



Elementary Handbook 2024-2025  
Lebanon Community School Corporation  
1810 North Grant Street  
Lebanon, IN 46052  
[www.leb.k12.in.us](http://www.leb.k12.in.us)

**In the event there is a contradiction between a handbook statement and a LCSC school board policy, the LCSC policies will take precedence over all handbook rules.**

(All reference to LCSC School Board Policies and Bylaws are marked in parentheses.)

Table of Contents	
<b>Mission Statement</b>	<b>4</b>
<b>Corporation Vision</b>	<b>4</b>
<b>Directory of Elementary Schools</b>	<b>4</b>
<b>Section 1 - Standard Operating Procedures</b>	
<b>American's with Disabilities Act</b>	<b>5</b>
<b>Assessment</b>	<b>5</b>
<b>Before and After School Experience</b>	<b>5</b>
<b>Care of Property</b>	<b>5,6</b>
<b>Communication Distribution</b>	<b>6</b>
<b>Custody and Court Papers</b>	<b>6</b>
<b>Deliveries to School</b>	<b>6</b>
<b>Directory Information</b>	<b>6</b>
<b>Dismissal Procedures</b>	<b>6</b>
<b>Drug-Free School Policy</b>	<b>6</b>
<b>Emergency Closings and Delays</b>	<b>6,7</b>
<b>eLearning</b>	<b>7</b>
<b>Emergency Drills - Fire, Tornado, Lockdown, Earthquake</b>	<b>7</b>
<b>Enrolling in School/Admission</b>	<b>7</b>
<b>Equal Education Opportunity</b>	<b>8</b>
<b>Fees, Fines, and Charges</b>	<b>8</b>
<b>Food Service</b>	<b>8,9</b>
<b>General Information</b>	<b>9</b>
<b>Grading – LCSC Elementary Grading</b>	<b>9</b>
<b>Grading Periods</b>	<b>10</b>
<b>Homeless/McKinney Vento Act</b>	<b>10</b>
<b>Internet Use Policy</b>	<b>10</b>
<b>LCSC Dress Standards</b>	<b>11</b>
<b>LCSC Overall Apparel</b>	<b>11</b>
<b>LCSC Grooming Standards Consequences</b>	<b>11,12</b>
<b>Lost and Found/Student Valuables</b>	<b>12</b>
<b>Moving Within the School Corporation During the School Year</b>	<b>12</b>
<b>Non-School Sponsored Clubs and Activities</b>	<b>12</b>
<b>Pest Control and Use of Pesticides Policy</b>	<b>12</b>
<b>Promotion, Assignment, Retention</b>	<b>13</b>
<b>Protection of Pupil Rights Amendment – PPRA</b>	<b>13/14</b>
<b>Recess</b>	<b>14</b>
<b>Restroom Occupancy</b>	<b>14</b>
<b>Out of District Student Transfer</b>	<b>14</b>
<b>Search and Seizure</b>	<b>15</b>
<b>Seclusion and Restraint Plan</b>	<b>15</b>
<b>Special Education</b>	<b>15</b>
<b>Student Records – Family Educational Rights and Privacy Act</b>	<b>15/16</b>
<b>Student Rights of Expression</b>	<b>16</b>
<b>Student Sales</b>	<b>16</b>
<b>Study/Field Trips</b>	<b>16</b>
<b>Toxic &amp; Asbestos Hazard Policy</b>	<b>17</b>
<b>Transfer Out of the District</b>	<b>17</b>
<b>Use of Telephones</b>	<b>17</b>
<b>Vacations During the School Year</b>	<b>17</b>
<b>Visitors</b>	<b>17</b>
<b>Volunteers</b>	<b>17</b>

<b>Section 2 – Attendance</b>	
School Hours and Timeline	18
Procedure to Report an Absence	18
Truancy/Truancy Prevention	18,19
Excused/Unexcused Absences	19-21
Tardiness	21,22
Non-Absence from School	22
Consequences for Excessive Absences	22,23
Excessive Absences Due to Chronic or Prolonged Illness	23
Make-up of Tests and Other School Work	23
Truancy Officers	24
<b>Section 3 – Discipline</b>	
Authority to Discipline	25
LCSC Elementary Discipline Plan	25
General Grounds for Disciplinary Action	25/26
Student Due Process Law	27
Due Process Rights in Event of Suspension, Exclusion, or Expulsion	27,28
Harassment/Reporting Harassment	28,29
Bullying	29,30
Law Enforcement	30
<b>Section 4 – Transportation</b>	
LCSC Transportation Policy	31
Rules for Bus Parents	31
School Bus Conduct and Safety Rules	31
Expected Bus Behavior	31,32
Bus Consequences	32
<b>Section 5 – Health Services</b>	
Administration of Medication at School	33
Blood-Borne Pathogens Notification	33
Control of Casual Contact Communicable Diseases	33
Control of Head Lice	34
Control of Non-Casual Contact Communicable Diseases	34
Immunizations	34
Immunization Requirements	34,35
Injury and Illness	35
Mental Health Services	35
Screenings	35
Snack/Treats	35
Student Accidents	35
Toileting Accidents	36
Standard Response Protocol	37
Signature of Compliance	38

# LEBANON COMMUNITY SCHOOL CORPORATION

## Mission Statement

Lebanon Community School Corporation will cultivate and reach every student by influencing their lives through the power of education and do so in a positive and safe learning environment.

## Corporation Vision

The vision of the Lebanon Community School Corporation is to ensure a quality educational program for all students in a challenging and secure environment. We, as professional caring educators, will provide a rigorous integrated curriculum that is relevant to each learner. Our students will become self-sufficient critical thinkers who are knowledgeable, skillful and responsible, and who can succeed as life-long learners in a diverse society.

## DIRECTORY OF ELEMENTARY SCHOOLS

<b>CENTRAL ELEMENTARY SCHOOL</b> 515 East Williams Street Lebanon, IN 46052 (765) 482-2000 Fax: (765) 483-3059	Principal: McKenzie Leckrone Email: <a href="mailto:leckronem@leb.k12.in.us">leckronem@leb.k12.in.us</a>  Asst. Principal: Gwen Bell Email: <a href="mailto:bellg@leb.k12.in.us">bellg@leb.k12.in.us</a>
<b>HARNEY ELEMENTARY SCHOOL</b> 1500 N. Garfield St. Lebanon, IN 46052 (765) 482-5940 Fax: (765) 483-3062	Principal: Dr. Janet Dye Email: <a href="mailto:dyej@leb.k12.in.us">dyej@leb.k12.in.us</a>  Asst. Principal: Pam Davis Email: <a href="mailto:davisp@leb.k12.in.us">davisp@leb.k12.in.us</a>
<b>HATTIE B. STOKES ELEMENTARY SCHOOL</b> 1005 Hendricks Drive Lebanon, IN 46052 (765) 482-5950 Fax: (765) 483-3056	Principal: Amber Walters Email: <a href="mailto:waltersak@leb.k12.in.us">waltersak@leb.k12.in.us</a>  Asst. Principal: Maureen Rhoades Email: <a href="mailto:rhoadesm@leb.k12.in.us">rhoadesm@leb.k12.in.us</a>
<b>PERRY-WORTH ELEMENTARY SCHOOL</b> 3900 East 300 South Lebanon, IN 46052 (317) 769-3286 Fax: (317) 769-5236	Principal: Joel Larrison Email: <a href="mailto:larrisonj@leb.k12.in.us">larrisonj@leb.k12.in.us</a>  Asst. Principal: Mary Dickerson, Email: <a href="mailto:dickersonm@leb.k12.in.us">dickersonm@leb.k12.in.us</a>

# Section 1 – Standard Operating Procedures

## Americans with Disabilities Act - Section 504 (1510A & 1510B)

The Americans with Disabilities Act (A.D.A) and Section 504 of the Rehabilitation Act requires the school to ensure that no individual be discriminated against on the basis of a disability. This protection applies not just to the student, but all individuals who have access to the Corporation's programs and facilities.

Students with disabilities who do not qualify for IDEA may be served within the regular education program with an accommodation plan developed by the school staff. Parents who believe their child may have a disability that interferes substantially with the child's ability to function properly in school should contact the school office.

CIVIL RIGHTS COMPLIANCE OFFICER  
Chad Martin 765-482-0380

## Assessment (2623)

To measure student progress, students will be tested in accordance with state standards and corporation policy. Each student will be expected to take the state-mandated assessment test(s) in the appropriate grades. Additional group tests are given to students to monitor progress and determine educational mastery levels. These tests are used to help the staff determine instructional needs. For more information on assessment please visit <http://www.leb.k12.in.us/assessment.asp>.

- ILEARN
  - Indiana has a state-wide assessment called ILEARN for all 3<sup>rd</sup>, 4<sup>th</sup>, and 5<sup>th</sup> grade students across the state that assesses English/Language Arts in grades 3-5; Mathematics in grades 3-5; Science in grade 4; Social Studies in grade 5.
  - For more information please feel free to access the ILEARN for Families website at: <https://www.doe.in.gov/assessment/ilearn-families>
- IREAD3
  - <http://www.doe.in.gov/achievement/assessment/iread-3>
- I AM
  - Alternative Assessment provided to student in grades 3-5 with approval of Case Conference Committee following the criteria outlined by Alternate Achievement Standards 34 CRF 200.6 (s)(2)(iii)(A)(1)
- Dyslexia Law
  - According to SEA 217 refers to the mandatory screening for risk factors for Dyslexia using a screening tool approved by IDOE for all Kindergarten through grade 2 students in school corporations across Indiana. For more information please visit
  - <https://www.doe.in.gov/literacy/dyslexia>

## Before and After School Experience (B.A.S.E.)

The B.A.S.E. program is available to Lebanon elementary students in their home schools. For information, concerns, or questions contact the Youth Action Community Council at (765)-482-0498.

## Care of Property (5513)

Students are responsible for the care of their own personal property. The school will not be responsible for care of the property or its loss. Valuables such as jewelry, electronic devices, or irreplaceable items should not be brought to school. The school may confiscate such items and return them to the student's parents.

## Destruction of School Property:

- Students who cause damage to school property shall be subject to disciplinary measures and restitution for damages.
  - Restitution: Damage to or loss of school equipment and facilities wastes taxpayers' money and undermines the school program. Therefore, if a student does damage to or loses school property, the student or the student's parents will be required to pay for the replacement or damage. If the damage or loss was intentional, the student will also be subject to disciplinary action according to the Student Behavior Standards (Section 3).
- The Board authorizes the recovery of costs related to the loss, damage, or destruction of school equipment, apparatus, musical instruments, library materials, textbooks, and for damage to school buildings.

- The Board reserves the right to file a civil action in a court of competent authority against parents of a student who willfully destroys Corporation property.
- LCSC Elementary students using Apple iPad computers are responsible for their assigned device. The student and parents are responsible for damage to the device. Parents are encouraged to purchase device insurance. Many insurance companies offer a low-cost option for this insurance to be added to a homeowner's policy. Third-party options are also available. At the start of the new school year, more information on insurance may be obtained from your child's school.

