

# Central Elementary

Parent / Student Handbook

## 2021-2022



500 Short Street  
Lawrenceburg, IN 47025  
CES Phone (812) 537-7279  
CES Fax (812) 537-7063

Our District's Tip Reporting Service  
Phone (812) 496-4470  
Text your tip to (812) 496-4470  
Email [1685@alert1.us](mailto:1685@alert1.us)  
Web <http://1685.alert1.us>

# Central Elementary School

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**Central Elementary School**

500 Short Street

Lawrenceburg, IN 47025

Phone (812) 537-7279

Fax (812) 537-7063

Dear Central Elementary School Parents/Guardians,

It's hard to believe but it's that time of the year again, the beginning of a new school year. Welcome back!

I have an open door policy and am here to serve the children, as well as their support network. Please do not hesitate to call or stop in to discuss the successes or challenges of your student. I am here to ensure that all children are achieving at their highest potential.

Your child will receive the best education when you and our dedicated teachers work as a team. Parents' enthusiasm, support and involvement inspire children to do their best; and a teacher's ability to teach what they need to learn. Together we can achieve wonderful things when we are all working for the benefit of children.

The policies/procedures contained in this booklet are essential for setting a positive climate for the educational process. Please review these with your child as they will be enforced daily so all children are successful. Please feel free to stop in and discuss your concerns or simply visit our school. You are always welcomed at Central Elementary School!

In closing, I encourage you to fully embrace the moment and urge you to take the time from your busy schedule to become familiar with our school. I am here to serve you in whatever capacity you may need.

Thank you for your commitment to your child's education, and I look forward to building our educational partnership.

Good Luck in this school year!

Mrs. Staci Knigga  
Principal

# General Statement

This Student/Parent Handbook is based in significant part on policies adopted by the Board of School Trustees and Administrative Guidelines developed by the Superintendent. Those Board Policies and Administrative Guidelines are incorporated by reference into the provisions of this Handbook. The Policies and Administrative Guidelines are periodically updated in response to changes in the law and other circumstances. Therefore, there may have been changes to the documents reviewed in this Handbook since it was approved by the Board of Trustees on July 15, 2013. If you have questions or would like more information about a specific issue or document, contact your school principal or access the document on the Corporation's website: [www.lburg.k12.in.us](http://www.lburg.k12.in.us) by clicking on "District" and finding the specific policy or Administrative Guideline in the Table of Contents for that section.

## Central Elementary School Mission Statement

The Central Elementary School community is committed to the education of all students. Our learning environment recognizes and respects each individual, enables each child to maximize his or her potential, and develops responsibility within each child. This positive environment encourages our students to become lifelong learners.

## School Calendar 2021-2022

### Central Elementary School Calendar 2021-2022

August 4, 2021	First Student Day
September 6, 2021	No School - Labor Day
October 7, 2021	End of First Nine Weeks (46 days)
October 8 - 15, 2021	No School - Fall Break
Week of October 25, 2021	Parent-Teacher Conferences; specific dates TBA
November 24-26, 2021	No School - Thanksgiving Break
• November 24 (snow make-up day)	
December 17, 2021	End of Second Nine Weeks (42 days) and First Semester (88 days)
December 20-31, 2022	Winter Break - No School
January 3, 2022	Start of Second Semester
January 17, 2022	No School - Martin Luther King Day (snow make-up day)
February 21, 2022	No school - Presidents Day (snow make-up day)
March 11, 2022	End of Third Nine Weeks (48 days)
March 14-25, 2022	Spring Break - No School
• March 14-18 will be used as snow make-up days, as needed.	
April 15, 2022	No School - Good Friday (snow make-up day)
May 27, 2022	Last Student Day - End of 4th Nine Weeks (48 days) & 2nd Semester (92 days)

All other snow make-up days will be at the end of the regularly scheduled year, as needed.

### eLearning Days

- August 18th, 2021
- September 15th, 2021
- November 10th, 2021
- December 8th, 2021
- January 14th, 2022
- February 18th, 2022
- April 14th, 2021

\*\*\* Calendar is subject to change pending Board of Trustee approval.

## CES Office Hours

Our regular office hours are from 8:00 AM to 4:00 PM each day.

Central Elementary Office Staff:	Mrs. Knigga – Principal
	Mr. Jared Leiker- Assistant Principal
	Mrs. Myers – Secretary
	Mrs. Gilmour – Bookkeeper
	Mrs. Stacey Palmer– School Nurse
	Ms. Schmarr – Social Worker

### Lawrenceburg Community Schools Telephone and Fax numbers

LCSC Administration Office	Phone (812) 537-7200	Fax (812) 537-0759
Lawrenceburg Primary School	Phone (812) 537-7239	Fax (812) 537-5746
Central Elementary School	Phone (812) 537-7279	Fax (812) 537-7063
Greendale Middle School	Phone (812) 537-7259	Fax (812) 537-6385
Lawrenceburg High School	Phone (812) 537-7219	Fax (812) 537-7221

## Student Day / Recess / Lunch

8:10	1 <sup>st</sup> Bell - Students may enter the building
8:30	2 <sup>nd</sup> bell - Students are to be in classroom
8:35	3 <sup>rd</sup> bell – Tardy Bell / Announcements / Morning News Broadcast
11:00-1:00	3 <sup>rd</sup> /4 <sup>th</sup> /5 <sup>th</sup> Lunch / Recess
3:40	Student Dismissal

## Anti-bullying

(a) Bullying is **prohibited** by the School Corporation. Students who commit any acts of bullying are subject to discipline including, but not limited to, suspension, expulsion, arrest, and/or prosecution.

(b) Definition: “Bullying” is defined as overt, unwanted, repeated acts or gestures, including verbal or written communications or images transmitted in any manner (including digitally or electronically); physical acts committed; aggression; or any other behaviors committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the targeted student, creating for the targeted student an objectively hostile school environment that:

- (1) places the targeted student in reasonable fear of harm to his or her person or property;
- (2) has a substantially detrimental effect on the targeted student’s physical or mental health;
- (3) has the effect of substantially interfering with the targeted student’s academic performance; or
- (4) has the effect of substantially interfering with the targeted student’s ability to participate in or benefit from the services, activities, or privileges provided by the school.

Bullying includes making discriminatory remarks, including racial slurs.

Bullying does **not** include:

- participating in a religious event;
- acting in an emergency involving the protection of a person or property from an imminent threat of serious bodily injury or substantial danger;
- participating in an activity consisting of the exercise of a student's freedom of speech rights;
- participating in an activity conducted by a nonprofit or governmental entity that provides recreation, education, training, or other care under the supervision of one (1) or more adults;
- participating in an activity undertaken at the prior written direction of the student's parent; or
- engaging in interstate or international travel from a location outside Indiana to another location outside Indiana.

(c) Applicability: The School Corporation prohibits bullying in all forms. This policy may be applied regardless of the physical location in which the bullying behavior occurred, whenever the individual committing the bullying behavior and any of the intended targets of the bullying behavior are students attending a school within the School Corporation and disciplinary action is reasonably necessary to avoid substantial interference with school discipline or prevent an unreasonable threat to the rights of others to a safe and

peaceful learning environment. The School Corporation prohibits bullying through the use of data or computer software that is accessed through any computer, computer system, or computer network.

(d) Education: All students may be required to receive information on anti-bullying measures.

(e) Reporting: Anyone who believes that a student has possibly been or is the victim of bullying is encouraged to **immediately** report the situation to an appropriate staff member such as a teacher, school counselor, or administrator (including the Superintendent). All staff who observe or receive a report of suspected bullying shall **immediately** notify a designated school administrator in charge of receiving reports of suspected bullying. If a staff member does not know who to make a report to, he or she should report directly to the building principal or Superintendent. Bullying reports to the Department of Child Services and/or law enforcement must be made as required by law, such as when a staff member believes that a student is the victim of abuse or neglect. Any person who makes a report of bullying and requests to remain anonymous will not be personally identified as the reporter or complainant to extent permitted by law. The School Corporation will act appropriately to discipline staff members who fail to initiate or conduct an investigation of a bullying incident and for persons who falsely report an incident of bullying.

(f) Investigation: Once a report of suspected bullying is received by the designated school administrator, an expedited investigation shall follow. The investigation should be facilitated by the designated school administrator or other appropriate school staff. Information relating to the investigation will be gathered using means including, but not limited to: witness interviews, request for written witness statements, record identification and review, and an assessment of whether bullying occurred. The investigation will be initiated within one (1) business day of the report to the designated school administrator and will ordinarily be completed within thirty (30) calendar days.

(g) Intervention/Responses: If a report of suspected bullying is substantiated through an investigation, then the School Corporation shall take appropriate intervention and responses as consistent with policy and procedure. The School Corporation will take prompt and effective steps reasonably calculated to stop the bullying, remedy the bullying, and prevent the bullying from recurring. Interventions and responses include, but are not limited to: separating the bully and the target; follow-up school counseling for the target; bullying education for the bully; and prompt disciplinary action against the bully. These steps should not penalize the target of the bullying. Disciplinary actions against the bully may include, but are not limited to: suspension and expulsion for students; discharge for employees; exclusion for parents, guests, volunteers, and contractors; and removal from any office for governing body members. Also, if the acts of bullying rise to the level of criminal offense the matter will be referred to law enforcement.

(h) Parental Involvement: Parents are encouraged to be involved in the process of minimizing bullying. Parents should report suspected acts of bullying to an appropriate school official. In addition, parents of students suspected of bullying will be notified with a phone call or through other appropriate means of communication. Conversely, parents of students suspected of being the target of acts of bullying will also be notified with a phone call or through other means of appropriate communication. Parent notifications will occur in an expedited manner within one (1) business day after the designated school administrator receives the report of suspected bullying. Parents of students who are disciplined for acts of bullying will be involved in the disciplinary process consistent with the law and School Corporation policy.

## Art Class

All students (grades 3-5) are assigned to a regularly scheduled art class and are expected to participate in the day's lesson. While all students are encouraged to look their best at all times, care should be taken when planning daily wardrobes on scheduled art days. Extra care will be taken to keep paint and other media off of clothes, but accidents do happen. It is best if students do not come to art in their brand new clothes. Students **will not** be excused from the day's lesson because they forgot to wear appropriate clothes for art class.

## Attendance Policy

### Attendance: Punctuality

Lawrenceburg Community Schools Attendance Policy - Next to student effort in the classroom, regular attendance is the most important thing students can do to assure optimum academic achievement. Parent/Guardian must assume primary responsibility for student attendance. Parent/Guardian must communicate a high level of expectation regarding attendance and notify the school whenever the child is absent. Business and industry both require regular attendance and punctuality from employees, so it shall be the policy of Lawrenceburg Community Schools to train students to those same high standards.

In those situations where the parent/guardian chooses to ignore their responsibilities in demanding good student attendance and punctuality, school officials will intervene.

All students are expected to attend school and be on time for class in order to receive maximum benefit from instructional programs and to develop habits of self-discipline and responsibility. The goal of the attendance policy is to encourage good attendance and develop good work habits.

#### **Attendance: Procedures for Reporting Absences**

When a student is absent from school, a parent/guardian must call or send a DOJO message before to the attendance officer at the school during the morning of the student's absence. The phone number is 537-7279. If we do not get a call from the parent/guardian by 9:00 AM, the LCSC's automated system will call all listed numbers to verify the absence. If calling in is not possible, a written excuse from the parent(s)/ guardian(s) must be presented to the principal or designee within one (1) school day of the student's return.

**Excused** absences are defined as missing class or school for one of the following reasons:

- State excused absences (excused by state law). Personal injury or illnesses that leave a student mentally or physically unfit for school attendance. This provision includes absences due to medical, dental, or eye appointments. You must provide written documentation. (Appointments should be scheduled before or after school.)
- Children are released for days of religious observance upon request of their parents. A note signed by the parent/guardian must be presented prior to the day of observance and must be approved by the principal or her designee.
- If a student is sent home with a communicable disease/ head lice – the day the school sent the student home is excused.
- Bereavement Leave. The school will allow five (5) calendar days for a member of the immediate family. Immediate family is mother, father, brother, or sister. Two (2) days will be allowed for other family members. If more days are needed, a parent/guardian must contact the school principal or designee.
- Court, Division of Family and Children, and mental health appointments. Written documentation must be provided to the school to be considered an excused absence.
- The school will allow a parent/guardian to call a student in ill or send a note eight (8) times a school year. After the eight (8) parent calls or notes have been used up for the school year, the parent/guardian must provide a doctor's excuse or other legal documentation as to why the student was absent. If no legal documentation is provided, the absence will be unexcused.

**Unexcused** absences are defined as missing school under the following circumstances:

- Without an excused reason (see above list).
- Any absence which has not been verified.
- Absences which require approval and prior approval had not been obtained.

#### **Attendance: Make-Up Work**

- Students will be encouraged to complete all missed work as to stay current with the content covered. The amount of time necessary to complete all make-up work will be left to the discretion of each individual teacher.

#### **Attendance: Student Attendance Record**

Absences will be classified on attendance summaries as follows:

- (ADM) - official medical verification of illness
- (AE)- telephone call or note from parent(s)/guardian(s) or responsible adult, prior approval from school officials (Pre-arranged Absence Form approved by the Principal).
- (AU)- no verification or parental contact concerning absence.
- Tardies - Tardiness is defined as being late to school. All lost time, as a result of tardies will be made up at the discretion of the teacher. School begins at 8:35 AM each day. Any student arriving at school after 8:35 AM will be considered tardy and documented in school attendance records. Any student leaving before 3:00 PM will be documented in school attendance records

#### **Attendance: Notification to Parents/Contract**

In order to keep parent(s), guardian(s) informed as to their child's absences, the school will notify them upon the four (4th) absence from school during each semester of the school year. This will be done by an automated/personal phone call, home visit, or letter and may be documented in the child's attendance file.

