's Office may be notified

Beginning with the tenth (10th) excused absence without documentation or unexcused absence in any combination and there appears to be a negative educational impact on the child, the Prosecutor's Office may be notified.

Parents and/or the administration may request a conference at any time concerning absences.

****Excessive absences (15) may result in out-of-district students not being invited to return to Lanesville Community Schools the following year**

**Lanesville Elementary partners with the
Harrison County Prosecutor's Office to promote student attendance.**

Early Dismissal – Request to release children from school early creates a disruption to the learning environment. If early dismissal is unavoidable, please follow this procedure:

- Complete the online Change of Transportation Form stating the date, time, and reason for early dismissal
- It would be helpful to also send a message to the classroom teacher informing them of the date, time, and reason for early dismissal
- Report to the elementary office at the designated time
- Your child will be called to the office when you arrive

Tardy to School – Students who arrive at school after the 7:55 a.m. bell are considered tardy. If your child is tardy to school, please follow this procedure:

- Parent or guardian must walk the student into the elementary office
- Parent or guardian must sign the student in stating the reason the student is tardy
- The student will be given a late pass and proceed to class where they will give the late pass to his/her teacher

Anytime a student misses any portion of the school day (early dismissal, tardy, appointments during the day) the student will be marked tardy for accurate record-keeping. Students arriving after 9:00 am or leaving before 2:00 pm Monday – Thursday, or 1:30 pm on Friday will be marked absent ½ day.

Excessive Tardiness – Excessive tardiness is defined as being tardy more than 10% of the current school session.

Consequences For Excessive Tardiness For Each School Year:

After twenty (20) tardies for the year, the Indiana Department of Child Services (Child Protective Services) and/or other agencies may be notified.

Truancy – An elementary student shall be considered truant each day or part of the day he/she is absent from his/her assigned location without parental knowledge. A note or phone call is required from the parent/guardian by 9:00 am the day of the absence or the student may be considered truant.

"Habitual truancy" is defined as a student who is chronically absent by having absences from school for more than ten (10) school days in one (1) school year. After ten (10) trancies, the building administrator/school counselor may call Child Protective Services.

Vacations – Families are discouraged from taking vacations while school is in session. Please try to arrange vacations around the school schedule, as well as, the days scheduled for Snow Make-Up Days. If a planned vacation occurs during the school schedule please let the office and teacher know as soon as possible.

Since daily attendance is mandated by law, LES is confident in knowing you will support our efforts in helping your child achieve their potential in school.

BEHAVIOR EXPECTATIONS

The entire staff of Lanesville Elementary carries through with the goal of establishing an atmosphere in which children feel safe, secure, and happy. This school environment gives children the maximum opportunity to learn.

We believe that all students can behave appropriately at school. The behavior expected of the students at LES is a combination of common courtesy, respect for others, and safety considerations. Student misconduct hinders both learning and safety. Unacceptable behavior disrupts the classroom and distracts from learning opportunities.

At LES we have instituted the evidence-based practice, **Positive Behavior Interventions and Support (PBIS)**, where students are rewarded for appropriate behavior and given logical consequences for inappropriate behavior.

Behavior is a CHOICE! We help students by:

- **setting clear expectations and limits**
- **modeling appropriate behavior by adults**
- **teaching appropriate behavior skills**
- **encouraging appropriate behavior choices**
- **celebrating good behavior choices**
- **backing-up behavior limits with logical consequences**

At the beginning and throughout the year, expectations will be reviewed with students for all of the areas within our school and including the school bus. LES's basic behavior expectations are:

1. Follow directions quickly
2. Raise your hand for permission to speak
3. Keep your whole body to yourself
4. Make smart choices
5. Keep your learning community happy

Students who choose to follow the expectations will be praised and encouraged by the staff. We will focus our efforts on recognizing the positive actions of our students. Students who choose to not follow the rules will receive the consequence of loss of privileges or fun from the teacher or office staff. We are confident that such clearly stated and thorough Behavior Expectations teach our children to be responsible for their actions and foster self-discipline.

BIRTHDAYS

Birthday invitations **are not** to be passed out at school unless the entire classroom is invited. School personnel are not permitted to give out home addresses or phone numbers of students.

If a parent wishes to send treats to school for his/her child's birthday celebration, that parent must notify the child's teacher at least **one week in advance**. **ALL food items must be store-bought and include a list of ingredients due to numerous food allergies.**

BULLYING

Indiana Code defines bullying as:

- A. As used in this chapter, "bullying" means overt, unwanted, repeated acts or gestures, including verbal or written communications or images transmitted in any manner (including digitally or electronically), physical acts committed, aggression, or any other behaviors, that are committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the targeted student and create for the targeted student an objectively hostile school environment that:
- a. places the targeted student in reasonable fear of harm to the targeted student's person or property;
 - b. has a substantially detrimental effect on the targeted student's physical or mental health;
 - c. has the effect of substantially interfering with the targeted student's academic performance; or
 - d. has the effect of substantially interfering with the targeted student's ability to participate in or benefit from the services, activities, and privileges provided by the school.