### **Communication Distribution**

Elementary schools will not distribute print or digital information on behalf of other groups, including athletics, clubs, or community partners, without prior approval from the LCSC Communications Department. Any requests for distribution shall be submitted directly to [communications@leb.k12.in.us](mailto:communications@leb.k12.in.us).

### **Custody and Court Papers (8330 and/or 5230)**

If one parent has been awarded custody of the student by the courts, the parent of custody shall provide the school with a copy of the custody order and inform the school in writing of any limitations in the rights of the non-custodial parent. In the absence of such notice, the school will release the student into the care of either parent listed on the student's birth certificate.

### **Deliveries to School (Flowers, Balloons, Etc.)**

Flowers, candy, balloons and any other non-school related deliveries are not the responsibility of the school to deliver. We will not deliver and would appreciate your help in keeping school a place for learning and academic success. We offer your child a safe environment in which we celebrate them and their commitment to academics on a daily basis.

### **Directory Information**

The Corporation has established the following information about each student as "directory information": Each year the Corporation will provide public notice to students and their parents of its intent to make available, upon request, certain information known as "directory information". The Board designates as student "directory information", a student's name, address, telephone number, date and place of birth, photograph, dates of attendance, awards received, and current honor rolls.

The corporation will make the above information available upon a legitimate request unless a parent, or guardian notifies the school in writing within 10 days from the date of this notification that she/he will not permit distribution of any or all such information.

### **Dismissal Procedures**

Parents must call the office by 3:00 p.m. to change any end of day procedures.

### **Drug-Free Schools Policy (5771.01 – Reasonable Suspicion)**

In accordance with Federal Law, the School Corporation prohibits the use, possession, concealment, or distribution of drugs by students on school grounds, in school or school approved vehicles, or at any school related event. Drugs include any alcoholic beverage, tobacco or tobacco product, anabolic steroid, dangerous controlled substance as defined by State statute or substance that could be considered a "look-a-like" controlled substance. Compliance with this policy is mandatory for all students. Any student who violates this policy will be subject to disciplinary action, in accordance with due process and as specified in the student handbooks, up to and including expulsion from school. When required by State law, the Corporation will also notify law enforcement officials. (See Section 3 – Discipline)

The Corporation is concerned about substance abuse and will help parents find treatment for the child by identifying appropriate programs and services available in the community. Students and their parents should contact the school principal or counseling office whenever such help is needed.

### **Emergency Closings and Delays**

In case of adverse weather, changing or canceling the school schedule, **the LCSC Alert Now notification system will be utilized** and certain media stations will be notified. **Please keep your contact information updated either by logging on to Skyward or calling the school office.**

During student registration you completed an Emergency Dismissal form regarding where your child should go in

the event of an early dismissal due to inclement weather. Plans should be made well in advance of winter weather as to where your child should go in case of early dismissal caused by winter storms. If arrangements change any time during the school year, please notify the school office. **The school's telephone lines must be kept open to receive emergency messages from the Superintendent's office, the Boone County Highway Department, or the Sheriff's Department.** This information will be provided to the classroom teacher.

- **eLearning**

- LCSC eLearning days will meet the assurances set forth by the Indiana Department of Education, in order for the day to be considered an instructional day.
- eLearning lessons will be made available for all elementary students in grades Kindergarten through 5<sup>th</sup> grade in the event of an emergency closing. Teachers will review and practice with students how to access lessons online in each new school year. Technology information is available to parents of elementary students in preparation for the potential of eLearning days for Emergency closings. For additional technology information please check the website of your child's school.
- Attendance will be taken on eLearning days and determined by each building and could include check in on Canvas, work completion, activity on Canvas, or other measures determined by the building. eLearning due dates will be determined and communication by the teachers.

### **Emergency Drills - Fire, Tornado, Lockdown, Lockout, Earthquake (8420)**

The school complies with all safety laws and will conduct drills in accordance with State law. Specific instructions will be provided to students by their teachers who will be responsible for safe, prompt, and orderly compliance with safety protocol. In addition, all schools have emergency evacuation plans in place. The Lebanon Community School Corporation will also be implementing the practices associated with ALICE. Please visit <http://www.alicetraining.com/> for more information.

### **Enrolling in School/Admission (5111)**

Students who qualify for admission to Corporation schools shall be accepted when the following documents have been submitted:

- A. a birth certificate or other appropriate documentary evidence
- B. court orders or placement papers, if applicable
- C. proof of residency consisting of a deed, building permit, rental agreement, tax statement, voter registration card, or completion of form 5111 F2b.
- D. Shot Records (can be obtained through CHIRP by school nurses also)

If a birth certificate is not available, the parent is to complete Form 5111 F1 and submit the documentary evidence called for therein. If custody has been established by the courts, a copy of the court order must be submitted. If such verification is not received within thirty (30) days or the document appears to be inaccurate or suspicious, the principal shall notify Central Administration office and/or a School Resource Officer.

Students without appropriate records will be admitted under temporary enrollment for a period of ten (10) days, unless extended by the principal. Parents are to be so informed at the time of admission. The sending school shall be contacted within twenty-four (24) hours of the student's entry into the school and requested to send all appropriate records. If the school indicates no record of the student's attendance, or the records are not received within fourteen (14) days of the date of request, or if the parent does not present a certification of birth or other documentary evidence, the Principal shall immediately notify the law enforcement agency where the student resided and the LCSC Police Department that s/he may be a missing child.

Important information surrounding enrolling your student:

- The creation of class lists is a well thought out process involving several components. Principals make the final decision about classroom assignment.
- Parent requests for a specific teacher will not be honored. The faculty will make every effort to place every student with a teacher who best matches that student's learning style.
- Students being enrolled in school may attend the classroom the following school day in order to allow time to gather materials needed to welcome that student and ensure a successful transition to a new setting.
- All classroom placements, for newly enrolled students, are subject to change within the first two weeks of attendance. Placements with teachers are based largely on the learning needs of a student. This trial period allows the school to collect records from the previous school as well as conduct initial assessments.

Students will be placed in a classroom and may start at the school between 24-48 hours of the completion of the

enrollment documentation and process.

### **Equal Education Opportunity (2260)**

It is the policy of this 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 race, color, creed, disability, religion, gender, ancestry, national origin, limited English proficiency, place of residence within the boundaries of the Corporation, or social or economic background, has the right to file a written complaint with the Lebanon Community School Corporation at 1810 N. Grant Street, Lebanon, IN 46052.

### **Fees, Fines, and Charges**

The Corporation charges specific fees for its courses and activities. Fees or charges are determined by the cost of materials, freight/handling fees, and add-on fees for loss or damage to school property. The school and staff do not make a profit. Students using school property and equipment can be fined for excessive wear and abuse of the property and equipment. Students may be charged for loss or damage of textbooks and iPad/technology. The fine is used to pay for the item, not to make a profit.

Late fines can be avoided when students return borrowed materials promptly. Others may need their use. Book fees will be collected within the first 30 days of school. The Corporation accepts payment by cash, check, Visa, or MasterCard. Make checks payable to the Lebanon Community School Corporation. Fees vary by grade level. Specific information on each grade level's textbook fees will be available at registration. Arrangements to pay in installments may be made at the time of registration.

### **Food Service**

- All visitors, including lunch guests, must have a criminal history form on file in the office or an alternative supervised location will be provided for you to eat with a student.
- **NO FAST FOOD AND/OR SODA POP** – Out of courtesy to others and in light of recent obesity legislation, we request that outside food and soda pop not be brought into the lunch room.
- All school lunches must be ordered by 9:30 each morning if you are eating lunch with a student.
- **Applications for the school's Free and Reduced-Priced Meal program are available to all students. Financial assistance is available for those who qualify based on need. Applications for free/reduced meals and textbook assistance must be completed in the Food Service portion of the Skyward Parent Portal.**
  - For any questions or concerns surrounding qualification please call (765) 483-3142.

### **Meal Charging Policy**

The LCSC food services department uses the pre-pay system Skyward.

Funds should be added to the account for purchasing meals, snacks, and extra items. As we understand that on occasion funds are not added in time and leaves no credit on the account, students will be allowed to take a qualifying school meal only and charge their account into the negative temporarily. We will not allow students to charge a la carte items, snacks, or extras if the account is in the negative. Families will be required to pay back any charges owed. Charges not paid are subject to collections at the end of the school year.

Students entitled to Free or Reduced Cost meals are always provided a qualifying meal, but this does not include a la carte items, snacks, and extras. If the account is in the negative, they will not be able to purchase a la carte items, snacks, and extras.

It is the responsibility of the parent/guardian to ensure the student is supplied with meals for the school day. If the parent/guardian feels the family is eligible for free or reduced cost meals, they must apply through the school portal. If the application is made after the school year begins and the student is granted free or reduced status, the status is applied from the date of the application. If a direct certification approval occurs after the start of the school year, then we will apply that status to the beginning of that month for school meals only. Otherwise, an alternate National School Lunch program approved lunch will be provided. There is no alternate breakfast option.

both these cases, all previous charges are still the responsibility of the parent/guardian.

Decisions are made at the school corporation level if the application is made directly by the parent/guardian. They are not shared or connected to any other government agency



Paid Pricing

Breakfast- \$1.35

Lunch- \$2.95

Reduced Pricing

Breakfast- \$ .30

Lunch- \$.40

**General Information**

Parents have the right to know how their child is performing in school and will be provided information on a regular basis and as needed, when concerns arise. Many times it will be the responsibility of the student to deliver that information. If necessary, the mail or hand delivery may be used to ensure that parents receive the information. Parents are encouraged to build a two-way link with their child’s teachers and support staff by informing them of suggestions or concerns that may help their child better accomplish his/her educational goals. The staff expects students to arrive at school prepared to learn.

**Grading – LCSC Elementary Grading (5421)**

The purpose of a grade and performance rating is to indicate the extent to which the student has mastered the necessary standards.

Students are measured by performance to standards in all grades. Letter grades are assigned to students in Grade 1-5 in areas of English/Language Arts, Reading, Math, Science, Social Studies, Art, Music, and P.E.

If a parent is not sure how his/her child’s grade will be determined, or there is a question about the performance towards mastering standards indicated by the rating, he/she should contact the teacher for an explanation.

Grades are calculated using the following percentages:

Assessments	60%
Class Work	40%

Schools use the following grading system for grades 1-5.

Percent Value	Letter Grade
99-100	A+
92-98	A
90-91	A-
88-89	B+
82-87	B
80-81	B-
78-79	C+
72-77	C
70-71	C-
68-69	D+
62-67	D
60-61	D-
Below 60	F

- Cheating and plagiarizing are prohibited. Copying and pasting digital information without the permission of the author of the text is also a form of plagiarism. Students found to have engaged in either cheating or plagiarism will not receive credit on that particular examination, project, or homework assignment. The teacher will notify the parent. The teacher will submit a discipline referral. The code for discipline and action will fall under the code 15 Defiance and will follow the action for consequence in Section B unless there is additional findings that would indicate more serious misconduct then Section C or D might be implemented. This will be determined by the administration.