**Upon administrative review, students who have missed more than 8 days and/or been tardy 7 times may be subject to an attendance meeting with a building administrator, guardian and student to establish an attendance contract.** If we have no contact from the parent about the attendance meeting, a referral may be made to the Juvenile Probation Department. Also, if the student's attendance fails to show marked improvement a referral may be made to the Juvenile Probation Department. Once attendance has been referred to the probation department, all other absences must have a doctor's excuse or the absence is unexcused. Severe cases of poor attendance will be prosecuted under Indiana's compulsory school attendance laws.



### **Attendance: Review Due Process**

Any student, who misses in excess of eight (8) days of the school year, will be considered a candidate for retention in that grade, pending appeal by the parent(s)/guardian(s). The principal, teacher, and attendance officer/designee will determine the status of the student. Factors which may be considered are: academic status of the circumstances of the absences and situations pertinent to the involved student, parents(s), guardian(s), and/or school.

### **Attendance: Extended Prearranged Absences**

Parent(s)/guardian(s) wishing to remove their children from school for an extended period of time (three (3) days or more) must notify the building principal by completing and submitting the "Extended Absence Request" form and meeting (in person or by phone) with the building principal prior to removing their child(ren) from school. CES does not encourage prearranged absences for vacations, but rather emergency or special circumstances.

## **Awards**

Each quarter CES will honor the achievement of students. Awards will be given out in classroom ceremonies to celebrate the success of our students at the end of first, second and third quarter. Awards will be given out for the following, but not limited to:

- All A Honor Roll
  - This award has been established to honor those students that obtain all A's on their report card for the quarter.
- A/B Honor Roll
  - This award has been established to honor those students that obtain all A's and B's on their report card for the quarter.
- "On A Roll"
  - This award has been established to honor those students that did not obtain honor roll status, but continue to work hard and persevere each day in the core academic subject area. AIMSweb, NWEA and short cycle assessment data will be utilized to nominate award winners.
- Citizenship
  - This award has been established to honor those students that earn a B- or better in Citizenship for the quarter.

At the end of the year, CES will honor yearlong goal achievement with an all school awards program. This celebration will be open to parents/guardians, family, friends and our community. Awards will be given out for the following, but not limited to:

- All A Honor Roll
  - This award has been established to honor those students that obtain all A's on their report card all year.
- A/B Honor Roll
  - This award has been established to honor those students that obtain all A's and B's on their report card all year.
- Citizenship
  - This award has been established to honor those students who have maintained an A- or better in Citizenship each of the four nine weeks.
- Excellent Attendance Award
  - This award has been established to honor those students who are very regular in their attendance and punctuality, but not absolutely perfect in that regard. Any student who missed no more than 3 days during the school year (inclusive of tardies and/or half-day absences) will qualify for this award.
- Perfect Attendance
  - To qualify for the perfect attendance award, a student must be able to show that he/she was in attendance every school day this school year and tardy less than 3 times during the school year. A half day absence is enough to disqualify a student for this award. No child may qualify for both attendance awards.
- Presidential Academic Awards (5th grade)
  - Achievement
  - Excellence
- Art Awards
- Music Awards
- Sportsmanship Awards
- Indiana Math League Contest
- Ben VanCleave Friendship Award

\*Ideas for future awards are always welcomed as success must be celebrated!

## Athletics/Dance/Extracurricular

- Extracurricular participants must travel to and from contests/activities, away from Lawrenceburg in transportation provided by the school. The only exceptions are:
  - Injury to a participant, which would require alternate transportation.
  - Arrangement between the participant's parent/guardian and the coach for the student to ride with the parent/guardian only.
- Students must maintain a 70% dojo percentage to be eligible each week. If on Friday the weekly average is below 70% the extracurricular participant will not be able to participate for the upcoming week.

## Bed Bug Administration Guidelines

To prevent the spread and infestation of bed bugs, LCSC has implemented the following bed bug administrative guidelines:

- Due to loss of valuable instructional time, mass screenings for bed bugs will NOT be done. Bed bugs are a nuisance, but their bites are not known to spread disease.
- Students found to have multiple bite marks that are red, swollen and itching will be sent to the Clinic for further evaluation by the School Nurse. After evaluation, the Nurse will contact the Dearborn County Health Department (DCHD) if the child appears to have an active case of bed bug bites (i.e. multiple red marks, or swollen welts that itch). The Nurse will have the discretion to send children home that *appear* to have bed bug bites. If a child is sent home, the Nurse will inform the parents/guardian that DCHD will be called to inspect the home. The Nurse will collaborate with DCHD and the LCSC Guidance Departments on the appropriate time and acceptable home condition(s) for the child(ren) to return to school.
- The DCHD has the authority to inspect homes that LCSC refers for a suspected bed bug case(s). They will make an initial home visit and follow up visits as needed. For the safety and welfare of all students, the School Nurse and Guidance Department will work closely with DCHD.
- In the event of a re-infestation, the DCHD will be notified for further evaluation and the student(s) MAY be sent home at the discretion of the School Nurse.
- Students who are suspected of having a case of bed bugs may have their personal items (i.e. backpacks, coats, hats and etc...) separated and sealed outside of their classrooms for prevention purposes, as bed bugs can easily hitchhike from one place to another in backpacks, clothing, books and other items. A staff member will attempt to notify the parents/guardians when a student's personal items are separated from others in the classroom. If we are unable to reach a parent/guardian, a note will be sent home with the student.
- Information on treatment and prevention will be sent home with the student(s).

## Bikes / Skateboards / Scooters

A bike rack is provided for those students that ride a bicycle to school. Skateboards ridden to and from school grounds are to be stored in the office during the school day. The school personnel cannot be responsible for damaged or stolen equipment. **Skateboards and scooters are strictly forbidden to ride on any school board owned property.**

## Birthday Invitation Policy

Students are not permitted to handout birthday invitations during school hours.

## Bus Expectations

Students who ride Central Elementary School buses to and from school are expected to conduct themselves in a manner which will not endanger the health and safety of others who are riding the buses. A student's right to ride the bus can be suspended for violating reasonable rules of safety and conduct. In order to ensure the safe operation of school buses, the administration has developed procedures to be followed for disciplinary action because of misconduct on school buses.

Students are expected to obey the following safety rules as passengers and while loading, riding and unloading the bus:

- Load and unload the bus at designated stops in an orderly manner.

- Unless changed by the principal or secretary, ride the assigned bus and get off at the regular stop.
- Take a seat promptly and remain seated.
- Eating and littering on the bus is not permitted.
- Talking quietly is permitted.
- Keep your hands and feet to yourself on the bus.
- Any student who repeatedly misbehaves on the bus shall be denied the privilege of riding the bus.
- Obey the directions given by the bus driver and treat the driver with respect.

The driver will attempt to maintain discipline aboard the school bus. However, when a bus passenger will not obey or is disrespectful to the bus driver, the driver will submit a bus conduct form to the Building Principal. The Principal will notify the parent of the reported incident and the action being taken. The administrator shall also communicate with the driver regarding the action taken.

The following actions will be taken:

- First Violation: Bus conduct form sent to Parent/Guardian
- Second Violation: Bus riding privilege may be denied for 1 day
- Third Violation: Bus riding privilege may be denied for 2-3 days
- Fourth Violation: Bus riding privilege may be denied for 5 days
- Fifth Violation: Expulsion from riding bus may be recommended
- **Please note:** Lunch and/or Recess Detention / In-School Suspension could also be assigned in addition to or in place of bus riding privileges being denied.

## Cafeteria

The cafeteria provides breakfast and lunch daily. Students are not to bring soda, pop, or energy drinks to eat with their lunch.

The Lawrenceburg Community Schools Food Service has installed a computerized tracking system for prepayment of lunches and breakfast. Each child has been set up with their own lunch account. You may send any amount of money to credit to the child's account. There are 180 school days in the year. We encourage you to take advantage of this service to prevent loss of daily payment.

Payment will be accepted with cash, money orders, or online. No checks will be accepted. Breakfast cost is **\$1.35** per day. Lunch cost is **\$2.45** per day. Milk will be **\$.50**. If you do not want your child to eat breakfast or to buy extra food from his/her account, please notify the cafeteria. This will be entered into their account. Any balance that is left in the child's account will be credited to the following year. Adult breakfast will be **\$2.00** and lunch will be **\$3.85**.

You may at any time request a copy of your child's usage of his/her account. Parent/Guardian will be notified if their account becomes low. Parent/Guardian may drop off their money at the cafeteria or send it to the child. Parents/Guardian are encouraged to set balance reminders through MySchoolBucks. Please have your child bring the money to the cafeteria before school to prevent loss.

Central School has a "Closed Lunch Program". This means students eat their lunch at school. The students may bring their own lunch to eat with their class in the cafeteria, if they prefer not to eat the regular school lunch. Students are not permitted to bring soft drinks. In order to eat lunch in the cafeteria, a guest must have an approved, current background check on file. Guests will leave after lunch prior to recess.

### Cafeteria - Negative Balances

If your child has no money in their lunch account, they will receive cereal and milk for breakfast and a peanut butter sandwich, fruit, and vegetable with milk for lunch after it is at or exceeds (negative) -\$5.00. This will continue until their account has a positive balance. You may at any time request a copy of your child's usage of his account. Parents will be notified if their account becomes low. Parents may drop off their money at the cafeteria or send it with your child.

If you have any questions, please call the CES Food Service Manager, at 812-537-7289.

# Central Elementary Pledge

The CES pledge is recited by all students during the morning news. The purpose is to reinforce the behaviors that will allow us to be successful. The parts are below:

- I will be responsible.
- I will respect myself and others.
- I will choose to learn.
- I will allow my teacher to teach.
- I will do my personal best.
- I am a Super Scholar!

## Character Counts

We have a school wide Character Counts program during the school year. It is based on the Six Pillars of Character that include:

- Trustworthiness – Being honest and reliable.
- Respect – Treating others with manners and tolerance in all you do.
- Responsibility – Doing your best and being accountable for your choices.
- Fairness – Playing by the rules and being fair to others.
- Caring – Being kind and compassionate with others.
- Citizenship – Doing your share to make CES and our community better leading by example.

## CES Behavior System

### Central Elementary Behavior Expectations

Expectations for student behavior cover all areas including **School Wide, Hallways, Cafeteria, Playground, Restrooms, Bus, Arrival, Dismissal and Field Trips**. These expectations are listed in our **CES Behavior Expectation Matrix at the end of the student handbook**. Each category of the matrix will remind students to be **Respectful, Responsible, and Safe**.

Students' positive and negative behavior will be recorded on the **ClassDojo** website: [www.classdojo.com](http://www.classdojo.com). Parents and students will have access to log on to check real time classroom behavior. Teachers will send home each Friday a behavior report for the week. Teachers will submit the class report to the office.

### Point System for Class DOJO

#### For Positive Behaviors

##### Add 1 point in DOJO

Trustworthiness  
Respect  
Responsibility  
Fairness  
Caring  
Citizenship  
Being on Task  
Participating in class  
Helping others  
Working hard

#### For Positive Behaviors

##### Add 2 points in DOJO

Assignments completed  
Great day

- **Terrific Tickets** – If a student ends the day on a positive in Class DOJO, they will earn a Terrific Ticket. Drawings are held each day for one student per grade level to choose a prize in the Media Center after morning announcements. Additionally, the number of tickets earned in a quarter is counted and goes towards the whole school earning a prize.
- **Student of the Month**– Each month teachers will nominate one student per class who demonstrates the Six Pillars of Character. Students are awarded on the morning announcements. This will be done on the last day of the month.

## **For Negative Behaviors**

### **Subtract 1 point in DOJO**

Assignment Book not filled out by student  
Inappropriate behavior or noises  
Inappropriate use of supplies or time  
Dishonest  
Not following directions the first time  
Not prepared for class / lack of supplies  
Out of seat  
Repeated talking out  
Tardy to class  
Violation of personal space

### **Subtract 2 points in DOJO**

Not turning in assignments on time  
Continued inappropriate behavior  
Inappropriate use of device  
Office Problem Solving

### **Subtract 3 points in DOJO**

Cheating  
Profanity  
Disrespect  
Pushing, shoving, poking  
Verbal abuse of peers

### **Office Referrals Subtract 4 points in DOJO**

Bullying/Threatening/Intimidation (words and actions)  
Bus Referral  
Chronic Category B/C/D or NTI's  
Fighting  
Stealing  
Verbal abuse of adults  
Insubordination: failure or refusal to recognize or submit to the authority of school personnel  
Severe or repeated inappropriate use of iPad/computer

Improving patterns of negative behavior requires a precise and progressive action plan. That is, each repeat offense is met with a progressively more severe consequence. Following, you will find an outline of our Discipline Plan for office referrals. It is designed and intended to positively change and improve student behavior.

Classroom teachers will post a list of rules and progressive consequences for all students in that room to follow. If a student chooses to misbehave beyond the limits of a teacher's classroom rules, that child may be sent to the office.

**Office Visit # 1** - When a child is sent to the office with a completed discipline form for the first time, the principal will lead the child through a five step behavior solving process that requires the child to reflect on the following questions as to re-teach better choices:

1. Today I had a problem with...
2. The bad choice I made was...
3. When I made this choice, I wanted...
4. Three other choices I could have made would be...
5. Next time I will...

Parent/Guardian contact will take place in either a written form and/or phone call as parental partnership is essential to ensure all students are successful.

**Office Visit # 2** - When a child is sent to the office with a completed discipline form for the second time, the principal will lead the child through a five step behavior solving process that requires the child to reflect on the following questions as to re-teach better choices:

1. Today I had a problem with...
2. The bad choice I made was...
3. When I made this choice, I wanted...
4. Three other choices I could have made would be...
5. Next time I will...

This visit could result in the following:

- o Limited alternative room-assignment
- o Friday school
- o Lunch/recess in the office
- o Suitable punishment for a second offense

Parent/Guardian contact will take place in either a written form and/or phone call as parental partnership is essential to ensure all students are successful.

