

Lawrenceburg
Primary School
Parent / Student Handbook
2023-24



400 Tiger Blvd.
Lawrenceburg, IN 47025
LPS Phone (812) 537-7239
LPS Fax (812) 537-5746

Lawrenceburg Primary School

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(812) 537-7239

Dear Students, Parents, and Guardians:

Welcome to Lawrenceburg Primary School and our educational family! We are proud of our students and their accomplishments both in and out of school. The cooperative partnership that exists between students, staff members, and parents has nurtured the development of a positive self image in the students of our school community. We hope that this partnership continues throughout the coming year and leads to many new and exciting challenges.

The policies/procedures contained in this booklet are important for setting the proper atmosphere for the educational process. Please review these with your children. By becoming familiar with this information, we can work collectively for a positive school climate. We hope that this year will be an enjoyable learning experience for everyone.

The school schedule is as follows:

8:10	Doors open. Students report directly to the classroom.
8:10-8:30	Breakfast available
8:35	School begins, announcements are given. Students arriving after 8:35 a.m. are considered tardy.
11:00-1:15	Lunch & recess for K-2 students
3:30	Afternoon Announcements
3:35	Dismissal for Bus 1, 4 & 12 Riders; Car tag and Office Pick ups
3:40	Dismissal for Bus #2, 3, 5-8, 10-11 Riders & Latchkey Students

Sincerely,
Mrs. Greive, Mrs. Geary &
Lawrenceburg Primary School Staff

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. 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 by clicking on "District" and finding the specific policy or administrative guideline in the Table of Contents for that section.

Lawrenceburg School Corporation Phone & Fax Numbers:

LCS 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) 537-7279
Greendale Middle School	Phone (812) 537-7259	Fax (812) 537-6385
Lawrenceburg High School	Phone (812) 537-7219	Fax (812) 537-7221

Lawrenceburg Primary School Mission Statement

At Lawrenceburg Primary School, 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.

We believe all students deserve: to be surrounded by adults that value each student's individual learning potential. We believe all students deserve dedicated teachers who are positive role models and who engage their students in a variety of researched based teaching strategies. We believe all students should receive extra help and time to experience school success by providing a low student/teacher ratio.

Lawrenceburg Primary School Calendar 2023-24

August 2, 2023	First Student Day
September 4, 2023	No School - Labor Day
October 5, 2023	End of First Nine Weeks (46 days)
October 6-13, 2023	No School - Fall Break
Week of October 25, 2023	Parent-Teacher Conferences
November 22-24, 2023	No School - Thanksgiving Break
• November 22 (snow make-up day)	
December 15, 2023	End of Second Nine Weeks (42 days) and First Semester (88 days)
Dec. 18- Jan. 1, 2024	Winter Break - No School
January 2, 2024	Start of Second Semester
January 15, 2024	No School - Martin Luther King Day (snow make-up day)
February 19, 2024	No school - Presidents Day (snow make-up day)
March 15, 2024	End of Third Nine Weeks (52 days)
March 18-29, 2024	Spring Break - No School
• March 18-22 may be used as snow make-up days, as needed.	
May 24, 2024	Last Student Day - End of 4th Nine Weeks (44 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 16, 2023
- September 13, 2023
- October 25, 2023

- December 6, 2023
 - January 12, 2024
 - February 16, 2024
 - April 8, 2024
- *** Calendar is subject to change pending Board of Trustee approval.

Lawrenceburg Primary School Office

Our regular office hours are from 8:00 AM to 4:00 PM each day. The school telephone number is 812-537-7239. The fax line is 812-537-5746.

LPS Office Staff:

- Mrs. Greive - Principal
- Mrs. Geary - Dean of Students
- Mrs. Jones - Secretary
- Ms. Corns - Bookkeeper
- Mrs. Moorman - Social Worker/Counselor
- Ms. Lambert - Nurse
- Mr. Schneider - School Resource Officer
- Mr. Noel - School Resource Officer

Lawrenceburg Primary School Pledge

The LPS 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 five parts are:

1. I will be responsible.
2. I will respect myself and others.
3. I will choose to learn.
4. I will allow my teacher to teach.
5. I will do my personal best.

Student Day/Recess/Lunch

8:10 a.m.	1 st Bell - Doors Open - Students may enter the building.
8:10-8:30	Breakfast Available
8:30	2nd Bell - End of breakfast; Students should be in classrooms.
8:35	3rd Bell - Tardy Bell/Morning Announcements through News Broadcast
11:00 - 11:30	Kdg. Grade Lunch
11:35 - 12:05	Kdg. Grade Recess
11:35 - 12:05	1 st Grade Lunch
12:10-12:40	1 st Grade Recess
12:10-12:40	2 nd Grade Lunch
12:45-1:15	2 nd Grade Recess
3:30	Afternoon Announcements
3:35	Dismissal for Bus #1, 4 & 12 Riders; Car tag and Office Pick ups
3:40	Dismissal for Bus #2, 3, 5-11 Riders & Latchkey Students

Admission Age for Beginners

The State of Indiana requires that a child must be five years old on or before August 1st in order to be enrolled in Kindergarten, however, exceptions can be made. Please contact the school office for appropriate procedures. For grade one, a child must be six years old on or before August 1st. All beginning children must show an official birth certificate, not a hospital birth record.