Lanesville Elementary School is committed to providing a safe, positive, productive, and nurturing environment for all students. Bullying behavior towards a student, whether by other students, staff, or third parties is strictly prohibited and will not be tolerated.

CANCELLATION OF SCHOOL

The intent of Lanesville Community School Corporation is to conduct school every day. However, there are times when school may close due to weather or other emergencies. In the event of school closing please **DO NOT CALL SCHOOL** to keep the telephone lines open.

Please use the following procedures/forms of communication:

- Local TV stations will be notified of closings/delays.
- Parents will be required to complete an Emergency Dismissal form each year outlining dismissal procedures should school be canceled during the school day.
- The Emergency Dismissal plan overrides any notes or calls.
- Early dismissal is used only in cases of emergency.

Two Hour Delay – When schools are on a two-hour delay, students may not be dropped off before 9:30 am.

Important Note – The first week of spring break/Intersession is used for snow make-up days. Please refrain from scheduling vacations during this time.

CHECK-IN/CHECK-OUT PROCEDURES FOR VISITORS

In an effort to maximize the safety of our school community, all exterior school entrances and classroom doors will remain locked for the entire day. We appreciate your cooperation with these important steps to ensure that our schools are safe:

Entry into Building: All visitors must enter the building by the main entrance using the intercom system next to the door to request access. They will be asked, through the intercom, to state the reason for their visit and to show identification. The office staff will monitor the visitors and grant entrance into the building. Please be patient as sometimes the office staff is busy answering phones and attending to students. Please do not open doors for others or allow others to enter the building behind you and

bypass security measures. This will help ensure the safety of our school community. All visitors are required to comply with this rule.

Raptor Security System: When visiting Lanesville Community Schools, visitors must present their driver's license to a designated staff member. The Raptor system will perform a quick background check on the visitor and print a badge. The office staff will then issue a visitor's ID badge that must be worn while in the building.

Taking Your Child to the Classroom: Do not go to a teacher's room before checking in at the office. If you do not have an appointment, it is likely that classroom instruction will be interrupted; but you can leave a message for the teacher at the office and he/she will phone you to set up an appointment. Please understand that this procedure is for the academic success and the ultimate safety of your child. A staff member will be happy to escort any student to their classroom if necessary. It is imperative that classrooms are not interrupted once the instructional day has begun.

Office Hours: Please remember the office closes at 3:45 pm and there will be no one to answer the door or phone after this time.

After School Hours: Students **will not** be permitted to return to the classroom after dismissal for forgotten items such as homework, books, projects, devices, etc.

CLASSROOM PARTIES

This year we will be having three class parties: Fall, Winter, and Valentine. Parents will have the opportunity to attend one class party. Your child's teacher will send home a letter to be completed if you would like to help. All classroom parties, K-4, will be held the last hour of the day (i.e. M-Th Parties 1:30-2:30 pm, Friday Parties 1-2 pm). **Please remember, due to food allergies, all items must be store bought with the ingredients list attached AND peanut free.**

COMMUNICATION

Communication between home and school is very important to your child's education. You will receive a weekly newsletter from the office. Information is available from the school website (www.lanesville.k12.in.us), as well as Harmony. These instruments will keep your family informed of what is going on at school.

COUNSELING SERVICES

The school counselor implements a comprehensive school counseling program that supports students, staff, parents, and the community. The program provides education, prevention and intervention activities, which are delivered through guidance lessons, small group counseling and individual counseling. The program teaches knowledge, attitudes and skills students need to acquire in academic, career and social/emotional development, which serve as the foundation for future success.

Guidance lessons cover topics such as: self-esteem, conflict resolution, anger management, study skills, and career awareness. Guidance lessons are delivered to every classroom on a regular basis.

Small group counseling and individual counseling is offered to students on an as-needed basis and serves as an additional support to students who may need more individualized instruction.

If you believe your child may need on-going, extensive, therapeutic services, the school counselor can provide you with resources for an outside agency.

DRESS CODE

Good grooming is encouraged. Children should wear clothing and shoes that allow them to participate in all school activities including recess and physical education. While standards of dress change with the times, we know that what is appropriate at one time or place may not be appropriate at another. In the long run, attitudes of society will determine how we dress for different occasions. The primary requirement for the appropriateness of any dress for children is the cooperation of parents.