**Office Visit #3** - It is considered extremely serious when a child is sent to the office for a third visit. When a child is sent to the office with a completed discipline form for the third time, the principal will lead the child through a five step behavior solving process that requires the child to reflect on the following questions as to re-teach better choices:

1. Today I had a problem with...
2. The bad choice I made was...
3. When I made this choice, I wanted...
4. Three other choices I could have made would be...
5. Next time I will...

This visit may include any or all of the following consequences:

- o Limited alternative room-assignment
- o Friday school
- o Lunch/recess in the office
- o Suitable punishment for a third offense
- o Removal from school into the custody of the parent/guardian
- o In or Out of school suspension

Parent/Guardian contact will take place in either a written form and/or phone call as parental partnership is essential to ensure all students are successful.

**Extreme Situations**-Types of misbehavior on school premises, traveling to and from school on school and at school sponsored events that could result in, immediate suspension or expulsion of students from school through a due-process procedure are described below:

1. **Persistent classroom disruption.** Behavior and/or actions that produce disturbances or disruptions which interfere with the effective functioning of the teacher, student or class. This includes possession or use of non-school items that interrupt the educational process, and failure to bring appropriate materials to class or complete assignments.
2. **Inappropriate dress.** See CES Dress Code. Dress associated with gangs is also prohibited.
3. **Physical or verbal assault.** Any gestures or actions, physical, written, or spoken that can be considered offensive, obscene or threatening which are directed at another person.
4. **Encouraging another student to violate school rules.** The acts of verbally, physically or through other means encouraging other students to take actions that would violate the rules of the school or classroom (conspiracy).
5. **Acts defined as criminal by law.**
6. **Maliciously causing damage.** The willful or malicious destruction of school property or the property of others.
7. **Refusing to comply with a reasonable request of a staff member.** The willful act of not following the directions or instructions of any staff member.
8. **Inappropriate lunchtime behavior.** Behavior that detracts from the maintenance of a safe and peaceful dining area.
9. **Inappropriate sexual conduct/offensive touching.** Intentionally touching another person in any suggestive or inappropriate fashion.
10. **Fighting.** Aggressive physical contact between two or more individuals.
11. **Severe or repeated inappropriate use of device.**
12. **Fireworks.** Bringing or possessing explosive material or fireworks.
13. **Dangerous inappropriate behavior.** Any act which by its very nature could conceivably inflict harm upon others or self.
14. **Arson.** Setting or causing to set fires.
15. **Theft,** damaging, or destroying personal or public property. Taking property of the school or another person without permission.
16. **Possession or use of tobacco.** Tobacco is a controlled substance, and use of or providing to another person tobacco products is a violation of this policy. Indiana State Law forbids the possession or use of tobacco products

to individuals who are less than twenty-one (21 years old. Persons twenty-one (21) years old or above who are students must also comply. A citation from a police official may be given for violation of this policy.

17. **Possession, providing, or under the influence of any substance which is or which contains:** alcohol, tobacco, marijuana, a stimulant, an intoxicant, a narcotic, a depressant, amphetamine, barbiturate, caffeine based pills, phenylpropanolamine (PPA) amyl or but nitrate (Rush), anabolic steroid, hallucinogen, or any substance represented by the provider to be any of the listed controlled substances. It is a violation of the policy of the Lawrenceburg Community School Corporation to possess, provide to another person, or be under the influence of any of the substances listed above.
18. **Lying/forgery.** The act of intentionally giving or providing information for the purpose of defrauding.
19. **Inappropriate Language.** Any inappropriate, disrespectful or vulgar language.
20. **Interference with school purpose.** Any action that interferes with the education of students
21. **Possessing or providing another person drug paraphernalia,** clips or literature relating to illegal drugs. It is a violation of school policy to knowingly possess or provide to any person anything used or designated to be used primarily for the storage, processing, delivery or consumption of alcohol, marijuana stimulants, intoxicants, narcotics or hallucinogens on school property or during any school related function.
22. **Possession of a weapon or potential weapon.** It is prohibited for students to possess, handle, transmit a weapon, or anything that could be considered a weapon. The penalty for any student who violates this policy is expulsion from all school activities for a period of one (1) year unless reduced or modified by the Superintendent of Schools (LCSC Board Policy 6.0-50, Indiana House Enrolled Act 1279).
23. **Cheating.** Cheating is a serious offense. The first case of cheating may result in a "0" in the class for that particular assignment. The second offense may result in a "0" in the class for the nine weeks grading period. Cheating may be disciplined under "Stealing".
24. **Setting or causing to set a false fire alarm.** (Police may be notified).
25. **Possession or displaying sexual material.**

#### Suspensions

- Students who are suspended may choose to complete the work they missed during their suspension.

#### Rewards and Consequences in CES Behavior System

##### Student is on "POSITIVE" or at zero for the day before:

- Earns a Terrific Ticket
- Participate in all extracurricular activities
- 1st to lunch / recess
- Open seating at lunch
- Independent Hall Passes
- Healthy snacks/water bottles allowed
- Rewards such as convocations, class parties, drawings and treats
- Quarterly party during the last day of the grading period for all students who average 80% positive.

##### Student is on "NEGATIVE" the day before:

- Last to lunch
- Eat lunch at separate table
- Walk instead of play at recess
- Teachers may keep students in to work on assignments

##### Student is 60% positive or below for the week prior:

- No parties and convocations
- Will be assigned Friday School (Students must attend or it will double.)
- Will be required to attend a social group session during recess with Mrs. Schmarr to re-teach the positive behavior expectation. Third grade on Monday; Fourth grade on Wednesday; Fifth grade on Friday.

##### Field Trips/DOJO Reward Parties/Camp Kern Participation

- Students must average 80% positive the nine weeks prior to attend the above activities.
  - o First quarter field trip participation will be based on all weeks prior to the field trip.
- Central Elementary supports and celebrates improved behavior. Teachers in collaboration with the administrative team have the discretion to approve students on an individual basis that are below 80% but have displayed a consistent and marked change in their behavior.

### Citizenship Grades

Students receive a quarterly grade in Citizenship that is an average of each day's ending percentage in ClassDojo.

### Three weeks within a nine-week period below 60% positive will result in the following:

- Teacher team meeting with Parent/Guardian and student to discuss concerns and create an action plan.
- The action plan may consist of one or more of the following:
  1. Monitoring card or checklist
  2. Behavior contract
  3. Mandatory after-school tutoring
  4. Parent/Guardian shadowing
  5. Other agreed upon interventions

## Check Policy

Central Elementary will only accept checks for Camp Kern. All personal checks that are returned to the school with insufficient funds will be held in the school office until the person liable pays the school (no other checks acceptable) the face value of the check in cash. All other payments, i.e., lunch, extra-curricular activities, field trips, bookstore, etc. will be paid with **Cash or Money Order only**.

## Concussions

IC 20-34-7 is legislation that requires schools to distribute information sheets to coaches, parent/guardian, and student athletes concerning the nature and risk of concussion and head injury to student athletes. The law further states that a high school athlete who is suspected of sustaining a concussion or head injury during a practice or game, shall be removed from play at the time of the injury and may not return to play until the student athlete has received a written clearance from a licensed health care provider trained in the evaluation and management of concussions and head injuries. Lawrenceburg Community School Corporation recognizes that any student could suffer a concussion or head injury during the course of the school day. For this reason, the information sheets can be found at the end of this handbook. School personnel will communicate with parents and coaches if a student athlete is injured at any time other than a practice or a game.

## Daily Dismissal

- The buses will load students on the Elm Street side of Central School. Bus students are required to ride their regular bus unless written permission is given by parent/guardian.
- Those students being picked up on a regular basis should be picked up at the Tate Street doors in the back of the school.
- Walkers are to exit through the main office lobby doors. Walkers will walk on the sidewalk until they cross at the corner cross walks.
- Parents who pick up in the front office must park in a parking spot outside of the front circle. Parents will then walk into the office to sign their child out. A photo ID is required to ensure the safety of all students at CES.
- Please send a note to your child's teacher if there is to be any change in the child's normal dismissal pattern. An explanation of this change must be included in this note. The other way to make a change in dismissal is to DOJO message the School Attendance Officer with the change information.
- Please refrain from making changes after 3:00 PM for transportation changes, unless it is an emergency.

## Dressing / Grooming for School

Wearing apparel should be proper for the occasion. Clothing of a distracting nature is not to be worn to school. Students are expected to dress in accordance with the weather during the winter months. Central School staff encourages children to play outside in all, but not the most severe, weather conditions. No student will be allowed to change clothes at school, unless under the direction of a staff member for school purposes.

Dressing or grooming in a manner which presents a clear and present danger or could become a safety concern is not acceptable. Dressing or grooming must not cause interruption in the educational process or create such distractions as to prevent others from learning. Below are examples of prohibited attire:



- Extreme hairstyles.
- Shirts and tops that do not modestly cover.
- Pants should not drag the floor and should not allow any portion of the bottom and/or undergarments to be exposed when the student sits, stands, raises a hand or bends over.
- Hats are not to be worn in the building.
- Clothing that advertises alcohol, illegal drugs, tobacco products or that displays inappropriate language or images.
- Spaghetti strap tops.
- Bare or exposed stomachs or cut out back tops.
- Flip-flops, sandals, open-toed shoes, backless shoes (clogs) or other unstable footwear. “Croc” type shoes must be worn with backs in place.
- Shorts/Skirts shorter than fingertip length.
- Shorts should not be worn to school from **November 1st until school resumes from Spring Break** due to poor weather conditions and health concerns.
  - If the weather would become unseasonably warm, the administration will utilize an automated system to inform students and parent/guardian that shorts may be worn during the above listed window.

## Drug Policy

- No student may provide, by sale or otherwise, any substance which he/she represents to be a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, stimulant, depressant, or intoxicant of any kind. This would include tobacco products.
- No student may possess or use any substance which the student has reason to believe is, or which has been represented to her/him as a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, stimulant, depressant, or intoxicant of any kind. This would include tobacco products.
- Students are prohibited from possessing, using, transmitting, or being under the influence of caffeine-based pills, substances containing phenylpropanolamine (PPA), or stimulants of any kind available with or without a prescription.
- Any substance for which a student has a prescription or written permission from a parent/guardian allowing use must be brought to the school nurse or designee in the health clinic and administered or taken there.
- Students who fall into categories above will face severe disciplinary action which may include, but is not limited to, suspension/expulsion from school and the involvement of other legal agencies.

## Emergency Information

### Fire Drill Plan

All schools in the state of Indiana are required to have monthly fire drills. The evacuation plans are located in all classrooms. Once outside, teachers meet with their classroom students to take attendance. Students not accounted for are reported to building administrators immediately.

### Tornado, Earthquake or Severe Weather Plan

All schools in Indiana are required to have severe weather drills once per semester. The evacuation plan is located in all classrooms. Information will be given over the public address system.

### Building Lock Down Plan

All schools in Indiana are required to have a lock down drill once per semester. Procedures are explained in the classroom. Information will be given over the public address system.

## Emergency School Closing and Delay

When inclement weather strikes, we must be prepared to deal with possible emergency school closing and delays. The school message system will contact parent/guardian when the school will be closed for emergency reasons, such as severe weather, power outage, etc. The parent/guardian will also be contacted if there will be a two-hour delay. **It is very important for parent/guardian(s) to keep the school office informed of any changes in phone numbers, addresses or pick up information.** Also, please stay tuned to local radio and television stations for school information. We will be listed as: Lawrenceburg Community Schools and there are three options to watch/listen for:

- **Closed** – No school for students and staff.

- **eLearning Days** – eLearning days may be utilized on a snow day &/ or another arranged date. Students will not report to school, but access and complete their curriculum/assignments electronically. Teachers will have scheduled virtual office hours to answer questions and provide assistance.
- **2-Hour Delay** – School will start two hours later than normal. This means buses will pick up students two hours later than usual. (Example: if normal bus pick up time is 7:30 AM, students will be picked up at 9:30 AM.) Breakfast is not served on 2-hour delay days.
- **Open with Limited Bus Service** – School is open, but buses will not run on the following roads in the morning only. Bus service will be available in the afternoons.

Beckett Landing (will need to meet at Miller)  
 Butler  
 Church  
 Elizabeth  
 Hardwood Ridge  
 Hidden Valley Lake (meet at front entrance)  
 Hillcrest  
 Horizon Way  
 Keller  
 Kirby  
 Lexington

Loretta  
 Meyer  
 Pribble  
 Randy  
 Rookwood Estates  
 Scenic  
 Sunrise Estates  
 Tower  
 Valley Woods Hill (will only run circle around lake)  
 Wilson Creek

**Note:** Parent/Guardian can meet the bus at the end of the road if they want bus service, as the bus will run Highway 48.

Students who live where buses do not run will be excused, but parent/guardian will need to notify school. Please remember to listen to WSCH 99.3 FM or watch your local TV stations for the information about Lawrenceburg Community Schools.

In case of school cancellation or early dismissal due to weather, all ECA activities will be cancelled for the day. This includes all practices, competitions, meetings, etc. Every effort will be made to reschedule.

## Equal Education Opportunity

It is the policy of the Corporation to provide an equal education opportunity for all students.

Any person who believes that the School or any staff person has discriminated against a student on the basis of the Protected Class of race, color, national origin, sex, disability, age, religion, military status, ancestry, genetic information (collectively, "Protected Classes"), or any other legally protected category, in its programs and activities, including employment opportunities, has the right to file a complaint. A formal complaint may be made in writing to the School Corporation's Compliance Officer listed below:

Business Manager  
 Lawrenceburg Community School Corporation  
 300 Tiger Blvd.  
 Lawrenceburg, IN 47025  
 (812)537-7200

## FERPA (Family Education Rights Privacy Act)

### Protection and Privacy of Student Records

The Corporation maintains many student records including both directory information and confidential information. Directory information includes: a student's name, address, telephone number, photograph, date and place of birth, major field of study, participation in officially recognized activities and sports, high and weight (if a member of an athletic team), dates of attendance, date of graduation, awards received, listing on an honor roll, or scholarships.