Antibullying

(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 the 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 K-2) 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 for LCSC

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. **Parents must assume primary responsibility for student attendance.** Parents 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 parents choose 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 to the attendance officer at the school during the morning of the student's absence. The phone number is 537-7239. If we do not get a call from the parent/guardian by 9:00 AM the LCSC automated message program 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 verified 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 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 to call a student in ill or send a note **8 times a school year**. After the **8** parent calls or notes have been used up for the school year, the parent 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:

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

Attendance – Make-Up Work

Make up work is based on the type of absences and suspensions:

- **Absence:** Provisions to complete all school work missed due to an absence will be made for absences which have been excused through the procedures or reasons discussed above. The amount of time necessary to complete all make-up work will be left to the discretion of each individual teacher. The fact that make-up work is not allowed for unexcused absences will possibly result in lowering the student's grade for that

particular grading period. However, the student will be encouraged to complete all missed work as to stay current with the content covered.

- **Suspension:** Provisions may not be provided for make-up work to be completed on suspensions. However, the student will be encouraged to complete all missed work so as to stay current with the content covered.

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.
- AU - no verification or parental contact concerning absence.
- Tardies - Tardiness is defined as being late to school during any portion of the day. All lost time, as a result of tardies will be made up at the discretion of the school. School begins at 8:35 a.m. each day. **Any student arriving at school after 8:35 a.m. will be considered tardy and documented in school attendance records. Any student leaving before 3:00 PM will be documented in the 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 fourth (4th) absence from school during the school year. This will be done by an automated 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 &/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 and/or summer school, 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 with the building principal prior to removing their child(ren) from school. LPS does not encourage prearranged absences for vacations, but it is understood that emergency situations or special circumstances occur requiring a student's extended absence from school.

Awards

At the end of the year, LPS honors the achievement of the students with an awards program. A summary of the awards given are as follows, but not limited to:

Perfect Attendance Award (Certificate w/seal)

- 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.

Excellent Attendance Award (Certificate w/seal)

- 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. No child may qualify for both attendance awards.

Citizenship Award – All Grades (Certificate w/seal) only E/Ss or A/Bs

- To qualify for this award a student must not have received more than one disciplinary trip to the office during the school year.

Other Awards

Book-It Reading Award

Kindergarten Participation

Physical Education Award

Music Award

Math-A-Thon

Art Award

Spelling Bee Award

Honor Roll

*Ideas for future awards are always welcome.

Bed Bug Administrative 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 your child(ren) 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 hitchhike from one place to another in backpacks, clothing, books and other items easily. 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).

Bicycles/Skateboards/Scooters

Due to the age of students at LPS we discourage students from riding bicycles to school. We are concerned about the safety of your child. The school personnel cannot be responsible for damaged or stolen equipment. **Skateboards and scooters are strictly forbidden on any school board owned property.**

Birthday Invitation Policy

Students are not permitted to hand out birthday invitations during school hours.

Bus Expectations

Students who ride Lawrenceburg Primary 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 and unloading the bus:

- Load and unload the bus at designated stop 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 parents
- 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 be assigned at any violation or in addition to or in place of bus riding privileges being denied.

Bus Stops

We have many students who during one week will have two to three different locations where they need to be delivered after school. This causes much confusion for the student, teacher, office staff and bus driver. We have times where students are delivered to the wrong destination. Also having bus stop changes overcrowds routes and buses and increases danger on the bus. This causes great worry for all involved.

We are strongly encouraging you to have only one afternoon destination for your child. We understand that there are emergencies and you may need to call to change stops, but for the safety of your child and to prevent confusion, please try to have your child go "home" to the same place every day.

Cafeteria Procedures

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 pre-payment of lunches and breakfasts. Each child has been set up with their own lunch account. You may send any amount of money in an envelope with your child's name and room number to credit your child's account. 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.** Applications for free/reduced lunch and textbook assistance are available **on the school website**. If you qualified last year, you have 30 school days of service from the beginning of school to apply for service again for the new school year. **You have to reapply every year.**

Breakfast/Lunch Prices:

- **Breakfast cost is \$1.45 per day.** Breakfast is optional. Breakfast is not served on days the school is on a 2-hour delay.
- **Lunch cost is \$2.65 per day.** Milk will be \$.50 per carton.
- Adult breakfasts are \$2.00; lunches are \$3.85.
- **Meal prices are subject to change.**

Cafeteria - Free & Reduced Breakfast/Lunch

Applications for free/reduced lunch and textbook assistance are available **on the school website**. If you qualified last year, you have 30 school days of service from the beginning of school to apply for service again for the new school year. **You have to reapply every year.** According to state laws, it is to your advantage to apply for assistance even if you are unsure 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 Lawrenceburg Primary School. 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 for lunch \$0.40.**

- If you do not want your child to eat breakfast or to buy extra food from his/her account, please notify the cafeteria. This information will be noted in their account. Any balance that is left in the child's account will be credited to the following year. Second grade students' money will be transferred to CES at the end of the school year.
- If your child has food allergies, please notify the school nurse and provide a doctor's statement to document the allergy. For example, if your child is allergic to milk, he/she will need a doctor's statement to substitute a drink.

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. Parents/Guardians are encouraged to set balance reminders through MySchoolBucks. If you have any questions, please call the LPS Food Service Manager at 537-7299.

Character Counts

We have a school wide Character Counts program during the school year. Different traits are emphasized each month. The months and traits are as follows:

August / September - Responsibility	October - Respect
November - Citizenship	December - Caring
January - Trustworthiness	February - Fairness
March - Honesty	April - Tolerance
May - Courage	

Check Policy

Lawrenceburg Primary school will only accept checks for textbook rental fees. 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**.