## Grading Periods

Students shall receive a report card at the end of each 9-week period indicating their grades for each subject of study for that portion of the academic term. When a student appears to be at risk of failure, notification will be provided to the parents so they can talk with the teacher about what actions can be taken to improve poor grades. An "I" for incomplete will be given for a grading period that is incomplete due to lack of attendance, moving in late in the grading period, not completing mandatory assignments, etc.

### Tiger PRIDE Work Ethic Certification

- Fifth graders in Lebanon Community School Corporation will all be eligible to earn Lebanon Community School Corporation's PRIDE Work Ethic Certification. Students will be measured in areas of academic and work ethic competency. Information will be obtained from the student management system to indicate competency in the measurable areas listed below.

### PRIDE Criteria:

- **Persistence:** Student is able to persevere through challenges and problem-solve.
- **Respectfulness:** Student accepts and demonstrates service to others, possesses a positive attitude and communicates clearly.
- **Initiative:** Student is a self-starter and a critical thinker
- **Dependability:** Student is reliable and demonstrates responsibility and teamwork. Student also demonstrates academic readiness.
- **Efficiency:** Student is organized, punctual and demonstrates self- management.

### Competencies:

- **Academic Readiness:** Fifth grade student has earned no grades lower than a "C" and has met criteria for promotion to grade six.
- **Community Service:** Student has submitted documentation of a minimum of two hours of community service this school year by the set deadline.
- **PRIDE Score:** Student has an average PRIDE score of 2.25 or higher and received recommendation from building level PRIDE committee.
- **Reliability Attendance Rate:** The total composite of student attendance is 98% or higher AND has four or fewer times tardy to school.
- **Responsibility:** Student has no more than one discipline referral for the school year.

## Homeless/McKinney Vento Act (5111.01)

The McKinney Vento Act which was reauthorized in January 2002, ensures educational rights and protections for children and youth experiencing homelessness. The act is a part of the Federal Legislation called No Child Left Behind. The McKinney Vento Act provides school districts guidelines to services which are available to children that would be classified as homeless. The Lebanon Community School Corporation Administration Center will work with each school in the district and will provide a residency form to be completed twice a year by each family of the children attending and enrolling in our schools. The data collected from these forms will be used for data reporting purposes and to offer assistance when and where needed. The complete McKinney Vento Act can be found under The McKinney Vento Act Homeless Assistance (42 u.s.c.11431 et. Seq). The representative for the Lebanon Community School Corporation is Chad Martin and can be contacted at 765-428-0380.

## Internet Use Policy

You and your child must sign the Internet use policy agreement at the beginning of each school year. This will be included on the back of the registration form. Please review this information and sign the appropriate statement. All LCSC computers are equipped with filters to monitor internet use.

## **LCSC Dress Standards**

While fashion trends may change, the reason for being in school does not. A student's dress should contribute to good health, cleanliness, safety, and common decency. It should be non-disruptive and support a positive learning environment.

General considerations:

Students should always be dressed appropriately for the school setting, school-sponsored activities, and ceremonies. Students should wear clothing that allows them to comfortably engage in all daily activities, including recess, field trips, and other physical activities.

### **Elementary School Overall Apparel**

Standard:

Certain body parts must always be covered, including buttocks, chest, and genitals. Students must always wear a shirt that has fabric in the front, sides, and back that extends past the navel. Students must always wear shorts, pants, skirts, or dresses that follow all listed guidelines. Appropriate shoes must be worn.

- Appropriate clothing must:
  - cover any exposed skin on the midriff or back
  - be of appropriate size, avoiding both oversized and overly form-fitting garments
  - include shirts with sleeves that extend past the shoulder and do not expose the underarm.
  - Be opaque, not see-through so as not to expose buttocks, chest, or undergarments.
  
- Students may not wear:
  - Outdoor coats or jackets in classes or hallways during school hours.
  - Items that may damage school property or pose a risk of injury to others (such as chains or metal decorations).
  - Clothing or apparel that promotes or addresses tobacco, alcohol, drugs, promiscuous behavior, or derogatory commentary.
  - Pajamas or sleepwear (unless on a designated school spirit day)
  - Headgear; all headgear shall be removed upon entering the school and shall not be worn until exiting the building, unless for religious or medical reasons.
  - See-through fabric that exposes buttocks, chest, or undergarments.
  - Costumes, including tails, ears, or theatrical make-up (unless on a designated school spirit day)
  - Not expose cleavage or feature plunging necklines
  - Pants with holes above mid-thigh

## **LCSC Grooming Standards**

Elementary School

- Hair coloring or styling that significantly distracts from learning is discouraged.
- Attire, jewelry, makeup, accessories, or grooming choices should not promote drug use, violence, or disruptive behavior that could disrupt learning.

## **LCSC Dress & Grooming Standards Consequences**

Students dressed in apparel that does not align with the standards above may be asked to change into school-provided clothing alternatives, or guardians may be required to bring alternative clothing to school. If students refuse to change or have frequent dress code violations, additional consequences may be given at the discretion of the administration.

### **Student Valuables**

Valuable Items should be kept at home whenever possible, as the school cannot guarantee their safekeeping and will not be held liable for any loss or damage to personal belongings

### **Lost and Found**

Each school has a Lost and Found area. Students who have lost items should check there and may retrieve their items if they give a proper description. Unclaimed items will be collected and given to charity each semester.

### **Moving Within the School Corporation During the School Year**

The parent may elect to keep their child in their home school until the end of the current semester IF THE PARENT PROVIDES ALL TRANSPORTATION and the child is in good standing in regards to attendance, behavior, and academics.

### **Non-School Sponsored Clubs and Activities (5840)**

The application for building usage can be obtained from the school office. The application must verify that students are initiating the activity, attendance is voluntary, no school staff person is actively involved in the event, and that the event will not interfere with school activities. School rules apply regarding behavior and equal opportunity to participate. Failure to abide by corporation policies will result in groups not being able to use the facilities.

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

The School Corporation is committed to providing a safe environment for students. It seeks to prevent children from being exposed to pests and pesticides. While pesticides protect children from pests that may be found in the school and its surrounding grounds, under some circumstances they may pose a hazard to children. Therefore, pest control practices may involve a variety of chemical and non-chemical methods that are designed to control pests effectively while minimizing potential pesticide exposure.

The Corporation will:

- annually inform parents and staff members of the Corporation's pest control policy at the time of student registration by a separate memorandum or as a provision in the staff and/or student handbook;
- provide the name and phone number of the person to contact for information regarding pest control, (765)483-3088;
- establish a registry of parents and staff members who want to receive advance notice of all pesticide use and provide such notice;
- provide notice of planned pesticide applications to parents and employees advanced notice;
- provide notice of all pesticide applications to school nurses;
- maintain written record for ninety (90) days of any pesticide applications.

The Corporation will provide notice to those in the registry at least two (2) school days 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, the general area where the pesticide is to be applied and the telephone number to contact for more information.

In case of emergency pesticide applications, because of immediate threat to the public health, the school shall give written notice as soon as possible.

## **Promotion, Assignment, Retention**

Promotion to the next grade level means that the student has sufficiently met the mastery requirements of the Indiana College and Career Academic Standards. If the student has shown growth and is close to mastery of the Indiana College and Career Academic Standards, but has demonstrated the need for intervention and assistance, then the student could be assigned to the next grade level as determined by the principal.

It is the belief of the Lebanon Community School Corporation that retention is recommended for students not meeting the end-of-year expectations required to be promoted to the next grade level. The screener utilized to determine this readiness includes, but is not limited to the following:

- Corporation Assessments
- Multi-tiered System of Support Progress Monitoring Data
- Standardized Assessments including ILEARN, IREAD3, and NWEA
- Classroom Grades
- Attendance Record
  - Exposure to curriculum is essential in the ability to master understanding of grade level content. Each school corporation shall conduct at least 180 student instructional days.
    - (IC 20-18-2-17 and IC 20-30-2-3); 511 IAC 6.1-3-1(a))

As of April 2011, the State of Indiana passed Public Law 109 which states that any child, unable to pass the third grade IREAD3 assessment will encounter a mandatory retention to ensure the literacy skills necessary to be successful in the academic world. Summer school will be assigned for students unable to pass this assessment with a second test administered after the conclusion of this intervention. In the event that a child does not attend summer school or fails the second attempt of the assessment, he/she could be retained third grade, and will be subject to all grade three curriculum and assessments.

The final decision to promote, assign or retain any student rests with each elementary school's principal.

## **Protection of Pupil Rights Amendment – PPRA (2416)**

PPRA affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams.

These include the right to:

Consent before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S.

Department of Education:

1. Political affiliations or beliefs of the student or student's parents;
2. Mental or psychological problems of the student or student's family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or parents;
8. Income, other than as required by law to determine program eligibility.

Receive notice and an opportunity to opt a student out of:

1. Any other protected information survey, regardless of funding;
2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under state law;
3. Activities involving collection, disclosure, or use of personal information obtained about students for marketing or to sell or otherwise distribute the information to others.

Inspect, upon request and before administration or use:

1. Protected information surveys of students;
2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes;
3. Instructional material used as part of the educational curriculum.

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under State law.

LCSC has developed and adopted policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. LCSC will directly notify parents of these policies at least annually at the start of each school year and after any applicable changes. LCSC will also notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation in the specific activity or survey. LCSC will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at the time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys.

Following is a list of the specific activities and surveys covered under this requirement:

- Collection, disclosure, or use of personal information for marketing, sales or other distribution.
- Administration of any protected information survey not funded in whole or in part by ED.
- Any non-emergency, invasive physical examination or screening as described above.

Parents 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  
Washington, D.C. 20202-5901

### **Recess**

The decision to go outside for recess is based on weather conditions. The cut-off temperature is 11 degrees. If it is 11 degrees or higher, then the students can go outside for recess. If it is 10 degrees or below, then the students will have indoor recess. This is the "principal's recommendation," and each teacher/grade level will make the final call. The 11 degree cut-off DOES take wind chill into consideration. For example, if the weatherman says it is 15 degrees but with the wind chill it feels like 8 degrees, we go with the 8 degrees and recess would be indoors. A doctor's note of illness or injury must be submitted to the School Nurse if a child is not able to participate in recess activities. The student will be provided a supervised alternative to recess for the period of time stated on the doctor's note.

### **Restroom Occupancy**

Only one student should occupy each single-occupant restroom or restroom stall at a time. Students found violating this rule may face disciplinary consequences.

### **Out of District Student Transfer**

Out of District Student Transfer applications may be submitted to the school corporation at any time during the school year. Any student not living in the LCSC boundaries must be document as a Out of District Transfer.

- The application process for Out of District transfer must be completed and submitted online, and the application form may be found at <http://www.leb.k12.in.us/transfer>.
- Resident Student Transfer applications will be reviewed by the elementary principals and the superintendent. Parents will be notified by the elementary principals or the superintendent. The superintendent's decision regarding your application and/or appeals for Out of District Student Transfer is final.
- The student must be enrolled and attending Lebanon Community School Corporation on student count date (September for the first semester and February for second semester) that is established by the State of Indiana. If the student is not enrolled and attending on the count date the parent/guardian will be responsible for tuition. If the student is enrolled and attending Lebanon Community School Corporation on the student count date (September/February), no tuition will be charged
- Transportation will not be provided by the School Corporation for transfer students accepted for enrollment unless the transfer student has an Individualized Education Program (IEP) in which transportation is required to be provided as a related service.
- The school corporation reserves the right to deny or discontinue any out of district request for enrollment/attendance/discipline issues, according to Board Policy 5111 and I.C. 20-26-11-32.
- Each request is valid for only one school year and may be discontinued during a school year. The parent/guardian must reapply every year.