We have adopted the following dress code for students:

1. Clothing is to be clean, properly fitting, and appropriate for the weather. Clothing may not contain holes that expose skin.
2. Clothing with inappropriate writing or pictures is not permitted. This includes advertising for cigarettes, alcohol, or anything else inappropriate for elementary students.
3. All skirts and shorts are to be of appropriate length. Shorts and skirts slightly above the knee are permitted.
4. Pants must be worn at the waist.
5. Students must wear appropriate shoes or boots. No flip-flops, high heels, platform heels, or shoes with wheels are allowed at any time. Sandals must have a strap to secure the shoe to the foot. Sneakers or athletic shoes are encouraged.
6. Students may not wear baggy clothing, strapless/spaghetti-strap tops, or belly shirts.
7. Students may not wear hairstyles/colors, chains, tattoos, bandannas, artificial nails, hats, jewelry (no body piercing or dangly earrings), or other clothing that may distract from the learning environment.
8. Hats/bandannas/hoods are not to be worn inside the school building.

***Physical Education – Tennis shoes with a rubber sole are required for all students on P.E. days. Tennis shoes must fasten with a "traditionally" tied shoestring or Velcro.**

EMERGENCY DRILLS

All schools are required by state law to conduct the following drills:

- monthly fire drill
- one take cover (manmade occurrence) drill per semester
- one take shelter (tornado) drill per semester

The purpose of these drills is to teach children how to respond in a rapid, orderly, and safe manner in emergency situations.

EMPOWERED USE POLICY

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 canceled 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.

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

The following types of information has been designated by the school corporation as directory information and will be disclosed without consent except as set out below:

Student's name, address, e-mail address, telephone listing, photograph or video not used in a disciplinary manner, date of birth, field of study, student work displayed at the discretion of the teacher, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, diplomas and awards received, grade level or year (such as freshman or junior), Student ID number, and teacher name.

If a parent/guardian or eligible student does not wish to have some of the above listed Directory Information items released without prior parent's or eligible student's consent, such parent or eligible student must submit a written signed statement indicating that consent must be secured to: High School Principal, 2725 Crestview Ave NE, Lanesville, Indiana 47136. Such statements must be submitted no later than August 31st of a school year or within thirty (30) days of the student's initial enrollment for the school year.

EXTRA CURRICULAR ACTIVITIES

Extra Curricular Activities Offered:

5th & 6th grade boys and girls basketball	4 th – 6th Science Bowl
5th & 6th grade cheerleading	4 th – 6th Spell Bowl
*5th & 6th grade boys and girls cross-country	4 th – 6th Math Bowl
*5th & 6th grade boys and girls track	*5th & 6th grade boys and girls tennis
*if invited by the Junior High School coaches	5th & 6th girls volleyball

Extra Curricular Activity Protocol

- Only those students participating in an after school event may remain after 3:00 pm.
- 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. In addition, a change of transportation form should be given to the office.
- 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 any time during the day, you may not attend or participate in any 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.)
- Students may not score below 70% in more than one non-ISTEP class. Grades will be checked at mid-term and at the end of the nine week grading period (semester grades will take precedent).

FIELD TRIPS

Lanesville Elementary students are given the opportunity to visit nearby points of interest each year. These trips are designed to support the regular curriculum and are planned by classroom teachers. The safety of our students is our number one priority, therefore the following protocols have been established:

Parent Chaperones: Lanesville Elementary encourages parents to participate in field trips in order to assist with the supervision of students. As a volunteer chaperone you will be **required to have a Background Check** on file. Background checks must be completed no later than two weeks before the scheduled event. You will be entrusted with the responsibility of supervising students in your child's class and your participation is key to the success of the trip. If you do not have a background check on file and you choose to show up to a public venue to be with your child, you will not be considered a volunteer chaperone and your child will not be considered a participant in his/her class trip. They will not be able to ride the bus to or from the location of the field trip and will also be counted absent from school that day.

Parent Transportation: All students are required to ride the bus to and from school on field trips. Volunteer chaperones will be responsible for providing his/her own transportation.

Siblings: If you wish to serve as a volunteer chaperone, please note that other children are not allowed on the field trip. If you do bring other children with you on the field trip, you will not be considered a volunteer chaperone and your child will not be considered a participant in his/her class trip. They will not be able to ride the bus to or from the location of the field trip and will also be counted absent from school that day.

FOOD SERVICE/CAFETERIA

The Lanesville Community School Corporation serves nutritious meals each day.

[Menus are posted monthly on our school website](#) to keep parents and students informed. Meals for the 2022-2023 school year are free to all families per a federal waiver.