Directory information can be provided upon request to any individual, other than for a profit organization, even without the written consent of a parent. Parents may refuse to allow the board to disclose any or all directory information upon written notification to the Board. Further information about the directory information may be found in the District Policy section (8830) of [www.lburg.k12.in.us](http://www.lburg.k12.in.us). Confidential records include test scores, psychological reports, behavioral data, disciplinary records, social security numbers, and communications with family and outside service providers.

Students and parents have the right to review and receive copies of all educational records, and can do so by contacting the LPS Main Office. Parents have the right to amend a student record when they believe that any of the information in the record is inaccurate, misleading, or violates the student's privacy. A request for amendment of records must be submitted in writing and if the request is denied, the parent will be informed of his/her right to a hearing on the matter.

Consistent with the Protection of Pupil Rights Amendment (PPRA), no student shall be required, as a part of the school program or the Corporation's curriculum, without prior written consent of the parents, to submit to or participate in any survey, analysis, or evaluation that reveals the information concerning: political affiliations or beliefs of the student or the student's parents; mental or psychological problems of the student or the student's family; ex behavior or attitudes; critical appraisals of other individuals with whom respondents have close family relationships; legally recognized privileged and analogous relationships, such as those of lawyers, physicians, and ministers; religious practices, affiliations, or beliefs of the student or his/her parents; or income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program).

The Family Policy Compliance Office in the U.S. Department of Education administers both FERPA and PPRA. Parents and/or eligible students who believe their rights have been violated may file a complaint with: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW 20202-4605, Washington, D.C., [www.ed.gov/OM/fpco](http://www.ed.gov/OM/fpco). Informal inquiries may be sent to the Family Policy Compliance Office via the following email address: [FERPA@ED.gov](mailto:FERPA@ED.gov); and [PPRA@ED.gov](mailto:PPRA@ED.gov).

## Field Trips

Classes and organizations take various educational field trips during the course of the school year. The trips allow the students to learn outside of the traditional school setting. All school rules governing student conduct are in effect during the field trips. Children can be excluded from field trips due to behavior or delinquent work and the decision is at the administrator's discretion. **Central Elementary will not accept personal checks for field trips - money orders or cash only.**

## Field Trips – Chaperone Guidelines

- **Chaperones must have submitted a criminal background check and been approved by the administration one week prior to be allowed to attend.**
- Parents attending Camp Kern must have an expanded background check completed.
- Chaperones should be adults that are related to the student.
- Siblings are not allowed on field trips.
- Smoking in front of students is prohibited, as well as leaving the group to smoke.
- At no time immediately before or during the field trip should adults be under the influence of drugs/alcohol.
- Redirect children in a positive, appropriate manner.
- Passing out candy or gum on the bus or at any time to your group is prohibited.
- Keep your group together at all times.
- Don't allow your own child privileges the other students do not have.
- Frequently count the number of children in your group to make sure all are present.
- Report any problems/questions/concerns immediately to the teacher.
- Do not allow the purchase of souvenirs, drinks, or food, unless approved by the teacher.
- Appropriate language should be used at all times. Please refrain from the use of vulgar or inappropriate language.
- Follow the teacher's discipline plan and itinerary to ensure an on-time bus departure.
- Dress appropriately for the field trip as you will be part of the group that represents CES.
- Students are not to handle displays, climb on barriers, fences, etc.
- Other instructions and directions may be given by the teachers as determined by unforeseen circumstances.
- Chaperones are filled based on having all paperwork, money, and approved background check in on a first come first serve basis. Spots may be limited.

## Free and Reduced Meals: Breakfast and Lunch

Assistance forms are available on our school website. According to state laws, it is to your advantage to apply for assistance even if you are unsure if you will qualify. The state pays a certain portion of meal fees. Parents/Guardians who qualify for meal assistance

will be notified and are expected to pay the remaining balance due to Central Elementary. If you apply for assistance and are denied, notice will be sent home of the actual amount due to the school. Reduced prices for breakfast are \$0.30 and lunch are \$0.40.

## Grading Scale

Central Elementary uses the A, B, C, D, F symbols depending upon the subject area. The officially adopted grading scale is as follows:

- A: 94-100
  - A-: 90-93
  - B+: 87-89
  - B: 83-86
  - B-: 80-82
  - C+: 77-79
  - C: 73-76
  - C-: 70-72
  - D+: 69
  - D: 66-68
  - D-: 65
  - F: 64
- 
- a. Math
    - i. Percentages
      - 1. Tests 50%
      - 2. Daily 50% (Exit tickets)
  - b. Reading
    - i. Percentages
      - 1. Tests 60%
      - 2. Daily 40%
  - c. Language Arts
    - i. Percentages
      - 1. Tests/Writing 60%
        - a. Spelling Tests
        - b. Final Writing Pieces
      - 2. Daily 40%
  - d. Social Science
    - i. Percentages
      - 1. One Grading Category - 100%
  - e. Special Areas
    - i. Only semester grades

### Modified Grades

Students may be graded individually on material suited to their instructional level (in contrast to mastery level and frustration level); however, any student working below grade level or doing modified work should have that information clearly communicated on the report card. This can be done by using an asterisk and footnote, or by including a narrative report with the card.

## Harassment

It is the intent of Central Elementary School to maintain a positive learning environment. Harassment includes such things as verbal abuse, verbal and physical advances, and comments and gestures to degrade, make fun of, or exploit one's physical or personal

characteristics. Sexual harassment is a violation of federal law and will not be permitted at Central Elementary School. If any Central Elementary School student feels that he/she has been sexually harassed, a representative of the school or school system (such as a teacher, counselor or Principal) should be immediately notified. Sexual harassment consists of unwelcome sexual advances, and other verbal or physical conduct of a sexual nature as determined by the receiver of the action in school or at school-sponsored activities, including transportation to and from school or its activities.

## Homeschooling

If a child has been homeschooled and is now being enrolled in public school, Central Elementary will use an assessment of the child's ability to pass state standards along with their age to determine appropriate classroom placement. Parents who wish to withdraw their children and homeschool will need to follow the State of Indiana guidelines. A copy of the guidelines is available in the school office.

## Homework

Homework is an integral part of the educational process. It not only extends the learning process beyond the regular school day but also offers parent/guardian the opportunity to spend quality time with their child.

Supportive participation by parent/guardian in homework activities reinforces the importance of a quality education. Parent/Guardian can keep current with their student's intellectual growth by working together with their children as partners-in-education. We encourage parent/guardian to monitor their child's assignment book.

## Immunizations and Medical Requirements

According to Public Law 103, Acts of 1976, all school age children residing in the State of Indiana are required to be immunized against diphtheria, tetanus, whooping cough, poliomyelitis, measles and rubella. Adequate documentation of your child's immunization history must be kept on file with the school.

All medicine must be deposited at the clinic and be administered under the supervision of the school nurse or his/her designee.

Parent/Guardian **must** submit, **every year, written verification** of their student's medical needs. This verification must be submitted to the school nurse and/or school office as soon as possible after the student is enrolled for school attendance.

Immunization requirements are as follows:

### Immunization Record Requirements

## Indiana 2021-2022 Required and Recommended School Immunizations

Grade	Required		Recommended
<b>Pre-K</b>	3 Hepatitis B 4 DTaP (Diphtheria, Tetanus & Pertussis) 3 Polio	1 Varicella (Chickenpox) 1 MMR (Measles, Mumps & Rubella) 2 Hepatitis A	Annual influenza
<b>K-5<sup>th</sup> grade</b>	3 Hepatitis B 5 DTaP 4 Polio	2 Varicella 2 MMR 2 Hepatitis A	Annual influenza
<b>6<sup>th</sup>-11<sup>th</sup> grade</b>	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)
<b>12<sup>th</sup> grade</b>	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)

**HepB:** The minimum age for the 3<sup>rd</sup> dose of Hepatitis B is 24 weeks of age.

**DTaP:** 4 doses of DTaP/DTP/DT are acceptable if 4<sup>th</sup> dose was administered on or after child's 4<sup>th</sup> birthday.

**Polio:** 3 doses of Polio are acceptable for all grade levels if the 3<sup>rd</sup> dose was given on or after the 4<sup>th</sup> birthday and at least 6 months after the previous dose.

\*For all students, the final dose must be administered on or after the 4<sup>th</sup> birthday and be administered at least 6 months after the previous dose.

**Varicella:** Physician documentation of disease history, including month and year, is proof of immunity for children entering preschool through 12<sup>th</sup> grade. Parent report of disease history is not acceptable.

**Tdap:** There is no minimum interval from the last Td dose.

**MCV4:** Individuals who receive dose 1 on or after the 16<sup>th</sup> birthday only need 1 dose of MCV4.

**Hepatitis A:** The minimum interval between 1<sup>st</sup> and 2<sup>nd</sup> dose is 6 calendar months. 2 doses are required for all grades.



Indiana State Department of Health,  
Immunization Division

## Indoor Air Quality

In accordance with Corporation Policy 8405 - ENVIRONMENTAL HEALTH AND SAFETY ISSUES - INDOOR AIR QUALITY, ANIMALS IN THE CLASSROOM, AND IDLING VEHICLES ON SCHOOL PROPERTY, the Superintendent has appointed John Ferguson, Director of Maintenance, as the Indoor Air Quality (IAQ) Coordinator for the school corporation. The IAQ Coordinator shall serve as the lead contact person for matters related to indoor air quality in the facilities operated by the school corporation. Mr. Ferguson's contact information is [john.ferguson@lburg.k12.in.us](mailto:john.ferguson@lburg.k12.in.us) or 812-537-7200 ext. 1042.

## Insurance

Accident insurance is available to all students. Information forms and envelopes are available in the school office if you are interested. If you wish to take advantage of this insurance offer, complete all the blanks on the insurance envelope and return it and the money to your child's teacher or to the school office. No policies will be issued because it is a group plan; however, the superintendent's office will have a copy of the master policy.

## Internet: LCSC Acceptable Use Policies Overview

Lawrenceburg Community School Corporation is committed to the effective use of technology, which offers vast, diverse, and unique resources to our students and staff. This includes incorporating activities and programs aimed at promoting educational excellence by facilitating resource sharing, research, innovation, and communication. The "Technology System" referred to in this document includes all devices and systems referenced in the Corporation policies.

The Acceptable Use Policies Overview has been established so students and staff are aware of the responsibility governing the use of technology systems in the Lawrenceburg Community School Corporation. Self-discipline, responsibility, and cooperation are encouraged for the efficient operation of the technology environment. Students, parents, and school personnel share the responsibility for effectively implementing and reinforcing the internet as an educational tool. Noncompliance with the Corporation policies will result in sanctions and/or prohibition of the technology services and be subject to disciplinary action by school administration. The use of the technology services is a privilege, not a right, and inappropriate use may result in cancellation of

those privileges. These guidelines require the ethical and legal utilization of the technology resources provided by the Lawrenceburg Community School Corporation.

Access to computer hardware and software is provided to students and staff for the purpose of enhancing curriculum, instruction, and assessment, as well as promoting the efficiency of school operations. Any media produced, transmitted, or stored as a result of the technology system will remain the property of Lawrenceburg Community School Corporation. Accordingly, the Lawrenceburg Community School Corporation reserves the right to inspect and monitor any and all aspects of the technology system at its sole discretion, including files, e-mail, and other electronic transmissions, produced or stored within the system. The Lawrenceburg Community School Corporation reserves the right to revoke a user's access at any time and may confiscate any media or copies of any media produced, transmitted, or stored as a result of the technology system. The Lawrenceburg Community School Corporation is responsible for enforcing corporation policies, the authorization of user access to the system, and the maintenance of all software and hardware licensing documentation, in compliance with federal and state laws.

All users have a responsibility to acknowledge and abide by these policies. Each individual has the obligation to report potential or actual violations of these policies to school personnel. The use of the internet resources which violates any local, state, or federal laws is prohibited. Violations of these policies may result in disciplinary action, including termination of technology system access rights, and/or legal action if there is a violation of the law. Users may also be held personally liable for their actions.

### **Terms and Conditions**

All users are responsible for complying with software license agreements, copyright, and other federal and state laws governing property rights. Users are also responsible for safeguarding their passwords for the technology system and for any and all transactions made using those passwords. Lawrenceburg Community School Corporation does not assume any liability in the event that users reveal personal information such as address, phone numbers, credit card numbers, or information about themselves or other students, faculty, and staff on any electronic devices.

Users requiring access to the technology system must obtain permission from and be supervised by school personnel. Illegal or unauthorized access to the technology system will not be tolerated. Users will be assigned network space for saving data; accessing other areas, or attempting to access other areas, on the network is a violation of corporation policies. It is strictly forbidden to use the internet resources to access another person's materials, information, or files without that person's permission. The technology system is intended to be used for educational and school business-related purposes only while on campus. Any media produced and/or transmitted by electronic communication must comply with federal and state laws, as well as school policies. Using the corporation's technology system for product advertising, political lobbying, and/or solicitation are strictly prohibited.

Users are not to utilize the system in such a way that it restricts, inhibits, or disrupts other system users, services, or equipment. Accessing, transmitting, uploading, downloading, or distributing of defamatory, abusive, obscene, profane, sexually-oriented, threatening, harassing, racially offensive, illegally discriminatory, or other illegal materials is prohibited.

All hardware and software installations on Lawrenceburg Community School Corporation equipment will be performed or supervised by authorized school personnel. Only approved school corporation software will be supported. The Lawrenceburg Community School Corporation maintains the right to remove any non-approved software from a corporation device. Violating copyrights or otherwise using another person's property without prior approval or proper citation is not allowed. Transmitting of any material in violation of any local, state, or federal statute, rule, regulation, code, ordinance, or other authority is prohibited. This includes, but is not limited to, the plagiarizing of material, infringement upon copyrighted materials, threatening or obscene material, or material protected by trade secrets.