## **Search and Seizure (5771)**

Search of a student and the student's possessions may be conducted at any time the student is under school jurisdiction, if there is a reasonable suspicion that the student is in violation of law or school rules in order to protect the safety of the student or others. All searches may be conducted with or without a student's consent.

Anything that is found in the course of a search that may be evidence of a violation of school rules or the law may be taken and held or turned over to the police. The school reserves the right not to return items that have been confiscated.

- **LOCKERS (IF PROVIDED)**

- Students may be provided lockers, desks and other equipment in which to store materials. Students are not permitted to share lockers with other students. Students may not place a personal lock on any locker. Locks are to prevent theft, not to prevent searches. It should be clearly understood that this equipment is the property of the school and may be searched at any time.

Under Indiana law, a student who uses a locker is presumed to have no expectation of privacy in that locker or the locker's contents. A principal, or designee, may, in accordance with the rules of the governing body, search a student's locker and the contents of the locker at any time. A law enforcement agency having jurisdiction over the geographic area having a school facility may at the request of the school principal, or designee; and in accordance with the rules of the governing body of the School Corporation assist a school administrator in searching a student's locker and the locker's contents.

## **Seclusion and Restraint Plan**

As part of emergency procedures in place in our schools, no student will be restrained and/or placed in seclusion by school staff unless the student's behavior poses an imminent risk of injury to him/herself or others. However, significant violations of the law including assaults on students and staff will be reported to the police. As soon as possible after any such use of restraint and/or seclusion, the parents or guardian will be informed when any of these actions have occurred and will be provided with a detailed account of the incident including the circumstances that led to the use of restraint and/or seclusion.

The Seclusion and Restraint Plan is located in its entirety on the Joint Services webpage on the LCSC website.

## **Special Education (2260)**

The school provides a variety of special education programs for students identified as having a disability defined by the Individuals with Disabilities Education Act (IDEA).

A student can access special education services only through the proper evaluation and placement procedure. Parent involvement in this procedure is required. More importantly, the school wants the parent to be an active participant. To inquire about the procedure, a parent should contact the school principal.

## **Student Records – Family Educational Rights and Privacy Act - FERPA (8330)**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students who are 18 years of age or older ("eligible students") certain rights with respect to the student's education records. These rights are:

- **The right to inspect and review the student's education records within 45 days after the day the school receives a request for access.**
  - Parents or eligible students should submit to the school principal, or appropriate school official, a written request that identifies the records they wish to inspect. The school official will make arrangements for access and notify the parents or eligible student of the time and place where the records may be inspected.
- **The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.**
  - Parents or eligible students who wish to ask the school to amend a record should write the school principal, or appropriate school official, clearly identify the part of the record they want changed and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the student will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

- **The right to provide written consent before the school discloses personally identifiable information (PII) from the student’s education records, except to the extent that FERPA authorizes disclosures without consent.**
  - One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer or contractor outside of the school who performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
- **The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:**

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202

Questions regarding FERPA rights or requested compliance therewith should be directed to the student’s current building principal or the Superintendent of Schools, 1810 North Grant Street, Lebanon, Indiana 46052, telephone (765) 482-0380, facsimile (765) 483-3053.

### **Student Rights of Expression (5511)**

The school recognizes the right of students to express themselves. With the right of expression comes the responsibility to do it appropriately. Students may distribute or display, at appropriate times, non-sponsored, noncommercial written material and petitions; buttons, badges, or other insignia; clothing insignia, and banners; and audio and video materials so long as the items meet school guidelines.

Students who are unsure whether or not materials they wish to display meet school guidelines may present them to the principal 24 hours prior to display.

- Materials may not be displayed if they:
  - Are obscene to minors, libelous, indecent, or vulgar. Items which promote drugs, alcohol, tobacco, or anti-social behaviors are deemed unacceptable by the school principal.
  - Advertise any product or service not permitted to minors by law,
  - Intend to be insulting or harassing
  - Intent to incite fighting or present a likelihood of disrupting school or a school event
- Materials may not be displayed or distributed during class periods, or during passing times between classes. Permission may be granted for display or distribution during lunch periods and after school in designated locations, as long as exits are not blocked and there are proper entrances and exits to and from the building.

### **Student Sales (5830)**

No student is permitted to sell any item or service in school without prior approval of the Principal. Violation of this may lead to disciplinary action.

### **Study/Field Trips**

Study trips are planned for students throughout the year. The teachers utilize study trips to provide meaningful learning experiences. Extra adults are often needed for supervision and to make the trip successful. There is a student/chaperone ratio for all field trips. All those wishing to chaperone may not be able to attend. Notification will be given to those who are able to attend and those who are not. If you volunteer to accompany your child’s class on study trips, siblings need to have other arrangements as they are not permitted to attend. Chaperones must be 18 years or older and have the approved permission of the legal guardian to participate. All chaperones must have an approved criminal history check on file in the school office fifteen (15) days prior to the day of the trip. **Forms must be filled out each year.** All chaperones must have reviewed the anti-bullying district policy and procedures. All students and chaperones must ride the bus to and from all study trips. Those wishing to meet a group at the field trip location **MUST** have prearranged permission from the classroom teacher. We ask that all volunteers model the values of the School Corporation with respect to behavior and attire. Smoking is prohibited while chaperoning any field trip.



### **Toxic & Asbestos Hazard Policy (8431)**

In accordance with the US EPA's AHERA Standard (ref: 40 CFR 763.80), all information concerning asbestos-containing material in the schools of the Lebanon Community School Corporation is available for review and copying by students, staff, and guardians during normal business hours.

### **Transfer Out of the District**

If a parent plans to transfer a child from an elementary school, the parent must notify the school office. If we have not received a request for records from a receiving school/district within 14 days; law enforcement will be contacted to determine the need to file truancy documentation and/or notify the Department of Missing and Exploited Children.

### **Use of Telephones**

Office and classroom telephones are not available for personal calls. Except in cases of emergency, students will not be called to the office to receive a telephone call. Cell phones and mobile devices are not permitted to be carried, turned on, or used during the school day. This includes field trips and school related activities.

### **Vacations During the School Year (5200)**

The Indiana Department of Education emphasizes that student attendance is an important predictor of student and school academic performance. Vacations during the school year are not considered an excused absence per LCSC School Board Policy. Assignments will **NOT** be provided prior to vacation. Please refer to the attendance guidelines, Section 2, for any ramifications due to extended absences. Notify the school principal of planned vacations.

### **Visitors**

In order to properly monitor the safety of students and staff, each visitor must report to the office upon entering the school to sign in to receive a visitor's badge. Each visitor to the school will be asked to present a driver's license or state issued ID for scanning through the Raptor program. (<http://www.raptorware.com/>) Any visitor found in the building without signing in shall be reported to the principal. If a person wishes to confer with a member of the staff or observe in a classroom, she/he **MUST** call for an appointment prior to coming to the school. Students may not bring visitors or other students to school. Any person, other than a biological parent or legal guardian, requires permission by email or phone call from a parent/guardian prior to visiting our school and must have a criminal background check on file with the school each year. The criminal check form is available online or in the school office. **Forms must be filled out each year.** We ask that all volunteers model the values of the School Corporation with respect to behavior and attire.

### **Volunteers**

The schools encourage parents/guardians to volunteer in the schools. Please make arrangements with the classroom or school staff. If you volunteer in your child's class, other school areas, or for school events, siblings need to have other arrangements as they are not permitted to attend. No pictures or videos should be taken of students by the volunteer while serving the school as a chaperone. A valid criminal check must be on file in the school office 5 (five) days **PRIOR** to your first day of volunteering. The criminal check form is available online or in the school office. **Forms must be filled out each year.** The school district will do the criminal check at no cost to the patron. We ask that all volunteers model the values of the School Corporation with respect to behavior and attire.

## Section 2 – Attendance

Attending school is both necessary and mandatory. Attendance is defined as both absences and tardiness to school. State law requires students attend school for a required 180 instructional days, within the school calendar, until the age of eighteen. Students who do not maintain good attendance may fail or lose certain privileges. School attendance is important for school success. The Lebanon Community School Corporation elementary schools, in cooperation with the Boone County Division of Family and Children Services, will be using an attendance policy that reflects this belief. Communication with school is essential.

Additionally, the Indiana Department of Education has set a 95% benchmark for a school's minimum attendance rate. Attendance rate is one of the factors that are considered when public schools are placed in performance categories and compared to other public schools. Indiana attendance law mandates that every student enrolled must be in attendance unless he/she is ill or there is a death in the IMMEDIATE family. As a means of emphasizing the importance of school attendance, a student who violates the attendance policy may receive one or more of the following consequences:

- In house school discipline
- Revoking Open Enrollment Status
- Referral to Child Protective Services
- Referral to Boone County Prosecutor's Office

The Indiana Department of Education emphasizes that student attendance is an important predictor of student and school academic performance. Research shows that chronic absenteeism and truancy have a distinct negative impact on academic growth and performance, as well as a student's well-being.

### **School Hours and Timeline**

- 8:00 – Front Office Opens
- 8:45 – Student Entry Bell Rings
- 9:00 – Tardy Bell
- 3:50 – Dismissal Bell
- 4:00 – Front Office Closes

### **Procedure to Report an Absence**

- A parent/guardian is to call the school office to report a school absence ON THE DAY OF THE ABSENCE.
- A voicemail on the school office phone is available 24 hours a day to report an absence. Calls prior to 8:00 a.m. are encouraged and appreciated.
- A call is needed EACH DAY a student is absent.
- A written note with reason for absence must accompany student upon return after absence.

### **Truancy**

As a parent/guardian, you are responsible for ensuring your child is at school. Students who have accumulated 10 unexcused absences from school are considered "Habitually Truant" according to IC-20-18-265. Lebanon Community School Corporation is required to report if a student is habitually truant to the Boone County Prosecutor's office or the Department of Child Services, and the parent may be prosecuted for educational neglect in accordance with IC 20-33-2-25.

### **At-Risk Truancy Prevention Measures: Kindergarten through 6th grade**

If child has accumulated 5 unexcused absences within a 10-week period of school, they are considered at-risk for truancy under IC 20-33-2.5. Once a student accumulates 5 unexcused absences, the school will initiate the following truancy prevention measures under IC 20-33-2.5.