Closed Lunch Program

Lawrenceburg Primary 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. **Parents are not permitted to bring in restaurant food while dining with their student(s) in the cafeteria. Please notify your child's teacher at least one day in advance to eat lunch in the cafeteria. 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.**

Comprehensive Non-Discrimination 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

CONCUSSIONS

IC 20-34-7 is legislation that requires schools to distribute information sheets to coaches, parents, 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, we will be including information sheets in the first school newsletter and asking that all parents read them. 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 Arrival & Dismissal

- If you are dropping off a student in the morning on a regular basis, you can do so in the circle drive in front of the building or park and bring your child into the building. Please do NOT park or drop your child off in the bus lane.
- If you are going to be picking up your child on a regular basis (3-5 days a week), then you can obtain a pick up pass for your car from the school office. Your child will be called to meet you in the circle drive at dismissal time.
- Parents who need to pick up a student after school (and do not have a pick up pass) must park in the parking lot and come into the building to sign them out. A photo I.D. is required to ensure the safety of all the students at LPS.
- A note MUST be sent to your child's teacher or dojo message sent to the school attendance officer 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, along with the name, phone number, and address of the drop off location. Please refrain from phoning in last minute transportation changes, unless it is an emergency. Students may not be in their classrooms when a call comes in late in the day. Dojo message transportation changes to the school attendance officer by 3:00 PM. Students will be sent on their regular bus or to their normal destination if a note or phone call is not received.

Damaged School Property

Students who damage school property through careless treatment or cause irreparable damage are expected to pay the cost of replacing the damaged item. This applies to all school materials which are the property of the school corporation.

Discipline Plan for LPS

Student Conduct Standards

Students are responsible for their own actions. All discipline is handled on an individual basis when the need arises. The main goal of LPS is to educate; therefore, anyone who distracts or prevents others from reaching this goal will face disciplinary action. Students must make a commitment to follow the rules and develop a sense of responsibility for behavior.

Your help is needed:

Review with your child(ren) the following points frequently during the school year:

1. Bus safety and behavior
2. Good cafeteria manners
3. Good hall behavior
4. Bathroom rules
5. Courtesy to visitors
6. Playground fairness

A School Wide Discipline Plan has been adopted for use at Lawrenceburg Primary School. Such a plan initiates positive change in unacceptable student behavior. Direct involvement of parents, students, teachers and administrators is essential for the success of this program. Improving patterns of behavior requires a precise and progressive plan-of-action. That is, each repeat offense is met with a progressively more severe consequence. Following, you will find an outline of our Discipline Program. It is designed not as a "Quick Fix", but is intended to permanently alter and improve student behavior.

Class Dojo: Students' positive and negative behavior will be recorded on the Class Dojo website: www.classdojo.com. Parents and students will have access to log on to check real time classroom behavior. Teachers will send home a daily calendar of positives and negatives.

Field Trips/DOJO Reward Parties

- Students must average 80% positive the nine weeks prior to attend field trips and dojo parties.
 - First quarter field trip participation will be based on all weeks prior to the field trip.
- LPS 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.

Positive Behaviors: Add 1 point in DOJO

- Citizenship
- Responsibility
- On Task
- Assignments Complete
- Participation
- Individual teacher designations

Negative Behaviors: Subtract 1 point in DOJO

- Off Task
- Incomplete Assignments
- Disrespect
- Not following Directions
- Inappropriate use of device
- Individual teacher designations

Negative Behaviors: Level 2 Subtract 2 points in DOJO

- Continued Inappropriate Behavior
- Pushing, Shoving, Poking
- Office Problem Solving
- Bus Referral Problem Solving
- Rude/Mean Behaviors
- Individual teacher designations

Negative Behaviors: Level 4 Subtract 4 points in DOJO

- Office Referral
- Bus Referral

Classroom teachers will post a list of rules for their rooms. Also, posted will be a list of progressive consequences for those students who misbehave. If a student chooses to misbehave beyond the limits of a teacher's classroom rules, that child may be sent to the office.

- When a child is sent to the office for disciplinary action, it is considered to be a **serious situation** and/or the child has become a disruption to the educational process.

Office Visit # 1 - When a child is sent to the office (with a completed discipline form) for the first time, the principal or designee will determine a proper course of action to improve behavior. Upon returning to the classroom, the student will be given the opportunity to improve his/her behavior through the classroom management plan. A form will be sent to the parents to confirm this visit.

Office Visit # 2 - When a child is sent to the office (with a completed discipline form) for the second time, the principal or designee will conference with the child about his/her behavior. This visit may result in limited alternative room-assignment and/or loss of lunchtime recess and/or other suitable punishment for a second offense. The parents will receive a form explaining the consequences of further visits.

Office Visit #3 - It is considered **extremely serious** when a child is sent to the office for a third visit. This visit may include any or all of the following consequences at the discretion of the building administration or designee:

- Alternative class placement (student assigned to office or an alternative area for a specified time).
- After-school detention, educational/character education assignments.
- Removal from school into the custody of the parent (out of school suspension).
- In or Out of school suspension

Types of misbehavior on school premises 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:

- Stealing, damaging, or destroying personal or public property.
- Acts defined as criminal by law.
- Refusal to comply with state and local public school attendance laws and regulations.
- Possession, use, or under the influence of alcohol and/or drugs, or any item that closely resembles or is representative of an alcoholic beverage or a drug item, including all tobacco products.
- Smoking
- Physical threats, violence, biting, spitting, and verbal abuse to others, or any type of bullying behavior.
- Aiding, encouraging, or participating in a disruptive activity that in any way disturbs the learning process and impedes another's freedom to properly utilize school facilities and school-sponsored programs.
- Possession of a dangerous weapon.
- Failing to follow instructions of teachers or other instructional personnel.