	Breakfast Per Day	Breakfast Per Week	Lunch Per Day	Lunch Per Week	Extra Milk
Student Full Price	\$1.80	\$9.00	\$2.70	\$13.50	\$0.55
Student Reduced Price	\$0.30	\$1.50	\$0.40	\$2.00	\$0.55

- Students may bring their own lunch from home, although food from any restaurant (fast food or sit down), glass containers, and soft drinks are prohibited in the school cafeteria
- Students may purchase milk for their sack lunch for .55 cents.
- Adult supervision is provided at lunchtime and proper conduct by each child is required.
- As much as we love having our families in our building, we currently do not have any extra room in our cafeteria for family members to eat lunch with us. We hope this will change in the future and we will be able to have visitors once again. Thank you for your patience!

Student Accounts:

- Parents are encouraged to make an initial deposit into their child's/children's account at the beginning of the year. It is the parents' responsibility to make sure that the account stays current.
- The Cafeteria Manager will send home a notice to inform you that a negative balance remains in your account and that additional money needs to be sent into the cafeteria. Lunch must be paid for in advance, not arrears.
- Once a "Negative Balance" reminder is sent home with the student, absolutely no extra items will be allowed to be purchased until the account is no longer in arrears.
- If you have questions about your child's meal account, please contact the school cafeteria at 812-952-3000, ext. 248.

Sending Money to School:

- Money can be sent directly to school.
- **All lunch money sent to school should be sent in an envelope with the student's name and teacher's name on the outside.**
- For your convenience, online payment is available through your student's Harmony account.

Cafeteria Rules:

We expect our students to show **EAGLE** expectations while in the cafeteria. The rules of the cafeteria are as follows:

- Stay in your seat
- Walking feet only
- Use good manners please
- Quiet Voices
- Keep your whole body to yourself
- Pick up all trash on floor and tables

GRADING SCALE

The purpose of grading and reporting of student progress is to engage educators, students, and parents in a partnership to increase student learning. The grades earned by a student are a measure of the student's mastery of the grade level approved by the State Board of Education. Students are required to demonstrate the knowledge and skills necessary to read, write, compute, problem solve, think critically, apply technology, and communicate across all subject areas.

The following grading scale is used for Kindergarten students

4	Exceeds Mastery – Student applies standard in ways that are in-depth and beyond expectations
3	Mastery – Student consistently demonstrates mastery of the standard
2	Approaching Mastery – Student shows some understanding of the standard
1	Intervention – Student needs more practice understanding the standard
/	Not Assessed

The following grading scale is used for intermediate students (gr. 1–6):

90%–100% – A 80%–89% – B 70%–79% – C 60%–69% – D below 60% – Not Yet (NY) Incomplete Work – I

HOMEWORK POLICY

It is the discretion of the classroom teacher whether or not they will assign homework. For those that do assign homework, the main purpose of homework is to support the mastery of Indiana Academic Standards while developing discipline that is necessary for positive study and thinking skills. Homework is a foundational skill that must be developed and is designed to be a constructive tool in the teaching – learning process. Homework is assigned on a consistent basis. Preparation for tests may be in addition to routine homework. We encourage every child to read at least 20 minutes per night as part of the homework routine. As students progress through the elementary grades, the amount of work required outside the classroom increases. A rule of thumb for how much time should be spent on homework is 10 minutes per grade level:

Example:

Kindergarten – 5–10 minutes
1st grade – 10 minutes
2nd grade – 20 minutes
3rd grade – 30 minutes

4th grade – 40 minutes
5th grade – 50 minutes
6th grade – 60 minutes

The Purpose of Homework:

- To help students develop independent work-study habits.
- To reinforce learning that has taken place at school.
- To bring the home and school closer together.
- To aid parents in observing their child's progress.

Parents are Encouraged to:

- Provide their child with a suitable place and quiet time to complete required work.
- Show a positive interest in homework and all other schoolwork.
- Serve as consultants about problems, but not do the work or serve as editor.
- Provide the student with stimulating activities (e.g., oral reading, flashcard drills, computer practice)

Returning to Classroom after School:

Students may not return to their classrooms following school hours to retrieve missing books, devices, homework, coats, lunchboxes, etc. All classroom doors are locked at all times due to safety procedures put in place by LCS Administration. It is our goal to instill a strong sense of responsibility and organizational skills in our students and to get routines established to prepare students departing school unprepared.

Make-up Work for Absent Students:

If your child has to miss school, please contact the teacher to request make-up work. Teachers are in the classrooms all day with students, so they need time to prepare a package of work for your child. When possible, it will be available in the school office after school that day or it can be sent home with another child. If it can't be prepared that day, it will be available the following day. Students who are absent from school (for whatever reason) are expected to make up missed work. Absent students will be given one day for each day of absence to complete all missed work and homework assignments. It is the student's responsibility to return the make-up work ON TIME. Work not completed may be given partial or no credit.