- The parent/guardian will be sent a written notification of current attendance information.
- The parent/guardian will then be required to schedule and attend an attendance meeting with an administrator or truancy officer to discuss truancy measures the school will be implementing. This meeting must occur within five school days from the date this notification is received.
- During the meeting, an attendance plan will be developed to ensure the student's attendance is improved immediately. Depending on the nature and reasons for absences, additional support for the parent and/or student may be offered and/or disciplinary measures may be discussed.
- The plan will be monitored within 45 instructional days. If attendance plan criteria have not been met, disciplinary action will take place and/or the administration will report continued unexcused absences to the Boone County Prosecutor's Office or Department of Child Services in accordance with Truancy procedures listed under 20-33-2-25.

### **Excused Absences (5200)**

The School Board, as an agency of the State, is required to enforce regular attendance of students. The Board recognizes that the presence in the classroom enables the student to participate in instruction, class discussions, and other related activities. As such, regular attendance and classroom participation are integral to instilling incentives for the student to excel.

Attendance shall be required of all School Corporation students, except those exempted under other provisions of State law, during the days and hours that the school is in session or during the attendance sessions to which s/he has been assigned.

Exceptions to compulsory attendance that shall be recognized by the school corporation as provided by State statute are:

- A. service as a page or honoree of the general assembly (I.C. 20-33-2-14)
- B. service on a precinct election board or helper to a political candidate on the date of an election (I.C. 20-33-2-15)
- C. subpoena to appear in court as a witness in a judicial proceeding (I.C. 20-33-2-16)
- D. service in active duty with the National Guard for not more than ten (10) days (I.C. 20-33-2-17)
- E. participating as a member of the Indiana wing of the civil air patrol for not more than five (5) days (I.C. 20-33-2-17.2)
- F. participating in an educationally related non-classroom activity which is consistent with and promotes educational philosophy and goals of the school corporation, facilitates the attainment of specific educational objectives, is part of the goals and objectives of an approved course or curriculum, represents a unique educational opportunity, cannot reasonably occur without interrupting the school day, and is approved in advance by the school principal (I.C. 20-33-2-17.5)
- G. exhibiting or participating in the Indiana State Fair for educational purposes by a student or member of the student's household (I.C. 20-33-2-17.7). The student must be in good academic standing as determined by the Corporation. Parents must request the absence in writing, it must be approved in writing by the principal, and it may not exceed five (5) days.

For any of these exceptions, a student shall not be recorded as absent from school.

The Superintendent shall require, from the parent of each student or from an adult student who has been absent for any reason, a written statement of the cause for such absence. The Board reserves the right to verify such

statements and to investigate the cause of each prolonged absence, absence of more than ten (10) days duration, and/or repeated unexplained absence and tardiness.

The Board considers the following for excused absences:

- A. illness verified by a note from the parent
- B. illness verified by a note from a physician
- C. recovery from accident
- D. required court attendance
- E. professional appointments – Parents are encouraged to schedule medical, dental, legal, and other necessary appointments other than during school hours. When appointments are necessary during the school day, the student shall report back to school immediately after the appointment with a signed statement from the doctor, dentist, lawyer, counselor, etc.
- F. death in the immediate family or of a relative
- G. observation or celebration of a bona fide religious holiday in accordance with Policy 5223
- H. maternity
- I. military connected families' absences related to deployment and return
- J. such other good cause as may be acceptable to the Superintendent or permitted by law

An unexcused absence is any absence not covered under the definition of excused absence or an exception to compulsory attendance. Vacations during the school year are not considered an excused absence per LCSC School Board Policy. An out-of-school suspension shall not be considered an unexcused absence.

Repeated instances of unexcused absences may result in disciplinary action up to suspension or expulsion of a student.

Truancy is defined as absence from school without permission of the parent.

The Superintendent or an attendance officer having jurisdiction shall report a child who is habitually absent from school to an intake officer of the juvenile court or the Department of Child Services.

Attendance need not always be within the school facilities, but a student will be considered to be in attendance if present at any place where school is in session by authority of the Board.

The Board shall consider each student assigned to a program of other guided learning experiences, authorized under Policy 2370, to be in regular attendance for the program provided that s/he reports weekly to such staff member s/he is assigned for guidance at the place in which s/he is conducting study, and regularly demonstrates progress toward the objectives of the course of study.

The Superintendent shall develop administrative guidelines for the attendance of students which:

- A. ensure a school session which is in conformity with the requirements of the law;
- B. ensure that students absent for any excusable reason have an opportunity to make up work they missed;
- C. govern the keeping of attendance records in accordance with the rules of the State Board;

- D. ensure that any student who, due to a specifically identifiable physical or mental impairment, exceeds or may exceed the Corporation's limit on excused absence is referred for evaluation for eligibility either under the Individuals with Disabilities Education Act (IDEA) or Section 504 of the Rehabilitation Act of 1973.

Such guidelines should provide that a student's grade in any course is based on his/her performance in the instructional setting and is not reduced for reasons of conduct. If a student violates the attendance or other rules of the school, s/he should be disciplined appropriately for the misconduct, but his/her grades should be based upon what the student can demonstrate s/he has learned.

The Superintendent shall ensure that the administrative guidelines on attendance properly address the matter of truancy by including a process which:

- A. identifies the habitual truant, that is, a student who is chronically absent by having unexcused absences from school for more than ten (10) school days in one (1) school year;
- B. investigates the cause(s) of his/her truant behavior;
- C. considers, when appropriate, modification of his/her educational program to meet particular needs which may be causing the truancy;
- D. ensures that truant students are disciplined in accordance with the Corporation's policies and administrative guidelines on student discipline;
- E. provides for the reporting to the Bureau of Motor Vehicles those students who have been suspended for the second time during a school year, expelled, or excluded for misconduct.

The Superintendent shall also ensure that the Board's policy on attendance and the Corporation's administrative guidelines are made available to all parents and adult students.

### **Unexcused Absences/Truancy**

An unexcused absence is any absence not recognized by state law and would include:

- **If a parent/guardian does not call the school WITHIN 24 HOURS OF THE ABSENCE. PER SCHOOL BOARD POLICY, UPON THEIR RETURN TO SCHOOL ALL STUDENTS MUST PROVIDE A WRITTEN STATEMENT FROM A PARENT/GUARDIAN OR PHYSICIAN STATING THE REASON AND DATES FOR ALL ABSENCES.**
- A student who is absent from school without the knowledge of the parent/guardian is considered TRUANT. Such absences are UNEXCUSED.
- Students who are truant will receive disciplinary action.

### **Tardiness**

Since punctuality is an important value for everyone, tardiness will be handled as a rule infraction and will be dealt with accordingly. A student who is late for school is to report to the school office to sign in. In addition, a student signed out early (less than 2 hours) at the end of the school day will also be documented as tardy.

Parents/Guardians are requested to submit a note or phone the school to explain the tardiness. Habitual tardiness will result in referral as a disciplinary matter to the principal. Parents are encouraged to schedule their child's appointments during NON-SCHOOL hours. In the event that this not possible, the following guidelines apply:

- If a student misses more than TWO (2) hours of the school day, at the beginning or end of the day, it will be counted as a half-day absence. This includes excused and unexcused absences.
- Students arriving after 1:46pm in the afternoon will receive an afternoon tardy.
- District determined early dismissal days count as a full day of school when calculating a student's attendance rate.
- Children who arrive in the CLASSROOM after the morning bell will be counted tardy.
- If a child is frequently tardy, the school attendance officer will be contacted and the following consequences will be enforced:

<b>Instances of Tardiness</b>	<b>Action</b>	<b>Personnel</b>
3	Parent Contacted	Teacher/Staff
5	Parent Notification Letter via US Mail and/or via electronic message	Attendance Secretary
7	Parent/School Team Meeting or phone call to review attendance concerns, develop a Success Plan	Attendance Secretary will schedule meeting to include but not limited to: Parent, Administrator, Teacher
10	Parent Notification Letter via US Mail and/or via electronic message Referral made to Truancy Officer Illness verified by doctors note	Attendance Secretary Administrator Truancy Officer
11-17 (Habitual tardiness)	<i>Any or All could occur:</i> Parent notification Home Visit Truancy Officer Determination Parent/Administrator/Truancy Officer Meeting to revise Success Plan	Attendance Secretary Administrator Truancy Officer Classroom Teacher Other Support Staff
18+ (Chronic tardiness)	<i>Any or All could occur:</i> Parent notification Home Visit Truancy Officer Determination Parent/Administrator/Truancy Officer Meeting to revise Success Plan Referral Child Protective Services and Boone County Juvenile Court	Attendance Secretary Administrator Truancy Officer Classroom Teacher Other Support Staff

### **Non-Absence from School**

The Indiana Department of Education allows a student to be absent from the classroom but not considered absent from school for the following reasons:

- Exhibiting at the State Fair
- Serving as a page in the State Legislature
- Working at the polls during a local or general election
- School sponsored field trips, which include student council exchange, music programs and class-related activities
- Subpoena to appear in court
- Appointment with a probation officer or other officer of the court
- All in-school or out-of-school suspensions or time-outs including placement at the Alternative School.
- Students who may have the opportunity to participate in an educationally related non-classroom activity that is consistent with and promotes educational philosophy and goals of the school corporation, facilitates the attainment of specific educational objectives, is part of the goals and objectives of an approved course or curriculum, represents a unique educational opportunity, cannot reasonably occur without interrupting the school day, and is approved in advance by the school principal (I.C. 20-33-2-17.5)

Students are responsible for making up all school work from such absences. Work is due on the original date unless otherwise specified by the teacher.

### **Consequences for Excessive Absences**

The Federal and State of Indiana measures attendance rates of students each year to determine the grade and point values earned by each public school in Indiana.

**FEDERAL ESSA HABITUAL:** The Federal determination for habitual attendance is based on the yearly cumulative absences that are 10-17 days a student has missed within the school year.

FEDERAL ESSA CHRONIC: The Federal determination for chronic attendance is based on the yearly cumulative absences that are 18+ days a student has missed within the school year.

STATE: Sets the benchmark for success at students with less than 10 unexcused absences within the school year.

<b>Unexcused Absences</b>	<b>Action</b>	<b>Personnel</b>
3	Parent Contacted Notification via electronic message	Teacher/Staff
5	Parent Notification Letter via US Mail and/or via electronic message requiring an in person meeting within five instructional days to develop an Attendance Plan.	Attendance Secretary
7-10 days	Parent Notification Letter via US Mail and/or via electronic message Referral made to Truancy Officer	Attendance Secretary will schedule meeting to include but not limited to: Parent, Administrator, Teacher
10	Parent Notification Letter via US Mail and/or via electronic message Referral made to Truancy Officer Illness verified by doctors note	Attendance Secretary Administrator Truancy Officer
11-17	<i>Any or All could occur:</i> Parent notification Home Visit Truancy Officer Determination Parent/Administrator/Truancy Officer Meeting to revise Success Plan Wrap around service change	Attendance Secretary Administrator Truancy Officer Classroom Teacher Other Support Staff
18+	<i>Any or All could occur:</i> Parent notification Home Visit Truancy Officer Determination Parent/Administrator/Truancy Officer Meeting to revise Success Plan Referral Child Protective Services and Boone County Juvenile Court	Attendance Secretary Administrator Truancy Officer Classroom Teacher Other Support Staff

**Administrative Discretion**

*If the student has cumulative historical absences that have impacted his/her access to educational experiences, the administrator or truancy officer may use their discretion to address attendance concerns with a higher level of intervention than those listed on the school measures charts and/or to report concerns to the Boone County Prosecutor’s office or the Department of Child Services.*

**Excessive Absences Due to Chronic or Prolonged Illness**

A student who suffers from prolonged or chronic illness may be eligible for waiver of consequences for unexcused absences. A conference with the school administration is required to discuss this possibility and a CERTIFICATE OF CHILD’S INCAPACITY must be provided by the child’s doctor.