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. Lawrenceburg Primary School Staff encourages the children to

play outside except in 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** clothing /hair:

- Extreme hairstyles.
- Make up
- Shirts and tops that do not modestly cover.
- Lower garments are to be worn at the appropriate level, 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.
- Spaghetti strap tops.
- Bare or exposed stomachs or cut out back tops.
- Flip-flops, high heeled shoes, sandals, open-toed shoes, backless shoes (clogs) or other unstable footwear. "Croc" type shoes must be worn with backs in place.
- Tattoos on face & neck.
- Shorts /Skirts shorter than fingertip length.
- The following items are not permitted: items with objectionable language, items referring to drugs, alcohol, tobacco, gangs, sex, illegal activity, death or offensive to school purposes, shoes with wheels, spikes, dog collars, chains, sunglasses, hats, bandanas, fishnet stockings, and face painting (unless permitted by administration for spirit days).
- Shorts should not be worn to school from **November 1st until school resumes after spring break** due to poor weather conditions and health concerns. If the weather is unseasonably warm, then the school will make a building based decision and communicate it to parents.

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 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 Indiana are required to have monthly fire drills. The evacuation plan is located in all classrooms. Once outside, teachers will meet with their classroom students to take attendance. Students not accounted for will be reported to the 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. Be sure to read and become familiar with this plan. 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. In the event of a non weather emergency, the building may have to be locked down. Procedures are explained in the classroom. Information will be given over the public address system.

Safety Plan

Lawrenceburg Community School Corporation would like to remind parents about our safety plan that is in effect for the school year. Should a school need to be evacuated to another site off campus, parents would be notified where to pick up their children through radio station WSCH 99.3 FM. Please have picture identification available to show, so your child can be released to you.

- If any other emergency occurs, the schools will be locked down. This means that the school the district will not be releasing students until it is safe. It is understood that parents might want to rush to secure their children, but if roads are blocked off, this might prevent emergency vehicles from operating effectively. Information will be provided on radio station WSCH 99.3 FM.
- It is essential that all parents make sure that their child's individual enrollment card is turned into the respective schools at the beginning of the year. **If emergency contacts or phone numbers change, please notify your child's school office immediately.**
- It is always assumed that school will operate on normal schedule unless announcement is made otherwise. The radio station requests that parents and students not call as this ties up the only means of communication available for school officials.

Emergency School Closing & Delay Information

When inclement weather strikes, we must be prepared to deal with possible emergency school closings and delays. 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 time is 7:30 AM students will be picked up at 9:30 AM.) **Breakfast is not served on those 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	Loretta Meyer Pribble
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Church Elizabeth Hardwood Ridge Hidden Valley Lake (meet at front entrance) Hillcrest Horizon Way Keller Kirby Lexington	Randy Rookwood Estates Scenic Sunrise Estates Tower Valley Woods Hill (will only run circle around lake) Wilson Creek
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Note: Parents 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 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 canceled for the day. This includes all practices, competitions, meetings, etc. Every effort will be made to reschedule.

LCSC has an automated program that will contact parents when the school will be closed for emergency reasons, such as, severe weather, power outages, etc. The parents will also be contacted if there is going to be a 2 hour delay. **It is very important for parents to keep the school office informed of any changes in phone numbers, addresses, or pick up information.**

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

Family Educational Rights and Privacy Act (FERPA)

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. 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. 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/fpc. Informal inquiries may be sent to the Family Policy Compliance Office via the following email address: FERPA@ED.gov; and 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 teacher's and building administrators' discretion. **Lawrenceburg Primary School will not accept personal checks for field trips - money orders or cash only. MONEY AND PERMISSION SLIPS WILL NEED TO BE RETURNED BY THE DESIGNATED DATE LISTED ON THE PERMISSION SLIP.**

Field Trip Chaperone Guidelines

- ALL chaperones must have a completed limited adult criminal history form on file in the office.
- Chaperones should be adults and be related to the student.
- Siblings are not allowed on field trips.
- No smoking in front of students. Do not leave your group to go smoke.
- Correct children in an appropriate manner.
- Don't pass out candy or gum on the bus or at any time to your group.
- 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 to the teacher immediately.
- Do not allow the purchase of souvenirs, drinks, or food unless approved by the teacher.

- Appropriate language should be used at all times (no foul language).
- Follow the teacher's discipline plan and itinerary. This includes times when you are on the bus.
- Dress appropriately for a field trip. We are all representing LPS.
- 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 spots are filled based on having all paperwork, money and an approved background check in on a first come, first serve basis. Spots may be limited on some field trips.

Grading Scale

We are encouraging our students to create a strong work ethic. We want our students to come to school on time, have their homework assignments completed, do the best possible job they can do while they are here and learn to work and play well with others. The officially adopted grading scale for Lawrenceburg Primary School is as follows:

Kindergarten & Grades 1

E = Excellent
S = Satisfactory
P = Progressing
N = Needs to Improve
U = Unsatisfactory

Grade 2

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 0-64

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 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 Lawrenceburg Primary 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 LPS. If any LPS student feels he/she has been sexually harassed, a representative of the school or school system (such as 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.