LIBRARY

Each class is assigned to a library period each week. During that time students may return and check-out books, listen to a story, or learn library skills. Students may also exchange books at other times with the permission of their teachers. The student checking out the book is responsible for returning the book. If a student has not returned a book, restrictions on checking out books may apply. Please treat all books with care to preserve the library for all students. If your child doesn't return their books, there is a financial cost to their parent(s).

LOST AND FOUND

Children, naturally, will lose things. The lost and found area is located just outside of the elementary office. Please check this area often to claim lost items. Unclaimed items will be discarded or donated to the Salvation Army or Goodwill. Putting your child's name in clothing items will help us return them to their owner.

PARENT/TEACHER ACTIVITIES

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 any time.

PETS AT SCHOOL

Occasionally, children wish to bring pets to school. If the animal is unusual, there may be justification in bringing it to school. Generally, house pets do not qualify. **Before bringing an animal to school, the child must get the teacher and office permission.**

PROTECTION OF PROPERTY

This school is public property, and as such it is in the best interest of all residents to maintain it in excellent condition. We need the cooperation of all children who attend to respect and care for the building.

Care of personal property is an ever-present problem as it is lost, damaged, or stolen. Children should not bring items to school that are not necessary for classroom activities. Each child is to be responsible for his or her own belongings. Clothing (especially coats) should be marked with the child's name. A child should never carry amounts of money, greater than necessary for the school day. The school is not responsible for lost or stolen items. Please leave money, Ipods, phones, and other electronics at home.

RECESS

Recess is an important part of the student's day, both for physical exercise and social interaction. Your child should be prepared to go to recess each day, unless he/she has been ill. Students should have proper attire for recess. If your child must be excluded from recess due to medical reasons, please send a note stating the reason he/she should not participate. Our school nurse may contact you if she has a concern. We will be going outside as often as possible during winter months. Therefore, please make certain your child has outer garments for these times.

Students will not be permitted to play tackle-football, dodgeball, tag games, or do gymnastics due to safety concerns. Ropes are for jumping only.

REPORT CARDS

Report cards will be available to parents at the end of each nine-week grading period. Parents are encouraged to check their student's grades regularly via Harmony Family Access account. If you note a concern, you please contact your child's teacher to discuss the report and your child's progress.

RESTRICTED 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.

All objects other than required school materials must be approved by the classroom teachers before bringing them to school e.g., iPods, tape recorders, CD players, video games, playground equipment, toys, phones, etc. These items are prohibited to be used in the school building during the school day and will be confiscated if any disruption occurs.

Occasionally children bring potentially dangerous toys and other items to school. Certain items are forbidden and will be confiscated. These include all toy guns, knives, matches, cigarette lighters, clackers, and pointed objects. This includes any toy that resembles the previously mentioned items. Certain toys

may be brought to school only after special permission is granted by the teacher. Naturally, parents may reclaim any confiscated object. No trading or selling will be allowed during school hours. The school is not responsible for the loss or damage of these items. No items that could create a distraction to the learning environment or cause safety concerns will be allowed.

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 his/her potential, or lack of attendance.

REWARDS AND INCENTIVES

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

Perfect Attendance: Students are rewarded for meeting the handbook guidelines for perfect attendance each nine-week period.

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.

SCHOOL BUS RULES AND INFORMATION

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.

All students are under the supervision, direction and control of the bus driver while being transported on a school bus. The bus driver has the right to suspend a student from riding the bus for one day at a time. The building principal may add additional days as they feel the incident warrants. Parents will be notified by phone when possible.

Safety Rules

1. Be at your bus pick-up **ON TIME**. An early start will assure this.
2. Wait your turn to load the bus.
3. Avoid standing or playing on the road while waiting for the bus.
4. Obey the bus driver promptly and cheerfully. Realize that they have a big responsibility and that it is your job to help.
5. Watch your step going to and from your stop, and getting on and off the bus. Where there are no sidewalks, walk on the edge of the road **FACING** oncoming traffic.
6. Show consideration for the property where your bus stop is located.
7. Damage and destruction at the stops results in discontinuance of these stops.
8. Horseplay, littering, loud and boisterous conduct on the bus will not be allowed. This type of conduct distracts a driver and may result in a serious accident endangering everyone on the bus. Students are expected to stay seated at all times unless they are unloading at a stop.