**Make-up of Tests and Other School Work**

- Attendance and participation is an important part of a student’s work and evaluation of that work is essential. All work missed due to excused absences from school must be made up.
- Students with an excused absence from school shall be given the opportunity to make up work that has been missed. The student should contact the teachers as soon as possible to obtain assignments.

- Students will be given the number of days of excused absence in which to make up work.
- If a student misses a teacher's test or standardized test due to excused absence, the student may make arrangements with the teacher to take the test.
- State administered assessments are done within testing windows. If your child misses the assessment window, he/she will not be able to make up the assessment.

### **Truancy Officers**

In the event of excessive tardiness (10+) or absences, the School Resource Officer will be dispatched to serve as a truancy officer in an effort to ensure the well-being of a child and file a referral to the juvenile court system if necessary.



# Section 3 – Discipline

## Authority to Discipline

Students are expected to follow staff member's directions and follow all school rules. Non-compliance with reasonable requests from a staff member is unacceptable and will result in consequences. Every staff member is empowered to correct student behavior as needed. Consequences can include up to a 10-day suspension pending expulsion. Consequences will be reset at the conclusion of the school year. All disciplinary consequences are subject to being modified at the reasonable discretion of the administration.

## LCSC Elementary Discipline Plan

The plan is in effect throughout the entire school day and also applies to behavior while on school property, while going to and coming from school, while riding on school-provided transportation, and while attending school-sponsored events and functions.

### GOALS

- Provide a SAFE learning environment
- Focus on PREVENTION, not punishment
- Prevent disruptions to ALLOW teachers to TEACH and students to LEARN
- CHANGE inappropriate behavior
- Promote a COOPERATIVE school community focusing on appropriate behavior
- Implement discipline consistently throughout the school

Each student shall be expected to:

- abide by national, state, and local laws as well as the rules of the school
- respect the civil rights of others
- act respectfully to adults and fellow students
- be prompt to school and attentive in class
- work cooperatively with others when involved in accomplishing a common goal regardless of the other's ability, gender, race, or ethnic background
- complete assigned tasks on time and as directed
- help maintain a school environment that is safe, friendly, and productive

## General Grounds for Disciplinary Action

Students may be disciplined for:

- Alcohol/Drugs
  - a. ILLEGAL SUBSTANCES - Possessing or providing to another a drug except as authorized by prescription; possessing or providing to another any substance represented to be a drug; possessing or providing to another an alcoholic beverage; consuming or being under the influence of a drug or alcohol except as authorized by prescription; or possessing, providing or using drug paraphernalia. Any item promoting an illegal substance is prohibited.
- Deadly Weapons
  - a. WEAPONS - Indiana Code 20-33-8-16D prohibits weapons of any kind at school. These weapons may include but are not limited to: firearms, ammunition, knives, stun gun, Taser, club, or anything that may be considered a deadly weapon including look alike weapons. A student found in possession of a weapon could be subjected to suspension for ten days and expulsion proceedings may be initiated.
  - b. Any student using a weapon to threaten or harm another individual will be suspended for ten days and expulsion proceedings will be initiated.
- Tobacco
  - a. SMOKING OR POSSESSION OF TOBACCO PRODUCTS - The purchase, possession or use of tobacco products by minors is prohibited by law. Students are not authorized to smoke in school, on school grounds, or in school transportation. If students are found using or in possession of, any

- tobacco products or any item representing or promoting tobacco products, to include cigarettes, cigars, smokeless tobacco, lighters, or matches.
  - b. E-Cigarettes – The purchase, possession or use of e-cigarettes by minors is prohibited by law. The legal age to vape is 18 years of age and students are not permitted to vape in school, on school grounds, or in school transportation.
- Fighting
  - a. FIGHTING - Fighting in school, on school transportation, or at school- sponsored events.
  - b. HORSEPLAY - Injury to individuals as a result of horseplay or inappropriate behavior.
- Battery
  - a. An unprovoked attack of physical aggression towards another person
- Intimidation
  - a. EXTORTION/THREATS - The practice of threatening or extorting another student for money, food, or any other item is extortion.
  - b. NON-VERBAL/NON-PHYSICAL THREATS – The practice of pretending to shoot with finger, creating a stabbing motion, or placing a finger across the throat to resemble an act of violence is not permitted.
- Verbal Aggression/Profanity
  - a. PROFANITY - Students using profanity or verbal aggression will be asked to refrain from further use of the inappropriate language. If the student cooperates, no further action will be taken. If the student directs the profanity at any staff member and/or student, or continues to use profanity, disciplinary action will be administered.
  - b. THREATENING A STAFF MEMBER OR STUDENT - The safety and well-being of all students and staff members at LCSC elementary schools is necessary to ensure that the schools are safe and enjoyable places to learn. Threats will not be tolerated.
- Defiance
  - a. INSUBORDINATION - The failure of a student to follow a reasonable request by any staff member is insubordination.
  - b. CHEATING/PLAGIARIZING - Copying or attempting to copy from others during an exam or on an assignment or using someone else’s work as their own for credit.
- Attendance
  - a. SKIPPING CLASSES/TRUANCY - The skipping of classes or any part of the school day is considered an unexcused absence.
- Destruction of Property (5513)
  - a. This applies to school property or personal damage to others’ belongings.
  - b. Students who cause damage to school property shall be subject to disciplinary measures and restitution for damages.
    - i. The School Board authorizes the recovery of costs related to the loss, damage, or destruction of school equipment, apparatus, musical instruments, library materials, textbooks, and for damage to school buildings.
- Theft
  - a. Theft of or possession of stolen personal property or school property.
- Sexual Misconduct
  - a. Unwanted conduct of a sexual nature that creates an intimidating, hostile, or offensive environment
- Non-Deadly Weapon
  - a. A student found in possession of a weapon could be subjected to suspension for ten days and expulsion proceedings may be initiated.
  - b. Any student using a weapon to threaten or harm another individual will be suspended for ten days and expulsion proceedings will be initiated
- Bullying: The repetitive, intentional hurting of one person or group by another person or group, where the relationship involves an imbalance of power. Bullying can be physical, verbal or psychological. It can happen face-to-face or online.
  - a. Physical Bullying
  - b. Verbal Bullying
  - c. Social/Relational Bullying
  - d. Written/Electronic Bullying
  - e. Combination Bullying
- False Reporting
  - a. Deliberately submitting or reporting false or inaccurate information regarding a student or staff member will lead to disciplinary actions.

## **Student Due Process Law (5611)**

The regulation of student conduct in the Lebanon Community School Corporation and discipline relating thereto is governed by I.C. 20-33-8-1 et seq., as amended from time to time. In establishing the rules of expected conduct and the process to be followed in the event of an alleged violation thereof, the School Board, administration, and staff may exercise all the rights and privileges provided in the law.

Notice to parents and students of both the substantive rules of expected conduct and the process for determining and sanctioning misconduct will be consistent with State law and summarized in the student handbooks for each building that are prepared and distributed each year. Copies of the handbook and governing State statute shall be available to parents and students at all times upon request.

### **Due Process Rights in Event of Suspension, Exclusion, or Expulsion**

The following rules and procedures will apply with regard to the administration of discipline involving suspension, exclusion, except that due process for special education students will follow the guidelines of Article 7 and Section 504.

1. CONFERENCE
  - a. A teacher, administrator, staff member, or student, may request a conference to address behavioral concerns. Members of the school community may participate in this conference to address and solve interpersonal issues that occur during the school day.
2. TIME OUT
  - a. A student may be assigned to a time out as an initial disciplinary consequence to remove the student from the situation. The time out may be served in an area designated by the principal and or principal designee.
3. SUSPENSION FROM SCHOOL
  - a. The principal may deny a student the right to attend school or take part in any school function for up to 10 consecutive school days. There are two variations of suspension assigned, at the discretion of the administrator:
    - i. In School Suspension (ISS)
    - ii. Out of School Suspension (OSS)
      1. Out of School in the care of the student's parents

When a student is being considered for a suspension, the administrator in charge will notify the student of the reason. The student will then be given an opportunity to explain the student's side. After that informal conference, the principal will make a decision whether or not to suspend. If a student is suspended, the student and student's parents will be notified, within one day, of the reason for and the length of the suspension. The suspension may be appealed in writing directed to the principal. Students are not to be on school property during any out of school suspension from school. The suspension will be counted as a non-absence. During the appeal process, the student will not be allowed to remain in school.

4. EXCLUSION FROM SCHOOL

A student may be excluded from school attendance if:

  - i. The student's immediate removal is necessary to restore order or to protect persons;
  - ii. The student's legal settlements not in the attendance area of the school corporation, and no transfer or tuition arrangements have been made.
  - iii. A student may be excluded from school if the student poses a substantial threat to the health or safety of other students or staff, or if the student does not have legal settlement in the corporation.

Upon written request to the superintendent or his designee, a hearing may be arranged within ten days after the student has been suspended pending the exclusion hearing. A decision to exclude may be appealed to the State Department of Education.

5. EXPULSION FROM SCHOOL

An expulsion is a denial of the right of a student to take part in any school function for a period greater than 10 consecutive school days.

When a student is being considered for expulsion, the student will receive a formal letter of notification addressed to the parents indicating, among other requirements, their right to request an expulsion meeting within 7 days after receipt of the hearing examiner's letter. If no request is received within that time period, the right to a hearing has been waived. Students being considered for expulsion may or may not be removed immediately in the discretion of the administration. At the expulsion meeting the student may be represented by parents and/or legal counsel.

The superintendent shall review the hearing examiner's report and make a decision within two school days after receiving the report. If the student is excluded or expelled, the parents may appeal, in writing, to the Board of School Trustees. The appeal can be based only on evidence from the hearing or evidence presented in the appeal. All opportunity to earn grades or credit ends when a student is expelled. Students are not to be on school property during any period of expulsion from school.

6. School Resource Officer

A LCSC School Resource Officer (SRO) may be involved to determine if the offense should be filed with the Boone County Juvenile Courts. A report of the incident could be filed by the SRO for review of the court to determine further legal action towards the student.

## Harassment

Harassing other students, staff members, or the general public by means of any speech or action that creates a hostile, intimidating, or offensive learning environment. Conduct constituting harassment may take different forms, including but not limited to the following:

- **Gender/Race/Religious/National Origin/Disability Harassment**

- Verbal:
  - Written or oral innuendoes, comments, jokes, insults, threats, or disparaging remarks concerning a person's gender, race, religious beliefs, national origin, disability, etc. toward a fellow student, staff member, or other person associated with the Corporation.
  - Conducting a "campaign of silence" toward a fellow student, staff member, or other person associated with the Corporation by refusing to have any form of social interaction with the person.
- Nonverbal: Placing objects, pictures, or graphic commentaries in the school environment or making insulting or threatening gestures toward a fellow student, staff member, or other person associated with the Corporation.
- Physical: Any intimidating or disparaging action such as hitting, hissing, or spitting on a fellow student, staff member, or other person associated with the Corporation.
- .