Using non-approved materials or software for the purpose of damaging hardware and data, as well as introducing computer viruses into the system environment is a serious violation. Vandalism includes, but is not limited to, any attempt to harm or destroy data, the Corporation's networking system, or any of the agencies or other networks connected to the technology system, which includes the internet. This includes uploading, downloading, or the creation of computer viruses. Removing or rearranging permanent computer equipment and software without prior approval is considered vandalism. Users are not permitted to take equipment off-site without permission from an administrator. Vandalizing, damaging, stealing, or disabling the property of another individual, organization, or school is a serious violation and subject to strict disciplinary action according to corporation policies, as well as local, state, and federal laws.

E-mail systems and all media produced, transmitted, and/or stored will remain the property of the Lawrenceburg Community School Corporation. School personnel will inspect and monitor the technology system and the media produced, transmitted, and/or stored as deemed appropriate to ensure compliance with Corporation policies.

Lawrenceburg Community School Corporation cannot guarantee privacy, confidentiality, or prevent access to inappropriate material on the technology system, which includes the internet. Every precaution will be taken to prevent unsolicited materials from being placed on the system. Therefore, only authorized school internet accounts are permitted for use on the technology system. Strict adherence to the provision of the Acceptable Use Policies Overview will ensure that internet transmissions are consistent with the Corporation's standards of ethics and conduct. Lawrenceburg Community School Corporation will make available all internet-related policies and procedures for review by all parents, guardians, school employees, and other community members. Parents or legal guardians may request, in writing, alternative activities not requiring internet access.

In consideration for the Lawrenceburg Community School Corporation providing access to the technology system, the user and parents or guardians will agree to accept all liability, loss or damages as a result of claims, demands, attorney's fees, costs, or judgments arising out of the user's violation of these terms and conditions. Lawrenceburg Community School Corporation will make no warranties of any kind, whether expressed or implied for the service it is providing.

This overview of the Corporation policies adopted by the Lawrenceburg Community School Corporation Board of Trustees is to cover the acceptable use of the Corporation provided technology system. These policies and Administrative Guidelines are located on the district website: [www.lburg.k12.in.us](http://www.lburg.k12.in.us). The specific policies and Administrative Guidelines are listed as follows:

#### Policies

5136 – Wireless Communication Devices, 7530 – Lending of Corporation-Owned Equipment, 7530.01 – Staff Use of Wireless Communication Devices, 7530.02 – Staff Use of Personal Communication Devices, 7540 – Computer Technology and Networks, 7540.01 – Technology Privacy, 7540.02 – Corporation Web Page, 7540.03 – Student Network and Internet Acceptable Use and Safety, 7540.04 – Staff Network and Internet Acceptable Use and Safety, 7541 – Electronic Data Processing Disaster Recovery Plan, 7542 – Network Access From Personally-Owned Computers and/or Other Web-Enabled Devices, 7543 – Remote Access to the Corporation's Network, 8351 – Security Breach of Confidential Databases.

#### Administrative Guidelines

5136 – Cellular Telephones and Electronic Communication Devices, 7530 – Personal Use of Corporation Equipment/Facilities, 7530a – Technology Equipment Security Procedures, 7530c – Cellular Phones, 7540 – Computer Technology and Networks, 7540.01A – Technology Privacy, 7540.01B – At-Home Access to Corporation Technology, 7540.02 – Web Page Specifications, 7540.03 – Student Network and Internet Acceptable Use and Safety, 7540.04 – Staff Network and Internet Acceptable Use and Safety, 8351 – Security Breach of Confidential Databases.

#### Children's Online Privacy Protection Act (COPPA) Compliance

Lawrenceburg Community School Corporation utilizes G Suite for Education. Lawrenceburg Community School Corporation will provide and manage a G Suite for Education account for your child. G Suite for Education is a set of education productivity tools from Google including Gmail, Calendar, Docs, Classroom, and more. Students will use their G Suite accounts to complete assignments, communicate with their teachers, sign in to their Chromebooks, and learn 21st-century digital citizenship skills. In compliance with the **Children's Online Privacy Protection Act (COPPA)**, we want to notify you of your parental rights related to any data collected about your student while using G Suite or other educational online tools.

Answers to common questions about what Google can and can't do with your child's personal information can be found on the district website by navigating to this page <http://www.lburg.k12.in.us/technology--165> or by [clicking on this link](#). Please note that Google does not serve ads in the Core Services or use personal information collected in the Core Services for advertising purposes. Google will not share personal information with companies, organizations, or individuals outside of Google unless one of the following circumstances applies:

- A parent or guardian provides consent
- The individual is an employee of Lawrenceburg Community School Corporation
- For external processing
- For legal reasons

Lawrenceburg Community School Corporation balances the educational value of online resources with any privacy concerns that they may present. On occasion, staff may leverage necessary online educational resources that collect basic information, such as a student's first and last name and email address, based on the provider's policy and practices of safeguarding such information. Student Google accounts will also be used to access other educational tools as deemed necessary for instruction by the school.



By acknowledging receipt of the student handbook I am granting permission to Lawrenceburg Community School Corporation to create and maintain a G Suite for Education account for my child.

## Leaving the School Premises

- For reasons of safety and accountability, pupils are not to leave the school premises at any time during the school day without special permission of the parent/guardian, teacher, principal and school office. Parent/Guardian(s) should send a written request to the teacher or principal. The written request should include the date and time of absence and means of transportation the child is to use, i.e., parent is driving, child is walking, etc.
- Children are released from school only to a custodial parent or legal guardian. Parents or legal guardians may authorize other persons to pick-up their children by **written request** only.
- In case of family dissension (divorce, step-parents, separated parents, etc.), requests made of us to prohibit one party of the conflict from taking the child from school can only be honored by **documented** legal restrictions.
- Children are released to police officers only after proper clearance by the principal.
- In case of emergency, a child is sent home only with the parent/guardian or with another authorized and reliable adult when the parent/guardian is not available.
- Students who are leaving the school ground during the day must be signed out in the main office by the custodial parent/legal guardian or responsible adult designated in writing by the parents.

## Legal Settlement

A student may be expelled if it is determined that the student's legal settlement is not in the attendance area of the school where the student is enrolled and the parents have not applied for transfer tuition.

## Lost and Damaged Books

Students who lose books, or through careless treatment, cause them to be unreasonably damaged, are expected to pay the cost of replacing them. This applies to library books, supplementary readers, regular textbooks and other school materials which are the property of the Corporation.

### **Library Books:**

Borrowing books from the library is a privilege. Books should be taken care of to ensure that loss and damage does not occur. Students will be given a plastic library bag where they should keep their books and media class materials to keep them safe from damage. If a student needs to replace a lost or damaged library bag, the replacement fee is \$1.

Students are not charged fees for overdue books. However, students will not be permitted to check out additional library books until the overdue book is returned or declared lost and the fee is paid.

If a book is lost or damaged beyond reasonable repair, students will be charged the replacement cost of the book. If the book is found after payment is made, the book may be kept by the student.

## Medication Policy

### **Medication Policy: General Guidelines**

When it is necessary for a student to take medication during the course of the school day, the procedures set forth in applicable Indiana law will be followed.

**Medication should be given at home whenever possible.** Only those medications necessary to maintain the student in school will be administered during school hours.

The school board shall not be responsible for the diagnosis and treatment of student illness. The administration of prescribed medication and/ or medically prescribed treatments to a student during school hours will be permitted only when failure to do so would jeopardize the health of the student or the student would not be able to attend school if the medication or treatment were not made available during school hours.

No medication shall be administered to a student without the written and dated consent of the student's parent/guardian. The consent of the parent/guardian shall be valid only for the period on the consent form and in no case longer than the current school year. Medication shall be administered in accordance with the parent/guardian's statement (in the case of non-prescription medicine) or the physician's order (in the case of prescription medications). Medications will be kept in a locked, designated area. All consent forms will be kept on file. Records of all medications given will be maintained.

#### **Medication Policy: Prescription Medications**

Written permission of the student's parent or legal guardian is maintained on file. The pharmacy label will serve as the written order of the physician. The label must show:

- o Student's name
  - o Medication name, dosage, and time
  - o Directions for administering
- All medication must be brought to school in the original container or package with the pharmacy label attached. No exceptions to this rule.
- Medication changes must also be documented. It is the responsibility of the parent or legal guardian of the student to see that the school receives notice of any changes or discontinuation of any medications. Written changes on pharmacy labels by the parent or guardian will not be accepted. Only directions on the original pharmacy label will be accepted and must be current within the last 12 months.
- The parent or legal guardian of the student is responsible for assuring that the medication arrives safely to school in the original pharmacy labeled container. Medications should be brought to the school clinic or front office.

#### **Medication Policy: Over-The-Counter Medications**

The written permission from a parent or guardian must accompany all over-the-counter medications to be administered at school. The permission statement should include:

- o Student's name
  - o Date
  - o Name of medication
  - o Directions for administering
- All medication must be brought to the school in the original container with the manufacturer's information and instructions. The school reserves the right to administer medications according to the package label instructions. At no time will the school administer medications in doses higher than those recommended on the package label.
- Over-the-counter medications will be kept at the school for a maximum period of 2 weeks unless otherwise specified in writing per parent/guardian for chronic conditions such as menstrual cramps or allergies. If a student has a medical condition requiring frequent administration of over-the-counter medications making it necessary to keep the medication on hand at school for a prolonged period of time, a written order from the student's physician will be required.
- Medication changes must also be documented. It is the responsibility of the parent or legal guardian of the student to see that the school receives notice of any changes or discontinuation of any medications. This must be in written form and will be kept on file.
- The parent or legal guardian of the student is responsible for assuring that the medication arrives safely to school in the original container. Medications should be brought to the school clinic or front office.
- The school nurse has the right to request clarification of medication instructions by requesting a written order or statement from the attending physician.
- Lawrenceburg Community School Corporation will offer the following over-the-counter medications: Bacitracin ointment (first aid ointment for signs of redness), Anti-itch topical analgesic cream, Clear Eyes/Visine (redness/seasonal itching eye drops), Ibuprofen, and Acetaminophen. An authorization for administration of medications form must be completed and signed upon registration. The dosage, according to age and weight on the manufacturer's label, will be strictly followed.
- School personnel may, but are not required to, assist a student with applying the topical, non-aerosol sunscreen if the school has received written permission to do so from the student's parent or guardian.

#### **Medication Policy: Self Administration Of Medication**

Students are not permitted to carry medication during school except for certain health conditions (i.e. asthma, severe allergies...). Exceptions may be made when it is in the student's best interest and the student's parent or legal guardian and the school nurse are in agreement to this exception.

All criteria under "Prescription Medication" administration will be followed. Also, the following criteria will be followed:

- Consent statement signed by the parent/guardian must identify that the medications will be self administered by the student.
- The student should communicate to the school nurse or designated person (teacher, secretary, aide) when self administering medication in order to monitor the effectiveness of the medication.

### **Medication Policy: Qualified Immunity**

Lawrenceburg Community School Corporation does not require a teacher or other school employee who is not employed as a school nurse or physician to administer medications. If a school employee is not a practitioner or licensed as a nurse and is responsible for administering medications or performing medical treatments, the employee must obtain training from the school nurse or practitioner that is appropriate to provide the service.

A person administering medication to a student is not liable for child damages as a result of the administration, except for an act of omission amounting to gross negligence or willful and wanton misconduct.

In each building where there is less than a full-time school nurse assigned, access to medication and treatments will be under the authority of the principal. The principal will also designate employees in each building who are authorized to administer medications and treatments in the event that the school nurse or practitioner is not available. Those employees who are designated will be trained at the beginning of each school year.

### **Medication Policy: Documentation**

A medication flow sheet will be maintained by the school nurse. All persons administering medication will document that a student received their medication or prescribed treatment. The flow sheet shall include the student's name, medication name, dosage, time medication to be given, date, and route. Also, the signature and initials of the person administering the medication or supervising the student in self-administration will be documented on the flow sheet.

### **Medication Policy: Discarding Medications**

All medication shall be sent home at the end of the treatment regime. If it is not picked up by the end of the school year, it will be destroyed in the presence of a witness. The medication will be destroyed in a manner as to ensure no other person can obtain possession of it.

For any questions or comments regarding the above Medication Policy, please contact - School Nurse at 537-7279, ext.1450.

## **Movies**

Occasionally, films/videos are used in the classroom in order to illustrate a particular curricular-related concept or to celebrate success. Videos that will be viewed at school will be either G or PG rated. If at any time you don't want your student to participate, please contact the school.

## **Non-Discrimination Comprehensive Statement**

It is the policy of the Lawrenceburg Community School Corporation to comply with the Indiana Civil Rights Act (I.C.22-9-1), I.C.20-8.1-2, Title VI and VII of the Civil Rights Act of 1964, the Equal Pay Act of 1973, Title IX (1972 Education Amendments, Section 504 of the Rehabilitation Act of 1973, The Americans with Disabilities Act of 1992, the Family Medical Leave Act of 1993, and other applicable State and Federal Statutes. The Lawrenceburg Community School Corporation further assures that it will not discriminate against any person on the basis of race, color, religion, sex, national origin, age, disability, or limited English proficiency, nor will anyone be denied the benefits of, or be otherwise subjected to discrimination in admission or access to, or treatment or employment in the conduct of any of its educational programs and activities and the operation of its facilities. In keeping with the School Board's commitment and requirements of the law, the School Board and staff will strive to remove any vestige of discrimination in employment, assignment, and promotion of staff; in educational programs, services and opportunities offered students; in location and use of facilities; and in educational materials. Inquiries regarding compliance with Title IX, Section 504 or the Americans with Disabilities Act, or limited English proficiency should be directed to:

Business Manager  
Lawrenceburg Community School Corporation  
300 Tiger Blvd.  
Lawrenceburg, IN, 47025.  
The telephone number is (812) 537-7200

Legal Reference: IC 20-4-10.1-1 et seq. / IC 20-5-2-1 / IC 20-5-2-2

## Parent / Teacher Conferences

Central Elementary School staff will conduct parent/teacher conferences each fall. Conferences can be scheduled by family so parents of more than one Central student will not have to make more than one conference trip.