9. Musical instruments that can be carried on a bus without taking up room of another student or blocking exits, may be carried on the bus.
10. Misconduct such as profanity, boisterousness, throwing things, destruction of school property, fighting, loading or unloading improperly, lighting matches, smoking, changing seats when the bus is in motion, eating on the bus, insolence, or obscene gestures shall be cause for dismissal of the student from the bus. A formal complaint form or bus conduct report will be given to the Principal and a school official will make contact with the parent.
11. Students under suspension from one bus **MAY NOT** ride another bus for the period of suspension. Permanent suspension may be made for flagrant violations of school transportation rules.
12. Drivers are **NOT** permitted to allow passengers to load or unload at any point other than those specifically assigned to each student except by **WRITTEN** request from parent and **APPROVAL** by a designated school official.
13. Students who have to cross a road at a loading point or after unloading shall do so on a driver signal at a point 10 feet in **FRONT** of the bus. This allows the driver and the student to make eye contact. Students refusing to cross in front of the bus will be denied use of transportation.
14. Where it seems advisable and appropriate, a driver may assign a student a specific seat on the bus and the student shall occupy that seat. Changes in seat assignments may be necessary and will be made by the driver in charge of the bus.
15. Animals such as snakes, mice, or pets of any type **MAY NOT** be brought to school on the bus. Students desiring to bring such items to school should arrange for parent transportation on those days.
16. **MOVING FROM ONE SEAT TO ANOTHER WHILE THE BUS IS IN MOTION IS NOT PERMITTED.**

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	Ann Shaffer		502-296-6899
3	Anna Stockoff		317-446-0658
4	Jody Jones	812-968-3961	812-972-1620
6	Chris Lasley		812-267-2101
7	Sheila Emily		812-736-0177
8	Mike Emily	812-366-3623	812-596-0542
13	Stephen Shaffer		812-267-8520

SCHOOL HEALTH SERVICES

A school nurse oversees the health services offered at this school. If emergency medical treatment is necessary, the parents will be contacted. If parents are not available, the child will be taken to the hospital by ambulance at the parents' expense. **Remember, an emergency telephone number where parents can be reached must be on file and is vital in reaching parents in the case of an emergency.**

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:

Grade	Required		Recommended
Pre-K	3 Hepatitis B 4 DTaP (Diphtheria, Tetanus & Pertussis) 3 Polio	1 Varicella (Chickenpox) 1 MMR (Measles, Mumps & Rubella) 2 Hepatitis A	Annual influenza
K-5 th grade	3 Hepatitis B 5 DTaP 4 Polio	2 Varicella 2 MMR 2 Hepatitis A	Annual influenza
6 th -11 th grade	3 Hepatitis B 5 DTaP 4 Polio 2 Varicella	2 MMR 2 Hepatitis A 1 MCV4 (Meningococcal) 1 Tdap (Tetanus, Diphtheria & Pertussis)	Annual influenza 2/3 HPV (Human papillomavirus)
12 th grade	3 Hepatitis B 5 DTaP 4 Polio 2 Varicella	2 MMR 2 Hepatitis A 2 MCV4 1 Tdap	Annual influenza 2/3 HPV 2 MenB (Meningococcal)

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. Exceptions 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.

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.

Medications at School

1. 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.
2. ALL medications must be FDA-approved and kept in the original container.

3. All prescription medication must be in the pharmacy labeled bottle or packaging with the following information:

Prescription number

Doctor's name

Dosage

Child's name

Name of medication

Time to be given

4. Any change in medication, dosage, or time to be given, must be in written form with the parent and healthcare provider's signature.
5. All medication brought to school for administration by staff will be kept in a locked container.
6. It is the responsibility of the parent/guardian to make sure the medication is delivered safely to the school nurse or her designee.
7. School nurse will provide instruction/training as needed to those staff members who dispense medication to students.
8. 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.
9. **Non-prescription medications** must be accompanied by a medication form that is completed and signed by the parent or guardian.
10. All nonprescription medication must be in the original container and be clearly labeled with the child's name.
11. 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.**
12. 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 for pick-up. Medications left at school after this time will be destroyed in the presence of a witness.

Illness and Returning to School

Students should not come to school if they are experiencing any of the conditions mentioned below. If at school, students will be sent home from school for the following reasons and require a doctor's statement for readmission:

1. Reddened eye(s) with possible drainage, matting, or discomfort.
2. Recurrent or persistent skin infections – including scabies.
3. Unexplained or undiagnosed rash.
4. Injury involving documented loss of consciousness.
5. Untreated drainage from skin.

Students should not come to school if they are experiencing any of the following symptoms.

Consequently, students will be sent home from school for the following reasons/symptoms:

1. Temperature of 100 or over. Students must be fever-free for 24 hours without the aid of fever reducing medication such as Tylenol/Ibuprofen before returning to school.
2. Temperature of 96.5 or lower.
3. Lice (pediculosis) – Students will be sent home if live bugs are found. If a student has nits, he/she may remain at school for the day, but should be treated before returning to school.
4. Vomiting. Student must be free of vomiting for 24 hours before returning to school.
5. Diarrhea. Student must be free of diarrhea for 24 hours before returning to school.