- **Sexual Harassment (5517.02)**

- Verbal: The making of written or oral sexual innuendoes, suggestive comments, jokes of a sexual nature, sexual propositions, or threats to a fellow student, staff member, or other person associated with the Corporation.
- Nonverbal: Causing the placement of sexually suggestive objects, pictures, or graphic commentaries in the school environment or the making of sexually suggestive or insulting gestures, sounds, leering, whistling, and the like to a fellow student, staff member, or other person associated with the Corporation.
- Physical Contact: Threatening or causing unwanted touching, contact, or attempts at same, including patting, pinching, pushing the body, or coerced sexual intercourse, with a fellow student, staff member, or other person associated with the Corporation.

- **Reporting Harassment:**
  - Any student who believes that s/he is the victim of any of the above actions or has observed such actions taken by another student, staff member, or other person associated with the Corporation should immediately take the following steps:
  - If the alleged harasser is a student, staff member, or other person associated with the Corporation other than the student's principal, the affected student should, as soon as possible after the incident, contact his/her principal.
  - If the alleged harasser is the student's principal, the affected student should, as soon as possible after the incident, contact the Superintendent of Schools at 482-0380.
  - The student may submit a report in writing, by telephone, or in person. The reporting student should provide the name of the person(s) whom s/he believes to be responsible for the harassment and the nature of the harassing incident(s).
  - The report shall be investigated in as timely and confidential a manner as possible. While a charge is under investigation, no information is to be released to anyone who is not involved with the investigation, except as may be required by law, a collective bargaining agreement, or in the context of a legal or administrative proceeding. No one involved will discuss the subject outside of the investigation.
  - If the investigation reveals that the complaint is valid, then appropriate remedial and/or disciplinary action will be taken promptly to prevent the continuance of the harassment or its recurrence. Such discipline may include any of the following: oral warning, written warning, in-school suspension, out-of-school suspension, restriction of privileges, restriction of access, or expulsion.
  - Given the nature of harassing behavior, the school recognizes that false accusations can have serious effects on innocent individuals. Therefore, all students are expected to act responsibly, honestly, and with the utmost candor whenever they present a charge of harassment.
  - Some forms of harassment of a student by another student may be considered a form of child abuse, which will require that the student-abuser be reported to proper authorities.
  - Hazing by any school group, club, or team is not permitted. This includes any form of initiation that causes or creates a risk of causing mental or physical harm, no matter how willing the participant may be.
  - Under no circumstances will the school threaten or retaliate against anyone who raises or files a harassment complaint.
  - Any form of harassment will not be tolerated at LCSC. Disciplinary action will result.

### **Bullying (5517.01)**

- A. Indiana Code 20-33-8-0.2 defines Bullying as:
  1. Overt – repeated acts or gestures, including:
    - a. Verbal or Written communications transmitted;
    - b. Physical acts committed; or
    - c. 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 other student.
  2. Bullying is abuse
    - a. Bullying is aggressive behavior that is intentional and involves an imbalance of power or strength that is typically repeated over time. Bullying may take many forms such as hitting or punching, teasing or name calling, intimidation or social exclusion, and sending insulting or threatening messages by email or other electronic means.
- B. Bullying is prohibited from Lebanon Community Schools and applies when a student is:
  1. On school grounds immediately before or during school hours, immediately after school hours or at any other time when the school is being used by a school group (including summer school).
  2. Off school grounds at a school activity, function, or event;
  3. Traveling to or from school or a school activity, function, or event; or
  4. Using property or equipment provided by the school.

5. Using data or computer software that is accessed through a computer, computer system, or computer network of the school corporation.
- C. Bullying by parent(s), student(s) or group of students with the intent to harass, ridicule, humiliate, intimidate, or harm the other student through overt, repeated acts or gestures, including verbal or written communications transmitted, and/or physical acts committed, or any other similar behavior as interpreted by the student being bullied is prohibited.
- D. Parents or students who suspect that repeated acts of bullying are taking place should report the matter to the school principal or designee. School personnel will investigate all reports of bullying.
- E. Counseling, corrective discipline, and/or referral to law enforcement will be used to change the behavior of the perpetrator. This includes appropriate intervention(s), restoration of a positive climate, and support for victims and others impacted by the violation.
- F. Educational outreach and training will be provided to school personnel, parents, and students concerning the identification, prevention, and intervention in bullying.
- G. All schools in the corporation are encouraged to engage students, staff and parents in meaningful discussions about the negative aspects of bullying. The parent involvement may be through parent organizations already in place in each school.

### **Law Enforcement**

School policy allows for the use of law enforcement agencies to assist school personnel, when necessary. In addition to the use of local, county, and state police officers, law enforcement canine police units may be incorporated into the detection process and/or instance of disorderly conduct.

In the event a student is suspected of being in possession of any form of contraband on school property, the student will be placed in the custody of the school principal, the student's parents or guardians will be notified and informed of the circumstances and requested to come to school. Be aware that questioning of a child may occur before parent arrival.

# Section 4 - Transportation

## LCSC Transportation Policy

LCSC will provide all eligible students with free transportation from the designated pick up location to school and transportation to the same pick-up location at the end of the school day. In order to maximize our efforts to ensure student safety and minimize operational costs, students will not be allowed to change from the authorized routes. Any change to originally authorized route will only be approved by the Director of Transportation. Individual bus drivers, teachers, or building Principals are not authorized to grant parental request for a student to change from authorized bus assignments. Any questions concerning this transportation use policy should be directed to the LCSC Office of Transportation at (765) 482-1499.

## Rules for Bus Parents

1. Open enrolled students will not be transported by a LCSC Bus. Transportation is the responsibility of the parent and a condition of open enrolled status.
2. Due to capacity limits, students will only be allowed to ride their assigned bus.
3. Your child must be waiting at his/her boarding station when the school bus is scheduled to arrive.
4. Students are not allowed to get off their morning bus early to go into school unless they have a pass from a school official.
5. Baby-sitters – If a student is to be picked up or dropped off at a sitter's, it has to be an everyday occurrence. The stop also has to be located on the driver's regular route. No additional turn around should be required.
6. Any long term change to pick-up or drop off address will need three business days to process.
7. It is the responsibility of the parent/guardian to inform the transportation department in writing of any new or ongoing medical concerns regarding their child or children.

## School Bus Conduct and Safety Rules

The school bus conduct and safety rules are designed to promote student safety. Each student is expected to obey the rules and the bus driver. The authority of the driver is recognized under the law and supported by the Corporation. Bus transportation is a privilege and inappropriate behavior may result in transportation being denied. Transportation will not be provided to students for social events (dates, sleepovers, birthday parties, or studying together).

## Expected Bus Behavior

- **At the Bus Stop**
  - Be on time. Board and leave the bus only at your regularly assigned stop.
  - Stay out of the street and away from the road. Help protect the surrounding property while you wait for the bus.
  - Students are expected to exhibit appropriate and courteous behavior at the Bus Stop. The same rules and routines apply at the Bus Stop and On the Bus.
  - Wait until the bus has come to a full stop and the door has been opened by the driver before you enter. Take your turn and do not push when you enter or leave.
- **On the Bus**
  - Always obey the driver.
  - Promptly be seated and stay in your assigned seat.
    - All busses will have assigned seating charts.
  - Keep all books and materials on your lap or contained in a backpack or sack.
  - No Wireless Devices can be used on the bus.
  - Be courteous and do not use profane language. Speak in low tones.
  - Never push, shove, scuffle, or horseplay, as it is considered to be a serious safety hazard.
  - Keep your head, hair, hands, feet and all belongings inside the bus and to yourself.
  - No tobacco products are allowed on the bus.
  - Fighting is prohibited.
  - Never throw objects inside or outside the bus.
  - Do not eat or drink on the bus.
  - All students should respect everyone while riding on the bus.
  - Keep the bus clean and orderly.

- **Leaving the Bus**

- Take your turn and do not push.
- Once off the bus, clear the area immediately. If crossing the street, wait for a signal from your driver.

**Bus Consequences**

- First Offense: Bus driver will give verbal warning to student
- Second Offense: Bus driver will call parent
- Third Offense: Written referral will be given to the transportation department on the day or day after the offense. Administration and transportation department will work together and call or meet with parent and/or student.
- Fourth Offense – Written referral will be given to the transportation department on the day or day after the offense (marked as second referral) - Principal/Transportation department may suspend riding privileges
- Fifth Offense – Written referral will be given to the transportation department on the day or the day after the offense (marked as third referral) – Principal/Transportation Department may suspend riding privileges for the remainder of the semester and/or year



# Section 5 – Health Services

**Students must be fever free without medication 24 hours before returning to school. A temperature of 100.4 degrees or higher is considered a fever.**

## **Administration of Medication at School (5330) – Guideline/Policy 5330**

### Prescription Medication:

All Medication will need to be brought to the school by a parent or guardian. No medication should travel in a backpack to school with the exemption of diabetic supplies, epi pens, diastat and inhalers that have a written prescription from a doctor. A medication release will need to be signed by the parent/guardian before any medication can be given at school. Prescription medication needs to be in the bottle or box with the students name on it and how it is to be dispensed (the prescription label). If there is a change in the time or dose of the medication, then the prescribing physician will need to fax that change to the clinic staff. The medication release consent will be valid for the period the medication is to be given or to the end of the school year. **All medication that is left over has to be picked up by the parent/guardian or it will be discarded by the clinic or designated staff.**

### Non-prescription medication:

Any non-prescription medication needs to be brought in to the clinic staff by a parent or guardian. A medication release will need to be signed and will include how and when the medication is to be given. Medication is not to be sent to school with the child. After discussion with clinic personnel, exceptions may be made on an individual basis as to bringing in a non-prescription medication. **All unused medication is to be picked up at the school by the parent or guardian.**

All medication given is documented on medication sheets. Medications should only be administered to students during the school day if the medications are required to be administered at a specified time within the school day, or if the medication is needed for a chronic condition. For example, if an antibiotic is prescribed to be administered three times a day, the antibiotic can be administered before school, after school and at bedtime.

Any designated employee who is responsible for administering injectable insulin or blood glucose testing by a finger prick shall receive proper training from a practitioner or a registered nurse and such training shall be documented in writing by the practitioner or registered nurse and kept on file in the school building office.

## **Blood-Borne Pathogens Notification (8453.01)**

The Corporation has been notified by the Federal government that the Corporation is subject to new regulations from the Occupational Safety and Health Administration (OSHA) to restrict the spread of hepatitis B virus (HBV) and human immune deficiency virus (HIV) in the workplace. These regulations are designed to protect employees of the Corporation who are, or could be, exposed to blood or other contaminated bodily fluids while performing their job duties.