## Patron Complaint Procedures

Any patron who believes there has been a violation of Section 504 may file a complaint with the Corporation. Patron Complaint Forms are available in the school and corporation offices.

## Personal Items at School

Please do not bring personal items to school. **Items include: toys, radios, video games, MP3 players, balls, trading cards, etc., are not to be brought to school, unless the teacher has requested it.** Unauthorized items will be confiscated and released only to parents. Repeated offenses will result in the item being confiscated until the end of the school year. Children are not allowed to trade, sell or give away personal items at school.

As per LCSC policy, a student may have a cell phone at school if it is turned off and kept in a backpack. First offense: cell phone will be taken away and given back to the student at the end of the day. Second offense: cell phone will be taken away and the parent/guardian will be required to come to school and pick it up.

When personal items of any type are brought, they are brought at the risk of their owner. The school will not investigate any missing personal items as this takes away from instruction time.

## Pest Control and Use of Pesticides (Policy 8432)

This annual notice of the Corporation's pest control policy invites parents, guardians and staff members to be added to a pesticide notification list (registry) at any time upon request. Those on the registry would be provided notice of planned pesticide applications at least forty-eight (48) hours prior to the date and time the pesticide application is to occur unless an emergency is declared. The notice will include the date and time of the pesticide application and the general area where the pesticide is to be applied. John Ferguson, Director of Maintenance, can be reached at [john.ferguson@lburg.k12.in.us](mailto:john.ferguson@lburg.k12.in.us) or 812-537-7290 to be added to the registry or for more information.

## Pets

Children should be encouraged by parents to see that their pets are kept at home. Our local laws concerning unleashed pets will be enforced. Stray dogs will be reported to the proper authorities.

## Physical Education Class

All children (grades 3-5) are required to take physical education. Any disability must be verified **by a note** from parent or guardian **before** the child will be excused from class. If a student is prevented from participating in physical education because of an accident or illness, a doctor's excuse must be on file in the physical education office and with the school nurse.

Recommended proper attire for students of physical education classes is as follows:

- Gym shoes that tie or have Velcro fasteners.
- Socks should be worn with shoes.
- Shorts or pants that can be moved in easily should be worn.
- Pants must not drag on the floor when standing.
- Pants should be worn around the waist or with a belt.
- Girls need to wear shorts under their skirts.

# Promotion/Placement/Retention

The School Board recognizes that the personal, social, physical, and educational growth of children will vary and that they should be placed in the educational setting most appropriate to their needs at the various stages of their growth.

It shall be the policy of the Board that each student be moved forward in a continuous pattern of achievement and growth that is in harmony with his/her own development.

Such a pattern should coincide with the system of grade levels established by this Board and the instructional objectives established for each.

A student will be promoted to the succeeding grade level when s/he has:

- A. completed the course requirements at the presently assigned grade;
- B. in the opinion of the professional staff, achieved the instructional objectives set for the present grade;
- C. demonstrated sufficient proficiency to permit him/her to move ahead in the educational program of the next grade.

A student enrolled in special education shall be promoted or retained based on the opinion of the Case Conference and the student's I.E.P.

Following sound principles of child guidance, the Board discourages the skipping of grades.

It is the policy of the Board that a student shall not be retained or held back in a grade level for the sole purpose of improving the student's ability to participate in extra-curricular athletic programs.

The Board will comply with the requirements of the Indiana Department of Education regarding the consequences for students in grade three who fail to pass the Indiana Reading Evaluation and Determination Assessment (IREAD-3). Accordingly, a student who does not pass the IREAD-3 assessment either during the assessment period in the school year or during the summer assessment window, and is not eligible for a "good cause exemption" outlined below, shall be considered for retention in third-grade based on the student's overall academic performance in all subject areas.

The school shall make one (1) of the following determinations:

- A. Retention is necessary based on the overall academic performance of the student in all subject areas. The student should be reported to the State as a third-grader in the subsequent school year, and the student should receive third-grade instruction in all subject areas.
- B. Retention is not necessarily based on the overall academic performance of the student in all subject areas. The student should move on to fourth-grade instruction in all subject areas. However, the student will continue to receive third-grade reading instruction during the subsequent school year and must retake the IREAD-3 assessment until the student passes the assessment or qualifies for a "good cause exemption".

Good cause exemptions that may be considered are:

- A. a student who has been previously retained two times prior to the fourth grade;
- B. a student with disabilities whose case conference committee has determined that promotion is appropriate;
- C. an English learner student whose Individual Learning Plan (ILP) Committee has determined that promotion is appropriate.

The Superintendent shall develop administrative guidelines for promotion, placement, and retention of students which:

- A. require the recommendation of the professional staff for any promotion, placement, or retention;

- B. require that parents are informed in advance of the possibility of retention of a student at a grade level;**
- C. assure that reasonable efforts be made to remediate the student's difficulties before s/he is retained;**
- D. assign to the principal the final responsibility for determining the promotion, placement, or retention of each student.**

## Protection and Privacy of Student Records

The Corporation maintains many student records including both directory information and confidential information. Directory information includes: a student's name, address, telephone number, photograph, date and place of birth, major field of study, participation in officially recognized activities and sports, height and weight (if a member of an athletic team), dates of attendance, date of graduation, awards received, listing on an honor roll, or scholarships.

Directory information can be provided upon request to any individual, other than for a profit organization, even without the written consent of a parent. Parent/Guardian may refuse to allow the Board to disclose any or all directory information upon written notification to the Board. Further information about the directory information may be found in the District Policy section (8830) of [www.lburg.k12.in.us](http://www.lburg.k12.in.us). Confidential records include test scores, psychological reports, behavioral data, disciplinary records, social security numbers, and communications with family and outside service providers.

Students and parents have the right to review and receive copies of all educational records, and can do so by contacting the CES main office. Parent/Guardian have the right to amend a student record when they believe that any of the information in the record is inaccurate, misleading, or violates the student's privacy. A request for amendment of records must be submitted in writing and if the request is denied, the parent/guardian will be informed of his/her right to a hearing on the matter.

Consistent with the Protection of Pupil Rights Amendment (PPRA), no student shall be required, as a part of the school program or the Corporation's curriculum, without prior written consent of the parents, to submit to or participate in any survey, analysis, or evaluation that reveals the information concerning: political affiliations or beliefs of the student or the student's parent/guardians; mental or psychological problems of the student or the student's family; ex behavior or attitudes; critical appraisals of other individuals with whom respondents have close family relationships; legally recognized privileged and analogous relationships, such as those of lawyers, physicians, and ministers; religious practices, affiliations, or beliefs of the student or his/her parent/guardians; or income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program).

The Family Policy Compliance Office in the U.S. Department of Education administers both FERPA and PPRA. Parent/Guardians and/or eligible students who believe their rights have been violated may file a complaint with: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW 20202-4605, Washington, D.C., [www.ed.gov/OM/fpc](http://www.ed.gov/OM/fpc). Informal inquiries may be sent to the Family Policy Compliance Office via the following email address: [FERPA@ED.gov](mailto:FERPA@ED.gov); and [PPRA@ED.gov](mailto:PPRA@ED.gov).

## Recess

Recess is a privilege earned by students and is given at the discretion of the teacher. Teachers may choose to keep students in their rooms for a supervised study hall if needed for reasons of incomplete work or discipline.

Students are encouraged to dress appropriately based on the weather. If the temperature or wind chill falls below 25 degrees students will remain inside for recess. If the temperature or heat index is above 95 degrees students will remain inside for recess.

## Release to Use Student Name / Picture

Student's names and or pictures may be displayed in school related articles, newsletters, social media, videos or official educational websites.

## Religion in School

It is accepted that no religious belief or non-belief should be promoted by the school or its employees and none should be disparaged. Instead, the school should encourage all students and staff members to appreciate and be tolerant of each other's religious views. The school should use all opportunities to foster understanding and mutual respect among students and parents, whether it involves race, culture, economic background or religious beliefs. In that spirit of tolerance, students and staff members should be excused from participating in practices that are contrary to their religious beliefs unless there are clear issues of overriding concern that would prevent it.

During times of local, state or national emergency or tragedy, such as the shooting of the President or the death of a Lawrenceburg student, the staff and student body may be asked to honor with a moment of silence. This act is not intended to have religious connotations. It would merely provide an opportunity to demonstrate respect for those involved in a tragic situation.

Certain school programs, such as the winter music program, may include materials drawn from religious sources. Such materials will be selected because they are integrally related to the study of the culture, traditions, and heritage of the United States and other countries. By including these materials, the school does not endorse any form of religious belief or non-belief, nor does it disparage any such beliefs.

## Remediation

Lawrenceburg Community School Corporation may offer remediation opportunities for students during the first week of the fall. Extra remediation opportunities may be provided after school through Title 1 Tutoring. Remediation provides students with additional instruction in areas of weakness for them as determined by district assessments.

## Safe School Tip Line

Safety is one of our district's top priorities, that's why we're now using SafeSchools Alert, a tip reporting system that allows students, staff, and parents to submit safety concerns to our administration four different ways:

- **Phone:** **812.496.4470**
- **Text:** **Text your tip to 812.496.4470**
- **Email:** **1685@alert1.us**
- **Web:** **<http://1685.alert1.us>**

Easily report tips on bullying, harassment, drugs, vandalism or any safety issue you're concerned about. You can submit a tip anonymously online or by telephone. More information, including the SafeSchools Alert Terms of Use and Privacy Policy, is available online at <http://1685.alert1.us>. Thanks in advance for helping to make our school community a safer place to work and learn!

## School Resource Officer

The School Resource Officer (SRO) serves as a liaison between local law enforcement, juvenile justice, child protective services, other community agencies, and the school. The SRO assists the Corporation in developing comprehensive and coordinated safe(r) school policies, services to reduce risks and consults with the administration in matters of school discipline and school safety.

## Search and Seizure

The principal or another member of the administrative staff designated by the principal and acting at the discretion of the principal may search the person of a student during a school activity if the principal has reasonable cause for a search of the student. Searches of a student shall be limited to:

1. Searches of the pockets of the student.

2. Any object in the possession of the student including purse, coat, book bag, etc.
3. A “pat down” of the exterior of the student’s clothing. Searches of the student, which require removal of clothing other than a coat or jacket, shall be referred to a law enforcement officer.
4. Use of a portable breathalyzer test when there is suspicion of alcohol use.

The principal or a member of the administrative staff designated by the principal may request the assistance of a law enforcement officer to:

1. Search any area of the school premises or any student on school premise.
2. Identify or dispose of anything found in the course of a search conducted in accordance with this section.

## Seclusion and Restraint

It is the policy (5630.01) of the Lawrenceburg Community School Corporation to limit or prohibit the use of seclusion, and physical, mechanical or chemical restraint in the education and discipline of students to circumstances in which the strategy can be used safely and in a manner that is in the best interests of the student.

## Snacks

Students may bring snacks and/or water to school to have during the day. We request that families are mindful of food allergies. If students are bringing a snack to share with the classroom, it must be store bought.

## Standardized Testing

Taking a standardized test gives the students practice and experience. These test results will give you and our staff another way to measure your child’s strength and problem areas. The results will also give you guidelines for working on skills at home and one view of what your child knows in relationship to other students in the same grade across the country. We will all be able to use these test results to improve our curriculum, teaching skills, and target your child’s problem areas to help them improve their skills and knowledge”.

Testing at CES includes:

Test Name	Content Tested	Who Takes?	When?
ILEARN <ul style="list-style-type: none"> <li>Indiana Learning Evaluation Assessment Readiness Network</li> </ul>	Grade 3-5 <ul style="list-style-type: none"> <li>Math</li> <li>English/Language Arts</li> </ul> Grade 4 <ul style="list-style-type: none"> <li>Science</li> </ul> Grade 5 <ul style="list-style-type: none"> <li>Social Studies</li> </ul>	Grade 3-5	Multiple Choice/ Applied Skills <ul style="list-style-type: none"> <li>April/May</li> </ul>
IREAD-3 <ul style="list-style-type: none"> <li>Indiana Reading Evaluation and Determination</li> </ul>	Reading Foundational Skills <ul style="list-style-type: none"> <li>Word Reading</li> <li>Reading Comprehension of Nonfiction and Informational Text:</li> <li>Reading Comprehension of Nonfiction Fiction and Literacy Text</li> </ul>	Grade 3	March/April
NWEA	Grade 3-5 <ul style="list-style-type: none"> <li>Math</li> <li>Reading</li> </ul>	Grade 3-5	Fall Winter Spring
aimswebPlus	Reading Math	Grade 3-5	Fall Winter Spring
CogAT	Cognitive Abilities Test	Grade 5	Fall



# Student Placement Procedure

Each new school year brings the task of assigning students to new classrooms. Students are placed to equalize each classroom with respect to discipline concerns, academic abilities, general student personalities and social dynamics, as well as teaching/learning styles.

**Once class assignments for students are made, they will not be changed until the next school year.**

Each year, a few children are required to repeat a grade. It is the policy of Central Elementary School that students retained at a given grade level will **not** be placed with the same teacher for the second year unless mutually agreed on by the stakeholders.

Parents may submit a written request for their child not to have one particular teacher (due by June 1 prior to the new school year). Valid reasons for this non-placement request must be put in writing.

## Telephone Calls

Students will be permitted to use the office phone **only with written permission from their teacher**. Local calls can be made from the classroom with the teacher's permission.