High Five Behaviors

Student will demonstrate common behaviors in the hallway, in the cafeteria, at the restroom, on the playground, and on the bus that focuses on the key phrases of:

- Be Kind
- Be Safe
- Be Responsible
- Be Respectful
- Be Peaceful

Homeschooling

If a child has been homeschooled and is now being enrolled in public school, Lawrenceburg Primary School 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 parents the opportunity to spend quality time with their child.

Supportive participation by parents in homework activities reinforces the importance of a quality education. Parents can keep current with their student's intellectual growth by working together with their children as partners-in-education. We encourage parents to monitor their child's assignment book where applicable. Each grade level will distribute the homework policy for your child's grade level.

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, mumps, rubella, and chicken pox. 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.

Parents **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.

2023-24 Immunization Requirements

Indiana 2023-2024 Required and
Recommended School Immunizations

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

HepB: The minimum age for the 3rd dose of Hepatitis B is 24 weeks of age.

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

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

*For students in grades K-12, the final dose must be administered on or after the 4th 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 12th 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 16th birthday only need 1 dose of MCV4.

Hepatitis A: The minimum interval between 1st and 2nd dose is 6 calendar months. 2 doses are required for all grades Pre-K through 12.

COVID-19: COVID-19 vaccine is recommended for all students five years of age and older per CDC and FDA's Emergency Use Authorization. Review required after FDA full approval.

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 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 Access, Permission, and Policies

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.

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 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. 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.

Lawrenceburg Primary School Essential Rules

- | | |
|---------|--|
| Week #1 | Greet people by using their name and saying, "Good morning, (person's name)." |
| Week #2 | When in line, walk single file, and two to three feet behind the person in front of you. Your arms are at your sides and you are to face forward at all times. There is no talking. |
| Week #3 | Always say thank you when someone gives you something. |
| Week #4 | Manners for the cafeteria include: <ul style="list-style-type: none">o Use your fork and spoon, not your fingers to eat.o Use a napkin to wipe off your mouth.o Do not talk with your mouth full of food.o Do not play with your food or other people's food.o Do not bother others while they are trying to eat.o If you make a mess, clean it up. |
| Week #5 | After we eat, we clean up after ourselves. Clean off the tables, pick up trash from the table or the floor. |
| Week #6 | Flush the toilet and wash your hands after using the restroom. |
| Week #7 | Homework will be turned in each day with no exceptions. |
| Week #8 | You will make every effort to be as organized as possible. |
| Week #9 | Do not get out of your seat without permission. |

Week #10	Do not speak unless you raise your hand and are called upon or you have been given permission to do so.
Week #11	When reading together in class, follow along. When you are called upon, you should know where you are.
Week #12	Answer all questions with a complete sentence. An example is: "What grade are you in? You would answer, "I am in the first grade."
Week #13	If any child in this school is bothering you, let an adult know. Adults are: your teacher, instructional assistant, principal, counselor.
Week #14	We will give rewards for good behavior, academic performance and other acts worthy of praise. If you ever ask for a reward, it will not be given to you.
Week #15	While you are with a substitute teacher or an instructional assistant, you will obey the classroom and school rules.
Week #16	When we ride the bus, we sit facing forward. Never turn around to talk to other students. Never get out of your seat or hang anything out of the windows. We do this to stay safe on the bus.
Week #17	Always be honest and tell the truth. Even if you've done something wrong, it's better to admit that you did it than to get caught telling a lie.
Week #18	When someone gives you something, do not make negative comments about it because it hurts people's feelings and makes it look like you are not appreciative.
Week #19	Go out of your way to do nice things for others. This is called random acts of kindness.
Week #20	Do not leave students out. If they ask to sit with you or play with you, let them. Do not hurt their feelings by not including them.
Week #21	If someone wins a game or does something well, we congratulate or clap for that person.
Week #22	If you win or do something well; do not brag. If you lose, do not show anger or poor sportsmanship.
Week #23	Respect other people's comments, opinions and ideas even if you disagree with them.
Week #24	If a student is being spoken to or disciplined by an adult, do not stare at them or make fun of them. You wouldn't want others looking or making fun of you if you were being disciplined.
Week #25	When you cough, sneeze, or burp, turn your head away from others and place it in your elbow area. After you cough, sneeze, or burp say, "excuse me."
Week #26	When we go on field trips, remember to thank the people we meet on the field trip.
Week #27	When you are offered food, never take more than your fair share. Never get greedy and take more than you should.
Week #28	When someone drops something, pick it up and give it to them.
Week #29	If you open a door and someone is behind you, hold the door open for that person.
Week #30	If someone bumps into you, even if it wasn't your fault, say, "excuse me."
Week #31	When on a field trip, there is no talking as we enter the building.
Week #32	During an assembly, do not speak and do not look around and try and get the attention of your friends.
Week #33	When returning from a field trip, thank the teachers, aides, chaperones, and bus drivers for taking you.
Week #34	Never cut in line. If someone cuts in front of you, let it happen. Do not make a scene, but tell the teacher about it later on.

- Week #35 Make eye contact. When someone is talking to you, keep your eyes on him or her at all times.
- Week #36 Do not smack your lips, tsk, roll your eyes or show disrespect with gestures.
- Week #37 Be the best person you can be. Work hard and try to do your best even when things seem hard for you.