Severe Allergies at School

If your child has a potentially life threatening allergy to food, insect stings, latex, or other allergens, please be sure to have your child's health care provider complete an Allergy Action Plan for your child and provide the school with an EpiPen. A school nurse or other trained school employee may give the EpiPen according to the directions on the Allergy Action Plan. But, what if your child has an allergic reaction for the very first time at school and has never been diagnosed with an allergy? The nurse at Lanesville Elementary School is prepared to handle these potentially life threatening allergic reactions as well. The school nurse may use a lifesaving medication called an EpiPen according to orders from the medical advisor. If you do not want your child to receive the life saving measure of medication from an EpiPen, please contact your school's nurse in writing.

Health and Wellness in the Classroom

To ensure the safety and health of all students, all food items brought to school to be served to students or classrooms must be store-bought and include an ingredient label with allergens and carbohydrate counts. For celebrations, non-food items or healthy snacks are encouraged. Foods provided for classroom parties or holiday celebrations must comply with USDA Smart Snacks in School nutrition standards.

Sample Snack List

- Fresh Fruit*
- Raisins/Dried Fruit*
- Pretzels – Whole Grain*
- Lite Popcorn*
- Graham Crackers – Whole Grain*
- Cheese Sticks*
- Whole Grain Goldfish*
- Vegetable Sticks*
- Applesauce*
- Fruit Cups*
- Whole Grain Crackers*
- Nutri-Grain Bars*
- Gogurt*
- Teddy Grahams*
- Trail Mix
- Granola Bars
- Jr. Clif Bars
- Snack Size Cereal

*peanut free. Anything that contains nuts or has been processed in a facility that handles nuts is NOT peanut free. Please check all items to ensure they are peanut free. Snacks not on the list can be determined to be a Smart Snack at: <https://foodplanner.healthiergeneration.org/calculator/>

SCHOOL HOURS

7:30 – Doors open/Elementary Office Opens/Students gather in the gym

7:55 – Morning Meeting/School Begins

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

10:15–11:55 – Lunch Served (class schedules will be set)

2:45 – Car Rider Dismissal

*2:15 on Friday

2:50 – Walker Dismissal

*2:20 on Friday

2:53 – St. Johns Dismissal

*2:23 on Friday

2:55 – Bus Rider/YMCA Dismissal

*2:25 on Friday

3:45 – Elementary Office Closes

*3:15 on Friday

*Please remember there will be no one to answer the door or the phone after the elementary office closes.

After School Hours: Students will not be permitted to return to the classroom after dismissal for forgotten items such as homework, books, projects, etc.

SCHOOL PICTURES

School Pictures are taken in the fall and again in the spring. Information will be sent home before the pictures are taken for your review. **All students will have their picture taken for the yearbook in the fall, but only those students submitting an order form and payment at the time the photograph is taken will receive picture packages.** If your child is absent, you may have the pictures taken on a retake date, provided such a date has been set. Spring pictures are also prepaid only. Only students who bring in an order form and payment will have their pictures taken. Children should be dressed in a typical school dress. No hats, sunglasses, special costumes, or uniforms will be allowed.

SCHOOL RECORDS

All student records are maintained by the LES staff and administration. These serve as a documented record of your child's educational experience as well as a useful planning tool. Access to this information is controlled by provisions of the Family Education Rights and Privacy Act of 1974 (FERPA). 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 failure 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.

Any change of guardianship, address, or telephone number should be reported to the office immediately. It is most important that this information be kept current. Parents changing jobs during the school year need to update us as to their new place of employment as well as new telephone numbers.

Annual Notice to Parents & Students of Their Rights Concerning Education Records To Parents and Students Education records are governed by federal and state laws and regulations.

The requirements of these laws and regulations are contained in school board policy # 5125, entitled Education Records. Generally this policy provides for the following:

1. Records are confidential and may be disclosed only as provided in the policy. 29
2. The policy concerns both elementary and secondary student education records.
3. Parents and students have a right to examine their student's education records at reasonable times.
4. Before education records are disclosed to third parties, the school requires a signed and dated written consent of either: (1) A parent of a student who is less than 18 years of age and not attending a post-secondary educational institution; or (2) A student who is at least 18 years of age or attending a post-secondary institution (an eligible student).
5. Certain persons may examine education records without a parent's or eligible student's consent, as provided in the above paragraph. These include school officials who have legitimate educational interests; officials of another school, school corporation, or institution of post-secondary education where the student seeks or intends to enroll; and officials of another school, school corporation, or other educational agency in which the student is enrolled or receiving services. This School Corporation forwards education records to these agencies without prior notification to the parent or eligible student.
6. Directory information will be released to media organizations (including radio, television, and newspapers), colleges, civic or school related organizations, and state or local government agencies without the consent of a parent or eligible student. Directory information includes Student's name, address, e-mail address, telephone listing, photograph or video not used in a disciplinary manner, date of birth, field of study, student work displayed at the discretion of the teacher, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, diplomas and awards received, grade level or year (such as freshman or junior), Student ID number, teacher name, and other similar information which will not generally be considered harmful or an invasion of privacy if disclosed. A parent or eligible student may object to disclosure of any of the categories of directory information by filing form (Denial of Permission to Release Certain Directory Information without Prior Written Consent) from the principal's office no later than fourteen (14) calendar days from the date of receipt of this notice.

SCHOOL SERVICES

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. 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 a curriculum that is stimulating and meets their needs. The focus of the program is conducted within the

classroom using differentiated instructional methods and activities. Testing is provided to kindergarten, 2nd, and 5th grades in the spring. 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.

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 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.

SNACKS

Students are allowed to bring their own snack for the classroom. **ALL food items must be PEANUT FREE.** This is to ensure the safety of all students. Here is a list of some peanut/tree nut snacks your child may bring to school. This list is not comprehensive and may be added to at any time.

Fruits/Vegetables

Any fresh fruit
Applesauce cups
Raisin, Craisins, and other dried fruits
Fruit cups (NOT DEL MONTE)
Fresh vegetables
Vegetable Dips

Cheese/Dairy

Yogurt in individual cups or tubes
Pudding in individual cups, cans or tubes
String cheese or other cheeses
Drinkable yogurt or smoothies
Cottage cheese

Crackers

Triscuits, Wheat Thins, Vegetable Thins
Ritz crackers/dinosaurs/sticks (Not Ritz Bits or sandwiches)
Town House, Club, Toasteds
Cheez-Its, Cheese Nips, Better Cheddars
Saltines, Oyster crackers
Wheatbles, Air Crisps, Munch'ems,
Keebler Snack Stix
Brenton brand crackers
Goldfish crackers
Graham crackers, Graham cracker sticks
Teddy Grahams
Animal Crackers (Austin, Zoo, Barnum)

Cereals

Cheerios (NOT Honey Nut or Frosted)
Chex (Rice, Corn, Wheat)
Cinnamon Toast Crunch
Corn Flakes
Crispix
Frosted Mini-Wheats
Kashi (Go Lean Crunch, Good Friends, Cinnamon Raisin, Heart to Heart) cereals
Kix
Life (NOT Vanilla Yogurt Crunch)
Wheaties

Other Snack Items

Small bagels (Lenders or Thomas brand) with cream cheese (no nut type)
Popcorn
Pretzels
Nutrigrain cereal bars/yogurt bars
Special K Bars (NOT Honey Nut)
Special K Snack Bites
Fig Newtons (all flavors)
Rice Cakes (Not Quaker brand, not nut free)
Cheez-It Party Mix/ Munchie Party Mixes
Kellogg's brand Rice Krispie Treats (original)
Sun Chips
Yogos/Yogo Rolls

READ EVERY LABEL EVERY TIME!

FOOD LABELS AND INGREDIENTS MAY CHANGE

TELEPHONE USE BY STUDENTS

Students will not be allowed to make calls. Students will not be permitted to call home to obtain forgotten homework, chromebooks/tablets, lunch boxes, backpacks, band instruments, practice wear/items for sports, etc.. Students are expected to take responsibility for getting items needed to school.

TEXTBOOKS

Lost or damaged textbooks and/or school supplies belonging to the school are the responsibility of the student. Parents will be required to pay for the replacement.

TRANSPORTATION CHANGES

- Keeping each student safe is critical.
- Students may only be picked up during school and after school by parents or adults listed in the emergency section of the enrollment record.
- 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 **1:00 pm** on the day of the change. Should you need a printable copy, it is also located on our website.
- If you need to make a change of transportation after 1:00 pm, please be sure to call the office.
- Children **WILL NOT** be allowed to change their afternoon dismissal plans unless we have a completed form (paper or online) from their parent/guardian.

VOLUNTEERS

Parents, grandparents, and other family members are an important part of a child's life. We welcome your help during celebrations and programs or as a volunteer in the library or classroom. All volunteers must present their driver's license to obtain a visitor's pass. In addition, any volunteers that will be working with students without the supervision of a staff member or attending field trips will be required to have a background check on file. This policy is to ensure student safety. Background checks will be processed in the elementary office as field trips and other events are scheduled. We encourage you to become involved! Those interested should contact the classroom teacher or the elementary office.