## Textbook Rental Fees

Textbooks are provided to all students and textbook fees may be paid by the Dearborn Community Foundation, Inc. on behalf of the Lawrenceburg Schools Endowment Corporation. Any other fees should be paid during registration.

## Tobacco Free Campus Policy for LCSC

### Purpose and Goals

- **Intent:** All students shall possess the knowledge and skills necessary to avoid tobacco use. School leaders shall actively discourage the use of tobacco products by students, staff, and school visitors. To achieve these ends, district/school leaders shall prepare, adopt, and implement a comprehensive plan to eliminate on-campus tobacco use that includes:
  - establishment and strict enforcement of a completely tobacco-free school environment;
  - availability of recommended resources or referral sources for counseling services or tobacco cessation programs for interested students and staff;
  - cooperation with community-wide efforts to prevent tobacco use;
  - involvement of students and their family members, Corporation staff, and interested residents of our school community in program development, implementation and evaluation.
- **Rationale:** Cigarette smoking is considered the chief preventable cause of premature disease and death in the United States. Schools have a responsibility to help prevent tobacco use for the sake of students' and staff members' health, and the well-being of their families. Research conclusively proves that:
  - regular use of tobacco is ultimately harmful to every user's health, directly causing cancer, respiratory and cardiovascular diseases, adverse pregnancy outcomes, and premature death;
  - second-hand smoke is a threat to the personal health of everyone, especially persons with asthma and other respiratory problems;
  - nicotine is a powerfully addictive substance;
  - tobacco use most often begins during childhood or adolescence;
  - the younger a person starts using tobacco, the more likely he or she will be a heavy user as an adult.
- Additional reasons why schools need to strongly discourage tobacco use are that the purchase and possession of tobacco products is illegal for persons under age 21.
  - the use of tobacco interferes with students' attendance and learning;
  - smoking is a fire safety issue for schools; and
  - the use of spit tobacco is a health and sanitation issue.
- **Definitions:** For the purposes of this policy "tobacco" (**NICOTIANA**) is defined to include any lighted or unlighted cigarette, cigar, pipe, bidi, clove cigarette, and any other smoking product, and spit tobacco, also known as smokeless, dip, chew, and snuff, in any form.

- School premises mean any real property, building, facility, lot, athletic field, playground, or vehicle, owned, leased, rented or chartered by the Corporation.
- School activity means all activities occurring on school premises during the school day and any school sponsored, organized, or directed event or activity occurring during non-school time on school premises or elsewhere.

### **Tobacco Free Environments**

- **Tobacco use prohibited:** No student, staff member or a school visitor shall use, smoke, inhale, ingest, dip, or chew tobacco in any form at any time, including non-school hours, on school premises, or while participating in any school activity off campus, or in conjunction with the use of any school vehicle. Chaperones on school sponsored events will be asked to refrain from using tobacco in the presence of students.
- Adults, who are not students, will be given “pass-outs” during extra-curricular events which will allow the adult to leave the event and the school premises to engage in tobacco use, and thereafter to return to the event.
- No student shall possess a tobacco product on school premises or during a school activity.
- **Tobacco Promotion:** Tobacco promotional items, including clothing, bags, lighters, and other personal articles, are not permitted on school grounds, in school owned/leased vehicles, or at school-sponsored events on campus.
- **Notice:** The school administrators shall notify students, families, all school personnel, and school visitors of the tobacco-free policy. Notices shall be included in handbooks; on posted signs at every school entrance and other appropriate locations.
- **Enforcement:** At school functions the duty officer(s) and / or school officials will enforce the policy requirements. Violation of the tobacco policy is clearly an intentional act. School personnel who are caught smoking will accept the following: 1<sup>st</sup> offense will be a written warning to be placed in the employees file by the administrator or designee; 2<sup>nd</sup> offense will be considered insubordination and subject to the appropriate penalty from the administrator or designee.

### **Assistance to Overcome Tobacco Addiction Program**

The School Health Program shall include referrals to community resources and programs to help students and staff members overcome tobacco addiction.

Program Attendance: Attendance or completion of a tobacco-use cessation program shall not be mandatory for anyone or used as a penalty unless specified in an existing policy.

## **Transfer**

Pupils moving out of the Lawrenceburg School Corporation during the school year are encouraged to enroll in the new school as soon as possible. Children benefit from making new friends along with new neighborhood friends during the school year. However, they are allowed to remain in school here until the end of the semester. In accordance with SE 108, school corporations can deny transfers or discontinue enrollment if a student has a history of unexcused absences and the governing body believes that attendance would be a problem.

## **Visitors**

All persons/visitors entering the school building during the school day must engage the door buzzer and state their business for visiting. Once they have gained entrance to the school they must report to the front office. All visitors **MUST sign in and sign out using their government issued ID.** The office will issue a hall pass which must be visible at all times. Teachers are not to admit unauthorized visitors to the classroom without a hall pass from the front office. Conferences with teachers are not possible during the school day, unless they have been prearranged. Please call ahead if you need to set up a conference with a teacher.

## **Volunteers**

**Volunteers must have submitted a criminal background check and been approved by the administration.**

A school volunteer is any adult who is willing to give time and talent to "help out" as a member of the education team. School volunteers must like people, want to help the school, have time to devote a few hours a week to the task, and be dependable.

There are many important ways that volunteers can help including:

- **Tutoring** - Under the guidance of a trained teacher, volunteers can work with the student on a one-to-one basis, providing more individual attention.
- **Classroom Assistant** - Setting up displays, getting supplies, doing bulletin boards and other similar tasks.

- **Library Assistant** - The library assistant helps the librarian with sorting, alphabetizing and filing students' cards, as well as replacing books on the shelves.
- **Clerical Helper** - The clerical helper assists the regular staff with many essential office duties, such as filing, typing, and record keeping.
- **Resource Person** - A resource person helps bring to life in the classroom the practical use and applications of material being studied via personal expertise in specialized areas.
- **PTO** - The Parent Teacher Organization is always looking for help. Contact an officer, your child's teacher, or the CES office if you are interested.
- **All School Field Day** - We always need help on this day to help work or organize the activities and donations. Contact your child's teacher if you would like to help.

## Wellness Policy

The State of Indiana passed PL 108-265 that requires all schools in Indiana to establish a local Wellness Policy by the first day of school 2006/2007. The School nurse chaired the committees and created the policy.

**Goal:** All students in the Lawrenceburg Community School Corporation shall possess the knowledge and skills necessary to make nutritious food choices and enjoyable physical activity choices that will affect their health throughout their life. Areas that will be addressed include health education, nutrition, physical activity, drugs, tobacco, emotional health, school health services, and staff wellness promotion.

# Lawrenceburg Community School Corporation

## Title I Information Packet



### Contents:

- LCSC Title I Parent Involvement Policy - District
- LCSC Title I Parent Involvement Policy - Schools (LPS/CES)
- LCSC Title I Parent Compact
- LCSC Title I Parents' Right to Know Letter
- Assessment Results
- Parent/Family Nights
- Sign Off



## Central Elementary School Title I Parent Involvement Policy

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The Lawrenceburg Community School Corporation (LCSC) Board of Trustees intends to follow the parental policy guidelines in accordance with the *Every Student Succeeds Act of 2015* as listed below. The LCSC Board of Trustees will distribute this policy annually to parents during online registration.

The school corporation will be governed by the following statutory definition of parental involvement, and expects that its Title I schools will carry out programs, activities and procedures in accordance with this definition:

**Parental involvement means the participation of parents in regular, two-way, and meaningful communication involving student academic learning and other school activities, including ensuring:**

1. that parents play an integral role in assisting their child's learning;
2. that parents are encouraged to be actively involved in their child's education at school;
3. that parents are full partners in their child's education and are included, as appropriate, in decision-making and on advisory committees to assist in the education of their child;
4. the carrying out of other activities, such as those described in section 1116 of the ESSA.

The LCSC agrees to implement the following statutory requirements:

A. Involve parents in jointly developing our district's local plan under section 1112 and in the process of school review and improvement under section 1116; Implementation:

- Explain the requirements and rights of the parents to be involved,
- Convene an annual Title I meeting by the third week of September each school year hosted in the CES Media Center.

B. Provide the coordination, technical assistance, and other support necessary to assist Title I, Part A schools in planning and implementing effective parental involvement activities to improve student academic achievement and school performance; Implementation:

- Meetings are hosted with the Director of Student Services, LPS/CES Principals and LPS/CES Title I Teacher to plan annual parent involvement activities for each semester.
- Allow use of school facilities for family involvement activities,
- Ensure that Title I, Part A grant funds are reserved for parent involvement supplies and equipment. (Not less than 1% will be set-aside if 1% of the allocation is more than \$5,000.)
- Provide PowerSchool parent access
- Maintain district/school website
- Offer a flexible schedule of meetings that parents will be invited to attend. The parents will be notified through the school newsletter, social media and/or school messaging system about the meetings

topics, times and locations. The family nights will offer a variety of educational topics to assist parents with ways to help their child(ren) be successful in school. These nights will be held in conjunction with Central Elementary School (Grades 3-5) and Lawrenceburg Primary School (Grades K-2).

C. Build the schools' and parents' capacity for strong parental involvement by:

- Providing assistance to parents and children served as appropriate, in understanding such topics as the State's academic content standards and student academic achievement standards, and how to monitor a child's progress and work with educators to improve the achievement of their children;  
Implementation:
  - Back to School Night
  - Title I Transition Meeting for Grade 3 Families
  - Notification of assessment results (AimswestPlus, NWEA, IREAD-3, ILEARN)
  - Parent teacher conferences
  - PowerSchool parent accounts
  - Class DOJO Communication Platform
- Provide materials and training to help parents to work with their children, such as literacy training and using technology to foster parental involvement; Implementation:
  - Materials and training on how parents can improve their child's achievement are provided through Title I Family Nights.
  - Classroom newsletters.
  - School newsletters
  - Reading focus wall: skills and spelling words
  - Youtube links on the school website for math homework help.
  - Google classroom video links.
- Coordinate and integrate parent involvement programs and activities with Head Start and other Federal, State, and local programs, including public preschool programs, and conduct other activities, such as parent resource centers, that encourage and support parent engagement; Implementation:
  - Meet Your Teacher Night: CES invites students/families to meet their teacher, visit their classroom, and learn about the school requirements.
- Educate educators with the assistance of parents, in the value and utility of contributions of parents, and in how to reach out to, communicate with, and work with parents as equal partners, implement and coordinate parent programs, and build ties between parents and the school; Implementation:
  - eLearning PD is embedded into the LCSC Calendar thus time is allocated to share best practices in communication and collaboration.
  - Educate educators with the assistance of parents, in the value and utility of contributions of parents, and in how to reach out to, communicate with, and work with parents as equal partners, implement and coordinate parent programs, and build ties between parents and the school.
  - Provide materials such as books for professional book study as necessary.
  - LCSC has adopted the Lawrenceburg RISE Model which assesses teachers on their communication and collaboration with parents.
- Ensure that information related to school and parent programs, meetings, and other activities is sent to the parents of participating children in a format and, to the extent practicable, in a language the parents can understand; Implementation:
  - LCSC uses the results of the Home Language Survey to determine all the languages that communication must be sent home to ensure accessibility. As a corporation .009% of our families speak a language other than English in the home.

- LCSC always seeks to provide multiple avenues of communication such as newsletters, phone calls, and emails to reach all parents in a language all parents can understand (free from educational jargon and translated if necessary).
- Other reasonable support for parental involvement activities under section 1116, as parents may request; Implementation:
  - Fine Arts Fair
  - Holiday Programs
  - End of the Year Awards Programs
  - Field Trip Chaperones
  - Classroom Volunteers
  - Support LPS/CES PTO by allowing use of school facilities

D. Conduct, with the involvement of parents, an annual evaluation of the content and effectiveness of the parental involvement policy in improving the academic quality of our Title I school including:

Identifying barriers to greater participation by parents in parental involvement activities, with particular attention to parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background. Implementation:

- Convene an annual Title I meeting by the third week of September each school year hosted in the CES Media Center.
- Inspire Success Parent Survey (SI2)
  - Review Parent Involvement Policy
  - Monitor parent participation rates
  - Feedback on root causes and proposed goals
- Invite parents to be on Title I School Improvement Council through Inspire Success
- Disaggregate testing data
  - The forms of academic assessment used to measure student progress are classroom evaluations, NWEA assessments, ILEARN, aimswebPlus, and CoGat are used to inform instruction and predict future academic success.
- Revise policy, as necessary, based on data and parent input
  - Respond to any parent suggestions as soon as practicably possible.
    - Include a **School-Parent Compact\***, which is a written agreement of what schools and parents are each supposed to do to help students achieve. (\*Copy attached).
  - Provide such other reasonable support for parental involvement at parents' request
- Barriers in participation are used in the following ways:
  - Date and time of meetings is published well in advance.
  - Opportunity for parents to attend in person or virtually.
    - Transportation can be arranged.
    - Childcare can be made available.
  - Translation services can be made available if the need was to arise.

E. Involve parents in the activities of schools served under Title I, Part A (section 1116), ESSA Implementation:

- Responding to any parent suggestions as soon as practicably possible
- Collecting and submitting any comments indicating parents' dissatisfaction
  - with the school Title I program along with the Title I Application for Grant to the Division of Title Grants and Support.

### **Expectations for Parent Engagement**

- The Lawrenceburg Community School Corporation Board of Trustees intends that parents of participating students be provided with frequent and convenient opportunities for full and ongoing

participation in the Title I program. This shall include opportunities to jointly develop the Title I program plan and suggest modifications in the process for school review and improvement.

- Any comments indicating parents' dissatisfaction with the district Title I program must be collected and submitted along with the Title I Application for Grant to the Indiana Division of Title Grants and Support.
- The Title I program must be designed to assist students to acquire the competencies and achieve the goals established by law, as well as the goals and standards established by the Lawrenceburg Community School Corporation Board of Trustees. These goals and standards must be shared with parents in a manner that will enable them to:
  - 1. Participate in decisions concerning their child's education and
  - 2. Monitor and improve the educational achievement of their child.