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, teacher, and school office. Parents 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 riding the bus, 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 or with another authorized and reliable adult when the parent is not available.
- Children are released for days of religious observance upon request of their parents. A note signed by the parent must be presented prior to the day of observance and must be approved by the principal or his designee. Otherwise, this absence will be unexcused.
- Release time for dental and medical appointments is honored as an excused absence only when circumstances make other appointments impossible.
- Students who are leaving the school grounds during the day must be signed out in the main office by the custodial parent/legal guardian or responsible adult designated by the parents in writing.

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 school 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 for LCSC

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 compliance with the 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: Student's name

Medication name, dosage, and time

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 corporation 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:

- Student's name
- Date
- Name of medication
- 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 physicians 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 corporation 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 Schools will offer the following over-the-counter medications: Tums, Ibuprofen, and Acetaminophen. An authorization for administration of medications form must be completed and signed. 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 statements 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 Schools 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 **properly disposed of according to Indiana State guidelines**. For any questions or comments regarding the above Medication Policy, please contact the School Nurse at 537-7239, ext. 1350.

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.

Music Class

All students (grades K-2) are assigned to regularly scheduled Music classes and are expected to participate in the day's lesson. Students work on the skills outlined in the state standards for Music and are graded on these, but receive a grade only at the end of the semester. Students are not required to bring any instruments, pencils or other materials to class - they are supplied. Students who are taking lessons outside school time are encouraged to share their skills with their class, provided they check with the Music instructor first. No special clothing is required, but students will move to music and play musical games, so care should be taken when choosing shoes and clothing for the day. Girls should be sure to have shorts under their skirts. Annual concerts are presented by the First and Second Graders and information about those will be found in the LPS Newsletters, and on the LPS Music page of the school's website.

Parent/Teacher Conferences

Lawrenceburg Primary School Staff will conduct Parent/Teacher Conferences each fall. Conferences can be scheduled by family, so parents of more than one LPS student will not have to make more than one conference trip. Parents must contact the school to make an appointment with an LPS staff member if they wish to discuss any concerns or issues they may have in regards to their child(ren). We are unable to accommodate walk-ins/unscheduled meetings due to the busy school schedule. Scheduled meetings also allow everyone time to prepare and to provide classroom coverage. LPS cannot provide child care during meetings, so we encourage younger children to not be present during adult meetings allowing parents to focus on the information being shared and discussed.

Patron Complaint Procedures

Any patron who believes there has been a violation of Section 504 may file a Complaint with the school 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, video games, balls, trading cards (like Pokemon 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 instructional 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 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 K-2) 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.

Also, 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, not slip-ons; shorts or pants that can be moved in easily; shirts that can be tucked in; and girls can wear shorts under their skirts. Large, white t-shirts are worn with the student's name on it. Students who do not have proper attire will not be allowed to participate.

Promotion/Placement/Retention

Lawrenceburg Primary School will operate under the assumption that all students, except those serviced by special education, must master a certain minimum level of competency in all major subjects before being promoted or placed in a higher grade.

Any student being "placed" or "retained" must have the proper form in the student's permanent file explaining why that decision was made, i.e., failing grades, working below grade level, minimum standards not passed, parent and teacher joint decision, required by

I.E.P. (all special education students), etc. No child may be retained without parent notification. A student **may** be considered for retention if they are absent for 15 days or more in a given school year. The **principal** will make the final determination according to board policy.

When a summer school remedial program is offered, final promotion/ retention decisions can be delayed pending satisfactory completion of that period of study. It is the policy of Lawrenceburg Primary School that no child shall be retained more than twice during the elementary school experience. Also, no Special Education child shall be retained such that she/he will begin the fifth grade at age 12 or older. No Special Education child may be retained unless there is a unanimous case conference decision.

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 extracurricular athletic programs.

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.

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 and/or Picture

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

Religion and 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.

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.

Remediation

Lawrenceburg Community School Corporation may offer remediation opportunities for students during the first week of the fall break. Extra remediation opportunities may be provided after school during Title I 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! We appreciate your support.

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 school corporation in developing comprehensive and coordinated safe(r) school policies, services to reduce risks and consults with the school 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 a student during a school activity if the Principal has reasonable cause.

Searches of a student shall be limited to:

1. Searches 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 the 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 water to school to have during the day. We request that families be mindful of food allergies. If students are bringing a snack to share with the classroom, it **MUST** be store bought.

Student Conduct Standards

The student handbook contains the rules, policies, and procedures that govern student conduct at Lawrenceburg Primary School. In addition to the rules enumerated herein, these are the specific types of misconduct that lead to disciplinary actions. This list includes examples of, but by no means exhausts, all types of student misconduct.

The disciplinary actions that are the result of these misconducts include possible suspensions for five (5) school days or more or possible expulsion for the balance of the semester, the school year, or a calendar year. Grounds for suspension or expulsion apply when the student is on school grounds immediately before or during school hours, or immediately after school hours, or at any other time when the school is being used by a school group; off school grounds at a school activity, function, or event; or traveling to or from a school activity, function or event.

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 LPS Dress Code. Dress associated with gangs are 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. **Act 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. **Dangerous inappropriate behavior.** Any act which by its very nature could conceivably inflict harm upon others or self.
12. **Arson.** Setting or causing fires.
13. **Theft.** Taking the property of the school or another person without permission.
14. **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.
15. **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 butyl 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.
16. **Lying/forgery.** The act of intentionally giving or providing information for the purpose of defrauding.
17. **Inappropriate Language.** Any inappropriate, disrespectful or vulgar language.
18. **Pagers, cell phones, CD players, and other electronic devices in use during school hours.** Administration will confiscate electronic devices, requiring parents/guardians to retrieve them. If confiscated a second time, administration will keep it for the remainder of the school year.