Because of the very serious consequences of contacting HBV or HIV, the Corporation is committed to taking the necessary precautions to protect both students and staff from its spread in the school environment.

Part of the Federally-mandated procedures includes a requirement that the Corporation request the person who was bleeding to consent to be tested for HBV and HIV. This information would then be provided both to the exposed employee and the treating physician to determine proper medical treatment.

The law does not require parents or guardians to grant permission for the examination of their child's blood, but it does require the Corporation to request that consent. Although we expect that incidents of exposure will be few, our intent is to notify parents of these requirements ahead of time.

If you have any questions or concerns, please contact Dr. Jon Milleman, Superintendent, at 765-482-0380.

## **Control of Casual Contact Communicable Diseases (8450.01)**

Because a school has a high concentration of people, it is necessary to take specific measure when the health or safety of the group is at risk. The school's professional staff has the authority to remove or isolate a student who has been ill or has been exposed to a communicable disease or highly transient pest, such as lice. Specific diseases include: diphtheria; scarlet fever, strep infections, whooping cough, mumps, rubella, and other conditions indicated by the local and state Health Departments. Any removal will be only for the contagious period as specified in the school's administrative guidelines.

## **Control of Head Lice**

If a student in the Corporation is found to have head lice, the school nurse or designee shall notify the parent and ask the parent to pick the student up at their earliest convenience and administer an FDA-approved lice treatment (e.g., pediculicide/ovicide), treatment by a qualified healthcare provider, or treatment at a clinic specializing in lice and nit removal. The student shall remain in the classroom until picked up by the parent.

After treatment and upon returning to school, the student will be examined by the school nurse or designee, which may include the principal. The Corporation practices a policy of "no live lice" as the criterion for the return to school.

Screenings of an entire class will not take place. No class or school wide notifications will be made even when cases have been confirmed.

Remind your children lice can be spread by exchanging clothes, hair brushes, hair bands, towels, hats, pillows, and by close personal contact, (hugging, etc). Lice can happen to anyone at any time and is not cleanliness specific. No mass communication to parents will take place, if lice are discovered, unless there is an outbreak.

## **Control of Non-Casual Contact Communicable Diseases (8453)**

In the case of non-casual contact communicable diseases, the school still has the obligation to protect the safety of the staff and students. In these cases, the person in question will have his/her status reviewed by the panel of resource people, including the County Health Department, to ensure that the rights of the person affected and those in contact with that person are respected. The school will seek to keep students and staff persons in school unless there is definitive evidence to warrant exclusion. Non-casual contact communicable diseases include sexually-transmitted diseases, AIDS, ARC (AIDS Related Complex), HIV, Hepatitis B, and other diseases that may be specified by the Board of Health.

The School Board shall not be responsible for the diagnosis and treatment of student illness. Unless a student suffers a chronic disease or medical condition discussed in the "Indiana Medication Law" 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. For purposes of this policy, "medication" shall include all medicines including those prescribed by a physician and any non-prescribed (over-the-counter) drugs, preparations, and/or remedies. "Treatment" refers to both the manner in which a medication is administered and to health care procedures which require special training, such as catheterization.

## **Immunizations (5320)**

The School Board requires that all students are properly immunized against whooping cough, poliomyelitis, measles, diphtheria, rubella (German measles), tetanus, mumps, Pertussis, Hepatitis A & B, and chicken pox. Every child who enters kindergarten through 4<sup>th</sup> grade shall be immunized against hepatitis B, and chicken pox. From time to time other communicable diseases may be designated by the Indiana State Department of Health.

The Superintendent shall require parents to furnish to their child's school, no later than the first day of school after enrollment, a written statement of the child's immunization accompanied by a physician's certificate or other documentation. Students whose parents do not provide the required documentation by the opening day of school may be admitted to school provided the documentation is received within twenty (20) days and is in accord with the Superintendent's administrative guidelines on immunization. If the student is not immunized by the close of the twenty (20) day period, the Superintendent shall commence expulsion proceedings, unless the parents have filed a religious objection or submitted a physician's statement that the needed immunizations are contra-indicated.

Exemptions to the immunization requirements shall be granted, in accordance with State law, only for medical, religious, or other reasons allowed by the State.

## **Immunization Requirements**

- A. 5 \* doses of diphtheria-tetanus-pertussis, tetanus-diphtheria, or pediatric diphtheria-tetanus vaccine (DTP/Td/DT)
- B. 4 \* \* doses of Inactivated Polio Vaccine (IPV) or Oral Polio Vaccine (OPV)
- C. 2 doses of measles (rubella) vaccine, after first birthday and prior to kindergarten
- D. 1 dose of rubella (German measles) vaccine, on or after first birthday

- E. 2 doses of mumps vaccine, on or after first birthday
- F. 3 doses of Hepatitis B vaccine
- G. 2 \*\*\*doses of Varicella vaccine (Chicken pox) on or after the first birthday and separated by 3 months or a record of disease
- H. 2 \*\*\* doses of Hepatitis A vaccine on or after the first birthday and separated by 6 months.

\* 5 doses of DTP/DTP/DT (4 doses are acceptable if the 4th dose was administered on or after the child's fourth birthday and at least 6 months after the 3<sup>rd</sup> dose) for K-12 grades.

\*\* Four doses of any combination of IPV or OPV for grades K-12 grades. The 4<sup>th</sup> dose must be administered on or after the child's fourth birthday, and at least 6 months after the previous dose.

\*\*\* Physician documentation of disease history, including month and year, is proof of immunity for preschool through 5<sup>th</sup> grade.

### **Indoor Air Quality (IAQ) Coordinator**

Director of Operations and Resources Chad Martin is Indoor Air Quality (IAQ) Coordinator for the school corporation. Contact by phone 765-482-0380 extension 31812 or email [martinc@leb.k12.in.us](mailto:martinc@leb.k12.in.us)

### **Injury and Illness (5341)**

All injuries must be reported to a teacher or the clinic. If minor, the student will be treated and may return to class. If medical attention is required, the clinic will follow the School's emergency procedures. A student who becomes ill during the day should request permission from the teacher to go to the clinic. Parents will be contacted when symptoms of illness are present. Parents should provide information to the school about any short-term or long-term concerns or special situations related to their child's health. This will help the school nurse and school officials determine the appropriate action to be taken. No student will be released from school without parental permission.

If a student is dismissed from school due to health issues, the nurse will notify the parent/guardian. Using a cell phone to reach a parent instead of reporting to the nurse's office is against the school's cell phone guidelines.

### **Mental Health Services**

Through a partnership with outside mental health services counseling and behavior therapists are present in each of the LCSC schools each week to provide therapy to those students presently receiving these services.

### **Screenings**

As required by the state of Indiana, screenings will be conducted in the following areas with the following grade levels.

- Vision: Students in 1<sup>st</sup>, 3<sup>rd</sup>, and 5<sup>th</sup> grades will have their vision screened during the school year.
- Hearing: Students in 1<sup>st</sup> and 4<sup>th</sup> grade will have their hearing screened during the school year.
- IN 20-34-3-12 & INA 20-34-3-14

### **Snacks/Treats**

Due to an increase in food sensitivities, allergies, and other medical conditions, we request non-food items such as pencils, stickers, erasers, etc., replace food snacks for classroom holiday parties and birthday celebrations. We thank you for supporting a healthy and safe school environment by providing healthy alternatives to sweet treats and sweet drinks.

LCSC elementary schools strive to provide a healthy school environment that promotes the health and safety of all. Please note that the classroom teacher and/or school may provide special treats as rewards for students or special events and classroom activities.

### **Student Accidents (5340)**

The School Board believes that school personnel have certain responsibilities in case of accidents that occur in school. These include the administration of first aid by authorized personnel to do so, summoning of medical assistance, notification of administration personnel, notification of parents, and the filing of accident reports. Regardless of the seriousness of any accident, the administrator in charge must submit an accident report to the Superintendent.

## **Toileting Accidents**

At the elementary level toileting accidents are a normal occurrence. All toileting accidents are addressed with the most confidentiality and support. If your child is prone to toileting issues, please provide the school with extra clothes from home. These can be kept in the clinic with their name on them for their use. The school does **not** stock a large supply of clothing. In the event of an accident a child is sent to the clinic to change clothes, soiled clothing is put into a bag to go home.

- Any clothing provided by the school comes from donations for this specific reason. Please wash them and return them as soon as possible.
- Socks and underwear are always brand new and should not be returned to the school.
- Donations of school appropriate clothing are always welcome. Contact your school's nurse for specific needs.

# IN AN EMERGENCY TAKE ACTION



## HOLD! In your room or area. Clear the halls.

### STUDENTS

Clear the hallways and remain in room or area until the "All Clear" is announced  
Do business as usual

### ADULTS

Close and lock the door  
Account for students and adults  
Do business as usual



## SECURE! Get inside. Lock outside doors.

### STUDENTS

Return to inside of building  
Do business as usual

### ADULTS

Bring everyone indoors  
Lock outside doors  
Increase situational awareness  
Account for students and adults  
Do business as usual



## LOCKDOWN! Locks, lights, out of sight.

### STUDENTS

Move away from sight  
Maintain silence  
Do not open the door

### ADULTS

Recover students from hallway if possible  
Lock the classroom door  
Turn out the lights  
Move away from sight  
Maintain silence  
Do not open the door  
Prepare to evade or defend



## EVACUATE! (A location may be specified)

### STUDENTS

Leave stuff behind if required to  
If possible, bring your phone  
Follow instructions

### ADULTS

Lead students to Evacuation location  
Account for students and adults  
Notify if missing, extra or injured students or adults



## SHELTER! Hazard and safety strategy.

### STUDENTS

Use appropriate safety strategy for the hazard

#### Hazard

Tornado  
Hazmat  
Earthquake  
Tsunami

#### Safety Strategy

Evacuate to shelter area  
Seal the room  
Drop, cover and hold  
Get to high ground

### ADULTS

Lead safety strategy  
Account for students and adults  
Notify if missing, extra or injured students or adults

# LCSC HANDBOOK SIGNATURE OF COMPLIANCE

## **PARENTAL COMPLIANCE**

I, \_\_\_\_\_ (parent name), have read the 2024-2025 handbook for the Lebanon Community School Corporation, and I understand the content of the material.

Date: \_\_\_\_\_

## **STUDENT COMPLIANCE**

I, \_\_\_\_\_ (student name), have read the 2024-2025 handbook for the Lebanon Community School Corporation, and I understand the content of the material.

Date: \_\_\_\_\_

### **Parent/Student Acknowledgement of Student Dress Policy**

We, \_\_\_\_\_  
(Parent Signature) (date)

And \_\_\_\_\_  
(Student Signature) (grade)

We have received and read the 2023-2024 student dress policy. We understand the rights and responsibilities pertaining to students, agree to support, and abide by the rules, guidelines, and procedures of Lebanon Community School Corporation dress policy.

**PLEASE DETACH THIS PAGE AND SUBMIT TO YOUR CHILD'S TEACHER or SCHOOL OFFICE. PLEASE  
RETAIN THIS HANDBOOK FOR YOUR OWN USE.  
THANK YOU!**