### **School Policy**

- Require each Title I school to submit its parent involvement policy, which must meet all legal requirements. This policy must be developed jointly with parents and distributed by the school to parents of participating students. The policy must be updated annually. A copy of the school's parent involvement policy shall be kept on file with the Title I program plan in the Central Office.
- Include, as part of the Title I program, a School-Parent Compact, which is a written agreement of what schools and parents are each supposed to do to help students achieve.

### **References**

Every Student Succeeds Act (ESSA) Public Law 114-95, Section 1116, Parent and Family Engagement.

<https://www2.ed.gov/documents/essa-act-of-1965.pdf>



## **LCSC - Title One Parent Compact**

Families and schools must work together to help students achieve high academic standards. Through a process that includes teachers, families, students and community representatives, the following agree upon roles and responsibilities that we as partners will carry out to support student success in school and in life

### **Staff Pledge**

I agree to carry out the following responsibilities to the best of my ability:

- Provide a safe and supportive learning environment for all my students.
- Teach classes with a challenging, rigorous curriculum that promotes student engagement and achievement.
- Motivate my students to learn and achieve high levels of academic performance.
- Set high expectations for every child to be successful in meeting the Indiana Academic Standards.
- Communicate frequently and meet annually with families about student progress.
- Provide opportunities for parents to volunteer, participate, and observe, in my classroom.
- Participate in professional development opportunities that improve teaching and learning and support the formation of partnerships with families and the community.
- Actively participate in collaborative decision making with parents and school colleagues to make our school accessible and welcoming for families.
- Respect the school, students, staff, and families.

### **Student Pledge**

I agree to carry out the following responsibilities to the best of my ability:

- Come to LPS & CES ready to learn, work hard and follow the LPS & CES pledge said daily on morning announcements.
- Bring necessary materials, completed assignments and homework.
- Know and follow school and class rules.
- Communicate regularly with my parents and teachers about school experiences so that they can help me to be successful in school.
- Limit my TV watching, video game playing, and internet usage.
- Study or read every day after school.
- Respect the school, classmates, staff, and families.

### **Family/Parent Pledge**

I agree to carry out the following responsibilities to the best of my ability:

- Provide a quiet time and place for homework with minimal distractions.
- Read to my child or encourage my child to read every day for a minimum of 30 minutes.
- Ensure that my child attends school every day and gets adequate sleep, regular medical attention, and proper nutrition.
- Regularly monitor my child's progress in school by communicating with teachers and utilize the Student Information System.
- Participate, as appropriate, in decisions about my child's education by attending parent-teacher conferences.
- Communicate the importance of education and learning to my child.
- Respect the school, staff, students, and families.

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**Student**

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**Teacher**

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**Parent/Guardian**

**Lawrenceburg Community Schools  
Parents' Right to Know Letter**

Dear Parents/Guardians:

In accordance with the Elementary and Secondary Education Act, Section 111(h)(6) ***PARENTS' RIGHT TO KNOW***, this is a notification from Lawrenceburg Community School Corporation to every parent of a student in a Title I school that you have the right to request and receive information in a timely manner regarding the professional qualifications of your child's classroom teachers. This information regarding the professional qualifications of your child's classroom teachers shall include the following:

- If the teacher has met state qualification and licensing criteria for the grade level and subject areas taught;
  - If the teacher is teaching under emergency or temporary status, in which Indiana qualifications and licensing criteria are waived;
  - The teacher's baccalaureate degree major, graduate certification, and field of discipline; and
  - Whether the student is provided services by paraprofessionals, and if so, their qualifications.
- If at any time your child has been taught for 4 or more consecutive weeks by a teacher that is not highly qualified, you will be notified by the school of this information.

If you have questions or concerns, please feel free to contact the school principal.

Sincerely,

Karl Galey, Superintendent

**Acknowledgement of:  
Title I Information Packet**

My electronic signature acknowledges that I have received and will review the Lawrenceburg Community School Corporation Title I Information Packet and the Parent-Student Handbook. This information pertains to all CES and LPS students in grades 1-5. The packet includes the following components:

- LCSC Title I Parent Involvement Policy- District
- LCSC Title I Parent Involvement Policy- School (LPS/CES)
- LCSC Title I Parent Compact
- LCSC Title I Parents' Right to Know Letter
- Assessment Results
- Parent/Family Nights

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Parent Signature

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Date

Signature will be done electronically during registration.

# HEADS x UP

## CONCUSSION IN HIGH SCHOOL SPORTS

### A FACT SHEET FOR PARENTS

#### What is a concussion?

A concussion is a brain injury. Concussions are caused by a bump, blow, or jolt to the head or body. Even a "ding," "getting your bell rung," or what seems to be a mild bump or blow to the head can be serious.

#### What are the signs and symptoms?

You can't see a concussion. Signs and symptoms of concussion can show up right after the injury or may not appear or be noticed until days after the injury. If your teen reports **one or more** symptoms of concussion listed below, or if you notice the symptoms yourself, keep your teen out of play and seek medical attention right away.

Signs Observed by Parents or Guardians	Symptoms Reported by Athlete
<ul style="list-style-type: none"> <li>• Appears dazed or stunned</li> <li>• Is confused about assignment or position</li> <li>• Forgets an instruction</li> <li>• Is unsure of game, score, or opponent</li> <li>• Moves clumsily</li> <li>• Answers questions slowly</li> <li>• Loses consciousness (even briefly)</li> <li>• Shows mood, behavior, or personality changes</li> <li>• Can't recall events prior to hit or fall</li> <li>• Can't recall events after hit or fall</li> </ul>	<ul style="list-style-type: none"> <li>• Headache or "pressure" in head</li> <li>• Nausea or vomiting</li> <li>• Balance problems or dizziness</li> <li>• Double or blurry vision</li> <li>• Sensitivity to light or noise</li> <li>• Feeling sluggish, hazy, foggy, or groggy</li> <li>• Concentration or memory problems</li> <li>• Confusion</li> <li>• Just not "feeling right" or is "feeling down"</li> </ul>

#### How can you help your teen prevent a concussion?

Every sport is different, but there are steps your teens can take to protect themselves from concussion and other injuries.

- Make sure they wear the right protective equipment for their activity. It should fit properly, be well maintained, and be worn consistently and correctly.

- Ensure that they follow their coaches' rules for safety and the rules of the sport.
- Encourage them to practice good sportsmanship at all times.

#### What should you do if you think your teen has a concussion?

- 1. Keep your teen out of play.** If your teen has a concussion, her/his brain needs time to heal. Don't let your teen return to play the day of the injury and until a health care professional, experienced in evaluating for concussion, says your teen is symptom-free and it's OK to return to play. A repeat concussion that occurs before the brain recovers from the first—usually within a short period of time (hours, days, or weeks)—can slow recovery or increase the likelihood of having long-term problems. In rare cases, repeat concussions can result in edema (brain swelling), permanent brain damage, and even death.
- 2. Seek medical attention right away.** A health care professional experienced in evaluating for concussion will be able to decide how serious the concussion is and when it is safe for your teen to return to sports.
- 3. Teach your teen that it's not smart to play with a concussion.** Rest is key after a concussion. Sometimes athletes wrongly believe that it shows strength and courage to play injured. Discourage others from pressuring injured athletes to play. Don't let your teen convince you that s/he's "just fine."
- 4. Tell all of your teen's coaches and the student's school nurse about ANY concussion.** Coaches, school nurses, and other school staff should know if your teen has ever had a concussion. Your teen may need to limit activities while s/he is recovering from a concussion. Things such as studying, driving, working on a computer, playing video games, or exercising may cause concussion symptoms to reappear or get worse. Talk to your health care professional, as well as your teen's coaches, school nurse, and teachers. If needed, they can help adjust your teen's school activities during her/his recovery.

#### If you think your teen has a concussion:

Don't assess it yourself. Take him/her out of play. Seek the advice of a health care professional.

**It's better to miss one game than the whole season.**

For more information and to order additional materials *free-of-charge*, visit: [www.cdc.gov/Concussion](http://www.cdc.gov/Concussion).

U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES  
CENTERS FOR DISEASE CONTROL AND PREVENTION



	School-wide	Hallways	Cafeteria	Playground	Bus
<b>B e  R e s p e c t f u l</b>	<ul style="list-style-type: none"> <li>•Use appropriate and positive language</li> <li>•Respect the personal space of others</li> <li>•Listen when others speak; wait your turn</li> <li>•Use a soft voice</li> <li>•Respect school property</li> <li>•Use good manners</li> </ul>	<ul style="list-style-type: none"> <li>•Keep silent when with a large group</li> <li>•Use a soft voice when changing classes, going out to recess, and returning from assemblies</li> </ul>	<ul style="list-style-type: none"> <li>•Keep silent in the serving zone and give attention to the staff</li> <li>•Wait your turn</li> <li>•Use table manners</li> <li>•Speak only to those at your table</li> </ul>	<ul style="list-style-type: none"> <li>•Practice good sportsmanship</li> <li>•Share equipment</li> <li>•Take turns</li> </ul>	<ul style="list-style-type: none"> <li>•Follow bus driver's instructions</li> <li>•Use a soft voice</li> <li>•Move over to allow others to sit in a seat</li> </ul>
<b>B e  R e s p o n s i b l e</b>	<ul style="list-style-type: none"> <li>•Wear your badge during the school day</li> <li>•Follow directions the first time given</li> <li>•Respond immediately to the signal for silence</li> <li>•Follow all classroom policies / procedures</li> <li>•Follow all school policies / procedures</li> </ul>	<ul style="list-style-type: none"> <li>•Stay with your group</li> <li>•Go directly to your destination</li> </ul>	<ul style="list-style-type: none"> <li>•Clean up after yourself</li> <li>•Keep all food in the cafeteria</li> <li>•Raise your hand for assistance</li> <li>•Eat your own food</li> </ul>	<ul style="list-style-type: none"> <li>•Put equipment away when finished</li> <li>•When recess is over, collect belongings, line up single file and listen for instructions</li> </ul>	<ul style="list-style-type: none"> <li>•Follow playground procedures</li> <li>•Keep all materials inside backpack</li> <li>•Board and exit only at your stop</li> </ul>
<b>B e  S a f e</b>	<ul style="list-style-type: none"> <li>•Keep hands, feet, and objects to yourself</li> <li>•Walk at a safe pace</li> <li>•Inform adults of unsafe behaviors or situations</li> </ul>	<ul style="list-style-type: none"> <li>•Walk single file on the right side of the hall</li> <li>•Walk up and down the stairs one step at a time</li> </ul>	<ul style="list-style-type: none"> <li>•Remain seated facing forward</li> <li>•Wait for permission before leaving the table</li> </ul>	<ul style="list-style-type: none"> <li>•Remain on school grounds</li> <li>•Walk on the sidewalk when going to recess</li> <li>•Stay away from unfamiliar people or animals</li> </ul>	<ul style="list-style-type: none"> <li>•Keep body parts and objects inside the bus</li> <li>•Remain seated until bus comes to a stop</li> <li>•Keep belongings out of the aisle</li> </ul>

	<b>Restrooms</b>	<b>Arrival</b>	<b>Dismissal</b>	<b>Assemblies</b>	<b>Field Trips</b>
<b>B e R e s p e c t f u l</b>	<ul style="list-style-type: none"> <li>•Lock stalls when entering and unlock them when leaving</li> <li>•Respect the privacy of others</li> </ul>	<ul style="list-style-type: none"> <li>•Respond appropriately to greetings</li> </ul>	<ul style="list-style-type: none"> <li>•Respond appropriately to greetings</li> </ul>	<ul style="list-style-type: none"> <li>•Pay attention to the presenter</li> <li>•Demonstrate timely and appropriate applause</li> </ul>	<ul style="list-style-type: none"> <li>•Use appropriate and positive language</li> <li>•Use a soft voice in public buildings</li> <li>•Pay attention to presenters</li> <li>•Use good manners</li> </ul>
<b>B e R e s p o n s i b l e</b>	<ul style="list-style-type: none"> <li>•Follow procedures for <i>1,2,3 Handwashing</i></li> <li>•Flush toilet after use</li> <li>•Keep restrooms clean</li> <li>•Return directly to your class when finished</li> <li>•Tell an adult if the restroom needs attention</li> </ul>	<ul style="list-style-type: none"> <li>•Arrive at school on time</li> <li>•Report directly to your classroom or cafeteria</li> <li>•Remain in your classroom after the tardy bell rings</li> <li>•Report to the office for a tardy slip after the tardy bell</li> </ul>	<ul style="list-style-type: none"> <li>•Report directly to your designated dismissal area</li> <li>•Remain seated if waiting for a bus</li> </ul>	<ul style="list-style-type: none"> <li>•Stay with your teacher and class</li> <li>•Wait for permission to leave the area</li> </ul>	<ul style="list-style-type: none"> <li>•Stay with your group and chaperone</li> <li>•Report problems to an adult</li> </ul>
<b>B e S a f e</b>	<ul style="list-style-type: none"> <li>•Use the facility appropriately</li> </ul>			<ul style="list-style-type: none"> <li>•Enter / exit assembly in orderly lines</li> <li>•Walk to and from your seat in the assembly area</li> </ul>	<ul style="list-style-type: none"> <li>•Enter / exit buildings in orderly lines</li> <li>•Walk at a safe pace in public places</li> <li>•Follow bus expectations</li> </ul>

**Central Elementary School**

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Lawrenceburg, IN 47025

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Fax (812) 537-7063

**Acknowledgement of CES Parent/Student Handbook**

My electronic signature acknowledges that I have received and will review the CES Parent/Student Handbook. I am aware that these rules have been approved by the Lawrenceburg Community School Corporation Board of Trustees.

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Parent Signature

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Date