19. **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.
20. **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).
21. **Possession or displaying sexual material**
22. **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".
23. **Setting or causing to set a false fire alarm**. (Police may be notified).
24. **Severe inappropriate use of the device**.

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

Student Placement Procedure

Each new school year brings the task of assigning students to new classrooms. This is a task that is given serious consideration for all students. 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.

Each year, a few children are required to repeat a grade. It is the policy of Lawrenceburg Primary 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 parent and the student. Parents may submit a written request for their child not to have one particular teacher (due by June 1st prior to the new school year). Valid reasons for this non-placement request must be put in writing.

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

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.

Testing - Standardized

Taking these standardized tests gives the students practice and experience. These test results will give you and our staff another way to measure your child's strengths and weaknesses. 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 state or country. We will be able to use these test results to improve our curriculum, teaching skills, and target your child's deficit areas to help them improve their skills and knowledge.

See the table below for the assessment administration timeline.

Test Name	Content Tested	Who Takes?	When?
IREAD-3 <ul style="list-style-type: none"> Indiana Reading Evaluation & Determination 	Reading Foundational Skills <ul style="list-style-type: none"> Word Reading Reading Comprehension of Nonfiction and Informational Text: Reading Comprehension of Nonfiction Fiction and Literacy Text 	Grade 2	March/April
NWEA	Grade K-2 <ul style="list-style-type: none"> Math Reading 	Grade K-2	Fall Winter Spring
aimswebPlus	Reading Math	Grade K-2	Fall Winter Spring
CogAT	Cognitive Abilities Test	Grade K & 2	Winter

Textbook Rental Fees

Textbooks are provided to all students and part of the textbook fees may be paid by the Dearborn County Foundation. Any other fees should be paid during registration. If a family needs assistance for textbook fees, forms are available at registration and in the school office. One form can be filled out per family and should be returned to the LPS office.

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:
 - o establishment and strict enforcement of a completely tobacco-free school environment;
 - o availability of recommended resources or referral sources for counseling services or tobacco cessation programs for interested students and staff;
 - o cooperation with community-wide efforts to prevent tobacco use;
 - o involvement of students and their family members, school 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:

- o 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;
 - o second-hand smoke is a threat to the personal health of everyone, especially persons with asthma and other respiratory problems;
 - o nicotine is a powerfully addictive substance;
 - o tobacco use most often begins during childhood or adolescence;
 - o 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.
 - o the use of tobacco interferes with students' attendance and learning;
 - o smoking is a fire safety issue for schools; and
 - o 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** means any real property, building, facility, lot, athletic field, playground, or vehicle, owned, leased, rented or chartered by the school 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.
- 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: 1st offense will be a written warning to be placed in the employee's file by the administrator or designee; 2nd 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 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

Transfers

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 school 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 report to the front office. All visitors **MUST** sign in and sign out **using their government issued ID**. Visitors will be issued a hall pass that must be visible at all times. You need to return this pass to the front office upon leaving the building. Teachers are not to admit unauthorized visitors to the classroom without a hall pass from the front office.

All doors will be locked from 8:35 AM-3:40 PM during school hours. To gain entry to the building, visitors will be "buzzed in" by a school employee. After the first full week of school, students are expected to go to their classrooms on their own.

Volunteers

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. **ALL volunteers must have a completed limited adult criminal history form on file in the office.**

There are many important ways that volunteers can help including:

- o **Tutoring** - Under the guidance of a trained teacher, volunteers can work with the student on a one-to-one basis, providing more individual attention.
- o **Classroom Assistant** - Setting up displays, getting supplies, doing bulletin boards and other similar tasks.
- o **Library Assistant** - The library assistant helps the librarian with sorting, alphabetizing and filing students' cards as well as replacing books on the shelves.
- o **Clerical Helper** - The clerical helper assists the regular staff with many essential office duties, such as filing, typing and record keeping.
- o **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.
- o **PTO** - The Parent Teacher Organization is always looking for help. Contact an officer, your child's teacher or the LPS office if you are interested.
- o **Special Events** - We always need help during special events to help work or organize the activities and donations.

Please 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.

Goal: All students in the Lawrenceburg Community School District 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, and school health services and staff wellness promotion.

Lawrenceburg Community School Corporation Title I Information Packet



Contents:

- LCSC Title I Parent Involvement Policy
- LCSC Title I Parent Involvement Policy
- LCSC Title I Parent Compact
- LCSC Title I Parents' Right to Know Letter
- Assessment Results
- Parent/Family Nights
- Sign Off

LAWRENCEBURG COMMUNITY SCHOOL CORPORATION
TITLE I PARENT INVOLVEMENT POLICY

Title I is a federally funded program that provides financial assistance to schools and districts with the intent to increase academic achievement of students who:

- qualify for free or reduced price lunches
- are failing or most at risk of failing

to meet state academic standards as demonstrated on state assessments such as Indiana Statewide Testing of Educational Progress and/or End-of-Course Assessments. Title I is a supplementary program of instruction provided to qualifying students at both Lawrenceburg Primary School and Central Elementary School. The Title I program takes place both during the school day and after school with Reading and Math as its primary focus. The Title I Program Coordinator(s) and the Title I teacher work cooperatively to ensure fidelity to the guidelines, identification of students in need, and provision of instructional support to students utilizing a variety of methods and resources.

Lawrenceburg Community School Corporation Board intends to follow the parental policy guidelines in accordance with the *Every Student Succeeds Act* as listed below. Lawrenceburg Community School Corporation Board will distribute this policy to parents of students participating in the Title 1 program.

Policy Guidelines

Involve parents in jointly developing our district's local plan and in the process of school review and improvement under;

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;

Build the schools' and parents' capacity for strong parental involvement by providing parents with:

- A description and explanation of curriculum to be used
- Forms of academic assessment used to measure student progress
- Proficiency levels that students are expected to meet
- Opportunities for decision-making related to the education of their children
- Materials and training on how parents can improve their child's achievement
- School staff who know how to build ties between home and school
- Coordinating and integrating, as appropriate, parent involvement with Head Start, Even Start, Parents as Teachers Program and public preschool programs
- Information sent home is in a language and form parents can understand
- Other reasonable support for parental involvement activities as parents may request

Coordinate and integrate parental involvement strategies under Title I, Part A with parental involvement strategies under other programs, such as Head Start, Reading First, Early Reading First, Even Start, Parents as Teachers, Home Instruction Program for Preschool Youngsters (HIPPY), State-run preschool programs, and Title III language instructional programs;

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 the schools served with Title I, Part A funds, 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;

Using the findings of the evaluation to design strategies for more effective parental involvement; Revising, if necessary, the LEA's parental involvement policies; and involving parents in the activities of schools served under Title I, Part A.

[Section 1118(a)(2), ESEA.]

Expectations for Parent Involvement

The Lawrenceburg Community School Corporation Board 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 Compensatory Education.

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. 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

Each school must submit its Title I School Parent Involvement Policy, which must meet all legal requirements. This policy must be developed jointly with and distributed by the school to parents of participating students. The policy must be updated annually.

A copy of each school's parent involvement policy shall be kept on file with the school's Title I program plan in the Central Office.

Lawrenceburg Community School Corporation
TITLE I SCHOOL PARENT INVOLVEMENT POLICY

Central Elementary School and Lawrenceburg Primary School intend to follow the parental policy guidelines in accordance with *Every Student Succeeds Act* as listed below. Central Elementary School and Lawrenceburg Primary School will distribute this policy to parents of students participating in the Title 1 program and be updated periodically.

Policy Guidelines

- A. Convene an annual meeting
 - 1. The annual meeting will be held in the LPS Cafeteria at 5:30 PM by the third week of September each school year.
 - 2. School personnel will explain the requirements and the rights of the parents to be involved with the school wide program.
- B. Offer a flexible schedule of meetings that parents will be invited to attend.
 - 1. The parents will be notified through the school newsletter, social media and/or school messaging system about the meeting's topics, times and locations.
 - 2. 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. Involve parents in an organized, ongoing, and timely way to plan, review and improve programs such as the Parental Involvement Policy and School Wide Policy.
 - Provide the parent of participating students with:
 - Timely information, which will be communicated through the LCSC website, CES and LPS website and school newsletters.
 - Description and explanation of the Indiana State Standards taught at each grade level along with the instructional resources/programs at CES and LPS.
 - The forms of academic assessment used to measure student progress are classroom evaluations, NWEA assessments, IREAD, ILEARN, aimswebPlus and CoGat are used to inform instruction and predict future academic success.
 - Proficiency levels that students are expected to meet on NWEA assessments at each benchmark period during the beginning, middle and end of the year.
 - Opportunities for decision-making related to the education of their child(ren). CES and LPS invite parents to attend Parent-Teacher conferences, PTO meetings and the Inspire Success community council meetings to address ways our school can best support student learning.
 - Materials and training on how parents can improve their child's achievement are provided through Title I Family Nights.
 - School staff who know how to build ties between home and school.
 - Information sent home in a language and form parents can understand.
 - Appropriate roles for community-based organizations and businesses, and encouraging partnerships with Central Elementary School and Lawrenceburg Primary.
 - 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

Any comments indicating parents' dissatisfaction with the school Title I program must be collected and submitted along with the Title I Application for Grant to the Indiana Division of Compensatory Education.

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 (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.

Student

Teacher

Parent/Guardian

Signatures are not required.

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

Title I Program – Assessment Results

Lawrenceburg Primary School and Central Elementary School qualify for the school-wide Title I program, which allows us to serve any student in grades one, two, three, four, and five.

The schools will provide assessment results to our parents by attaching them to progress reports (at the halfway point of each nine weeks) and/or report cards, which are distributed at the end of every nine weeks. The schools will also assure that all parents will receive their child's assessment results in a language that the parent can understand.

After school tutoring in Reading and Math will be offered to students that are not making grade level benchmarks. Tutoring will begin in October and end in February.

Title I Parent /Family Nights

Lawrenceburg Primary School and Central Elementary School will host parent/family nights to inform parents of their school's participation in Title I, Part A programs, and to explain the Title I, Part A requirements and the right of parents to be involved in those programs. Parents will be invited to these meetings through the school newsletter, website, School Messenger and Social Media. The family nights will offer a variety of educational topics to assist parents with ways to help their child(ren) be successful in school.

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

Parent Signature

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

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.

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



June 2010

Lawrenceburg Primary School

400 Tiger Blvd.

Lawrenceburg, IN 47025

Phone (812) 537-7279

Fax (812) 537-7063

Acknowledgement of LPS Parent/Student Handbook

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

Parent Signature

Date